

To,

15/08/2020

The Principals

Dear Sirs/ Madams,

Happy Independence Day!

**This is a postponed examination of the Academic Year 2019-20 which was scheduled in March - April 2020.**

After conducting two Mock Tests for the Open Book Examination scheduled from 18<sup>th</sup> August 2020, we have identified a few issues and suggest following corrective measures.

1. **The Question Papers shall be sent to each student through the following modes:**
  - a. **Registered Telegram Channel formed college-wise**
  - b. **Registered Email**
  - c. **Website portal: [www.senateofseramporecollege.edu.in](http://www.senateofseramporecollege.edu.in)**
  - d. **Voice Mail by the respective college, if the above modes (a, b, c) do not work.**

The College will receive the question paper for each subject. The Principals/admins are requested to send the question papers to their telegram and email ids to eliminate any chance of not receiving the question paper on time. On request by individual student kindly dictate the question paper through voice call.

2. **All students must submit their answer papers in the following three modes:**
  - a. **Telegram App (through student's registered Telegram User Id with the User Name (Revised) assigned to each student by the Senate)**
  - b. **Email (in student's email id registered with the Senate of Serampore College). Sending through any other email id will be summarily rejected.**
  - c. **Hardcopy to the College (at the end of the examination all answer papers to be sent together to the College without fail by speed post or recognized courier services. Unless they are received by the College the results will be declared null and void unless otherwise decided by the appropriate body as per the policy approved)**

There is no exception to this rule unless students inform the problem with WiFi/ Mobile Data connectivity before the examination or receive the question paper by voice call. **It is in the interest of the students they must submit in all three modes.**

3. **Answer papers must be submitted in one pdf file without password protection to the dedicated email and telegram assigned to each student/course. No answer paper shall be accepted if they are not in pdf format and sent on or before 2.00 pm for the forenoon papers and 7.00 pm for the afternoon papers on the same day without fail. M.th students should submit their answer scripts before 5.00 pm. Submission in the examination portal is no more a requirement.**
4. **THE ANSWER SCRIPTS MUST BE SUBMITTED THROUGH USER IDS AS GIVEN BELOW:**
  - a. **Submission of Answer Scripts through Telegram:**

**These are the revised Telegram User IDS where the students will submit their answer scripts and not to the Telegram Group where the students could see each other's**

submission. To have access to these User ID's students need to save the following phone numbers in their contact list. Please inform the students immediately about the change in user id for submission of answer scripts.

- i. BD Orientation(2019-20) - @SSCBD0SUBMISSION - +91 9330123668
- ii. BD I (2019-20) - @SSCBD1SUBMISSION - +91 9109220922
- iii. BD II (2019-20) - @SSCBD2SUBMISSION - +91 9807440744
- iv. BD III (2019-20) - @SSCBD3SUBMISSION - +91 8450095581
- v. M.Th,DMIN& QUAL. (2019-20) - @SSCMDQSUBMISSION - +91 9933663838
- vi. B.Th, BMiss and MCP (2019-20) - @SSCBTMSUBMISSION - +91 8668512073

**RECEIVING ANSWER SCRIPTSTHROUGH TELEGRAM GROUPS IS NOT VALID. THE TELEGRAM GROUPS ARE DISABLED AND MADE DEFUNCT.**

**b. Submission of Answer Scripts throughEmails:**

- i. BD Orientation (2019-20) - [SSCBD0@sscexams.net](mailto:SSCBD0@sscexams.net)
- ii. BD I (2019-20)- [SSCBD1@sscexams.net](mailto:SSCBD1@sscexams.net)
- iii. BD II (2019-20) - [SSCBD2@sscexams.net](mailto:SSCBD2@sscexams.net)
- iv. BD III (2019-20) -[SSCBD3@sscexams.net](mailto:SSCBD3@sscexams.net)
- v. B.MissI (2019-20) -[SSCBMISS1@sscexams.net](mailto:SSCBMISS1@sscexams.net)
- vi. B.MissII(2019-20) -[SSCBMISS2@sscexams.net](mailto:SSCBMISS2@sscexams.net)
- vii. B.Th I (2019-20) -[SSCBTH1@sscexams.net](mailto:SSCBTH1@sscexams.net)
- viii. B.Th II (2019-20) -[SSCBTH2@sscexams.net](mailto:SSCBTH2@sscexams.net)
- ix. MCP I (2019-20) -[SSCMCP1@sscexams.net](mailto:SSCMCP1@sscexams.net)
- x. M.Th I (2019-20) -[SSCMTH1@sscexams.net](mailto:SSCMTH1@sscexams.net)
- xi. M.Th II (2019-20) -[SSCMTH2@sscexams.net](mailto:SSCMTH2@sscexams.net)
- xii. DMIN(2019-20) -[SSCDMIN0@sscexams.net](mailto:SSCDMIN0@sscexams.net)
- xiii. QUALIFYING (2019-20) -[SSCQUAL0@sscexams.net](mailto:SSCQUAL0@sscexams.net)

**c. HARDCOPY:**

**Students must submitall the answer papers togetherby speed post or by recognized national courier after completing their last examination.**

**RECEIVING ANSWER PAPERS IN TELEGRAM GROUPS IS NOT VALID. THE GROUPS ARE DISABLED AND MADE DEFUNCT.**

**5. REVISED TELEGRAM USERNAME ANSWER BOOKS FOR STUDENTS**

There was a mix up in creating the username for a few students. Therefore, after getting confirmation from the colleges about the Student ID and Roll Numbers, **we have created a telegram username for all the students.** A vast majority will find the same username and only a very few will have their telegram username revised. **Please ensure that the students verify their telegram usernames, and change it if necessary, before their exams. We are sending the same to the Colleges through the college portal and the students can download it from the Senate Examination Portal.**

## **6. REVISED ANSWER BOOKS FOR STUDENTS**

Based on the comments received from the colleges regarding the answer books, we have revised the answer books for continuing students with some minor changes such as removing their names, etc. **Please ensure that the students download their answer books before their exams. We are sending the same to the Colleges through the college portal and the students can download it from the Senate Examination Portal.**

Finally, request you to immediately communicate the above to the students writing examinations to assuage their fear and apprehensions. Further, we are posting this letter on the Notice Board of the Senate Website [www.senateofseramporecollege.edu.in](http://www.senateofseramporecollege.edu.in) for students to know the changes introduced. Students are requested to adhere strictly to the Guidelines and Instructions as given to them.

Rev. Dr. Justin Moses, the Deputy Registrar, and I are overwhelmed by your cooperation and support in completing the process of examinations. The Expert Committee, KlesisGlobal Private Limited, Bangalore, the Service Provider and two Senate office sub-committees (Technical and Logistics), all work under the guidance of Rev. Dr. Justin Moses are constantly evolving practical solutions that are raised by the Principals. Due to the enormity of the tasks we are not able to individually respond to all of you.

Yours Sincerely,

**S/D, Registrar, SSC.**