

# **INSTRUCTIONS RELATED WITH THE CONDUCT OF OPEN BOOK EXAMINATION JUNE 2021 FOR THE STUDENTS**

**Kindly follow all the instructions very carefully:**

**1.** On first page, the students shall write the following details (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):

- i) *Date and time of examination (DD/MM/YYYY, HRS:Min):*
- ii) *Examination Roll Number.*
- iii) *Name of the Program [ i.e. B.A., B.Com., B.Sc. (Hons./Pass) etc ]:*
- iv) *Semester:*
- v) *Unique Paper Code (UPC):*
- vi) *Title of the Paper:*

**If the student providing any personal detail like student's name, email ID, Mobile No and Name of the College will be treated as unfair means and University will be taken action against the student and result will not be declared for the same.**

**DON'T PROVIDE ANY PERSONAL DETAIL**

**2.** Students must carefully check their DSE 1 and DSE 2 papers

- They have to check their date sheet carefully
- DSE 1 will be the subject which alphabetically comes first in order and the other will be the DSE2
- ❖ For Example:
  - ✚ If student 1 has Political Science and History as two discipline subjects. For her History will be DSE 1 and Political Science will be DSE 2
  - ✚ Student 2 has History and Economics as two discipline subjects . For her Economics will be DSE 1 and History will be DSE 2.

Here student 1 and student 2 will have their history paper on different dates (as per the date sheet of DSE 1 and DSE 2)

**If the exam portal showing two papers on today like Political Science and History , then first you have to confirm it with your datesheet (DSE 1 or DSE 2) after that you will download your paper and upload the same paper after completion in front of right tab.**

**3.** Student needsto **login at least 30 minutes** before the start of the examination.

**4.** Login to OBE portal (if not able to login report to your college with your details) - ***<https://obe.uod.ac.in/index.php/site/login>***

**5.** Student will download the question paper after cross check her session and subject from the Examination portal.

**6.** Students will **scan the A4 sheet page no. wise in correct order** after completion of the examination.

**7.** Students should **scan the answer sheet question wise** and **upload the respective PDF file/JPEG** on the OBE portal, the **file size of each answer sheet should be within the 7 MB limit**

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

- 8.** Students must press the **SUBMIT** button, after uploading of all pdf files carefully, otherwise your pdf files will not be submitted.
- 9.** A system generated acknowledgement will be sent to the student's registered E-mail ID after submission of the answers sheets on the portal.
- 10.** Mail answer scripts if technical issue persist i.e. 5 hours

[obexam21june@bn.du.ac.in](mailto:obexam21june@bn.du.ac.in)

- **Note:** If problem persists students can submit the scripts by email to the Nodal Officer of the college (maximum time limit for email submission is 30 minutes). Documentary evidence of non submission to the portal should be provided for such submissions(4-5 screenshots of technical issue faced).
- **However , this option should be used only in extreme condition. All such submission delayed submission beyond 3+1 hr may cause delay in the declaration of result.**

- 11.** Student send all the PDF files of answer sheet (4 pdf) in single mail (one mail)

**Do not send multiple mails; it will create duplicacy.**

- ❖ For any issue related with obe or during exam, you may call /whatsapp the following:

**Deputy Superintendent (Exams.) & Nodal Officer OBE May/June-2021**

**Mr. Vikas Chaudhary**  
**9868327090**

**Mr. Nagendra**  
**9868342331**

**Admin help:**

**Mr. Pradeep Yadav: 8802434382**