

**STANDARD OPERATING PROCEDURE FOR CONDUCTING
EXAMINATIONS IN GENERAL DEGREE COLLEGES UNDER
GAUHATI UNIVERSITY**

On the basis of deliberations at appropriate levels, the following SOP is prepared and issued to be followed for conducting Examinations in Colleges under Gauhati University. All the students, teachers and Head of the Institutions are hereby informed to go through it carefully and follow accordingly.

A) For Students (to be informed / notified by the Colleges)

- While filling the course Registration forms and Examination forms, it is mandatory to fill all the fields correctly. Any incorrect data or wrong entry will lead to the withholding of result or lead to discrepancy in the Grade Sheet. Students should provide a valid / active mobile number and Email id which need to remain active throughout the period of Study.
- Students should put the correct subject, Paper code and combination of Subjects / Papers wherever required.
- The declaration of Major and Minor subjects should remain same (unchanged) while filling any such forms.
- For a student under CBCS (NON – NEP), Pattern of Examination he / she should go through in detail about the various options available in Honours Generic, Regular Core, Honours Elective, Regular Elective, Regular Generic and Skill Enhancement courses and confirm his / her Papers with Proper Paper codes before filling up the Examination forms.
- Examination Programme if made available in the Admit Cards must be compared with the Programme uploaded in the Gauhati University website (www.gauhati.ac.in notification for colleges). In case of any error or mismatch, the Programme uploaded in the University website is to be considered final.
- Any Error detected after filling the Examination form / Course Registration, students must inform to the Head of the Institution for correction immediately. All such corrections must be communicated before commencement of the Examination.
- On the day of Examination, Students must fill all the fields available in the cover page of the Answer Scripts correctly. Students should clearly mentioned Paper Code as Honours Generic or Regular Core i.e. as POL-HG-3016 or POL-RC-3016, not as POL HG / RC-3016.

- In case of any discrepancies detected in the result / Grade Sheets, students are asked to submit their applications to the office of the Principal of their respective colleges within 15 days from the date of declaration of the result.
- Any student can apply for Re-evaluation through student's login in the Portal within 15 days from the date of declaration of result. Students need not submit any hard copy in the Gauhati University office. Fee structure for re-evaluation is as follows –

i) For obtaining a Photocopy of an Answer script	=	Rs. 220/-
ii) Re-evaluation of an Answer Script (without photocopy)	=	Rs. 330/-
iii) Re-evaluation of an Answer Script (with photocopy)	=	Rs. 550/-

Students can apply for re-evaluation of a maximum of 3 (three) Theory Papers. Through RTI Act, students can apply for Photocopy of Answer scripts within a maximum period of 6 (six) months old evaluated Answer Scripts are kept in safe custody for a maximum period of 6 (six) months after which they are disposed.

- **Roll No and Batch Concept (in UG)** The Roll No has been designed as –

- i) The 1st letter 'U' denotes Undergraduate
- ii) The 2nd letter defines the Stream / Discipline. Eg

U	A	–	23	1	–	191	–	0136
(i)	(ii)		(iii)	(iv)		(v)		(vi)

- 'A' for Arts
- 'S' for Science
- 'C' for Commerce
- 'T' for Technology
- 'V' for B.Voc courses etc.

- iii) The 1st two digits denotes the year or the batch in which the Candidates took admission in Semester – I.
- iv) It denotes the nature of Programme.
 - 1 for traditional mode
 - 2 for distance mode
- v) This three digit figure denotes the College code.
- vi) This four digit number denotes the Roll No of the Candidate.

A batch for a student is the year in which he / she took admission in 1st Semester as a regular candidate. For example a candidate having a Roll No as UA-221-010-001 is a 2022 batch student.

- **Transfer and Lateral entry**

There is no such provision of transfer and lateral entry for the CBCS (NON - NEP) students except in situation where parents in Government jobs have been transferred. Such students have to apply through the Head of the Institution to the Controller of Examination with supported documents. Transfer letter must be attached along with the other documents which include –

- ❖ All Grade Sheets till date of application.
- ❖ NOC from both the Colleges.
- ❖ Application to be forwarded by Head of the Institution.

➤ **Lateral Entry (Under NEP' 2020)**

Lateral Entry (transfer from one College to another) must be done through Assam SAMARTH Admission Portal following the steps mentioned. Students need to follow the Portal regularly before commencement of a fresh Academic Year. Detail step – by – step User Guide is available in assamadm-le.samarth.ac.in. It is to be noted that Gauhati University is not related anyhow in this Lateral Entry Admission process.

- Students must have at least 75% attendance in each and every Paper / Subject. In case, a student fails to have at least 75 percent attendance, he / she will not be allowed to sit for the end Semester Examination and hence have to re appear the concerned Semester after the successful completion of all subsequent Semesters.
For Example, if a student fails to appear in a 1st Semester he / she can re-appear in the first Semester only after the successful completion of the Sixth Semester.
- The passing marks in each Subjects / Paper is 30 { including Theory, Internal & Practical (if applicable) } for a NON – NEP candidate whereas it is 40% in each component { Theory, Practical (if applicable) and Internal } for under FYUGP/FYIMP candidates.
- The first and fifth Semester Examinations will be held simultaneously, while the second and sixth Semester Examinations will also be held simultaneously. No students will be allowed to appear in the first and fifth Semester Examinations simultaneously. Similarly no students will be allowed to appear in the second and sixth Semester Examinations simultaneously.
- A Student pursuing CBCS (NON – NEP) has to complete the entire programme within a period of 6 (six years) whereas a student pursuing FYUGP has to complete the entire Programme within a period of 7 (seven years) including the multiple entry and exit, if any.
- Students should go through the TDC CBCS regulations, Regulations for Four year under graduate Programme (FYUGP), Regulations for Five year Integrated Masters Programme (FYIMP) (whichever is applicable) and the Gauhati University Regulation for Examinations, thoroughly.
- For applying Original Certificate students can

Login to :

guportal $\implies$ online document request $\implies$ Apply online and Pay the fees
(upload all the requisite documents) $\implies$ Online update of the status is made available
 $\implies$ Collect the Original Certificate from the Certificate Branch, Administrative Building, Gauhati University in person.

B) For Examiners

- Mark awarded to a question or any part of a question must be written at two places, first on the top most corner of the page(s) of the answer script where the answer of the question ends, second on the cover page against the serial number of the question.
- Awarding marks for the questions should be justified. There should not be any over marking or under marking of Answers.
- The marks should be carried from the earlier pages of the answer script to the next pages in order to avoid mistakes in totaling of marks.
- No question or part of a question should be remain unmarked. Answers having maximum word limit should be checked and evaluated accordingly.
- If a question consists of two or more parts (part questions), the mark awarded in each part of the question should be shown separately (part -marking) on the particular page(s) of the Answer script.
- The fraction in the total marks should be eliminated.
- While evaluating an answer script if any new page (s) are found to be inserted or unwanted hand written / printed page (s) are found, the matter may immediately be brought to the notice of the Zonal Officer or Controller of Examinations, as a REPORTED CASE. Similar procedure should be followed if there is any evidence of double hand writing/ mismatch of hand writing in any Answer script.
- While entering the marks in a non standard mark foil, examiners are to be very cautious. They must ensure that all the fields i.e. name of the Semester/Year, Subject /Major/Minor General/MIL/Honours/Honours Generic/Regular etc & Paper code, Paper title, Paper No., Roll Nos. and full marks are properly entered.
- Quick declaration of results is the hall mark of an efficient examination system. The examiners are requested to complete the assignment of evaluation within the stipulated period (as decided by the Zone)
- The examiners must remember that the Answer scripts are being evaluated at a time when RTI Act is already in operation. As such a student/candidate may seek his/her answer script to verify immediately after declaration of the result. As such, the examiners are requested to be extra careful pertaining to the following points.
 - a) No question escapes evaluation particularly where the answer is attempted at two places. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question.
 - b) It is necessary that the examiner put his/her initial or at least a tick mark at the end of each attempted answer. It will convince the student that each answer has been thoroughly evaluated /checked.

c) The examiner should draw a line where the candidate has finished his/her last attempted part or question in the Answer scripts and the blank pages/remaining page should be crossed out.

d) The examiner should put his/her signature at the appropriate place on the cover page of the Answer script.

C) For Scrutinizers

- 1) Scrutinizers must thoroughly check the content of the script and should ensure that all the answers have been checked by the Examiner.
- 2) He / She should tally the total marks obtained as available in the cover page of the Answer Script with that of the Mark foils. Special attention is to be made for the non –standard mark foils. He / She should confirm the Paper, Paper code, Semester, Total marks, obtained marks as available in the mark foil tallies with those in the Answer Scripts.

D) For Invigilators

- The Officer-in-charge must see that as far as practicable, the subject teachers are not appointed as Invigilators on Examination of that particular subject.
- An invigilator must not take or communicate with any candidate on the subject matter of the Examination.
- Invigilators must not read the question paper specially inside the Examination hall during the Examination.
- Invigilators must not explain anything to a candidate if asked to do so or even if there happens to be any printing or other mistake in the question paper.
- It should be the duty of the invigilators to report of violation or attempted violation of any rule to the Officer-in-charge.
- The Officer-in-charge shall satisfy himself that the invigilators have been fully instructed as to their duties. For this purpose the Officer-in-charge shall call a meeting of the invigilators on the eve of the Examination. He shall supervise their work personally as far as possible on each day of the Examination. All the Answer scripts of a particular room or hall must be signed during examination by the invigilators authorized to do so by the Officer-in-charge. The Invigilators signing the Answer Scripts must see if the Roll No., the Registration No., Code No., and subject/paper and Paper code etc. have been correctly written by the candidate or not by checking the Admit Card and Registration Certificate of the candidate.

E) For Head of the Institution / For Officer in Charges and Assistant Officers in Charge

- After the filling of Examination forms Proper online verification regarding mismatch of Subjects / Paper (with Paper codes) should be done before approval of forms.

- All the messages / notifications forwarded through websites, Emails and Whatsapp are to be checked, resolved within the stipulated period. Colleges should have Emails in their College name only. All correspondence should be made through the College mail id only.
- Examination Programmes are made available in the GU websites only. Gauhati University is not responsible for all other fraud programmes circulated in other digital medium.
- Colleges must prepare separate Top Sheets for the Students having separate options. For example separate Top Sheets should be prepared for POL – HG – 3016 and POL – RC – 3016, EDU – SE – 6014, EDU – SE – 6024 and EDU – SE – 6034 though the Examination is held in the same shift. It should not be prepared as POL – HG/RC-3016, EDU – SE – 6014/6024/6034 respectively.
- AOC's must ensure that the same Roll No. is not included both in the Present list and in the Absent list.
- While dispatching the Answer Scripts to zones, AOC's should strictly ensure that the following guidelines have been followed
 - ❖ All the Answer Scripts bundles have been dispatched within 24 hours to the zones.
 - ❖ Answer Scripts have been dispatched with an inner water proof envelope.
 - ❖ Answer Scripts are supported by a copy of Question Paper, Proper corrected Top Sheet.
 - ❖ Whether the Answer Scripts have been despatch to the correct / actual zone as mentioned in the despatch letter.
- Officer in charge / AOC's must submit the final report of each Examination within 10 days from the completion of the Examination. Final report must include –
 - ❖ A copy of simple / ordinary binding of Top Sheets.
 - ❖ Absentee list – A copy of Absentee list is to be uploaded on a daily basis in the Portal. A hard copy is to be included in the final report.
 - ❖ Attendance Sheet – Put 'ABSENT' for absentee Candidates.
 - ❖ Expulsion Report.
 - ❖ Despatch Register.
 - ❖ Seat Plan
 - ❖ List of Invigilators, date wise with Signature.
- The whole process of Examination of Answer Scripts will be carried out through Micro zone system and the Principals as Micro zonal officer will be responsible for receiving the Answer Scripts from Zonal Officer. For proper and justified distribution of Answer Scripts among the Examiners, the Micro zonal officer will consult with the respective Heads of the Departments at the time of receiving the Answer Scripts from the Zonal office.

- In case of discrepancies detected in the Grade Sheets or withheld results, students will submit the applications to the Colleges within 15 days from the date of declaration of result. Colleges will forward all such applications in a single lot within 30 days from the declaration of the result to the Gauhati University office with the following supported documents.

Documents required :

- 1) Top Sheet and Attendance Sheets for all absent (AB) cases.
 - 2) Form fill up documents for Paper correction.
 - 3) Internal / Practical marks signed by HOD / HOI with proper Seal and Signature in sealed Envelopes. (in case of 'AB' due to unavailability of Internal / Practical marks).
 - 4) A copy of HSLC / HSSLC Registration Certificate, Certificate, or Mark sheet (for name correction)
 - 5) Copy of Online consolidated Grade Sheet downloaded from the Portal (for Original Grade Sheet)
- Colleges will furnish / update the Teachers' list every year on the format provided by the University. It should have the following details.
 - Name, Designation, Subject / Department specialization in Masters, Date of Joining, Experience (in years) Date of Retirement Residential address, Contact No. / Email id.
 - All the Internal Assessment and Practical marks should be uploaded in the stipulated time. Head of the Institution should ensure that 100% of such marks (i.e. by all departments) is uploaded and submitted online to Gauhati University in time.

F) For Zonal Officers / Assistant Zonal Officers

- Zonal Officer will arrange for necessary Premises and buildings for their work. The Answer Scripts and the Confidential Papers should be kept in an appropriate strong room under the Personal responsibility of the Zonal Officer.
- All the Zonal activities should start immediately after the commencement of the Examination. Zonal Officers should ensure that submission of the Zonal report (mark foils) is possible on or before the due date of submission to Gauhati University.
- Assistant Zonal Officers will distribute the Answer Scripts to the Examiners in consultation with the Micro zonal officers and the Heads of the Departments.
- Each Examined Answer Script will be scrutinized in the zones only.
- Zonal Officers will issue the 'Evaluation guidelines' to all Examiners and Scrutinizers as issued by the Gauhati University.

- Evaluation zones will ensure that all the fields i.e. Paper code, Semester, Roll No. etc. entered in the NON – STANDARD Mark foils are correct.
- Evaluation zones will be entrusted the responsibility of entering marks online. The detail SOP for this will be notified in due course of time.
- Further addition and modification to the existing procedures will be made when felt necessary. Such changes will be duly intimated / uploaded.

Issued with the approval of the Hon'ble Vice Chancellor dated 19th September, 2024.

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