

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

**06 August 2020**

**1. Receiving the Question Paper**

According to the date sheet, at 1:55 PM, the Question Paper will 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](mailto:meenav22@gmail.com), in case of **non-receipt of the question paper latest by 2:05 PM**.

**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](mailto: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](mailto:exam.gbo@srcc.du.ac.in), extra time of 1 hour i.e., 1/3<sup>rd</sup> 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 a one-time measure.

**3. Plain/ Ruled papers**

The answers to the questions are to be written on plain/ ruled white papers of A4 size. The answers are to be written using **black or blue pen only and in own handwriting**. It is necessary to put page numbers on each sheet.

**4. Making single pdf file of the answer sheets strictly in proper sequence**

All the answer sheets must be arranged in **correct 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 **authorized Apps** available on internet.

**5. Details required to be mentioned on the FIRST PAGE of the answer sheets**

On the first page of the answer sheets, only and only 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 (including the first sheet in which this table is filled as well as the second sheet	

in which the undertaking is written)	
Signature of the student (same as in the examination form filled by him/ her)	

*For example:*

*If the answers are written in 11 pages, the total number of sheets become 13 (11 pages in which answers are written + 1 page in which the above details are written + 1 Page in which the undertaking is written).*

#### 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 can contact Dr. Naveen Mittal, Deputy Superintendent, GBO Examinations 2020 at 9891935186 (through contact or WhatsApp) or at [meenav22@gmail.com](mailto:meenav22@gmail.com) anytime during the duration of the examination.

#### 7. Undertaking on the SECOND PAGE of the answer sheets

On the second page of the answer sheets, the students must write the undertaking the format of which is given below. This undertaking shall also be scanned and merged with the single pdf file. **This undertaking is the SECOND PAGE of the single pdf file.**

##### Format of Undertaking

I, \_\_\_\_\_ (Name of the Student) S/o or D/o \_\_\_\_\_ (Father's Name)  
 Examination Roll No. \_\_\_\_\_ pursuing PGD GBO from Shri Ram  
 College of Commerce, University of Delhi, hereby declare that I have attempted this  
 examination honestly and without using any unfair means or practices. I also  
 undertake that I am appearing in the examination as per the rules and regulations of  
 the University. In case, I am found to be appeared in the examination by violating the  
 rules and regulations of the University, I am liable to be dealt as per the rules and  
 regulations of University of Delhi.

*Signature:*

*Place:*

*Date:*

#### 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](mailto:exam.gbo@srcc.du.ac.in) as one single pdf attachment.

For this purpose, the subject of email must be:

Date\_ ExamRollNo.\_ PaperNumber\_ PaperName

(For example, if the date of examination is 11 August, Exam Roll No. is 68908, Paper No. is 4.1 and Paper Name is Business Policy and Strategic Management, the subject of the email must be 11August\_68908\_4.1\_Business Policy and Strategic Management)

The name of the file must be:

Date\_ ExamRollNo.\_ PaperNumber

For the same example, the file name must be 11August\_68908\_4.1

#### 9. Repeated file should not be sent

The students should send only and only one single pdf file. They should not send the same file again and again.

**10. Availability of examinees for around 3 hours post the examination**

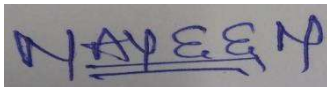
The examinee should remain approachable through email as well as phone number for around 3 hours post the examination in order to handle any submission issues. In case of any submission issue, the college will contact the concerned student on the phone/ mail provided.

**11. Availability of ICT in the college**

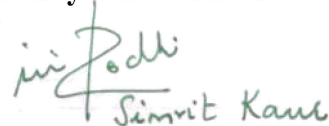
The College can accommodate a limited number of students who do not have access to internet and hardware required for examinations with strict social distancing, safety and health issues, without compromising anything while extending such facilities. Such students have to contact *Dr. Naveen Mittal, 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](http://www.srcc.edu) and [www.du.ac.in](http://www.du.ac.in) on daily basis for August 2020 Examination updates.**
- 3. Kindly contact Dr. Naveen Mittal at 9891935186 for any clarification.**



**(Dr. Naveen Mittal)**  
**Deputy Superintendent, GBO Examination**



**(Prof. Simrit Kaur)**  
**Principal**