

SHRI RAM COLLEGE OF COMMERCE
Post Graduate Diploma in Global Business Operations (GBO)
Examination 2020 July
Instructions to students while attempting the OBE

June 21, 2020

1. Receiving the Question Paper

According to the date sheet, at 1:55 PM, the Question Paper will be available on the website www.srcc.edu. Keeping in mind the comfortability of the students, the Question Paper will also be mailed at the email id of the students as mentioned in their examination form filled by them. It is the responsibility of the examinee to contact the Deputy Superintendent GBO Examinations, Dr. Naveen Mittal at 9891935186 (through contact or WhatsApp) or at meenav22@gmail.com, in case of non-receipt of the question paper.

2. Duration of the examination

The duration of the OBE is 3 hours only which includes 2 hours for attempting the examination and 1 hour for downloading the question paper, scanning the answer sheets in pdf format as a single pdf file and sending that single pdf file at the designated email id: exam.gbo@srcc.du.ac.in

Note:

For students belonging to the Divyaang (PWD) Category, the duration of the OBE is 5 hours only which includes 2 hours for attempting the examination, 1 hour for downloading the question paper, scanning the answer sheets in pdf format as a single pdf file and sending that single pdf file at the designated email id: exam.gbo@srcc.du.ac.in, extra time of 1 hour i.e., 1/3rd of prescribed duration of OBE (as per the rules and eligibility prescribed by the University) and further 1 hour as a special provision as purely one time measure.

3. Plain papers

The answers to the questions are to be written on plain papers of A4 size. It is necessary to put page numbers on each sheet.

4. Making single pdf file of the answer sheets

All the answer sheets must be arranged in sequence while making the single pdf file of the answer sheets. To do scanning and making the single pdf file of the answer sheets, the students can take the help of various Apps available free of cost on internet.

5. Details required to be mentioned on the first page of the answer sheets

On the first sheet of the answer sheet, the following details have to be mentioned –

Name of the Course	
Name of the Student	
Examination Roll Number	
Name of the Paper	
Paper Number	
Date of the Examination	
Total number of sheets (excluding the pages in which undertaking is written)	
Signature of the student (as mentioned in	

the examination form filled by them)	
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6. Grievances

For any grievance related to downloading the question papers, clarification in the question paper (if any), sending the single pdf file at the designated email id, etc., the students must contact Dr. Naveen Mittal, Deputy Superintendent, GBO Examinations 2020 at 9891935186 (through contact or WhatsApp) or at meenav22@gmail.com.

7. Undertaking

The students are also required to submit the undertaking along with the answer sheets of the paper. This undertaking shall also be scanned and merged with the single pdf file. This undertaking should be the last page of the single pdf file.

The format of the undertaking will be provided later on.

8. Subject heading and Name of the File

The scanned copies of the answer sheets (along with the undertaking on the last page) must be sent at the designated email id exam.gbo@srcc.du.ac.in as one single pdf attachment.

For this purpose, the subject of email must be:

Date_ ExamRollNo. _PaperName_ PaperNumber

(For example, if the date of examination is 4 July, Exam Roll No. is 68908, Paper No. is 4.2 and Paper Name is International Financial Management, the subject of the email must be 4July_68908_4.2_International Financial Management)

The name of the file must be:

Date_ ExamRollNo. _PaperNumber

For the same example, the file name must be 4July_68908_4.2

9. Availability of Examinees for three hours post the examination

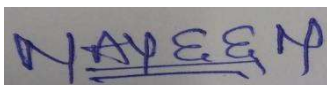
The Examinee should remain approachable through email as well as phone number for around 3 hours post the examination in order to handle any submission issues.

10. Availability of ICT in the college

The College can accommodate a limited number of students who do not have access to internet and hardware required for examinations with strict social distancing, safety and health issues, without compromising anything while extending such facilities. Such students have to contact *Dr. Naveen Mittal, Deputy Superintendent, GBO Examinations 2020.*

Note:

- 1. In case of any mismatch, University guidelines, rules and regulations shall prevail.**
- 2. Refer the website www.srcc.edu and www.du.ac.in on daily basis for July 2020 Examination updates.**



(Dr. Naveen Mittal)
Deputy Superintendent, GBO Examination



(Prof. Simrit Kaur)
Principal