

General Guidelines regarding the Open Book Examinations (OBE) remotely for Final Semester/Year/ Ex-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 2019-2020

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

GUIDELINES FOR PREPARATION (Before the Examination)

1. The OBE does not entirely require the online platform and requires 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 Admission Tickets shall be sent to the students by the college through e-mail.**
3. **The Students can contact the college helpdesk /email /phone, in case of any requirement/query during the examination days:-**

Name	Designation	Mobile Number
Dr.S.B.N Tiwari	Dy. Superintendant	9310309616
Dr.Dharam Kumar	Dy. Superintendant	9891039509
Dr.Krishna Murrari	Dy. Superintendant	9868329204
Mr.BinoyBhushan Aggarwal	Dy. Superintendant	9990268718
Dr. Birendra Kumar	Dy. Superintendant	6387443362
Dr.Priti Jagwani	TIC (Computer Science)	9899016178
Mr.Saurabh Garg	S.T.A	8006502345
Mr.Ashu Kumar	Dealing Assistant	9268884801

Email id :-

- Helpdesk :- helpdeskobe@aryabhattachcollege.ac.in

4. Students should check the tentative schedule of examinations uploaded on official website of the University of Delhi.
5. **The students may contact the college, in advance, through e-mail on (admin@aryabhattachcollege.ac.in) to avail the ICT infrastructure facility of the college, for taking the examination.**
6. Mock tests shall be available on the portal one week prior from the commencement of the examinations. Regularly visit the exam portal for latest updates about the same.
7. **To facilitate 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, 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 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)**
 - **Student belonging to the Divyaang (PWD) category who shall avail the facilities at the CSCs are required to bring their scribes as per rule and eligibility for the examinations.**
 - **All relevant information regarding the CSCs shall be uploaded on the official website of the University well before the commencement of the OBE.**

GUIDELINES FOR THE DAY OF EXAM

1. 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.
2. The students belonging to the Divyaang (PWD) Category shall be given additional time (5 hours) and other facilities as per the applicable rules of the University of Delhi.
3. The question papers shall be accessed by the individual students from the designated portal as per schedule/datesheet notified by the examination branch of the college.
 - **In case the student is unable to download the question paper from the portal he/she can contact the college or concerned teacher through the contact number given in the Helpdesk of college (numbers provided above).**
 - **The College or the respective teacher will send the question paper directly through email, phone or messaging apps (WhatsApp), as per the student's requirement.**
4. 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
5. The students shall answer the questions on plain paper of A4 size and follow the given instruction.
 - Students are required to write the following on top of the answer script: (or as instructed in the question paper)

University Roll Number, Name of the Course & Semester, Name of the Paper, Unique Paper Code, Serial No. of Question Paper and Date of Exam.

- They should put **page number on each paper.**
 - After completing your paper, make a **single PDF** of all the pages of answer sheets. Ensure that the images are clear and readable.
 - **Note:** - Keep the hard copy of your answer script safely.
6. **Similarly, in case, for any reason, the students are not able to upload their answer sheets on the portal, the same can be sent, in PDF format, at the designated e-mail address of the college exam@aryabhatacollege.ac.in , during the time specified.**

However, it may be noted that this option may be exercised only in case of an emergency.

While sending the answer script through email, clearly mention the following details:

- **Subject of email: University roll no, Name of the Paper and Course, Unique Paper Code, Serial No. of Question Paper**
- **Attach the PDF of the answer sheet**

7. 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.
8. 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.
9. The above guidelines are valid only final semester/term/year students for the academic session 2019 - 2020.
10. The Students are advised to regularly check the University and the college website for latest updates.