



DESHBANDHU COLLEGE

Kalkaji, New Delhi- 110019

Ph: 011-26439565

Students may send Examination related queries to any one of the below:

- **Email** : exam@db.du.ac.in
- **WhatsApp number** : **+918595752746**

FAQs

Open Book Exam (OBE)

1. What is OBE?

The full form of OBE is *Open Book Examination*. It is an alternative mode of examination adopted by the University of Delhi because of the prevalence of the Covid-19 pandemic. According to the University notice Dtd. May 30, 2020, reference number/Dean (exams.)/Lockdown 04/2020, it is a one-time measure taken due to the pandemic.

2. Is it meant for every undergraduate student?

No. The following groups of students are allowed to appear in the examinations:

- a) The final semester students of BA (Hons.), BSc (Hons.), B.com (Hons.), B.com, B.Sc(Programme), BA (Programme), B.Sc(Hons) Mathematical Science;
- b) The ex-students;
- c) Final year students with ER (Essential Repeat) papers in their previous year/semesters (II and IV semester);
- d) The final year students passed out in the year 2019 but want to improve score can appear in their final year/semester examinations as per the schedule;
- e) The students of final semester can appear for improvement in papers of preceding semester only;

GENERAL INSTRUCTIONS FOR ALL STUDENTS

1. When does the examination begin?

The examination would start on 1 July 2020 and would be completed on 17 July 2020. There would be three sessions:

Session and Time	Name of Courses
Morning	
7.30a.m. — 10.30a.m.	BSc (Hons.) and BSc (Prog.)
Lunch	
11.30 a.m. — 2.30 p.m.	B A (Hons.) and B Com (Hons.)
Afternoon	
3.30 p.m. — 6.30 p.m.	a) B A (Programme) b) Generic Elective {for BA (Hons.), BCom (Hons.), and BSc (Hons.) and (for II and IV semesters improvement)} c) AECC-I (second semester)

2. What is the time zone for the foreign students?

The time zone in India is GMT+ 5.30 (Indian Standard Time)

3. Who can sit for the examination?

The students who have duly filled in the examination form and received admission tickets are eligible for the examinations.

4. What about those who have paid the fees but not received admission ticket?

Those have not received the admission tickets but have paid their fees are eligible to sit the examination provided they send their fee receipt to the college before the examination.

5. Who would issue the admission ticket?

The college would issue the admission ticket for the undergraduate students through email provided by the students. The Post-Graduate Students can download their tickets directly from the University website.

6. Who should the student approach if she has not received the admission ticket?

Students should approach the college through the college email: exam@db.du.ac.in or **WhatsApp number:** +918595752746

7. What is the duration of writing the examination?

The students would get **three** hours or as mentioned on the question papers. Timing is divided into three segments:

- a) **First 30** minutes is devoted to writing and uploading an undertaking and downloading the question paper;
- b) **Two** hrs for writing the answer after downloading the question paper;
- c) The **last 30** minutes is for scanning and uploading the answer sheets.

8. Where does one get the question paper?

The students can get the question paper **30 minutes** before the examination on the University's examinations portal.

9. What if the students cannot download the question paper?

The students should contact the college immediately on the designated college e-mail (exam@db.du.ac.in) or dedicated WhatsApp (+918595752746) number, if they face any problem in downloading question paper from the university examination portal.

10. What is the procedure that students have to follow for writing the OBE?

The OBE has four stages.

Step I: Getting prepared for the examination a day before

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| a) Students should access the University portal at www.du.ac.in a day before the examination to check any change in paper timing, date or for any technical problems; |
| b) Keep the college examination email id and WhatsApp number ready, if possible write down them on a piece of paper; |
| c) Keep a smart phone with a camera or scanner/ a laptop/ desktop/ tab with 3G or 4G internet connection ready. It must be working on a minimum speed of 32Kbits/sec. A 2G network would not support the upload or download of the documents. |
| d) Must have a good number of A-4 size white sheets ready with them. |
| e) Use Only Black or Blue pen for writing the examination. The students would arrange pencil, scale and rubber, logbook, T-table and other things as per the requirements of your discipline. |
| f) Admit Card , a watch to regulate time and water bottle. |
| g) Arrange a calm and peaceful place in the house for three hours. |
| h) Books, notes and other reference material ready to hand |
| i) Draw margins on every sheet a day before the examination. Put your Signature on the top middle section of the margin of every sheet. Write down your Examination roll number beside the signature as well. |
| j) On the first page , write neatly Name, Examination Roll Number, Date and Time of the examination, Paper name and Unique Paper Code, and number of pages used to answer the questions. |

Step II: Log-in and Downloading question paper

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| a) *Once you download the question paper the time left for completing the examination will be displayed on the screen of students' appliance |
| b) Students should log in at least 30 minutes before the test. |
| c) The login id would be the university enrolment number or any other assigned by the university |
| d) The password to login id would be sent to the students via email or SMS on the registered phone number as provided by the students in the examination form. |
| e) Necessary* Once logged in, download the Declaration form to take the OBE. Fill it, and upload it. |
| f) Download the question paper. If PDF takes time then download through HTML. |
| g) You can print the question paper if you have a printer or write down questions on a sheet of paper or save in the computer/laptop/phone/tab immediately after you download. |

h) You can stay logged in or can log out.

Step III: Writing Answer

a) Write an answer on **portrait format** rather than landscape format i.e. write on the vertical (length-wise) format of the paper rather than horizontal (width-wise) frame of the paper using a **black or blue pen**. The reason for writing the portrait format is to have a clear scanned image of the answer sheet.

b) Write on **one side** of the sheet.

c) **Don't** use any other ink for writing as the scanned image of the answer pages would be very light and subsequently unreadable.

d) While writing the answer, **leave at least one centimetre from the bottom and the top of the paper**.

e) Write **page numbers** at the low-middle portion of each answered pages.

f) Finish answering within the stipulated time so that you have sufficient time to upload the answer sheets.

g) **Count the number of answered pages** and write them on the first page. The reason is that the number of uploaded and the answered pages should match.

h) Now you are ready for uploading.

Step IV: Uploading

a) Important *Once your documents are uploaded and submitted you **CANNOT** resubmit the same document on the portal. To upload successfully, follow the steps mentioned below.

b) Keep the answer sheets in order.

c) Scan your answer sheet with any scanner and **save them as PDF**. Review PDF to ensure it can be **read clearly**.

d) Log-on to the examination portal using your id and password and select the **Upload tab** on the portal. Name the pdf file as University Roll No _Course. For example if your university roll no is 17019582165 and your course is History (hons), your pdf should be named 17019582165_history.

e) Ensure to **fill up the undertaking** through the button provided on the portal **before** uploading. The undertaking would read like this: *I hereby confirm that the uploaded answer sheets are entirely my own work and I have not (i) the services of any agency or*

person(s) providing specimen, model, ghostwritten work in the preparation of the answer sheet...etc.

f) After filling up of undertaking, upload the answer sheets in order by selecting the tab “Upload Answers.”

g) ***Review your uploaded documents before submission i.e. match the number of the answer sheets and uploaded document. If they mismatch recheck for the missing page(s) and upload them.**

h) Press the **submit** button and **Log out** of the portal.

i) An automated reply would acknowledge the successful submission on email or SMS on the phone of the student.

j) **If you don't get the message, send the answer sheets to the email: exam@db.du.ac.in or WhatsApp number: +918595752746 immediately along with the failure message.**

IN CASE OF INTERNET PROBLEM OR POWER FAILURE

1. **What should students do if they cannot download the question paper, or upload answer sheets within the given time due to a network failure or electricity outage?**

In case of download or upload failure, contact the college through the designated email (exam@db.du.ac.in) and WhatsApp number (+918595752746) immediately. Keep your phone sufficiently charged to prevent download failure during a power outage.

2. **Can the student avail the college ICT (Information and communications technology) facility if accessible to the students in case of ICT related issues?**

Yes, they can avail of the college facilities if they request to college by emailing on exam@db.du.ac.in at least 4 days prior to the date of exam. They should be abiding by the safety norms.

INSTRUCTIONS FOR DIVYAANG STUDENTS

1. **Is there any special provision available for Divyaang (PwD) students in the OBE?**

Yes. The divyaang students shall get **five hours** to complete the examination. Time-division for writing the examination is as follows:

- a) **30** minutes given to writing an undertaking and uploading it and downloading the question paper;
- b) **Four hours** for writing the examination;
- c) The **last 30 minutes** to upload answer sheets.

2. Would the divyaang get a writer at home or at CSCs?

Yes, they can get scribe/writer as per the rule and eligibility criteria of the examination outlined by the University. To avail the facility, the students should **request the principal/head of the departments/dean/director of the college/faculties/institute of the university at least five days before.**

3. Can they avail ICT facilities of the college, if they require?

Yes, they can approach the college for availing ICT. They must take prior permission from the college at least 4 days in advance by emailing to exam@db.du.ac.in. They must strictly follow the physical distancing rule.

4. Is there any other special provision available for *visually impaired* students?

The visually impaired can type their answers either on A4 sheet on a typewriter or take a print-out of the answer/solution. They should upload sheets in the PDF format. They can take the help of the scribe for uploading the answer sheets.

5. In case of any problem, who should they contact?

They can send representation and queries related with OBE to the Dean Examination through e-mail at dean_examination@du.ac.in. The dean would directly interact with them.

6. Visually impaired students requiring already available books in library or Saksham in accessible format, giving details of the book like author, title etc by sending email to library@saksham.org or WhatsApp to +919650410351. In case the student is unable to

communicate to any of these, send email to osdeoc@gmail.com or call on 9911824704 from 10 am to 5 pm on Monday to Friday. In case of any issues students may send their grievance to grievanceexam2020@gmail.com or grievance@exam.du.ac.in

INSTRUCTIONS FOR RURAL AND VERY REMOTE AREA STUDENTS

- 1. What would the rural, underprivileged or students living in remote areas do if they do not possess personal ICT facilities or having erratic connectivity?**

In case the student has no internet access but wants to give the OBE, then she should avail the nearest **Common Service Centres (CSC)** to download and upload the examination related materials.

- 2. What is Common Service Centres or CSCs?**

Common Service Centres are access points in rural areas for availing internet facilities. To find out CSC students can visit Delhi University website a day before the examination or can use <https://locator.csccloud.in/> and then type the details of your village and panchayat Delhi University claims that there are two lakhs of CSCs across the country. The students can also visit the MeiTy or (Ministry of Electronics and Information Technology) for details. In case of doubt/clarification approach district resources of CSC academy available at <https://csc.gov.in/statdistrictlist>.

For easier identification of nearest CSC download the following app

<https://play.google.com/store/apps/details?id=com.arcgis.esri.bankgis1>

- 3. What would the very remote area students do if they have no internet access at all?**

They try to find out a nearby CSC or internet café in the district. In case they fail to locate one, the university would provide an opportunity to appear in the conventional mode of the examination “as and when the present situation improves”. The university would announce the fresh date of the filling in of the form by the beginning of September 2020.

MOCK OR PRACTICE TEST

- 1. Can the students have a practice session before the examination?**

Yes. The college would ensure that all students appear for the mock-OBE test conducted by it at least a week before the examination. It is a *must* for all students to get practice before the final exam.

Write down steps on a sheet of paper from logging in, downloading, until uploading to avoid messing up during OBE.

2. **Why should the students take the mock test? Is it going to add to Internal Assessment marks or would give students some extra mileage?**

No marks awarded for appearing in the mock test. Practice makes a person confident. It would be a practice session that that would make students more confident, psychologically prepared, do away with inhibitions and ease anxiety before appearing for the online OBE.

MISCELLANEOUS

1. **What does a student do if she does not want to appear for improvement examination, even if she has filled in the examination form?**

If she does not want to give improvement examination, she should write to the Deputy Registrar of Examination **24 hrs before the start of the examination** stating the reasons for not giving the OBE. He/ She cannot decide to leave the exam after she has downloaded the question paper.

2. **What would the students do if they face an emergency or fall sick on the examination day?**

The university would provide **one more chance** to such students to appear for the physical mode of examination as and when the situation improves. The university would announce the fresh date of the filling in of the form by the beginning of September 2020.

3. **What would students do if they are dissatisfied with the grade they obtained in the OBE test? How can they improve their grade?**

According to the University Guidelines, they would have another chance to improve. They would appear in the subsequent examination according to the cycles of examination

scheduled on 2021 i.e. the papers of the odd semester would be attempted in January 2021 and for even semester May/June 2021.

Happy OBE !