



SHAHEED BHAGAT SINGH COLLEGE
(University of Delhi)

Important Instructions & points regarding Examination Nov-Dec 2021
As received from Examination Branch, University of Delhi

1. Wish all the students a very best for the forthcoming examination.
2. Please login <https://obe.uod.ac.in> to write your exam, as you did during your Sem I/III OBE examination.
3. The students should write the page no on each page (any mention of personal information such as email ID, mobile no, and name of the college will be treated as unfair means and action will be taken as per university rules).
4. One the first page, students should write the following details:
 - Date and time of Examinations (DD/MM/YYYY, and Hrs: Min)
 - Examination Roll No:
 - Name of the program (B.A., B. Com, BSc) etc
 - Semester Unique paper code (UPC)
 - Title of the paper
5. Students are advised to submit the scripts on the OBE portal only. **Time for writing the answers is 3 hrs ONLY**. One hr is given for the download of question paper and upload of the answer script on the OBE portal.
6. If submission on the portal gets delayed beyond one hour, student can use additional one hour to upload the scripts on the OBE portal (that is the 5th hour), but in that case students have to keep the documentary evidences (4-5 snap shots of the delay in uploading). In another words, students will have **(3 hrs for writing answers + 1 hr for downloading question paper and uploading scripts + 1 hr for delayed submission for which documentary evidence needs to be submitted)**.
7. For PwBD the timing is as per guidelines issued on 18/11/2021 which is available on the University website. All PwBW students are advised to follow the instructions.
8. Delayed submission beyond given time will not be accepted. **Email submission should be only under the emergency situations and should be submitted only the notified OBE email ID of the college i.e. nodalofficerexam@sbs.du.ac.in.**

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9. **Results of answer scripts submitted by Email may get delayed due to verification process as it happened during December and March and June OBE Examinations.**
10. Partially submitted answers by email would not be accepted.
11. **Dual Submission- Submission by both email and on portal will not be accepted.**
12. PwBD students should try to submit scripts on the portal as per guidelines issued. If not able to do so, kindly send ONLY at the dedicated email ID provided for them. The PwBD students shouldn't submit the scripts to the nodal officers. Other students should not submit scripts at the email ID given for the PwBD students.
13. PwBDs students can submit the answerscript after 4+1+1 hours, send answerscript at pwdsasnov21@exam1.du.ac.in
13. **PG students may contact the HoDs for clarifications, if any.**
14. While submitting the answer scripts via email in case of failure of submission on the OBE portal, please mention paper code and roll no in the subject line.
15. All the students are advised not be use any unfair means in writing exam, they must be very careful in writing exams, system is in place to detect copying/use of unfair means in the examination. During June OBE over 350 students were caught using unfair means as a result their paper or whole semester was cancelled. So be careful.
16. All PG students will be given time to fill the examination form, so PG student are advised to fill their examination forms and stay in touch with the Nodal officers.

God bless everyone!