

# Shaheed Bhagat Singh State University, Ferozepur

## URGENT NOTICE

Ref: SBS/ FZR/COE/15411

Dated: 23-06-2021

Attention: All students' of 2020 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) has been 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 2<sup>nd</sup> SEMESTER SHALL BEGIN FROM 01.07.2021 AS PER THE UPDATED DATESHEET AVAILABLE ON THE COLLEGE WEBSITE.
2. THE STUDENTS OF FIRST YEAR HAVE ALREADY UNDERGONE ONLINE EXAMINATIONS IN NOVEMBER 2020 SESSION, HENCE MOCK TEST SHALL NOT BE CONDUCTED.
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 the students.
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. The link will be deactivated after 30 minutes from the scheduled start of the examination.
7. The official email ids to be used are given in following table:

Course	Email ID
B. Tech CSE, CHE	examfirstyrA@sbsstc.ac.in
B. Tech ECE, ME, EE, CE, D-S	examfirstyrB@sbsstc.ac.in
B. Arch	exambarch@sbsstc.ac.in
B.Sc. (Agri)	examagri@sbsstc.ac.in
BCA	exambca@sbsstc.ac.in
MCA & PGDCA	exammca@sbsstc.ac.in
PGD(CS&DF)	examcsdf@sbsstc.ac.in
B.Com	exambcom@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. Students are required to fill the correct details in the attached google form.
10. NO ANSWER SHEET WILL BE EVALUATED IF THE STUDENT FAILS TO MARK HIS/HER ATTENDANCE.
- 11.a) The B.tech First year students can contact the concerned subject teacher in case of any problem during examination. (List of contact nos. attached in Annexure 1)
- b) For B.Com/BCA/MCA/PGDiploma/B.ScAgri and B.Arch courses, the students can contact the concerned HOD/ faculty in case of any problem during examination.
12. 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.
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. e.g.
  - (i) Roll No of Student: 1602002
  - (ii) Subject code: BTME-101
  - (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 (unless otherwise specified) and one hour shall be utilized for uploading the scanned answer sheets in pdf after completion of the examinations.
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 "ANSWERXXX" wherein last three digits (XXX) denote the Roll No.) must be attached with the google form.**
20. 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).
21. The file size of the answer script in PDF shall be upto 10 MB. Students must ensure that answer scripts are scanned with proper visibility and clarity.
22. Only handwritten answer scripts will be accepted and evaluated. Typed answer scripts in any form whatsoever will not be accepted by the Examination Section.
23. 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.
24. 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 May-2021 held in May-Online Examination" and addressed to:

Controller of Examination

Shaheed Bhagat Singh State Technical Campus

Moga Road, Ferozepur, 152004

At sender details, following is mandatory: -

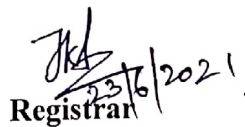
Name of the Candidate, Roll No, Branch, semester(s) and postal address of candidate & mobile number.

25. 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

  
23/6/2021  
Registrar

  
Dy COE (C&S)

Copy to:

Campus Director for information

Registrar

All HODs

DA

College website

### Annexure - 1

Contact numbers of faculty members		
S. no.	Subject Teachers	Contact No.
1	Ms. Jasbir Shama	8872961973
2	Mr. Gursewak Singh	9592060803
3	Ms. Akansha	9872698643
4	Dr. Rakesh Kumar	9855407673
5	Mrs. Geetu Bala	6283862586
6	Dr. Kulbhushan Agnihotri	9646999019
7	Mr. Inderjeet Singh	8872100418
8	Mrs Maninder	8437123837
9	Dr. Lalit Sharma	7889128354
10	Dr. Sangeeta Sharma	9888569566
11	Dr. Manjinder Singh	9501033812
12	Dr. R.P. Singh	8054011077
13	Ms. Reena	9878465659
14	Ms. Khushjeet Kaur	7087541370
15	Dr. Amit Arora	8427672776
S. no.	HOD	Contact No.
1	Dr. Kiranjeet Kaur, DASH	9464455406
2	Mrs. Navneet Kaur, EE	8288012021
3	Mrs. Daljeet Kaur, CA	8146812000
4	Mr. Vivek Sood , ME	9988090960
5	Dr. Rajni, ECE	7973935258
6	Dr. Rajiv Arora, CHE	9463385619
7	Mr. Gurpreet Singh, CE	9988995511
8	Ar. Avinash Singh, B.Arch	9877657945
9	Mr. Sukhwant Singh, B.Sci Agri.	9464726600
10	Dr. Sunny Behal, PGD (CS&DF) & Data Sci	8288012007
S. no.	Examination Cell	Contact No.
1	COE	8288012013
2	Dy COE (C&S)	8837786353