



Department of English
Gauhati University
Gopinath Bardoloi Nagar
Guwahati: 781014

M.A. First Semester Examination 2020
(Held in June 2021)

Schedule

Paper	Date
ENG 1016	10.06.2021
ENG 1026	12.06.2021
ENG 1036	14.06.2021
ENG 1046	16.06.2021

Sd/-
Bibhash Choudhury
Head, Department of English
Gauhati University
Guwahati

Sd/-
D J Choudhury
Controller of Examinations
Gauhati University
Guwahati



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Department of English: Gauhati University
SOP for MA Semester I Examination 2020 (held in 2021)

This for information of all concerned that the following Standard Operating Procedure will be adhered to in the conduct of the PG English Semester I Examination, 2020 (held in June 2021).

1. The exam will be conducted in Online Mode only.
2. The exam will be of 2½ hours duration. It will commence on the specific date as per the given schedule at 11 a.m.
3. The question paper will be provided by email to the Head of the Department of the concerned college/centre where PG English Course under Gauhati University is conducted. The Head of the Department will disburse the question paper to all the examinees of the respective college/centre digitally through email and/or a viable platform employed for the purpose. The responsibility of providing the question paper to the examinees of the centre/college will be that of the concerned Head of the Department of English. The question paper will be given to the Heads of Department 10 minutes prior to the commencement of the examination.
4. The examinee will submit the scanned copy of the script in one pdf file to the specific email id created for the paper code (the email will be provided in due course) to their respective college/centre through email.
5. The examinee is to submit the scanned pdf file within 30 minutes of the end of the examination to the respective centre/college by email.
6. The pdf file is to be named having the Examination Roll Number.
7. The actual scripts will have to be sent to the respective centres by hand or by post by the examinee at a later date when feasible.
8. The actual scripts and the submitted pdf files must tally in all respects for the scripts to be examined. Any discrepancy in this regard may lead to the result being withheld.
9. The answer scripts must be written in the examinee's own hand. No typed submission will be considered for evaluation.
10. The examinee must confine the writing to 15 pages (including cover page) of A4 size paper only. The file size should not exceed 5 MB for each paper.
11. All submissions must in pdf form only. Any submission in other formats will not be considered for evaluation.



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12. All correspondence regarding the examination is to be done through the respective Head of the Department of English.
13. The Head of the Department of English of each college/centre will send the pdf files (on the day of the exam) and the actual scripts (subsequently) to the Zone for PG Semester IV Examination in English. The Department of English, Gauhati University, will serve as the Zonal Office for this examination.
14. The pdf files of all Internal Assessments are to be sent to the Zonal Officer by email (to be provided in due course). The pdf files of Internal Marks of each paper is to be sent to the Head Examiner by email only.
15. A cover page will be provided where all details such as Roll Number, Paper Code and Registration Number will be put in by the examinee. This cover page is to be printed and the details entered, and each pdf file submitted will have this cover page as the first page of the answer script.
16. Any receipt of the pdf file after the stipulated time may render it unviable for evaluation.
17. Any issue pertaining to the Online mode of examination is to be brought before the Head Examiner through the respective Head of the Department of the Centre/College the examinee comes from.
18. The Department/University will not be responsible for slow/poor connectivity of Internet.
19. All examinees, including those repeating paper/s in the First Semester Examination are to contact their respective colleges/centres for modalities regarding the process to be followed.

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