

**OFFICE OF THE PRINCIPAL
 PRAMATHESH BARUA COLLEGE: GAURIPUR
 GAURIPUR, DHUBRI, ASSAM.783331
 NAAC ACCREDITED GRADE "B" (CYCLE-II)**

No. PBC/Admin /SOP/Notice/2024-2025/

Date:

From: Dr. Kalyan Das, M.A., M.Phil, Ph.D
 Principal & Secretary
 P.B. College, Gauripur.

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

Date: 30-09-2024

As per the guideline issued by the Controller of Examinations, Gauhati University dated 20/09/2024 the following STANDERD OPERATING PROCEDURE (SOP) is to be followed for conducting Examinations in Colleges under Gauhati University. All the students FYUGP/CBCS classes of the College are hereby informed to go through it carefully and follow accordingly.

1	While filling the course Registration forms and Examinations forms, it is mandatory to fill all the fields correctly. Any incorrect data or wrong entry will lead to the withholding of result of 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 their Study.
2	Students should put the correct subject, Paper code and combination of Subject/ Papers wherever required.
3	The declaration of Major and Minor subjects should remain same (unchanged) while filling and such forms.
4	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.
5	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 notification for colleges). In case of any error or mismatch, the Programme uploaded in the University website is to be considered final.
6	Any Error detected after filling the Examination form/ Course Registration, students must inform to the office of the Principal of the College for correction immediately. All such corrections must be communicated before commencement of the Examination.
7	On the day of Examination, Students must fill all the fields available in the cover page of the Answer Scripts correctly. Students should clearly mentioned Paper Code as Honours Generic or Regular Core that is as POL-HG-3013 or POL-RC-3016, not as POL-HG/RC-3016.
8	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 the College within 15 days from the date of declaration of the result.
9	Any student can apply for Re-evaluation through student's login in the Portal within 15days from the date of declaration of result. Students need not submit any hard copy in the Gauhati University office. Necessdary fee has to be paid for this.
10	The passing marks in each Subjects / Paper is 30 {including Theory, Internal & Practical (if applicable)} for a Non-NEP candidate whereas it is 40% in each component {Theory, Practical (if applicable) and Internal} for under FYUGP candidates.

Roll No. and Batch Concept (in UG) The Roll No. has been designed as-

i) The 1st letter 'U' denotes Undergraduate

ii) The 2nd letter denotes the Stream/Discipline. Eg

U A - 23 1 - 191 - 0136

(i) (ii) (iii) (iv) (v) (vi)

'A' for Arts

'C' for Commerce

iii) The 1st two digits denotes the year or the batch in which the candidates took admission in Semester- I.

iv) It denotes the nature of Programme 1 for traditional mode and 2 for distance mode

v) This three digit figure denotes the College code.

vi) This four digit number denotes the Roll No. of the Candidate.

A batch for a student is the year in which he/she took admission in 1st Semester as a regular candidate. For example a candidate having a Roll No. as UA-221-010-0001 is a 2022 batch student.


(Dr. Kalyan Das)
 Principal