



# MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096

**August 9, 2020**

## NOTICE

The University of Delhi vide its notification no./Deans(Exams.)/2020 dated 08.08.2020 has notified the additional facilities for students appearing in Open Book Examination (OBE) scheduled to be held from 10.08.2020 (copy attached).

The following arrangements/provisions are to be noted:

I) Students shall be given the complete three hours for answering the question papers. Additionally, all students are given one hour for scanning the answer sheets and for uploading the same. Students would have a total period of **Four hours** to complete the examination including down load question papers, scan and upload/email the answer sheets.

II) Students under **PWD category** are also given one additional hour for downloading the question paper, completing their answers and uploading the answer sheets i.e. a total duration of **Six hours**.

Students have the following options regarding receiving of the question paper for OBE:-

a) In case a student fails to download the question paper from the OBE portal, then they shall request the same to [mac.obe@mac.du.ac.in](mailto:mac.obe@mac.du.ac.in) mentioning the following details:-

- Name of the student
- Course Name
- Exam Roll number
- Paper code
- Copy of the Admit card as attachment

The college will send the Question paper for OBE in response to the said email.

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Students have the following options for uploading/emailing the answer scripts:

- 1) Students can scan the answer sheets page by page or question wise and upload the file on the portal of university within the 7 MB limit;
- 2) Students can also convert their answer sheets into PDF files either question wise or in entirety and e-mail the same at central email address at [obescript@exam.du.ac.in](mailto:obescript@exam.du.ac.in) or to the college email address i.e. [mac.obe@mac.du.ac.in](mailto:mac.obe@mac.du.ac.in) as defined in following points numbers 3 and 4
- 3) Students must write their Roll Number, Unique Paper Code (UPC) and Date of Examination (dd/mm/yyyy) in the subject of their emails, e.g. Rollno-UPC-Date.
- 4) In the mail body student must write the following:
  - a) Student Name:
  - b) Examination Roll Number:
  - c) Name of Programme:
  - d) Unique Paper Code (UPC):
  - e) Title of the Paper (attempted):
  - f) Name of College:
  - g) Semester:
  - h) Date and Time of Examination: dd/mm/yy, Hrs:min
- 5) Those students who upload the answer sheets on the portal would receive an acknowledgement.
- 6) In respect of students who email the answer sheets to the central email address as per point 2 mentioned above, shall receive auto generated acknowledging receipt.
- 7) In case of any difficulty during the OBE, the students may contact the Nodal Officer (Examination), Dr. A.J.Meitie (M:9540068711, email: [mac.obe@mac.du.ac.in](mailto:mac.obe@mac.du.ac.in))

Also, an Examination Control Room has been setup in the college for providing assistance to the students. Student may contact the teaching and non-teaching staff (list enclosed) as per schedule in case of any difficulty related to the OBE.

The notice dated 07.08.2020 issued by the college regarding conduct of the OBE stands amended.

**Sd/-**  
**Dr. Sanjeev Kumar Tiwari**  
**Principal (Offg.)**

*Copy to:-*

- (i) College Website
- (ii) Email & sms to all students