



# Sant Baba Bhag Singh UNIVERSITY

Village: Khiala: PO: Padhiana, Distt: Jalandhar 144030  
Website: www.sbbsuniversity.ac.in Phone: 0181-2711163 Fax: 0181-2711555

Ref. No. SBBSU/DA/22/06

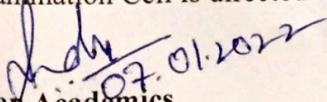
Dated: 07.01.2022

## CIRCULAR

**Subject: Instructions regarding Online End Semester Examination (Theory) for odd semester and Ph.D. students**

1. Question paper format and related instructions shall be the same (As being followed for ESE).
2. Examination Timings are 3 hours and are scheduled from 10:00 am to 1:00 PM.
3. The Google meet link must be shared by the invigilator at least 45 minutes before the examination.
4. Each candidate must login at 9:30 am (30 minutes before the exam).
5. Invigilator must check/verify the admit cards of the each candidate during the examination. IUT must be ensured that each student must have cleared his/her dues and must possess his/her admit card. Only those students, who have cleared their dues, fulfill the minimum attendance requirement (75% per course/subject) and received the admit cards, shall be allowed to appear in the End Semester Examination (Theory), January 2022.
6. Question Paper shall be sent at 9:50 am with the candidates (10 minutes before the exam to avoid any technical glitch).
7. Attendance records of the candidates (list of both present and absent students, along with remarks, if required; Attendance Proforma to be shared by Examination Cell) to be collected by 10:00 am by the invigilator and must be submitted to the Examination Cell at 10:15 am (exactly within 15 minutes of the start of the exam).
8. Each student must submit the answer sheets in PDF file (soft copy) as directed by Examination cell within 30 minutes after the completion of examination i.e., 1:30 pm through email (Email ID to be provided by the examination cell). In case of any technical problem, student must contact the invigilator immediately.
9. After the examination, each invigilator must submit the details of the received answer sheets along with pages (Proforma to be issued by Examination Cell) to the examination cell by 2:00 PM.
10. After the completion of all examinations, each student must submit (personally or through post) the original hard copies of all the answer sheets with in three days in the examination cell.
11. The soft copy shall be tallied with the hard copy. In case of any discrepancy, only soft copy submitted by the student within given time frame shall be considered for the evaluation.
12. Submission of original; hard copy of the answer sheet is mandatory; failing to which the decision for the evaluation of the answer sheet shall be taken by examination cell.
13. Examination Cell is requested to take necessary actions and give further detailed instructions to both teachers and students for the continuous vigilance, setting up and maintaining the fair as well as fool proof online examinations.
14. Examination cell is requested to publish the date sheet for regular End Semester Examination (Theory) for odd semester (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> semester) and Ph.D. students at the earliest.

Examination Cell is directed to take the appropriate measures on priority basis.

  
Dean Academics

P.T.O.





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To:

1. Secretary, SBBSMCS (For kind information, please)
2. Vice-Chancellor, SBBSU (For kind information, please)
3. Registrar (For kind information , please)
4. Controller of Examination (For further necessary action, please)
5. Director R & D (For further necessary action, please)
6. All Directors, Deputy Directors, Deans and Dy. Deans, SBBSU (For necessary action, please)
7. All In-charges/Heads/Coordinators of the departments: To circulate among students, teachers and staff (For further necessary action, please)
8. Website committee - To upload the circular at University website
9. CAFO, T&P Cell, Chief Warden (Boys /Girls Hostel), Manager Facilities, Librarian, Workshop Supdt, Estate Officer, In-charge Dispensary, Store In-charge, Dental Surgeon/Dental Clinic
10. Notice Board (Institutes/Hostels)
11. Office Copy

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