

**Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector - 2, Dwarka, New Delhi -110075.
Accredited by NAAC with Grade 'A'**

Ref. No. BCAS/OBE-Dec2020/

Dated: 12.12.2020

Urgent Notice

Semester Theory Examination OBE December 2020

E-mail submission guidelines

This is with reference to additional instructions received today i.e. on 12.12.2020 from University of Delhi through email regarding submission of answer sheets by the student through email.

In this regard all the concerned students are required to note the following:

1. The total duration of the examination shall be of **four** hours (for all students except Divyaang) which will include three hours for answering the questions and one additional hour for IT related activities such as downloading the question paper, scanning and uploading the answer sheets.
2. If uploading is not possible for any reason during the given time as mentioned above, students can take extra 60 minute time to upload their sheets; however, all such submissions will be examined by a review committee and these answer sheets shall be evaluated based on the decision of the Review Committee.
3. In case, for any reason, if a student is not able to upload the answer sheets on the portal during the given duration (3+1+1), the same can be send in PDF format to the email i.d. of the Nodal Officer of the colleges with documentary evidence i.e. at least 4-5 snap shots of failed submission on OBE portal at different times during the given period of total 5 hours. **However, this option should be used only in case of extreme emergency.**
4. The students submitting the sheets through alternate medium i.e. other than OBE Portal may face delay in declaration of their results due to verification and validation process of submission.
5. Email i.d. of the Nodal Officer of Bhaskaracharya College of Applied Sciences is **exambranch.bcas@gmail.com**
6. **Answer sheets can be sent to the above email address only after completion of total duration of 5 hours (3+1+1). Answer sheets received before 5 hours of time will not be accepted at all.**
7. Student must attach the documentary evidence i.e. at least 4-5 snap shots of failed submission on OBE portal at different times during the given period of total 5 hours.
8. **Submission by both means i.e. by email and on the OBE portal will not be accepted.**
9. Students should mention the course name, paper code and Examination Roll number in the subject line of the email.

Sd/-

Dy. Superintendent(s) of Examinations

Contact Numbers in case of emergency regarding OBE:

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| 1. Sh. Bhavya Deep (Nodal Officer-OBE)– | 9899075383 |
| 2. Dr. Anita Sondhi | – 9810445610 |
| 3. Dr. Ruchi G. Marwah | – 9871817295 |
| 4. Dr. Sandeep Kumar | – 9015864017 |
| 5. Sh. Rajesh Raghav | – 9868406898 |