

IK Gujral Punjab Technical University Jalandhar

Kapurthala

Ref. No.: IKGPTU/Exam-July2020/018

Dated: 17/09/2020

NOTIFICATION

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

In view of the prevailing situation of Covid-19 Pandemic, it is hereby notified to all concerned that the examinations cannot be conducted in the conventional mode as per the existing Government norms of maintaining social distancing and safety, health of the students. The matter was intensively deliberated in Academic council of the University. In view of Covid-19 it has been decided that, Open Book Examinations (OBE) shall be adopted as an alternative mode of examination for the students.

Since the concept of OBE has been adopted by the University under the special situation arisen due to COVID- 19 pandemic in the interest of students at this difficult time, the following information are to be noted by all students and concerned;

1. 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.
2. The examinations of final semester shall begin from 29.09.2020.
3. Admit card will be issued in the login IDs of eligible students only for this examination, subject to online no dues (Already done) for regular students from respective college.
4. If any student is not having sufficient infrastructure at home, he/she may contact in advance with nearby college to avail the ICT based infrastructure facility for examination under prior intimation to the university at email: coeikgptu@gmail.com. Subject to availability of these facilities, the college may provide the same to students free of cost. However, norms of social distancing, safety and health issues have to be taken care by college at priority and no compromise should be allowed while extending facilities.
5. All Concerned students are hereby informed that final semester regular Examination in Open Book Examination(OBE) mode will be held from 29.09.2020 and each paper will be of two hours duration, each day examination will be held in two different sessions (i.e from 9.30 am to 11.30 am & 1.30 PM to 3.30PM).
6. The question papers will be uploaded as per the date sheet, in the respective login IDs from university website www.ptuexam.com to every student 15 minutes prior₁ to start of examination.

7. The question papers shall be accessed by the individual students from the login IDs available at university website www.ptuexam.com. 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 university at **e-mail: coeikgptu@gmail.com** during the time specified. The question paper will be provided through email.
8. Candidate 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.
9. There will be query system available in the login ID of each and every student so that student may interact with university comfortably. The University will provide the telephone numbers and alternative mobile numbers in the login ID of each and every student to be used by the students in case of any requirement/query during examination days.
10. 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.
 - (i) Roll No of Student: 1602002
 - (ii) Subject M code: For Example 77910
 - (iii) Signature on every page at bottom
 - (iv) Page Numbering at bottom:
11. 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 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 at ikgptuobeas@gmail.com 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).
12. 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 upload through Login ID of concerned Student.
13. Envelop (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 April-2020 Examination" and addressed to:
Controller of Examination
4th Floor, G+7 Building
I.K. Gujral Punjab Technical University,
Jalandhar - Kapurthala Highway,
VPO - IBBAN, Kapurthala-144603,

At sender details, following is mandatory: -

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

14. Question papers shall be subjective type only. The Student will be required to attempt any five questions out of eight and each question carry equal marks.
15. Use black pen only to attempt the paper.
16. **Mock tests shall be available on the portal from 23.09.2020 (course wise schedule shall be notified later) to facilitate the students who are appearing for examinations to become aware about the mode of examinations and use of tools required for downloading question papers and uploading scanned answer sheets after the completion of examinations.**
17. The students should check the date sheet of examinations uploaded on website and login IDs available and in case of any inconsistency the same may be communicated to the examination branch through e-mail: harpreetptu@gmail.com without any delay.
18. 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 APRIL-2020 session under OPEN BOOK EXAMINATION MODE.***
- ***In case of website www.ptuexam.com not working due to loss of net connectivity, any technical reason no need to get panic. Wait for 10-15 minutes for restoration of normal working of system.***



Controller of Examinations

Copy to: All Affiliated college. Main campus and constituent campuses of IKGPTU – for information and support to the students (Updating of Email ID, Mobile Number, Mock test, downloading of question papers, scanning and uploading of sheets and any other requirements to appear in examination)