



GARGI COLLEGE

(University of Delhi)

Siri Fort Road, New Delhi – 110049

GC/60/2020/2594

04.06.2020

Guidelines for Students – OBE

Since the concept of **Open Book Examination** 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 students for appearing in the exams successfully:

1. **The students require limited access to internet and hardware**, i.e. only 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 per the date sheet attached.
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. The students who are in final year (VI Semester) can appear for improvement in papers of IV Semester only

Note: All students who fall in any of the category stated above are requested to update their contact number and e-mail id on the university portal at the earliest.

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 students must ensure that they have **submitted their examination forms** for the respective courses properly on the University portal as per the link provided on the website.

6. All students are requested to update the portal with their correct contact number and email id to avoid any discrepancy during examination.
7. The Admission Tickets shall be available (date for this will be notified later) on college website via www.gargicollege.in ->Examination -> course -> Roll No -> Admit card . This may be required by the University or other agencies at any time.
8. Online request from students are invited at gargiexamination2020@gmail.com if they want to use ICT infrastructure during examinations, in case of non-availability of internet and hardware required for examinations at their residence latest by 10th June, 2020.
9. They can also avail the facilities available at Common Service Centre (CSC) in the nearest location of their residence, as mentioned later at Point No. 19.
10. The question papers shall be accessed by the individual students from the designated portal as per schedule/date sheet notified by the examination branch and conveniently downloaded.
11. The students shall answer the questions on plain paper of A4 size. They should put page number on each paper.
12. In case if any of the student faces any difficulty in downloading the question papers from the portal, the student may request the college to send a question paper through e mail or WhatsApp. The contact details of the concerned persons are given in Table 1 at the end.
13. 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 the PDF format immediately at e-mail address: gargiexamination2020@gmail.com . However, it may be noted that this option may be exercised only in case of an emergency.
14. 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.
15. 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. These students should inform the college about their specific requirement at gargiexamination2020@gmail.com before 10th June, 2020.
16. Each student shall be required to fill up undertaking, regarding use of any unfair means during examination, 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.

17. 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 are available in Table 1.
18. 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.
19. 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.**
 - i) **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.**
 - ii) 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.
 - iii) 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)**
 - iv) All relevant information regarding the CSCs shall be uploaded on the official website of the University well before the commencement of the OBE.
20. **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.
21. The students should thoroughly check the tentative schedule of examinations uploaded on official website of the University/College and in case of any inconsistency the same may be communicated to the college/examination branch through e-mail without any delay.
22. Students are advised to check University/college website frequently for latest updates.

Stay safe, stay online and best wishes for the forthcoming Examination.

Table 1				
S. No.	Name	Remarks	Contact No.	Email id
1	Ms. Pooja Gupta	Deputy Superintendent	8447041748	pujagupta_du@yahoo.co.in
2	Dr. Parvati Sharma	Deputy Superintendent	9810989603	parvatisharma73@gmail.com
b3	Mr. S. Rawat	For Humanities	9871914745	shailenderrawat884@gmail.com
4	Mr. Francis John	For Commerce	9810728946	francis.john@gargi.du.ac.in
5	Mr. Jitender Yadav	For Sciences	9810226353	dugcjitender@gmail.com

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Deputy Suprintendents
Examination-2020