



UNIVERSITY OF DELHI

Ref. No./Exam-VII(Conduct)/2021/622
Dated: 10.11.2021

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NOTIFICATION

Subject: Guidelines/Policies related with the conduct of Open Book Examinations (OBE) remotely 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 SOL in view of Covid-19 pandemic as special measure for the academic session 2021-2022.

1. This is in continuation of the Notice Ref. No. Exam. VII/Conduct/2021/580 dated 29th October, 2021 and Notification Ref. No. Exam. VII/Conduct/2021/597 dated 29th October, 2021 (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 30.11.2021, as notified vide notification Ref. No. Exam. VII/Conduct/2021/580 dated 29th October, 2021. The schedule of examinations to be conducted in OBE mode for the 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 SOL have already been released on 02.11.2021 and is available on the University website.
3. For Ex-students, Essential Repeaters and the students applying for improvement of their performance:
 - i) The Ex-students shall follow the schedule/datasheet of examinations as per their year of examination.
 - ii) The final year students who have backlog i.e. ER (Essential Repeat) in their previous semester shall re-appear for the same as per the schedule of examinations along with the V Semester Examinations.
 - iii) The second year students who have backlog i.e. ER (Essential Repeat) in their previous semester shall re-appear for the same as per the schedule of examinations along with the III Semester Examinations.
 - iv) The students who have passed out their final year (VI Semester) Examinations in the year 2021 can only appear for an improvement in their V Semester examinations, as per the date sheet/schedule and applicable rules in this regard.

- v) The students who are in the final year (V Semester) can appear for improvement in the papers of III Semester only.
- vi) The students who are in the second year (III Semester) can appear for improvement in the papers of I Semester only.
4. All students must ensure that their examination forms for the respective courses have already been filled and they are appearing in the paper mentioned in the confirmed admit cards.
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. **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 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/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.
8. **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):**
- Date and time of examination (DD/MM/YYYY, HRS:Min):**
 - Examination Roll Number:**
 - Name of the Program i.e. B.A., B.Com., B.Sc. etc:**
 - Semester/Year:**
 - Unique Paper Code (UPC):**
 - Title of the Paper:**

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/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 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.

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/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.
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/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.

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

Regular

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

School of Open Learning Under Graduate

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

13. 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 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 SOL students for the academic session 2021-22.
- 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.



O.S.D.(Examinations)



Dean (Examinations)

to faculty 10/11/21
to exam 10/11/21
O/C 10/11/21