

RAMJAS COLLEGE

OBE - June 2021

INSTRUCTION FOR STUDENTS

1. **Download, Save and e-mail the Admit Card to yourself for record.** Cross Check all the details, including Paper Title and UPC for each paper. In case of any discrepancy regarding the Admit Card, contact any one of the following staff members from the Admin Office:
 - (i) Mr Kamal – 9811078233
 - (ii) Mr Rajesh Rathee – 8920522715
 - (iii) Mr Manoj Kumar – 9654270935
2. Register yourself on University examination portal (obe.uod.ac.in) before the date of the first examination.
3. **Prepare for the examination beforehand** as follows:
 - (i) **Number** the A4 size sheets to be used.
 - (ii) Write your **Examination Roll No.** and **Date** of the examination on **each sheet**. All the sheets should be serially numbered on the top of each page.
 - (iii) Put your signature on each sheet.
 - (iv) Write the following details on the **first page of the answer sheet**.
 - (a) Date and time of examination
 - (b) Examination Roll Number
 - (c) Name of the Program i.e. B.A, B.Com, B.Sc. etc.
 - (d) Semester
 - (e) Unique Paper Code (UPC)
 - (f) Title of the Paper
 - (v) **Don't write** any other personal information like email ID, Mobile No and Name of the College. This will be treated as **unfair means** and action will be taken as per University rules.
 - (vi) Submit the online undertaking of not having used any unfair means in taking examination. This undertaking is to be submitted at the time of submission of answer sheet. The proforma for the undertaking shall be made available to the students before/at the time of sending question paper.
4. **On the day of exam login** to the Portal using the link received by you from the University on your **registered e-mail id**. **Download** and **Save** the **Question Paper** received by you. Cross Check the UPC and Paper Title.
5. Start writing your answers from Page No. 2. Copy the question that you choose to attempt on the answer sheet.
6. Write only on one side of the sheet. Start each answer on a new sheet.

7. **Upload** each answer on the portal as a **pdf**, or in a format specified on the portal (jpeg) as soon as it is ready. **Click on Submit after uploading all the answers.** You will receive acknowledgement from the University Portal upon successful submission.

8. **Do not** submit your answer sheet on Google Drive or Zip Drive.

9. **Do not wait till the End Time for submitting your answers.** Submission can take a long time due to heavy traffic. The **OBE Portal closes** exactly at the time specified.

10. **Save** the pdf of all the answers on your device. **Mail** all of these in a single email to **yourself** for your record.

11. **The specified time period for examination is 3 hrs for writing +1 hr for downloading and uploading.** In addition, 1 hr will be given for delayed submission on the portal **in case of poor internet connectivity/ any technical glitche. However all documentary evidence for delayed submission is to be attached with this delayed submission.**

12. If the problem still persist and you fail to upload on the OBE portal within the time limit specified above, you may send the complete answer sheet to e-mail id obejune2021@ramjas.du.ac.in **within 30 minutes** in a **single e-mail**. You must explain the reasons for the delay and **attach supporting evidence** for non-submission on the portal such as **Submission Failed** snapshots (4-5 attempts). However, this is to be done **only in case of extreme Emergency** as both late submission on portal and by e-mail will be reviewed by a committee and it will delay the declaration of results.

13. Mention your **Course, Paper Code (UPC) and Examination Roll Number** in the **Subject line** of the e-mail. Following details must be written in the body of the e- mail : Examination Roll Number, Course, Semester, Paper Title, UPC, Date and Time of examination.

14. Emails **sent prior** to the End Time specified on the portal **will not be accepted.**

15. Submission by **both** email and portal will **NOT** be accepted.

16. Students in the **PwBD category** can submit their answer sheets on the OBE portal (4 +1+ 1 extra hour for delayed submission on portal) **OR** by email at **the address designated by university.** **Only one mode of submission** will be accepted.