



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Ref. No. / Dean (Exam.)/2021/505

28th, October 2021
29th

The Head
Department of _____
University of Delhi
Delhi-110007

Subject :- General guidelines and Request for preparation of question papers based on Open Book Examination (OBE) for I / III and V Semester Examination for regular students for the Academic Session 2020-21 (admission of 2017 - 2018 and 2019 - 2020).

Sir / Madam,

1.(i) The University has decided to conduct the examinations w.e.f. 30.11.2021 onwards.

(ii) The Examinations are to be conducted on the same guidelines which have already been issued earlier for Open Book Examination held in July - August 2020, December 2020, March 2021, June 2021 and September 2021. All the notifications are uploaded on the official website of Delhi University.

1. The following related issues/ guidelines are also communicated as required for all **Under Graduate Programme**.
 - (a) All question papers should be prepared based on Open Book Examination (OBE) mode.
 - (b) (i) There should be **Six questions** with instruction to attempt any **Four questions** by students where the maximum marks are 75. All questions will carry equal marks. The duration for examination shall be three hours.
(ii) There should be **Six questions** with instruction to attempt any **Four questions** by students where the maximum marks are 50. All questions will carry equal marks. The duration for examination shall be three hours.
 - (c) The clear instructions for students should be mentioned on top of the question paper regarding number of question to be attempted in respect of each part, in case question paper is divided in two or more parts.
 - (d) Question papers have to be prepared based on CBCS scheme as per relevant guidelines. Relevant Unique Paper Code (UPC) should be mentioned for each question paper for semester I / III / V.
 - (e) All questions shall be prepared in **bilingual mode** wherever applicable as per past practice;
 - (f) Special care should be taken in preparing question papers for PWD students as per relevant guidelines as used in the past;

- (g) Question papers must be prepared based on the applicable syllabus for the relevant scheme.
- (h) All question papers should be uploaded after the due moderation as per past practice, on examination portal (details shall be provided later).
- (i) Data pertaining to the details of teacher/s (Name of the Teacher, Phone No., E-mail-Id, Name of the Course, Unique Paper Code and Name of the Subject) involved in preparation of the question paper should be sent to the examination branch, so that any clarification if required at any stage, could be obtained directly from the concerned teacher(s).
- (j) Required contingency will be given as per past practice and will be released in due course of time.
- (k) All other instructions sent earlier and applied in the past shall also be followed while engaging teachers in setting question papers;
- (l) It is also requested to prepare the question paper in the following manner.

(c) For CBCS :-

S. No.	Paper	No. of Sets Required
i.	All papers of Honours / Programme except Discipline Centered Course-I, II & Language Papers.	2 Sets
ii.	All discipline Centered Courses I & II Papers (Except discipline Centered Courses / Papers offered in B. Com (H) & B. Com (Prog.)	4 Sets
iii.	Language papers offered in B. A. (Prog.)	3 Sets

(d) A list of question paper to be set is enclosed herewith.

(e) Question Papers file name should be sent UPC wise.

(f) Question Papers should be in MS-Word and PDF format.

2. 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 Teachers responsible to prepare question papers for UG Courses. Further, I request that activities related with preparation of question papers should be completed **latest by 15th November 2021.**

3. All the question papers have to be submitted in the pendrive without password protection / through e-mail id **jr.secretcy@exam1.du.ac.in**. This pendrive must be sent in a sealed cover to J. R. (Secrecy).

Looking forward for your support & cooperation.

Encl: as above.


Dean (Examination)

University of Delhi, Main Campus, Delhi-110007 (India)
Tel:- 27001057/27667934, Website:- www.du.ac.in