



# UNIVERSITY OF DELHI

## दिल्ली विश्वविद्यालय

To  
All Head of Department ,  
University of Delhi

Date : 18.05.2020

**Reference: General Guidelines and Preparation of Question Papers based on Open Book Examination (OBE) mode for final Semester/ Term/ year for 2019- 20 in view of COVID-19**

Dear Sir/ Madam

This is in continuation of the letter of 13.05.2020 related to the preparation of question papers and the online meeting held on May 16 and 17, 2020 respectively with Head of the department regarding setting of question papers for final semester/ term/ year related with schemes for examinations to be conducted as mentioned above. In view of covid-19, examination branch has already started preparation for examinations for all streams and programmes and particularly the conduct of final semester/term/year students. Accordingly, all related notification, letter, guidelines have already been issued I.e letter Reference No. Dean(exams) dated 13.05.2020, Notification Reference No. Dean(exams)/02/2019-20 dated 14.05.2020, a letter Reference No. Dean(exams)/02/2019-20 dated 15.05.2020 and Notification Reference No. Dean( exams)/02/2019-20 dated 16.05.2020 and all are available on the official website of university of Delhi and the said letters and notifications have already been sent to your e-mail. All are requested to see these letters and notification for further action wherever applicable. Following related issues/points/guidelines may please be noted as required for all UG Degree programmes:

- 1) All question papers should be prepared based on Open Book Examinations (OBE) mode;
- 2) There should be **six** questions with instruction to attempt **Four** questions by students and all questions will carry equal marks . The duration for examination shall be **Two** hours ;
- 3) Question papers have to be prepared based on **CBCS course** and **Three year Semester Scheme** (applicable for ex-students ) and maximum marks shall be **75 for all question papers**. Relevant **Unique Paper Code (UPC)** should be mentioned for each question paper for semester **6,4,2** ( **as students shall also appear simultaneously for semester 4,2 along with semester 6 as an improvement and ER for completion of degree**);
- 4) Departments wherever required shall also prepare three sets of question papers based on **Annual Scheme** of syllabus applicable for students of **SOL** and **NCWEB** with the similar instructions mentioned under point no 2 above. However, Maximum marks for

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these papers shall be **100** and should be mentioned at the top along with other instructions;

- 5) All questions shall be prepared in bilingual mode wherever applicable as per past practice;
- 6) special care should be taken in preparing question papers for PWD students as per relevant guidelines as used in the past;
- 7) question papers must be prepared based on the applicable syllabus for scheme as mentioned above;
- 8) a board should be constituted for each paper based on **UPC for respective scheme** as already sent by examination branch before lockdown. Any clarification or required detailed information related with UPC may be obtained from examination branch - (Evaluation);
- 9) all question papers should be uploaded after the due moderation as per past practice;
- 10) data pertaining the details of teacher involved in preparation of the question paper should be sent to examination branch at the end so that any clarification if required may be obtained during examination directly from the concerned teacher;
- 11) it may be reiterated here that final question papers after moderation have to be uploaded on the portal developed for the purpose. Examination branch may assist in uploading the question paper as per requirement. Accordingly, the same may be informed to examination branch (secrecy).
- 12) required contingency as given in past shall be released in due course of time;
- 13) all other instructions sent earlier shall be followed and applied in the past while engaging teachers in setting question paper;

**Following points/guidelines may please be noted applicable for PG programmes available in your department:**

- 1) All question papers should be prepared based on OBE mode;
- 2) **six** questions should be given with instructions to answer **four** questions in the duration of **two** hours. However, here the respective department may decide number of questions to be asked and to be answered by students after the broader consultation of the respective faculty members and shall be applicable for all irrespective of the paper. The format decided by the department should be uniform and applicable to all;
- 3) all other related instructions to prepare question paper and evaluation shall be same as per the past practice;
- 4) question papers should be prepared for final semester along with the 2 semester examinations (for repeaters and ER students);
- 5) all final question papers after moderation wherever applicable shall be uploaded on portal developed for the purpose. However, examination branch may assist in uploading the same if required. The same may be communicated the examination branch (secrecy);

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- 6) question papers for language related with foreign and MIL may be prepared as per requirement and guidelines of the syllabus. However, duration will be same as mentioned above;
- 7) the maximum marks for theory examinations should be as per examination scheme applicable for respective department;
- 8) the guidelines for evaluation may be decided by the department. Evaluation shall also be based on digital mode in view of the covid-19. Examination branch will transit answer scripts to the department with respective log in I'd and password to further distribute to the faculty members;
- 9) question papers should be prepared bilingual wherever required;
- 10) special care should be given for preparing question papers as per guidelines applicable for **PWD** students;
- 11) there must be a mechanism well placed to redress the grievances of students of the department related with question papers after examinations;

All above guidelines are just an illustration to help you to prepare question papers, however you may add few more points particularly to be given to the board responsible to prepare question papers for **UG courses** . Further, I reiterate here that activities related with preparation of question papers shall be completed latest by **3rd June , 2020** .

I once again thank you for your kind cooperation and help as mentioned above in view of covid-19. This is one time measure to facilitate the final semester/term/ year students for academic session 2019-20. Further, this may please be noted that mode adopted is not an online mode, only for downloading and uploading purposes, there will be requirement of minimal internet and any latest phone will serve the purpose. As discussed in the meetings and concerns related with technical aspects based on technology as raised by some shall definitely be taken care by examination branch and a mechanism shall be kept in place so the interest of students can be protected based on procedures.

**Stay safe , Stay online**

Regards

*Vinay Gupta*  
(Prof Vinay Gupta)  
Dean, Examinations

18/5/2020