

Symbiosis College of Arts and Commerce, Pune

(An Autonomous College under SPPU)

Instructions to Students for Online Open Book Examinations January-February 2021


- 1) Regular and Backlog MA and M. Com (Semester I to IV) students will have to appear for Online Examination in the form of Open Book Examinations (OBE) scheduled in Jan-Feb-2021 through Google Classroom.
- 2) In an Open Book Examination (OBE) students are allowed to refer to Books and other approved study material. It is a test of your understanding of the subject matter. The OBE tests your ability to apply information and knowledge and not only recall.
- 3) The OBE will be conducted for **40 Marks for 90 Minutes**
- 4) Research project Viva will be conducted online through Google Meet, as per the schedule declared by the internal guide.
- 5) Please ensure that you have **uninterrupted power supply and Internet connectivity** during the Examinations.

- 6) The Google Classroom Codes for Regular as well as for Backlog students will be displayed on the College website on **21st January 2021**
- 7) Each student will have to join the Google Classroom created for each division and each subject for the current Semester 3 Regular Examinations.
- 8) Backlog Students will have to join Google Classroom created for their respective backlog subjects and pattern accordingly.
- 9) Regular and Backlog Students will have to join the classroom as per their divisions and subjects by **22nd January 2021**.
- 10) On the day of Examination students will have to login **20 minutes** before the commencement of the Examination in the respective Subject Google Classroom.
- 11) The Question paper will be uploaded on the respective subject Google Classroom 10 minutes prior to the commencement of the Examination along with a Google form for uploading your answer sheet.
- 12) Students will have to appear with **Roll numbers for Regular Examinations** and with **Examination Seat numbers for Backlog Examinations**.
- 13) Seat numbers will be displayed on the College website.
- 14) The students will have to download the question paper.

On the top right hand side of each page the student should write:

1. Full Name
 2. Roll No in case of regular examinations and seat number in case of Backlog examinations
 3. Signature
 4. Page No.
- 22) Student must mention question number very clearly in the left hand margin and start answering a new question on a fresh page.
- 23) Handwriting should be legible and in **black ink** to facilitate scanning.
- 24) After the completion of the paper, as per the schedule given by the college, students will have to upload handwritten answer papers on the Google class room.
- 25) Completed answer sheets should be scanned and uploaded through the Google form sent along with Question paper only.
- 26) Students to note answer papers through Email will not be considered.
- 27) The answer paper should be scanned vertically and the pages should be uploaded in sequence.
- 28) The students can upload the answer sheet by using their Desktop, Laptop, Cell phone, Tablets etc.
- 29) The Answer papers will not be accepted after 20 minutes post the conclusion of the Examination.
- 30) In case a student fails to appear or cannot complete the Examination then he/she can appear for the backlog examination, as and when it will be conducted by the College.

We wish you every success in the Examinations.


Dr. Yogini Chiplunkar
Controller of Examinations
18th January, 2021 