



UNIVERSITY OF DELHI

Ref. No./Dean(Exams.)/2021/1936
Dated: 23.04.2021

NOTIFICATION

Subject: Guidelines/policies related with the conduct of Open Book Examinations (OBE) remotely for final semester/term/year students for all UG programmes of all streams including NCWEB and SOL 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. The examinations of final semester/term/year shall begin from 15.05.2021 as notified vide notification dated 19.04.2021 available on the University website. The tentative schedule of examinations to be conducted in OBE mode for the Final year students of all UG programmes in regular mode as registered with colleges and departments as well as for those registered with NCWEB and School of Open Learning has already been released on 9.04.2021. The tentative datesheets have been released to ascertain any left out papers or any other inconsistency in the same and based on the inputs /suggestions received from the students and stakeholders, the final date sheet as required shall be released.
3. For Ex-students and the students applying for improvement of their performance:
 - i) The Ex-students shall follow the schedule/datesheet of examinations as per their year of examination.
 - ii) The final year students who have backlog i.e. ER (Essential Repeat) in their previous semesters shall re-appear for the same as per the schedule of examinations along with the VI Semester Examinations.

- iii) The students who have passed out their final year (VI Semester) Examinations in the year 2020 can only appear for an improvement in their VI Semester examinations as per the datesheet/schedule and applicable rules in this regard
 - iv) The students who are in final year (6 semester/ final) can appear for improvement in papers of 4 semester only.
 - v) The students who are in Final year (6 semester/final) can appear for improvement in papers of 2 semesters also as one time measure in view of covid-19 pandemic.
4. The students of Terminal Semester/Final Year who were unable to appear in the OBE Examinations Phase I & II conducted by the University in August and September 2020 respectively may be given an opportunity to appear in Semester/Annual Examinations May/June 2021 as a one-time measure in terms of UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic dated 06.07.2020.
 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.
 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 College/University. **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.**
 7. The students should remain in contact with their College/Institute and visit the University & College/Institute website regularly. The College/Institute may use official e-mail/update College website/SMS services/Messaging Apps like WhatsApp etc. for sending important information to the students.
 8. Each College/Institute shall upload the mobile numbers and email ID of the Nodal Officer/s on the College/Institute website under intimation to the University in which students can contact, in the case of any query during the examination days.

9. **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:**

10. The duration of the Examination shall be 4 hours. Out of which 3 hours shall be given to the students for answering the questions, and the remaining one hour shall be utilized for downloading the question papers, scanning the answer sheet in the **PDF/JPEG** format and uploading the scanned **PDF/JPEG** of answer sheets on the Portal.

The duration of the Examination shall be 6 hours for the students belonging to the Divyaang (PwBD) Category (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.

11. Students must submit an undertaking of not using any unfair means, by pressing the button provided on the portal before uploading the scanned **PDF/JPEG** of answer sheets. The proforma for the said undertaking shall be made available to the students on the portal from where the question papers are downloaded by the students.

12. 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 College)" OR "Remote Mode (From Home)" by using ICT based facilities. Those who have opted the option of writing exam by Physical mode (College), 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 part of the country of his/her convenience.
- (ii) Students shall require laptop/desktop/mobile phone/any other appropriate device with adequate internet connectivity for accessing University Portal, downloading question paper and uploading of answer sheets on the University Portal.
- (iii) Students should scan the answer sheet question wise and upload the respective **PDF/JPEG** file on the OBE portal, the file size of each answer should be within the 7 MB limit. Only **PDF/JPEG** format without any password will be accepted.
- (iv) A system generated acknowledgement will be sent to the student's registered e-mail after submission of the answers sheets on the portal.
- (v) 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 (College):

- (i) The students shall require writing the examination at their respective Colleges/Institute according to the seating plan prescribed by the College/ Institute.
- (ii) The students shall be provided all the ICT facilities including computer by the College/Institute for downloading question paper, scanning of answer sheets and uploading of answer sheets on the OBE Portal.
- (iii) The students shall bring the A4 Size Papers for writing the answers.
- (iv) The students who have opted Physical Mode (College) may appear in Remote Mode (Home) if he/she desires.

Note: Answer Sheets submitted other than the OBE Portal shall not be entertained under any circumstances.

13. Please follow the steps for the submission of answer script as mentioned on the OBE portal

Regular and NCWEB Under Graduate.

<https://obe.uod.ac.in>

School of Open Learning Under Graduate

<https://solobe.uod.ac.in>

14. The access/view of question papers on the OBE Portal shall be made available as per the respective date sheets notified by the examination branch.

Note:

- The Notifications available on the official website of University of Delhi i.e. www.du.ac.in shall only be considered authentic for all purposes.
- The above guidelines are valid only for VI Semester/Annual mode for all undergraduate (UG) Programs of all streams including NCWEB and SOL.
- Further, all concerned are hereby advised to visit the official website of the University of Delhi i.e. www.du.ac.in regularly for updates related to examinations.

**Sd/
Dean (Examinations)**