

RAM LAL ANAND COLLEGE

University of Delhi

Guidelines for open book exams of semester I (Mar –Apr 2022)

1. 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

2. The **Admit Cards** shall be available on the University Website before the commencement of examination. The students shall download/print the same and produce whenever required by the College/University.
3. The students should remain in contact with their College and visit the University & College website regularly.
4. **The duration of the Examination:** 4 hours (3 hours for answering the questions, and one hour for downloading the question papers, scanning the answer sheet in the PDF/JPEG format and uploading of answer sheets on the Portal.

The duration of the Examination for Divyang (PWD) students: 4 hr for writing the exam + 1 hr for downloading and uploading the script

In case of poor internet connectivity/ technical glitches etc., you can submit the scripts on online portal with documentary evidence for 60 min additional time.

If problem still persists you can submit the scripts by email within 30 minutes

Exam start time 9.30am then you should finish the submission by **1.30pm** if you could not do it then you have an **additional one hr. till 2.30 pm** to finish your submission along with screenshot of the non-submission by 1.30 pm. IF you are not able to upload all the answer sheets then you can mail the single pdf of all the answers latest by **3.00pm**.

Exam start time 2.30pm, finish the submission **by 6.30pm**, if you could not do it then you have an **additional hr. till 7.30 pm** to finish your submission along with screenshot of the non-submission by 6.30

pm. IF you are not able to upload all the answer sheets then you can mail the single pdf of all the answers **latest by 8.00pm.**

IMPORTANT NOTE: FOR MAIL SUBMISSION MERGE ALL THE ANSWER SHEETS IN ONE PDF FILE AND ALSO SEND SCREENSHOT OF NON SUBMISSION AT OBE PORTAL.

ID for mail submissions

rlac.obe.m2022@gmail.com

MAIL SUBJECT SHOULD BE **EXAM ROLL NO_UPC_DATE OF EXAM_TYPE OF COURSE (CORE/GE/SEC/AECC)**. eg. if your examination roll no is 2021005857012 and you want to email us the answer script of a paper with UPC 20567843 which is a GE paper on 23-03-2022 then you Mail subject should be 2021005857012_20567843_23-03-2022_GE

Students may note that all such delayed submission beyond 3+1 hr are subject to decision of the Review committee and may cause delay in the declaration of result.

5. If for some reason you are not able to see the correct question paper at 9.15 am on your portal, first verify from the date sheet if you have that exam on the that day, check exam timing. If all OK and still the question paper is not visible write whatsapp message to Mr. Sanjay Nagaliya with the following details:

Program:

Program code:

UPC:

Paper name:

Your exam. Roll no.

Date and time of examination

Vandana Gupta

Nodal Officer

Ram Lal Anand College