



GAUHATI UNIVERSITY

Gopinath Bordoloi Nagar, Guwahati -781014

Assam: India

Office of the Controller of Examinations

Date: 09/10/2021

NOTIFICATION

STANDARD OPERATING PROCEDURE (SOP) FOR UPCOMING MA/ MSc / MCom- 4th Sem / PG Diploma- 2nd Sem / IT –1st, 2nd, 4th & 6th Semester & Previous Exams under GU IDOL

On the basis of deliberations at appropriate levels, the following SOP is issued to be followed for the ensuing MA/ MSc / MCom- 4th Sem / PG Diploma- 2nd Sem/ IT –1st, 2nd, 4th & 6th Semester & Previous Exams under GU IDOL being conducted by Gauhati University from 25th October, 2021. All the students are hereby informed to go through it carefully and follow accordingly.

1. To appear in the Examinations, the candidates will be required to visit http://idolgu.in/oct_2021_exam or http://117.239.27.2/oct_2021_exam. To log in, the students need to give correct **Roll Number & Date of Birth**.
2. After login the candidates can download their Question paper and **the Question Papers will be available for downloading 30 minutes before the beginning of the Examination**
3. All the answers must be handwritten with Black Ball pen /Black Ink pen by the candidates in A4 size paper.
4. All pages must contain page numbers at the top right corner. Total number of pages should not exceed 10 pages or The uploaded file should not exceed 5 MB. The upload file should be a single PDF.
5. **The Upload Link will be activated , after 30 minutes from the time of commencement of the examination until one hour (60 minutes) after the end of the examination.**
6. In case , the candidates find any difficulty in uploading the PDF file , they may mail the PDF file to specific E-mail id's to be available on GU IDOL website soon.

7. After the end of the entire schedule of the examination, students will have to submit all the original hard copies of answer scripts of every subject/paper to their respective Study Centers within the scheduled time for submission in a single packet clearly mentioning the **Roll Numbers, Subject, Paper Title and Semester** on the outer side of the envelope.
8. Study Centers will arrange for receiving the answer scripts of the students on the scheduled dates of 9th and 11th November, 2021.
9. Study Centers are hereby advised not to generate the print out of the PDF of answer scripts.
10. The Full marks for each paper will be clearly mentioned in the Question paper.
11. A helpline phone line will be provided by the Study Centers for their own candidates and the information about that should be made available to all candidates. In case of any difficulty faced by the examinee, they should report the same to the Study Centers immediately.
12. Candidate should mandatorily follow the 2 steps-
 - a) Uploading the PDF file of the answerscripts within the stipulated time mentioned in the point number 5
 - b) Submission of the hard copies of all the answer scripts in a single envelope to their respective Study Centers on 9th and 11th November, 2021.
13. **The uploaded Answerscripts will be compared with the submitted Hard copies of the answerscripts. If found any discrepancy, strict disciplinary actions will be taken as per G.U Rules**

Sd /-
Controller of Examinations
Gauhati University