

SARDAR BEANT SINGH STATE UNIVERSITY, GURDASPUR

INSTRUCTIONS TO STUDENTS FOR ONLINE EXAMINATION

The regular theory end semester examination of Regular students of 3rd / 5th / 7th semester including LEET students (B.Tech./M.Sc. - Physics & Chemistry/BCA/B.Sc. Agri/B.Sc. NM & M. Tech. - Thermal Engg.) is being conducted through online mode w.e.f. 27-12-2021.

Students are required to follow the following instructions for smooth conduct of online examination.

1. To identify the proper place for taking the online examination, where there is strong network signal and the students can keep themselves well connected with the invigilation/examination staff during the entire duration of the examination through Google Meet. Students are required to arrange the data pack (atleast 1.5 GB/day) before the start of examination as to keep connected in video call (G-Meet) for the entire duration of the examination session (2 hours).
2. Format of **First Page** and the **Continuation Page of Answer Sheet** will be provided to students before the commencement of examination through WhatsApp group. All the students appearing in the online examination will take 20 photocopies per subject paper (**1copy of First Page & 19 of continuation page**) well before the start of examination as per the format provided. Students can use **both sides of the page** and in that case the candidate will take 10 photocopies of the continuation page per subject. In no case student is allowed to use more than 20 faces including front page.
3. The duration and pattern of question paper is given as below:-

S.No.	Course/Branch	Total No. of Questions	Questions to be Attempted	Marks allotted/ Question	Total Marks	Time allowed
1.	B.Tech/BCA/ B.Sc. Agri	8	5	12	60	2 Hrs*
2.	M.Tech - Thermal Engg. M.Sc. (Physics & Chemistry)	8	5	20	100	2 Hrs
3.	B.Sc. NM	8	5	10	50	2 Hrs.

* 3 hrs will be given for the examination of BTME-18502, Design of Machine Elements(5th Sem ME)

4. Students will be added in the WhatsApp group created by the examination Supdt. / Dy. Supdt. for conduct of online examination and all the students are required to keep connected and follow the instructions circulated in these group(s). Students can also visit the website of the University to acquainted with the instructions / notice(s) with regard to the said online examination.

5. Students are **required to join the exam session 15 minutes before the start of exam** through Google Meet for which the code will be sent by the invigilator in the respective WhatsApp group 20 minutes before the start of examination session. Students are required to use the code sent in their group for joining the exam session. No student is allowed to enter any other whatsapp group. Students are advised NOT to share the code of meeting with any other one, who is not part of the respective created whatsapp group by the examination centre. **ANYONE TRESPASSING THE WHATSAPP GROUP(S) OF SAID EXAMINATION WILL BE STRICTLY DEALT.**
6. **NO Students will be allowed to join the exam session in the respective WhatsApp Group by the concerned invigilator later than 15 minutes from the start of the examination session.** The timings for the morning and evening session are 10:00 A.M. - 12:00 P.M. and 02:00 - 04:00 P.M., respectively. The students will be given only the stipulated period of 02 hours for each examination session, **EVEN IN THE CASE OF STUDENTS JOINING LATE IN THE EXAMINATION SESION.**
7. Question Paper will be presented by the invigilator through G-Meet 10 minutes before the start of exam. In case, if there are more than one question paper required to be posted in the group, then invigilator may share the same in the respective Whatsapp group.
8. No one is allowed to be around the candidate while he/she is taking the examination and students are required to keep the video (G-Meet) switched on throughout the exam time. The camera is to be focused so that the candidate, sheet and the surroundings are visible to the invigilator. Any deviation in the same will be considered as use of unfair means. If student will not respond to the instructions of the invigilators, especially regarding **SWITCHING ON VIDEO STREAMING**, then the invigilator can mark him/her as **ABSENT** and the decision of the Supdt. (Exams.) will be **FINAL**.
9. Students are required not to accept the incoming calls (except invigilator) on the mobile while taking the examination so that there is no disconnection due to mobile calls.
10. After the exam time, the students will be given 30 minutes **EXTRA** for scanning the written answer sheets (Maximum 20 pages) and create A SINGLE PDF file with name as "Branch-Sem-Subject Code-UNIV. ROLL NO.". Students are advised to use "Adobe Scanner" App, "pdf scanner App" etc. to scan the pages clearly to form pdf file not more than 15 MB. This pdf file is to be e-mailed to the address provided by the invigilator in the WhatsApp group on the day of examination.

Example-1 :- If the Branch is CSE & Sem is 5th, Subject Code is BTCS-18504 and University No. is 20012345 then the file name will be saved as:

"CSE-5-BTCS18504-20012345.pdf"

Example-2 :- If the Course/Branch is M.Sc. Phy & Sem is 3rd, Subject Code is MPH-302 and University No. is 19012345 then the file name will be saved as:

"MscPhy-3-MPH302-19012345.pdf"

11. Students are REQUIERED to submit ALL the answer sheets (within TWO working days after the end of last examination of their respective branch) contained and SEALED in a SINGLE ENVELOPE / PACKET in the office of Controller of Examination, SBSSU, Gurdaspur OR can send the SEALED packet through ONLY speed post/registered post at the address mentioned in Sr. No. 13.

12. The **inner cover** of answer sheet should have the following information

NAME: _____ UNIV. ROLL NO. _____ SEM _____

Subject Code (s) of Answer Sheets 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____

Mobile Number: _____

13. The **outer envelope** should have the following information

To

**Controller of Examination,
Sardar Beant Singh State University,
(Formely known as BCET, Guradspur)
Gurdaspur-143530.**

Sd/-
Controller of Examination