



SENATE OF SERAMPORE COLLEGE (UNIVERSITY)

GUIDELINES FOR OPEN BOOK EXAMINATIONS FOR SECOND SEMESTER, AND QUALIFYING EXAMS 2020-2021

SCHEDULED FROM JULY 05-25, 2021

(Applicable to Senate Affiliated Colleges and MCP, and DCPC CENTRES)

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 First Semester and Extension studies of the 2020-21 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 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. OBE calls for the highest forms of integrity and transparency on the part of the student. The Senate has made every attempt to see that OBE 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 SECOND SEMESTER 2020-21

EXAMINATION FOR B.D., B.TH., B.MISS., DWM, D.C.P.C., MCP., M.TH., INCLUDING QUALIFYING, AND D.MIN COMPREHENSIVE 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 log in 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 the 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, MCP., DCPC., 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. M.TH STUDENTS (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 2.00 pm for 2 Credit papers** and from **11.00 am to 3.00 pm for 4 Credit papers.**
- 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.
- iv. **Uploading of the Project Paper in a single pdf file format** with serial page number arrangements **to the college on or before July 25, 2021**, through dedicated Email and Telegram group. Student Registration Number, Roll Number, Telegram Username, Paper Code, and page number shall be written on the Project Paper.

C. D.MIN COMPREHENSIVE 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, D.C.P.C., M.C.P. and Qualifying Students**
Forenoon papers: 11 am to 2 pm
Afternoon papers: 4 pm to 7 pm
 - b. **For M.Th Students from 1.00 pm to 5.00 pm**
 - c. **D.Min Comprehensive Students from 4 pm to 7 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 as a **SINGLE PDF FILE** to the telegram ID mentioned on 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 a **SINGLE 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 and D.Min Comprehensive Examination 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, D.C.P.C., DWM, M.C.P., and M.TH MUST REACH THE COLLEGE WITHOUT FAIL.**
- iv. **ALL ANSWER BOOKS OF D.Min Comprehensive Examination and Qualifying Students MUST REACH THE SENATE OFFICE WITHOUT FAIL**
- v. Students send the hard copy together after they have uploaded all the answer books in pdf format as per the above guidelines (III. i-vii).
- vi. 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.
- vii. Students who are under lockdown, quarantine centers, no postal or courier service may send later provided prior permission is obtained from the Deputy Registrar through the College Principals/Center.
- viii. **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.

- ix. **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.
- x. **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.	M.Th (4 credits)	60%	Three Comprehensive answers out of five questions.	Maximum 1500 words or 10 pages for each answer.	11.00 am to 3.00 p.m.
2.	M.Th (2 credits)	60%	Three Comprehensive answers out of five questions.	Maximum 1200 words or 8 pages for each answer.	11.00 am to 2.00 p.m.
3.	D.C.P.C., M.CP, B.D., B.Th, and B.Miss	60%	a. Three short answers out of Five Questions. b. Three comprehensive answers out of Five Questions.	a. Maximum 200 words or Two handwritten Pages for each answer. b. Maximum 800 words or Five handwritten Pages for each answer.	FORENOON: 09.00 am to 12.00 noon AFTERNOON: 02.00 pm to 05.00 pm
4.	Qualifying Exam.**	60%	a. Three short answers out of Five Questions. b. Three comprehensive answers out of Five Questions.	c. Maximum 200 words or Two handwritten Pages for each answer. d. Maximum 800 words or Five handwritten Pages for each answer.	FORENOON: 09.00 am to 12.00 noon AFTERNOON: 02.00 pm to 05.00 pm
4.	D.Min (Comprehensive Exam)	100%	Four comprehensive answers out of Eight or Six Questions.	Maximum 1200 words or 8 pages for each answer.	AFTERNOON: 02.0 m to 05.00 pm

**** Qualifying Examinations and 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, DWM, DCPC., AND MCP:

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. M.Th SENATE PAPERS AND PROVISIONALLY APPROVED M.Th PROGRAMS:

1. WRITTEN EXAMINATION – 60%

a. 2 Credit Papers

- i. Examination Duration Three Hours – 11.00 am to 2.00 pm
 - ii. **Three** Comprehension Answers out of Five Questions
 - iii. Maximum 1200 words or 8 pages for each answer
- b. 4 Credit Papers**
- i. Examination Duration Four Hours – 11.00 am to 3.00 pm
 - ii. **Three** Comprehension Answer out of Five Questions
 - iii. Maximum 1500 words or 10 pages for each answer

2. Class Assessment – 20%

- a. Students shall be evaluated based on Seminar presentation, class participation, and class attendance.
- b. The subject teacher should grade each student for Senate Papers

3. Project Submission – 20%

- a. Each student should submit a project paper on the subject matter of the course.
- b. The New Testament, Old Testament, Hinduism, and Islam M.Th students shall submit Exegesis/Scripture related paper for the Exegetical/ Scriptural Papers.
- c. For non-exegetical papers, students may choose any paper presented in the seminar.
- d. Students should only submit their papers that they presented in the seminar.
- e. Students may choose one of their seminar papers presented in the class. It may be revised if the student thinks it necessary.
- f. The word limit shall be 5000 words, excluding footnotes and bibliography or 20 pages inclusive of all.
- g. **Project Paper** soft copy should be sent **in a single pdf file format** with serial page number arrangements **to the College on or before July 25, 2021**. Student Registration Number, Roll Number, Telegram Username, Paper Code, and page number shall be written on the Project Paper.
- h. This will be graded by the subject teacher as the first examiner and the second examiner from another affiliated college.
- i. **The provisions of plagiarism and examination malpractices as outline shall be in force as for other courses.**

IX. D.MIN COMPREHENSIVE EXAMINATION

The examination duration is **Three Hours**- 02.00 pm to 05.00 pm. **The written examination for D.Min studies is 100%**. Students should write **Four** Comprehensive answers. Each answer should not exceed 1200 words or 8 pages. Students will be given reflective, applicative, interpretative, and/or critical analytical questions.

X. 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.

XI. ARREAR/RESIT EXAMINATIONS:

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

XII. 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 the 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 colleges 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.**

XIII. **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.

XIV. **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.

XV. FEW GENERAL INFORMATION:

1. There is a mock test arranged for students on July 20, 2021, & July 25, 2021, to practice.
2. The model question paper will be 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 June 10 onwards.
5. All dates, schedules, information to the students will be provided on the notice boards.
6. Contact your colleges for more information.

**Deputy Registrar
Senate of Serampore College**