

CERTIFICATE & DIPLOMA COURSE IN GERMAN LANGUAGE

NOTICE

Guidelines for Part-time Course Examination

Date: 22.06.2021

All students of Certificate and Diploma course in German language are hereby informed that the examination will be conducted in Open Book Examination (OBE) mode from 1st July 2021 as per Date Sheet available on DU website. Please note the following points in this regard:

- 1) Students are requested to carefully check the the University of Delhi website for the Date Sheet of Certificate (German language) and Diploma (German language) and Timings of the examination.
- 2) The students are given a total of 4 hours for their examination including 1 hour for downloading the question paper and sending their answer scripts through email. Please note the exam timings as follows:


Time to download the Question Paper: 9:30 a.m. to 10 a.m.

Time to attempt Paper: 10 a.m. to 1 p.m.

Time to upload the answer sheet: 1 p.m. to 1:30 p.m.

- 3) In case of any change in email ID or Phone number that has been submitted to the college, the students are requested to inform the college about the same latest by 23rd June 2021.
- 4) Students are requested to download the Admission Tickets from the examination portal.
- 5) **The question paper shall be sent to each student through email as per the Date Sheet and timings notified.** In case any student faces any difficulty in downloading the question paper, she may inform the college regarding the same. The college shall again send the question paper directly to the e-mail address, phone or WhatsApp of the student as per availability.
- 6) All answers must be **HAND-WRITTEN** on A4 size papers. The students must mark page number on the top of each page. On the first page of every answer, student shall write their Examination Roll Number, Name of the Course, Name of the Paper, Unique Paper code, Serial Number of the Question paper, Date of Examination.
- 7) **The students are requested to scan and combine all answer sheets into one PDF file and rename this combined scanned file of their answer script with their Examination Roll Number before sending it to college email id. No file/answer scripts will be accepted and evaluated if sent through google drive.**
- 8) The students must send their answer script in PDF format to: vncohe2021@vivekanand.du.ac.in within the stipulated time period.
- 9) The students should remain in contact with their College and any further information or guidelines regarding Examination shall be shared through email or WhatsApp.
- 10) In case of any query related to examinations, you may contact following:

Ph. No.- 9540932431 (Dr. Yojana Kalia)
8860846476 (Ms. Kanika Kumar)
8010766950 (Mrs. Priyanka)


Dr. Hina Nandrajog
Offg. Principal