

Shaheed Bhagat Singh State Technical Campus, Ferozpur

URGENT NOTICE

Ref: SBS/ FZR/COE/

1279

Dated: 4/10/2020

Subject: Guidelines related with the conduct of Open Book Examinations (OBE) remotely for students in view of the COVID-19 pandemic.

In view of Covid-19 it has been decided that, Open Book Examinations (OBE) shall be adopted as an alternative mode of examination for the students. In this regard, the following information are to be noted by all students and concerned:

1. The examinations are NOT TO BE HELD BY IKGPTU JALANDHAR. Instead, these examinations are to be held by the college.
2. The examinations of final semester shall begin from 05.10.2020 AS PER THE DATESHEET ALREADY CIRCULATED BY IKGPTU.
3. The OBE do not entirely require the online platform and require only limited access to internet and hardware for downloading the question papers prior to the commencement of examination and for uploading the answer sheets in pdf after completion of the examination.
4. No separate Admit cards are being issued. The admit cards, as issued from PTU site, shall be used. Those students who are eligible but not having Admit cards, due to pending mess dues are allowed to write the exam but their result shall not declared.
5. All Concerned students are hereby informed that each paper will be of two hours duration, each day examination will be held in two different sessions (i.e from 9.30 am to 11.30 am & 1.30 PM to 3.30PM), as already intimated in Date sheet by IKGPTU.
6. The question papers will be provided as per the date sheet, through an email, student has provided on PTU site for the exam from official email of institute to every student 15 minutes prior to start of examination.
7. The official email id to be used for correspondence is

Course	Email ID
B. Tech CHE	examchem@sbsstc.ac.in
B. Tech CE	examcivil@sbsstc.ac.in
B. Tech ME	exammech@sbsstc.ac.in
B. Tech EE	examelec@sbsstc.ac.in
B. Tech ECE	examece@sbsstc.ac.in
B. Tech CSE	examcse@sbsstc.ac.in
B. Arch	exambarch@sbsstc.ac.in
BCA/PGDCA	exambca@sbsstc.ac.in

MCA	examcca@sbsstc.ac.in
-----	----------------------

8. In the email each student shall get two Google forms
- a) **Attendance: each student will fill up the Roll No, Name and upload the admit card in attendance form in the first 30 minutes, before scheduled time.**
- b) **Question paper: each student shall start attempting the question paper by first downloading the question paper from the form and then start writing on the answer sheets.**
9. Students are required to fill the correct details in the attached google form.

10. The students can contact the concerned HOD/ faculty specified by HOD in case of any problem during examination days.

Course	HOD (Phone no.)	Faculty (Phone no.)
B. Tech CSE	Mr Japinder Singh 8427102004	Mr Gagan Luthra 9464958068
B. Tech CE	Mr Gurpreet Singh	
B. Tech CHE	Dr Rajiv Arora	
B. Tech ECE	Dr Rajni	
B. Tech EE	Mrs. Navneet Kaur	
B. Tech ME	Mr. Sukhwant Singh	
B. Arch	Mr. Avinash Singh	
BCA/MCA/PGDCA	Mrs. Daljeet Kaur	

11. The question papers shall be accessed by the individual students from the Google form sent by email. In case, for any reason if any student(s) is not able to download the question paper then he/she will have to send request from registered email to college at e-mail: coe@sbsstc.ac.in during the time specified.
12. Question papers shall be subjective type only. The Student will be required to attempt any five questions out of eight and each question carry equal marks.
13. Use black pen only to attempt the paper.
14. Candidate is to attempt the question paper from home or suitable location on A4 size paper only in his/her own handwriting with a maximum page limit of 20 sheets of which only one side is to be used.
15. The students shall answer the questions on one side of plain papers of A4 size and keep other side blank. Students should put page number on each and every page. Student need to write following on each & every page along with signatures at the bottom.

(i) Roll No of Student: 1602002

(ii) Subject code: For Example 77910

(iii) Signature on every page at bottom

(iv) Page Numbering at bottom:

16. The total duration of the OBE shall be of 2 hours given to the students for answering the questions and one hour shall be utilized for uploading the scanned answer sheets in pdf after completion of the examinations. While uploading enter total number of uploaded pages in the designated box. In case, any candidate(s) fail to upload the answer sheet due to any reason, such candidate need to send the same via email within one hour of completion of examination. Student(s) are advised to upload only attempted pages out of 20 and need not to upload blank pages (if any).
17. All the pages of the answer script must be arranged and scanned in ascending order of page number before submitting.
18. Students are advised to install Adobe Scan app preferably or any other similar app in their device and check the compatibility well in advance.
- 19. The scanned answer script containing all the pages in a single PDF file (to be renamed as "ANSWER001" wherein last three digits denote the Roll No.) must be attached with the google form.**
20. The file size of the answer script in PDF shall be between 1 MB and 15 MB. Students must ensure that answer scripts are scanned with proper visibility and clarity.
21. Only handwritten answer scripts will be accepted and evaluated. Typed answer scripts in any form whatsoever will not be accepted by the Examination Section.
22. Student shall also be responsible to post (Regd./Speed post only) all original answer sheets after last examination of the concerned student, failing which results shall not be declared. Speed post receipt must be immediately scanned and pasted on a piece of white A4 sheet with Roll No, Name, Branch of the student clearly written on it and sent to the email id being used for communication i.e. XXXXXX@sbsstc.ac.in (mentioned at point 7).
23. Envelope (Containing all original answer sheets) must be of A4 size of any colour along-with cloth lining and candidate must write on top "Answer sheet for April-2020 Examination" and addressed to:

Controller of Examination

Shaheed Bhagat Singh State Technical Campus

Moga Road, Ferozepur

152004,

At sender details, following is mandatory: -

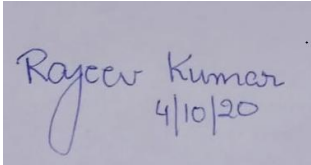
Name of the Candidate, Roll No, Branch, semester(s), postal

address of candidate & mobile number.

24. Any student found attempting answer sheet from any other person(s), using incriminating material or involved in any wrong activity reported by evaluator shall be treated under UMC provisions. Student found sharing the question paper(s)/answer sheet on digital media or with any other person or any organization/institution shall also be treated under UMC. Any student found making any change/addition/modification in contents of scanned copy of answer sheet and original answer sheet, shall be covered under UMC provisions.

Note:

The above guidelines are valid only for students appearing in MAY 2020 session under OPEN BOOK EXAMINATION MODE.



Rajeev Kumar
4/10/20

Controller of Examinations

Copy to:

Director Sir for information

All HODs

DA

College website