

RAM LAL ANAND COLLEGE
University of Delhi
Benito Juarez Road, New Delhi-110021
<https://rlacollege.edu.in/>

Date: 12.12.2020

Advisory for students appearing for OBE exams December 2020

1. In case the student is unable to find the question papers on the OBE portal wait for 15 minutes. The college will inform DU exam branch and get them uploaded on the portal and will also send the same to the student if required.
2. In case students are unable to download the question paper from the OBE portal due to any reason, try for 15 minutes. In case still not successful then send a request *at email ID: rlac.du.obe@gmail.com*. The college will send you the question paper.
3. All the students are advised to start uploading their answer sheets well in time that is at least 30 minutes before the closure of the OBE portal i.e. 30 minutes before the expiry of 4 hours. They should not wait for the last minute for uploading.
4. The students who have successfully uploaded the answer sheets and received a system generated acknowledgement must not send the answer sheets at any of the email Ids of the college otherwise it will delay their result due to duplication.
5. *In case, for any reason if a student is not able to upload the answer sheets on the portal during the given duration (3+1). **Do Not Panic**. Send your answer sheet in **PDF format** as a single file containing all answers to the Nodal Officer of the college at email ID is rlac.du.obe@gmail.com with documentary evidence of failure of uploading the answer sheets. **However, this option may be exercised only in case of an extreme emergency and Nodal Officers will/can reject the email if reason given is not valid.** The students submitting the scripts through alternate medium i.e. other than OBE Portal may face delay in declaration of their results due to verification and validation process of submission.”*
6. Students who are unable to upload all the answers on the OBE portal due to any reason, must send one single PDF of the answer sheet containing all answers to the *email ID: rlac.du.obe@gmail.com*. Answers received in parts will be rejected.
7. **Call the Nodal Officer on phone only under emergency.** Read the instructions given on the OBE portal carefully for downloading of question papers and uploading of the answer sheets. Send your Grievances on the *email ID: rlac.du.obe@gmail.com*.
8. **The duration of the Examination shall be strictly for 4 hours.** Out of which 3 hours shall be given to the students for answering the questions, and the remaining one hour shall be utilized for downloading the scanned PDF of answer sheets on the Portal.

The duration of the Examination shall be 6 hours for the students belonging to the Divyaang (PwD) Category.

IMPORTANT: In case of poor internet connectivity/any unforeseen technical glitches etc. the student is advised to submit his/her script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee. **Please don't wait for this extra window of one hour. Upload your answers within four hours.**

9. Students should scan the answer sheet question wise and upload the respective PDF file on the OBE portal, the file size of each answer should be within the 7 MB limit. Only PDF format without any password will be accepted
10. After the submission of the answer sheet at OBE portal, the student will receive a system generated acknowledgement at your registered email. **Save this acknowledgement until your results are declared.**
11. The students shall answer the questions on A4 Size papers and mark page number on the top of each page. On first page, the student shall write the following details.
 - a. Date of 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. (Hons/Pass) etc:
 - d. Semester:
 - e. Unique Paper Code (UPC):
 - f. Title of the Paper:
 - g. Name of the College/Institute:
 - h. E-Mail ID of the student:
 - i. Mobile Number of the student:
12. The students who have opted Physical Mode (College) may appear in Remote Mode (home) if he/she desires. The students who had opted for remote mode (Home) shall not be permitted to appear through Physical Mode (College).
13. In case of physical mode the student shall bring the A4 Size Papers for writing the answers in the physical mode.
14. Please follow the steps for the submission of answer script as mentioned on the OBE portal i.e. <https://obe.du.ac.in>

Rangupta

Principal