



Help Manual (Gauhati University, Assam)

Help Manual

Online External Attendance Sheet Download



GAUHATI UNIVERSITY
ASSAM

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The screens used in the creation of this Document may vary with time been changes which happens in the due course. It is suggested to the candidate to go through the Help Manual properly before filling their Online Application Form.

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Help:-

This is a College Help Guide to help them download External Attendance sheet of 2nd Semester Step by Step using <https://guportal.in>

How to Download External Attendance sheet.

Step 1: Click on the College/GU Department Login.

Step 2: Click on the College/GU Department Login on right side of page.

The screenshot shows the Gauhati University portal interface. At the top right, there is a link for 'College / GU Department Login' with a user icon. Below the header, there are sections for 'Important Links' and 'News & Events'. The 'Important Links' section includes: 'Student registration form [Download Help Manual of Student Registration Form]', '2nd Semester Examination Form (2017-18)', '[Download Admit Card]', 'Internal Marks Feeding', and 'GU Results'. The 'News & Events' section includes: 'Student Registration and Examination form correction interfaces are available at college portal. Students are advised to contact their respected college for any View All News', 'General Instruction & Notification', 'S/COH GENERAL 1ST SEMESTER RESULT Posted on: 01/05/2018 Download', and 'S/COH MAJOR 1ST SEMESTER RESULT Posted on: 01/05/2018 Download'. A callout box with the text 'Click here for College login' points to the 'College / GU Department Login' link.

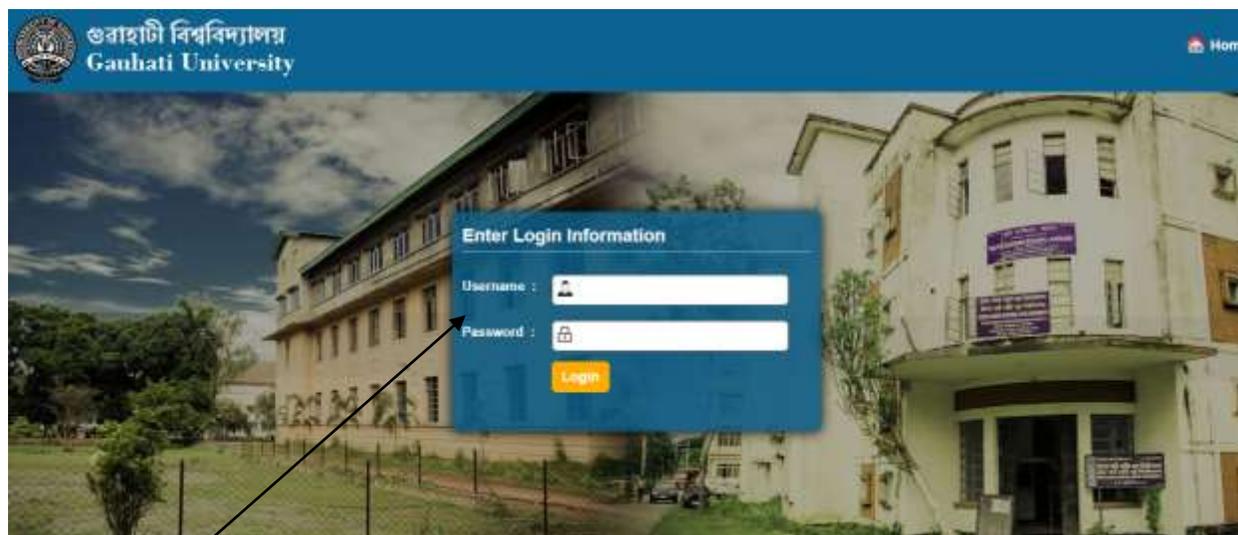
After clicking on College/Department login Link, below option will be opened up for College login.

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Enter college ID & Password

Step 3: Click on the “Click Here For college login” link to Download External Attendance sheet.

Step 4: Below page will be open.

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Step 5: Select the Pre Examination link. Below option will be opened up for External Attendance Sheet.

The screenshot shows the top navigation bar of the Gauhati University portal. The header includes the university logo, name in Assamese and English, and user information. A dropdown menu is open, showing 'COLLEGE PORTAL' and 'PRE EXAMINATION'. An arrow points from a callout box labeled 'Click on Pre Examination' to the 'PRE EXAMINATION' link.

Step 5: Select External Attendance Sheet option for Download the External Attendance Sheet.

Step 6: Below screen will appear.

The screenshot shows the 'PRE EXAMINATION' section of the portal. Under the 'Examination Reports' tab, the 'External Attendance Sheet' link is highlighted with an arrow and a callout box labeled 'Click on External Attendance Sheet'. Other options visible include 'Practical Attendance Sheet Mark For' and 'PASSWORD FOR INTERNAL MARKS FEEDING'.

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Step 6: Below screen will appear.

Step 7: Select all option as per Degree of External Attendance sheet.

The screenshot shows the 'Attendance Sheet' form in the Gauhati University Examination Reports portal. The form includes the following fields:

- 1) Session: 2017 - 2018
- 2) Exam Config: 2017 - 2018 (JANUARY 2018 - JUNE)
- 3) Degree: B.COM General
- 4) Degree Cycle: B.COM General (IInd Sem)
- 5) Subject: COMMERCE
- 6) Exam Centre: 001 Arya Vishwavidyalaya College
- 7) College: -- Select College --
- 8) Paper Name: Financial Accounting II
- 9) Report Type: Attendance Report
- 10) Exam Type: Traditional

At the bottom of the form, there is a 'Report' section with a 'PDF' icon and two buttons: 'DOWNLOAD' and 'RESET'. An arrow points from a text box below to the 'DOWNLOAD' button.

Click here for Download Attendance Sheet

Note:- Exam Config should be January 2018 – June 2018 Even Semester.

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