LAW CENTRE-I
GUIDELINES RELATING TO OBE EXAM LL.B. I/III/V SEMESTER, APRIL 2022

1. Students must login on https://obe.uod.ac.in to write their exam.
2. Students must write the answers to the questions on A-4 size (ruled or plain) white papers in their own handwriting. The answers are to be written using black or blue pen only.
3. Before starting the exam, students are advised to find ways to make a "Single Pdf File" of a number of pages (of size less than 7 MB), as this is the maximum size limit for uploading a single answer on OBE portal.
4. **OBE Answer Script first page:**
   On first page, the students shall write the following details (<u>providing any other personal information like E-mail ID, Mobile No and Name of the College will be treated as unfair means and action will be taken as per University rules</u>):
   a) Date and time of examination (DD/MM/YYYY, Hrs: Min):
   b) Examination Roll Number:
   c) Name of the Course.:
   d) Semester:
   e) Unique Paper Code (UPC):
   f) Paper Title:

   Please note that these details are not to be written before each question. The page numbers are also to be mentioned at the top of each sheet.
5. Kindly press the 'SUBMIT BUTTON' available on the OBE portal, only after checking carefully the answers that have been uploaded and also ensuring that all 4 answers have been uploaded.
6. Students are strongly advised to submit the scripts on the OBE portal only. **Time for writing the answers is 3 hrs ONLY**. One extra hour is given for the download of the question paper and upload of the answer script collectively on the portal.
7. If submission on the portal gets delayed beyond one hour, student can use the 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 evidence (4-5 snap shots of the delay in uploading). In other words, students will have (**3 hrs for writing answers + 1 hour for downloading question paper and uploading scripts collectively + 1 hour for delayed submission for which documentary evidence needs to be submitted in case of demand by the University**).

   For convenience see the below chart-

OBE Portal Timeline

Login Time	Exam Commencement	Exam End	Upload on OBE Portal	Delayed Submission on OBE Portal	Delayed Submission on E-mail
9.30 AM	10.00 AM	01.00 PM	Till 02.00 PM	From 02.00 PM Till 03.00 PM	After 3.00 PM Till 3.30 PM

IMPORTANT

Delayed Submission on OBE Portal:

In case of poor internet connectivity/any unforeseen technical glitches etc. the student is advised to submit his/her OBE answer script beyond the specific time period with the valid reasons and keep documentary evidences ready with them for its presentation on demand. The maximum time limit for delayed submission is 60 minutes. However all such cases will be examined and accordingly the answer scripts will be sent for evaluation.

Delayed Submission on E-mail:

E-mail submission should be done only under the extreme emergency situations only, if the submission on OBE portal is not possible and the reason for submission through E-mail should be clearly mentioned in the body of the mail. In addition, documentary evidence of non-submission/failed submission/technical glitches along with 4-5 snap shots/screen shot/pictures of failed OBE portal submission at different times on the portal must be enclosed by the student alongwith the answerscripts if E-mail submission option is used. E-mail submissions not containing the reason or without documentary evidence of failed submission will be rejected.

Other Guidelines on sending the answerscripts through E-mail:

➢ Student should send "ONLY A SINGLE E-MAIL" in which his/her answerscript containing all four answers should be attached. More than one E-mail containing answers in parts would not be accepted.
➢ The total size of the E-mail should not exceed 20 MB.
➢ The student should not put his/her answers in Google Drive. Answercripts sent on Google drive will not be considered. The answerscript should be attached with the E-mail.
➢ SUBJECT OF THE E-MAIL: Students must write their Exam Roll Number, Unique Paper Code I.E. Paper code (UPC) and Date of Examination (dd/mm/yyyy) in the subject of the E-mail.
➢ BODY OF E-MAIL:: STUDENT MUST WRITE THE FOLLOWING DETAILS IN THE BODY OF THE E-MAIL:
   • Date and time of examination (DD/MM/YYYY, Hrs: Min):
   • Examination Roll Number:
   • Name of the Course.:
   • Semester:
   • Unique Paper Code (UPC):
   • Paper Title:

➢ **E-mails sent by the students before 3 pm (prior to completion of 5 hours) shall not be accepted**.
➢ **The students will NOT receive a confirmation/acknowledgement E-mail in case they have submitted their OBE answer scripts through E-mail.**
➢ Prefer OBE portal submission rather than E-mail to avoid complex procedures of evaluation associated with it. **Results of answer scripts submitted by E-mail may get delayed due to verification process as it happened in earlier examinations OBE**

Examinations. No request will be entertained by the Nodal Officers for early result declaration after E-mail submission.

- ➤ E-MAIL ID OF NODAL OFFICER FOR SENDING THE ANSWERSCRIPTS ON E-MAIL FOR THOSE WHO ARE UNABLE TO SUBMIT THEIR SCRIPTS ON PORTAL UPTIL 5 HOURS:
  - E-mail Id - For 3rd yr LC 1 students, those who are unable to submit their scripts on portal uptil 5 hours, the E-mail id is obe3@lc1.du.ac.in
  - E-mail Id - For 2nd yr LC 1 students, those who are unable to submit their scripts on portal uptil 5 hours, the E-mail id is obe2@lc1.du.ac.in
  - E-mail Id - For 1st yr LC 1 students, those who are unable to submit their scripts on portal uptil 5 hours, the E-mail id is obe1@lc1.du.ac.in

The students will NOT receive a confirmation/acknowledgement E-mail in case they have submitted their OBE answer scripts through E-mail.

8. 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.

9. All the students are advised not to use any unfair means while writing the exams, they must be extremely careful in writing exams as a fool proof system is in place to detect copying/use of unfair means in the examination.

10. E-mail submission results may be delayed.

Students are advised to read the above-mentioned instructions carefully and refrain from posing queries related to the instructions reiterated above.

NOTE:

1. THESE GUIDELINES ARE SUBJECT TO ANY GUIDELINES ISSUED BY THE EXAMINATION BRANCH, UNIVERSITY OF DELHI.

2. GUIDELINES FOR PWD STUDENTS OF LC-I WILL BE ISSUED/E-MAILED TO THEM SEPARATELY.

3. IN CASE OF ANY CONFUSION, THE STUDENT MAY CONTACT THE NODAL OFFICER THROUGH THE RESPECTIVE E-MAIL ID.