



UNIVERSITY OF DELHI

Ref. No./Dean(Exams.)/2022/14

Dated: 10.03.2022

NOTIFICATION

Subject: Guidelines for Open Book Examinations (OBE) - Semester Examinations March/April- 2022 using OBE Portal for Regular and School of Open Learning (SOL) students of I Semester (students admitted in 2021), Non Collegiate Women Education Board (NCWEB) students of I/III Semester (students admitted in 2020 & 2021) and Second Phase Examination for left over students of I/III Semester for Regular and School of Open Learning (SOL) for all Post Graduate (PG) Programs of all streams.

1. This is in continuation of the Notification issued on 14.02.2022 (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 I Semester of Regular & School of Open Learning (SOL) (**students admitted in 2021**) for all Postgraduate (PG) Programs of all streams and {I/III Semester, Essential Repeaters of I Semester, Improvement Cases and Ex-Students of Non Collegiate Women Education Board (NCWEB) (Admission in 2020 & 2021)} and Leftover students of I/III Semester for Regular and SOL shall begin from 30.03.2022, as notified vide notification dated 14.02.2022. The final date sheets have already been uploaded on the University website.
4. For Ex-students, Essential Repeaters and for those students applying for improvement of their performance in case of Non Collegiate Women Education Board (NCWEB) semester mode only.
 - i) The Ex-students shall follow the respective date sheets as per their semester of examinations.
 - ii) 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 III Semester Examinations.
 - iii) The students who are in the second year (IIIrd Semester) can appear for improvement in the papers of I 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 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/College 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/Year:**
 - e. **Unique Paper Code (UPC):**
 - f. **Title of the Paper:**
11. 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. Exam.VII/(Conduct)/15 dated 10.03.2022).

IMPORTANT: In case of poor internet connectivity/any unforeseen technical glitches etc., the students are advised to submit his/her script beyond the specified time period (3 hr for writing the exam + 1 hr for downloading and uploading the script), students can submit the scripts on online portal with documentary evidence for which 60 min additional time will be given. If problem persists students can submit the scripts by email to the Nodal Officer of the college/department (maximum time limit for email submission is 30 minutes). However, all such cases (email submission and delayed submission after 3+1 hr) will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the Review Committee. Students may note that all such delayed submission beyond 3+1 hr may cause delay in the declaration of result. For the PwD students the time of submission will be (4 hr for writing the exam + 1 hr for downloading and uploading the script), students can submit the scripts on online portal with documentary evidence for which 60 min additional time will be given, or they can submit the scripts by email and email ID will be specified in due course of time.

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/College), will have the choice of writing it through Remote Mode (Home) but not the vice-versa. The Faculty/Department/Centre/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.

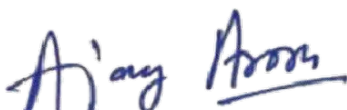
- (ii) Students shall require laptop/desktop/mobile phone/any other appropriate device with adequate internet connectivity for accessing e-mail, downloading question paper, scanning, and sending the answer sheets on the e-mail provided by the Faculty/Department/Centre/College.
- (iii) Students should 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).

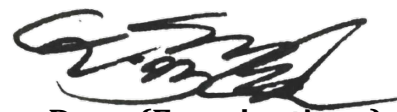
b. Instructions for the students opting the Physical Mode (Faculty/Department/Centre):

- (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 Regular and School of Open Learning (SOL) Students of I Semester (students admitted in 2021) and students of {I/III Semester (students Admitted in 2020 & 2021), Essential Repeaters of I Semester, improvement cases and ex-students} of Non Collegiate Women Education Board (NCWEB) and second phase examinations of leftover students of I/III Semester for regular and SOL for all Postgraduate (PG) Programs of all streams.


O.S.D.(Examinations)


Dean (Examinations)