



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**GAUHATI UNIVERSITY**

**GUWAHATI - 14**

To  
The Principals & Officer- in Charges  
All General Degree Colleges affiliated to G.U.

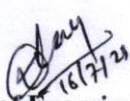
Sub: Special Instructions regarding conduction of TDC 3<sup>rd</sup> Semester Examinations  
Date-15-07-2021

Respected Sir/Madam,

For the upcoming TDC 3rd Semester examination 2020 (To be held in 2021), and taking in to account the deliberations in the online meeting with the Principals of the affiliated colleges of Gauhati University, the following instructions are issued to be followed by all the colleges for smooth completion of the whole process of examination.

1. A help line phone no. will be provided by the college for their own examinees and information about that should be made available to all students.
2. The Colleges will arrange to inform the students about the SOP /INSRUCTIONS in details regarding examinations for downloading/uploading of their PDF of answer scripts as well as how to prepare these.
3. If someone fails by properly attempting for uploading the answer scripts within the specified time (along with extension time) with proof of failed attempt, the examinee may be allowed to submit the answer script in an email ID of respective college to be designated by the Principal of the college only for their own students. The email id should also be made available to their students of their own college only. Without proof of attempting to upload the answer scripts, the same will not be entertained for evaluation.

All are requested to take necessary measures in this regard.

  
Controller of Examinations  
Gauhati University





Date: 24.05.2021

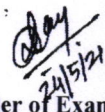
**NOTIFICATION**

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

*On the basis of deliberations at appropriate levels, the following SoP is issued to be followed for all ensuing examinations being conducted by Gauhati University. All students are hereby informed to go through it carefully and follow accordingly.*

1. All answers must be handwritten by the examinee 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 be more than 5.0 MB 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 practise 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 practise this procedure (scanning and conversion to PDF) using any document available at hand.
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 70 percent of the total theory marks. Total duration of the examination will be mentioned in the respective question papers.
12. There will be no offline submission of any Answer Sheet anywhere.
13. Further, students are informed to ensure their connectivity and use of proper gadgets.
14. All practical examinations will be notified later on.

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

  
24/5/21  
**Controller of Examinations**  
**Gauhati University**



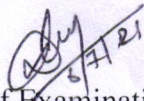
Date : 06/07/2021

### **NOTICE**

This is notified for information of all Principals of the affiliated colleges under Gauhati University that the answer scripts sent by the student(s) to the email ids of the respective colleges is to be printed out in respective colleges and the same is to be sent to office of the Deputy Controller of Examinations, Gauhati University along with the top sheet(s) and the proof of the failed attempt(s) made by the concerned students(s) at the time of uploading the answer script(s).

Kindly cooperate with the inconvenience caused due to the Covid-19 pandemic.

All answer scripts are to be submitted after completion of the ongoing semester examinations.

  
Controller of Examinations  
Gauhati University





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**Gauhati University**

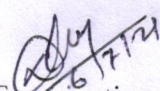
Gopinath Bordoloi Nagar, Guwahati-781014, Assam, India  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Date : 06/07/2021

## **NOTICE**

Instruction for online OTBE Examinations of all remaining UG Courses.

1. The Open Text Book Examination (OTE or OTBE) will be held online.
2. The total mark of the OTBE will be 70% of total theory marks (e.g. if TM is 80, which will be reduced to 56) of the original offline examination.
3. The syllabus for examination is the full syllabus. There will not be any reduction of course as classes have been fully conducted.
4. Total number of pages in the answer sheet should not exceed 10 pages including the front page.
5. The standard SOP for online OBE examination are attached herewith.

  
Controller of Examinations  
Gauhati University