

**BHARATI COLLEGE  
(UNIVERSITY OF DELHI)  
C-4, JANAKPURI, NEW DELHI-110058.**

**Guideline for students will appear for I Semester Exams March- 2021.**

The following procedures should be adhered by all the students of I- Semester Examinations.

1. Date sheet and other instructions are available on the College Website as well as DU Website i.e. du.ac.in the **timings** of the paper are as per the date sheet.
2. All students must ensure that their examination form for the respective courses have already been filled.
3. The Admit Cards shall be available on the University Website before the commencement of examination. The students shall download/printing the same and produce whenever required by the College/University.
4. The Students should remain in contact with their College/Institute and visit the University & College/Institute website regularly. The College/Institute may use official e-mail/update College website/MSS services/Messaging Apps like WhatsApp etc. for sending important information to the students.
5. After downloading the question paper, student shall answer the questions on A4 size paper and mark page no. on the top of each page. On first page, the student shall write the following:
  - (a) Name of the Student
  - (b) Examination Roll No.
  - (c) Date and Time of Examination
  - (d) Name of the Program i.e. B.A., B.Com. B.Sc. (Hons./Pass) etc.
  - (e) S. No. of Question paper
  - (f) Unique Paper Code
  - (g) Paper Name
  - (h) Semester
  - (i) Email-id of the students
  - (j) Mobile No. of the students.
6. Student is expected to submit the answers entirely written by her and will not use the services of any agency or individual while writing OBE.
7. Timing of commencement of examination shall be 9:30 a.m. And 2:30 p.m. for morning and afternoon sessions respectively. The duration of examination shall be three hours only and one hour can be provided in addition to three hours for downloading question papers, scanning and uploading answer scripts. Total duration shall be four hours. For PWD students, total duration shall be six hours.
8. Student will put her **Signature on top** of each white sheet (A4 size).
9. Write page number on each sheet.
10. Student will scan **answer Sheets using any of document scanning app using your smartphone starting with page 1 and continue.** You. Can watch the following video to learn how to use adobe scan.
  - Adobe Scan (how to use it watch <http://youtu.be/Te0QmrvPG8Q>)
11. Locate your file in your phone, just scanned by you and check all the pages are in order.
12. Name the scanned file **of your answer sheets with your Examination Roll Number.**
13. Your PDF file is ready to upload.

14. It will be the sole responsibility of the student to upload the answer scripts on time and they should complete writing well in time. Answer sheets submitted beyond the stipulated time will not be accepted, and the student will be marked absent from the examinations.
15. In case if any of the student face any difficulty in downloading the question papers from the portal, the same may be send by the college directly to the e-mail address, phone or WhatsApp of the student as per their requirement and for this the college should develop and maintain a well-defined procedure of delivery of question paper and to be responded well in time.
16. 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 PDF format at the designated e-mail address of the college i.e. [obt examinations2020@bharati.du.ac.in](mailto:obt examinations2020@bharati.du.ac.in) for this purpose, the college should notify the e-mail address for sending the PDF of answer sheets by the students. However, it may be noted that this option may be exercised only in case of an emergency.
17. To check the use of any unfair means being used during the examinations, each student shall be required to fill up undertaking 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.
18. The list of the Official Persons to which the students can approach regarding Open Book Examination (OBE) March 2021, if they have quarries.

S. No.	Name of Officials	Mobile No.	Email ID
1.	Mrs. Lajwanti	8826124922	<a href="mailto:obt examinations2020@bharati.du.ac.in">obt examinations2020@bharati.du.ac.in</a>
2.	Mr. Hemant Kumar	9999339642	
3.	Mr. Kalendra Kumar	8920756315	
4.	Mr. Prashant Singh	9811774250	
5.	Mr. Preeti Kapahi	9818266710	
8.	Mr. Chetan	9818792463	
9.	Mrs. Roopa Johri	9811976606	
10.	Dr. Poonam	9990306626	
11.	Dr. Rajni	8750057441	
12.	Mr. Dinesh Kumar	9958033589	

**Dr. Rekha Sapra**  
**Officiating Principal**

**Dr. Poonam**  
**Nodal Officer**