Counselling session Sem 6

JUNE 2021
ZAKIR HUSAIN DELHI COLLEGE

ONLINE OBE EXAM JUNE 2021- ADMIT CARD

- Please ensure that ALL information printed on your admit card is correct. Check carefully for spellings. Please check the information BOTH in Hindi and English.

- If there is any mistake, please **email** the college and get it corrected latest by 5:00 pm on 04-06-2021.

  -

OBE ANSWER SCRIPTS

- Please use A4 sheets only.
- Please write on only one side of the page.
- Make sure that there is a margin on both sides of the page.
- Make sure to number each page. This is very important.
- Answer each question on separate sheet of paper.
- Keep all critical material handy during the exams. Do not start searching for the material AFTER the start of the exam.
- Please write your roll number on EACH page.
- Try and use the same pen throughout the exam. DO NOT change the colour of your pen.

FIRST PAGE

- First page of EACH answer script should have the following details:
- Date and time of examination
- Examination Roll no
- Name of the Program: BA Prog/B.A. Hons----/B.Com Hons
- Semester:
- UPC:
- Title of the paper

DO NOT WRITE YOUR AND COLLEGE NAME ANYWHERE ON THE ANSWER SHEET.

SCANNING OF ANSWER SHEETS

- Please download ADOBE SCANNER app on your phone.

- Try and upload one answer as one PDF file only.

- JPEG single page uploads are difficult for the examiner, as sometimes the upload is not correct and the script cannot be rotated.

- Make sure the focus is clear on the answer script. Many times, we can see more of the bedsheets/tables than the answer script.

- **VERY IMPORTANT:** make sure you name your files properly. Many students lost marks in previous semester because for 1 or 2 answers, the upload belonged to some other paper. Hence they were marked ZERO.

UPLOADING OF ANSWER SHEET

- Time limit for the exam is 3+1 hours.

- In case of network connectivity issues, you can upload to the portal for ONE HOUR after 4 hours. However, if you are uploading beyond 4 hours, please keep **documentary evidence** to prove that you could NOT upload during the 4 hour period.

- Only in case you still cannot upload, only then should you email to **exam@zh.du.ac.in.** No emails received before 4 hours are complete will be accepted. **Documentary evidence has to be compulsorily attached.**

- You have 30 minutes beyond the 5 hours to email the papers.

- However, **WE STRONGLY ADVISE YOU AGAINST EMAILING**. Especially since you are in final year, and need to apply for further studies. Email submissions may lead to RA status in your marksheets, which will ONLY be updated AFTER final consolidation and declaration of portal results.

- THIS MAY TAKE UPTO A MONTH.

SUBMITTING OF ANSWER SCRIPTS

- Make sure you upload your answers well in time.
- You know from your own experiences last time that the server tends to crash towards the end.
- If you have pending or incomplete uploads, which then go into AUTOSUBMIT, and then also email the papers, YOUR RESULTS MAY GET DELAYED as the system has to then consolidate both the results into a single result.
- **MOST IMPORTANT**: make sure you click the submit button after uploading!
- You will get an acknowledgement from the university, but there will be NO acknowledgement from the college email. MAKE SURE YOU DO NOT DELETE THE MAIL FROM YOUR MAILBOX.

Students must submit an undertaking of not using any unfair means, by pressing the button provided on the portal before uploading the Scanned PDF/JPG of answer sheet

DOCUMENTRY PROOF FOR NOT UPLOADING ON THE UNIVERSITY PORTAL

- *Attachments:*

- **1. Question Paper**
- **2. Application**
- **3. PDF of all the answers question wise**
- **4. Screenshots as a proof of not being able to upload on the portal.**
- <u>***Please don't save file in Google drive**</u>
- There will not be any confirmation of the receipt of the mail sent.
- Incase anything is missing your answers through email will not be accepted.
- File should have your **Exam Roll Number@Unique Paper Code** as their file name (**Single merge file**)
- email: **exam@zh.du.ac.in**

Student should go through the notifications, **"Ref. No/Dean(Exam)/2021/534, May 21, 2021"** on the official website of University of Delhi.

Note:

➤ The Notifications available on the official website of University of Delhi i.e. www.du.ac.in shall only be considered authentic for all purposes.

➤ The above guidelines are valid only for VI semester /III Year

Thank you

WISHING YOU ALL THE BEST FOR THE EXAMS! FOR ANY ISSUES DURING THE
PAPER, YOU MAY CALL THE FOLLOWING:
DEPUTY SUPERINTENDENT AND NODAL OFFICER:

DR. RATNUM KAUL WATTAL	9717392632
DR. P.K. SHISHODIA	9818257720
DR. NEELAM PAHWA	9717211398
DR. ANITA KATNA	9818424058
DR. ASHWANI KUMAR	9891370472
DR. MOHD. ARIF	9810829398
DR. MUKESH KUMAR JAIN	9810923545
DR. MOHD FAHIMANSARI	9811149051
DR. SHARDA VERMA	9871124747
DR. HARENDER SINGH	9810793295

TECHNICAL HELP: ABUL WAFA KHAN – 9811983298