



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

&

Research Supervisor, G.U.



94351 80914

99543 87 932

Notification (No-P/61/2021)

Date: 15-07-2021

This is notified for information of all examinees of BA/BCom/BSc 1st & 3rd Semester (CBCS) Examination, 2020 (held in 2021) and BA/BCom 1st & 3rd Semester (Non-CBCS) that they have to appear the OTBE as per Examination Routine & SOP/Instruction notified by the Controller of Examinations, Gauhati University. If someone fails by properly attempting for uploading the answer scripts within the specified time (along with extension time) with proof of failed attempt, the examinee may be allowed to submit the answer scripts at the email given below. Without proof of attempting to upload the answer scripts, the same will not be considered for evaluation. (All GU notifications are merged herewith for information)

Examination	Asstt. Officer in charge	Phone No	E-Mail
BA, B. Com, B.Sc 1st Semester (CBCS)	Atul Sarmah Dr. Rakesh Moulick	6000816214 7002564481	aoc1.rangaparacollege@gmail.com
BA, B. Com 3rd Semester (CBCS)	Harendra Kr. Deka Rakesh Ch. Sarkar	8011243753 9954705806	rcsem3exam@gmail.com
BA, B. Com 1st & 3rd Sem (Non-CBCS)	Lohit Ch Baishya Montush Poul	7002589397 7002578570	rnoncbcs@gmail.com


(Dr. Ranjan Kalita)
Principal
Rangapara College
Principal
Rangapara College

Memo: RC/OTBE/2021/61 (A)

Date: 15-07-2021

Copy forwarded to:

1. **Vice Principal**, Rangapara College
2. **AOC (All)**, 1st & 3rd (CBCS & Non-CBCS) for End Semester Exam
3. **AEO**, Rangapara College
4. **President/Secretary**, RCSU, Rangapara College
5. Notice Board


(Dr. Ranjan Kalita)
Principal
Rangapara College
Principal
Rangapara College



Date: 24.05.2021

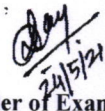
NOTIFICATION

STANDARD OPERATING PROCEDURE FOR UPCOMING EXAMINATIONS (SOP)

On the basis of deliberations at appropriate levels, the following SoP is issued to be followed for all ensuing examinations being conducted by Gauhati University. All students are hereby informed to go through it carefully and follow accordingly.

1. All answers must be handwritten by the examinee in A4 size paper. A model Answer Sheet is uploaded in the portal <https://web.gauhati.ac.in/otbe>. This model Answer Sheet may also be downloaded, printed and then used for writing answers.
2. All pages must contain page numbers.
3. Number of pages may be less or more than 10 pages. But, in no case the uploaded document be more than 5.0 MB size.
4. A procedure is laid down in the portal <https://web.gauhati.ac.in/otbe>, to know as to **how to scan and convert the Answer Sheets in to PDF** and can be reduced to less than 5.00 MB. **This is very crucial for successful uploading. As such, the examinees should practise and learn properly as to how to limit it to less than the specified size. Ideally, if scanned properly, a 10 page document will be around only 2 MB size only.**
5. To do it as mentioned in point 4 above, some apps have been recommended in the portal <https://web.gauhati.ac.in/otbe>. The students can use similar other apps also.
6. The Question Papers will be available for downloading 30 minutes before the beginning of the Examination.
7. The student will be able to upload the PDF copy of the answer script after 30 minutes from the time of commencement of the examination and the upload facility will be available until one hour (60 minutes) after the end of the examination.
8. Once a student uploads a document, he/she can't do it again. So make sure that-
 - A. The Answer Sheets are properly scanned, converted to a single PDF maintaining serialization of the pages.
 - B. Recheck the size of the document before going for uploading and make sure it does not exceed 5 MB size.
 - C. So, students are strongly advised to practise this procedure (scanning and conversion to PDF) using any document available at hand.
9. In order to take the Examination, the students will be required to log in to the Examination Portal. To log in, the students need to give correct Registration No., Mobile No. and Date of Birth.
10. Since it is an Open Book Examination conducted in the online mode, they will be able to take the help of the textbooks, notes etc.
11. The total marks for each paper will be 70 percent of the total theory marks. Total duration of the examination will be mentioned in the respective question papers.
12. There will be no offline submission of any Answer Sheet anywhere.
13. Further, students are informed to ensure their connectivity and use of proper gadgets.
14. All practical examinations will be notified later on.

Issued with the approval of the Honourable Vice Chancellor, Gauhati University.


24/5/21
Controller of Examinations
Gauhati University

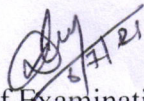
Date : 06/07/2021

NOTICE

This is notified for information of all Principals of the affiliated colleges under Gauhati University that the answer scripts sent by the student(s) to the email ids of the respective colleges is to be printed out in respective colleges and the same is to be sent to office of the Deputy Controller of Examinations, Gauhati University along with the top sheet(s) and the proof of the failed attempt(s) made by the concerned students(s) at the time of uploading the answer script(s).

Kindly cooperate with the inconvenience caused due to the Covid-19 pandemic.

All answer scripts are to be submitted after completion of the ongoing semester examinations.


Controller of Examinations
Gauhati University



গুৱাহাটী বিশ্ববিদ্যালয়
Gauhati University

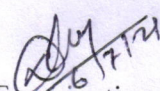
Gopinath Bordoloi Nagar, Guwahati-781014, Assam, India
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Date : 06/07/2021

NOTICE

Instruction for online OTBE Examinations of all remaining UG Courses.

1. The Open Text Book Examination (OTE or OTBE) will be held online.
2. The total mark of the OTBE will be 70% of total theory marks (e.g. if TM is 80, which will be reduced to 56) of the original offline examination.
3. The syllabus for examination is the full syllabus. There will not be any reduction of course as classes have been fully conducted.
4. Total number of pages in the answer sheet should not exceed 10 pages including the front page.
5. The standard SOP for online OBE examination are attached herewith.


Controller of Examinations
Gauhati University