



SENATE OF SERAMPORE COLLEGE (UNIVERSITY)

OPEN BOOK EXAMINATIONS FOR FIRST SEMESTER, EXTENSION STUDIES, CET., D. MIN ENTRANCE, AND QUALIFYING EXAMS 2020-21

GUIDELINES FOR ALL EXAMINATIONS

SCHEDULED FROM JANUARY 18 TO FEBRUARY 02, 2021

(Applicable to Senate Affiliated Colleges and Approved Study Centers)

Introduction:

The examination that is proposed to be conducted is **neither a Closed Book Examination system nor an Online/Computer-based Examination**. None of the two is possible considering the Lockdown declared by the closure of educational institutions due to the COVID19 Pandemic and limitation to technology and expertise that we have in conducting online examinations. At the same time, the Senate is committed to complete the examination processes in the most creative ways without compromising the quality and integrity of education. The Open Book Examination (OBE) was completed for the Second Semester of 2019-20 Academic Year. It was good learning of an alternative mode of examination.

The main feature of Open Book Examination (OBE) is that it may be conducted in 'distance mode' with the help of online as well as offline resources. All that students need is a (1) Smartphone, (2) Internet (Data) connectivity, (3) Telegram Id, and (4) Email Id. Students can write from any location. A computer will be an added advantage, but not mandatory for examination. All students need to register by downloading the Telegram App available from the Google Play store for all Android phones or Apple stores for all iPhones (iOS). Telegram App is another social media platform like WhatsApp, but it has more features and accessibility than WhatsApp.

The OBE is to be conducted for all regular studies, extension studies, and qualifying examinations. OBE is written without the supervision of an 'invigilator' but it is wrong to say that students have the freedom to do anything. Rather a student is responsible for his/ her learning output, and any misuse may risk results. Open Book Examination calls for the highest forms of integrity and transparency on the part of the student. The Senate has made every attempt to see that Open Book Examination does not compromise in the quality of examination, evaluation, and declaration of result processes. The following rules and regulations are in force for OBE.

GUIDELINES FOR OPEN BOOK EXAMINATION FOR FIRST SEMESTER 2020-21

EXAMINATION FOR B.D., B.TH., B.MISS., DWM, DIP.CS., BCS., MCS., DIP.B.T., B.B.T.S., INCLUDING QUALIFYING, CET, AND D.MIN ENTRANCE EXAMINATIONS:

I. DOWNLOADING/ PRINTING ADMIT CARD, QUESTION PAPERS, COVER PAGES, ANSWER SHEET:

A dedicated OBE platform is designed for students in the Senate of Serampore College website (http://examination.ssconline.net.in/student_app/) for both computer and mobile users. Students have to login to Examination Portal by entering their User ID and Password and download/print the following:

1. Admit Card
2. Answer Book Format:
 - i. Answer Book has Front Cover and Answer Sheet
 - ii. Students need to take a printout of Front-Cover and Answer Sheet

- iii. Make an adequate number of copies of Front-Cover and Answer Sheet for all examinations
- iv. Students should use only the answer sheet that has the following columns:
 - a. Registration Number, Roll Number, Course Name (Auto filled)
 - b. **Paper Code, Question Number, Page number, and Date of Examination** (to be filled by the student)
- iv. The answer sheet will provide a dedicated email ID and Telegram Group to which the answer book is to be sent.
- 3. **Question Papers:** The Question Papers shall be sent to each student's registered **email id** and **Telegram Channel** and exceptionally by mobile audio on request if the internet is not available in the place of writing examination.
- 4. Students receiving Question Paper by **PHONE AUDIO** will be marked Present and the answer book must be scanned/photographed and sent as soon as the network is available for going to a nearby place and through registered email and Telegram App.

II. EXAMINATION TIMINGS:

A. B.D., B.TH., B.MISS., DWM, DIP.CS., BCS., MCS., DIP.B.T., B.B.T.S., and QUALIFYING STUDENTS:

1. **MORNING PAPERS**(8.00 am to 2.00 pm)
 - i. Downloading of Question Paper through Telegram App in the mobile and Email from 8.00 am to 9.00 am
 - ii. Writing Examination from 9.00 am to 12.00 Noon
 - iii. **Uploading Softcopy of the Answer Book** with Coverpage in pdf format with serial page number arrangements from 11.00 am to 2.00 pm through dedicated Email and Telegram.
2. **AFTERNOON PAPERS**(1.00 pm to 7.00 pm)
 - i. Downloading of Question Paper through Telegram App in the mobile and Email from 1.00 pm to 2.00 pm
 - ii. Writing Examination from 2.00 pm to 5.00 pm
 - iii. **Uploading Softcopy of the Answer Book** with Coverpage in pdf format with serial page number arrangements from 4.00 pm to 7.00 pm through dedicated Email and Telegram.

B. COMMON ENTRANCE TEST (10.00 AM TO 5.00 PM)

- i. Downloading of Question Paper through Telegram App in the mobile and Email from 10.00 am to 11.00 am
- ii. Writing Examination from **11.00 am to 3.00 pm.**
- iii. **Uploading Softcopy of the Answer Book** with Coverpage in pdf format with serial page number arrangements from **1.00 pm to 5.00 pm** through dedicated Email and Telegram.

C. D.MIN ENTRANCE EXAMINATION (10.00 AM TO 4.00 PM)

- i. Downloading of Question Paper through Telegram App in the mobile and Email from 10.00 am to 11.00 am
- ii. Writing Examination from **11.00 am to 2.00 pm.**
- iii. **Uploading Softcopy of the Answer Book** with Coverpage in pdf format with serial page number arrangements from **1.00 pm to 4.00 pm** through dedicated Email and Telegram.

III. UPLOADING OF ANSWER BOOK “SOFTCOPY”

- i. The Softcopy of the answer book should be **uploaded through Telegram and email** within the following timings:
 - a. **For B.D, B.Th, B.Miss, DWM, Dip.CS., BCS., MCS., Dip.B.T., B.B.T.S. Students**

Forenoon papers: 11 am to 2 pm
Afternoon papers: 4 pm to 7 pm
 - b. **For CET, AND D.MIN ENTRANCE Students from 1.00 pm to 5.00 pm**
- ii. **Clarity & Visibility:** Scan clearly. See that the margin should be maintained on left and right and on top and bottom to get a full view of the manuscript. Check the scanned manuscripts after downloading but before submitting them.
- iii. **Front Cover Page:** Students will fill in the columns of the front cover page and stitch it along with the answer book.
- iv. **Sending answer sheets through TELEGRAM:** Write the question number, page number, paper code, date on each answer sheet. Arrange the answer book serially one by one with the front cover page, scan them, and send it to the College Students (regular and external) to College; Qualifying Students, CET, D.Min Entrance, Extension Studies (direct candidates) to the senate office as a **SINGLE PDF FILE** to the telegram ID mentioned in the cover page for evaluation.
- v. **Sending answer Sheets through EMAIL:** Write the question number, page number, paper code, date on each answer sheet. Arrange the answer book serially one by one with the front cover page, scan them, and send it to the senate office as one **PDF file** by exams.fy2020@gmail.com for evaluation.
- vi. A copy of the answer scripts soft copy shall be sent to the colleges.
- vii. **Delay in Uploading and/or Sending Answer Book beyond Stipulated time:** If in the opinion of the College or Senate, the sending of the answer book appears to be delayed with *malafide* intention, appropriate action may be considered.

IV. SENDING OF ANSWER BOOK “HARDCOPY”

- i. **ALL ANSWER BOOKS (Hard Copy) MUST REACH THE COLLEGE WITHOUT FAIL.** Qualifying Students, CET, D.Min Entrance, Extension Studies (direct candidates) students should send their answer scripts to the Senate office.
- ii. **RESULTS SHALL NOT BE DECLARED UNLESS THE HARDCOPY REACHES THE COLLEGE OR SENATE OFFICE AT THE STIPULATED TIME.**
- iii. **ALL ANSWER BOOKS OF B.D., B.Th, B.Miss, AND DWM, MUST REACH THE COLLEGE WITHOUT FAIL.**
- iv. **ALL ANSWER BOOKS OF Dip.C.S. (College), BCS. (College), MCS. (College) MUST REACH THE COLLEGE WITHOUT FAIL.**
- v. **ALL ANSWER BOOKS OF Dip.C.S. (Direct), BCS. (Direct), MCS. (Direct), Dip. B.T. (Direct), B.B.T.S. (Direct), CET, D.Min Entrance, and Qualifying Students MUST REACH THE SENATE OFFICE WITHOUT FAIL.**
- vi. Students send the hardcopy together after they have uploaded all the answer books in pdf format as per the above guidelines (III. i-vi).
- vii. Students who could not upload the softcopy by the scheduled time must send individually answer books of each paper within 24 hours from the completion of the examination.

- viii. Students who are under lockdown, quarantine centers, no postal or courier service may send later provided prior permission is obtained from the Registrar through the College Principals/Center/SCEPTRE.
- ix. **Packaging Answer Book in an Envelop:** All hardcopy of the answer books must be packaged with care, sealed, and waterproofed. Addresses are to be printed or handwritten legibly in a waterproof pen or wrapped with a transparent plastic wrapper.
- x. **Superscription on the Envelop:** The Envelop must be superscripted with the Course Code and Paper Title. The Sending and Receiving Address must be legibly written to reach the College without fail.
- xi. **A student is solely Responsible for completing the process:** It is the sole responsibility of the student to complete the process of examination and sending of answer book without any damage and tampering, within the stipulated time.

V. CHECKLIST ON THE DAY OF EXAMINATION:

1. Students are allowed to bring class notes, study materials, books, open resources online/offline, etc.
2. Black-ink Ball Pen/s
3. Adequate number of copies of the Answer Book (printed and photocopied)
4. Admit Card
5. A smart mobile phone (android/ iOS) or computer for downloading question paper, scan or photographing answer papers, and sending through Telegram App and Email.

VI. FORMAT OF QUESTION PAPER & WORD LIMITS OF ANSWER:

S.L. NO.	COURSE	FULL MARKS	QUESTION PATTERN	MAXIMUM WORD LIMIT & PAGES	DURATION OF TIME TO WRITING THE ANSWER
1.	B.D.,B.Th,B .Miss., and DWM	60%	a. Three short answers out of Five Questions. b. Three comprehensive answers out of Five Questions.	a. 200 words or Two handwritten Pages b. 800 words or Five handwritten Pages.	FORENOON: 09.00 am to 12.00 noon AFTERNOON: 02.00 pm to 05.00 pm
2.	Qualifying Exam	60%	a. Three short answers out of Five Questions. b. Three comprehensive answers out of Five Questions.	a. 200 words or Two handwritten Pages b. 800 words or Five handwritten Pages.	FORENOON: 09.00 am to 12.00 noon AFTERNOON: 02.00 pm to 05.00 pm
3.	Dip.CS., BCS., MCS., Dip. B.T., B.B.T.S.	100%	a. Three short answers out of Five Questions. b. Three short essays out of Five Questions. c. Three comprehensive answers out of Four Questions.	a. 200 words or Two handwritten Pages b. 400 words or three handwritten pages. c. 800 words or Five handwritten Pages.	FORENOON: 09.00 am to 12.00 noon AFTERNOON: 02.00 pm to 05.00 pm
4.	CET	100%	Comprehensive answers out of given choices.	Each answer should not exceed 1500 words or 10 pages.	11.00 am to 3.00 p.m.
5.	D.Min	100%	Four Comprehensive answers out of given	Each answer should not	11.00 am

	Entrance		choices.	exceed 1200 words or 8 pages.	to 3.00 p.m.
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- ❖ **Qualifying/Arrear/Resit students will write exams for 60% and it will be converted into 100% final marks**

VII. CONDUCT OF EXAMINATIONS FOR BD, B.Th, B.Miss, and DWM:

1. WRITTEN EXAMINATIONS- 60%.

- a. **Six Hour Duration:** The Exam starts when a student receives a question paper and ends after sending the answer book by Email and Telegram.
- b. **Question Pattern:** Students will be given reflective, applicative, interpretative, and/ or critical analytical questions.
- c. **Word/ Page Limits:** All answers will have strict word/page limits:
 - i. **Three Short Answers** out of five questions. Answers should not exceed 200 words or two handwritten pages for a question (3X5= 15 Marks).
 - ii. **Three Essays:** Students shall write **three** comprehensive answers out of five questions. Answers should not exceed 800 words or five handwritten pages for a question, (3X15= 45 Marks).
 - iii. **Front Cover Page:** Students should fill in the columns of the front cover page and stitch it along with the answer book.
 - iv. **Clarity and Visibility:** All scanned/photographed copies (must be visible from top to bottom and left to right).
 - v. **Delay in Uploading and/or Sending Answer Book beyond Stipulated time:** If in the opinion of the College or Senate, the sending of the answer book appears to be delayed with *malafide* intention, appropriate action may be considered.

2. ORAL EXAMINATIONS 20%

1. ORAL EXAMINATIONS (except the qualifying students) for Language Papers such as Greek, Hebrew, Sanskrit, Arabic, Syriac Exegesis Papers, and English – 20%

- i. This will be conducted by the subject teacher or a subject specialist teacher (in the absence of a subject teacher) of the college where the candidate is enrolled.
- ii. Each oral examination will not be less than 10 minutes
- iii. Grammatical Points, Parsing, Conjugations, and other grammar
- iv. Translation from Greek/ Hebrew to English
- v. Make a sentence in the language
- vi. The question may be asked from the question papers for written exams too.
- vii. Any other suitable method/s

3. ORAL EXAMINATIONS for non-language papers– 20%

- i. The student's knowledge will be tested by the subject teacher or a subject specialist (in the absence of a subject teacher) of the college where the candidate is enrolled.
- ii. Each oral examination will not be less than 10 minutes.
- iii. The oral examination is to test the knowledge of the students in the subject.
- iv. The question may be asked from the question papers for written exams too.

4. CLASS ASSESSMENT – 20%

- a. Class Participation and Attendance (10%)
- b. Class Assignments (10%)
- c. This will be graded by the subject teacher
- d. The mark should commensurate with student's overall standards.

5. The written exams of Qualifying exams for 60% will be converted into 100% final marks. **Qualifying students have oral examinations when they appear entrance examinations and interviews for further studies, in which they should pass.**

VIII. CONDUCT OF EXAMINATIONS FOR Dip.CS, Dip.BT, BCS, BBTS, MCS:

1. **WRITTEN EXAMINATIONS- 100%.**
2. **Six Hour Duration:** The Exam starts when a student receives a question paper and ends after sending the answer book by Email and Telegram.
3. **Question Pattern:** Students will be given reflective, applicative, interpretative, and/ or critical analytical questions.
4. **Word/ Page Limits:** All answers will have strict word/page limits:
 - a. **Three Short Answers** out of five questions. Answers should not exceed 200 words or two handwritten pages for a question (3X5= 15 Marks).
 - b. **Three Short Essays:** Students shall write **two** short essays out of five questions. Answers should not exceed 400 words or three handwritten pages for a question, (3X15= 45 Marks).
 - c. **Two Essays:** Students shall write **two** comprehensive answers out of four questions. Answers should not exceed 800 words or four handwritten pages for a question, (2X20= 40 Marks).
5. **Front Cover Page:** Students should fill in the columns of the front cover page and stitch it along with the answer book.
6. **Clarity and Visibility:** All scanned/photographed copies (must be visible from top to bottom and left to right).
7. **Delay in Uploading and/or Sending Answer Book beyond Stipulated time:** If in the opinion of the College or Senate, the sending of the answer book appears to be delayed with *malafide* intention, appropriate action may be considered.

IX. COMMON ENTRANCE TEST

The examination duration is **Four Hours-** 11.00 am to 03.00 pm. **The written examination is 100%.** Students should write Comprehensive answers. Each answer should not exceed 1500 words or 10 pages. Students will be given reflective, applicative, interpretative, and/or critical analytical questions.

X. D.MIN ENTRANCE

The examination duration is **Three Hours-** 11.00 am to 03.00 pm. **The written examination is 100%.** Students should write Comprehensive answers. Each answer should not exceed 1200 words or 8 pages. Students will be given reflective, applicative, interpretative, and/or critical analytical questions.

XI. QUALIFYING EXAMINATIONS

The examination duration is for Three Hours. **The written exams of Qualifying exams are for 60%. It will be converted into 100% final marks.** Grammatical knowledge and language skills will be tested during the entrance examination for further studies. They should pass the examination to get admission.

XII. ARREAR/RESIT EXAMINATIONS:

Arrear/Resit students will write exams for 60% and it will be converted into 100% final marks.

XIII. USE OF RESOURCES, PLAGIARISM, AND EXAMINATION MALPRACTICES:

1. **Honesty, transparency, and integrity** of students are expected while writing examinations.
2. **Notes, Books, Resource Materials:** The Open Book Examination allows students to refer to the notes and resource materials judiciously keeping in mind the marks are not fetched by how much is copied or reproduced, rather the ability to analytically answer the questions will be tested. Plagiarism is a punishable offense in any academic system. It is more so in theological studies since students are trained for Christian Ministry and expected of the highest integrity.
 - a. **Acknowledge the source**, how little they may be.
 - b. **The answer should be handwritten in black ink ball pen** (for the sake of clarity while photographing/scanning) by the student. Two different handwritings will amount to the cancellation of the paper and/or all other papers written in the current examination calendar.
 - c. **EXAMINATION MALPRACTICES:**If in the opinion of the examiner/s the answers are extensively plagiarized by way of quotations and/or borrowed ideas/thoughts and not acknowledged in the answer, the following action may be considered:
 - i. **Tolerable limit up to 25% with acknowledgment.**
 - ii. **From 25% to 50% with or without acknowledgment will be subjected to a deduction of 50% marks for the answer.**
 - iii. **Above 50%, with or without acknowledgment**, shall be considered examination malpractice and will be subjected to cancellation of the paper and/or all the papers written in the current examination calendar. In severe cases, the students may be debarred from writing examinations for one year.
 - iv. If in the opinion of evaluator/s the student has **copied from recognized unpublished documents**, the evaluator may advise withholding the result until the necessary investigation is completed and appropriate action is decided. Students may face stringent action including cancellation of paper/s and a one-year suspension from the writing of examination.
 - v. If the hard copy and the soft copy of the Answer **Scripts do not match**, the paper will be treated canceled under the provision of malpractice.
 - vi. **A similar answer by two or more students** even if they write the examination in different locations shall be subjected to the examination malpractice and the paper will be canceled summarily for all, and also the entire papers written during this examination calendar. In severe cases, the student may be debarred from writing examinations for one full year.
 - vii. Students should not write their names or the name of their college anywhere on the answer-book.
 - viii. Underlining with colors, or use of white-ex/High-lighter is not permitted.
 - ix. Answers should only be written in the language permitted by the Senate.
 - x. Answer-script with incorrect and illegible particulars furnished by any candidate shall be liable for rejection and such an answer script shall not be evaluated.
 - xi. All answers should be within the word/page limits
 - xii. **Students whose results are canceled or withheld under the above categories may be allowed to appeal for reconsideration/revaluation to help students to defend his/her action. The results will be delayed accordingly.**

XIV. PASSING OF EXAMINATION:

Students must pass written examinations. If a student fails in the written examination the result for the paper will be declared failed, even if the student has scored pass marks in oral examinations and class assessment.

XV. APPEAL FOR REVALUATION

- i. **There will be no third evaluation and/or revaluation appeal under the Open Book Examination system.**
- ii. **Students who are punished for alleged plagiarism/malpractice as per the rules prescribed shall apply for revaluation with payment of prescribed fees. Such students must wait until the process is completed.**

XVI. EXAMINATION CENTER:

1. Students who write examinations **within a 10 km** radius from their college or exam center (extension studies direct students) must write their exams in the college.
2. Students who write examinations **beyond 10 km** radius from their college or exam center (extension studies direct students), the college or exam center in consultation with the Senate write exams under an authorized person/institution- pastor/church/school/college appointed by the College/exam center and Senate. In such a case, students must inform their exact location to the college/Exam Center and Senate and get prior approval from the Senate.

XVII. FEW GENERAL INFORMATION:

1. There is a mock test arranged for students on December 17, 2020,&January 11, 2021, to practice.
2. The model question paper is published on the Senate Website.
3. Check the Senate Website www.senateofseramporecollege.edu.in for notices on Notice sections.
4. Students shall download the Time Table, Admit Cards, Answer Book, from the OBE portal (http://examination.ssconline.net.in/student_app/) from December 14 onwards.
5. All dates, schedules, information to the students will be provided in the notice boards.
6. Contact your colleges for more information.

Registrar
Senate of Serampore College