



UNIVERSITY OF DELHI

Ref. No./Dean(Exams.)/2021/1937

Dated: 23.04.2021

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 for PG courses in view of the COVID-19 pandemic as one time measure for the academic session 2020-2021.

1. This is in continuation of the Notification issued on 19.04.2021 (The Notification is 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 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. No separate information shall be sent to the students by the examination branch in this regard.
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 2020 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. 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 Faculty/Department/College. **Students must ensure that the information printed on the admit card is correct (like, Enrollment no, name in Hindi etc) as this information will be used for the printing of degrees. If there is any mistake students must get it corrected through their college/Department.**
 6. 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/ University and their websites. No separate information will be provided to the individual student.
 7. For disseminating important information to the students, the Faculty/Department/Centre may use its official e-mail/website/SMS services/ Messaging Apps like WhatsApp etc.
 8. Each Faculty/ Department/Centre 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.
 9. 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/JPEG** of their answer sheets.
 10. The students shall answer the questions on A4 Size papers. All the sheets should be serially numbered on the top of each page.

On first page, the students shall write the following details (providing any other personal information like email ID, Mobile No and Name of the College will be treated as unfair means and action will be taken as per University rules):

- 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:**

11. 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/JPEG** format and uploading the scanned **PDF/JPEG** of the same on the Portal, one hour is kept for these activities.

For students belonging to the Divyaang (PwBD) Category, the duration of each examination shall be 6 hours (for details see the Notification Ref. No. Dean (Exams)/1365 dated 14.03.2021).

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 (4 hr) with the documentary evidence to the email ID of the Nodal Officers of the College/Department. The maximum time limit for delayed submission is 30 minutes (documentary evidence of non-submission on the portal must be attached). However, all such cases (email submission) will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the Review and result of such students may be delayed.

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.

12. 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.

13. 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/JPEG** 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/JPEG** 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.
- The above guidelines are valid only for IV Semester for all Postgraduate (PG) Programs of all streams including NCWEB.

**Sd/
Dean (Examinations)**