

CAMPUS LAW CENTRE UNIVERSITY OF DELHI

INSTRUCTIONS FOR LL.B. VI TERM SUPPLEMENTARY EXAM (OBE) FOR CLC STUDENTS

1. CLC students appearing in LL.B. VI Term Supplementary Exams will get question papers on the email address provided in their exam form at scheduled time of exam.
2. If, in any case, a student does not receive question paper on his/her given registered e-mail ID, he/she may make request to get the same on his/her e-mail. The request may be made through email on clcduobe2020@gmail.com. However, this option may be exercised only in case of an emergency.

Answering the Question Paper:

3. Answers of OBE question paper may be written either in English or in Hindi but the same medium should be used throughout the exam / paper. Students may use Internet tools to get the question paper translated if they Need the translation.
4. Students should write the answers to the questions on A-4 size white papers (ruled or plain) in own handwriting. The answers are to be written using black or blue pen (**preferable black pen**).
5. Students should write the following particulars on the Top Right corner of the first sheet used for answers:
 - a) Name:
 - b) Program Name:
 - c) Semester:
 - d) Examination Roll Number:
 - e) Unique Paper Code:
 - f) Paper Title:
 - g) Date and Time of Examination:

There is no need to repeat the above details on each page or each answer. The page numbers are also to be mentioned at the bottom of each sheet. Students should begin each answer on a separate sheet so that evaluation can be conducted smoothly.

Emailing Answer Sheets:

6. Student need to attach either a single PDF file consisting of all the answer sheets **or** answer wise single PDF files consisting of all the pages for individual answers attached in a single email.

Maximum size of all attachment of email must not exceed to 20 MB.

Follow the instruction given below for submission of answer sheet through Email:

Subject of Email:

Student must write his/her Exam Roll Number, Unique Paper Code (UPC)

and Date of Examination (dd/mm/yyyy) in the subject of their e-mails **e.g. 123456-601-29/10/2020**

Email Body: In the e-mail body student must write the following:

- a) Student Name:
- b) Examination Roll Number:
- c) Name of Programme:
- d) Unique Paper Code (UPC):
- e) Title of the Paper (attempted):
- f) Name of College:
- g) Semester:
- h) Date and Time of Examination: dd/mm/yyyy, Hrs:min

7. After completing the process of point number 6, student need to email his/her answer scripts at designated email address clcduobe2020@gmail.com within the specified duration of the OBE i.e. **four hours for students other than the Divyaang and six hours for Divyaang including one hour for ICT based activities.**

8. There is no need to CC / forward / send the answer sheet to any other email address other than designated email address clcduobe2020@gmail.com .

9. In case of any difficulty, students may contact to Nodal Officer at clcduobe2020@gmail.com .

(PLEASE NOTE THAT THE AFORESAID GUIDELINES WILL BE SUBJECT TO ANY GUIDELINES ISSUED BY THE EXAMINATION BRANCH OF THE UNIVERSITY)

Dr. Anita Yadav
Nodal Officer for VI Term Supplementary
Exam
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