

STANDARD OPERATING PROCEDURE (SOP) FOR TDC 4TH SEMESTER B.A, B.Com,
B.Voc EXAMINATION, 2021

(As per the SOP published by the GU on 20/09/2021)

Online Open Text Book Examination

The following are to be followed carefully:

General Instructions:

1. Answers must be handwritten in A4 size paper with page number at the top right.
2. Model answer sheet is available at <https://web.gauhati.ac.in/otbe>
3. Download QP from GU Portal by using log in credentials (Registration No., Mobile No., Date of Birth)
4. Convert the answer sheets to PDF and email to the emails specified as below within 60 minutes from the end of the examination.
5. Exam will commence from 25th Sept, 2021 and will end on 8th October, 2021.

Special Instructions:

1. The students have to compulsorily email the PDF of their answer script to the respective emails within 60 minutes from the end of the examination.
 - a) Email for 4th Semester (Arts) students:
sonapurcollege4semARTS@gmail.com
 - b) Email for 4th Semester (Commerce):
sonapurcollege4semCOMMERCE@gmail.com
 - c) Email for 4th Semester (B.Voc) students:
sonapurcollege4semBVOC@gmail.com
2. The students will keep the **Hand Written Answer Sheets** with them.
3. After the end of the entire schedule of examination, students will have to submit all the **Hand Written Answer Sheets** (hard copies) to the College office in a sealed envelope. The students have to write the Roll Number, Subjects Name, Paper Codes and Semester in the outer side of the envelope.
4. Date of Submission of Hard Copies (PDF) of the Answer Sheets in the College Office: (All the answer Scripts of one candidate should be in a single envelope)
9th and 10th October, 2021. Though 10th Oct., 2021 is a holiday, the college office will receive the answer scripts from 11.00 am to 2.00 pm.
5. Help line number for our college: 9954202935, 9435354374, 7002740837

Date: 22/09/2021

Sd/- Principal
Sonapur College, Sonapur

Please share to the 4th Semester appearing students. To be followed strictly.