INSTRUCTIONS TO DDE CANDIDATES

1. Examinations will be conducted through **Online Mode.**

2. The **Question paper will be e-mailed** to the candidates one hour prior to the exam. If the candidate has any difficulty in receiving the question paper, he/she can contact the concerned Coordinator of the Wing, DDE.

3. The candidates should use only **A4 size papers** for writing answers. The maximum number of pages of the answer scripts shall be **40.**

4. In the first page, the candidates have to legibly write their Program Name, Registration Number, Course/Subject code and title of the Course/Subject etc. **(as per the template provided).** In each subsequent page, the candidates have to write their Registration Number only, followed by the page number (for instance, **003M20001T00012 -1** for first page, **003M20001T00012 -2** for second page and etc.)

5. The Candidates should name the file as their Register No. followed by course/subject code (Example: **003M20001T00012 – 710 Indian Political Thought**).

6. The candidates **should not write their name** in any part of the answer scripts and **unwarranted markings** should be avoided.

7. On completion of the each examination, the answer scripts should be scanned and converted to a **PDF (Portable Document File) or as JPEG files**.

8. These files shall be sent to the email from which the candidates received the question papers **within one hour after the examination is over**.

9. The candidates should also send the properly stapled answer scripts **(without folding, in a big envelope)** to the **concerned Coordinator of the Wing, DDE by name** after every examination on the same day by **India Post /Courier** or by similar means.

10. After sending the email, the candidates should **do not make any change/ addition / deletion in the answer scripts**. If any such change / addition / deletion is found in the answer scripts, it will be **treated as malpractice**.