Shaheed Bhagat Singh State University, Ferozepur

URGENT NOTICE

Ref: SBS/ FZR/COE/1804

Dated: 27/01/22

Subject: Guidelines related with the conduct of Open Book Examinations (OBE) for RE-APPEAR Examination Nov-2021 in view of the COVID-19 pandemic.

The following instructions are to be noted by all students regarding Online **Re-appear** Examinations for November 2021:

GENERAL INSTRUCTIONS:

1. THE RE-APPEAR EXAMINATIONS SHALL BEGIN FROM 31.01.2021 AS PER THE DATESHEET AVAILABLE ON COLLEGE WEBSITE.

2. The online examinations would be conducted in Open Book mode. 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.

3. All concerned students are hereby informed that the examination will be held in two different sessions from 10.00 am to 12 noon & 2 PM to 4 PM, except for some subjects whose details are as below:

Sr no.	Subject Name and Code	Max. Marks	Duration of Exam
1.	Engg. Graphics & Design (BTME-101B)	40	2 hr
2.	Machine Drawing (BTME-303-18)	60	3 hr
3.	B.Arch (Architectural Design/ Drawing and Architecture Graphics)	As per syllabus	As per syllabus

4. The question papers will be provided as per the date sheet, 15 minutes prior to start of examination.

5. The question papers shall be accessed by the individual students from the college website. 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. The links for question papers would be deactivated half an hour after the start of examination.

6. **The subject–wise list of faculty to be contacted for attendance and answer sheet submission with their WhatsApp number is available on the website.The students are supposed to contact the subject teacher.**

7. The official email ids to be used for submitting the answer sheets are given in following table:

Course	Email ID
B.Tech 3rd sem onwards	
B. Tech CSE-All batches	examcserp@sbsstc.ac.in
B. Tech Data Sci.	examds@sbsstc.ac.in
B. Tech CE	examcivil@sbsstc.ac.in
B. Tech CHE	examchem@sbsstc.ac.in
B. Tech ECE	examece@sbsstc.ac.in
B. Tech EE	examelec@sbsstc.ac.in
B. Tech ME	exammech@sbsstc.ac.in

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2. All the pages of the answer script must be arranged and scanned in ascending order of page number before submitting.

3. **The scanned answer script containing all the pages in a single PDF file must be mailed at the official email ids mentioned in Table of point 7.**

4. 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.

5. Only handwritten answer scripts will be accepted and evaluated. Typed answer scripts in any form whatsoever will not be accepted by the Examination Section.

6. 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 examination. Before uploading a combined pdf consisting of ADMIT CARD (1 page) and ANSWER SHEETS (20 pages) should be created. While uploading, the student should mention the total number of uploaded pages in the email accompanying this upload. Student(s) are advised to upload only attempted pages out of 20 and need not upload blank pages (if any).

7. In case, any candidate(s) fail to upload the answer sheet due to any reason, such candidate needs to inform the concerned HOD **within one hour** of completion of examination. NO LATE REQUEST WILL BE ENTERTAINED.

8. Student shall also be responsible to post (Registered/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 as mentioned in point 7.

9. 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 Nov-2021-RP held in January-Online Examination" and addressed to:

   Controller of Examination
   Shaheed Bhagat Singh State University,
   Moga Road, Ferozepur, 152004
   At sender details, following is mandatory:
   Name of the Candidate, Roll No, Branch, semester(s) and postal address of candidate & mobile number.

10. 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 answersheet and original answer sheet, shall be covered under UMC provisions.

Note: The above guidelines are valid only for students appearing in Nov 2021 session under OPEN BOOK EXAMINATION MODE.

Rajeev Kumar
27/1/22
Controller of Examinations

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Dy COE (C&S)

Copy to
Hon'ble VC Sir for information
All HODs/ NBs
DA
College website

B.Tech Ist/IInd sem	
B.Tech 1st yr (A group) CSE, ChE, CSE(DS)	examfirstyra@sbsstc.ac.in
B.Tech 1st yr (B group) CE,ECE,EE,ME	examfirstyrb@sbsstc.ac.in
Other Courses (all semesters)	
B. Arch	exambarch@sbsstc.ac.in
B.Com	exambcom@ sbsstc.ac.in
M.Com	exammcom@ sbsstc.ac.in
B.Sc. (Agri)	examagri@sbsstc.ac.in
BCA	exambca@sbsstc.ac.in
MCA	exammca@sbsstc.ac.in

AT THE START OF EXAMINATION:

Important Note:

- *Student should keep his/her admit card ready before attempting the question paper.*
- *Students are advised to install Adobe Scan app preferably or any other similar app in their device and check the compatibility well in advance.*

1. a) *Attendance:* Before attempting the question paper each student will submit his/her attendance to the subject teacher by sending a message mentioning **Name-Roll No-Present** to the subject teacher's Whatsapp number in the first 30 minutes before the scheduled time of exam. e.g. **Sunil Kumar-1809114-Present**

    b) *Question paper*: Each student shall start attempting the question paper by first downloading the question paper from the college website and then start writing on the answer sheets.

2. **The students can contact the concerned subject teacher/ HOD in case of any problem during examination days.**

3. Question papers shall be subjective type only. The student will be required to attempt all the five questions. There will be internal choice within each question and each question will carry equal marks.

4. Use blue/black pen only to attempt the paper.

5. 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.

6. 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. e.g.

    (i) Roll No of Student: 1602002
    (ii) Subject code: BTCH-701B
    (iii) Signature on every page at bottom
    (iv) Page numbering at bottom

AT THE END OF EXAMINATION:

1. After attempting the question paper, the answer script has to be scanned by including the Admit card as the first page of the scanned document.

Rajeev Kumar 27/11/22