



COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733588::email-coe@cottonuniversity.ac.in

Notice-2

Guidelines (extended) for UG 1st and PG 1st Semester ONLINE Examination 2021

In continuation of the first notification Memo No: CU/WFRH/Exam/2021/75/08
Dated: 21st June, 2021, the Guidelines regarding the following matter are further notified for more clarity:

- (i) How to obtain/download a **question paper** from the Cotton University Student Portal as per schedule of examination.
- (ii) How to create **pdf file(s)** of **answer-sheets** and upload through the Cotton University Student Portal as per schedule of examination.

A. How to obtain/download Question Paper:

- The submission of scanned Undertaking form should be done at the time of submission of scanned Answer-sheets after you finish writing.
 - Within 15 minutes prior to the scheduled start time of examination, the concerned paper shall be made available in the **Student Portal** in the respective student accounts.
 - The students need to login into their respective account in the Cotton University Student Portal using their enrolment number and password.
(Link to the CU student portal: <https://portal.cottonuniversity.ac.in/login>)
- (iii) After logging in, a student can download the question paper by clicking on the '**Question Paper Download**' link.
 - (iv) Question papers as per examination schedule, shall also be made available in due time in the respective WhatsApp Groups created for the concerned papers by the concerned HoDs, if so.

B. How to Create and Upload/Submit a PDF file comprising of Undertaking, Answer Script and Declaration.

Step-1: Scanning and creating the PDF file:



COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733588::email-coe@cottonuniversity.ac.in

- The answer sheets have to be numbered and arranged serially before submission. The students must record the total number of pages and write it in the first page along with Name, Enrolment number etc
- Create a single pdf file by scanning the **Undertaking**, all the pages of the **Answer-sheets**, and the **Declaration** in sequence. (Apps like adobe scan, pdf scan, google drive scanner, etc. may be used for scanning the pages)
- You should be doubly sure that all the answer-sheets are scanned properly and put in pdf file
- The pdf file should be named in the following format:
Your <**Enrolment Number_Paper Code**>.pdf. For example: ANT1831099_PSC103G.pdf.

Step-2: Uploading/Submission of the PDF file:

- The student needs to login to their account in the student portal using their enrolment number and password.
- After logging in, the students need to click on the link marked as “**Submission of Answer Scripts**”.
- After clicking on the above link, they will be presented with a form where they will be required to fill in the necessary information and attach/upload the answer script (**pdf file**) using the ‘**Add File**’ button.
- After attaching the **pdf file**, the students are required to click the ‘**Submit**’ button, upon which a message confirming the submission will be displayed on the screen.

(Successful submission of the answer sheet will generate an automated reply on email)

- Once the answer sheets are uploaded, no further changes can be made.
- After uploading the pdf file, student can log out from the Portal.
- After logging out, if a student uploads again, only the first submission of the file(s) shall be considered for evaluation. Students are cautioned not to practise it.

If you face any difficulty in uploading the answer script (pdf file) using the above procedure, the concerned faculty for that particular paper has to be contacted over phone. The Phone numbers of the concerned faculties has been uploaded in the student portal. In such a situation, the student may be allowed to mail the answer-script (pdf) to the concerned faculty. Before mailing the pdf file has to be named as follows



COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2733588::email-coe@cottonuniversity.ac.in

(a) If the file size is manageable in one file, then you may make a single file which is to be named as <Your Enrolment Number_Paper Code.pdf> i.e., say,

ANT1831099_PSC103G.pdf.

(b) If the file size is big (exceeds the maximum upload size) , then you may make two/three files which are to be named, e.g., ref. to above case: ANT1831099_PSC103G_1.pdf, ANT1831099_PSC103G_2.pdf ...

Step-3: How to preserve the answer-sheets and When & Where to submit

All the answer sheets of a paper in sequence must be stapled together along with the undertaking and declaration papers and kept in an envelope carefully. This is to be followed for all papers which you appear. All these answer scripts are to be submitted to the respective Heads of Departments when the departments are open for students.

Advisory : Undertaking and Declaration forms may be made ready beforehand so that students can get maximum time for scanning the answer sheets iwithin the stipulated time.

Note : Pattern of question paper : existing patterns of OFFLINE Examinations

Controller of Examinations

Cotton University, Guwahati

No: CU/WRFRH/Exam/2021/75/09

Dated: 27th June, 2021