



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.
6. G.U. Website
7. Office file

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