OBE INSTRUCTIONS FOR STUDENTS

MIRANDA HOUSE

DU OBE MAR 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.

(jyoti.pandey@mirandahouse.ac.in)

STEP 2

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

STEP 3

On The day of the exam
Log in 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
(providing 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

Scan the sheets question wise (please ensure the scan quality is good. Hint: scanning in outdoors away from sunlight gives better quality than indoors.).
Upload PDF/JPEG file on portal
obe.uod.ac.in
(File size within 7MB)

STEP 7

- Click on Upload
- Click the buttons for UFM declaration (Unfair means) and confirmation for submission
- the time of submission of answer sheets shall be recorded by the system.

STEP 8

System generated acknowledgement will be sent on e- mail after submission of sheets on portal

STEP 9

Duration of the Examination - 4 hours.
3 hours -answering the questions
1 hour - downloading the question papers, scanning the answer sheet and uploading the scanned answer sheets on the Portal.
The duration of the Examination shall be 6 hours for the students belonging to the PwBD Category

STEP 10

- In case a student fails to upload the answer script after 4 hours then she is advised to submit her script within one hour with the necessary documentary evidence on the portal.
- 3 + 1 + 1 hours - submission on the portal only
- 4 + 2+ 1 hours - for PwBD students

STEP 11

- After 5 hrs still if unable to upload then email the script to your course wise email Id (as per the college website) within 30 minutes along with documentary evidence of non-submission
- All cases of email submission will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the committee and result may be

ALL STUDENTS ARE ADVISED TO CHECK THE COLLEGE WEBSITE FOR ANY NEW EXAM NOTIFICATION

Detailed Instructions for students

(Do's and Don'ts)

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

1. You can cross check before-hand if the Paper titles and Unique Paper Codes are showing on the portal.
2. Log in 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, you won't be able 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, elseit 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 screen shots 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 whyyou 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. The **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. The candidates having **permanent disability** may be allowed to write their examinations on computer/laptop with the help of relevant and disabled friendly software.