Office of the Principal
RANGAPARA COLLEGE, RANGAPARA
ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা
(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B)
P.O.- Rangapara, Dist - Sonitpur 784 505

Dr. Ranjan Kalita, M.A. MMC, Ph.D.
Principal
&
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Memo No. RC/2021/P/ OTBE/43   Date: 27-05-2021

RANGAPARA COLLEGE
MOCK OPEN TEXT BOOK EXAMINATION SCHEDULE
(BA /B.Sc/ B.Com)

Date and Time	SEMESTR	STREAM	9.00AM – 12.00 Noon	3.00 PM – 6.00 PM
			BA/B.Sc/B.Com 1ST SEMESTER	
02-06-2021	1st Sem (Honours)	BA	Paper 1	Paper 2
		B.Sc.	Paper 1	Paper 2
		B.Com		Financial Accounting
	1st Sem (Regular)	BA	English Language -I	
			BA/B.Com 3RD SEMESTER	
03-06-2021	3rd Sem (Honours)	BA	Paper 1	Paper 2
		B.Com	Income Tax Law and Practice	
	3rd Sem (Regular)	BA		
		B.Com	Income Tax Law and Practice	
04-06-2021	3rd Sem (Honours	BA	Paper 3	
	3rd Sem (Regular)	BA	MIL/ALTE	
		B.Com	MIL/ALTE	
			BA/B.Com 5TH SEMESTER	
04-06-2021	5th Sem	BA (General)	Political Science	
		B.Com	Marketing Management (Major & General)	
05-06-2021	5th Sem	BA (Major)	Paper 1 (5.1)	Paper 2 (5.2)
		BA (General)	Education	History
		B.Com (Major)	Financial statement analysis/ CRRT	

Principal
Rangapara College

Guidelines for the Mock Open Text Book Examination, 2021

1. Students are instructed to visit Rangapara College website (www.rangaparacollege.com) and go through the tab of **Mock Test** .

2. Question Papers will be available in the website 30 minutes prior to the commencement of the examination.

3. The answer scripts submission link will be opened after 30 minutes of the commencement of the examination and upload facility will be available until one hour (60 minutes) after the end of the examination.

4. The student needs to write the answers using a pen (Preferably Black) on A4 sheet papers.

5. It is advised to write the answers only on one side of the paper. Otherwise the scanning to create PDF will not be clear.

6. The First page should contain the Subject Name and Subject code, Registration No. Roll No. and Paper Code.

7. The sample format of Answer script attached below. Students are advised to take one copy print out of the format and make photocopies of the same as per requirement.

8. All the pages should be serially numbered. e.g if a student writes 10 pages then the serial no. should be 1/10, 2/10, 3/10…………………10/10
   If 12 pages are written then the serial no. should be 1/12 , 2/12, 3/12…………..12/12

9. The students are advised to use the **Kaagaz app** for scanning and converting the answer scripts into PDF format. The application can be downloaded from the google play store.

10. The student then scans the answer sheets and convert the scanned pages to a PDF (Portable Document Format) file using advised procedure (see below).

11. The Pages should be scanned in black and white and also it is advised to scan in proper light for clear and distinct scanning.

12. The maximum limit of the resultant PDF file, which is to be uploaded, is **5.0 MB**.

13. At the end of the examination, the students upload the scanned PDF file(s) to the Mock examination portal of the college website (www.rangaparacollege.com)

14. The 10% of the secured marks in the Mock Open Text book examination will be compared with the already conducted sessional examination and highest mark will be considered for submission to the University.

(Nupam Kr. Palit) (Dr.Ranjan Kalita)
AEO Principal
Rangapara College Rangapara College
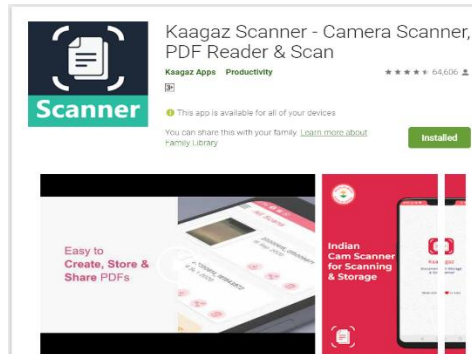
Principal
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Kaagaz (Scanner App) for Open Text Book examination OTBE

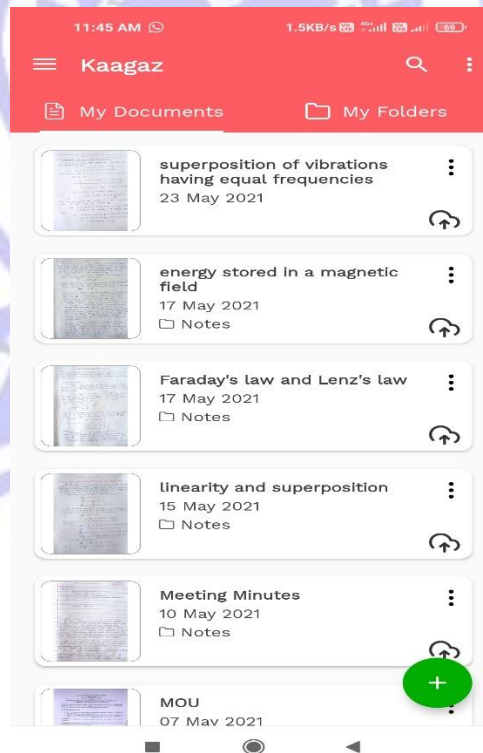**The following steps show how to scan your answer sheet using Kaagaz app**

Step-1:

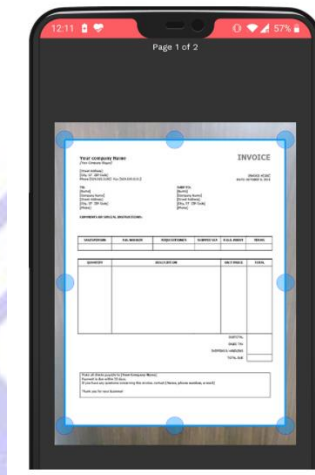**Install the App from the Google Play Store & Open it.**

Step-2:

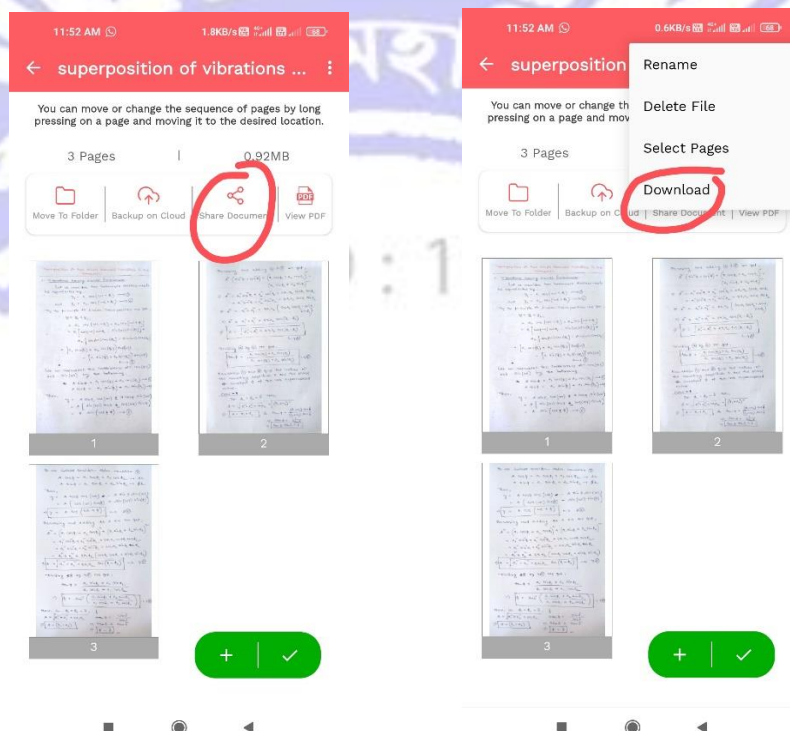**Press the Green (+) button to scan a new page.**

Step-3:

Adjust your scan according to the page size and save in Black and White (B & W) mode preferably.

Step-4:

Upload all the pages together as a single PDF document. This can be done either as Share Document to send the file to any preferred App or Download the document to your device and then upload to a preferred location.