

Office of the Controller of Examinations
Gauhati University, Gopinath Bordoloi Nagar
Guwahati -14

NOTIFICATION

**STANDARD OPERATING PROCEDURE FOR UPCOMING
EXAMINATIONS (SOP)**

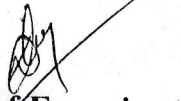
On the basis of deliberations at appropriate levels, the following SOP is issued to be followed for the ensuing TDC BA. B.Sc., B.Com and B.Voc 1st (2015 to 2020 batch) and 5th Semester (2015 and 2016 batch) Online Open Text Book Examinations, 2020 being conducted by Gauhati University from 9th August 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.**
- 3. Number of pages may be less or more than 10 pages. But, in no case the uploaded document is more than 5.0 MB in size.**
- 4. A procedure is laid down in the portal <https://web.gauhati.ac.in/otbe> to know as to how to scan and convert the Answer Sheets in to PDF and can be reduced to less than 5.00 MB. This is very crucial for successful uploading. As such, the examinees should practice and learn properly as to how to limit it to less than the specified size.**

- Ideally, if scanned properly, a 10 page document will be around only 2 MB size only.
5. To do it as mentioned in point 4 above, some apps have been recommended in the portal <https://web.gauhati.ac.in/otbe>. The students can use similar other apps also.
 6. The Question Papers will be available for downloading 30 minutes before the beginning of the Examination.
 7. The student will be able to upload the PDF copy of the answer script after 30 minutes from the time of commencement of the examination and the upload facility will be available until one hour (60 minutes) after the end of the examination.
 8. Once a student uploads a document, he/she can't do it again. So make sure that-
 - A. The Answer Sheets are properly scanned, converted to a single PDF maintaining serialization of the pages.
 - B. Recheck the size of the document before going for uploading and make sure it does not exceed 5 MB size.
 - C. So, students are strongly advised to practice this procedure (scanning and conversion to PDF) using any document available at hand.
 9. Students of 1st Semester 2015 and 2016 batch under IDOL and all the students of 5th Semester under IDOL shall have to email the scan copy of the answer scripts and subsequently send to the e-mail Id to be created by their respective principals. For the students mentioned here, there will be no provision for online uploading of the answer scripts.
 10. 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.
 11. 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.

12. The total marks for each paper will be the same as indicated in the syllabus (60 marks for Major/Honours Course papers, 80 marks for General/Regular Course paper and 40 marks for B.Voc Course papers/trades). Total duration of the examination time will be mentioned in the respective question papers.
13. There will be no offline submission of any Answer Sheet anywhere.
14. Further, students are informed to ensure their connectivity and use of proper gadgets.
15. 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.
16. The colleges will arrange to inform the students about the SOP/instructions in details regarding the examinations for downloading/uploading of their PDF files of answer scripts as well as how to prepare these
17. If someone fails in uploading the answer scripts within the specified time (Along with extension time), the examinee may be allowed to submit the answer scripts in the email-id of the respective colleges. The e-mail id should also be made available to the students of their own college only well ahead before the examination. Without the proof of attempting to upload the answer scripts, the answer scripts will not be entertained for evaluation.
18. No mock test will be conducted for the ensuing examinations.

Issued with the approval of the Honourable Vice Chancellor, Gauhati University.


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