

Ref. No. BCAS/OBE-March2021/

Dated: 13.03.2021

### **Important Instructions – OBE March 2021**

All the, who are going to appear in semester theory examinations, March 2021 in OBE mode are requested to note the following:

1. All the students are required to do a one-time registration to OBE portal of Delhi University i.e. <https://obe.uod.ac.in> for appearing in the semester theory open book examination March 2021. For any difficulty in registration or login please contact to Mr. Rajesh Raghav on 9868406898.
2. Students must read all the instructions very carefully which are given on the login page of the above mentioned OBE portal.
3. The students shall answer the questions on A4 size paper and mark page number on the top of each page.
4. On the first page of all answers, the students shall write the following details:
  - a. Date and time of examination (DD/MM/YYYY, Hrs:Min.)
  - b. Examination Roll Number
  - c. Full Name of the Course i.e. B.Sc. (H) .....
  - d. Semester
  - e. Unique Paper Code (UPC)
  - f. Title of the Paper
  - g. Name of the College
  - h. Registered Email i.d. of the student.
  - i. Mobile Number of the student
5. All students should write University Examination Roll Number and **NOT THE COLLEGE ROLL NUMBER** on the answer sheet.
6. All students have to follow the schedule of papers (date and timings) as given on the first page of every date-sheet.
7. The total duration of the examination shall be of **four (3+1)** hours (for all students except Divyaang) which will include three hours for answering the questions and one additional hour for IT related activities such as downloading the question paper, scanning and uploading the answer sheets. For PwD students, the total duration is **4+2 Hours**
8. If uploading is not possible for any reason during the given time as mentioned above, students can take extra 60 minute time to upload their sheets on the OBE portal; however, all such submissions will be examined by a review committee and these answer sheets shall be evaluated based on the decision of the Review Committee.
9. 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+1), the same can be send in PDF format to the email i.d. of the Nodal Officer of the colleges with documentary evidence i.e. at least 4-5 snap shots of failed submission on OBE portal at different times during the given period of total 5 hours. **However, this option should be used only in case of extreme emergency.**
10. The students submitting the answer sheets 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.

11. Email i.d. of the Nodal Officer of Bhaskaracharya College of Applied Sciences is [exambranch.bcas@gmail.com](mailto:exambranch.bcas@gmail.com)
12. Answer sheets can be sent to the above email address only after completion of total duration of 5 hours (3+1+1). Answer sheets received before 5 hours of time will not be accepted at all.
13. Student must attach the documentary evidence i.e. at least 4-5 snap shots of failed submission on OBE portal at different times during the given period of total 5 hours.
14. Submission by both means i.e. by email and on the OBE portal will not be accepted.
15. Students should mention the course name, paper code and Examination Roll number in the subject line of the email.

**Sd/-**

**Dy. Superintendent(s) of Examinations**

**Contact Numbers in case of extreme emergency:**

1. Sh. Bhavya Deep	–	9899075383
2. Dr. Anita Sondhi	–	9810445610
3. Dr. Ruchi G. Marwah	–	9871817295
4. Dr. Sandeep Kumar	–	9015864017
5. Sh. Rajesh Raghav	–	9868406898