MIRANDA HOUSE
DU-OBE DEC 2021

STEP 1

Login to Samarth portal (slc.uod.ac.in) Students must ensure that the information on the portal is correct and status is verified. If there is any mistake, students must get it corrected through the college. Contact person: jyoti.pandey@mirandahouse.ac.in

STEP 2

Self Registration to OBE (obe.uod.ac.in) Portal, Login, Check your credentials and papers.
Save password

STEP 3

On the day of the exam, Login to the portal. Download the Question paper from DU Portal only. The time left for end of exam will be displayed. (It is a Must to download the question paper and upload the answer scripts)

STEP 4

Prepare the title page
Date and time of Examination.
Examination Roll number.
Name of The course
Semester
Unique Paper Code (UPC)
Title of the Paper
(Giving any other personal information like email ID, Mobile No and Name of the College will be treated as unfair means)

STEP 5

Write the answers on A4 Size plain or ruled sheets with black or blue pen only.
Attempt all questions on separate sheets. Providing any personal information will be treated as unfair means.

STEP 6

For BA Hons, all papers

email id:BAHons2021dec@mirandahouse.ac.in

For BA Prog, all papers

email id: BAProg2021Dec@mirandahouse.ac.in

For BSc Hons, all papers

email id: BScHons2021dec@mirandahouse.ac.in

For BSc Prog, all papers

email id: BScProg2021Dec@mirandahouse.ac.in

Detailed Instructions for students

(Do-s and Don't-s)

Please read the following points carefully as they are written keeping common oversights, mistakes and anxieties of students:

1. You can cross check before-hand if the Paper titles and Unique Paper Codes are showing on the portal.

2. Login at least half an hour before the start of the exam.

3. Download the Question paper for the scheduled exam only, not for any other option. Students need to download the question paper during the duration of the exam so that the timer starts; otherwise, it is not possible to upload answers.

4. The question papers will be uploaded about 15 minutes before the exam. If it isn't uploaded, don't panic. Wait till the scheduled time. If for some reason you don't receive the question paper, please contact the dedicated program-wise staff/ nodal officers. The question paper will be sent via email/ WhatsApp to you. **But you have to download it later on**.

5. If there are network problems, try with another device or use different network sim card/ phone/Wi-Fi.

6. You have three hours to write the paper and one hour for downloading, scanning, uploading. Check that **nowhere your email, phone no and name of college** is written on answer sheet, else it will be treated as **UFM case** and action will be taken by University.

7. Scan each answer and upload against the given question number. Make sure that you

upload the answers against the correct question paper. Otherwise, there can be a major problem at the time of evaluation.

8. The answer file should not be larger than 7 MB. It will be rejected. If there is a problem, then upload each page separately.

9. The files should be in pdf format.   If you can't convert into pdf, the portal will accept jpeg files also.

10. After each answer is uploaded the portal will show that the upload is successful. Otherwise try again.

11. Remember to click declaration through UFM button on the portal and don't forget to click the **SUBMIT** button at the end. Please wait and see if the screen shows 'Answer Submitted successfully', else there may not be upload for your answer. This is outside of the Submission Acknowledgement messages.

12. You will receive an acknowledgement of successful submission on your phones or emails.

13. Please don't panic if you don't receive. Sometimes the acknowledgement letters get delayed.

14. Do not leave uploading till the last minute. If at the end of 4 hour (6 hours for PwBD Students), you still haven't been able to upload, then you have additional 60 minutes for late submission. During this time take a few screen shots showing failure, errors etc. Only those screenshots will be held valid which show the error/failure.

15. If you are forced to send via email, then don't forget to write a covering letter explaining why you are emailing. Check subject line as well as attachments and upload strictly within **maximum time limit of 30 minutes**. Remember to note the time of submission in sent email. Please do not upload as Google Docs or in Google Drive preferably or and do not send password protected files. If you do so in case of your file uploading problem, then remember to give permission for opening the file.

16. **Visually impaired students** have the option to take the examination by typing on computer and saving the files in PDF format and then sending/ uploading the answer scripts. Candidates having **permanent disability** may be allowed to write their examinations on computer/ laptop with the help of relevant and disabled friendly software.

For any queries on the Date of the exam, contact Nodal officers or the concerned subject teacher.
Nodal Officers:
Seema Aggarwal: 9810284682
bharati jagannathan: 9958823078