

NOTIFICATION

To

The Principals

All Affiliated/ Permitted General Degree Colleges under Gauhati University

Sub- B.A, B.Sc., B.Com, 2<sup>nd</sup> (Arrear, Repeat & Drop out), 4<sup>th</sup>, (Regular & Arrear) and 6<sup>th</sup> (Regular & Arrear) Semester Examination, 2018 form fill up

Sir/Madam

It is hereby informed to you all that the examination form fill up process for the students (**except IDOL scheme**) of B.A, B.Sc., B.Com, 2<sup>nd</sup> (Arrear, Repeat & Drop out), 4<sup>th</sup>, (Regular & Arrear) and 6<sup>th</sup> (Regular & Arrear) Semester Examination, 2018 will be done through online system. The online form fill up gate way has already been opened. The last date for filling up the examination forms for the students is **22<sup>nd</sup> April, 2018 (12 AM Midnight)**. The date has been fixed by the office of the undersigned to avoid the technical difficulties of the process of preparing Pre-examination documents within short and stipulated time and subsequently sending the same to the concerned colleges in time.

**During the process of filling the form, following points may kindly be noted very carefully.-**

1. Filling of the examination form through online can be done by the students themselves. However, to avoid any difficulty, initiatives can be taken by the colleges, so that the entire process can be done in the colleges itself. Principals are requested to arrange for the same.
2. Students may be asked to have a print out of the form after the filling is completed.
3. After filling the form a challan without mentioning the amount will be generated which has to be submitted to the college while depositing the fees in the college cash counter. Principals are requested for the necessary arrangement to

collect the respective fees from the students.

4. The fee structure for all the examinations remains unchanged hence it will be similar with the last semester examinations held in November-December, 2017.
5. The form fill up for the students under IDOL scheme will remain same as in the last session i.e. preparation of consolidated statement through excel sheet. Colleges have to submit 3 sets (Hard Copy) of the consolidated statements in the format supplied in the last semester examination or as available in the colleges.
6. **Colleges have to deposit the Examination Fees, Semester-wise , stream wise, and batch wise (Regular, Arrear, Repeat, Drop out each separately) through RTGS to Gauhati University SBI Account (A/c No.-10243124298, IFS Code-SBIN0002060, and MCIR Code-781002015) and to submit all the fees payment documents in a separate envelope to the Dy. Controller of examinations, Gauhati University. Separate RTGS (Semester- wise, stream wise, and batch wise (Regular, Arrear, Repeat, Drop out should be done.**
7. **Date for filling up the examination forms for TDC semester-II (Regular batch) will be notified separately.**
8. No examination form and fees will be accepted from the Students in the Gauhati University office.
9. Some of the colleges have not yet deposited the affiliation fees/ permission fees etc. to the University. It is therefore requested to clear the outstanding fees before submission of Examination forms and fees. A clearance certificate from the Affiliation Branch against clearing of affiliation/permission/renewal fees for the subjects being offered in the college is to be submitted along with the submission of fees details.
10. **Mere filling up of examination form does not ensure the candidates to get the chance to appear in the examination. Students must have at least 75 percentage of attendance which will be monitored by the Principals.**
11. Colleges will be provided an individual user id & pass word by the University. Principals are requested to send an

email to [monojitdas22@gmail.com](mailto:monojitdas22@gmail.com) for collecting the same. The online verification of forms and approval should be completed by the colleges on or before 25<sup>th</sup> April.

12. Colleges have to update the fees details of the students and to verify the online forms submitted by their students. Only after verification each form has to be approved and to submit to the University for further processing.
13. **Students of 6<sup>th</sup> Semester having arrear subjects in 2<sup>nd</sup> Semester will not be allowed to appear in both the Semesters. They are entitled to appear either in the 2<sup>nd</sup> semester or in 6<sup>th</sup> semester only.**
14. The application will run efficiently in following most used browsers as mentioned in the footer of the application.
  1. Chrome (Version 40+)
  2. Firefox (Version 40+)
  3. IE (Version 9+)
15. ***For any assistance please write the details in the Help desk.***
16. The URL for Student Portal: <http://guexamform.com/>
17. The URL for College Portal : <http://guexamform.com/college/>

Gopinath Bordoloi Nagar  
10<sup>th</sup> April, 2018

Examinations,

Deputy

Sd/  
Dr. D.Talukdar  
P.K.Das  
Controller of  
Gauhati University

Copy forwarded to-

1. Chairman CCEM ,Gauhati University for necessary approval

2. The Secretary to Vice-Chancellor, Gauhati University.
3. The Secretary to Registrar, Gauhati University.
4. Controller of Examinations, Gauhati University
5. Academic Registrar, Gauhati University
6. The Finance Officer, Gauhati University.
7. Prof Madhurjya P. Bora Dept. of Physics Gauhati University with a request to upload the notice in the G.U website.
8. The Editors: (i) The Assam Tribune, Guwahati-3,  
(ii) The Dainik Asom, Guwahati-3,  
(iii) The Asomiya Pratidin, Guwahati-3 with a request to publish the notice as "News Items" in the next issue of your esteemed daily.
9. M/S Gulf Advertising Agency, Panbazar, Guwahati-1 with a request to publish the above notice in an inner page in The Assam Tribune, Guwahati-3.
10. Notice Board, Gauhati University.