

# Kamala Nehru College

## University of Delhi

### **Student Guidelines for OBE December 2021**

Examinations for the students of Semester V and Semester III along with Essential Repeaters of I/III/V Semesters , Improvement cases and Ex-Students of undergraduate programs shall begin from 30th November 2021 as per the latest date sheet available on the University of Delhi website. The following examinations shall be conducted in OBE mode.

All the students appearing for the examination must have submitted their examination forms for their respective courses on the University exam portal as per the links provided on the website: <https://slc.uod.ac.in> or <https://obe.uod.ac.in>

OBE exam portal : <https://obe.uod.ac.in>

1. For Ex-students, Essential Repeaters and the students applying for improvement of their performance:
  - i) The **Ex-students** shall follow the schedule/date sheet of examinations as per their scheme of study (CBCS) and the year of examination.
  - ii) The students who have passed out their final year (VI Semester/III Year) Examinations in the year 2021 can **only** appear for an improvement in their V Semester/III Year exams as per the date sheet/schedule and applicable rules in this regard.
  - iii) The second and third year students who have backlog i.e. **ER (Essential Repeat)** in their previous semesters/years shall re-appear for the same as per the schedule of examinations along with their current semester exams.
  - iv) Students can appear for **Improvement exams** only in their immediate previous semester.  
(5th semester students can **only** improve a 3rd semester paper; 3rd semester students can **only** improve a 1st semester paper)
2. All important information, notices and notifications related to the examination are available on the University of Delhi website [www.du.ac.in](http://www.du.ac.in)  
**Students are advised to check/visit the university and college websites regularly.**
3. All eligible students should login/register with their Examination Roll Number on OBE Portal (<https://obe.uod.ac.in>) for Examination and check their respective papers in which they wish to appear in Examination for correctness of paper name and UPC.

4. ADMIT CARD - The sheet listing all your papers where 'Verified' is mentioned on your dashboard is to be treated as the admit card. Students must ensure that all the information printed on the admit card is correct, as this information will be used for printing of their marksheets and degree certificates. In case of a mistake please get the corrections done by the college administration through your concerned department TIC.
5. ON THE DATE OF OBE EXAM -

**Detailed instructions are available on the OBE portal: <https://obe.uod.ac.in>**

Important Points to Remember:

- Students are required to login to the examination portal with their Examination roll number and password at least 30 minutes prior to the start of their examination (9 am for Morning Session and 2 pm for Afternoon Session).
- Once the student logs in to the portal, a clock on the students' screen will display the time left for opening of the question paper.
- The Question Paper download button will be visible at the beginning of examination ( 9:30 am for Morning Session and 2:30 pm for Afternoon Session).
- Students must click on the download button to download the question paper in order to upload their answer-scripts.

*Downloading the question paper is necessary for uploading the answers. In case of elective papers, ONLY click on the question paper you are supposed to be appearing for, otherwise it will lead to complications in Result declaration.*

6. The students shall answer the questions on A4 size paper. All the pages of their answers need to be numbered clearly. Remember to write the Question Number for **correct upload in the right Question slot.**

On the first page of every answer, students shall write the following details:

- a. Date and time of examination (DD/MM/YYYY, HRS:Min)**
- b. Examination Roll Number**
- c. Name of the Course i.e. B.A. Hons., B.A. Prog.**
- d. Semester/Year**
- e. Unique Paper Code (UPC)**
- f. Title/Name of the Paper**

*Any other personal information like email ID, mobile number, and name of the college, etc. will be treated as Unfair Means and action will be taken as per University rules.*

Students should **click the button for the UFM (Unfair Means) declaration** and a **confirmation for submission** and log out from the portal. On successful submission of the answer sheets the students will be notified via email/SMS.

## 7. DURATION OF EXAM -

### **Timely Submission:**

**Duration of Examinations is 3+1 Hours for all students except PWBD(Divyang) category.** 3 hours are for answering the questions and the remaining 1 hour shall be utilized for downloading the question paper, scanning the answer sheet in the PDF/JPEG format and uploading the scanned PDF/JPEG (**upto 7 MB**) of answer sheets on the portal.

**For PwBD students, the duration is 4+2 Hours.**

### **Late Submission:**

**Additional 60 Minutes for late submission. If uploading is not possible for any reason during the given time as mentioned above, students may be permitted an extra 60 minutes time to upload their scripts; however, all such submissions will be subject to scrutiny by a committee.**

Late submission by upload in the 5th hour (7th hour for PwBD) must be accompanied by an email, titled 'Late Submission by Upload' sent to the Email ID- [obe.dec21@knc.du.ac.in](mailto:obe.dec21@knc.du.ac.in)

The **email** should mention all **important details** as follows -

Student's Name, Course and Semester, Exam Roll No./Enrolment No., Date of exam, Paper name and UPC, Email ID and Mobile number with compulsory Screenshots of failure/error messages (at least 4) with time stamps for documentary evidence.

### **Emergency Email Submission:**

Only in case students fail to upload their answers on the exam portal even after the additional 60 minutes, they can submit the answer-scripts to the Nodal Officer via email titled 'Emergency Email Submission' to the email id- **obe.dec21@knc.du.ac.in**

Attachments needed : answer-script PDFs, documentary evidence of non-submission (at least 5 screenshots) giving all student and paper details as mentioned above.

*However, this option should be used in an extreme situation only.*

**IMPORTANT:** All such cases (email submission) will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the review and **result of such students may be delayed.**

8. Examination session time:

**Morning Session: 09:30 am - 01:30pm**

( 3 hours for writing + 1 hour downloading the question paper and uploading the answer scripts).

**Afternoon Session:02:30 pm - 06:30pm**

(3 hours for writing + 1 hour downloading the question paper and uploading the answer scripts).

**Contact college for assistance :** For assistance, contact teacher on duty or SMS/WhatsApp (9999574594/9910653700).

Best wishes for the examinations.

Dr. Kalpana Bhakuni  
Principal  
Kamala Nehru College  
University of Delhi