

DEEN DAYAL UPADHYAYA COLLEGE
(UNIVERSITY OF DELHI)

OPEN BOOK
EXAMINATION

JUNE 21

OBE JUNE 2021

College Exam Control Room

Mr Sunil Gupta

9212426058

(Direct and WhattsUp Call)

Nodal Officer

Dr Sanjay Tandon

9310742039

Email ID

obe@ddu.du.ac.in

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Before the Commencement of Exam

- Download/print Admit Cards from the University Website
- Register and verify their details on the University Portal
- After downloading the admit card Please check that the following information printed on the admit card is correct
 - i. Course Name
 - ii. Exam Roll Number
 - iii. Name of the paper
 - iv. Unique Paper code/Paper I'd
 - v. Part and Sem. (Check for all papers)
 - vi. Exam Form Status
- In case of any mistake contact the college office immediately for correction to avoid any problem on the day of exam.

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- Also check other information such as Enrollment no, name in Hindi etc as this information will be used for the printing of degrees. If there is any mistake students must again contact College Office and get it corrected.
- The students should visit regularly the University and College websites for updates and information.
- The Notifications available on the official website of University of Delhi i.e. www.du.ac.in shall only be considered authentic for all purposes.
- On the date of the exam see the time clock on the portal ensuring availability of paper at the right time as timings of AECC, CORE, GE are different so be careful.

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ON the Day of Exam

- i. Log on the Exam Portal <https://obe.uod.ac.in> using your Roll NO and password.
- ii. The access/view of question papers shall be as per the date sheets notified by the examination branch.
- iii. Time countdown will appear
- iv. Download the question Paper.
- v. The duration of the Exam shall be 4 hours i.e. (3+1).

IMPORTANT : TIME FOR EXAM

- i. Out of the 4 hours Only 3 hours are for answering the questions, and the remaining one hour is for downloading the question papers, scanning the answer sheet in the PDF/JPEG format and uploading the scanned PDF/JPEG of answer sheets on the Portal.*
- ii. In the case of any query or difficulty during the examination days the students can contact the College control room/Nodal Officer on the mobile numbers and email ID notified on the website of the College.*

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IMPORTANT: Delayed submissions beyond (3+1) hr

In case a student faces poor internet connectivity/any unforeseen technical glitches etc., the students will be given 60 min additional time to submit his/her script on the on online portal *with documentary evidence* beyond the specified time period (3 hr for writing the exam + 1 hr for downloading and uploading the script).

The student must have at least three or four snapshots as evidence of their problem.

The time of submission of answer sheets shall be recorded by the system. The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.

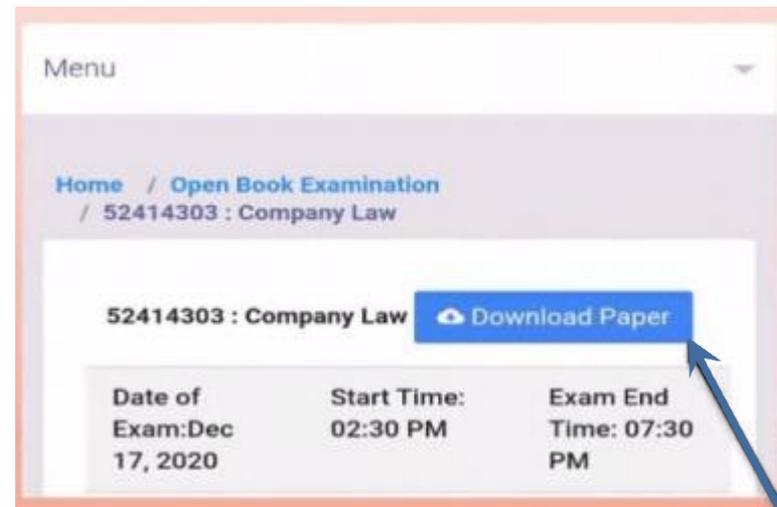
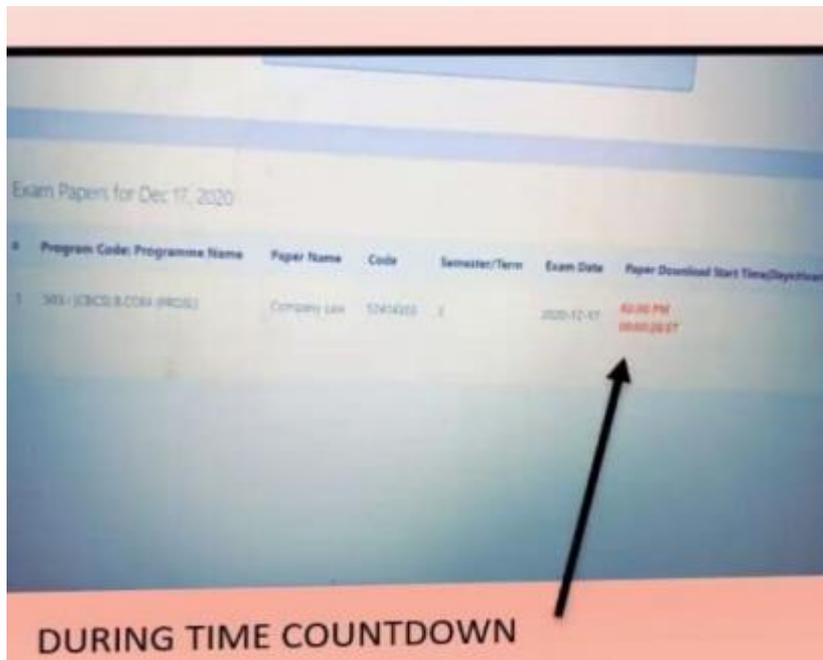
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IMPORTANT : email submissions

- If problem persists students can submit the scripts by email to the Nodal Officer of the college/department (maximum time limit for email submission is 30 minutes).
- Submit three-four snapshots as documentary evidence of network/uploading problem/any other glitches must be submitted along with the email submission.
- *All such cases (email submission and delayed submission i.e. submissions after 3+1 hr) will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the Review Committee.*
- Students may note that all such delayed submission and email submissions beyond 3+1 hr may cause delay in the declaration of their results.
- As far as possible students should avoid email submission of answer sheets

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OBE PORTAL ON DAY OF EXAM



Once Countdown ends
The download tab becomes visible

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PARTICULARS TO BE WRITTEN ON ANSWER SHEETS

On first page of answer-sheet write the following details

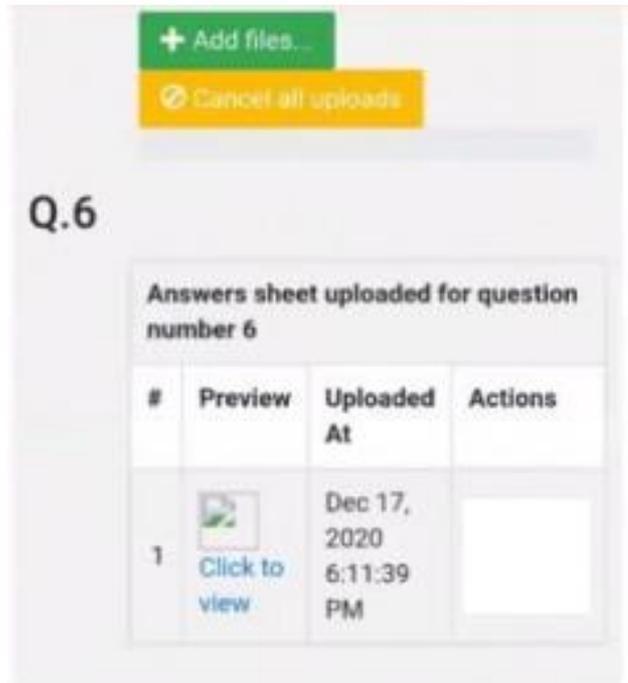
- a. Date and time of examination (DD/MM/YYYY, HRS:Min):**
- b. Examination Roll Number:**
- c. Name of the Program i.e. B.A., B.Com., B.Sc. Etc:**
- d. Semester/Year:**
- e. Unique Paper Code (UPC):**
- f. Title of the Paper:**

Note : 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

Students should scan the answer sheet question wise and upload the respective **PDF/JPEG** file on the OBE portal

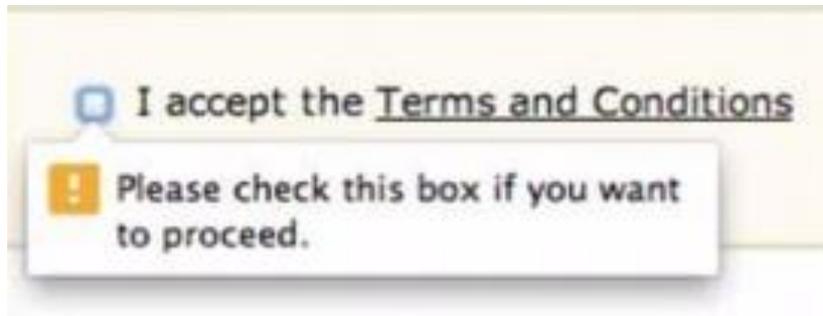
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- ❖ **Maximum file size** of each answer should be less than **7 MB**. Only **PDF/JPEG** format without any password will be accepted.
- ❖ **Ensure that all the answers are properly uploaded on the portal and the files are showing on the portal. Take its snapshot.**

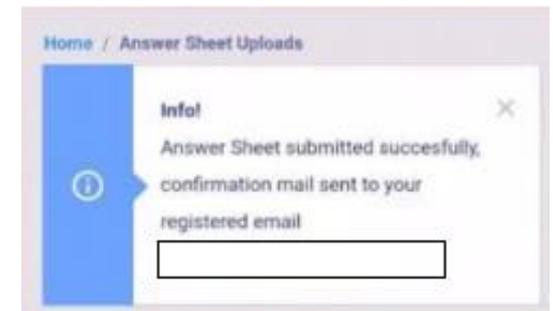


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- ❖ Students must [submit an undertaking](#) of [not using any unfair means](#) (proforma for the said undertaking will available on the portal), by pressing the button provided on the portal before uploading the scanned **PDF/JPEG** of answer sheets.



- ❖ Press the [submit button as a final step](#) only.
- ❖ A system generated acknowledgement will be sent to the student's registered e-mail after submission of the answers sheets on the portal.



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PWD STUDENTS

Provision of Additional one hour for writing the paper and separate email id for sending answer

OBE JUNE 2021: FOR PWD STUDENTS

ON the Day of Exam

- i. Log on the Exam Portal <https://obe.uod.ac.in> using your Roll NO and password.**
- ii. The access/view of question papers shall be as per the date sheets notified by the examination branch.**
- iii. Time countdown will appear**
- iv. Download the question Paper.**
- v. The duration of the Exam shall be 5 hours i.e (4+1).**

IMPORTANT : TIME FOR EXAM

- i. Out of the 5 hours Only 4 hours are for answering the questions, and the remaining one hour is for downloading the question papers, scanning the answer sheet in the PDF/JPEG format and uploading the scanned PDF/JPEG of answer sheets on the Portal.***
- ii. In the case of any query or difficulty during the examination days the students can contact the College control room/Nodal Officer on the mobile numbers and email ID notified on the website of the College.***

OBE JUNE 2021: FOR PWD STUDENTS

IMPORTANT: Delayed and email submissions beyond (4+1) hr

In case a student faces poor internet connectivity/any unforeseen technical glitches etc., the students will be given 60 min additional time to submit his/her script on the on online portal *with documentary evidence* beyond the specified time period (4 hr for writing the exam + 1 hr for downloading and uploading the script).

OR

They can submit the scripts by email and email ID will be specified in due course of time. (Please check University/ College website for the same).