Shaheed Bhagat Singh State Technical Campus, Ferozepur

URGENT NOTICE

Ref: SBS/ FZR/COE/1473

Dated: 20/4/21

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 and notice no. IKGPTU/Nov-2020/19 dated 16/4/21 issued by IKGPTU JALANDHAR, a meeting of HODs, DA and COE has been held on 19/4/21. In this meeting, it has been decided that, Open Book Examinations (OBE) shall be adopted as an alternative mode of examination for the regular students. In this regard, the following information is to be noted by all students and concerned:

1. THE PENDING REGULAR EXAMINATIONS OF THE FIRST, THIRD, FIFTH AND SEVENTH SEMESTER SHALL BEGIN FROM 26.04.2021 AS PER THE REVISED DATESHEET AVAILABLE ON COLLEGE WEBSITE.

2. 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.

3. No separate Admit cards are being issued; the admit cards already issued by the college shall be used.

4. 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 two papers of B. Arch (Architectural Design and Architecture Graphics) and B. Tech. (ME) (Machine Drawing).

5. The question papers will be provided as per the date sheet, 15 minutes prior to start of examination. Question papers will be sent through the official email of institute, XXXXXX@sbsstc.ac.in (listed in point no. 6) at the official email of the student that has been provided by the college.

6. 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. Tech 1st yr	examfirstyr@sbsstc.ac.in
B.Sc. (Agri)	examagri@sbsstc.ac.in
BCA/PGDCA	exambca@sbsstc.ac.in
MCA/PGD (CS&DF)	exammca@sbsstc.ac.in

7. 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 the scheduled time.*

✓ *For uploading the admit card–Add file–select file–upload–submit*

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.**

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

9. **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 (9988995511)	Mr. Jobandeep Singh 7837537375
B. Tech CHE	Dr Rajiv Arora (9463385619)	Dr. Amit Arora 8427672776
B. Tech ECE	Dr Rajni (9779190066)	Mr. Inderjeet Gill 9815930650
B. Tech EE	Mrs. Navneet Kaur (8288012021)	Ms Maninder Kaur 8437123837
B. Tech ME	Mr. Vivek Sood 9988090960	Mr.Ashish 8288005710
B. Tech 1st Yr (All branches)	Dr. Kiranjeet Kaur 9464455406	Dr. Rakesh Kumar 9855407673
B.Sc. (Agri)	Mr. Sukhwant Singh 9464726600	Mr. Manpreet Singh 9876231718
B. Arch	Mr. Avinash Singh 9877657945	Ms. Surbhi Gupta 8054632928
BCA/MCA/PGDCA	Mrs. Daljeet Kaur 8146812000	Dr. Gulshan Ahuja 8146550540
PGD(CS&DF)	Dr. Sunny Behal 8288012007	……..

10. 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.

11. 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.

12. Use black pen only to attempt the paper.

13. 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.

14. 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

15. 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 the 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 hours 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).

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

17. Students are advised to install Adobe Scan app preferably or any other similar app in their device and check the compatibility well in advance.

18. **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.**

19. 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.

20. *For uploading the answer sheets–Add file–select file–upload–submit*

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 as mentioned in point 6.

23. Envelope (Containing all original answer sheets) must be of A4 size of any colour alongwith 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.

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

Note:

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

Rajeew Kumar
20/4/91
Controller of Examinations

Copy to:

Director Sir for information

All HODs

DA

College website