

SHRI RAM COLLEGE OF COMMERCE
Post Graduate Diploma in Global Business Operations (GBO)
December 2021 Examination
Instructions to students while attempting the OBE

22nd November, 2021

1. Receiving the Question Paper

The Question Paper will be mailed at **9.25 am** 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. Alok Kumar at 9013435648 (through mobile or WhatsApp) or at kumarnalok@gmail.com, in case of **non-receipt** of the question paper latest by **9:35 am**.

2. Duration of the examination

The duration of the OBE is 4 hours only which includes 3 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 total duration of the OBE is 6 hours only.

3. Use of 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 and answer sheets must be arranged 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 –

Date and time of Examination (DD/MM/YYYY, HRS:Min) :	
Examination Roll Number :	
Name of the Program :	
Semester :	
Title of the Paper :	
E-Mail ID of the student :	
Mobile Number of the student :	
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, then the total number of sheets will become 13, i.e. 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. Alok Kumar, Deputy Superintendent, GBO Examinations 2021 at 9013435648 (through call or WhatsApp) or at kumarnalok@gmail.com anytime during 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 as one single pdf attachment. For this purpose, the **subject of email** must be:
ExamRollNo._PaperNumber_date_PaperName

For example : If the date of examination is 12 December, Exam Roll No. is 69101, Paper No. is 3.2 and Paper Name is International Financial System, then the **subject of the email** must be 69101_3.2_12December_ International Financial System

The name of the Pdf file must be: ExamRollNo._PaperNumber_date

Taking the above example, the pdf file name must be named as 69101_3.2_12December

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.

Note : Students should appear in the examination as per the option field in the examination form for the mode of examination, that is "Physical Mode (from the faculty/department/center)" OR "Remote Mode (from home)" by using ICT best facilities. Those who have opted the option of writing examination by Physical mode (From Faculty/ Department/Center), will have the choice of writing it through Remote Mode (home) but not the vice-versa. The college will provide necessary infrastructure in compliance with the MHA, UGC guidelines in view of COVID-19.

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 December, 2021 Examination updates.
3. Kindly contact Dr. Alok Kumar at 9013435648 for any clarification.


(Dr. Alok Kumar)
Deputy Superintendent
GBO Examination Dec. 2021


(Prof. Simrit Kaur)
Principal
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(University of Delhi)
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