



रामलाल आनंद कॉलेज

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RLAC/Notice/2020/184

31.08.2020

NOTICE

Second Phase of Open Book Examination (OBE), 2020

With reference to the Notification issued on August 29, 2020 by Dean (Examinations), all the final year students are hereby notified that second phase of Open Book Examinations will be conducted in a blended (offline/physical and online) mode of UG/PG courses w.e.f. **14.09.2020** onwards for the academic session 2019-20. It will be conducted for those students of UG/PG courses (Regular and ex-students) who have either not appeared or have failed to upload/submit the scanned images of the answer scripts in the first phase of examination. Further, the students under the PwD category who have appeared in the first phase of examination but wish to improve their performance in selected paper/s can appear for the same in the second phase of examination. The best grade/marks secured by the student based on the two examinations shall be taken into consideration for the preparation of results.

The last date of submission of examination forms is 08.09.2020. The link for accessing the portal is given below:

<https://examportal.duresult.in/StudentPortal/login.aspx>

For more information regarding the above examination, please see the attached Notifications released by the University of Delhi and University Grants Commission (UGC).


PRINCIPAL



UNIVERSITY OF DELHI

Ref. No. /Dean(Exams.)/2020/

August 29, 2020

NOTIFICATION

Ref: Submission of Examination form for the second phase of Open Book Examination (OBE) to be conducted in a blended (offline/physical and online) mode for the final semester/term/year students of UG/PG courses w.e.f. 14.09.2020 for the academic session 2019-20.

In compliance of the order passed by the Hon'ble High Court of Delhi on 17.08.2020 and 27.08.2020 in W.P. (C) No. 3199/2020, the second phase of Open Book Examination (OBE) for the students of the final semester/term/year in all Undergraduate and Post Graduate courses for the academic session 2019-20 shall be conducted in a blended (offline/physical and online) mode from 14.09.2020 onwards as per the office notification No./Dean (Exams.)/2020 issued by the Dean (Examination) on 28.08.2020.

The second phase of examinations will be conducted for those students of Undergraduate and Post Graduate courses (Regular and ex-students) including SOL and NCWEB who have either not appeared or have failed to upload/submit the scanned images of the answer scripts in the first phase of examination. Further, the students under the PWD category who have appeared in the first phase of examination but wish to improve their performance in selected paper/s can appear for the same in the second phase of examinations. The best grade/marks secured by the student based on the two examinations shall be taken into consideration for the preparation of results.

1. The students who are appearing in the second phase of examination shall fill their examination form through the student portal of the examination branch. The link for accessing the portal is given below:

<https://examportal.duresult.in/StudentPortal/login.aspx>

2. The Login details to access the portal will be (i) College Name, (ii) University Roll No. (iii) Student Name, (iv) Date of Birth and (v) E-mail.
3. The student portal for filling the examination forms will be available online from **30.08.2020** onwards.
4. The last date of submission of examination forms is **08.09.2020. No further date in this regard shall be extended.**

Sd/-

Dean(Examinations)



UNIVERSITY OF DELHI

Ref. No. /Dean(Exams.)/2020/Second Phase-OBE

August 28, 2020

EXAMINATION BRANCH

NOTIFICATION

Reference: Submission of Examination forms for OBE mode of examination to be conducted in blended (offline and online) mode and measures to be adopted during the second phase of examinations to be conducted w.e.f. 14.09.2020 for the final semester/term/year students in all Undergraduate and Post Graduate courses for the academic session 2019-20 as one time measure in view of COVID-19 pandemic.

The University of Delhi in compliance of the order passed by the Hon'ble High Court of Delhi on 14.07.2020 in W.P. (C) No. 3199/2020 decided to conduct the Open Book Examination (OBE) for the final semester/term/year students of all Undergraduate and Post Graduate courses including SOL and NCWEB as a one time measure in view of COVID-19 pandemic. The first phase of examination started on 10.08.2020 and will conclude on 31.08.2020.

The University in further compliance to the order passed by the Hon'ble High Court on 17.08.2020 in W.P. (C) No. 3199/2020 and 27.08.2020 will conduct the **second phase of examination** for the final semester/term/year students of UG and PG courses as one time measure in view of COVID-19 pandemic from **14.09.2020** onwards as per details provided below:

1. The second phase of examinations will be conducted for those students of Undergraduate and Post Graduate courses (Regular and ex-students) including SOL and NCWEB who have either not appeared or have failed to upload/submit the scanned images of the answer scripts in the first phase of examination.
2. Further, as already notified on 15.07.2020 the students under the PWD category who have appeared in the first phase of examination but wish to improve their performance in selected paper/s can appear for the same in the second phase of examinations. The best grade/marks secured by the student based on the two examinations shall be taken into consideration for the preparation of results.
3. The mode of examinations for the second phase of examinations shall also be *Open Book Examinations (OBE)* as adopted during the first phase of examinations conducted by university in the month of August, 2020.

4. Looking at the feasibility, the examinations for the second phase may be conducted in a blended (a mix of offline and online) mode. To facilitate those students who are outside Delhi and cannot travel to Delhi for appearing in the examinations for any reason, the University may conduct OBE remotely and such students can receive question paper to their registered e-mail and submit the scanned images /photos of the answer scripts to the e-mails as specified below at point no 16 and 17 of the notification.
5. Students who want to appear for the second phase of examinations shall be required to mention the option of the mode either the physical (offline) mode or remote mode using ICT based activities for receiving question papers and submission of answer scripts through e-mail in their examination form. Option once exercised by a student (offline/physical or ICT based remote examinations) appearing for the examination shall not be changed once the examination has begun.
6. Students who want to appear in OBE remotely shall have to select the required option and fill in the name of the programme with the option of papers and other relevant information in the examination form meant for the second phase of examinations.
7. Students who opt for the physical mode of OBE as per date sheet during the second phase shall have to appear at examination centres in Delhi only. The students shall appear at the particular examination centre as printed/mentioned on their admission ticket/admit card. Request for change of examination centre shall not be entertained by the University.
8. **In compliance of the order passed by the Hon'ble High Court on 27.08.2020 in W.P. (C) 3199/2020, the students under the PWD category including the Visually Impaired students who are residing at remote places and propose to travel to Delhi by train for sitting in the examination physically or through the online mode with the assistance of scribes shall indicate their preference at the specified column/space provided in the examination form for the second phase preferably before 04.09.2020.**
9. All students of the final semester/term/year for academic session 2019-20 including ex-students as per their span period and are appearing for the second phase of examination shall submit their examination forms using the student portal which shall be made available online from **30.08.2020**.
10. All particulars filled in by the student in the examination form will be verified by the respective college/department/faculty.
11. In case, if a student faces any problem in filling up the examination form he/she should contact the respective college/department/faculty for resolving the same.
12. The last date of submission of examination forms is **08.09.2020. No further date in this regard shall be extended.**

13. The date sheets for the second phase of examinations shall be notified on the official website of the University by the first week of September, 2020. There shall be two sessions in a day for all undergraduate programmes.
14. For all PG programmes, the respective department shall notify the date sheet and examinations shall also begin from 14.09.2020 and conclude on or before 03.10.2020.
15. The duration of the examinations for the offline/physical mode shall be of **three hours** duration and in case of the students who exercise the option to receive question papers through e-mail and submit the scanned images /photos of answer scripts through email the duration shall be of **four hours** which shall include one extra hour for using the ICT based activities for examinations.
16. The students under the PWD category who exercise the option to appear for the second phase of examinations in offline mode shall be given **five hours** for completion of examinations and if the students take the option to appear remotely and receive question papers through email and submit the answer scripts through email shall be given **one additional hour** for ICT based activities (as per order in the matter of W.P.(C) 3946/2020 dated 07.08.2020).
17. The students who exercise the option for the remote mode of OBE shall submit the scanned images/photos of the answer scripts on the e-mail addresses as given below:
 - i) For the students registered under regular courses with colleges/departments:
For UG and PG Courses : obescript@exam.du.ac.in
 - ii) For the students registered with School of Open Learning:
For UG Courses: obescriptug@sol-du.ac.in
For PG Courses: obescriptpg@sol-du.ac.in
18. The students opting for the remote mode of examination using the ICT facilities shall follow the steps/instructions as specified below:
 - i) The subject of the e-mail must consist of: **Roll Number-Unique Paper Code (UPC)-Date of Examination (dd/mm/yyyy)**
 - ii) The body of the e-mail must provide the following information:
 - (a) Name of the student:
 - (b) Examination Roll Number:
 - (c) Name of the Programme:
 - (d) Unique Paper Code (UPC):
 - (e) Title of the Paper(attempted):
 - (f) Name of the College/Department:
 - (g) Semester:
 - (h) Date and Time of Examination: dd/mm/yy, Hrs: min

19. Students appearing in offline/physical mode of OBE in the college/department (as the name of examination centre indicated on admit card /admission ticket) shall submit their answer sheets in the physical form to the college/department after the completion of examinations.
20. The students for both the mode of examinations i.e. physical or ICT based activities shall answer the questions on plain/ruled A4 size paper and shall use their own papers for writing their answers. All particulars i.e. examination roll no , UPC , semester, name of the subject , date of examinations, page no on each paper etc should be clearly mentioned on the top page .
21. There will be no physical assistance during examinations in the college and departments. Therefore, all arrangements made by the college /department for physical examination shall be adhered following the norm of social distancing and seating arrangements have to be strictly as per SOP /guidelines as issued by UGC dated 06.07.2020 (copy enclosed) .
22. As per SOP in the reference, all security and safety measures have to be adhered by all students and concerned staff members during examinations. Accordingly, students shall take appropriate safety measures while appearing for physical mode of examinations at the college/department level and carry all required items i.e face mask , hand sanitizer etc .
23. All required stationary to be used for examinations shall have to be arranged by students for examinations.
24. All electronic gazettes shall be permissible during examinations. Question papers may be sent on the WhatsApp or email during examinations instead of printed paper. However, students can submit their request to get the physical question paper for examinations to the college/department as per datesheet.

Further all relevant updates/information regarding the second phase of examinations will be available on the official website of the University i.e. www.du.ac.in in due course of time. No separate email or information shall be sent to individual student in this regard.

Note :

- 1) Information related with OBE mode for the second phase of examinations of any or any addition/modifications related with procedures or policies of OBE mode to be conducted for the second phase shall only be notified on the official website of the university i.e www.du.ac.in .**
- 2) Students are advised to be in contact with their respective colleges/departments for specific updates related with the second phase of OBE .**
- 3) Above guidelines /measures are valid only for final semester/term/year students who have not appeared for the first phase of OBE mode of examinations as**

conducted remotely or could not submit their answer scripts through email for any reason except students belonging to PWD category who are allowed to appear for the second phase of OBE mode of examinations.

- 4) Students shall be allowed for the second phase of examination based on the submission of their examination forms and the mode opted in the examination form.**

Stay safe, stay online

Sd/-

Dean(Examinations)



ज्ञान-विज्ञान विभूतये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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D.O.No.F.1-1/2020 (Secy)

8th July 2020

Standard Operating Procedure (SOP) for Conduct of Examinations

Respected Madam/Sir,

The University Grants Commission (UGC) vide letter dated 6th July, 2020 has issued 'UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic'. As per the letter the Universities have been asked to complete the conduct of Terminal Semester(s)/ Final Year examinations by the end of 30th September, 2020.

In addition, the Ministry of Human Resource Development, Government of India vide Office Memorandum F.No.16-16/2020-UIA, dated 6th July, 2020 has issued instructions for conduct of examinations wherein the MHRD has formulated detailed SOP for conduct of examinations with measures to be taken in view of COVID-19 situation, duly vetted by the Ministry of Health and Family welfare. A copy of the above mentioned Office Memorandum along with detailed SOP for Conduct of Examinations (**Annexure-I**) and UGC Revised Guidelines (**Annexure-II**) are enclosed for necessary action.

Looking forward for your kind cooperation.

With kind regards,

Encl.: As above.

Yours sincerely,

(Rajnish Jain)

To

1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

Copy for kind information to:

1. The Principal Secretary/Secretary to the Governors of all States/Lt. Governors of all Union Territories.
2. The Principal Secretary/Secretary, Department of Higher Education, all State Governments/Union Territories

(Rajnish Jain)

F. No. 16-16/2020-U1A
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Date the 6th July, 2020

OFFICE MEMORANDUM

Subject: Instructions for conduct of examination –regarding.

A large number of examinations of the Universities, IIT-JEE (Mains & Advance), NEET etc are scheduled to be held in the coming months. In order to ensure safety of the examinees, as also their academic interest, the following action may be taken.

1. Final Term Examinations should be compulsorily conducted as per UGC Guidelines on Examinations and Academic Calendar for the Universities dated 29.04.2020 which have been again resolved today i.e. 06th July, 2020.
2. All examination may be conducted by 30th September, 2020.
3. Taking into consideration the academic interest of large number of students, MHA has agreed to the request of MHRD and granted exemption for the opening of educational institutions for the purpose of holding examinations/ evaluation work for Final Term Examinations of the Universities/ Institutions.
4. MHRD has formulated detailed SOP for conduct of examinations with precautions to be taken in view of COVID – 19 situation. This has been vetted by the Ministry of Health and Family Welfare. A copy of the same is enclosed to ensure safety of all.
5. Previous instructions regarding "Work From Home" sent vide letter dated 30.06.2020 will not apply to the officers, faculty and non-Teaching Staff who are involved in Examination/Evaluation/Admission work.

V. Sagar Rai
6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Encls: As above.

To

1. Prof. D. P. Singh, the Chairman, University Grants Commission, New Delhi.
2. Prof. Anil D. Sahasrabudhe, the Chairman, AICTE, New Delhi.
3. Shri Vineet Joshi, Director General, NTA, Noida, (UP).

Copy to: The Chief Secretaries/Secretary(Education) of States/UTs.

CC:

1. Shri Ajay Kumar Bhalla, Home Secretary, North Block, New Delhi.
2. Ms. Preeti Sudan, Secretary, M/o Health and Family Welfare, Nirman Bhawan, New Delhi.
3. PS to HRM.

V. Sagar Rai
6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Guidelines for Conduct of Examinations

Background

Universities and other educational institutions across the country have been closed since 16th March, 2020, as one of the measures to contain the COVID-19 outbreak. In April, 2020, the University Grants Commission (UGC), has issued "*Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown*". In these guidelines it was proposed to hold the examination from July, 2020 onwards. The Guidelines provided various options for conduct of examinations to be decided finally by the University.

Presently, several universities have already conducted/planned the examinations in online/offline (pen & paper)/ blended (online + offline) mode.

Top ranking universities of the world have opted for the final exams to be done remotely. Like Princeton and MIT (USA); University of Cambridge, Imperial College of London (UK); University of Toronto and McMaster (Canada); University of Heidelberg (Germany); and University of Hong Kong have resorted to the online technology based mode of examinations. International universities like National University of Singapore, University of Adelaide of Australia, Oxford University for Final Semester have scheduled their exams in take home format. Alternative form of assessment like Open Book, Term Paper, Continuous Assessment, Presentations, Assignments, time-limited exams have been preferred as a substitute for exam in select countries of Asia and Europe.

Rationale

In order to safeguard the larger interests of students related to their academic and career progression, particularly those who are in their terminal semester/final year, the institutions are required to chart out a plan for conduct of examinations in online/offline (pen & paper)/ blended (online + offline) mode, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different region/ state and all other such factors, to deal with any sort of exigency. The performance in examinations brings in scholarships and awards and translates into better job placement. This would not only give them more confidence and satisfaction, but also ensure merit and lifelong credibility.

Some Concerns

The higher educational institutions should address the following concerns:

1. The implementation of instructions and directives regarding safety and health issues by the central and state government departments.
2. Uncertainty among students regarding modes of teaching learning, completion of courses, examinations, evaluation, declaration of result, academic calendar, admissions, opening of institutions, etc.

3. Anxiety and stress developed during lockdown period and fear of COVID-19 after opening of campuses.
4. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, mask wearing, hand washing etc.
5. Preparation for risk assessment and subsequent actions which varies - whether the institution is fully residential, partially residential or non-residential. The higher risk and bigger challenge is faced by non-residential institutions where the students will leave daily and come back next day.
6. Besides students, the risk of serious illness due to COVID-19 is faced by the faculty, counsellors, and other technical and non-teaching staff who face the students regularly.

Standard Operating Procedure for conduct of Examinations

1. The instructions, guidelines and orders issued by the central and state governments concerning the opening of educational institutions and safety and health should be abided by the universities and colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
 - d. Exam functionary needs to wear the mask and gloves at all time
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.

15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case HEIs have more than one gate.
19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
24. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
25. Keeping in view the physical distancing, institutions should have adequate rooms capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. **Sample seating plan is annexed.**
26. Adequate arrangements for safe drinking water be made on the campus.
27. Adequate supply of water in toilets and for hand washing be ensured.
28. Dustbins must be cleaned and covered properly.
29. Proper sanitization of buses, other transport and official and vehicles of the institution.
30. **At the end of the day-**
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall :
 - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority
31. **Maintain record of all exam functionaries**
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty



UNIVERSITY GRANTS COMMISSION

UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic

Introduction

The University Grants Commission (UGC) has issued Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown on 29th April, 2020. In these Guidelines it was proposed to conduct the examinations in July 2020. The said Expert Committee was requested to revisit the Guidelines for Examinations and Academic Calendar as the number of COVID cases are still rising and likely to increase further. The Report of the Expert Committee was considered and approved by the Commission in its emergent meeting held on 6th July 2020.

In continuation to earlier Guidelines issued on 29.04.2020 and based on the Report of the Expert Committee, the following *Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic* were also approved by the Commission in its emergent meeting held on 6th July 2020:

GUIDELINES

In view of the emerging situation related to COVID-19 pandemic in India, it is important to safeguard the principles of health, safety, fair and equal opportunity for students. At the same time, it is very crucial to ensure academic credibility, career opportunities and future progress of students globally. Academic evaluation of students is very important milestone in any education system. The performance in examinations gives confidence and satisfaction to the students and is a reflection of competence, performance and credibility that is necessary for global acceptability.

1. Mode of Terminal Semester/ Final Year Examinations (2019-20)

The universities are required to complete the examinations by the end of **September, 2020** in offline (pen & paper)/ online/ blended (online + offline) mode following the prescribed protocols/ guidelines related to COVID-19 pandemic.

2. Provision of Examination through Special Chance

In case a student of terminal semester/ final year is unable to appear in the examination conducted by the University for whatsoever the reason(s) may be, he/she may be given opportunity to appear in special examinations for such course(s)/ paper(s), which may be conducted by the university as and when feasible, so that the student is not put to any inconvenience/ disadvantage. The above provision shall be applicable only for the current academic session 2019-20 as a one-time measure.

3. Backlog of Papers in Respect of Terminal Semester(s)/ Final Year Students

The students of terminal semester/ final year students having backlog should compulsorily be evaluated by conducting examinations in offline (pen & paper)/ online/ blended (online + offline) mode as per feasibility and suitability.

4. The guidelines regarding intermediate semester/ year examinations will remain unchanged as notified on 29th April, 2020.
5. The relevant details, if need be, pertaining to the Admissions and Academic Calendar in the universities and colleges shall be issued separately in place of those mentioned in the earlier guidelines issued on 29th April, 2020.
6. Notwithstanding the above guidelines regarding conduct of examination and commencement of next academic session, every university/ institution has to ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and MHRD/ UGC from time to time, in view of COVID-19.