



UNIVERSITY OF DELHI

Ref. No./Dean Exam/Lockdown 04/2020

30 May, 2020

To,
The Principal,

Reference: Measures to be adopted for 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 2019-20.

Dear Sir/Madam,

This is with the reference to 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 issued on 14.05.2020.

In view of the prevailing situation of Covid-19 pandemic, it is felt 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 various bodies i.e. Task Force constituted by the University in view of Covid 19 and the Working Group on Examinations, based on which it was 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.

Since the concept of such OBE has been adopted in the special situation arisen due to COVID-19 pandemic by the university, the following information are to be noted by the colleges for working out the same successfully:

1. The OBE do not entirely require the online platform and require only limited access to internet and hardware for downloading 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 from 01.07.2020 as notified vide notification dated 14.05.2020 available on the University website. The tentative schedule of examinations to be conducted in OBE mode for the final year students of regular mode as registered with colleges and departments as well as for those registered with NCWEB and School of Open Learning have already been

released on 29.05.2020 and based on inputs/suggestions from 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 2019 can only appear for an improvement in their VI Semester examinations as per the datesheet/schedule.
 - iv) The students who are in final year (VI Semester) can appear for improvement in papers of IV 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.
5. The college must ensure that the schedule for the examinations are properly notified on the official website of the college and the same is also sent through an official e-mail to individual students at their registered e-mail addresses in time so that the students remain aware with their examination dates.
6. The college should also ensure that all the concerned students have submitted their examination forms for the respective courses properly on the University portal as per the link provided on the website.
7. The Admission Tickets shall be sent to the students by the college through e-mode to maintain a proper record and so that it can be produced easily by the students at any time required by the University or other agencies.
8. The college should remain in contact with their students. Besides using the official e-mail and SMS services, messaging apps like WhatsApp may also be adopted for sending important information to the students.
9. Colleges may decide to allow their students in limited number those who need to be taken care in case of non-availability of internet and hardware required for examinations. For the purpose, college may invite online request from students in case they need to use ICT infrastructure during examinations. If number increases, they can be advised to avail the facilities available at Common Service Centre (CSC) as mentioned later in the nearest location of their residence. However, norm of social

distancing, safety and health issues have to be taken care at priority and no compromise should be allowed while extending facilities.

10. The question papers shall be accessed by the individual students from the designated portal as per schedule/datesheet notified by the examination branch and conveniently downloaded.
11. The Examination Branch shall e-mail the question papers to the college on each day of examination for each session 45 minutes prior to the commencement of the examination.
12. The students shall answer the questions on plain paper of A4 size. They should put page number on each paper.
13. 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 college directly to the e-mail address, phone or WhatsApp of the student as per their requirement and for this the college should develop and maintain a well-defined procedure of delivery of question paper and to be responded well in time.
14. Similarly 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 designated e-mail address of the college. For this purpose, the college 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.
15. 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.

16. The College should send the PDF of the answer-sheets as sent by the students to the e-mail of the examination branch on the same day of the examination to ensure the conclusion of the examination in time. The e-mail for this purpose shall be send to the principal of the college separately.
17. To check the use of any unfair means being used during the examinations, each student shall be required to fill up undertaking through a button provided on the portal during examinations along with scanned images of answer scripts. The performa for the undertaking shall be made available to the students on the portal from where question papers are downloaded by students.

18. The college should make provision for a well-equipped control room with two to three staff well aware with operation of ICT and other e-based mode of communication as per requirement. The college should also ensure proper functioning of the control room on the examination days. Two faculty members and other senior officials should also be deployed on the day of examinations for each session. Remuneration shall be paid as per the norms of First Assistant to the office staff and of Superintendent/Deputy Superintendent for the supervision work.
19. The college should well notify the e-mail IDs, telephone numbers and alternative mobile numbers to be used by the students in case of any requirement during the examination days.
20. 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 in the Physical 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.
21. 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 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 these facilities free of cost available at CSCs. There are more than two lakh functional CSCs located at almost all Gram panchayats at village level throughout India and all of them shall be available for our 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 CSCs shall be uploaded on the official website of the University well before the commencement of the OBE.
22. Mock tests will be available for the students on the portal one week prior form the commencement of examinations to facilitate the students who are appearing for the examinations so that they can make aware themselves with the new mode of

examination i.e. OBE and asses the network and infrastructure required for downloading the question papers and uploading of the scanned answer-sheets.

23. The college 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 college to make them aware of the processes. Further, the same can be uploaded on the website of the college and send to the concerned through e-mail.
24. The Faculty members and staff of the college 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.
25. The college should thoroughly check the tentative schedule of examinations uploaded on official website of the University and in case of any inconsistency the same may be communicated to the examination branch through e-mail without any delay.

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.

Looking forward to your active participation and action to accomplish the task of examinations at this difficult time.

Stay safe and stay online for timely action



Dean(Examinations)