

# Hansraj College

## Instructions for OBE June 2021

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### Information regarding the examination:

#### *Duration for Attempting and Uploading Answer Scripts:*

- The duration of the Examination shall be **4** hours. Out of which 3 hours shall be given to the students for answering the questions, and the remaining one hour shall be utilized for downloading the question papers, scanning the answer sheet in the PDF/JPEG format and uploading the scanned answer sheets on the OBE Portal. An additional time of 1 hour will be given to submit the answer scripts. So specific time period is 5 hours only.

In case of poor internet connectivity the student is advised to submit his/her script beyond the specified time period (3+1+1 = 5 hours) with the documentary evidence (snapshots of 4 – 5 failed attempts of submission on the OBE portal) to the email ID of the Nodal Officer ([obe.may2021@hrc.du.ac.in](mailto:obe.may2021@hrc.du.ac.in)). A maximum time limit of 30 minutes only will be given beyond 5 hours specific time. Partial email answer scripts would not be accepted for evaluation. However, all such cases (email submission) will be examined by the University Review Committee, and these answer sheets shall be evaluated based on the decision of the Review Committee and result of such students may be delayed. (For more details see the notification: [http://exam.du.ac.in/pdf/202106/Guidelines-OBE%20\(UG\) FINAL-MJ2021.pdf](http://exam.du.ac.in/pdf/202106/Guidelines-OBE%20(UG) FINAL-MJ2021.pdf))

- The duration of the Examination shall be **6** hours (4 + 1 + 1) for the students belonging to the **Divyaang (PwBD)** Category. **In case of low internet connectivity, the student is advised to submit the answer script beyond the specified time period of 6 hours with the documentary evidence at e-mail id: [pwdsasjune21@exam1.du.ac.in](mailto:pwdsasjune21@exam1.du.ac.in). The answer scripts should not be sent to College Nodal officer email id.** The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee. Other students should not submit the answer scripts at the email ID given for the PwBD students. (For more details see: [https://www.hansrajcollege.ac.in/files/obe/Guidelines%20PWD03.%2006.2021%20\(1\).pdf](https://www.hansrajcollege.ac.in/files/obe/Guidelines%20PWD03.%2006.2021%20(1).pdf))

### Instructions:

#### I. Preparation of Answer Scripts:-

- Login into OBE portal at least before 30 minutes of commencement of the exam.
- Make sure the Paper name and UPC are correct. For any discrepancy contact us immediately.
- Download the question paper from the OBE portal. In case he/she is unable to download the question paper then immediately inform the subject specific faculty. We will send the question paper to your email/WhatsApp.
- Details to be written on the first page of every answer:-
  - a. Date and time of examination (DD/MM/YYYY, HRS:Min):
  - b. Examination Roll Number:
  - c. Name of the Program i.e. M.A., M.Com., M.Sc. etc:
  - d. Semester/year:
  - e. Unique Paper Code (UPC):
  - f. Title of the Paper:
- **No personal information like name, mobile number, etc., should be mentioned on any of the answer sheets.**
- Scan each answer separately and name the PDF/JPEG files according to the question number. University roll number and page number can be written on every page if the student wishes to write.
- **Upload the files in the appropriate options under the correct UPC given in the portal.**
- Upload the answer scripts on OBE portal in time to avoid last minute technical glitches.
- Only when **“DOWNLOAD”** option is clicked the option of **"I Agree and Submit"** will appear on the OBE portal.
- Most importantly make sure that you click on **"I Agree and Submit"** after uploading all the Answer scripts on the OBE Portal.
- **Submission by both email and on OBE portal will not be accepted.**

- While submitting the answer scripts via email in case of failure of submission on the OBE portal, please mention Unique Paper Code and Roll No in the subject line.
- Email submission should be only under the emergency situations.
- You will receive an acknowledgement for submission on OBE Portal. But no acknowledgment will be provided from College on email submission.

## II. Time of Commencement of exam:

Morning Session: 9 am to 12 pm

Evening Session: 3 pm to 6 pm

**We advise the students to login into the OBE portal by at least 30 minutes before the commencement of the exam.**

### **NOTE:**

1. Prefer portal submission rather than email to avoid complex procedures of evaluation associated with it. **Results of answer scripts submitted in Nodal Officer email will be delayed at least by one month.**
2. Ensure that you are accessing the OBE portal in a good network area at your place to avoid chaos on the day of your exam.
3. All the information regarding Date sheets, University Guidelines for OBE, and **Contact Details of the College OBE June 2021 Team** can be found at <https://www.hansrajcollege.ac.in//obe>

**Wishing you all the best for examination!!**

**OBE June 2021 Team**

**Hansraj College**