



COTTON UNIVERSITY

Department of Molecular Biology and Biotechnology

Panbazar, Guwahati- 781001, Assam, India

Website: www.cottonuniversity.ac.in

Ref. No.CU/MBBT/2020/019

Date- 16-06-2021

Guidelines for Online Arrear/Repeat End sem Examination, June 2021

The following examination guidelines are hereby notified to the concerned faculties and students to be followed during of online **Arrear/Repeat End sem Examination, 2021** for UG 1st semester (2018, 2019 batch) and UG 2nd semester (2018 batch) to be commenced from 21st June 2021.

1. Pdf copy of the question paper would be sent to students 5 min before schedule exam time through Google Classroom/WhatsApp by the concerned Invigilator cum coordinator as indicated in the notified time table.
2. Students have to write their answers on single side of plain A4 papers. The first page should contain the following basic information. Answer should be written from 2nd page

Exam Name: Online Arrear/Repeat End sem Examination, June 2021

Batch:

Enrolment No.

Paper Name:

Paper code:

Date

Total No of Pages

3. All the pages should be serially numbered, starting from the first page, at top of the page. The student should put his/her signature at right top corner of the first page.
4. After complete writing, the answer scripts have to be scanned serially and submitted as a single pdf file to the concerned Invigilator cum coordinator preferably in Google Classroom. The pdf file should be named as below
Paper Code_Enrolment No
(Example: BTN601C_BTN1832003)
5. Students are advised to use **DOC Scanner** android app (<https://play.google.com/store/apps/details?id=com.cv.docscanner>) for scanning the answer scripts. This app significantly reduces (without compromising on the resolution) the file size which can easily be uploaded despite poor connectivity.
6. Answer scripts submitted after allotted time would not be considered for evaluation.
7. The hard copy of answer scripts has to be submitted to the department once university reopens.
8. For any problem regarding your question paper or uploading your answer scripts, the students are hereby asked to contact the concerned Invigilator cum coordinator.

(Raju Bharalee)

Assistant Professor and HoD(i/c)
Department of Molecular Biology and
Biotechnology
Cotton University, Guwahati 781001