

**NOTICE****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 are hereby informed to go through it carefully and follow accordingly.

**A)**

- 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](http://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 mention 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 1<sup>st</sup> letter 'U' denotes Undergraduate  
ii) The 2<sup>nd</sup> letter defines the Stream / Discipline. Eg

<u>U</u>	<u>A</u>	<u>23</u>	<u>1</u>	<u>191</u>	<u>0136</u>
(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 1<sup>st</sup> 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 1<sup>st</sup> 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](http://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 1<sup>st</sup> 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.

- 1) Vice-Principal
- 2) All Notice Boards
- 3) Website
- 4) File

*Chaitanya*  
27/9/24

Principal,  
Darrang College, Tezpur

**Principal**  
**Darrang College, Tezpur**  
**Assam**