

# Guidelines for examination to be held in OBE mode from 7 June 2021

Presentation by:  
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Ram Lal Anand College  
University of Delhi

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# This presentation is based on the following guidelines received from the University of Delhi

1. Guidelines/policies related with the conduct of Open Book Examinations (OBE) remotely for final semester/term/year students for all UG programmes in view of the COVID-19 pandemic as special measure for the academic session 2020- 2021.

Ref. No./Dean(Exams.)/2021/534, Dated: 21.05.2021

2. CORRIGENDUM : Amendment made in Clause 9 of University Notification Ref. No. Dean (Exams)/2021/534 dated 21.05.2021 on subject a guideline for Open Book Examinations (OBE) Semester Examinations/ Annual June-2021. Ref. No. Dean (Exams.)/2021/ June 01, 2021

3. Guidelines/Policies related with Open Book Examinations (OBE) for students of Divyaang (PwBD) category for academic session 2020-21 in view of the COVID-19

Ref. No. Dean(Exams.)/551 Dated: 03.06.2021

These guidelines are available on the college/University Website and have been sent to students on their whatsapp.

# Download/print the Admit Cards

The students shall Download/print the Admit Cards from the University Website and produce whenever required by the College/University.

- ▶ Students must ensure that the information printed on the admit card is correct (like, Enrollment no, name in Hindi etc) as this information will be used for the printing of degrees.
- ▶ If there is any mistake students must get it corrected through their college office **before 5 Jun 2021 by 12.00pm.**
- ▶ Such requests may be made to Mr. Sanjay Nagaliya at his email Id **sanjaynagaliya@gmail.com**

Mobile numbers and email ID of the Nodal and Co-Nodal Officer/s are displayed on our College website. You can contact them in case of any query during the examination days.

This time college has appointed department wise Co-Nodal officers, You should contact your Department co-nodal officer, who in turn will reach out to the Nodal officer in case any problem is not resolved at their level.

Visit the University & College/Institute website regularly for any updates



## Details of Nodal Officer

S.No.	Name	Mobile No. & Email ID
1	Dr. Vandana Gupta, Associate Professor, Dept. of Microbiology- Nodal Officer	7838004880 rlac.du.obe.june21@gmail.com

## Details of Department-wise Co Nodal Officers

S.No.	Name & Department	Mobile No.
1.	Dr. Nupur Saboo, Department of Commerce	9999151995
2.	Mr. Vinay Yadav, Department of Economics	8130440309
3.	Ms. Deepshikha Kumari, Department of English	9910058782
4.	Dr. S.C.Dabas, Department of Hindi	9911219109
5.	Dr. Rakesh Kumar, Department of BJMC	9899686959
6.	Dr. Kshama Sharma, Department of Pol.Science	9891400988
7.	Dr. Rakesh Kumar, Department of History	9810281549
8.	Dr. Salome John, Department of Microbiology	8860504883
9.	Dr. Mukta D. Mazumdar, Department of Statistics	9811179891
10.	Dr. Ravish Lal, Department of Geology	9773509676
11.	Dr. Neeraj Sharma, Department of Comp.Science	9811638906
12.	Dr. Kapil Kumar, Department of Mathematics	8826133309
13.	Dr. Aastha Verma, Department of BMS	9811208423
14.	Dr. Pardeep Kumar Sharma, Department of Physical Education	9911501924
15.	Dr. K.G.Tyagi, B.A. (Programme)	9899637083

# First page information of your answer sheet

On first page of each answer, the students shall write the following details:

- ▶ a. Date and time of examination (DD/MM/YYYY, HRS:Min):
- ▶ b. Examination Roll Number:
- ▶ c. Name of the Program i.e. B.A., B.Com., B.Sc. etc:
- ▶ d. Semester/Year:
- ▶ e. Unique Paper Code (UPC):
- ▶ f. Title of the Paper:

providing any other personal information like email ID, Mobile No. and Name of the College will be treated as unfair means and action will be taken as per University rules

# The Duration of the Examination : 3+1+1 hours.

- ▶ 3 hours for answering all the “four” questions,
- ▶ 1 hour for downloading the question papers, scanning the answer sheet in the **PDF/JPEG** format (**size limit for each answer script: 7MB**) and uploading the answer sheets on the Portal.
- ▶ In case of technical glitches, the students can submit scripts on online portal with documentary evidence (screen shots of none submission of answer sheets on the obe portal **with time**), **with in additional 1 hr.**
- ▶ If problem still persists the scripts may be submitted by email to the Nodal Officer of the college (maximum time limit for email submission is 30 minutes) at the email ID :

[rlac.du.obe.june21@gmail.com](mailto:rlac.du.obe.june21@gmail.com)

**The delayed submissions with exact time of submission shall be sent to the Review Committee.**



- ▶ You will receive a system generated Confirmation mail from the University at your registered mail Id once you have successfully submitted all the answer scripts

Evaluation of answer scripts for all the delayed submissions done after 3+1 hr will be subject to approval of the Review Committee.

There may be a delay in the declaration of result in such cases.



# Undertaking: no use of unfair means

Students **must** submit an undertaking of not using any unfair means, by pressing the button provided on the portal before uploading the scanned answer sheets.

The proforma for the said undertaking will be available on the portal from where the question papers are downloaded by the students.

# Time line for submission of answer script

Exam starts at 9.00 AM

Download the QP and undertaking form (no use of unfair means) from the portal and try to answer all the questions by 12.15 pm



Scan and create PDF (one pdf per answer) and try to finish upload by 12.30 pm, if not done, then by 1.00 pm **(Don't forget to check preview as you might have forgotten to upload a file)**

If not able to finish by 1.00 pm, keep trying to upload at the portal along with documentary proof till 2.00 pm



If still not successful

Mail to [rlac.du.obe.june21@gmail.com](mailto:rlac.du.obe.june21@gmail.com) in a single pdf with documentary proof by 2.30 pm **(no mails received before 2.00pm and after 2.30PM will be entertained)**

# Time line for submission of answer script

## Exam starts at 3.00 PM

Download the QP and undertaking form (no use of unfair means) from the portal and try to answer all the questions by 6.15 pm



Scan and create PDF (one pdf per answer) and try to finish upload by 6.30 pm, if not done, then by 7.00 pm **(Don't forget to check preview as you might have forgotten to upload a file)**

If not able to finish by 7.00 pm, keep trying to upload at the portal along with documentary proof till 8.00 pm



## If still not successful

Mail to [rlac.du.obe.june21@gmail.com](mailto:rlac.du.obe.june21@gmail.com) in a single pdf with documentary proof by 8.30 pm **(no mails received before 8.00pm and after 8.30 PM will be entertained)**

Students should appear in the examination as per the option filled in the examination form for the mode of examination i.e. "Physical Mode OR "Remote Mode".

Those who opted for Physical mode (offline), will have the choice of writing it through Remote Mode (online) **but not the vice-versa.**

## 11. Instructions for the students **opting the Remote Mode (Home)**:

- ▶ Students may write the examination from any part of the country
- ▶ Students shall require laptop/desktop/mobile phone etc. with adequate internet connectivity for accessing University Portal for downloads and uploads
- ▶ **Students should scan the answer sheet question wise** and upload on the OBE portal
- ▶ **File size limit of each answer : 7 MB limit.**
- ▶ Only **PDF/JPEG** format without any password will be accepted.
- ▶ A system generated acknowledgement will be sent to the student's registered e-mail after submission of the answers sheets on the portal.



## **b. Instructions for the students opting the Physical Mode (College):**

- ▶ The students shall be provided all the ICT facilities including computer by the College/Institute for downloading question paper, scanning of answer sheets and uploading of answer sheets on the OBE Portal.
- ▶ The students shall bring the A4 Size Papers for writing the answers.
- ▶ The students who have opted Physical Mode (College) may appear in Remote Mode (Home) if he/she desires.

For Downloading of Q.P. and submission of answer script follow steps as mentioned on the OBE portal <https://obe.uod.ac.in>

Some times there is a delay in uploading the Q.P. by the examination branch. Kindly wait patiently.

In case any student is unable to down load the Q.P. from the online portal, may contact Mr. Sanjay Nagaliya through WhatsApp at his no. 9899942811, with course, Univ examination Roll no. and UPC/Paper name.

**Any MESSAGE without this information will not be entertained**

**The qp will be sent to the student on the WhatsApp/Email**

The access/view of question papers on the Portal will be available as per the respective date sheets.

# Very Important Points

**Note: Answer Sheets submitted other than the OBE Portal shall not be entertained under any circumstances.**

**Note: The Notifications available on the official website of University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) shall only be considered authentic for all purposes. Visit [www.du.ac.in](http://www.du.ac.in) regularly for updates**

**Note: Make sure that you don't press the submit button before uploading the answer scripts and checking the preview**

**Note: Don't wait until the last minute to upload the answer scripts. Start uploading 30 minutes in advance to avoid panic at the last moment**

# Special Provisions made by the University for our Divyang (PwBD) Students

Time of submission :

4 hr for writing the exam + 1 hr for downloading and uploading the script

If you are not able to submit the scripts on online portal with in 5 hrs then you can submit the scripts with documentary evidence in the next 1 hr on the portal or through email on specified email ID:

[pwdsasjune21@exam1.du.ac.in](mailto:pwdsasjune21@exam1.du.ac.in)

- ▶ College will provide scribes/writers to students belonging to the PWBD category on request. Such students should take the examinations in the college.
- ▶ Students can send their request for writer/scribe to the Principal /department latest by 06.06.2021 at the college email ID [rlac.du@gmail.com](mailto:rlac.du@gmail.com).



- ▶ Visually impaired students can take the examinations by typing on computer and saving the files in PDF/JPEG format and then sending/ uploading the answer scripts.
- ▶ The candidates having permanent disability which is a hindrance in his /her ability in writing may be allowed to write their examinations on computer laptop with the help of relevant and disabled friendly software.

All PwBD students will receive question papers by email and can upload the answer scripts on the portal or send the same on a dedicated e-mail id:  
pwdsasjune21@exam1.du.ac.in.

**However, only one of the above modes should be used**

The students can send their representations/queries if any, related with the OBE to the Nodal Officer of college. The list of Nodal Officers is available on the college website and University of Delhi.

*Thank you all for your patient listening  
and*

*On the behalf of Principal Sir and all the faculty  
members RLAC, I wish you all, all the best for  
your exams and huge success in all your future  
endeavors*

