



USER GUIDE

ONLINE EXAMINATION FORM FILL UP FOR T.D.C1ST(ARREAR),3RD(ARREAR) AND 5TH(REGULAR & ARREAR) SEMESTER,2018

Creation Date: September06, 2018
Last Updated: September 06, 2018
Version: 1

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Read This First

Welcome to the [Online Examination Application System](#). This guide tells you how to use the system.

What is the Purpose of This Guide?

The purpose of this guide is to help the user in performing operations with the system, e.g.

- New Student Registration
- Various Subjects Combination as per Semester



How To Use This Guide

If you are a new user, we recommend that you:

- This gives you an overview of the subject area before going on to the chapters.
- Read the introduction to a chapter before going on to the tasks.
- Use the step-by-step instructions in the How To section for each task.

If you are an experienced user you can:

- Go straight to the How To section if you know why and when to perform the task.
- Dip in and out of the guide, as appropriate, once you are familiar with the application.

Home page



Online Examination Form Fill up for T.D.C. 1st (Arrear), 3rd (Arrear) and 5th (Regular & Arrear) Semester, 2018

NEW USER
(Log on)

REGISTERED USER
(Login)

NEED ASSISTANCE
Help Desk

NOTICE 1
>Form Filling Instructions for the students

NOTICE 2
>User Guide for Colleges

Semester 1- Arrear & Dropout (Batch 2013-2016)
Semester 3 - Arrear & Dropout (Batch 2013-2016), Repeat (Batch 2016 only)
Semester 5 - Regular (Batch 2016) & Arrear (2013-2015)

Students cannot appear in 1st Semester and 5th Semester examination simultaneously. They can appear either in 1st or 5th Semester.

The home page consists the following sections:

- i) New User (Log on)
- ii) Registered User (Login)
- iii) Need Assistance (Help Desk)

New User (Log on)

Step 1: Click on  button for new registration and the following screen will appear. Then fill up all the mandatory fields.

Register

| | | | |
|------------------|--|--------------------------------|--|
| Name : * | <input type="text" value="PARTHA SAMANTA"/> | Email : * | <input type="text" value="partha123@gmail.com"/> |
| Mobile: * | <input type="text" value="8609570984"/> | College District : * | <input type="text" value="KAMRUP (METRO)"/> |
| College Name : * | <input type="text" value="ARYA VIDYAPEETH COLLEGE"/> | | |
| Medium of Exam : | <input checked="" type="radio"/> English | <input type="radio"/> Assamese | |

Declaration :
 I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

Note: Please select 'College District' prior to selection of 'College Name'.

You will receive your USER Id & Password in your email. If you do not receive the email in your inbox, please check the spam folder of your mail.

* - indicates mandatory field

Step 2: Type Name, Email, Mobile , College District and Name , Medium of Exam and then click Send OTP button.

Register

| | | | |
|------------------|--|--------------------------------|--|
| Name : * | <input type="text" value="PARTHA SAMANTA"/> | Email : * | <input type="text" value="partha123@gmail.com"/> |
| Mobile: * | <input type="text" value="8609570984"/> | College District : * | <input type="text" value="KAMRUP (METRO)"/> |
| College Name : * | <input type="text" value="ARYA VIDYAPEETH COLLEGE"/> | | |
| Medium of Exam : | <input checked="" type="radio"/> English | <input type="radio"/> Assamese | |

Declaration :
 I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

OTP: *

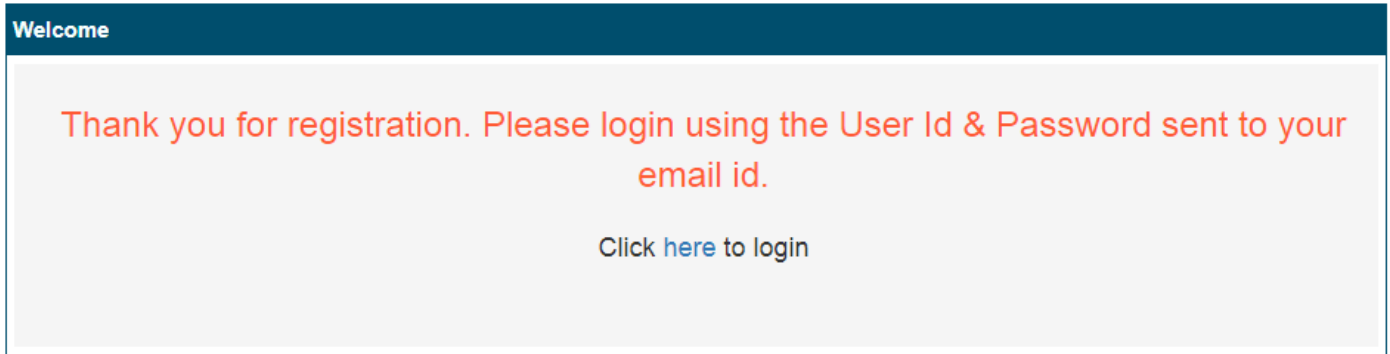
Note: Please select 'College District' prior to selection of 'College Name'.

You will receive your USER Id & Password in your email. If you do not receive the email in your inbox, please check the spam folder of your mail.

Step 3: Type OTP which is sent to your mobile no.

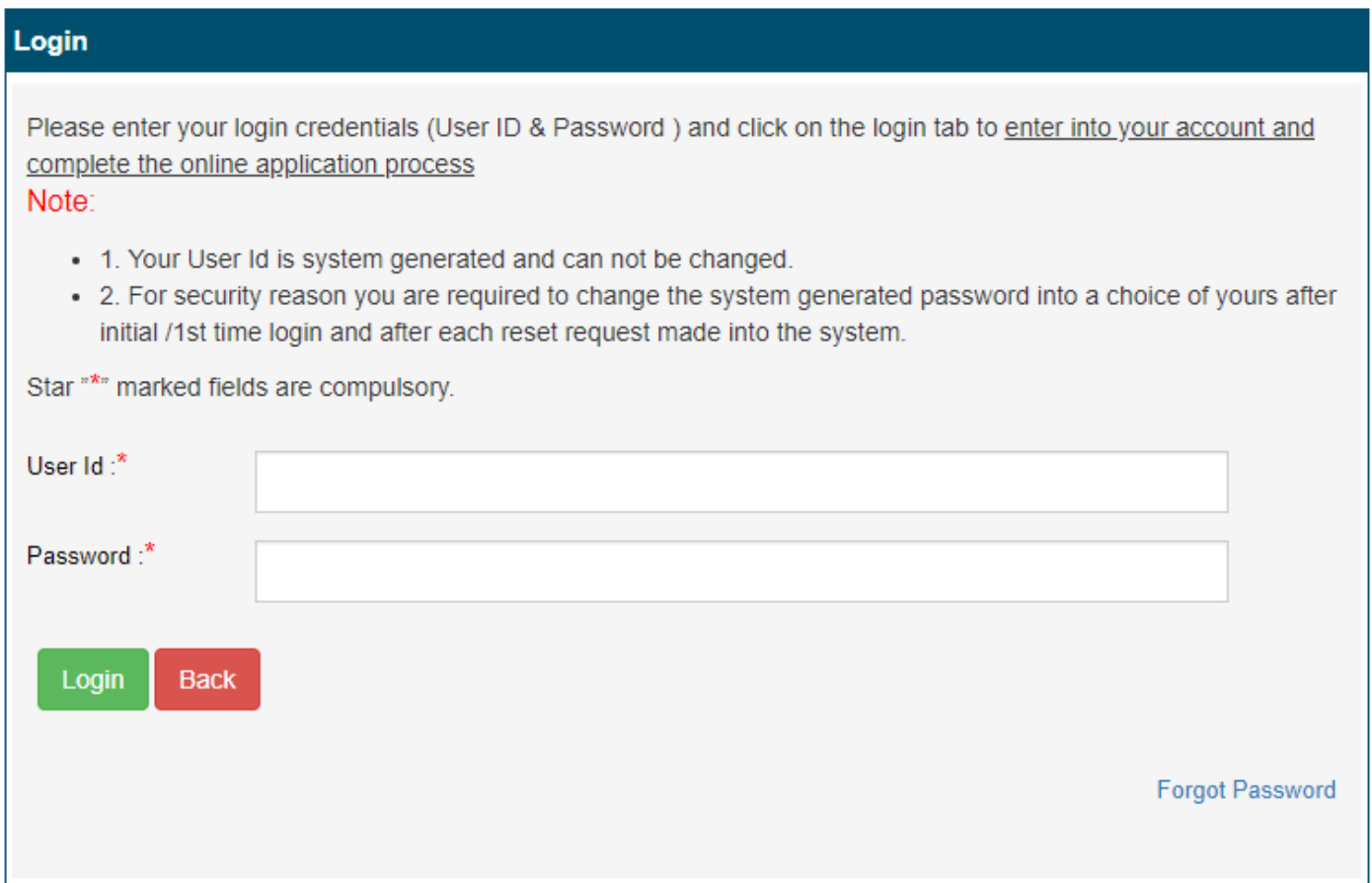
Step 4: Check on “Declaration” checkbox and Click on  button.

Step 5:Then a Welcome screen appear. Click on “here” link to login.



Step 6:After successful registration the user id and auto generated password will be sent to your provided email id .

Registered User (Login)



Login

Please enter your login credentials (User ID & Password) and click on the login tab to [enter into your account and complete the online application process](#)

Note:

- 1. Your User Id is system generated and can not be changed.
- 2. For security reason you are required to change the system generated password into a choice of yours after initial /1st time login and after each reset request made into the system.

Star **“*”** marked fields are compulsory.

User Id :*

Password :*

[Login](#) [Back](#)

[Forgot Password](#)

Step 1: Type User id and Password which has been sent to your specified email id and click on “login” button.

Need Assistance (Help Desk)

Help Desk

Please send the following information from your email to helpdesk.guexamform@gmail.com In case of emergency you may call to the helpline 033-4064-7824 also.

1. Name of the Candidate: _____
2. User id (if available): _____
3. Mobile: _____
4. Email Id: _____
5. Issue details: _____

[Back](#)

Step 1. Fill up the above mentioned information & send to the email id mentioned above.

Change Password

- Step 1.** Provide a New Password and repeat it in Confirm Password Field.
- Step 2.** Click on Change Password button.

How to “Change Password”

Change Password

New Password:* Strong password!

Confirm Password:*

Example: (Aa@#12)

[Change Password](#) [Cancel](#)

* (Password should be atleast 6 characters and maximum 10 characters in length, should contain at least one from each type which are Upper Case alphabet, Lower case alphabet, Numeric & Special Character.)

* - indicates mandatory fields

Step 3. After clicking a Welcome screen will appear confirming that your password changed successfully.

Welcome

Your password has been changed successfully.

Please click [here](#) and go to your form fill-up page

Step 4. Click [here](#) for further form fill-up

Form Fill Up - Registration Details

Personal Details ✓ Academic Details Academic Subject

Registration Details

Name of Candidate: PARTHA SAMANTA Email Address: partha123@gmail.com

Mobile Number: 8609570984 College District: KAMRUP (METRO)

College Name: ARYA VIDYAPEETH COLLEGE

Medium of Exam : English Assamese

Next

Step 1. After changing the password the above screen will appear

Step 2. Click on **Next** [Next] button for next step of form fill up.

Form Fill Up - Personal Details

Personal Details ✓ Academic Details Academic Subject

Personal Details

Name of Candidate: PARTHA SAMANTA

Gender: Male Female Transgender

Caste: General OBC MOBC SC ST

Father's Name:* DEBASHIS SAMANTA Mother's Name:* SIMA SAMANTA

Previous Next

Step 1. Provide Gender, Class, Father's Name, Mother's Name

Step 2. Click on **Next** [Next] button for next step of form fill up.

Form Fill Up – Academic Details(Regular):

Step 1: Choose semester from semester dropdown.

Step 2: Provide Roll Code and Roll No. Depending on Roll Code faculty will be specified for further operation.

Personal Details **Academic Details** Academic Subject

Academic Details

The details of the College selected by you during Registration :

College Name : Arya Vidyapeeth College College Code : 001

G.U. Registration No: 654321 Session: 2013-14

Appearing for Semester: 5

Candidate Type: Regular Arrear including Withheld/Expelled/ Fully absent in Previous Examination

Type of Course: General Major

Roll Code:* A-16001 Roll No.* 0001

Verify

Step 3: If Candidate Type **Regular** is selected and Type of course **General** is selected then the operation will be as follow:

Academic Details

The details of the College selected by you during Registration :

College Name : Arya Vidyapeeth College College Code : 001

G.U. Registration No: 654321 Session: 2013-14

Appearing for Semester: 5

Candidate Type: Regular Arrear including Withheld/Expelled/ Fully absent in Previous Examination

Type of Course: General Major

Roll Code:* A-16001 Roll No.* 0001

ARADHYA HAZARIKA

If your name is correct, please proceed. Proceed Cancel

Step 4: Verify your name and Click **Proceed** button.

Academic Details

The details of the College selected by you during Registration :

College Name : Arya Vidyapeeth College College Code : 001

G.U. Registration No: 654321 Session: 2013-14

Appearing for Semester: 5

Candidate Type: Regular Minor

Type of Course: General Major

Roll Code:* A-16001

ARADHYA HAZARIKA

If your name is correct, please proceed.

Verify

Candidate Name : ARADHYA HAZARIKA
 If your name is correct, please proceed else cancel.

Step 5: A confirmation popup will appear , click on “Proceed” again. Then Subject Combinations will appear:

Academic Subject

Elective 1 :* FOLKLORE Elective 2 :* FUNCTIONAL ENGLISH

Declaration :

I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

If Candidate Type **Regular** is selected and Type of course **Major** is selected in Academic details page then The Subject Combination will be as follow:

Academic Subject

Major :*

Declaration :
 I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

Form Fill Up – Academic Details(Arrear):

Academic Details

The details of the College selected by you during Registration :

College Name : Arya Vidyapeeth College College Code : 001

G.U. Registration No:

Appearing for Semester:

Candidate Type: General Repeat

Type of Course: General

Roll Code:* Roll No.*

If your name is correct, please proceed.

Verify

Have you appeared earlier in the selected semester?

Step 1: If **Arrear** is selected as Candidate Type then a popup will be displayed on the screen “Have you appeared earlier in the selected semester?”. If ‘Yes’ is selected then the candidate needs to enter Roll Code & Roll No. & these will be validated against backend database & name of the candidate will be displayed on the screen with **Proceed&Cancel** buttons. If **Proceed** button is clicked then following Subject Combinations will appear:

Academic Subject

Major : POLITICAL SCIENCI Theory Paper 1 : YES Theory Paper 2 : YES

Elective 1 : FORESTRY & WILD LIFE MANAGEME Theory Paper : YES Practical Paper : YES

Elective 2 / MIL : HUMAN RIGHTS EDUCATION Theory Paper : YES

Compulsory : ENVIRONMENTAL STUDIES Theory Paper : NO

Switch Over from Major to General : Yes No

Subject for switch over :* FORESTRY & WILD LIFE MANAGEMENT

Select 'YES' against papers for which you want to appear

Declaration :
 I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

[Previous](#) [Submit Application](#)

Form Fill Up – Academic Details(Drop out):

Step 1: If **Arrearis** selected as Candidate Type then a popup will be displayed on the screen “Have you appeared earlier in the selected semester?”. If “No’ is selected then the candidate will be treated as Dropout candidate & will be allowed to enter Roll Code & Roll No. Here Roll Code will be validated against database but Roll No will not be validated. **Proceed** button will be displayed on the screen. If **Proceed** button is clicked then following Subject Combinations will appear:

Personal Details
Academic Details
Academic Subject

Academic Subject

Major :* ELECTIVE MANIPURI Elective 1 :* FORESTRY & WILD LIFE MANAGEME

Elective 2 / MIL :* HUMAN RIGHTS EDUCATION Compulsory :* ENVIRONMENTAL STUDIES

Declaration :
 I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

Step 4: **Switch Over** is available for semester 1 and 3 only.

Form Fillup –Academic Details(Repeat):

Academic Details

The details of the College selected by you during Registration :

College Name : Arya Vidyapeeth College College Code : 001

G.U. Registration No: 654321 Session: 2013-14

Appearing for Semester: 3

Candidate Type: Arrear including Withheld/Expelled/ Fully absent in Previous Examination Repeat

Type of Course: General Major

Roll Code:* A-16001 Roll No:* 0001

Name of the candidate ARADHYA HAZARIKA

If your name is correct, please proceed.

Step 1:Verify your name and Click button then Subject Combinations will appear:

Academic Subject

Major :* PHILOSOPHY Theory Paper 1 :* YES Theory Paper 2 :* YES

Select 'YES' against papers for which you want to appear

Declaration :

I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

After selecting the Subject combination Click on button.

Preview Application Form :

Preview Application Form

USER ID / APPLICATION NO : 1553449

Registration Details :

| | | | |
|--------------------|-------------------------|-------------------|---------------------|
| Name of Candidate: | PARTHA SAMANTA | Email Address: | partha123@gmail.com |
| Mobile No: | 8609570984 | College District: | KAMRUP (METRO) |
| College Name: | ARYA VIDYAPEETH COLLEGE | Faculty: | ARTS |
| Medium of Exam: | ENGLISH | | |

Personal Details :

| | | | |
|---------------------|------------------|---------|---------|
| Name of Candidate : | PARTHA SAMANTA | | |
| Father's Name : | DEBASHIS SAMANTA | | |
| Mother's Name : | SIMA SAMANTA | | |
| Gender : | MALE | Caste : | GENERAL |

Academic Details :

| | | | | | |
|------------------------|---------|-----------|---------|--------------------------|---|
| G.U. Registration No : | 654321 | Session : | 2013-14 | Appearing for Semester : | 3 |
| Candidate Type: | REPEAT | | | | |
| Type of Course: | MAJOR | | | | |
| Roll Code : | A-16001 | Roll No : | 0001 | | |

Academic Subject :

| | | | | | |
|--------|------------|-----------------|-----|-----------------|----|
| Major: | PHILOSOPHY | Theory Paper 1: | YES | Theory Paper 2: | NO |
|--------|------------|-----------------|-----|-----------------|----|

[Back & edit details](#)

[Download Challan](#)

[Download Application](#)

For Edit Details Click on [Back & edit details](#)

For Download Application Click on [Download Application](#)

For Download Challan Click on [Download Challan](#)

Download Challan :

Step 1. Click on [Download Challan](#)

Step 2. A Challan will be downloaded in pdf format.

| STUDENT COPY (To be retained by the student) GAUHATI UNIVERSITY Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India | | | COLLEGE COPY (To be retained by the College) GAUHATI UNIVERSITY Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India | | | | | | | | | | | | | | |
|---|------------------------------------|----------|---|------------------------------------|-----|-----|--------------------------|--|--|------|----------|-------|-------|-----|-----|--------------------------|--|
| 3rd Semester Examination, Year 2018 (Last date of depositing this challan to the college is dd-mm-2018) | | | 3rd Semester Examination, Year 2018 (Last date of depositing this challan to the college is dd-mm-2018) | | | | | | | | | | | | | | |
| Challan No. : C/2018/48 | Challan Date: 06-09-2018 | | Challan No. : C/2018/48 | Challan Date: 06-09-2018 | | | | | | | | | | | | | |
| The particulars of the depositor are College Name: ARYA VIDYAPEETH COLLEGE Application Id : 1553449 Name of the Student: PARTHA SAMANTA | | | The particulars of the depositor are College Name: ARYA VIDYAPEETH COLLEGE Application Id : 1553449 Name of the Student: PARTHA SAMANTA | | | | | | | | | | | | | | |
| Roll Code: A-16001 Roll No : 0001 Faculty : ARTS Type of Course: MAJOR Candidate Type: REPEAT | | | Roll Code: A-16001 Roll No : 0001 Faculty : ARTS Type of Course: MAJOR Candidate Type: REPEAT | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>Type</th><th>Sub Code</th><th>Paper</th></tr></thead><tbody><tr><td>MAJOR</td><td>PHL</td><td>TH1</td></tr></tbody></table> | Type | Sub Code | Paper | MAJOR | PHL | TH1 | Switch Over Subject Code | | <table border="1"><thead><tr><th>Type</th><th>Sub Code</th><th>Paper</th></tr></thead><tbody><tr><td>MAJOR</td><td>PHL</td><td>TH1</td></tr></tbody></table> | Type | Sub Code | Paper | MAJOR | PHL | TH1 | Switch Over Subject Code | |
| Type | Sub Code | Paper | | | | | | | | | | | | | | | |
| MAJOR | PHL | TH1 | | | | | | | | | | | | | | | |
| Type | Sub Code | Paper | | | | | | | | | | | | | | | |
| MAJOR | PHL | TH1 | | | | | | | | | | | | | | | |
| Total Amount : _____ Amount in Words : _____ | | | Total Amount : _____ Amount in Words : _____ | | | | | | | | | | | | | | |
| Date : _____ Signature of depositor | | | Date : _____ Signature of depositor | | | | | | | | | | | | | | |
| FOR COLLEGE USE Transaction Date : _____ Amount in Rs. _____ Signature & Seal of Receiving Authority | | | FOR COLLEGE USE Transaction Date : _____ Amount in Rs. _____ Signature & Seal of Receiving Authority | | | | | | | | | | | | | | |
| IMPORTANT INSTRUCTIONS : Manually modified challan will not be accepted at college counter. | | | | | | | | | | | | | | | | | |

Download Application :

Step 1. Click on [Download Application](#)

Step 2. Application form will be downloaded in pdf format.



USER ID / APPLICATION NO : 1553449

| | | | |
|--|-------------------------|--------------------------|----------------|
| 1. Registration Details : | | | |
| Name of Candidate : | PARTHA SAMANTA | | |
| Email Address : | partha123@gmail.com | | |
| Mobile No : | 8609570984 | College District : | KAMRUP (METRO) |
| College Name : | ARYA VIDYAPEETH COLLEGE | Faculty : | ARTS |
| Medium of Exam : | ENGLISH | | |
| 2. Personal Details : | | | |
| Father's Name : | DEBASHIS SAMANTA | | |
| Mother's Name : | SIMA SAMANTA | | |
| Gender : | MALE | Caste: | GENERAL |
| 3a. Academic Details : | | | |
| GU Registration No: | 554321 | Session : | 2013-14 |
| Appearing For Semester: | 3 | | |
| Candidate Type : | REPEAT | | |
| Type of Course : | MAJOR | | |
| Roll Code : | A-16001 | Roll No: | 0001 |
| 3b. Academic Subject : | | | |
| Subject Type | Subject | Paper | |
| MAJOR | PHILOSOPHY | TH1 | |
| Switch over from Major to General : | | Subject for switch over: | |
| Declaration | | | |
| I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief. | | | |

How To Add New Semester :

Step 1:After Complete the form fill up operation of any semester, if you go to the home page You will get the summary screen in dashboard page.

[Add new semester](#)

| Summary | | | | | | | |
|----------------|----------------|-------------|---------|----------|------------|--------------|-------------|
| Candidate name | Candidate type | Course type | Session | Semester | Challan No | Challan Date | Edit / View |
| ASHIT BAG | ARREAR | MAJOR | 2014-15 | 3 | | | |

To add new semester click on “Add new semester” button, from this dashboard page.

THANK YOU
