UNIVERSITY OF DELHI

NOTIFICATION

Subject: Guidelines for Open Book Examinations (OBE) - Semester Examinations December - 2020 using OBE Portal for III/V/VII Semester, Essential Repeaters of I/III/V Semester, Improvement Cases and Ex-Students for all Under Graduate (UG) Programs of all streams including NCWEB & SOL.

1. This is in continuation of the Notifications issued dated 23.10.2020, 26.10.2020 and 31.10.2020 (all the Notifications are available on the website of the University of Delhi i.e. www.du.ac.in)

2. The examinations of III/V/VII Semester along with Essential Repeaters of I/III/V Semester, Improvement cases and Ex-Students shall begin from 12.12.2020, as notified vide notification dated 26.10.2020. The tentative date sheets have already been released on 05.11.2020 and are available on the University website. Based on the inputs /suggestions received from the colleges/institute, students and stakeholders, the final date sheets shall be released in due course of time.

3. For Ex-students, Essential Repeaters and for those students applying for improvement of their performance:

    i) The Ex-students shall follow the respective date sheets as per their year of examinations.

    ii) The final year students who have been awarded ER (Essential Repeat) in their mark sheets shall re-appear for the same as per the date sheet, along with the Vth Semester Examinations.

    iii) The second year students who have been awarded ER (Essential Repeat) in their mark sheets shall re-appear for the same as per the date sheet, along with the IIIrd Semester Examinations.

    iv) The students who have passed in their final year (VIth Semester) Examinations in the year 2020 can only appear for an improvement in their Vth Semester examinations, as per the date sheet and applicable rules in this regard.

v)   The students who are in the final year (Vth Semester) can appear for improvement in the papers of IIIrd Semester only.

vi) The students who are in the second year (IIIrd Semester) can appear for improvement in the papers of Ist Semester only.

4. All students must ensure that their examination forms for the respective courses have already been filled.

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 College/University.

6. 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.

7. Each College/Institute shall upload the mobile numbers and email ID of the Nodal Officer 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.

8. The students shall answer the questions on A4 Size papers and mark page number on the top of each page. On first page, the student shall write the following details.

    a. Date and time of examination (DD/MM/YYYY, HRS:Min):
    b. Examination Roll Number:
    c. Name of the Program i.e. B.A., B.Com., B.Sc. (Hons./Pass) etc:
    d. Semester:
    e. Unique Paper Code (UPC):
    f. Title of the Paper:
    g. Name of the College/Institute:
    h. E-mail ID of the student:
    i. Mobile Number of the student:

9. 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 format and uploading the scanned PDF of answer sheets on the Portal.

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

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 with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee.

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.

10. Students must submit an undertaking of not using any unfair means, by pressing the button provided on the portal before uploading the scanned PDF 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.

11. 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 file on the OBE portal, the file size of each answer should be within the 7 MB limit. Only PDF 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.

12. Please follow the steps for the submission of answer script as mentioned on the OBE portal i.e. https://obe.du.ac.in/

13. Mock Test Paper may be available on the OBE portal one week before the commencement of examinations. It will be helpful to the students, who are appearing for examinations to make them comfortable for the usage of tools & applications required for downloading question papers and uploading the scanned answer sheets after the completion of examinations.

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:

> Signed 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 III/V/VII Semester along with Essential Repeaters of I/III/V Semester, Improvement Cases and Ex-Students for students of all Under Graduate (UG) Programmes of all streams including NCWEB and SOL students for the academic session 2020-21.

> 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.

Dean (Examinations)