Ref. No. GU/cont./9506

Date 16/05/25

Standard Operating Procedure (SOP) for Zone Administrator

Role: Examination Zone Administrator
Portal: SAMARTH ERP – Marks Entry System
Applicable for: PG / Professional / PG Diploma / Diploma / Certificate Programmes

Step-by-Step Responsibilities:

1. **Activation of Theory Marks Entry:**
   - Zone Marks entry access will be activated **only after receiving an official letter** from the respective **Head of the Department (HOD) / Principal.**
2. **Login Access:**
   - An auto-generated login link will be sent to the **registered email ID** of the Zone Administrator to access the Samarth Marks Entry Portal.
3. **Account Creation and Role Assignment:**
   - After logging into the system, **the Zone Administrator** must create the following user accounts:
     - **Evaluator**
     - **Scrutinizer**
     - **Head Examiner**
   - The Zone Administrator shall *assign roles and responsibilities* to each of them as per the evaluation process.
4. **Monitoring and Locking of Marks:**
   - The **Head Examiner** is responsible for:
     - Monitoring the entire marks entry process
     - Verifying that all marks have been entered correctly
     - Without submission of marks by the Scrutinizer the Head Examiner cannot start working in the portal. Hence the mark entry process from the Evaluator & Scrutinizer must be completed beforehand.
   - Once satisfied, the Head Examiner will **lock/submit the marks** in the portal.

5. **Zone Closing Communication:**
   o Upon successful completion of the above steps, the Zone Administrator must send a **Zone Closing Email** to the following addresses:
      ▪ **To:** coe@gauhati.ac.in (Controller of Examinations)
      ▪ **CC:** akashdeep@gauhati.ac.in (Deputy Controller of Examinations)
        osd_vc@gauhati.ac.in (Nodal Officer, Samarth)
6. **Result Processing:**
   o After receiving the **Zone Closing Mail**, the Controller of Examinations Office will proceed with the **result processing** for the respective department.

Important Note:

- **Internal and Practical Marks Entry** shall be done **only from the login credentials of the respective Principal or HOD**.

16/5/25

(Prof. Utpal Sarma)
Controller of Examinations (i/c)

Date : 16.05.2025

2