



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No. DU/CoE/Exam. Form fill up (CBCS)/2021/

Date: 12.01.2022

To

All Principals of the affiliated / permitted colleges of Dibrugarh University offering B.A./B.Sc./B.Com. programmes in Choice Based Credit System.

Sub: B.A./B.Sc./B.Com. 1st Semester (CBCS) Examinations(Nov. – Dec.), 2021 Form Fill up

(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE)

It is hereby notified for information of all concerned that the web portal for Examination Form Fill-up for the B.A./B.Sc./B.Com. 1st Semester CBCS Examinations, 2021 under Dibrugarh University will be open from **11:00 AM of 18.01.2022**.

The colleges and students are requested to follow the below mentioned steps at the time of Online Examination Form Fill-up for the B.A./B.Sc./B.Com. 1st Semester CBCS Examinations, 2021.

STEPS TO BE FOLLOWED BY THE STUDENTS

1. Click the link <https://www.dibruexam.in> for student log-in.
2. **Select the Academic Year as 2021 – 2022 and then select the Examination.**
3. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact helpline provided in the portal for any log-in related issues.
4. If the password is forgotten, **please contact the concerned college to retrieve the forgotten password.**
5. Select the optional course if it appears in your desk board. For example, the student having Honours needs to choose a **Generic Elective Course** from the list.
6. Save the Examination Form by clicking the **Save** button and **pay the requisite fee at the college.**
7. Wait till your exam form is got verified and approved by the concerned college.
8. Please contact the Principal of the college immediately so that the processes of online examination form fill-up can be completed within the specified time.
9. **Please take a print-out of the Form generated by the system for future references.**
10. **Student's data will not be auto-populated if any student didn't fill up the 1st Semester Examination Forms in the previous year. The students are requested to fill up their details carefully with correct registration number.**

STEPS TO BE FOLLOWED BY THE COLLEGES

1. **Select the Session as 2021 – 2022** and log into your account with the **same user name and password.**
2. Click on **Exam Forms menu** and then on **Exam Form List.**
3. Select Drop-down Menu – Session as **Winter 2021**, Course, Branch, Exam and Status. Please choose the Pending status.
4. A list of candidates who submitted Examination Forms will appear in the screen. Verify the Examination Form by clicking the icon in the **View Form** column. Select the **Approve** option from the **Action** menu for the student who is eligible to appear the Examination and has paid the requisite **Examination Fee** at the college.
5. Click the **Save** button on the top of the **Exam Form Student List.** Repeat the above steps for all the eligible students.
6. A student may be barred from applying for an examination form by clicking the **Not Approve** option from the Action menu and then clicking the **Save** button.

Note: The College may prepare a consolidated statement of fees by downloading the **Approved List of Candidates** in excel format.

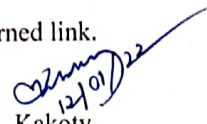
The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 1st Semester CBCS Examinations, 2021 should be followed by the colleges:

(i) Re opening of Registration into the 1 st Semester B. A. / B. Sc. / B. Com. CBCS Programme, Session 2021 – 2022 for the left out students only	From 12.01.2022 (3P.M.) onwards to 17.01.2022 (Midnight)
(ii) Verification and approval of Registration Forms of left out students along with the collection of Registration fee from them by the Colleges	Up to 18.01.2022

(iii) Link for submitting online examination forms by the students as well as approval of students by the colleges for appearing into the 1 st Semester CBCS Examinations, 2021 will be active from	18.01.2022 (From 11:00 AM) onwards to 22.01.2022 (Midnight)
(iv) Submission of consolidated statement of Registration (applicable only for the left out students) and consolidated statement related to Examination Fees along with the fee payment receipt by the colleges to the University.	24.01.2022 to 27.01.2022
(v) Fees to be paid by the students at the Colleges:	
Examination Fees	Honours Course Rs. 650.00 Non-Honours Course Rs. 450.00
Fees for the backlog courses (Honours / Non – Honours)	(i) For one paper Rs. 350.00 (ii) For more than one paper Full fees of the examination concerned
Mark sheet fee	Rs. 150.00
Fine for late submission of Examination Form (if applicable)	Rs. 300.00
Practical Examination fee*	Rs. 380.00
University Centre fee*	Rs. 250.00
*The fees should be retained by the concerned Colleges / College Examination Centres.	

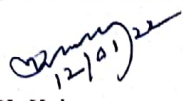
Note:

- **The college / institute shall collect the Registration (only for the left out students) and Examination Fees from their students and shall deposit the same through RTGS / NEFT at Punjab National Bank, Dibrugarh University Branch (Name of Account Holder: Registrar, Dibrugarh University; A/C No. 0157002100032540; IFSC Code: PUNB0994000; MICR Code: 786024003). The duly certified consolidated statement of fees (two copies) and the payment receipt should be submitted at the EDPS Barnch, Dibrugarh University.**
 - **For Registration purpose of the left out students, kindly go through the Dibrugarh University Notification vide No. DU/Ex/CoE/OEMS/2021/280 dtd. 07.12.2021.**
 - All the Principals of the Colleges are requested to inform the examinees well ahead so that no one is left out from the process of filling up the examination form within the last date.
 - Colleges are not required to submit hard copies of the Examination Forms.
 - For any query, please contact the helpline numbers mentioned in the concerned link.
- Issued with due approval.


Dr. P.K. Kakoty
Controller of Examinations
Dibrugarh University

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Dean, Students' Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Director, College Development Council, Dibrugarh University for information.
5. The Joint / Deputy Controller of Examinations (C, A, B i/c), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Deputy Registrar (F&A) i/c, Dibrugarh University for information and necessary action.
8. The Sr. Accounts Officer, Dibrugarh University for information and necessary action.
9. The System Administrator, Dibrugarh University for information and necessary action.
10. The Programmer, Dibrugarh University for information with a request to upload the Notification in the University Website for wide circulation.
11. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
12. Office File.


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