# IMPORTANT INSTRUCTIONS FOR STUDENTS TAKING OBE

In view of the prevailing situation of Covid-19 pandemic, it has been decided by the University authorities that Open Book Examinations shall be adopted as an alternative mode of examination for the odd-semester of the academic session 2020-2021. Examinations for students of all undergraduate programs shall begin from 12th December, 2020 as per the latest date sheet available on the official University of Delhi website (www.du.ac.in).

Regular undergraduate students of the college as well as those with Essential Repeat (ER) of previous semesters/term/year who have filled online examination forms will be allowed to take the examination. Students shall be allowed to attempt their examinations as per the date sheet and courses filled in the examination form from home or any place as per instructions/guidelines issued in this regard.

All ex-students of Choice Based Credit System (CBCS), three-year semester scheme admitted in the year 2014 as per specified span period shall also appear as per date sheet applicable for each said case. These students will attempt their examinations based on the syllabus applicable as per scheme of study at the time of admission.

In this regard, the students are advised to note the following:

1. All students must have submitted their examination forms for the respective courses properly on the University portal as per the link provided on the website.

2. Students must remain in touch with college through the official email ID (online.kncexam@gmail.com) and/or SMS/WhatsApp(9999574594/8586896244) to ensure smooth conduct of the examination.

3. Mock tests may be available for the students on the portal one week before the commencement of the examinations. Students can familiarise themselves with the new mode of examination and assess the network and infrastructure required for downloading the question papers and uploading of the scanned answer-sheets.

4. The question papers shall be accessed by the individual student from the designated portal as per schedule/date sheet notified by the examination branch and conveniently downloaded.

5. The students shall answer the questions on plain paper of A4 size. They should put page numbers on each sheet. On the first page they must write the following details:

    (a) Date and time of examination (DD/MM/YYYY; Hrs:Min):

    (b) Examination Roll Number:

    (c) Name of Program i.e. B.A./B.Com./B.Sc.(Hons./Program):

    (d) Semester:

    (e) Unique Paper Code (UPC):

    (f) Title of the Paper:

    (g) Name of the College:

    (h) Email ID of the student:

    (i) Mobile Number of the student:

6. In case the student experiences any difficulty in downloading the paper, she must contact the college immediately through email (online.kncexam@gmail.com), SMS/

WhatsApp (9999574594/8586896244). The student must also mention their course, the paper, their email id and their phone number while contacting the college for assistance.

7. **The total duration of the OBE shall be four hours of which three hours shall be given to the students for answering the questions and an additional hour shall be utilised for downloading the question paper and uploading the scanned images of answer sheets after completion of the examination**.

8. **Please note the following**:

- Students must scan the answer sheet **question-wise** and upload the respective PDF file on the portal.

- The file size for each answer must be within the prescribed **7MB** limit.

- Only **PDF format** without any password will be accepted.

- A system generated acknowledgement will be sent to the student's registered email address after the submission of the answer sheet on the portal.

- In case any student experiences difficulty while uploading her answer sheet, she must contact the college at least 10 minutes prior to the end of submission time.

- In case the student is unable to submit the paper within the stipulated time, the student is advised to submit her script on the portal and send documentary evidence to the Review Committee for consideration. The time of submission will be recorded by the system.

- The maximum time limit for delayed submission is 60 minutes. However, all cases of delayed submission must be presented to the College Review Committee along with documentary evidence. They will be evaluated on the basis of the decision taken by the Review Committee.

- **All submissions must be made on the portal**. **Answers submitted through any other mode will not be entertained under any circumstances.**

9. Students must appear as per the mode opted for while filling the examination form. Those students who have opted for writing the examination in the Physical Mode (College) will have the option to write through Remote Mode (Home) but not vice-versa.

10. Students who had opted for Physical Mode (College) have the option of writing their Examination through Remote Mode (Home). In case, they wish to opt for the Physical Mode they must bring their own A4 sheets for writing the examination. Also, they must inform the college by email (online.kncexam@gmail.com) by Wednesday, the 9th of December, 2020.

11. To check the use of any unfair means being used during the examinations, each student shall be required to fill up an undertaking through a button provided on the portal during examinations along with scanned images of answer scripts. The performa for the undertaking shall be made available to the students on the portal from where question papers are downloaded by students.

12. The Admission Tickets will be available on the University website. Students are advised to download/print them **before** the commencement of the examinations.

13. **Students should name the scanned file of their answer script with their examination roll number.**

14. Students are advised to pay heed only to the authentic information available on the official website of the University.

15. **It is in the interest of the students to carefully follow instructions issued to them. The students are responsible for downloading the correct paper and for timely submission of the answer sheets in the format required. They must follow instructions for submission on the OBE portal of the University (https://obe.du.ac.in/).**


**Session Time 9:30-1:30**

| 9:30-10:00 | Downloading of question paper |
|---|---|
| 10:00-1:00 | Taking the exam |
| 1:00-1:30 | Uploading answer scripts (in pdf format) |


**Session Time 2:30-6:30**

| 2:30-3:00 | Downloading of question paper |
|---|---|
| 3:00-6:00 | Taking the exam |
| 6:00-6:30 | Uploading answer scripts (in pdf format) |


16. The students belonging to the Divyaang (People with Benchmark Disability) category shall be given additional time and other facilities as per the rules applicable in the University. In this context, the students under the PwBD category are advised to note the following:

   - **For the students under the PwBD category, the total duration of OBE shall be six hours which will include three hours for attempting the examination** as per the prescribed time of OBE, one hour for the purpose of downloading the question paper and uploading the scanned images of the answer sheets, extra time of 20 minutes per hour, i.e., one-third of the prescribed duration of the OBE (as per the rules and eligibility prescribed by the University) and further one hour above all as a special provision as purely one time measure.

   - Scribes/ writers for students belonging to the PwBD category would be provided as per the requirement of the student. For this the student must send a request with the requirement to the Principal of the College.

   - The visually impaired students have the option to take the examinations by typing on the computer and saving files in the PDF format, and then uploading/sending the answer sheets.

   - All PwBD students will receive the question papers by email and have the option of uploading the answer sheets on the portal or mailing them to a dedicated email ID which will be provided in due course of time. However,

only one of the modes must be used**. The email facilities are ONLY for PwBD students.**

The college and the University of Delhi in these difficult times endeavour to conduct the examinations for the students as per calendar of UGC so that our students can achieve their future goals.

Wishing you all a bright future.


Dr Kalpana Bhakuni

Principal

Kamala Nehru College