

## Guidelines for conduct of External / Private Candidate Examination July-2021

1. The examination for External / Private Candidates will be conducted through Open Book Examination Mode commencing from 19<sup>th</sup> Day of July 2021.
2. The examination schedule is uploaded at the University website [www.tgounagaland.com](http://www.tgounagaland.com)
3. Eligible students who have not mentioned their respective email id's on the submitted examination form are advised to inform your email id by writing an email to [examination@tgounagaland.com](mailto:examination@tgounagaland.com) and clearly mention your respective Roll Number, Name and Course Name in the email.
4. The examination will start at 1000 hrs for Morning Session and 1400 hrs for the evening Session.
5. The question papers will be sent through email to each student before the prescribed schedule time.
6. Students are required to attempt the questions on plain A4 size paper in own handwriting. All papers used for writing the answers should be numbered in chronological order.
7. Any conventional mobile document scanner application may be used to scan the documents / papers on which answers have been written. Students are advised to set the camera resolution / quality to low so that the PDF file size in minimum.
8. Since all papers are for three hours, the time limit to attempt the papers will be from 1000 hrs to 1300 hrs morning session and 1400 hrs to 1700 hrs evening session. Thus, an extra time of one hour is provided to students to scan the papers in PDF format. Save the PDF File as "Roll Number (instead of / use \_) followed by Paper Name" and send it as an email attachment to [tgounexam@gmail.com](mailto:tgounexam@gmail.com) only. The email subject should be "Roll Number, Subject Name, date of exam and exam session i.e. July 2021. Students are advised to send the attempted PDF File at [tgounexam@gmail.com](mailto:tgounexam@gmail.com) only and not to email id from where the question papers are being sent to the students.
9. Papers sent after the prescribed time limit will be considered as rejected.
10. Students should write / attempt the questions in their own handwriting only.
11. If there is a network problem at your place / area, make sure to find a suitable place / area with network connectivity (friends / relatives) to stay during the time of examination.

**Note:** The Students are required to write the following on top left corner of the first Page:

- |                                       |   |
|---------------------------------------|---|
| a) Roll Number                        | : |
| b) Semester                           | : |
| c) Course Name                        | : |
| d) Subject Name                       | : |
| e) Number of total leaf / papers used | : |