

# NON-COLLEGIATE WOMEN'S EDUCATION BOARD

(UNIVERSITY OF DELHI)

SRI AUROBINDO COLLEGE-TEACHING CENTRE

MALVIYA NAGAR, NEW DELHI-110017

DATED: 19.03.2022

## Important Notice for students for Open Book Examination March/April 2022

The Open Book Examinations for the NCWEB Students of I, III & V Semester of B.A.PROG./B.COM. Under-graduate courses are scheduled to be held from 21<sup>st</sup> March, 2022, onwards. The date for the same is available on the University/College website. Students are advised to download their question paper and upload the Answer Sheet in PDF format through the link given below:

<https://obe.uod.ac.in>

This is for information to all concerned that in case, for any reason if a student is not able to upload the answer sheet on the above portal can send the scanned images of the answer scripts in the PDF format to the Nodal Officer of the college with documentary evidence within time duration at:

[ncwebobe@aurobindo.du.ac.in](mailto:ncwebobe@aurobindo.du.ac.in)

If the student faces any difficulty to download the question paper and uploading the answer scripts on the University portal then she can contact to the following members of staff:

1. Dr. Renuka Anup Kumar (Nodal Officer, SAC NCWEB) - 9868545816
2. Mr. Pankaj Kumar (Senior Assistant) - 9910732484
3. Mr. Sushil Kaushik (Junior Assistant) - 9958223727
4. Mr. Ashutosh Kumar (B.COM. Dealing Assistant) - 9650504261
5. Mr. Manoj Kumar (B.A.PROG. Dealing Assistant) - 7042207613

Write your exam, as University of Delhi Guidelines.

1. 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).
2. 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, ):  
Semester/Year:  
Unique paper code (UPC):  
Title of the paper:
3. Students are advised to submit the scripts on the OBE portal only. **Time for writing the answers is 3 hrs ONLY**. One hour is given for the download of question paper and upload of the answer script on the OBE portal.
4. If submission on the portal gets delayed beyond one hour, students can use an additional one hour to upload the scripts on the OBE portal (that is the 5<sup>th</sup> 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 hr for downloading question papers and uploading scripts + 1 hr for delayed submission for which documentary evidence needs to be submitted**).

5. **Results of answer scripts submitted by Email may get delayed due to the verification and evaluation of answer script process.**
6. Partially submitted answers by email would not be accepted.
7. **Dual Submission- Submission by both email and on portal will not be accepted.**
8. While submitting the answer scripts via email in case of failure of submission on the OBE portal, please mention Course Name, Examination Roll, Unique Paper Code and Paper Name in the subject line.
9. All the students are advised not to use any unfair means in the writing exam, they must be very careful in writing exams, a system is in place to detect copying/use of unfair means in the examination.

**(Dr. Renuka Anup Kumar)**  
**Nodal Officer, SAC NCWEB**