Sri Guru Gobind Singh College of Commerce, University of Delhi

<u>Few important instructions for OBE</u>

- On first page of the answersheet, the student shall write the following details –
    a) Date of Examination (DD/MM/YYYY, Hrs:min)
    b) Examination Roll Number
    c) Name of the Program (eg - B.Com, B.Com(Hons), B.A(Hons)Eco, etc.)
    d) Semester/Year
    e) Unique Paper Code (UPC)
    f) Title of the paper
- **DO NOT WRITE ANY PERSONAL DETAILS**…..Writing any personal details like your name, mobile number, email ID, name of the college, college roll number will be treated as unfair means and your result will be withheld.
- **Write your examination Roll number on every sheet.**
- Start the uploading as soon as three hours of writing time finishes….**DO NOT WAIT** for the last 5-10 minutes to upload your answersheet.
- **DO NOT FORGET TO PRESS THE SUBMIT BUTTON** after uploading the answersheet, otherwise answersheets go in autosubmit and then the result is delayed.
- Name the **pdf of the answer-sheet as date of exam and title of the paper**, so that there is no confusion while uploading the answer- sheet.
- DO NOT OPEN THE QUESTION PAPER you are not supposed to attempt on that day…..especially DSE papers….opening a wrong question paper, will mean you have attempted the paper, and thus delay in result.
- Students are advised to keep email as the last option for sending the answersheets as result is delayed for emailed answersheets.
- Answersheets are to be emailed at **ugexam@sggscc.ac.in**, ONLY if you are not able to upload the answer sheets on portal after 3+1+1(extra hour) i.e. after 5 hours