

## Important Notice for the Students

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Dean Examinations

1. Students must login to their SLC portal and they will get the examination roll number by Saturday night (March 19, 2022) or Sunday morning (March 20, 2022).
2. Wish all the students a very best for the forthcoming examination.
3. Please login on <https://slc.uod.ac.in> or <https://obe.uod.ac.in> with your enrollment number (no examination roll number) and password to write your exam.
4. The students should write the page number on each page (any mention of personal information such as email ID, mobile number, and name of the college will be treated as unfair means and action will be taken as per university rules).
5. On the first page, students should write the following details:  
Date and time of Examinations (DD/MM/YYYY, and Hrs: Min)  
Examination Roll Number:  
Name of the program (B.A., B. Com., B.Sc.) etc.:  
Semester:  
Unique paper code (UPC):  
Title of the paper:
6. Students are strongly advised to submit the scripts on the portal only. **Time for writing the answers is 3 hrs ONLY.** One 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 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 hour for downloading question paper and uploading scripts collectively + 1 hour for delayed submission for which documentary evidence needs to be submitted).**
8. For PwBD the timing is as per the guidelines issued on 10/03/2022 which is available on the University website. All PwBD students are advised to follow the instructions.
9. Delayed submission beyond given time will not be accepted. **Email submission should be only under the emergency situations** and should be submitted only to the notified OBE email ID of the college.

**10. Results of answer scripts submitted by Email may get delayed due to verification process as it happened during December 2020, March 2021 and June 2021 OBE Examinations.**

11. Partially submitted answers by email would not be accepted. Please attach all the answers and the question paper in the mail.

**12. Dual Submission- Submission by both email and on portal will not be accepted.**

13. PwBD students should try to submit scripts on the portal as per guidelines issued. If not able to do so, kindly send ONLY at the dedicated email ID provided for them. The PwBD students shouldn't submit the scripts to the nodal officers. Other students should not submit scripts at the email ID given for the PwBD students.

14. PG students may contact the HoDs for clarifications, if any.

15. While submitting the answer scripts via email in case of failure of submission on the portal, please mention unique paper code (UPC) and roll no in the subject line.

16. 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. During June 2021 OBE over 350 students were caught using unfair means as a result their paper or whole semester was cancelled. So be careful.