

**NOTICE**

**STANDARD OPERATING PROCEDURE FOR CONDUCTING EXAMINATIONS IN  
GENERAL DEGREE COLLEGES UNDER**

**GAUHATI UNIVERISTY**

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.