



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)
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 IIIrd/Vth 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 IIIrd Semester Examinations.
 - iv) The students who have passed in their final year (IVth/VIth Semester) Examinations in the year 2020 can only appear for an improvement in their IIIrd/Vth Semester examinations, as per the date sheet and applicable rules in this regard.

- v) The students who are in the final year (IIIrd/Vth Semester) can appear for improvement in the papers of Ist/IIIrd 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 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)