

## **SHRI RAM COLLEGE OF COMMERCE**

Post Graduate Diploma in Global Business Operations (GBO)

### **Examination Forms (OBE) Second Phase 2020**

#### **Notice**

**30 August 2020**

For the purposes of **OBE Second Phase**, the eligible students (*read the instructions given below and the relevant DU Notification dated 28 August 2020 and 29 August 2020 to check the eligibility*) of PG Diploma in Global Business Operations must fill the Examination Form (Attached as a separate word file) and mail it at [exam.gbo@srcc.du.ac.in](mailto:exam.gbo@srcc.du.ac.in) latest by 8 September 2020.

*Subject of the email:*

The subject of the Email should be given as **OBE Second Phase\_Exam Roll No.\_Name** [For example, if your exam roll no. is 68975 and name is Ramesh Kumar, the subject should be OBE Second Phase\_68975\_Ramesh Kumar].

#### **Instructions/ Relevant points to be noted while filing the examination forms for OBE Second Phase:**

1. The second phase of examinations will be conducted for those students (Regular and ex-students) who have either not appeared or have failed to send the pdf of the answer scripts in the first phase of examination. Further, the students under the PWD category who have appeared in the first phase of examination but wish to improve their performance in selected paper/s can appear for the same in the second phase of examinations. The best grade/marks secured by the student based on the two examinations shall be taken into consideration for the preparation of results.
2. **The last date of submission of examination forms is 8 September 2020. No further date in this regard shall be extended.**
3. The mode of examinations for the second phase of examinations shall also be Open Book Examinations (OBE) as adopted during the first phase of examinations conducted by university in the month of August 2020.
4. Looking at the feasibility, examinations for the second phase may be conducted in a blended (a mix of offline and online) mode. To facilitate those students who are outside Delhi and cannot travel to Delhi for appearing in the examinations for any reason, the college may conduct OBE remotely and such students can receive question paper to their registered e-mail and they have to submit the single pdf file of the answer scripts to the designated mail id i.e., [exam.gbo@srcc.du.ac.in](mailto:exam.gbo@srcc.du.ac.in).
5. Students who want to appear for the second phase of examinations shall be **required to mention the option of the mode either the physical (offline) mode or remote mode** using ICT based activities for receiving question papers and submission of answer scripts

through e-mail, in their examination form. **Option once exercised by a student (offline/physical or ICT based remote examinations) appearing for the examination shall not be changed once the examination has begun.**

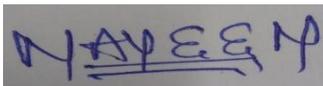
6. **The students under the PWD category (including the Visually Impaired students)** who are residing at remote places and propose to travel to Delhi by train for sitting in the examination physically or through the online mode with the assistance of scribes shall directly contact Dr. Naveen Mittal, Deputy Superintendent, GBO Examinations 2020 for any clarification at 9891935186 or at [meenav22@gmail.com](mailto:meenav22@gmail.com)
7. **All students of the final semester/term/year for academic session 2019-20 including ex-students as per their span period and are appearing for the second phase of examination shall submit their examination forms latest by 8 September 2020.**
8. In case, if a student faces any problem in filling up the examination form he/she should contact Dr. Naveen Mittal, Deputy Superintendent, GBO Examinations 2020 for any clarification at 9891935186 or at [meenav22@gmail.com](mailto:meenav22@gmail.com) for resolving the same.
9. The date sheets for the second phase of examinations shall be notified on [www.srcc.edu](http://www.srcc.edu) by the first week of September 2020. The examinations shall also begin from 14.09.2020.
10. **The duration of the examinations** for the offline/physical mode shall be of 3 hours duration and in case of the students who exercise the option to receive question papers through e-mail and submit the pdf file of answer scripts through email, the duration shall be of 4 hours which shall include 1 extra hour for using the ICT based activities for examinations.
11. The students under the PWD category who exercise the option to appear for the second phase of examinations in offline mode shall be given 5 hours for completion of examinations and if the students take the option to appear remotely and receive question papers through email and submit the pdf file of answer scripts through email shall be given 1 additional hour for ICT based activities.
12. **The process of sending the question paper to the students and receiving the answer sheets from the students will remain same as in OBE first phase. Such instructions are already available with the students.**
13. Students appearing in offline/physical mode of OBE in the college shall submit their answer sheets in the physical form to the college after the completion of examinations.
14. The students for both the mode of examinations i.e. physical or ICT based activities shall answer the questions on plain/ruled A4 size paper and shall use their own papers for writing their answers. All particulars i.e. examination roll no., Paper No. semester, name of the subject, date of examinations, page no. on each paper etc. should be clearly mentioned on the top page.

15. There will be no physical assistance during examinations in the college. Therefore, all arrangements made by the college for physical examination shall be adhered following the norm of social distancing and seating arrangements have to be strictly as per SOP /guidelines as issued by UGC dated 06.07.2020.
16. As per SOP in the reference, all security and safety measures have to be adhered by all students and concerned staff members during examinations. Accordingly, students shall take appropriate safety measures while appearing for physical mode of examinations at the college level and carry all required items i.e., face mask, hand sanitizer, etc.
17. All required stationary to be used for examinations shall have to be arranged by students for examinations.
18. All electronic gazettes shall be permissible during examinations. Question papers may be sent on the WhatsApp or email during examinations instead of printed paper. However, students can submit their request to get the physical question paper for examinations to the college as per datesheet.
19. Further all relevant updates/information regarding the second phase of examinations will be available on the official website [www.srcc.edu](http://www.srcc.edu). No separate email or information shall be sent to individual student in this regard.

**Stay safe, stay online**

**Note:**

1. Information related with OBE mode for the second phase of examinations of any or any addition/ modifications related with procedures or policies of OBE mode to be conducted for the second phase shall only be notified on the official website [www.srcc.edu](http://www.srcc.edu).
2. Above guidelines /measures are valid only for final semester/term/year students who have not appeared for the first phase of OBE mode of examinations as conducted remotely or could not submit their answer scripts through email for any reason except students belonging to PWD category who are allowed to appear for the second phase of OBE mode of examinations.
3. **Students shall be allowed for the second phase of examination based on the submission of their examination forms and the mode opted in the examination form.**
4. **In case of discrepancy, if any, the rules/information mentioned by the University shall prevail.**
5. **Contact Dr. Naveen Mittal, Deputy Superintendent, GBO Examination 2020 for any clarification at 9891935186 or at [meenav22@gmail.com](mailto:meenav22@gmail.com).**
6. **Refer [www.srcc.edu](http://www.srcc.edu) and [www.du.ac.in](http://www.du.ac.in) for regular updates.**



**Dr. Naveen Mittal**  
**Deputy Superintendent**  
**GBO Examinations 2020**