



COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in :: 0361-2601108

Notice-3

Guidelines for PG End Semester (New/Old) ONLINE Examination 2020

(PG 4th semester Regular/Arrear/ Repeat and PG 2nd semester Arrear/Repeat)

In continuation of the first notification Memo No. CU Exam/2013/004(A)/43/4466/1-30, dated 21-07-2020, the Guidelines regarding the following matter are further notified for more clarity of the process:


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

A. How to obtain/download Question Paper:

****The submission of scanned Undertaking form in the Format given in aforesaid the Guidelines was a precondition to obtain a question paper of the concerned examination. This has been now modified and you can submit the said copy in the same pdf of the answer script to be generated in the time allotted.**

- Question papers shall be made available in the **Student Portal** in the respective student accounts as per schedule of the examinations.
 - You need to login into their respective account in the Cotton University Student Portal using their enrollment number and password.
(Link to the CU student portal: <https://portal.cottonuniversity.ac.in/login>)
- (iii) After logging in, you can download the question paper by clicking on the '**Question Paper Download**' link.
 - (iv) Question papers as per examination schedule may also be made available in due time in the WhatsApp Groups created for the concerned papers by the respective HoDs, if so.
 - (v) You will be required to keep ready additional number of A4 size papers to write answers before the examination begins. You have to number the pages and put full signature and enrolment number on the top of the pages used and keep it serially. On the top of the first page you must write: PG4th End Semester Examination 2020, Paper title, Paper Code, Subject, Your Name, Enrolment Number, Total No of pages used.

And Immediately below with small gap you may start writing answers.


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B. How to create and upload/submit a PDF file comprising of Undertaking, Answer Script and Declaration.

Step-I: Scanning and creating the PDF file:

- The answer sheets have to be numbered and arranged serially before scanning.
- 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
CHM1862099_CHM1001C.pdf.

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

- You need to login to your account in the student portal using your enrolment number and password.
- After logging in, you need to click on the link marked as “**Submission of Answer Scripts**”.
- After clicking on the above link, you will be presented with a form where you will be required to fill in the necessary information and attach/upload the concerned **pdf file** of Answer Script along with Undertaking and Declaration using the ‘**Add File**’ button.
- After attaching the **pdf file**, you 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 generated)

- *Once the file is submitted, no further changes can be made.*
- After uploading the pdf file, you can log out from the Portal.
- After logging out, if you upload again, only the first submission of the file(s) shall be considered for evaluation. You are cautioned not to exercise it.

If you face any difficulty in uploading the answer script (pdf file) using the above procedure, the concerned paper co-ordinator (HoD) has to be contacted over phone . The Phone numbers of the concerned HoDs/faculties will be uploaded in the student portal in due course of time. In such a situation, the student may be allowed to mail the answer-script (pdf) to the designated e-mail id. You have to proceed as follows:

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(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,

CHM1862099_CHM1001C.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: CHM1861099_CHM1001C_1.pdf,

CHM1862099_CHM1001C_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 within the stipulated time.

Note:-

- PG Project/Dissertation: Students having experimental/ field survey/data acquisition based dissertation papers, may work on mainly literature survey/ understanding of some leading research papers of the field as advised by supervisor. Students opting for theoretical work, may complete their work as instructed by supervisor. The tentative date of submission of dissertation report and viva shall be in the first week of October 2020.
- The Marks distribution will be followed for PG 4th Sem Regular(New Course)/PG 2ND SEM Repeat or Arear(NEW course) as under:

Total Marks: 70 , Duration: 3 hours

Marks of each question x Number of questions= Total Marks

2 X 5= 10 MARKS

4 X 9 = 36 MARKS

(OUT OF 11)

8 X 3 =24 MARKS

(OUT OF FOUR)

OR

2 X 6 = 12 MARKS

4 X 7 = 28 MARKS

(OUT OF 9)

10 X 3 = 30 MARKS

(OUT OF FOUR)

Signature
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- The Marks distribution will be followed for PG 4th Semester (old course) / PG 2ND SEMESTER Repeat / Arrear (OLD course) as under:

Total Marks: 60 , Duration: 2 hours

Marks of each question x Number of questions= Total Marks

$$1 \times 5 = 5$$

$$2 \times 5 = 10$$

$$5 \times 3 = 15$$

$$9 \times 2 = 18 \text{ (Any two out of three)}$$

$$12 \times 1 = 12 \text{ (Any one out of two)}$$

Handwritten signature
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