



K.C. DAS COMMERCE COLLEGE
CHATRIBARI, GUWAHATI – 781008

Instruction for Open Text Book Examination for B.B.A &
B.C.A 1st Semester CBCS 2021

Date- 10-08-2021

It is hereby notified for information to all the students of B.B.A & B.C.A 1st Semester (CBCS) that for appearing in the OTBE (Open Text Book Examination), 2021, the following set of instruction has been prepared for the students to enable them to appear in the examination smoothly. The instructions are as follows-

1. All students are hereby asked to check the Gauhati University Website and check the notification given dated 24-05-2021 titled- **Open Text Book Examination 2021**. Students are asked to click on the notification which will redirect them to the GU OTB EXAM PORTAL.
2. Students should carefully read all the instructions given in the OTB Portal including preparing of Answer Sheet. Students have the option to login many numbers of times.
3. For downloading of answer scripts the following link has been provided whereby students can download their answer scripts over which examination has to be given. The link is- <https://web.gauhati.ac.in/otbe/answerscript>.
4. Question Paper of any subject will be available **30 minutes** before the scheduled date and time of examination.
5. Answer Sheets can be uploaded **from 30 minutes** after starting of the examination and can be uploaded **till 1 hr after the examination ends**.
6. Answer has to be written in one's own handwriting and no printed answers will be accepted. Any discrepancy found in handwriting by the authority, after verification authority can lead to take strict action being taken against the concerned candidate.
7. The **first page of the answer scripts MUST** contain the following



K.C. DAS COMMERCE COLLEGE
CHATRIBARI, GUWAHATI – 781008

- **Subject Name and Subject Code**
 - **Registration No**
 - **Roll No**
 - **Paper Code**
8. Students need to **scan their Answer Sheets and convert them into Pdf** which should be **less than 5 MB** and **scan should be done in black and white.**
 9. The file prepared for uploading the answer script should be simple name with **ONLY** letters **OR** letters and numbers such as **paper.pdf OR paper05.pdf.**
 10. The file name should not contain any **special spaces or special characters.**
 11. Students are asked to complete their paper within the scheduled time of the examination (i.e. from 9 AM to 12 Noon) and then upload the answer sheet **PDF file.**
 12. **Every Login Attempt, Download Attempt and Upload Attempt will be recorded in the server.** Thus students are asked to upload the answer sheet as soon as their examination completes.
 13. If an examinee tries to upload the answer script on time but fails to upload it successfully, **he or she can continue to upload the file for another additional 30 minutes after the expiry of the designated time of upload.**
 14. If a student fails to upload even during the additional time, the student will be marked as **ABSENT** in the examination.
 15. However, if **an examinee does NOT try to upload the answer script during the designated time,** the time for such an examinee will automatically expire at the designated hour and **the examinee will be marked ABSENT.**
 16. For appearing in the OTBE (Open Text Book Examination), 2021 smoothly, the following arrangements have been made by the College



K.C. DAS COMMERCE COLLEGE
CHATRIBARI, GUWAHATI – 781008

authorities to facilitate the students as per the instruction of the Controller of Examination, Gauhati University.

17. Helpline Numbers have been provided below to all the students in case of any emergency faced while appearing in the examination.

Phone Number- 90853-12812

Mr. Tony Bayan
Assistant Professor
BCA, PGDCA

Phone Number- 99574-85947

Mrs. Prarthana Baruah
Associate Professor & Head,
English

18. Students are asked to follow the instruction and SOP while downloading and uploading answer scripts in PDF form in the GU portal.

19. Any student failing to upload the answer sheet within the requisite time and even fails to upload after extension time, are asked to have any form of evidence showing their attempt to upload the answer sheet (commonly Screenshot of Failure to Upload) within permissible time.

20. Those students, who failed to upload the answer sheet in PDF form within the permissible time frame, are asked to send their answer sheet in PDF form along with the evidence of failure of uploading through mail in the mentioned e-mail id- tony@kcdcollege.ac.in. Without proof of attempting to upload the answer scripts, the same will not be entertained for evaluation.

Sd/-
Dr. Hrishikesh Baruah
Principal
K.C. Das Commerce College