

**NOTICE**

It is submitted for the information all the Ex-students of 1st year, 2nd Year and 3rd year and regular students of 3rd year only, who are to appear at the OBE Examination from 10-8-2020, are advised to follow the following points of the University for their OBE Examinations: -

1. The Students shall answer the questions on ruled or plain papers of A4 size in their own handwriting (except visually impaired students).
2. The students shall write their Name, Programme Name, Semester Examination Roll Number, Unique Paper code, Paper Title, Date and Time of Examination on the first sheet used for answers.
3. The students shall put page number on each paper.
4. The students shall use black or blue pen only for writing answer.
5. The total duration of the OBE shall be of three hours, of which two hours shall be given to the students for answering the questions and an additional hour shall be utilized for downloading the question papers and uploading the scanned images of answer sheets after completion of the examinations.
6. The visually impaired students will be given five hours to complete the examinations.
7. The students should use separate sheets to answer each question. The answer sheets are to be uploaded on the Portal question-wise so that evaluation can be conducted smoothly.
8. The students will scan the written pages of the answer question-wise as one file and upload the same question-wise after completion of the examination for each question, the students can upload single file (scanned all sheets together for each question) or multiple files (scanned individual sheets for each question). For this, the students will be provided with an upload feature (Multiple uploads) against each question.
9. To upload the answer sheets, the students will log into the examination portal and select the tab "upload Answers" once the answer sheets are uploaded, no further changes can be made.
10. The students shall be required to submit a declaration regarding – UFM through the button provided on the portal before uploading the scanned images of answer sheets.
11. Once the students upload all the scanned answer sheets against their respective questions, they should click the button for the UFM declaration and a confirmation for submission and log out from the portal. On successful submission of the answer sheets, the students will be notified via email / SMS.

*Vichitra*

**(Dr. Vichitra)  
Oftg. Principal**

**Copy to:-** The College website for the students.