

# Guidelines for examination to be held in OBE mode from 30 Nov 2021

Presentation by:  
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Date: 29.11.2021

# 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 III/V/VII Semester, Essential Repeaters of I/III/V Semester, Improvement Cases and Ex-Students for all Under Graduate (UG) Programs of all streams including SOL in view of Covid-19 pandemic as special measure for the academic session 2021-2022

**Ref. No./Exams-VII/2021/622, Dated: 10.11.2021**

2. In continuation of University Notification Ref. No. Exam. VII/conduct/2021/580 dated 29.10.2021

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. Exams.VII/648 Dated: 18.11.2021**

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

- i. The Ex-students shall follow the schedule/datasheet of examinations as per their year of examination.
- ii. The final year students who have backlog i.e. ER (Essential Repeat) in their previous semester shall re-appear for the same as per the schedule of examinations along with the V Semester Examinations.
- iii. The second year students who have backlog i.e. ER (Essential Repeat) in their previous semester shall re-appear for the same as per the schedule of examinations along with the III Semester Examination
- iv. The students who have passed out their final year (VI Semester) Examinations in the year 2021 can only appear for an improvement in their IV Semester examinations, as per the date sheet/schedule and applicable rules in this regard. The students who are in the final year (V Semester) can appear for improvement in the papers of III Semester only.
- v. The students who are in the second year (II Semester) can appear for improvement in the papers of I Semester only
- vi. The students who are in the second year (II Semester) can appear for improvement in the papers of I Semester only.

## 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.
- ▶ Such requests may be made to dealing assistant and/or your departmental nodal officer as per the program you are enrolled in (List available on college website)

All the students of 3<sup>rd</sup> Year (Semester-VI) who will be taking Open Book Examinations (OBE) –June, 2021 are hereby informed that they may contact the following in case of exigencies during the aforesaid examinations:

#### 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	9971309444
4.	Dr. Manvesh N. Das, Department of Hindi	9868632286
5.	Dr. Pradeep Kumar, Department of BJMC	9813434817
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.	Ms. Sakshi Taresh Khanna, Department of Comp.Science	9953245840
12.	Dr. Kapil Kumar, Department of Mathematics	8826133309
13.	Mr. Siddharth Gupta, Department of BMS	9818340516
14.	Dr. Pardeep Kumar Sharma, Department of Physical Education	9911501924
15.	Dr. K.G.Tyagi, B.A. (Programme)	9899637083

*Handwritten signature*



S.No.	Name of the course/s	Dealing person	Contact Number
1	• B.Sc. (Hons.) Computer Sc.	Mr. Deva Singh/ Anil Kumar	9958571327/ 8447270264
2	• B.A. (Hons.) English • B.A. (Hons.) Hindi	Mr. Amit Sharma	7678380585
3	• B.A. (Prog.) including ex- students of all courses	Mr. Sanjay Nagaliya	9899942811
4	• BMS • B.Sc. (Hons.) Statistics	Mr. Sumit Lakra	9540919900
5	• B.A. (Hons) History • B.Sc. (Hons.) Microbiology	Ms. Surbhi Bhatia	9582980867
6	• B.Com • BJMC	Mr. Niraj	9813372376
7	• B.Sc. (Hons.) Geology	Mr. Deepak	9958341755
8	• B.Com (Hons.) • B.Sc. (Hons.) Mathematics	Mr. Manish	8802338491
9	• B.A. (Hons.) Political Sc.	Mr. Praveen	7827460572

Mobile numbers 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.

The 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**

# 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.obe.dec21@gmail.com](mailto:rlac.obe.dec21@gmail.com)

The delayed submissions on the portal and email submissions shall be sent to the Review Committee along with exact time of submission and this may lead to unprecedented delay in declaration of the results.

Submit your answer scripts within 4 hrs.

**Dual Submission- Submission by both email and on portal will not be accepted.**

- ▶ 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

**Results of answer scripts submitted by Email may get delayed due to the verification process as it happened during December and March and June OBE Examinations.**

# Time line for submission of answer script

Exam starts at 9.30 AM

Download the QP and undertaking form (no use of unfair means) from the portal and try to answer all the questions by 12.45 pm



Scan and create PDF (one pdf per answer) and try to finish upload by 1.00 pm, if not done, then by 1.30 pm **(Don't forget to check preview as you might have forgotten to upload a file)**

If not able to finish by 1.30 pm, keep trying to upload at the portal along with documentary proof till 2.30 pm



If still not successful

Mail to [rlac.obe.dec21@gmail.com](mailto:rlac.obe.dec21@gmail.com) in a single pdf with documentary proof by 3.00 pm **(no mails received before 2.30pm and after 3.00PM will be entertained)**

# Time line for submission of answer script

## Exam starts at 2.30 PM

Download the QP and undertaking form (no use of unfair means) from the portal and try to answer all the questions by 5.45 pm



Scan and create PDF (one pdf per answer) and try to finish upload by 6.00 pm, if not done, then finish by 6.30 pm **(Don't forget to check preview as you might have forgotten to upload a file)**

If not able to finish by 6.30 pm, keep trying to upload at the portal along with documentary proof till 7.30 pm



## If still not successful

Mail to [rlac.obe.dec21@gmail.com](mailto:rlac.obe.dec21@gmail.com) in a single pdf with documentary proof by 8.00 pm **(no mails received before 7.30pm and after 8.00 PM will be entertained)**



For Downloading of Q.P. and submission of answer script, Please login <https://obe.uod.ac.in>, as you did during your Sem I/III OBE examination.

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:

[pwdsasnov21@exam1.du.ac.in](mailto:pwdsasnov21@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 25.11.2021 at the college email ID 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.



*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*

