



USER GUIDE

ONLINE EXAMINATION FORM FILL UP FOR T.D.C 2ND(ARREAR),4TH(REGULAR & ARREAR) AND 6TH(REGULAR & ARREAR) SEMESTER, 2018

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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 Gauhati University online examination form fill-up portal. At the top, there is a blue header with the Gauhati University logo on the left and the text "Online Examination Form Fill up for T.D.C. 2nd (Arrear), 4th (Regular & Arrear) and 6th (Regular & Arrear) Semester, 2018" on the right. Below the header is a large banner image featuring a collage of a university building, a traditional archway with the university's 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 in blue with a link to "Form Filling Instructions for the students"; and a "NOTICE 2" section in grey with a link to "User Guide for Colleges".

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="ANJAN MAJUMDER"/>	Email : *	<input type="text" value="anjanmajumder133@gmail.com"/>
Mobile: *	<input type="text" value="8609856854"/>	College District : *	<input type="text" value="BAKSHA DISTRICT"/>
College Name : *	<input type="text" value="BARAMA 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.**

* - 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="ANJAN MAJUMDER"/>	Email : *	<input type="text" value="anjanmajumder133@gmail.com"/>
Mobile: *	<input type="text" value="8609856854"/>	College District : *	<input type="text" value="BAKSHA DISTRICT"/>
College Name : *	<input type="text" value="BARAMA 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.

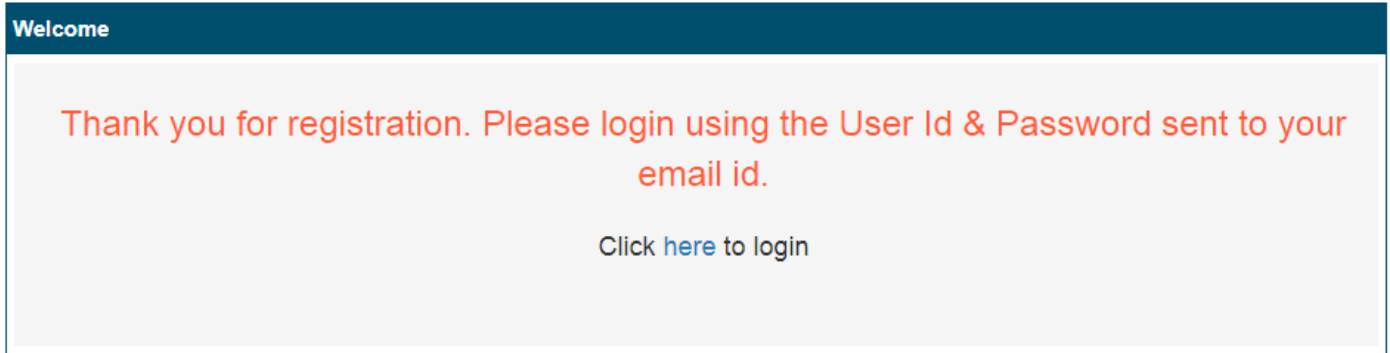
OTP: *

**Note: Please select 'College District' prior to selection of 'College Name'.
You will receive your USER Id & Password in your email.**

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

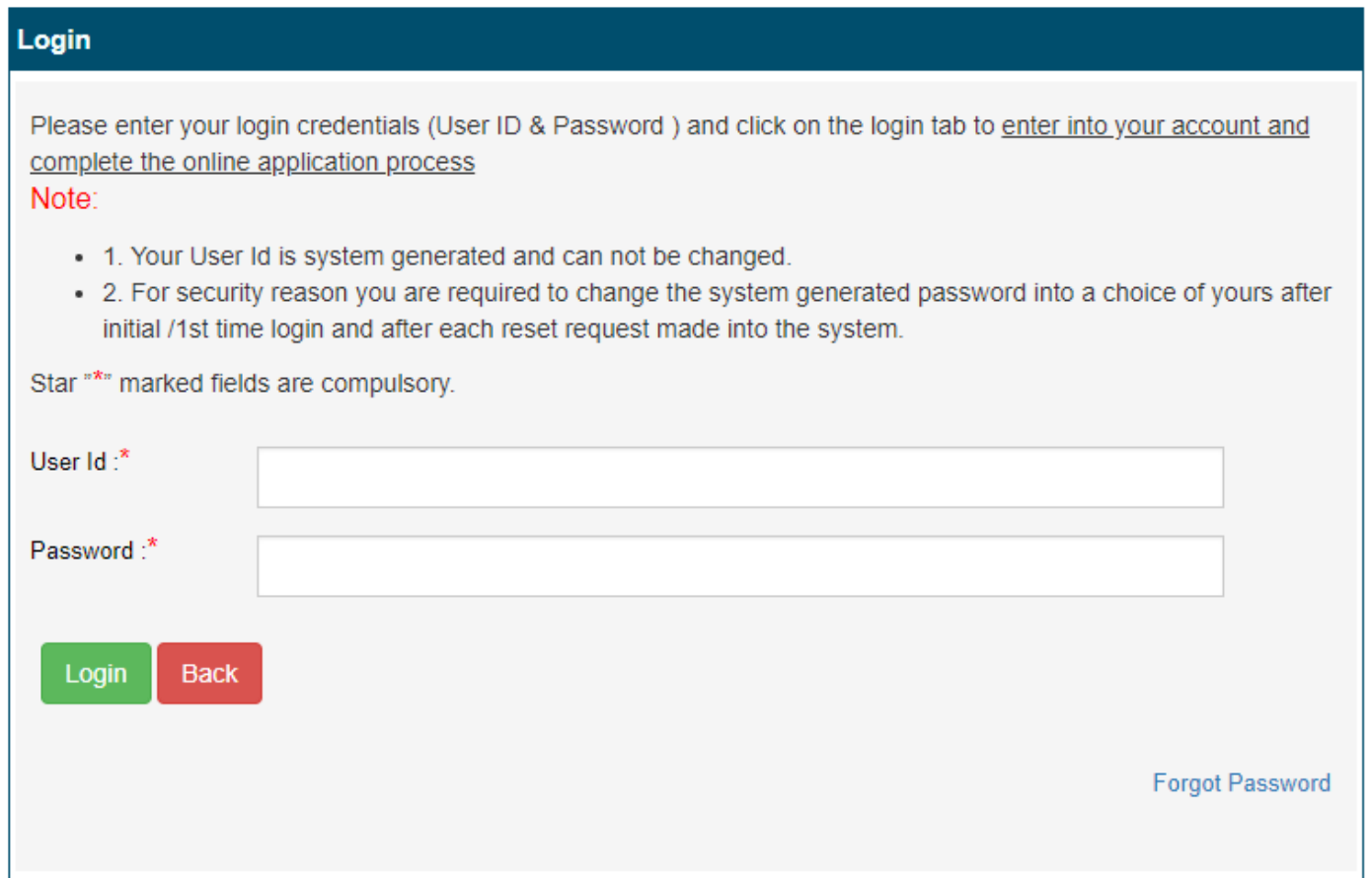
Step 4: Check on “Declaration” checkbox and Click on  button.

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)



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

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

Personal Details ✓ Academic Details Academic Subject

Registration Details

Name of Candidate: ANJAN MAJUMDER Email Address: hasannayeem65@gmail.com

Mobile Number: 8013717104 College District: BARPETA DISTRICT

College Name: BARPETA BONGAIGAON 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

Home Change password Log out

Personal Details ✓ Academic Details Academic Subject

Personal Details

Gender: Male Female Transgender

Caste: General OBC MOBC SC ST

Father's Name:* Mother's Name:*

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:	<input type="text"/>	Session:	-Select-
Appearing for Semester:	4		
Candidate Type:	<input checked="" type="radio"/> Regular	<input type="radio"/> Arrear including Withheld/Expelled/ Fully absent in Previous Examination	<input type="radio"/> Repeat
Type of Course:	<input checked="" type="radio"/> General	<input type="radio"/> Major	
Roll Code:*	A-16001	Roll No:*	0001

Verify

Previous

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

Academic Details

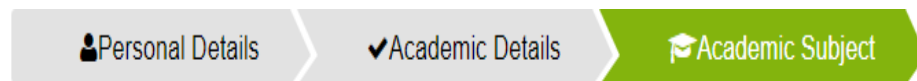
The details of the College selected by you during Registration :

College Name :	Dalgoma Anchalik College	College Code :	096
G.U. Registration No:	123456	Session:	2013-14
Appearing for Semester:	4		
Candidate Type:	<input checked="" type="radio"/> Regular	<input type="radio"/> Arrear including Withheld/Expelled/ Fully absent in Previous Examination	<input type="radio"/> Repeat
Type of Course:	<input checked="" type="radio"/> General	<input type="radio"/> Major	
Roll Code:*	A-16001	Roll No:*	0001
Name of the candidate	ARADHYA HAZARIKA		

If your name is correct, please proceed. Proceed Cancel

Step 4: Verify your name and Click  button

Then Subject Combinations will appear:



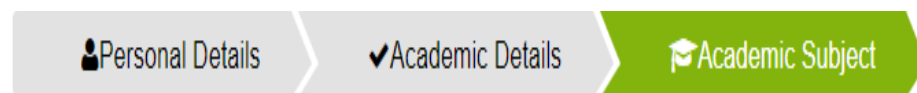
Academic Subject

Elective 1 :*	<input type="text" value="ECONOMICS"/>	Elective 2 :*	<input type="text" value="HINDI"/>
Elective 3 / MIL :*	<input type="text" value="FUNCTIONAL MIL"/>	Compulsory :*	<input type="text" value="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.

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 :*	<input type="text" value="HOME SCIENCE"/>	Elective 1 :*	<input type="text" value="HUMAN RIGHTS EDUCATION"/>
Elective 2 / MIL :*	<input type="text" value="FOLKLORE"/>	Compulsory :*	<input type="text" value="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.

Form Fill Up - Academic Details(Arrear):

Academic Details

The details of the College selected by you during Registration :

College Name : Barama College College Code : 406

G.U. Registration No: 975757 Session: 2016-17

Appearing for Semester: 4

Candidate Type: Regular Repeat

Type of Course: General

Roll Code:* A-16001

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

Elective 1 :	<input type="text" value="ANTHROPOLOGY"/>	Theory Paper :	<input type="text" value="YES"/>	Practical Paper :	<input type="text" value="YES"/>
Elective 2 :	<input type="text" value="ASSAMESE"/>	Theory Paper :	<input type="text" value="YES"/>		
Elective 3 / MIL :	<input type="text" value="EDUCATION"/>	Theory Paper :	<input type="text" value="NO"/>		
Compulsory :	<input type="text" value="ENVIRONMENTAL STUDIES"/>	Theory Paper :	<input type="text" value="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.

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:

Academic Subject

Major :* BENGALI

Elective 1 :* ENGLISH

Elective 2 / MIL :* FORESTRY & WILDLIFE MANAGEME

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 4: Switch Over is available for semester 2 only.

Form Fill up –Academic Details(Repeat):

Academic Details

The details of the College selected by you during Registration :

College Name : Barama College

College Code : 406

G.U. Registration No: 975757

Session: 2016-17

Appearing for Semester: 4

Candidate Type: Regular Arrear including Withheld/Expelled/ Fully absent in Previous Examination RepeatType of Course: General Major

Roll Code.* A-15001

Roll No.* 0001

Name of the candidate NANG SHANI MEIN

If your name is correct, please proceed.

Proceed

Cancel

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

Academic Subject

Major:*

MANIPURI

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 :

Preview Application Form					
USER ID / APPLICATION NO : 1003955					
Registration Details :					
Name of Candidate:	ANJAN MAJUMDER	Email Address:	anjanmajumder133@gmail.com		
Mobile No:	8609856854	College District:	BAKSHA		
College Name:	BARAMA COLLEGE	Faculty:	ARTS		
Medium of Exam:	ENGLISH				
Personal Details :					
Name of Candidate :	ANJAN MAJUMDER				
Father's Name :	TEXT				
Mother's Name :	TEXT				
Gender :	MALE	Caste :	GENERAL		
Academic Details :					
G.U. Registration No :	975757	Session :	2016-17	Appearing for Semester :	4
Candidate Type:	REPEAT				
Type of Course:	MAJOR				
Roll Code :	A-15001	Roll No :	0001		
Academic Subject :					
Major:	MANIPURI	Theory Paper 1:	NO	Theory Paper 2:	YES
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 2018 (Last date of depositing this challan to the college is dd-mm-2017)			COLLEGE COPY (To be retained by the College) GAUHATI UNIVERSITY Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India 4th Semester Examination, Year 2018 (Last date of depositing this challan to the college is dd-mm-2017)																																						
Challan No. :	Challan Date:		Challan No. :	Challan Date:																																					
C/2018/297	06-04-2018		C/2018/297	06-04-2018																																					
The particulars of the depositor are			The particulars of the depositor are																																						
College Name: BARAMA COLLEGE			College Name: BARAMA COLLEGE																																						
Application Id : 1003955			Application Id : 1003955																																						
Name of the Student: ANJAN MAJUMDER			Name of the Student: ANJAN MAJUMDER																																						
Roll Code: A-15001 Roll No : 0001			Roll Code: A-15001 Roll No : 0001																																						
Faculty : ARTS Type of Course: MAJOR			Faculty : ARTS Type of Course: MAJOR																																						
Candidate Type: REPEAT			Candidate Type: REPEAT																																						
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Type	Sub Code	Paper																																							
MAJOR	MSL	TH2																																							
Total Amount : _____			Total Amount : _____																																						
Amount in Words : _____			Amount in Words : _____																																						
Date : _____			Date : _____																																						
Signature of depositor			Signature of depositor																																						
FOR COLLEGE USE			FOR COLLEGE USE																																						
Transaction Date : _____			Transaction Date : _____																																						
Amount in Rs. _____			Amount in Rs. _____																																						
Signature & Seal of Recieving Authority			Signature & Seal of Recieving 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.



GAUHATI UNIVERSITY

Gopinath Bardoloi Nagar, Gauhati-781014, Assam, India

USER ID / APPLICATION NO : 1003955

1. Registration Details :

Name of Candidate :	ANJAN MAJUMDER		
Email Address :	anjanmajumder133@gmail.com		
Mobile No :	8609856854	College District :	BAKSHA
College Name :	BARAMA COLLEGE	Faculty :	ARTS
Medium of Exam :	ENGLISH		

2. Personal Details :

Father's Name :	TEXT		
Mother's Name :	TEXT		
Gender :	MALE	Caste:	GENERAL

3a. Academic Details :

GU Registration No:	975757	Session :	2016-17	Appearing For Semester:	4
Candidate Type :	REPEAT				
Type of Course :	MAJOR				
Roll Code :	A-15001	Roll No:	0001		

3b. Academic Subject :

Subject Type	Subject	Paper
MAJOR	MANIPURI	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
ANJAN MAJUMDER	REPEAT	MAJOR	2016-17	4	C/2018/297	06-04-2018	

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