IPC/23/12

Indraprastha College for Women

University of Delhi

Guidelines for Open Book Examination December 2020

1. Examinations for students of Semester III and V for Regular, Ex, Essential Repeat, Improvement Cases shall begin from 12 December 2020.
2. Admit Cards are available on University website for downloading.
3. **There are separate date-sheets for students admitted in 2019 and those admitted in 2015, 2016, 2017 & 2018. Kindly follow accordingly.**
4. The **duration of Examination is 4 hours**, out of which 3 hours are given for answering the questions. The remaining one hour is for downloading the question paper, scanning the answer sheets in PDF Format and Uploading of Scanned PDF of answer sheet on the portal.
5. The **Duration of examination for students belonging to PwBD Category is 6 Hours.**
6. In case of poor internet connectivity/any technical glitches, the students can upload beyond the specified time with documentary evidence. Maximum time limit for delayed submission is 60 minutes.
7. Students shall answer the question on A4 size papers. They must also mark page number on the top of each page.
8. The first page of the answer script should mention the following details:
    a) Date and Time of the Examination (DD/MM/YYYY HRS:Min)
    b) Examination Roll Number
    c) Name of Program: (BA/B.Com/BSc.Hons/Pass)
    d) Semester:
    e) Unique Paper Code:
    f) Title of the Paper:

g) Name of the College:
h) Email ID of the Student:
i) Mobile Number of the Student:

9. Students, who have opted for physical mode from the college, shall bring A4 size papers for writing the answers.
10. For Physical Mode students, the College shall provide ICT Facilities.
11. The Students who have opted for Remote Mode (Home) shall not be permitted to appear through Physical Mode.
12. The Students who have opted Physical Mode (College) may appear in Remote Mode (Home) if he/she desires.
13. Answers Sheets should be scanned question wise and uploaded on OBE Portal as PDF File. The file size of each answer should be within the 7 MB limit.
14. The OBE Portal will accept only PDF format files without any password.
15. Student will receive a system generated acknowledge on their registered email id after submission on the portal.
16. **Answer Sheets Submitted other than on the OBE Portal shall not be entertained under any circumstances. Steps for submission of answer script are mentioned on OBE Portal, https://obe.du.ac.in.**
17. Students are advised to regularly check all notifications related to examination on college and DU Website.

Students can contact the Nodal Officer of the College in case of any queries during the examination days.

Sharma
9.12.2020
Vice -Principal