

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग,
मलकगंज, दिल्ली - 110007
दूरभाष : 01127667458, 27667747
ई-मेल : principal_hrc@yahoo.com
वेबसाइट : www.hansrajcollege.ac.in



HANS RAJ COLLEGE

UNIVERSITY OF DELHI
Mahatma Hansraj Marg
Malkaganj, Delhi – 110007
Tel.: 01127667458, 27667747
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NAAC ACCREDITED 'A+' GRADE COLLEGE

Date: December 11, 2020

NOTICE

With reference to letter Ref. No./Dean(Exams.)/2020/1199 Dated: 24.11.2020 upload of University website, the following are instructions to be followed by the candidates:

1. The students shall answer the questions on A4 Size papers.
2. All the sheets should be serially numbered on top of each page.
3. On first page, the student shall write the following details.
 - a. Date and time of examination (DD/MM/YYYY, HRS:Min):
 - b. Examination Roll Number:
 - c. Name of the Program i.e. M.A., M.Com., M.Sc. etc:
 - d. Semester:
 - e. Unique Paper Code (UPC):
 - f. Title of the Paper:
 - g. Name of the Faculty/ Department/ Centre/ College:
 - h. E-mail ID of the student:
 - i. Mobile Number of the student:
4. The duration of the Examination shall be 4 hours. Three hours have been given to the students for answering the questions, and keeping in mind the time factor involved in downloading the question papers, scanning the answer sheets in the PDF format and uploading the scanned PDF of the same on the Portal, one hour is kept for these activities. For students belonging to the Divyaang (PwD) Category, the duration of each the examination shall be 6 hours.
IMPORTANT: In case of poor internet connectivity/any unforeseen technical glitches etc., the student is advised to submit his/her script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee, and these answer sheets shall be evaluated based on the decision of the Review.
5. Students shall be required to submit an undertaking of not having used any unfair means in taking examination. This undertaking will be submitted by the student at the time of submission of answer sheet. The proforma for the said undertaking shall be made available to the students before/at the time of sending question paper.
6. Students should appear in the examination as per the option filled in the examination form for the mode of examination i.e. "Physical Mode (From the Faculty/Department/Centre)" OR "Remote Mode (From Home)".by using ICT based facilities. Those who have opted the option of writing exam by Physical mode (From Faculty/Department /Centre), will have the choice of writing it through Remote Mode (Home) but not the vice-versa. The College will provide necessary infrastructure in compliance with the MHA, UGC guidelines in view of COVID-19.

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Deputy Superintendent
University Examinations
Hansraj College

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Superintendent
University Examinations
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Instructions for the students opting the Remote Mode (Home):

- The students may write the examination from any location as per his/her convenience.
- Students shall require laptop/desktop/mobile phone/any other appropriate device with adequate internet connectivity for accessing e-mail, downloading question paper, scanning, and sending the answer sheets on the e-mail provided by the Faculty/Department/Centre.
- Students should scan the answer sheet question wise/consolidated answer sheet and send the respective PDF file to the e-mail id provided by the Faculty/Department/Centre in a single e-mail. The file size of each answer should be within the 7 MB limit. Only PDF format without any password will be accepted.
- The students who had opted for Remote Mode (Home) shall not be permitted to appear through Physical Mode (College).

Instructions for the students opting the Physical Mode (Faculty/Department/Centre):

- The students shall be required to write the examination at their respective Faculty/Department/Centre according to the seating plan prescribed by the Faculty/Department/Centre.
- The students shall be provided all the ICT facilities including computer by the Faculty/Department/Centre for downloading the question paper, scanning of answer sheets, and sending e-mail of answer sheets to the e-mail id provided by the Faculty/Department/Centre.
- The students shall bring the A4 Size Papers for writing the answers.
- The students who have opted Physical Mode (Faculty/Department/Centre) may appear in Remote Mode (Home) if he/she desires.

Note: All concerned and Students shall be required to follow the official website of the University of Delhi i.e. www.du.ac.in for notifications/updates related to the Examinations. Only signed Notifications on the University Website shall be considered authentic.

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