

**Bhaskaracharya College of Applied Sciences  
(University of Delhi)  
Sector - 2, Dwarka, New Delhi -110075.  
Accredited by NAAC with Grade 'A'**

Ref. No. BCAS/OBE-June 2021/

Dated: 04.06.2021

**Important Instructions – OBE June 2021**

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

1. All the students are required to do registration/ Login to OBE portal of Delhi University i.e. <https://obe.uod.ac.in> for appearing in the semester theory open book examination June 2021. For any difficulty in registration or login, please contact 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 each answers, the students shall write the following details:
  - a. **Date and time of examination (DD/MM/YYYY, HRS:Min):**
  - b. **University Examination Roll Number:**
  - c. **Name of the Program i.e. B.Sc. (H) ..... :**
  - d. **Semester:**
  - e. **Unique Paper Code (UPC):**
  - f. **Title of the Paper:**

**Important Note: Providing any other personal information like email ID, Mobile No. and Name of the Student and Name of the College, will be treated as unfair means and action will be taken as per University rules.**

5. ***All students should only write their 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. For DSE (Discipline Specific Elective) papers there will be two dates of examination in the date-sheet one for DSE-1 and the other for DSE-2. In some departments, both DSE papers may be mentioned on both dates of examinations. In such departments, where both DSE papers are mentioned on both dates, students have to appear in the examinations of the paper in alphabetical order of the title of their both DSE papers. It is quite possible that the link of downloading the question paper and uploading the answer sheet, will be available on both dates, but students have to appear in the paper as per the alphabetical order of the title of their DSE papers.
8. For Generic Elective Paper there will be two dates of examination in the date-sheet, one for II semester and other for IV semester. Students have to appear in the examination on the date of exam as per their semester (II or IV as the case may be) of GE paper. It is quite possible that the link for downloading the question paper and uploading the answer sheet will be available on the OBE portal on both dates, but students have to appear in the examination as per the date-sheet according to their semester of GE paper.
9. **The total duration of the examination shall be of four (3+1) hours (for all students except Divyaang- PwD) which will include 3 hours for writing the exam + 1 hour for IT related**

activities such as downloading the question paper, scanning and uploading the answer scripts. For Divyaang (PwD) students, the total duration is 4+2 Hours

10. **IMPORTANT:** In case of poor internet connectivity/any unforeseen technical glitches etc., the students are advised to submit his/her answer script beyond the specified time period (3 hours for writing the exam + 1 hour for downloading and uploading the answer scripts), students can submit the answer scripts on online portal with documentary evidence for which 60 minutes additional time will be given. If problem persists students can submit the answer scripts by email to the Nodal Officer of the college (maximum time limit for email submission is 30 minutes). For the PwD students the time of submission will be (4 hours for writing the exam + 1 hour for downloading and uploading the answer scripts), PwD students can submit the answer scripts on online portal with documentary evidence for which 60 min additional time will be given, or they can submit the answer scripts by email and email ID will be specified in due course of time.
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 received via email before the completion of the stipulated time period of 5 hours (3+1+1) will not be accepted at all. Submission of answer sheets via email can only be done after completion of 5 hours period and within a time span of 30 minutes only.
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 in case of submission of answer script via email.
14. Submission by both means i.e. by email and on the OBE portal will not be accepted.
15. While sending the answer scripts through email, students must write the course name, paper code and Examination Roll number in the subject line of the email and also must write the reason for not submitting answer scripts on OBE portal within the stipulated time (3+1+1 hour).
16. All such cases (delayed submission after 3+1 hour and email submission after 3+1+1 hour) 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 submissions beyond the stipulated time, may face delay in the declaration of result.

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