



## UNIVERSITY OF DELHI

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

June 01, 2020

### **NOTIFICATION**

**Subject: Guidelines/policies related with conduct of Open Book Examinations (OBE) remotely for final semester/term/year students for all PG programmes including students registered with NCWEB and SOL for PG courses in view of the COVID-19 pandemic as one time measure for the academic session 2019-20.**

This is in continuation of the notifications related with submission of marks of Internal Assessment, Practical examinations etc. issued on 13.05.2020 and Open Book Examination (OBE) to be adopted as an alternative mode of examinations by the University of Delhi in view of the COVID-19 pandemic for final semester/term/year students for the academic session 2019-20 as issued on 14.05.2020.

In view of the prevailing situation of Covid-19 Pandemic, it is hereby notified to all concerned that the examinations cannot be conducted in the conventional mode as per the existing government norms of maintaining social distancing and safety and health of the students. The matter was intensively deliberated in the bodies i.e. Task Force constituted by the University in view of Covid 19 and the Working Group on Examinations, based on which it has been decided that as one-time measure, Open Book Examinations (OBE) shall be adopted as an alternative mode of examination for the final semester/term/year students for the academic session 2019-2020 for grading /result so that students of university can take their career forward.

Since the concept of such OBE has been adopted by the University as one time measure under the special situation arisen due to COVID-19 Pandemic in the interest of students at this difficult time, the following information are to be noted by all students and concerned;

1. The OBE do not entirely require the online platform and require only limited access to internet and hardware for downloading the question papers prior to the commencement of examination and for uploading the answer sheets after completion of the examination.

2. The examinations of final semester/term/year shall begin as per the datesheet notified separately by the respective departments, centre and faculty for all PG programmes in regular mode as registered with the departments as well as for those registered with NCWEB and School of Open Learning. No separate information shall be sent to the students by the examination branch in this regard.
3. In case of any query or inconsistency in the datesheets, the students are advised to contact their respective department, centre and faculty as the case may be through e-mode without any delay.
4. For Ex-students and the regular students applying for improvement of their performance:
  - i) The Ex-students shall follow the schedule/datesheet of examinations as per their year of examination and the span period as applicable as per the scheme of examination.
  - ii) The final year students who have backlog i.e. ER (Essential Repeat) in their previous semester i.e. II semester shall re-appear for the same as per the schedule of examinations along with the IV Semester Examinations.
  - iii) The students who have passed out their final year (IV Semester) Examinations in the year 2019 can only appear for an improvement in their IV semester examinations as per the datesheet/schedule and applicable rules in this regard.
  - iv) The students who are in the final year (IV semester) can appear for improvement in papers of II semester only.
5. Students who have appeared for the OBE and wish to improve their grades shall also be given chance to improve their grades as per the cycle of semester in a year i.e. papers listed for odd semester can be attempted in January, 2021 and for even semester in May/June 2021 as per applicable syllabus and scheme of examinations based on the schedule/datesheet notified for the purpose.
6. All students should also ensure that their examination forms for the respective courses have already been filled.
7. The admission tickets for the students of PG programmes for the academic session 2019-20 shall be available on the examination portal from 10<sup>th</sup> June, 2020 onwards. The students can download the same from the link provided on the University website. For any difficulty, the students may send their queries to [edpcellexam@gmail.com](mailto:edpcellexam@gmail.com)

8. The students should remain in contact with their department. Besides using the official e-mail and SMS services, messaging apps like WhatsApp may also be adopted by the department for sending important information to the students as per requirement.
9. The students may contact in advance with their department through e-mode to avail the ICT based infrastructure facility for examination. Subject to availability of these facilities, the department may decide to extend the same their students in limited number those who need to be taken care in case of non-availability of internet and hardware required for examinations. However, norm of social distancing, safety and health issues have to be taken care at priority and no compromise should be allowed while extending facilities. If number increases, the students can avail the facilities available at Common Service Centre (CSC) (as mentioned later) in the nearest location of their residence.
10. The question papers shall be accessed by the individual students from the designated portal as per schedule/datesheet notified by the examination branch and conveniently downloaded.
11. The Examination Branch shall also provide question papers at the e-mail of the department on each day of examination for each session prior to the commencement of the examination. In case if any of the student face any difficulty in downloading the question papers from the portal, he/she may request the department for the same. The department shall send the question paper directly to the e-mail address, phone or WhatsApp of the student as per their requirement.
12. Similarly in case, for any reason if the students are not able to upload their answer sheets on the portal, the same can be send in PDF format at the designated e-mail address of the department/faculty/institute. However, it may be noted that this option may be exercised only in case of an emergency.
13. The department will notify the telephone numbers and alternative mobile numbers to be used by the students in case of any requirement/query during examination days.
14. The students shall answer the questions on plain papers of A4 size only. Students should put page number on each paper.
15. The total duration of the OBE shall be of 3 hours of which 2 hours shall be given to the students for answering the questions and an additional hour shall be

utilized for downloading the question papers and uploading the scanned images of answer sheets after completion of the examinations.

The students belonging to the Divyaang (PWD) Category shall be given 5 hours to complete the examination.

16. To check the use of any unfair means during the examinations, each student shall be required to fill up undertaking through button provided on the portal before uploading of the scanned images of answer scripts. The performa for the undertaking shall be made available to the students on the portal from where question papers are downloaded by students.
17. The University cares for those students who are not able to appear for the OBE remotely and thus will give such students one more chance to appear for the conventional mode of examinations as and when the present situation improves. The conventional mode of examinations in such case if required shall be conducted after the publication of results of OBE. The fresh dates for filling in the examination forms for the left out students of the final semester/term/year shall be notified probably by the beginning of September, 2020.
18. **Mock tests shall be available on the portal one week prior from the commencement of the examinations to facilitate the students who are appearing for examinations to become aware about the mode of examinations and use of tools required for downloading question papers and uploading scanned answer sheets after the completion of examinations.**
19. The University of Delhi is bound to protect the interests of those students who are residing in areas like Jammu and Kashmir and other such areas all over India which lack the internet and hardware facility required for the OBE and have stuck up at their places due to the Covid-19 pandemic. To facilitate such students the University of Delhi as a major measure, has finalized to engage **Common Service Centres (CSC), under the Ministry of Electronics and Information Technology, Government of India.**
  - The students shall be allowed to use the ICT infrastructure resources available with the CSC for downloading and taking print out of the question papers, scanning and uploading the answer sheets on the portal.
  - The students can avail all these facilities free of cost available at CSCs. There are more than two lakh functional CSCs located at almost all Gram panchayats at village level throughout India and all of them shall be available for the students.

- Students can access the details of the CSC available at their nearest locations from the official website of the Ministry of Electronics and Information Technology (MeitY)
- All relevant information regarding the CSC shall be uploaded on the official website of the University well before the commencement of the OBE.

**Note:**

- ***Guidelines/policies related with Intermediate Semesters/Term/Year students for all streams including those registered with the NCWEB and SOL for the academic session 2019-20 in view of Covid-19 pandemic shall be notified latest by 5<sup>th</sup> June, 2020***
- ***Information available on 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.***
- ***Students are advised to be in touch with departments for specific updates.***
- ***The above guidelines are valid only for final semester/term/year students for the academic session 2019-20***

The University of Delhi in this difficult time endeavors to conduct the examinations for the final year students as per calendar of UGC and declare the results in time as specified in the guidelines of UGC so that our students can achieve their future goals.

Further, all concerned are hereby advised to be in touch with the official website of university of Delhi i.e [www.du.ac.in](http://www.du.ac.in) for updates related with examinations.

Stay safe , stay online for updates.



**Dean (Examinations)**