

Shaheed Bhagat Singh State University, Ferozepur

URGENT NOTICE

Ref: SBS/ FZR/COE/ 1500

Dated: 26/5/21

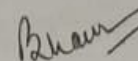

Attention: All students of 2013-2019 batch

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

As already intimated vide notice no. SBS/ FZR/COE/1488 dated 12/5/21, in view of Covid-19, Open Book Examinations (OBE) shall be adopted as an alternative mode of examination for the regular examination May 2021 and the pending reappear examinations of November 2020 session. In this regard, the following information is to be noted by all students and concerned:

1. THE REGULAR EXAMINATIONS OF 4th, 6th, 8th and 10th SEMESTERS AND THE PENDING REAPPEAR OF VARIOUS SEMESTERS (NOVEMBER 2020) SHALL BEGIN FROM 04.06.2021 AS PER THE UPDATED DATESHEET AVAILABLE ON THE COLLEGE WEBSITE.
2. A MOCK TEST SHALL BE CONDUCTED ON 31/5/21 for all the students (regular/ pending reappears)
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. The regular examination Admit cards will be generated by the departments and communicated to students. For reappears, the admit cards already issued in Nov 2020 session are valid.
5. 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 unless otherwise specified i.e. B. Arch (Architectural Design/Drawing/Graphics) and B Tech ME Machine Drawing.
6. The question papers will be provided as per the date sheet, 15 minutes prior to start of examination, ON THE COLLEGE WEBSITE. This link will be deactivated after 30 minutes from the scheduled start of examination.
7. The official email ids to be used are given in following table:

Course	Email ID
B. Tech CSE	examcse@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
B. Arch	exambarch@sbsstc.ac.in
B.Sc. (Agri)	examagri@sbsstc.ac.in
BCA	exambca@sbsstc.ac.in
MCA	exammca@sbsstc.ac.in

8. For REGULAR EXAMINATION, in the email each student shall get one Google form for marking attendance

Attendance: each student will fill up the Roll No, Name and upload the admit card in attendance form in the first 30 minutes before the scheduled time.

✓ For uploading the admit card—Add file—select file—upload—submit

9. For REAPPEAR EXAMINATION, the google form will be available ON COLLEGE WEBSITE for marking the attendance.

10. Students are required to fill the correct details in the attached google form.

11. NO ANSWER SHEET WILL BE EVALUTED IF THE STUDENT FAILS TO MARK HIS/HER ATTENDANCE.

12. 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 Gagandeep Luthra 9464958068
B. Tech CE	Mr Gurpreet Singh (9988995511)	Mr. Jobandeep Singh 7837537375
B. Tech CHE	Dr Rajiv Arora (9463385619)	Dr. Amit Arora 8427672776
B. Tech ECE	Dr Rajni (9779190066)	Dr Vivek Soi 9876790678
B. Tech EE	Mrs. Navneet Kaur (8288012021)	Ms Anupam Mittal 9041403215
B. Tech ME	Mr. Vivek Sood 9988090960	Mr. Ashish Gupta 8288005710
B.Sc. (Agri)	Mr. Sukhwant Singh 9464726600	Mr. Manpreet Singh 9876231718

Arora

Bhau

B. Arch	Mr. Avinash Singh 9877657945	Ms. Surbhi Gupta 9560552376
BCA/MCA	Mrs. Daljeet Kaur 8146812000	Ms. Nisha Gupta 7696340632

13. 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.
14. Use black pen only to attempt the paper.
15. 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.
16. 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: 77910
 - (iii) Signature on every page at bottom
 - (iv) Page numbering at bottom
17. The total duration of the OBE shall be of 2 hours given to the students for answering the questions (unless otherwise specified) and one hour shall be utilized for uploading the scanned answer sheets in pdf after completion of the examinations.
18. All the pages of the answer script must be arranged and scanned in ascending order of page number before submitting.
19. Students are advised to install Adobe Scan app preferably or any other similar app in their device and check the compatibility well in advance.
20. **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 ~~student's~~ Email.**
21. The scanned answer sheet is to be SENT THROUGH THE OFFICIAL EMAIL ID OF THE STUDENT and sent to THE OFFICIAL EMAIL ID OF THE DEPARTMENT TO WHOM THE STUDENT BELONGS (as mentioned in point no. 10). Student(s) are advised to upload only attempted pages out of 20 and need not to upload blank pages (if any).

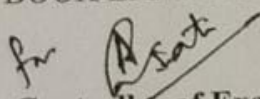
A. Singh

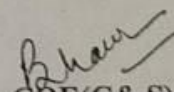
B. Kaur

22. The file size of the answer script in PDF shall be up to 10 MB. Students must ensure that answer scripts are scanned with proper visibility and clarity.
23. Only handwritten answer scripts will be accepted and evaluated. Typed answer scripts in any form whatsoever will not be accepted by the Examination Section.
24. 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 as mentioned in point 7.
25. 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-2020 held in April – Online 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) and postal address of candidate & mobile number.
26. 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 2021 session in OPEN BOOK EXAMINATION MODE.


Controller of Examinations


Dy COE(C&S)

Copy to: Campus Director for information
 Registrar
 All HODs
 DA
 College website