GAUHATI UNIVERSITY

Gopinath Bordoloi Nagar, Guwahati -781014

Assam: India

Office of the Controller of Examinations

Date: 20/09/2021

NOTIFICATION

STANDARD OPERATING PROCEDURE (SOP)FOR UPCOMING TDC BA. B.Sc., B.Com and B.Voc Semester-IV EXAMINATION, 2021 (Regular & Arrear batches including IDOL)

On the basis of deliberations at appropriate levels, the following SOP is issued to be followed for the ensuing TDC BA. B.Sc., B.Com and B.Voc Semester-IV Online Open Text Book Examination, 2021 being conducted by Gauhati University from 25th September, 2021. All the students are hereby informed to go through it carefully and follow accordingly.

1. All the answers must be handwritten (Black Ball pen/Black Ink pen) by the examinees in A4 size paper. A model Answer Sheet is uploaded in the portal https://web.gauhati.ac.in/otbe. This model Answer Sheet may also be downloaded/printed and then used for writing answers.

2. All pages must contain page numbers at the top right corner.

3. The Question Papers will be available for downloading 30 minutes before the beginning of the Examination.

4. The colleges will temporarily create date wise/subject wise email id's which are to be widely circulated among the students. The students will have to mail the PDF copy of their answer scripts after the conclusion of examination of every subject/paper within stipulated time span. After the end of the entire schedule of the examination, students will have to submit all the original hard copies of answer scripts of every subject/paper to the college authority within the scheduled time for submission in a single packet clearly mentioning the Roll Numbers, Subject, Paper Title ,Paper code and semester on the outer side of the envelope.

5. Detailed instructions to the college authority regarding the evaluation of answer scripts will be notified soon.

6. College authority will arrange for receiving the answer scripts of the students on the scheduled dates of 9th and 10th October (Sunday), 2021.

7. College authorities are hereby advised not to generate the print out of the PDF of answer scripts.

8. The student will require to e-mail the PDF copy of the answer script after 30 minutes from the time of commencement of' the examination until one hour (60 minutes) after the end of the examination.

9. In order to take the examination, the students will be required to log in to the examination portal. To log in, the students need to give correct Registration No., Mobile No. and Date of Birth.

10. Since it is an Open Book Examination conducted in the online mode, they will

be able to take the help of the textbooks, notes etc.

11. The total marks for each paper will be the same as indicated in the syllabus i.e. 40/50/60/80 marks for Honours, Regular and skill Enhancement course subjects (which ever applicable). The Full marks for each paper will also be clearly mentioned in the Question paper.

12. A helpline phone line will be provided by the colleges for their own examinees and the information about that should be made available to all students. Students must collect the email id in advance from their respective colleges and in case of any difficulty faced by the examinee, they should report the same to the College immediately.

13. The colleges will arrange to inform the students about the SOP/instructions in details regarding the examinations for downloading the question paper and email the answer scripts. In case of inability to download the Question paper/(s), Students should immediately report the matter to their respective colleges.

14. Students should mandatorily follow the 2 steps-
    a) Sending the mail within 1 hour from the time of completion of each examination.
    b) Submission of the hard copies of all the answer scripts in a single envelope to their respective colleges on 9th or 10th October, 2021.
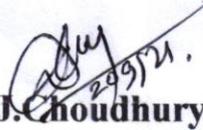
(D.J. Choudhury)
Controller of Examinations
Gauhati University