



UNIVERSITY OF DELHI

Examination Branch

Ref. No. Dean(Exams)/02/2019-20/1
Dated 16.05.2020

Notification

Reference: Conduct of Examinations for Certificate/Diploma/Advanced Diploma Courses by the respective Department/College for the Academic Session 2019-20 in view of COVID-19

It is hereby notified for information of all concerned that university has already issued the Notification Ref. No. Dean (Exams)/02/2019-20/ dated 14.05.2020 for conduct of examinations for final semester/term/year students for academic session 2019-20 from 1st July 2020, under Open Book Examination (OBE) as an alternative mode of examinations as one time measure to facilitate the students for further higher studies or to join any career endeavour further in the stipulated time as decided by the task force and adopted by the working group on examinations, the same shall be applicable in case of the conduct of examinations by the respective Department/Colleges. As per the existing process, procedures and practice, the respective Department and Colleges are responsible for the conduct of examinations, evaluation and preparation of results wherever Certificate/Diploma/Advanced Diploma courses are available and later the tabulated results are sent to Examination Branch along with letter for declaration of the same.

In the present scenario where maintaining the time schedule with the guidelines related with COVID-19 become a challenge. Under the prevailing situation, all concerned Head of the Department and the Principal of the college where Certificate/Diploma/Advanced Diploma Courses are available are hereby requested to begin the process of examinations after completion of all required formalities as adopted in the past based on existing guidelines wherever applicable.

Following guidelines/procedures should also be adhered by all concerned Department/Colleges as one time measure in the case of Certificate/Diploma/Advanced Diploma Courses:

- 1) All schedule/Date Sheet should be notified by the respective department latest by 27th May 2020 or the date which department decides appropriate. The same should be notified on the official website of the Department/College and a copy thereof should also be sent to examination branch to e-mail examviiconduct@gmail.com.
- 2) The Confidential List along with Admit Cards of the Candidates shall be sent by the Examination Branch to the Departments/Colleges concerned as per pas practice.
- 3) Examinations should begin for all Certificate/Diploma/Advanced Diploma Courses by the third week of June 2020.
- 4) The registered candidates eligible to appear for examinations for said courses should be informed well before the commencement of examinations along with guidelines and procedures applicable.



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- 5) There should be a provision in place in each related Department/College to redress the grievances raised by any candidates as per rule. For the purpose, a teacher or office employee may be requested to volunteer to address the query of these candidates on issues of examinations. A contact No. and e-mail ID should be notified for the purpose.
- 6) These candidates enrolled for Certificate/Diploma/Advanced Diploma Courses shall also be given the full benefit of attendance considering the period of lockdown as attended, if required to be counted.
- 7) Question paper should be sent through e-mail or any online mode to each candidate appearing for said examinations. They should be given the duration of two hours to attempt the examination and one additional hour for downloading question paper and sending back the scanned written answer sheets on the e-mail ID of the Department/College concerned. All candidates will write answer as per questions sent for the respective paper on the plain sheet and all details like Name, name of the papers, examination roll no., date, name of the Certificate/Diploma/Advanced Diploma Courses or any appropriate detail to be written as decided by the respective Department/College on the top of the sheet.

Besides the above related issues to deal the theory examinations, there may be practical, field work, project, viva voce, oral component as the part of the said course of Diploma/certificate, the same should be dealt as per notification issued by Examination Branch vide Ref. No. Dean (Exams) dated 13.05.2020 regarding Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, Field Work etc. for 2019-20.

Looking forward for your active support so that we can facilitate these candidates registered with Certificate/Diploma/Advanced Diploma Courses to complete their course.

Vinay Gupta
16/5/2020
Dean (Examinations)