To,

The Dean/Head/Institute,

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Reference: Measures to be adopted for conduct of examinations in Open Book Examinations (OBE) remotely for final semester/term/year students in view of the COVID-19 pandemic as one time measure for the academic session 2019-20.

This is in continuation of the notifications related with submission of marks of Internal Assessment, Practical examinations etc. issued on 13.05.2020 and Open Book Examination (OBE) to be adopted as an alternative mode of examinations by the University of Delhi in view of the COVID-19 pandemic for final semester/term/year students for the academic session 2019-20 as issued on 14.05.2020.

In view of the prevailing situation of Covid-19 Pandemic, it is hereby notified to all concerned that the examinations cannot be conducted in the conventional mode as per the existing government norms of maintaining social distancing and safety and health of the students. The matter was intensively deliberated in the bodies i.e. Task Force constituted by the University in view of Covid 19 and the Working Group on Examinations, based on which it has been decided that as one-time measure, Open Book Examinations (OBE) shall be adopted as an alternative mode of examination for the final semester/term/year students for the academic session 2019-2020 for grading /result so that students of university can take their career forward.

Since the concept of such OBE has been adopted by the University as one time measure under the special situation arisen due to COVID-19 Pandemic in the interest of students at this difficult time, the following information are to be noted by all students and concerned;

1. The OBE do not entirely require the online platform and require only limited access to internet and hardware for uploading the question papers prior to the
commencement of examination and for uploading the answer sheets after completion of the examination.

2. 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 and School of Open Learning. No separate information shall be sent to the students by the examination branch in this regard.

3. 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.
   
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 2019 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 final year (IV semester) can appear for improvement in papers of II semester only.

4. 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.

5. The admission tickets for the students of PG programmes for the academic session 2019-20 shall be available on the examination portal from 10th June, 2020 onwards. The students can download the same from the link provided on the University website. For any difficulty, the students may send their queries to edpcellexam@gmail.com

6. The department/faculty/institute should remain in contact with their students department/faculty/institute. Besides using the official e-mail and SMS services, messaging apps like WhatsApp may also be adopted by the department/faculty/institute for sending important information to the students.
7. The question papers shall be accessed by the individual students from the designated portal as per schedule/datesheet notified by the department/faculty/institute and conveniently downloaded.

8. The Examination Branch shall e-mail the question paper to the department/faculty/institute on each day of examination for each session 45 minutes prior to the commencement of the examination wherever required.

9. In case if any of the student face any difficulty in downloading the question papers from the portal, the same may be send by the department/faculty/institute directly to the e-mail address, phone or WhatsApp of the student as per their requirement.

10. The students shall answer the questions on plain paper of A4 size.

11. In case, for any reason if the students are not able to upload their answer sheets on the portal, the same can be send in PDF format at the e-mail address of the department/faculty/institute. For this purpose, the department/faculty/institute should notify the e-mail address for sending the PDF of answer sheets by the students. However, it may be noted that this option may be exercised only in case of an emergency.

12. The total duration of the OBE shall be of 3 hours of which 2 hours shall be given to the students for answering the questions and an additional hour shall be utilized for downloading the question papers and uploading the scanned images of answer sheets after completion of the examinations.

   The students belonging to the Divyaang (PWD) Category shall be given additional time and other facilities as the rules applicable in the University of Delhi.

13. The department/faculty/institute should send the PDF of the for evaluation as sent by the students.

14. To check the use of any unfair means being used during the examinations, an undertaking shall be taken form the students prior to the commencement of the examinations. The peforma for the undertaking shall be made available to the students online.

15. The department/faculty/institute should make necessary arrangements at their office with subsequent staff persons who are well aware with operation of ICT and other e-based mode of communication as per requirement. The department/faculty/institute should well notify the telephone numbers and
alternative mobile numbers to be used by the students in case of any requirement during the examination days. The department/faculty/institute can shall deploy two Assistants, ONE Superintendent and one Deputy Superintendent for each day of examination for each session as per schedule/datesheet.

17. The University cares for those students who are not able to appear for the OBE remotely and thus will give such students one more chance to appear for the conventional mode based on OBE mode of examinations as and when the present situation improves. The conventional mode of examinations in such case if required shall be conducted after the publication of results of OBE. The fresh dates for filling in the examination forms for the left out students of the final semester/term/year shall be notified probably by the beginning of September, 2020.

18. The University of Delhi is bound to protect the interests of those students who are residing in areas like Jammu and Kashmir and other such areas all over India which lack the internet and hardware facility required for the OBE and have stuck up at their places due to the Covid 19 pandemic. To facilitate such students the University of Delhi as a major measure, has finalized to engage Common Service Centres (CSC), under the Ministry of Electronics and Information Technology, Government of India.

   • The students shall be allowed to use the ICT infrastructure resources available with the CSC academy for downloading and taking print out of the question papers, scanning and uploading the answer sheets on the portal.

   • The students can avail all facilities free of cost available at CSCs. There are more than two lakh functional CSCs located at almost all panchayats at village level throughout India and all of them shall be available for the students.

   • Students can access the details of the CSC academy available at their nearest locations from the official website of the Ministry of Electronics and Information Technology (MeitY)

   • All relevant information regarding the CSC shall be uploaded on the official website of the University well before the commencement of the OBE.

19. The department/faculty/institute may provide the information as specified above including the steps briefed for the OBE and CSC to the students, faculty members and staff members working in the office of the department/faculty/institute to make them aware of the processes. Further, the same can be uploaded on the website of the department/faculty/institute and send to the concerned through e-mail.
20. The Faculty members and staff members of the department/faculty/institute should be appropriately briefed about all the steps and procedures to deal with any sort of emergency arising during the examination days to help with the students in this difficult time.

The University of Delhi in this difficult time endeavors to conduct the examinations for the final year students as per calendar of UGC and declare the results in time as specified in the guidelines of UGC so that our students can achieve their future goals.

Further, all concerned are hereby advised to be in touch with the official website of university of Delhi i.e www.du.ac.in for updates related with examinations.

Stay safe, stay online for updates.

Dean (Examinations)