

NOTIFICATION

Subject : Protocol for conduct for OMR based Examination

In order to promote transparency, streamline proactive information dissemination and facilitate the candidates with an opportunity to-bring out any inconsistency/ error in the conduct of OMR based examinations, the University has laid down the following-guidelines:

A. Disclosure of Answer Key of MCQ entrance examination and other Attendant Issues

1. The Department will upload the answer key of an entrance examination conducted for admission for various courses, of study after 24 hours from the conclusion of the entrance examination on the official website of the University, www.du.ac.in
2. The candidate is required to visit the website to check the answer key vis-à-vis the question paper used by him/her. In case of any discrepancy/ inconsistency/ error vis-à-vis the question paper and the answer key, the candidate concerned can register a complaint within 48 hours from the time of uploading of the answer key.
3. Concerned departments will announce an e-mail id and a designated official to whom such complaints are required to be addressed as per timeline stipulated above.
4. The Department concerned shall convene a meeting of their respective boards immediately thereafter with the following mandate:
 - i check the veracity of complaints registered
 - ii. in case the complaints have substance, necessary corrective measures would be taken
 - iii corrections, so carried out, would be put on the same website link where the original answer key was uploaded for convenience of all concerned

B. Disclosure of Evaluated OMR Response Sheet (ORS)

1. The request for obtaining a copy of the ORS by the candidate concerned must be made within 7 Calendar days from the date of declaration of the result to the University in the prescribed format along with a fee of Rs 500/- per paper.
2. The candidate is required to get the application form verified by the Principal/ HOD of the concerned college/department of the University.
3. The candidate is required to attach, a self-attested copy of his/her admit card/admission ticket for the entrance examination under reference at the time of submission of his/her application form.
4. Payment is to be made in the form of a demand draft drawn in favour of "The Registrar, University of Delhi" payable at Delhi on all working days.
5. No application for obtaining a copy of the ORS shall be accepted after the stipulated time.
6. Entries made by the candidate in the application form should be strictly as per the particulars available with the candidate.
7. Erroneous/incomplete application form shall be rejected forthwith. No further correspondence would be entertained in this regard for correction of entries/ refund of fees.
8. The application to obtain ORS should be made by the candidate in his/her own handwriting under his/her own signature. No authorization on behalf of the candidate would be entertained under any circumstances.

9. The ORS will be supplied by the University after eclipsing all information relating to the identity of the examiner/evaluator/any other official associated with the concerned examination process.
10. The student is required to collect his/her ORS from the University from 16th to 30th day from the date; of submission of the application to this effect. The University shall have no obligation to retain the ORS or a copy thereof beyond this time schedule under any circumstances.
11. On obtaining of a copy of the ORS as per the procedure prescribed by the University, if a student finds any error in totaling of marks or finds any unevaluated answer, the student should communicate it to the concerned department within a period of 7 days from the date of collection of the copy of the ORS. The department will endeavor to address the issue within 10 days from the receipt of such complaint.
12. No representation other than relating to error of totaling of marks or unmarked/ unevaluated answers shall be entertained by the University. No third party request for a copy of the ORS would be entertained by the University under any circumstances.
13. Fee once deposited will not be refunded under any circumstances.

The above guidelines are being notified for necessary compliance by all concerned.

ALKA SHARMA
REGISTRAR

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1. Deans of Faculties
2. Heads of Departments
3. Directors/Coordinators of Centres
4. Dean (Examinations))/O.S.D. (Examinations)
5. Dean Students Welfare
6. Dy. Dean, University Information Centre
7. Dy. Registrar/Dy. Controller of Examinations South Delhi Campus
8. Dy. Registrar (Information)
9. A.R. (Secrecy) Examination.

Deputy Registrar (Academic)