



## UNIVERSITY OF DELHI

Ref. No./Dean(Exams.)/2021/277

Dated: 19.02.2021

### NOTIFICATION

**Subject: Guidelines for Open Book Examinations (OBE) - Semester Examinations March - 2021 using OBE Portal for I Semester (students admitted in 2020) for all Under Graduate (UG), Post Graduate (PG) and Professional Programs of all streams including NCWEB and {I/III Semester, Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students of School of Open Learning (SOL)}.**

It is hereby notified for information of all concerned that Examinations for I Semester (student admitted in 2020) for all Under Graduate (UG), Post Graduate (PG) and Professional Programs of all streams including NCWEB and {I/III Semester, Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students of School of Open Learning (SOL)} shall begin from 15<sup>th</sup> March, 2021. All these Examinations shall be conducted in two sessions in a day including Sundays with duration of three hours. Final date sheet is likely to be notified by the last week of February 2021.

In view of the prevailing situation due to COVID-19 and to maintain social distancing, safety of the students, the University shall conduct Open Book Examinations (OBE) in blended mode i.e. Online and Offline (as was done in the OBE examination held in December 2020) for I Semester/Term for Regular and NCWEB and I/III Semester, Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students of School of Open Learning (SOL) of all the Under Graduate (UG), Post Graduate (PG) and Professional programs and streams. Students shall be allowed to attempt their examinations from the place of their convenience or at their Faculty/Department/College in offline mode, as per the option selected by them in the examination form and for the courses, as per date sheet.

The Final date sheet of all schemes of UG shall be notified by the last week of February 2021 and shall only be available on the official website of University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in). The date sheet for all PG Programmes shall be notified separately by the respective departments, centres and faculty. No separate information shall be sent to students by examination branch in this regard. Further, all are required to note that information available on the official website of University shall only be considered authentic. The authenticity of communication may be confirmed from the website of University of Delhi [www.du.ac.in](http://www.du.ac.in) before relying upon any message circulating in social media

The following guidelines issued for OBE Examination December 2020 shall be applicable for the OBE Examination March 2021 also.

- a) Notification Ref. No. Dean (Exams)/2020/ dated 26.10.2020 regarding Conduct of examinations for III/V/VII semester along with Essential Repeaters of I/III/V semester and Ex-Students for the Academic Session 2020-21 in view of COVID-19.
- b) Notification Ref. No. Dean (Exams)/2020/3216 dated 31.10.2020 regarding Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field Work for the Academic session 2020-21.
- c) Notification Ref. No. Dean (Exams)/2020/1153 dated 05.11.2020 regarding Conduct of Post Graduate & Professional Courses Semester Examinations December-2020 in OBE Blended Mode by the Faculty/Department for the Academic Session 2020-21 in view of COVID-19.
- d) Notification Ref. No./Dean(Exams.)/2020/1154 dated 07.11.2020 regarding preparation of date sheet of Post Graduate/Professional Courses Semester Examinations December – 2020 in OBE Blended Mode.
- e) Notification Ref. No./Dean(Exams.)/2020/1181 dated 18.11.2020 regarding Guidelines for Open Book Examinations (OBE) - Semester Examinations December – 2020 using OBE Portal for III/V/VII Semester, Essential Repeaters of I/III/V Semester, Improvement Cases and Ex-Students for all Under Graduate (UG) Programs of all streams including NCWEB and SOL.
- f) Notification Ref. No./Dean(Exams.)/2020/1199 dated 24.11.2020 regarding Guidelines for Open Book Examinations (OBE) - Semester Examinations December – 2020 using OBE Portal for III/V Semester, Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students for all Post Graduate (PG) Programs of all streams including NCWEB and SOL.
- g) Notifications No. Dean (Exams)/2020/1238 dated 05.12.2020 Guidelines/ Policies related with Open Book Examinations (OBE) for students of Divyaang (PwBD) category for academic session 2020-21 in view of the COVID-19.

**Note:**

- Signed Notifications available on the official website of University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) shall only be considered authentic for all purposes.
- The above guidelines are valid only for I Semester students of all Under Graduate (UG), Post Graduate (PG) and Professional Programmes of all streams including NCWEB and {I/III Semester, Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students of School of Open Learning (SOL)}.
- The last date for submission of Internal Assessment/Practical/Viva-voce/Project/Dissertation marks is 05.03.2021
- Further, all concerned are hereby advised to visit the official website of the University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) regularly for updates related to examinations.



**O.S.D.(Examinations)**



**Dean (Examinations)**



UNIVERSITY OF DELHI  
EXAMINATION BRANCH-VII  
DELHI-110007

Ref.No.Dean(Exams)/2020/

Dated 26.10.2020

**Notification**


**Reference: Conduct of Examinations for III/V/VII Semester along with Essential Repeaters of I/III/V semester and Ex-Students for the Academic Session 2020-21 in view of COVID-19.**

It is hereby notified for information of all concerned that Examinations for III/V/VII Semester/Term along with Essential Repeaters of I/III/V semester and Ex-Students for all Under Graduate (UG) and Post Graduate (PG) programs including examinations for students registered with School of Open Learning (SOL) and Non Collegiate Women Education Board (NCWEB) shall begin from 12<sup>th</sup> December 2020. All these Examinations shall be conducted in two sessions in a day including Sundays with duration of Three hours. A detailed date sheet is likely to be notified by the first week of November 2020.

In view of prevailing situation due to COVID-19 and to maintain social distancing, safety and health of the students, the university shall conduct Open Book Examinations (OBE) in blended mode i.e. Online and Offline (as was done in the OBE 2<sup>nd</sup> phase examination held in September 2020) for III/V/VII Semester/Term along with Essential Repeaters of I/III/V semester and Ex-Students of all the UG and PG programs and streams. Students shall be allowed to attempt their examinations from the place of their convenience or at their Faculty/Department/College in offline mode, as per the option selected by them in the examination form and for the courses, as per date sheet.

All Ex-Students of Choice Based Credit System (CBCS) and students of erstwhile FYUP (B. Tech.) as per specified Span Period shall also appear as per date sheet applicable for each said case. All these students shall also attempt their examinations in Open Book Examinations (OBE) in blended mode i.e. either Online or Offline (as was done in the OBE 2<sup>nd</sup> phase examination held in September 2020). They will attempt their examinations based on the syllabus applicable as per scheme of study at the time of admission.

A detailed guideline of OBE along with date sheet of all schemes of UG shall be notified by the first week of November 2020 and shall only be available on the official website of university of Delhi i.e., [www.du.ac.in](http://www.du.ac.in). The date sheet for all PG programs shall be notified separately by the respective departments, centres and faculty. No separate information shall be sent to students by examination branch in this regard. Further, all are required to note that information available on the official website of university shall only be considered authentic. The authenticity of communication may be confirmed from the website of university of Delhi [www.du.ac.in](http://www.du.ac.in) before relying upon any message circulating in social media.

  
Dean (Examinations)



UNIVERSITY OF DELHI  
दिल्ली विश्वविद्यालय

Ref. No. Dean(Exams)/2020/3216  
Dated 31.10.2020

To,

Dean/Head/Principal  
Director SOL/NCWEB

**Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects. Oral (Moot Courts), Apprenticeship, Internship and Field work for the Academic session 2020-21**

Sir/Madam,

The following procedure shall be followed for conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Semester Theory Examinations December 2020.

1. **Internal Assessment:** Instead of the three existing components of Internal Assessment viz. Class Tests, Tutorial Test and Attendance, only one component defined i.e. internal assignments may be carried out for the current semester for this examination, except SOL as a special measure due to Covid pandemic. Internal Assessment of the students should also be carried out using IT tools. Teacher should give the assignment to the students in prescribed format via e-mail/Google classroom etc. The student should submit the solved assignment to the teacher via e-mail in a defined time. The top of the Assignment must have Program name, Semester, Title of Paper and Name of the Student. After evaluation, respective teacher will submit the result of the same to the o/o the Principal of the college and to the o/o the Head of the Department in the case of the PG. Those who have already completed the process of internal assessment in the continuous form or as per existing rule in this regard are required to submit the same to the o/o the Principal of the respective college.
2. Examination of Practical Courses may be defined for UG and PG Courses separately as follows:

**For UG Courses:-** Based on practical syllabus, the teacher will give the assignment to the student. The Students would submit the solved assignment to the concerned teacher via e-mail/the online teaching platform recommended by the teacher in a stipulated time period. The name of Program Semester, title of practical paper and name of the student should be mentioned at the top of the answer sheet by the student before submission.



## UNIVERSITY OF DELHI

### दिल्ली विश्वविद्यालय

Those who have done similar exercises during the conduct of online practical classes may use the assessment of practicals for a particular paper.

**For PG Courses:-** The evaluation of Practical Examination wherever applicable, will be in the 100% continuous evaluation mode as per approved syllabus.

3. **Practical and Viva Voce, Oral (Moot Courts) Examinations** (Wherever applicable): All such Examinations shall be conducted through Skype or other online teaching platform/meeting apps used by the teacher.
4. **Conduct of Internship/Apprenticeship for all semester/Term/Year:** Following measures in the view of COVID-19 shall be undertaken by all concerned as required for the completion of degrees in professional/technical courses etc (wherever applicable).
  - a) Students shall be allowed to take up online internship/activities including activities that can be carried out digitally or otherwise from home.
  - b) They can be engaged as interns in ongoing projects.
  - c) The date for start can be delayed.
  - d) The period of internship can be reduced clubbing with assignments etc.
5. Evaluation of Dissertations of UG/PG programs (wherever applicable) is to be conducted based on written assignments. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/e-mails or other IT tools within a defined time period.
6. In the present scenario, appropriate measure has to be adopted to facilitate the UG/PG students pursuing Projects/Dissertation. Accordingly review-based/secondary data based projects or software driven projects shall be accepted by the Faculty/Department/College instead of laboratory based experiments or experiments or field/survey based assignments to these students.

All are requested to adhere to the above suggested guidelines to complete the above activities in time. Further, if the above activities have already been completed by your Faculty/Department/College/Teaching Centre, you are requested to immediately send the requisite data to the Examination Branch as per existing practice.

You may contact at Telephone No. 011-27662832 and send any query by e-mail to [edpcellexam@gmail.com](mailto:edpcellexam@gmail.com) for any further clarification. The above activities should be completed latest by 20.11.2020.

  
21/11/2020  
Dean (Examinations)





**UNIVERSITY OF DELHI**  
**Examination Branch**

Ref. No. Dean (Exams)/2020/1153  
Dated 05.11.2020

To  
The Dean/Head

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**Subject: Conduct of Post Graduate & Professional Courses Semester Examinations  
December-2020 in OBE Blended Mode by the Faculty/Department for the  
Academic Session 2020-21 in view of COVID-19.**

Sir/Madam,

In continuation of the Notification Ref. No. Dean (Exams)/2020 dated 26.10.2020 regarding conduct of semester examination December-2020 in OBE Blended Mode, it is hereby informed that on the recommendations of Working Group on Examinations, the Competent Authority has decided that the Post Graduate/Professional Courses Examination shall be conducted by the respective Faculty/Department.

It is, therefore, requested that the Dean(s)/Head(s) of the respective Faculty/Department shall ensure the smooth conduct of the semester examination December-2020 in OBE Blended Mode. They will take necessary steps well in advance and ensure that the Faculty/Department is fully prepared before hand for the smooth conduct of examinations. The detailed guidelines for the conduct of examinations will be issued and notified on the University website in due course of time.

  
Dean (Examinations)



**UNIVERSITY OF DELHI**  
**Examination Branch**

Ref.No.Dean(Exams)/2020/1154  
Dated 07.11.2020

To  
The Dean/Head/Director

**Subject: Preparation of Date Sheet of Post Graduate/Professional Courses Semester Examinations December-2020 in OBE Blended Mode.**

Sir/Madam,

Reference is made to University Notification Ref.No.Dean(Exams)/2020/ dated 26.10.2020, dated 05.11.2020 and dated 06<sup>th</sup> Nov, 2020.

2. Vide Notification dated 05.11.2020, it was communicated to all Faculty/Department that on the recommendations of Working Group on Examinations, the competent authority has decided that the Post Graduate/Professional Courses Examinations shall be conducted by the respective Faculty/Department. It was also requested that the Dean(s)/Head(s) of the respective Faculty/Department shall ensure the smooth conduct of the semester examination December-2020 in OBE Blended Mode. They will take necessary steps well in advance and ensure that the Faculty/Department is fully prepared before hand for the smooth conduct of examinations.
3. In view of the above, you are hereby requested to prepare date sheet of all the post graduate/professional courses of your respective Faculty/Department/Centre keeping in view the guidelines notified vide the above mentioned Notifications.
4. Further, the following points may be noted for preparing Date Sheet:
  - a. Examinations to be commenced w.e.f. 12.12.2020 and will end by 28.12.2020 as per Academic Calendar notified vide Notification No. Acad.I/299/Academic Calendar/264 dated 28.08.2020.
  - b. Separate date sheet to be prepared for Semester Scheme (for students admitted till 2018) and CBCS Scheme (for students admitted in 2019).
  - c. Unique Paper Code must be mentioned in the date sheet which has already been provided by Examination Branch. In case of any query in this regard, e-mail may be sent to [datesheet@exam1.du.ac.in](mailto:datesheet@exam1.du.ac.in)





# UNIVERSITY OF DELHI

## Examination Branch

- d. Time of commencement of examinations shall be 9:30 a.m. and 2:30 p.m. for morning and afternoon sessions respectively. The duration of examination shall be three hours only and one hour can be provided in addition to three hours for downloading question papers, scanning and uploading answer scripts. Total duration shall be four hours. For PWD students, total duration shall be six hours.
- e. Tentative Date Sheet is not required to be forwarded to Examination Branch. Instead, Final date sheet should be sent to Examination Branch.
- f. All Inter Disciplinary/Open Elective papers may be scheduled on a fixed date for each semester which shall be decided by the Dean of the Faculty concerned, to avoid setting of multiple papers.
- g. Examinations may be scheduled on Sunday also. However, no examination shall be scheduled on a Gazetted Holiday.

It is requested to send the Date Sheet duly signed by Dean/Head/Director to the Examination Branch latest by **24.11.2020** by hand/e-mail to [datesheet@exam1.du.ac.in](mailto:datesheet@exam1.du.ac.in) for consideration & uploading on the University Website.

  
Dean (Examinations)



# UNIVERSITY OF DELHI

Ref. No./Dean(Exams.)/2020/1181

Dated: 18.11.2020

## NOTIFICATION

**Subject: Guidelines for Open Book Examinations (OBE) - Semester Examinations December - 2020 using OBE Portal for III/V/VII Semester, Essential Repeaters of I/III/V Semester, Improvement Cases and Ex-Students for all Under Graduate (UG) Programs of all streams including NCWEB & SOL.**

1. This is in continuation of the Notifications issued dated 23.10.2020, 26.10.2020 and 31.10.2020 (all the Notifications are available on the website of the University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in))
2. The examinations of III/V/VII Semester along with Essential Repeaters of I/III/V Semester, Improvement cases and Ex-Students shall begin from 12.12.2020, as notified vide notification dated 26.10.2020. The tentative date sheets have already been released on 05.11.2020 and are available on the University website. Based on the inputs /suggestions received from the colleges/institute, students and stakeholders, the final date sheets shall be released in due course of time.
3. For Ex-students, Essential Repeaters and for those students applying for improvement of their performance:
  - i) The Ex-students shall follow the respective date sheets as per their year of examinations.
  - ii) The final year students who have been awarded ER (Essential Repeat) in their mark sheets shall re-appear for the same as per the date sheet, along with the V<sup>th</sup> Semester Examinations.
  - iii) The second year students who have been awarded ER (Essential Repeat) in their mark sheets shall re-appear for the same as per the date sheet, along with the III<sup>rd</sup> Semester Examinations.
  - iv) The students who have passed in their final year (VI<sup>th</sup> Semester) Examinations in the year 2020 can only appear for an improvement in their V<sup>th</sup> Semester examinations, as per the date sheet and applicable rules in this regard.

- v) The students who are in the final year (V<sup>th</sup> Semester) can appear for improvement in the papers of III<sup>rd</sup> Semester only.
  - vi) The students who are in the second year (III<sup>rd</sup> Semester) can appear for improvement in the papers of I<sup>st</sup> Semester only.
4. All students must ensure that their examination forms for the respective courses have already been filled.
  5. The Admit Cards shall be available on the University Website before the commencement of examination. The students shall download/print the same and produce whenever required by the College/University.
  6. The students should remain in contact with their College/Institute and visit the University & College/Institute website regularly. The College/Institute may use official e-mail/update College website/SMS services/Messaging Apps like WhatsApp etc. for sending important information to the students.
  7. Each College/Institute shall upload the mobile numbers and email ID of the Nodal Officer on the College/Institute website under intimation to the University in which students can contact, in the case of any query during the examination days.
  8. The students shall answer the questions on A4 Size papers and mark page number on the top of each page. On first page, the student shall write the following details.
    - a. Date and time of examination (DD/MM/YYYY, HRS:Min):
    - b. Examination Roll Number:
    - c. Name of the Program i.e. B.A., B.Com., B.Sc. (Hons./Pass) etc:
    - d. Semester:
    - e. Unique Paper Code (UPC):
    - f. Title of the Paper:
    - g. Name of the College/Institute:
    - h. E-mail ID of the student:
    - i. Mobile Number of the student:
  9. The duration of the Examination shall be 4 hours. Out of which 3 hours shall be given to the students for answering the questions, and the remaining one hour shall be utilized for downloading the question papers, scanning the answer sheet in the PDF format and uploading the scanned PDF of answer sheets on the Portal.

The duration of the Examination shall be 6 hours for the students belonging to the Divyaang (PwD) Category.

**IMPORTANT:** In case of poor internet connectivity/any unforeseen technical glitches etc., the student is advised to submit his/her script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee.

It is to mention that the time of submission of answer sheets shall be recorded by the system. The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.

10. Students must submit an undertaking of not using any unfair means, by pressing the button provided on the portal before uploading the scanned PDF of answer sheets. The proforma for the said undertaking shall be made available to the students on the portal from where the question papers are downloaded by the students.
11. Students should appear in the examination as per the option filled in the examination form for the mode of examination i.e. "Physical Mode (From the College)" OR "Remote Mode (From Home)" by using ICT based facilities. Those who have opted the option of writing exam by Physical mode (College), will have the choice of writing it through Remote Mode (Home) but not the vice-versa. The College will provide necessary infrastructure in compliance with the MHA, UGC guidelines in view of COVID-19.

**a. Instructions for the students opting the Remote Mode (Home):**

- (i) The students may write the examination from any part of the country of his/her convenience.
- (ii) Students shall require laptop/desktop/mobile phone/any other appropriate device with adequate internet connectivity for accessing University Portal, downloading question paper and uploading of answer sheets on the University Portal.
- (iii) Students should scan the answer sheet question wise and upload the respective PDF file on the OBE portal, the file size of each answer should be within the 7 MB limit. Only PDF format without any password will be accepted.
- (iv) A system generated acknowledgement will be sent to the student's registered e-mail after submission of the answers sheets on the portal.
- (v) The students who had opted for Remote Mode (Home) shall not be permitted to appear through Physical Mode (College).

**b. Instructions for the students opting the Physical Mode (College):**

- (i) The students shall require writing the examination at their respective Colleges/Institute according to the seating plan prescribed by the College/Institute.


- (ii) The students shall be provided all the ICT facilities including computer by the College/Institute for downloading question paper, scanning of answer sheets and uploading of answer sheets on the OBE Portal.
- (iii) The students shall bring the A4 Size Papers for writing the answers.
- (iv) The students who have opted Physical Mode (College) may appear in Remote Mode (Home) if he/she desires.

**Note: Answer Sheets submitted other than the OBE Portal shall not be entertained under any circumstances.**

- 12. Please follow the steps for the submission of answer script as mentioned on the OBE portal i.e. <https://obe.du.ac.in/>
- 13. Mock Test Paper may be available on the OBE portal one week before the commencement of examinations. It will be helpful to the students, who are appearing for examinations to make them comfortable for the usage of tools & applications required for downloading question papers and uploading the scanned answer sheets after the completion of examinations.
- 14. The access/view of question papers on the OBE Portal shall be made available as per the respective date sheets notified by the examination branch.

**Note:**

- Signed Notifications available on the official website of University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) shall only be considered authentic for all purposes.
- The above guidelines are valid only for III/V/VII Semester along with Essential Repeaters of I/III/V Semester, Improvement Cases and Ex-Students for students of all Under Graduate (UG) Programmes of all streams including NCWEB and SOL students for the academic session 2020-21.
- Further, all concerned are hereby advised to visit the official website of the University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) regularly for updates related to examinations.

  
**Dean (Examinations)**



# UNIVERSITY OF DELHI

Ref. No./Dean(Exams.)/2020/1199

Dated: 24.11.2020

## NOTIFICATION

**Subject: Guidelines for Open Book Examinations (OBE) - Semester Examinations December-2020 using OBE Portal for III/V Semester, Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students for all Post Graduate (PG) & Professional Programs of all streams including NCWEB & SOL.**

1. This is in continuation of the Notifications issued dated 23.10.2020, 26.10.2020, 31.10.2020, 05.11.2020 and 07.11.2020 (all the Notifications are available on the website of the University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in))
2. All Post Graduate and Professional Program Examinations shall be conducted by the respective Faculty/Department/Centre.
3. The examinations of III/V Semester along with Essential Repeaters of I/III Semester, Improvement cases and Ex-Students shall begin from 12.12.2020, as informed vide notification dated 26.10.2020. The final date sheets will be available on the University website by the end of November, 2020.
4. For Ex-students, Essential Repeaters and for those students applying for improvement of their performance:
  - i) The Ex-students shall follow the respective date sheets as per their year of examinations.
  - ii) The final year students who have been awarded ER (Essential Repeat) in their mark sheets shall re-appear for the same as per the date sheet, along with the III<sup>rd</sup>/V<sup>th</sup> Semester Examinations.
  - iii) The second year students (wherever applicable) who have been awarded ER (Essential Repeat) in their mark sheets shall re-appear for the same as per the date sheet, along with the III<sup>rd</sup> Semester Examinations.
  - iv) The students who have passed in their final year (IV<sup>th</sup>/VI<sup>th</sup> Semester) Examinations in the year 2020 can only appear for an improvement in their III<sup>rd</sup>/V<sup>th</sup> Semester examinations, as per the date sheet and applicable rules in this regard.

- v) The students who are in the final year (III<sup>rd</sup>/V<sup>th</sup> Semester) can appear for improvement in the papers of I<sup>st</sup>/III<sup>rd</sup> Semester, respectively.
5. All students must ensure that their examination forms for the respective courses have already been filled.
  6. The Admit Cards shall be available on the University Website before the commencement of examination. The students shall download/print the same and produce whenever required by the University/School of Open Learning (SOL).
  7. The students are advised to keep abreast of any further information/updates by way of keeping themselves in touch with the concerned Faculty/Department/Centre/College/University and their websites. No separate information will be provided to the individual student.
  8. For disseminating important information to the students, the Faculty/Department/Centre/College may use:- its official e-mail/website/SMS services/Messaging Apps like WhatsApp etc.
  9. Each Faculty/ Department/Centre/College shall appoint Nodal Officer/s to facilitate students, and upload the mobile numbers and email ID of the Nodal Officer/s on its website under intimation to the University with whom students can contact, in case of any query during the examination days.
  10. The respective Faculty/Department/Centre will inform the students well in advance, its official email id which will be used for in sending question papers to the students, and the official email id on which the students will be required to upload scanned PDF of their answer sheets.
  11. The students shall answer the questions on A4 Size papers. All the sheets should be serially numbered on top of each page.

On first page, the student shall write the following details.

- a. Date and time of examination (DD/MM/YYYY, HRS:Min):
- b. Examination Roll Number:
- c. Name of the Program i.e. M.A., M.Com., M.Sc. etc:
- d. Semester:
- e. Unique Paper Code (UPC):
- f. Title of the Paper:
- g. Name of the Faculty/ Department/Centre/College:
- h. E-mail ID of the student:
- i. Mobile Number of the student:



12. The duration of the Examination shall be 4 hours. Three hours have been given to the students for answering the questions, and keeping in mind the time factor involved in downloading the question papers, scanning the answer sheets in the PDF format and uploading the scanned PDF of the same on the Portal, one hour is kept for these activities.

For students belonging to the Divyaang (PwD) Category, the duration of each the examination shall be 6 hours.

**IMPORTANT:** In case of poor internet connectivity/any unforeseen technical glitches etc., the student is advised to submit his/her script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the Review.

13. Students shall be required to submit an undertaking of not having used any unfair means in taking examination. This undertaking will be submitted by the student at the time of submission of answer sheet. The proforma for the said undertaking shall be made available to the students before/at the time of sending question paper.
14. Students should appear in the examination as per the option filled in the examination form for the mode of examination i.e. "Physical Mode (From the Faculty/Department/Centre)" OR "Remote Mode (From Home)" by using ICT based facilities. Those who have opted the option of writing exam by Physical mode (From Faculty/Department/Centre), will have the choice of writing it through Remote Mode (Home) but not the vice-versa. The College will provide necessary infrastructure in compliance with the MHA, UGC guidelines in view of COVID-19.

a. Instructions for the students opting the Remote Mode (Home):

- (i) The students may write the examination from any location as per his/her convenience.
- (ii) Students shall require laptop/desktop/mobile phone/any other appropriate device with adequate internet connectivity for accessing e-mail, downloading question paper, scanning, and sending the answer sheets on the e-mail provided by the Faculty/Department/Centre.
- (iii) Students should scan the answer sheet question wise/consolidated answer sheet and send the respective PDF file to the e-mail id provided by the Faculty/Department/Centre in a single e-mail. The file size of each answer should be within the 7 MB limit. Only PDF format without any password will be accepted.
- (iv) The students who had opted for Remote Mode (Home) shall not be permitted to appear through Physical Mode (College).

b. Instructions for the students opting the Physical Mode (Faculty/Department/Centre):

- (i) The students shall be required to write the examination at their respective Faculty/Department/Centre according to the seating plan prescribed by the Faculty/Department/Centre.
- (ii) The students shall be provided all the ICT facilities including computer by the Faculty/Department/Centre for downloading the question paper, scanning of answer sheets, and sending e-mail of answer sheets to the e-mail id provided by the Faculty/Department/Centre.
- (iii) The students shall bring the A4 Size Papers for writing the answers.
- (iv) The students who have opted Physical Mode (Faculty/Department/Centre) may appear in Remote Mode (Home) if he/she desires.

Note:

- All concerned and Students shall be required to follow the official website of the University of Delhi i.e. [www.du.ac.in](http://www.du.ac.in) for notifications/updates related to the Examinations. Only signed Notifications on the University Website shall be considered authentic.
- The above guidelines are valid only for III/V Semester along with Essential Repeaters of I/III Semester, Improvement Cases and Ex-Students for students of all Post Graduate (PG) Programs of all streams including NCWEB and SOL students for the academic session 2020-21.

  
Dean (Examinations)



## UNIVERSITY OF DELHI

Ref. No. Dean(Exams.)/2020/1238

Dated: 05.12.2020

### NOTIFICATION

**Subject: Guidelines/Policies related with Open Book Examinations (OBE) for students of Divyaang (PwBD) category for academic session 2020-21 in view of the COVID-19.**

This is in continuation to the Notifications related with the guidelines/policies for the conduct of the Open Book Examinations (OBE) for the semester students for all Under Graduate (UG) and Post Graduate (PG)/Professional programs dated 18.11.2020 and 24.11.2020 respectively (available on university website i.e. [www.du.ac.in](http://www.du.ac.in)) in all streams in view of the prevailing situation arisen due to COVID-19 pandemic for academic session 2020-21.

The notifications as above have specific mention of the students under the Divyaang (PwBD) category. However, to specify further, the following points may be ensured by all concerned:

- 1) For the students under the PwBD category, the total duration of OBE examination shall be Six Hours. This will include **three hours** for attempting the examination as per the prescribed time for the OBE, extra time of **20 minutes** per hour i.e. 1/3 of the prescribed duration of the OBE (as per the rules and eligibility prescribed by the University), **one hour** for the purpose of downloading the question paper and uploading the scanned images of the answer sheets, and further **one hour** above all as a special provision as purely one time measure.

**IMPORTANT:** In case of low internet connectivity/any unforeseen technical glitches etc., the student is advised to submit their script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee.

It is to mention that the time of submission of answer sheets shall be recorded by the system. The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.

- 2) The students belonging to the PwBD category who wish to avail the ICT infrastructure facilities at College/department/faculty/institutes for downloading question papers and uploading answer sheets should be allowed the same following the guidelines of social distancing, safety and health of all the concerned.

- 3) The colleges/departments/faculties/institutes of the University are required to provide scribes/writers to students belonging to the PWBD category on the request of the students, provided that such students wish to take the examinations in the premises of their respective Colleges/Departments. For this the students are advised to send their request for writer/scribe to the Principal/Head/Dean/Director of the college/ department/ faculty/institute as the case may be, latest by 09.12.2020.
- 4) The colleges/departments/faculties/institutes should prominently notify a dedicated e-mail on its website to receive such requests and ensure that the same is in a format which can be easily accessed by the students with the screen reader.
- 5) The visually impaired students have the option to take the examinations by typing on computer and saving the files in PDF format and then sending/uploading the answer scripts.
- 6) All PwBD students will receive question papers by email and have the option to upload the answer scripts on the portal or send the same on a dedicated e-mail id which will be provided in due course of time. However, only one of the above modes should be used for uploading/sending the answer scripts. The email facilities are only for PwBD students so that they do not face any accessibility issues on the portal.
- 7) The students can send their representations/queries if any, related with the OBE to the Nodal Officer of colleges/departments/faculties/institutes concerned. The list of Nodal Officers of the colleges/departments/faculties/institutes shall be available on the website of University of Delhi in due course of time.

  
**Dean (Examinations)**