



ज़ाकिर हुसैन दिल्ली महाविद्यालय (सांध्य)

Zakir Husain Delhi College (Evening)

(दिल्ली विश्वविद्यालय) (University of Delhi)

जवाहरलाल नेहरू मार्ग

Jawaharlal Nehru Marg, New Delhi-110002

Phone: 011-23231899, E-mail: zhpge.college@gmail.com

March 15, 2021

## **NOTICE REGARDING OBE (OPEN BOOK EXAMINATION) MARCH ,2021**

### **Details of Nodal Officer:**

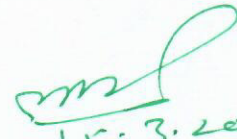
Name Dr. Pakiza Samad  
Email ID [exam@zhe.du.ac.in](mailto:exam@zhe.du.ac.in)

## **E-MAIL SUBMISSION GUIDELINES**

Students can submit their answer script to the Nodal Officer by email only if the submission through submission through the portal is not possible (Documentary evidence of non-submission to the portal should be provided. However, this option should be used in case of extreme situation only.

1. Subject of the email should be:  
**Exam Roll Number – Course Name – Paper Code – Date of Examination (DD-MM-YYYY)**  
(Do not write anything else in Subject of the Email.)
2. Do not send question wise file, send only one PDF file. Name of file should be Exam Roll No.\_Paper Code (For example: 20086501111-12033491). Other formats will be rejected.
3. Following PDF files should be attached:
  - i. PDF file of an application written to The name of The Dean, Examination, University of Delhi stating reason of delay due to which you cannot upload the answer script on the OBE portal. (File name: Application-Exam Roll No.)
  - ii. PDF file of answer scripts as mentioned in Point No.2.
  - iii. Portal Submission Failed Snapshots (4-5 attempts) in one pdf file, during the 3+1+1 hour duration as mentioned in Point No.10. (File name: Snapshot-Exam Roll No.)

**Before sending the files check the filename.**

  
15.3.2021



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जवाहरलाल नेहरू मार्ग

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Phone: 011-23231899, E-mail: zhpge.college@gmail.com

4. In Email Body Write Following details: (Do not write anything else in the email.)  
**Date and Time of Examination:**  
**Examination Roll No.**  
**Name of the Student**  
**Name of the Course**  
**Semester**  
**Unique Paper Code**  
**Title of the Paper**  
**Name of the College**  
**Email Id of the Student**  
**Mobile No of the Student**
5. Please ensure that students submits scripts via email only after 3+1+1 hour duration and must attach the Portal Submission Failed Snap Shots (4-5 attempts), during the 3+1+1 hour duration.  
**E-mails shall be accepted upto half an hour after completion of upload time.**
6. Submission by both email and portal will not be accepted.
7. Answer sheet submitted through email will cause delay in result declaration as it happened during OBE-I and II.
8. PWD students have been given alternate email ID so they shouldn't submit script to the Nodal officers. Email for PwBD students only: [obescript-pwbd@exam1.du.ac.in](mailto:obescript-pwbd@exam1.du.ac.in)
9. Students should mention course name, paper code and roll no in subject line.
10. It may be noted that e-mails sent by the students prior to completion of 5 hours shall not be accepted and the same is required to be resent by the students after 5 hours along with 4-5 snap shots of failed submission at different time.

Prof. Masroor Ahmad Beg  
Professor-Principal

*sm*  
15.3.2021

*Masroor*  
15/3/21





## UNIVERSITY OF DELHI

Ref. No. /Dean(Exams.)/2021/1388

March 15, 2021

### NOTIFICATION

It has been reported that some of the students appearing in the OBE Semester Examinations March 2021 are facing problems in uploading their answer sheets on the OBE portal of the University.

In this connection, a reference is invited to Notification Ref. No. Dean (Exams)/2021/1366 Dated 14.03.2021 (Point No.8) regarding guidelines for under graduate Programme and Notification Ref. No./Dean (Exams)/2021/1367 dated 14.03.2021 (Point No.11) regarding guidelines for post Graduate Programme which are conducted in OBE Portal whereby such students has been allowed extra one hour after (3+1) hours. However, in order to mitigate the hardships faced by such students, it has been allowed that in such cases where the student find problem in uploading his/her answer sheet on the OBE portal of the University for Justifiable Reasons even after completion of 5 hours the answer script can be submitted through email to the Nodal Officers provided the following conditions are fulfilled.

1. Duration of each question paper is 3+1 hr. But if students fail to upload during this period (3+1 hr) they can use additional 60 min for upload in the portal. All such submissions will be reviewed by a committee to see the validity of the reasons of late submission.
2. It will be for the student to prove that he/she actually faced problem in uploading his/her answer sheet on the OBE portal of the University for justifiable reasons. Screen shots of the failure in uploading the answer sheet is recorded by the students after making 4-5 attempts by way of taking screen shots of the screen and submit the same along with the scripts and save all such records.
3. If student fails to submit the scripts within this periods (3+1+1), they can submit scripts via email to the Nodal officers only after 3+1+1 hour duration and must attach the portal submission failed snap shots (4-5 attempts) during the 3+1+1 hour duration (email should be submitted within 10 min time after 3+1+1 time is over).
4. The answer sheet uploaded by such affected student on the email id of the Nodal Officer of the College/Department/Faculty/NCWEB Centre should mention **course name, paper code and roll number in subject line**.
5. E-mails sent by the students prior to completion of 5 hours shall not be accepted and the same is required to be resent by the students after 5 hours along with 4-5 snap shots of failed submission at different time.
6. Answer Script submitted through email in such exceptional cases would entail delay in result declaration as happened during OBE-I unlike the answer script submitted through OBE portal of the University.
7. PWD students have been given alternate email ID so they shouldn't submit script to the Nodal officers.

Nodal Officers as appointed and notified by the University for the OBE Examinations are requested to accept all such email and ensure the compliance of the above mentioned guidelines (through University has sent these guidelines to all registered students by email). They are further requested to ensure that the scripts are sorted out every day and folders are made subject wise (e.g. all the paper of English Department in one folder). For this purpose, Colleges may engage 2-3 staff members and payment will be made as per University rules. Method of evaluation of such scripts will be communicated in due course of time.

*Ajay Bhoon*  
15/3/2021  
O.S.D.(Examinations)

University of Delhi, Main Campus, Delhi-110007 (India)  
Tel:27001057/27667934, Website: du.ac.in

*A.O.  
Pl. notify.  
15.3.2021*