

Indraprastha College for Women

University of Delhi

04 June 2021

Instruction regarding submission of Answer Scripts on E-mail ID

OBE June 2021

1. Email the answer scripts to the official email ID of the Nodal Officer for OBE June 2021 **within a maximum of 30 minutes only** after the completion of 3+1+1 hrs.

Email ID - examination@ip.du.ac.in

2. Students are advised to keep the option for submitting through email as the last option in case of an EMERGENCY ONLY.
3. **Mention course name, paper code and roll no in subject line in the email.**
4. Mention the following details clearly -
 - a) Date and time of examination (DD/MM/YYYY, HRS : Min),
 - b) Examination Roll Number
 - c) Name of the Program
 - d) Semester/Year
 - e) Unique Paper Code (UPC)
 - f) Title of the Paper
5. **PLEASE NOTE: Providing any other personal information like email ID, mobile number and name of the College in the answer script will be treated as unfair means and action will be taken as per the University rules.**
6. The following documents must be attached with the e-mail:
 1. Question Paper (recommended)
 2. PDF of all the answers (question wise separate pdfs)
 3. 4-5 Screenshots as documentary evidence for not being able to upload the scripts on portal

Students should avoid sending answer scripts via google drive. If sending the answer scripts via google share, please make sure to send them with permission to open the file.

7. E-mail sent prior to completion of 5 hours shall not be accepted and the same is required to be re-sent by the students along with 4-5 snapshots of failed submission at different times.

8. Submissions by both means i.e. by email and on the OBE portal will not be accepted.

9. No confirmation will be sent for answer scripts received by mail.

All such cases (email submission) will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the Committee, and the result of such students may be delayed due to the verification and validation process of submission.

**Sd/-
Nodal Officer**