SOP for Conducting Gauhati University Examinations (Offline Examinations)

Dated: 11.09.2020

This is for information of all concerned that the following SOP will be followed for conducting Gauhati University examinations.

1. For practical examination, no external examiner will be appointed. Practicals are to be conducted by the Departments/Colleges concerned on their own.
2. Sufficient alternative questions will be available in the question paper from which students have to answer only for 50% of the remaining marks.
3. Physical distancing of at least 6 feet to be followed as far as feasible in the Examination Halls.
4. Use of face covers/masks to be made mandatory by all students, invigilators and support staff.
5. Practice of proper hand washing with soap even when hands are not visibly dirty is to be followed. Use of alcohol-based hand sanitisers should be made available wherever feasible.
6. Spitting shall be strictly prohibited.
7. Keeping in view the physical distancing norms, institutions should utilise maximum space for proper seating arrangement in the examination.
8. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
9. Adequate arrangements for safe drinking water (preferably with disposable ups/glasses) be made in the examination hall.
10. Seating arrangement in the examination hall to be made in such a way that adequate social distancing is maintained.
11. For pen & paper based tests, the invigilator will sanitise his/her hands prior to distribution of question papers/answer sheets. The examinees will also sanitise their hands before receiving such papers and handing them back to invigilators. The collection and packing of the answer sheets, at every stage will involve sanitisation of the hands. The answer sheets will preferably be opened up after 72 hours have elapsed post collection of papers.
12. Sharing of personal belongings/stationery shall not be allowed.
13. In the beginning of the examinations, the students are to enter the examinations hall ahead of time in an orderly manner. On completion of exam, the candidates will be permitted to move out in the same way.
14. Designated sick/isolation rooms be arranged in the Examination Centres.
15. The students undertaking the examinations may opt for a different Examination Centre in any nearby college (should be a affiliated college of Gauhati University) as per his/her convenience.

Controller of Examinations
Gauhati University

Copy to:
1. Heads of   all Academic Departments, G.U.
2. Principals/Directors of all GU affiliated Colleges/institutions
3. Secretary, University Classes, G.U.
4. Secretary to the Vice Chancellor, G.U.
5. Secretary to the Registrar, G.U.
6. G.U. Website
7. Office file

Controller of Examinations

SOP for Conducting Gauhati University Examinations (Online Examinations)

Dated: 11.09.2020

1. Candidate will login as per time table and they will be able to view Question paper as per schedule. The login id will be sent to their registered mobile nos only.

2. Candidate have to write answers on A4 size paper of maximum 10 pages and need to put page nos at the top right corner of the sheet. In the front page, candidates have to write their Roll Nos, Subject, Paper Code etc. clearly failing which evaluation could not be done.

3. The candidates will 'scan' or 'take photograph' of the answer sheets clearly by mobile phone.

4. Candidate will upload the photograph or scanned Answers Sheets in pdf format from their own login id.

5. After uploading Answer Sheets – 'successfully uploaded' message will be displayed.

6. Student should rename the pfd file before uploading and the name of the file should be the Registration No and the Subject Code.

7. The University will not be responsible for slow/poor connectivity of internet.

8. Student may submit their answer sheets to the nearest colleges under Gauhati University within the stipulated time in a sealed envelope.

Controller of Examinations
Gauhati University

Copy to:
1. Heads of all Academic Departments, G.U.
2. Principals/Directors of all GU affiliated Colleges/institutions
3. Secretary, University Classes, G.U.
4. Secretary to the Vice Chancellor, G.U.
5. Secretary to the Registrar, G.U.
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Controller of Examinations
Gauhati University

Standard Operating Procedure (SOP) for online PG in Assamese, Philosopy, Bengali subjects under Gauhati University - 2020

The following SOP is notified for smooth conduct of PG Exams in Assamese, Philosophy, Bengali subjects under Gauhati University - 2020 in the online mode.

For all online candidates

(a) Mobile numbers registered for the purpose of examination should remain functional at the time and during all the days of the examination.

(b) Candidates will receive the user ID and password to login to the examination portal 20 minutes before the commencement of the examination in their registered Mobile Phone number given at the time of registration. On receipt of the user ID and password, they should login to the examination portal and download the question paper.

(c) The candidates will be allowed to upload the scanned copies (**see instructions below**) within 30 minutes of the end of the examination.

(d) If any student fails to upload the answer script within the given time of 30 minutes, he/she will have to submit the answer sheets in a properly sealed envelope in their respective college, within 1 hour of completion of his examination. In such cases, the student will have to write his Roll number, Centre Code and Subject Code of his own as per his Admit Card on the front side of the Envelope (see the template provided in the website) into which he/she will pack his answer sheets. Envelopes without proper seal are not to be accepted by the Principals. Such envelopes should be sealed with a white/black/red tape.

(e) The envelope should also be addressed like this: 'To The Controller Of Examinations, Gauhati University'. It should also be super scribed as ONLINE EXAMINATION SCRIPT (PG) (subject name). **The envelope should not be smaller than A-4 size and should be of good quality.** Such an envelope should be procured (or hand made with good quality papers) well before the examination day in order to avoid last minute delay.

(f) The Principal of the respective college will arrange to issue an acknowledgement receipt of the same to the student clearly stating the time of receipt which should be within the time specified for submission in the college.

It is the responsibility of the student who submits his/her online script in a college to get an acknowledgement from the Principal of the college or from the duly appointed Officer – in - Charge of Examinations. The University will not accept any other receipt for any purpose, issued by any one else, whatsoever, if, required in future. This is to be done in case the student(s) fail(s) to submit online only.

- The answer booklet will consist of a maximum of 10 (ten) A4 size pages.

The first page of the Answer sheet should clearly mention:

- **Subject**
- **Subject Code**
- **Roll No**
- **Registration No**
- **Paper Code**

A template for these answer sheets is provided in the website for easy reference. Candidates may download these templates and use them for writing their answers and for uploading purpose, if necessary.

- The paper used for answer sheets should be normal A-4 size white paper. Paper of any other size and any paper except white paper will not be allowed as the system will not accept such documents. Students will write page numbers on each side of the scripts from 1 to 10 on the top right-hand corners. The Cover page/first page will be marked Page 1. On the side of each page the students should write his/her Roll No. (**see template for example**). Students are strongly advised to follow the instructions strictly.

On completion of the examination, the candidate will need to login to the examination portal with the given user ID and password and upload PDF (Portable Document Format) copies of each of the pages one by one in one PDF file.

- The Answers must be in the candidates own handwriting. No printed page will be accepted for evaluation. **It should be noted that all handwritings will be verified during evaluation.**

- Students are strongly advised to make his/her Answer Sheets ready **along with the necessary envelope which may be required as mentioned in point 4 (d)** before the actual time/day(s) of examinations for all the papers to avoid last minute confusions.

- It is the responsibility of the students to ensure that readable photographs of the answer sheets are taken. The University will not be responsible, if these are not readable even if these are submitted successfully.

- Students are also advised to write only with **Black Ball point pens**. Writing with ink pens is not permissible.

- It is also the responsibility of the students that they arrange proper internet connectivity, their gadgets like mobile phones, laptops, necessary software like PDF Converter, power supply etc.

- If the student fails to upload his/her answer sheets online within the stipulated time and fails to submit these in a college as mentioned in point **4**, he/she will be regarded as **absent** in the examination.

- For issues that may arise, if any, students are informed to contact the respective Principals or Officer-in-Charge of colleges for onward communication with the office of the Controller of Examinations, G.U.

- The address (URL) of the examination portal and other necessary web addresses are given below:

- **Examination portal :** *to be shared in registered mobile no. With the students just before the examinations.*

- **Gauhati University website: https://gauhati.ac.in**

- **Alternate Gauhati University website: https://web.gauhati.ac.in**

All these informations are available at the above websites mentioned in b) & c)

All Principal and faculty members are also requested to sensitise the students about this SOP.

Controller of Examinations
Gauhati University

Standard Operating Procedure for Conducting Online Examination
LLM First Semester
Gauhati University

For the first semester LLM examination slotted from October 01, 2020 to October 15, 2020 from 11am to 1pm kindly adhere to the Standard Operating Procedure (SOP) & Guidelines issued from the Office of the Controller of Examinations. This SOP shall also be applicable to Department of Law, Gauhati University, BRM Law College, JB Law College, NEF Law College, Tezpur Law College, Dispur Law College and Dhubri Law College.

The following are the Standard Operating Procedure for Online Examination:

1. Pallavi Devi will be the Officer-in-charge for the 1st Semester LLM Examination, 2020. In case of **only technical difficulties**, if any, candidate should address the same to their respective Officer in charge/Exam coordinators who could then convey it to the Officer-in-charge for the LLM Examination.

2. For any technical difficulties Officer-in- Charge can be reached @ 9101029546.

3. A Whats App group has been created with Principals of respective colleges along with the first semester LLM candidates including those having back log in the said semester.

4. The candidate will be able to access the Question Paper in their own e-mail id in the inbox as an attachment at 10.40AM.

5. The Examination will be conducted for 80 marks out of which 50% should be attempted. Candidates are advised to read the entire question before writing.

6. The candidate has to write the answers in **one side of A4 size paper with black ball pen not exceeding 20 pages** and need to put the **page numbers at the top right corner of the sheet.** The answer sheet should not be cropped neither edited by application of any other apps.

7. In the front page, candidates have to write their **Roll Nos, Subject, and Paper Code etc**. clearly failing which evaluation could not be done. The format of the cover page of the answer scripts will be attached with the question paper.

approved

24/9/20

Controller of Examinations
Gauhati University

Prof & Head,
Department of Law,
Gauhati University

8. The candidate will 'scan' the answer sheets with the help of their smart phone. **Kindly make the entire answer sheets as one pdf file, not page by page pdf.**

9. The candidate should rename the pdf file before uploading to submit. Please remember to rename the pdf file with **Registration No. and the Subject code.** For example if you are the candidate, the file name will be 019738_1001 (019738 is the Registration No and 1001 is the Subject Code)

10. The subject line of your submission will be registration number and subject code which means in the subject box you have to write **Registration No. and the Subject code.** This would help to **identify and search the email sent by the candidate,** even if it goes to the **spam box.**

11. Candidate will **upload** the scanned answer sheets in pdf format as an attachment and submit their answer scripts from **their own email id** and send it to submissiononlineexamgu2020@gmail.com

12. **Candidate after submitting their answer script to** submissiononlineexamgu2020@gmail.com will receive an auto-generated mail as 'received thank you'. Wait for at least half-a minute for this response.

13. An extra time of one hour will be given to the Candidate for scanning and converting to PDF format, as mentioned above. **The answer scripts submitted after 2pm will not be accepted.** Take note of this time factor.

14. The Standard Operating Procedure and Guidelines will be attached with the question paper.

15. The University will not be responsible for slow/poor connectivity of internet. Therefore, we request the prospective candidates to understand the crisis created by this pandemic and to act accordingly.

(Professor Stuti Deka)
Head of the Department, Law
Gauhati University
Prof & Head,
Department of Law,
Gauhati University

(Pallavi Devi)
Officer-in-Charge

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GAUHATI UNIVERSITY INSTITUTE OF SCIENCE AND TECHNOLOGY

ONLINE ENDSEMESTER EXAMINATION, GUIST, GU, JUNE 2021
Session: Aug-Dec, 2020

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Examination:	Online Open Text Book Examination (OTE or OBTE)
Marks:	25 (conventional) + 25 (critical/innovative) = Total 50 marks
Duration:	2 Hours [Google form submission] + max 60 Min [Answer booklet scan submission]
Platform:	Google Classroom [*Pl enrol and verify the registered subjects*]
Schedule:	**Time Table END SEM GUIST, JUNE 2021**

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GUIDELINES

1. You should manage/maintain all **technical/logistic requirements** besides ensuring proper internet connectivity required for appearing in the online open book end-semester examination.
2. Do ensure that you are listed in respective **Google classrooms** for appearing in the exams registered. Pl join new classroom(s), *if any*, responding to the invitation sent to you through e-mail by your teachers.
3. The **Question paper (as a *Google form*)** will be floated as an assignment in your respective Google classroom 30 minutes (max) prior to the notified time of examination.
   [Schedule / Starting Time for "Assignment"/ "Accepting responses" in Google form: Anytime during 10:30-11:00 hrs (to be decided by the Teacher)]
4. The **answers** to the questions should be **hand written** and **single sided** in **A4 sized paper** (*format attached*), ensuring that a fresh question is started on a fresh page. They are to be submitted in two different modes (both required):
   (i) Individual image (*jpeg/jpg file**) per question, uploading in Google form as instructed therein, and
   (ii) Scanned copy (*single pdf file***) of the entire answer-script to be uploaded against the "Assignment" floated in the Classroom.
   [*Response received in mail, WhatsApp or in any other form/mode of submission is prohibited*]

5. **SUBMISSION PROCEDURE/LIMITATIONS:**
   (i) The individual image (*jpeg/jpg file**) against each question in Google form **[SIZE: max 2MB/image]**
   Time limit: The Google form submission within 2hrs.
   [Time for "Not accepting responses" in Google form to be set by the Teacher: Anytime between 13:05 to 13:15 hrs]
   (ii) The scanned copy in B/W (single *pdf file***) of your solution/answer should bear **your roll number** as the file name [Example: If your Roll number is 110108001*, File name should be **110108001.pdf**].
   [SIZE: max 5MB/pdf]
   Time limit: Scanned copy uploading time is 60min (max) once the 2hr exam is over
   ["Assignment due time" to be set by the Teacher: Anytime between 13:30-14:00 hrs]
   (iii) Answer booklet limit: **[SIZE: 5MB pdf]**

6. Scanning and uploading procedure: Refer **Video tutorial**
7. Plagiarised (copy pasted) documents will not be evaluated.
8. Students should ensure that the scanned document is readable, else the examiner is no way responsible for non-evaluation of your answer-script.

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After uploading your file don't forget to click on "Mark as done" in "Your work"

Sd/-   **Prof Manab Deka, Director GUIST**

ONLINE OTE/OBTE ENDSEM EXAM, JUNE 2021, GUIST, GU

ROLL NO: **DATE:**

PAPER/COURSE NAME: **PAPER/COURSE CODE:**