



USER GUIDE

ONLINE EXAMINATION FORM FILL UP FOR T.D.C 2ND(ARREAR),4TH(ARREAR) AND 6TH(REGULAR & ARREAR) SEMESTER, 2019

Creation Date: February 21, 2019
Last Updated: February 21, 2019
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

The screenshot shows the home page of the online examination form fill-up system. At the top, there is a blue header with the Gauhati University logo and name on the left, and the text "Online Examination Form Fill up for T.D.C. 2nd (Arrear), 4th (Arrear) and 6th (Regular & Arrear) Semester, 2019" on the right. Below the header is a banner image featuring a university building, a gate with the university name in Assamese, and a hand holding a graduation cap. Underneath the banner, there are three main sections: a vertical menu on the left with three buttons: "NEW USER (Log on)" in green, "REGISTERED USER (Login)" in blue, and "NEED ASSISTANCE (Help Desk)" in red; a "NOTICE 1" section with a blue header and a white box containing the text ">Form Filling Instructions for the students"; and a "NOTICE 2" section with a grey header and a white box containing the text ">User Guide for Colleges". At the bottom of the page, there is a blue text box with the message: "Please register for your Userid and Password to login to Online Examination Form Fillup System. Your earlier Userid and Password used for last semester will not be functional now."

The home page consists of 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"/>	Email : *	<input type="text"/>
Mobile : *	<input type="text"/>	College District : *	--Select--
College Name : *	<input type="text"/>		

Medium of Exam : English 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 get email in your Inbox folder, please check your Spam folder also.
Students of 6th Semester having arrear subjects in 2nd Semester will be allowed to appear in any one of the two Semesters.
Repeat is not allowed in 2nd & 6th Semesters.

* - indicates mandatory field

Step 2: Type Name, Email, Mobile number, College District and Name, Medium of Exam and then click Send OTP button. The following screen will appear.

Register

Name : * Email : *

Mobile : *

College District : *

College Name : *

Medium of Exam : English 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.**

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.

Welcome

Thank you for registration.
Please login using the User Id & Password sent to your email id.
If you do not get email in your Inbox folder, please check your Spam folder also.

Click [here](#) 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 :*

[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 or call at 033-4064-7824 (Monday to Saturday 11.00 AM to 6.00 PM)

1. Name of the Candidate: _____

2. User id (if available): _____

3. Mobile: _____

4. 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@#23)

[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 and should not contain i, l, I, 1, L,o,O,0 & Q)

* - 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

[Home](#) [Change password](#) [Log out](#)

[Personal Details](#)

Academic Details

[Academic Subject](#)

Registration Details

Name of Candidate:	<input type="text" value="ABHIJEET NATH"/>	Email Address:	<input type="text" value="abhijeetnath@gmail.com"/>
Mobile Number:	<input type="text"/>	College District:	<input type="text" value="BONGAIGAON DISTRICT"/>
College Name:	<input type="text" value="BIRJHORA KANYA MAHAVIDYALAYA"/>		
Medium of Exam :	<input checked="" type="radio"/> English		<input type="radio"/> 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

[Home](#) [Change password](#) [Log out](#)

Personal Details

Academic Details

[Academic Subject](#)

Personal Details

Gender:	<input checked="" type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Transgender		
Caste:	<input checked="" type="radio"/> General	<input type="radio"/> OBC	<input type="radio"/> MOBC	<input type="radio"/> SC	<input type="radio"/> ST
Father's Name:*	<input type="text" value="AJIT NATH"/>	Mother's Name:*	<input type="text" value="MEENA NATH"/>		

Previous

Next

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

Step 2.

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

Form Fill Up – Academic Details(Regular):

Step 1: Choose semester from Appearing Semester Dropdown.

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

[Home](#) [Change password](#) [Log out](#)

[Personal Details](#) **[Academic Details](#)** [Academic Subject](#)

Academic Details

The details of the College selected by you during Registration :

College Name :	Birjhora Kanya Mahavidyalaya	College Code :	269
G.U. Registration No:	<input type="text" value="797890"/>	Session:	<input type="text" value="2016-17"/>
Appearing for Semester:	<input type="text" value="6"/>		
Candidate Type:	<input checked="" type="radio"/> Regular <input type="radio"/> Arrear including Withheld/Expelled/ Fully absent in Previous Examination		
Type of Course:	<input checked="" type="radio"/> General <input type="radio"/> Major		
Roll Code:*	<input type="text" value="A-16001"/>	Roll No:*	<input type="text" value="0001"/>

Step 4: click on  button

Step 4: If **semester 6** is selected , 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 :	Birjhora Kanya Mahavidyalaya	College Code :	269
G.U. Registration No:	<input type="text" value="797890"/>	Session:	<input type="text" value="2016-17"/>
Appearing for Semester:	<input type="text" value="6"/>		
Candidate Type:	<input checked="" type="radio"/> Regular <input type="radio"/> Arrear including Withheld/Expelled/ Fully absent in Previous Examination		
Type of Course:	<input checked="" type="radio"/> General <input type="radio"/> Major		
Roll Code:*	<input type="text" value="A-16001"/>	Roll No:*	<input type="text" value="0001"/>
Name of the candidate	<input type="text" value="ARADHYA HAZARIKA"/>		

If your name is correct, please proceed.

Proceed

Cancel

Previous

Step 5: Verify your name and Click  button

Then Subject Combinations will appear:

Academic Subject

Elective 1 :*	<input type="text" value="ELECTIVE ASSAMESE"/>	Elective 2 :*	<input type="text" value="ELECTIVE NEPALI"/>
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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

If **semester 6** is selected ,Candidate Type **Regular** is selected and Type of course **Major** is selected in Academic details page then The Subject Combination will be as follow:

Personal Details

Academic Details

Academic Subject

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.

Previous

Submit Application

Form Fill Up - Academic Details(Arrear):

Step 1 : If **semester 4** is selected , Candidate Type **Arrear** is selected and Type of course **Major** is selected then the operation will be as follow:

Personal Details

Academic Details

Academic Subject

Academic Details

The details of the College selected by you during Registration :

College Name : Birjhora Kanya Mahavidyalaya

College Code : 269

G.U. Registration No: 797890

Appearing for Semester:

4

Candidate Type:

Type of Course:

General

Roll Code:*

Verify

Have you appeared earlier in the selected semester?

Yes No

Proceed

Previous

Step 2: 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:

The screenshot shows a navigation bar with three tabs: 'Personal Details', 'Academic Details', and 'Academic Subject'. The 'Academic Subject' tab is active. Below the navigation bar is a form titled 'Academic Subject'. The form contains several dropdown menus and checkboxes:

- Major: ANTHROPOLOGY
- Theory Paper 1: YES
- Theory Paper 2: YES
- Practical Paper: YES
- Elective 1: ELECTIVE BODO
- Theory Paper: YES
- Elective 2 / MIL: EDUCATION
- Theory Paper: NO
- Compulsory: ENVIRONMENTAL STUDIES
- Theory Paper: NO

Below the dropdowns, there is a blue link that says "Select 'YES' against papers for which you want to appear". At the bottom of the form, there is a 'Declaration' section with a checked checkbox and the text: "I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief." At the very bottom of the page, there are two buttons: 'Previous' and 'Submit Application'.

Form Fill Up – Academic Details(Drop out):

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 “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:

Step 2 : If **semester 4** is selected , Candidate Type **Drop Out** is selected and Type of course **General** is selected then the operation will be as follow

Academic Subject

Elective 1 : * COMPUTER SCIENCE

Elective 2 : * ELECTIVE BENGALI

Elective 3 / MIL : * FOLKLORE

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.

Previous

Submit Application

Step 3: **Switch Over** is available for semester 2 only.

Form Fill up –Academic Details(Repeat):

Step 1 : If **semester 4** is selected , Candidate Type **Repeat** is selected and Type of course **Major** is selected then the operation will be as follow

Academic Details

The details of the College selected by you during Registration :

College Name : Birjhora Kanya Mahavidyalaya

College Code : 269

G.U. Registration No: 797890

Session: 2015-16

Appearing for Semester:

4

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.

Proceed

Cancel

Step 2: Verify your name and Click **Proceed** button then Subject Combinations will appear:

Personal Details | **Academic Details** | **Academic Subject**

Academic Subject

Major:* ASSAMESE 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.

Previous | **Submit Application**

After selecting the Subject combination Click on **Submit Application** button.

Preview Application Form :

[Home](#) [Change password](#) [Log out](#)

Preview Application Form

USER ID / APPLICATION NO : 6739684

Registration Details :

Name of Candidate:	ABHIJEET NATH	Email Address:	abhijeetnath@gmail.com
Mobile No:	<input type="text"/>	College District:	BONGAIGAON
College Name:	BIRJHORA KANYA MAHAVIDYALAYA	Faculty:	ARTS
Medium of Exam:	ENGLISH		

Personal Details :

Name of Candidate :	ABHIJEET NATH		
Father's Name :	AJIT NATH		
Mother's Name :	MEENA NATH		
Gender :	MALE	Caste :	GENERAL

Academic Details :

G.U. Registration No :	797890	Session :	2015-16	Appearing for Semester :	4
Candidate Type:	REPEAT				
Type of Course:	MAJOR				
Roll Code :	A-16001	Roll No :	0001		

Academic Subject :

Major:	ASSAMESE	Theory Paper 1:	NO	Theory Paper 2:	YES
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[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 4th Semester Examination, Year 2019 (Last date of depositing this challan to the college is dd-mm-2019)	 COLLEGE COPY (To be retained by the College) GAUHATI UNIVERSITY Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India 4th Semester Examination, Year 2019 (Last date of depositing this challan to the college is dd-mm-2019)						
Challan No. : C/2019/227 Challan Date: 19-02-2019	Challan No. : C/2019/227 Challan Date: 19-02-2019						
The particulars of the depositor are College Name: BIRJHORA KANYA MAHAVIDYALAYA Application Id : 6739684 Name of the Student: ABHIJEET NATH <hr/> Roll Code: A-16001 Roll No : 0001 Faculty : ARTS Type of Course: MAJOR Candidate Type: REPEAT							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Type</th> <th style="width: 33%;">Sub Code</th> <th style="width: 33%;">Paper</th> </tr> </thead> <tbody> <tr> <td>MAJOR</td> <td>ASL</td> <td>TH2</td> </tr> </tbody> </table>		Type	Sub Code	Paper	MAJOR	ASL	TH2
Type	Sub Code	Paper					
MAJOR	ASL	TH2					
Total Amount : _____ Amount in Words : _____ <hr/> Date : _____ <div style="text-align: right;">Signature of depositor</div>							
FOR COLLEGE USE							
Transaction Date : _____ Amount in Rs. _____ <div style="text-align: right;">Signature & Seal of Receiving Authority</div>							
<div style="border: 1px solid black; padding: 5px;"> IMPORTANT INSTRUCTIONS : Manually modified challan will not be accepted at college counter. </div>							

Download Application :

Step 1. Click on

Download Application

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



GAUHATI UNIVERSITY
Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India

USER ID / APPLICATION NO : 6739684


1. Registration Details :					
Name of Candidate :	ABHIJEET NATH				
Email Address :	abhijeetnath@gmail.com				
Mobile No :	<input type="text"/>	College District :	BONGAIGAON		
College Name :	BIRJHORA KANYA MAHAVIDYALAYA	Faculty :	ARTS		
Medium of Exam :	ENGLISH				
2. Personal Details :					
Father's Name :	AJIT NATH				
Mother's Name :	MEENA NATH				
Gender :	MALE	Caste:	GENERAL		
3a. Academic Details :					
GU Registration No:	797890	Session :	2015-16	Appearing For Semester:	4
Candidate Type :	REPEAT				
Type of Course :	MAJOR				
Roll Code :	A-16001	Roll No:	0001		
3b. Academic Subject :					
Subject Type	Subject	Paper			
MAJOR	ASSAMESE	TH2			
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
ABHIJEET NATH	REPEAT	MAJOR	2015-16	4	C/2019/227	19-02-2019	

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