

**SHIVAJI COLLEGE**  
**University of Delhi**  
**Raja Garden, Ring Road, New Delhi - 110027**

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Date: 15.03.2021

**IMPORTANT NOTICE**

**The Open Book Examination (OBE)** for the first year students of all undergraduate and postgraduate courses are **scheduled to be held from 15<sup>th</sup> March 2021 onwards** as per the date-sheet uploaded on University Website. The students are advised to **download their Question Paper and Upload the answer script in PDF format** through the following link:

<https://obe.uod.ac.in/index.php/site/login>

The first year students of all undergraduate and postgraduate courses who due to any reason fail to upload the answer sheets on the above portal can send the scanned images of the answer sheets in PDF format through College e-mail at [obemarch2021@shivaji.du.ac.in](mailto:obemarch2021@shivaji.du.ac.in)

If the students face any difficulty to download the question paper and uploading the answer script on the mentioned above portal and email ID, then he/she can send his/her query through College e-mail at [obemarch2021@shivaji.du.ac.in](mailto:obemarch2021@shivaji.du.ac.in)

**a. Instructions for the students opting the Remote Mode (Home):**

- 1) The students may write the examination from any part of the country of his/her convenience.
- 2) Students shall require laptop/desktop/mobile phone/any other appropriate device with adequate internet connectivity for accessing University Portal, downloading question paper and uploading of answer sheets on the University Portal.
- 3) **Students should scan the answer sheets question wise and upload the respective PDF/JPEG file on the OBE Portal, the file size of each answer should be within the 7 MB limit. Only PDF/JPEG format without any password will be accepted.**
- 4) A system generated acknowledgement will be sent to the student's registered e-mail after submission of the answer sheets on the portal.
- 5) The students who had opted for Remote Mode (Home) shall not be permitted to appear through Physical Mode (College).
- 6) **The students shall answer the questions on A4 Size papers and mark page number on the top of each page. On first, the student shall write the following details.**
  - a) **Student Name:**
  - b) **Examination Roll Number:**
  - c) **Name of Programme:**
  - d) **Unique Paper Code (UPC):**
  - e) **Title of the Paper (attempted):**
  - f) **Name of College:**
  - g) **Semester:**
  - h) **Date and Time of Examination: dd/mm/yy, Hrs:min**

**b. Instructions for the students opting the Remote Mode (Home):**

1. The students shall require writing the examination at their respective Colleges/Institute according to the seating plan prescribed by the College/ Institute.
2. The students shall be provided all the ICT facilities including computer by the College/ Institute for downloading question paper, scanning of answer sheets and uploading of answer sheets on the OBE Portal.
3. The students shall bring the A4 Size Papers for writing the answers.
4. The students who have opted Physical Mode (College) may appear in Remote Mode (Home) if he/she desires.

**The duration of the Examination shall be 3+1 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 PDF/JPEG of answer sheet on the Portal.**

The duration of the examination shall be 6 hours for the students belonging to the Divyaang (PwBD) Category (for details see the notification Ref. No. Dean(Exams)/1365 dated 14.03.2021).

**IMPORTANT:** In case of poor internet connectivity/any unforeseen technical glitches etc., the student is advised to submit his/her script beyond the specified time period with the documentary evidence. 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.

It is to mention that the time of submission of answer sheets shall be recorded by the system. The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.

  
**Dr. Shiv Kumar Sahdev**  
**Officiating Principal**