OFFICE OF THE PRINCIPAL
NANDALAL BORGOHAIN CITY COLLEGE,
DIBRUGARH (ASSAM)

Date: -27.03.2024

EXAMINATION NOTICE

BA 2nd Semester (FYUGP) Examination, 2024

Eligible candidates under Semester system of this college are hereby directed to submit the Computer Generated Examination Form and fees for the ensuing BA 2nd Semester (FYUGP) Examination, 2024 as per schedule given below, As the whole programme under Semester system is Fixed in the Academic Calendar of the University, students are strictly directed to submit the same within the stipulated time. No form & fee shall be accepted by the undersigned under any circumstance, after the due date.

SCHEDULE

Applied Link: https://dibru.samarth.edu.in and click on exam form button

Online Examination Portal will be open from: 27.03.2024
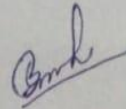
Date	Counter No.02 & 03 (Verify)	Counter No.05 (Cash)
08.04.2024	BA 2nd Semester (FYUGP) Examination, 2024	BA 2nd Semester (FYUGP) Examination, 2024
09.04.2024		
10.04.2024		

B.A. 2nd (FYUGP) SEMESTER	examination fees	Marksheet	Centre fees	Practical fees	NC fees (registration 2019-2020)	Total fee (with out practical) (2+3+4)	Total fee (with practical & NC fees) (2+3+4+5+6)	Total fee practical (with out NC fees) (2+3+4+5)
1	2	3	4	5	6	7	8	9
Honours	650	150	400	500	700	1200	2400	1700

Note: Online copy of the form must be verified by the concerned HODs and that copy to be submitted to college office for further process.

Documents:

1. Online Applied Form
2. Admission Receipt for Regular Students
3. Mark sheet copy for Backlog candidates.

Principal
Nandalal Borgohain City College
Dibrugarh
Principal
Nandalal Borgohain City College
Dibrugarh

Copy to:

a) Principal
b) HOD all department
c) Office file.

STEPS TO BE FOLLOWED BY THE STUDENTS:

OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No. DU/DCE (A)/CoE/Exam. Form-Even Semesters/FYUGP/2024/1342   Date: 27.03.2024

To
All Principals of the affiliated/permitted colleges of Dibrugarh University offering Four Year Under Graduate (FYUG) B.A./B.Sc./B.Com. programmes under NEP.

Sub: *B.A./B.Sc./B.Com. 2ⁿᵈSemester (FYUGP) Examination 2024 Form Fill up- regarding.*
(CIRCULATED THOUGH 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. 2ⁿᵈSemester FYUGP Examinations, 2024 under Dibrugarh University will be open from the below mentioned date (s).

The colleges and students are requested to follow the steps at the time of Online Examination Form Fill-up for the B.A./B.Sc./B.Com. 2ⁿᵈSemester FYUGP Examinations, 2024as mentioned below:

STEPS TO BE FOLLOWED BY THE STUDENTS
Step 1: Open the https://dibru.samarth.edu.in link, the homepage will appear as below:

In the student portal homepage, students will be able to see three (3) options as follows:

1. **Login**: Already registered students can directly login using their login credentials of the portal.
2. **New Registration:** Students doing first-time registration have to click on the "New Registration" option to generate their login credentials
3. **Reset Password:** If a student forgets his/her password they can reset it using the "**Reset password**" option.

Enrolment Number as assigned on the Assam Samarth admission portal for 2023.If you do not have your enrolment number, contact your **College** to get your enrolment number or Login to admission portal 2023 to check your enrolment number. If the college can't provide the enrollment number login using your Dibrugarh University Registration Number.

New Student Registration

Step 1. Students can register themself by clicking on the "**New Registration**" Button,
After that, the following details need to be selected/entered by the students:
- Programme
- Name (as on Samarth ID card)
- Mode of Registration
  - Enrollment Number
  - Registration Number
- Enrollment Number

After that, a new window will appear. In that, the following details need to be entered for the new registration:
- Mobile Number
- Email Address
  (These details must be correct to receive OTP via mail)
After successful verification of the OTP received via Mail/SMS.
Once OTP will be verified, students need to set a password for their login in a new window

Note: The students need to note down the username for further use.

Course Selection Process

For selection of the courses, students need to follow the below mentioned steps:

Step 1: Login to Student Portal with valid credentials

Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on [CLICK HERE] button to view/select the courses related to their respective programme

Step 5: After clicking on the **"Submit"** button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on [Update Course Selection] button.

Step 6: Then, click on [Submit course selection] button to finally submit the selected course.

Step 7: A pop-up window will appear for confirmation of selected courses. On that, click on the "OK" button.

After successful completion of the course selection a new window will appear with the message that **"Courses submitted successfully".**

Examination Form Filling

For Examination form filling students need to click on the **Home** button.

Step 1: Then click on "**Examination**" and then click on "**Registration**".

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the "**CLICK HERE**" button below their programme.

Step 2: In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination(If YES)

Then click on the [Submit] button.

After successful completion of the Examination Form filling, students can download the examination form in the pdf format by clicking on the "**Print Application**" button located on the top right side of the student portal.

(i)	Link for **submitting online examination forms by the students** for appearing into the 2ndSemester FYUG Examinations, 2024 and approval of the same by the concerned College (s) will be active from.	**27.03.2024 at 3:00 PM**
(ii)	Last date of submission of online examination forms **without late fine by the students as well as colleges**	**11.04.2024 (for students)** <u>**12.04.2024 (for approval by the colleges)**</u>

(iii)	Last date of submission of online examination forms **with late fine by the students as well as colleges**	**21.04.2024 (for students)** **22.04.2024 (for approval by the colleges)**
(iv)	Last date of submission of hard copies of *consolidated statement of fees* at EDPS Dibrugarh University	**24.04.2024**
(v)	**Fees to be paid by the students at the Colleges:**	
Examination Fee		Rs. 650.00
Mark sheet fee		Rs. 150.00
Fine for late submission of Examination Form **(if applicable)**		Rs. 300.00
Non Collegiate fee {According to clause 10.3 of D.U. Regulations for the FYUGP in CBCS, 2023}		Rs. 700.00
Practical Examination fee*		Rs. 500.00
University Centre fee*		Rs. 400.00
*The fees should be retained by the concerned Colleges / College Examination Centres.		

Note:

- **The colleges, before approving the filled in Examination Forms, must collect the SIGNED IN PRINT OUT COPY of the APPLICATION FORM of their students and to keep the same at their safe custody for future reference.**

- *The college / institute shall collect the 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 Branch, Dibrugarh University.*

- 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 documents.

- For any query, please contact the helpline numbers mentioned in the concerned link.

  Issued with due approval.

27/03/24

(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 Inspector of Colleges, Dibrugarh University for information.
5. The Joint / Deputy Controller of Examinations (C, A, B i/c), Dibrugarh University for information.
6. The Deputy Registrar (Academic), Dibrugarh University, for information.
7. The Deputy Registrar (F&A) i/c, 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.
12. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
13. Office File.

27/03/24

(Dr. P. K. Kakoty)
Controller of Examinations
Dibrugarh University
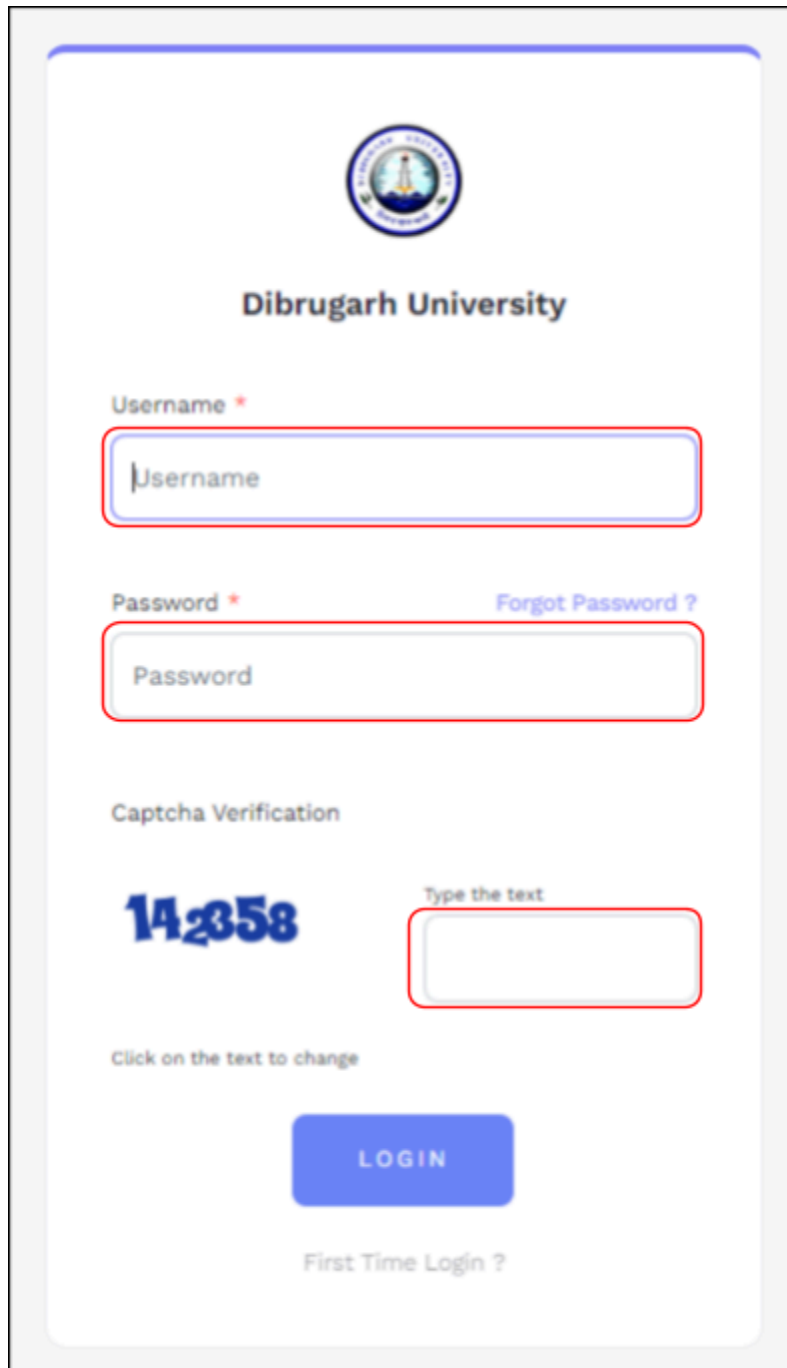
User Manual on How to Update Students Email and Mobile Numbers and verify the selected courses

Introduction

This is a reference document for how to verify the Courses which has been selected by the students and how to update

the Email ID and Mobile Number of students through

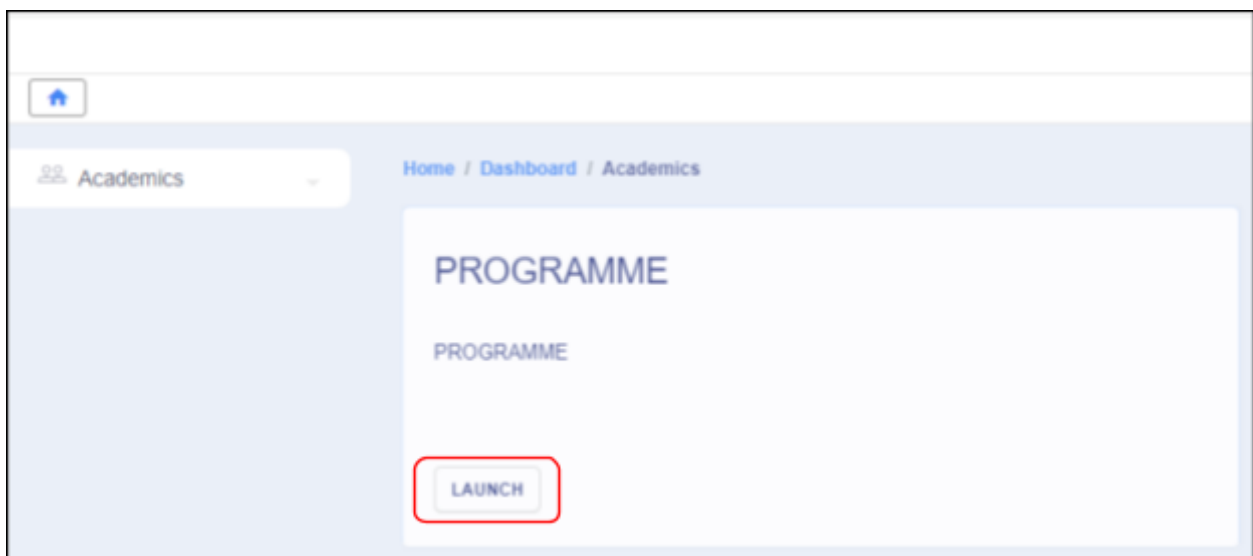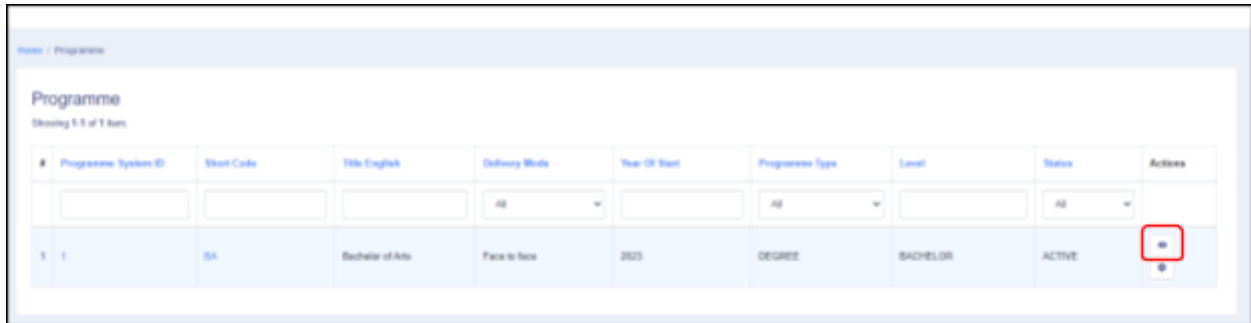Principal Login.

Step 1:- Login to the portal.

Step 2:- Click on the **Launch** button under the **Academic** section.
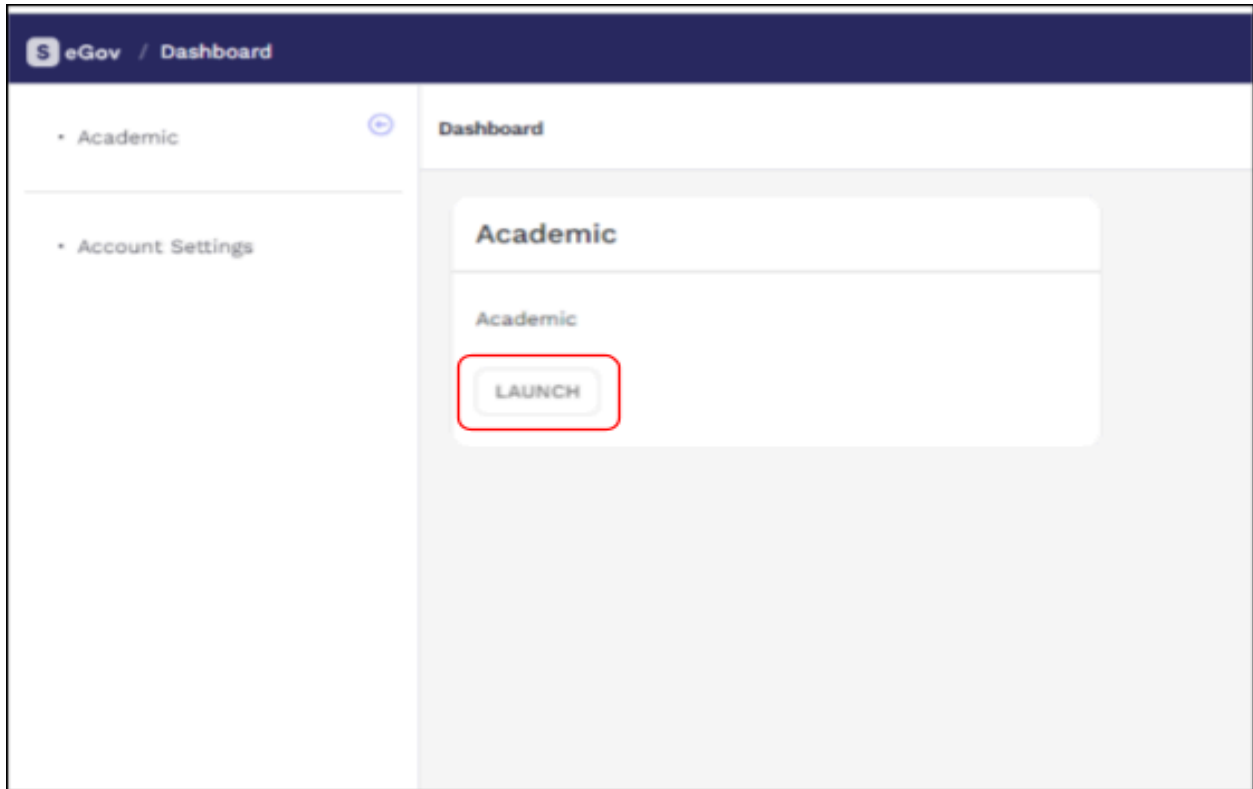
Step 3:- Click on the **Launch** button which shows under the **Programme** section.

Step 4:- Click on the **View** Icon which shows under the **Action**.
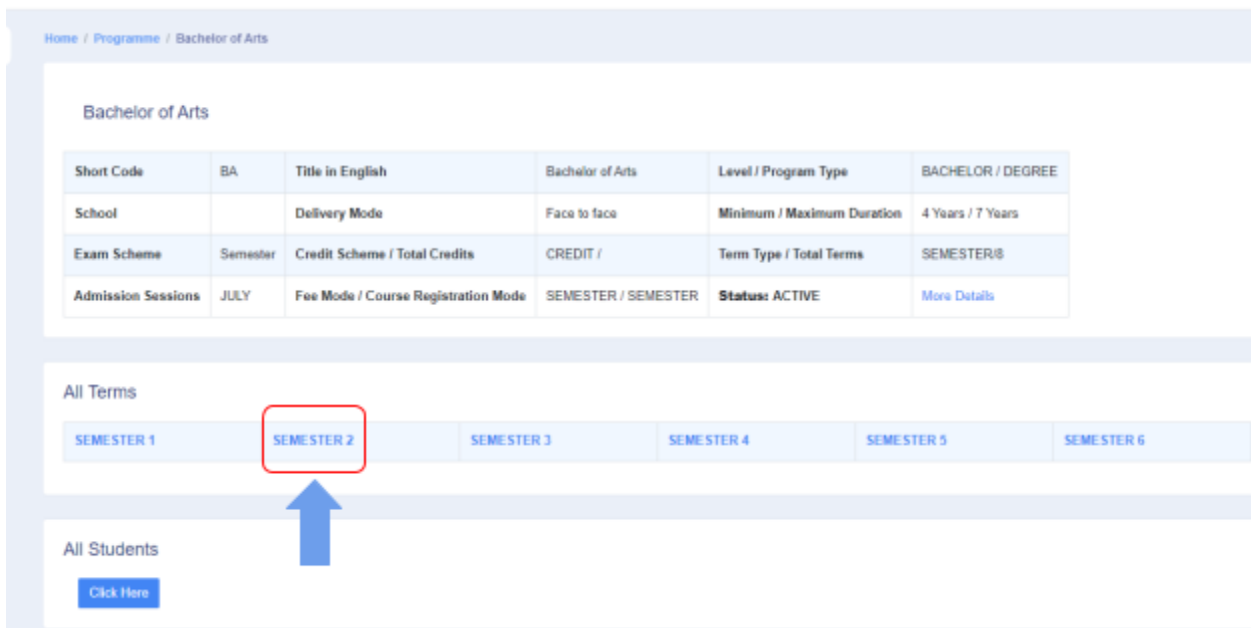
Step 5:- Click on the **SEMESTER 2** which shows under the **All Terms**.

Step 6:- Click on the **Launch** button which shows under the **BATCHES & SECTIONS**.
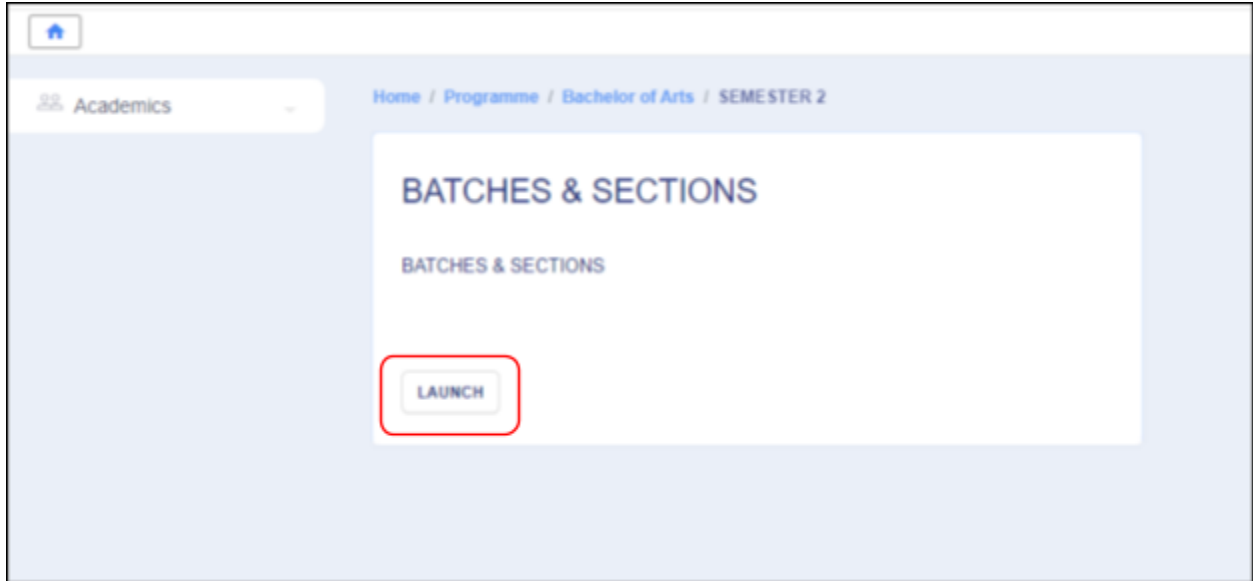
Step 7:- Click on the **View** icon given along with the **Section Name.**

Step 8:- Click on the **View Student** button given under the **Students Section.**
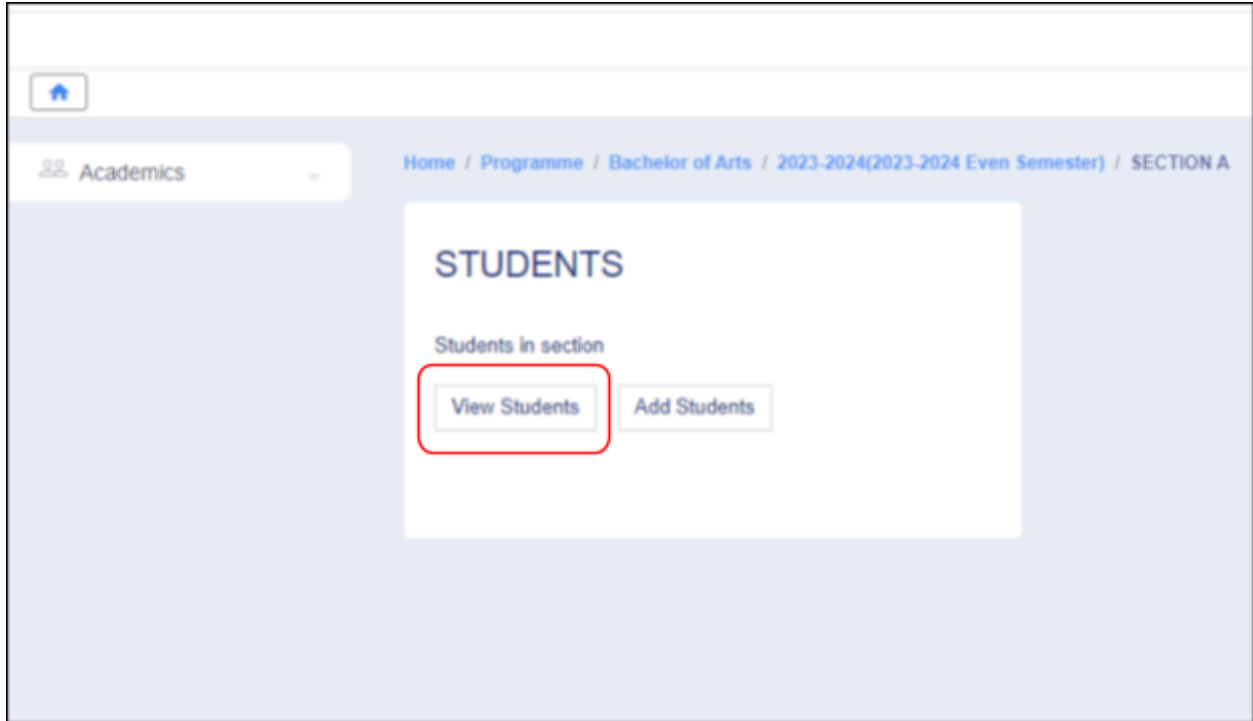
Step 9:- Click on the **Enrolment No** of the respective Student.

Step 10:- Once clicked on the Enrollment Number, the Student profile has been opened here user can click on **Student Profile** option

Step 11:- Click on the the **Update Details** button under the **Student Section**.

Step 12:- Click on the the **Setting** icon under the **Action**.
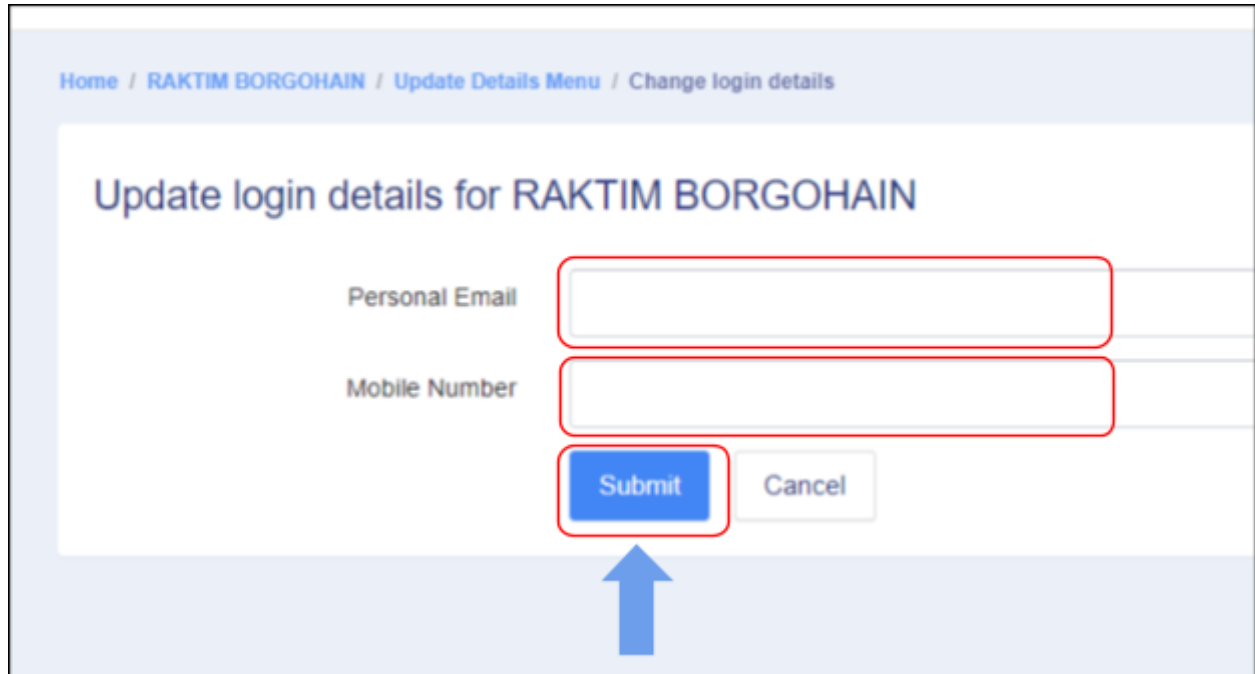
Step 13:- Mention correct mail id and mobile number under the **Personal Email** and **Mobile Number** section. Once the updated details filled, click on the **Submit** button.
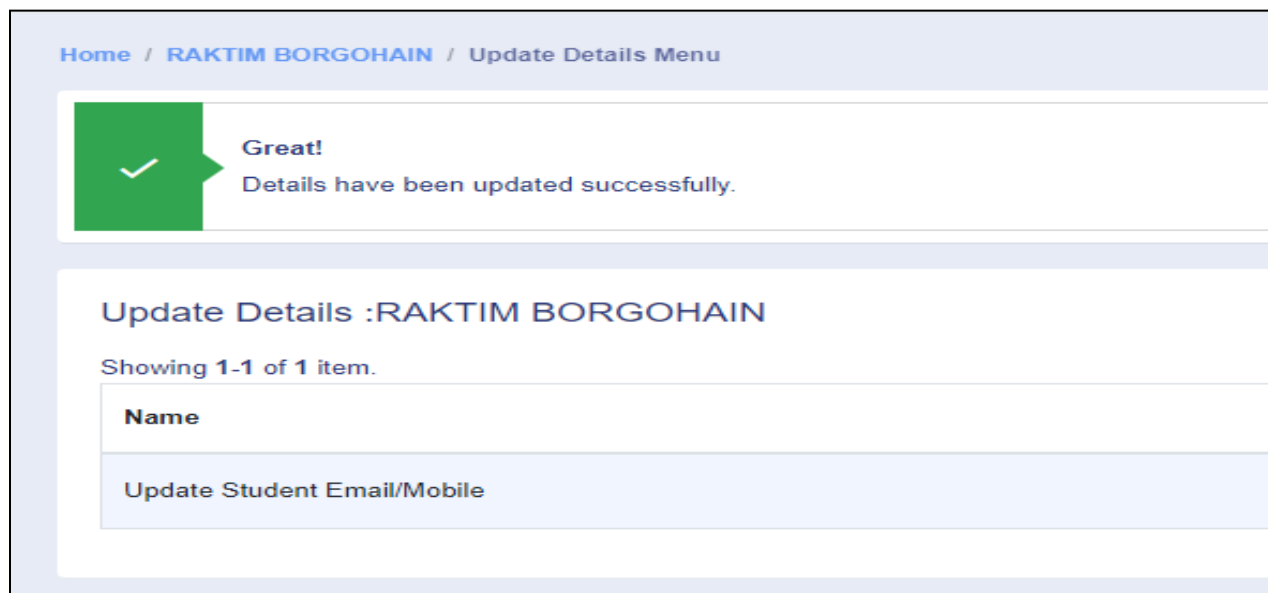
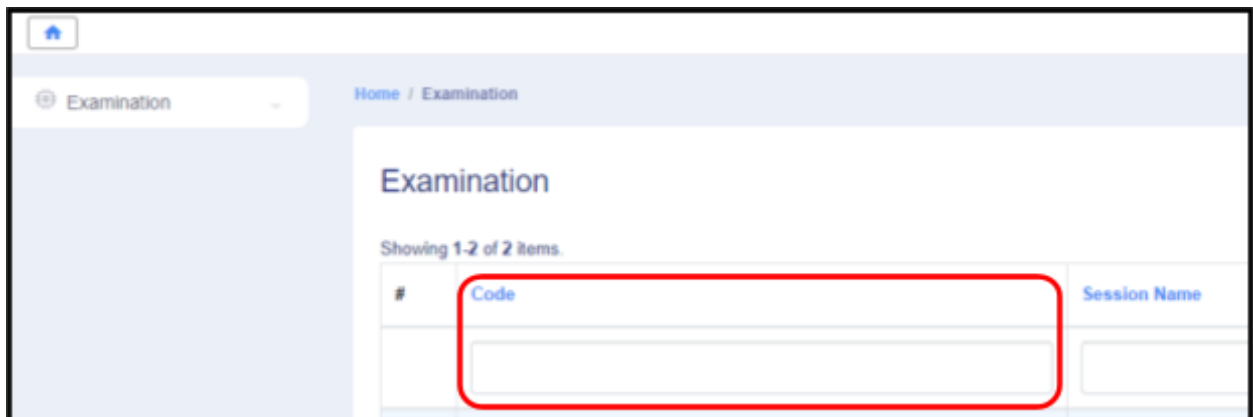**Step 14:-** Once the clicking on the Submit button a **pop-up** message will appear the **Details have been updated successfully**.

This is the process of Course Verifucation of Students.
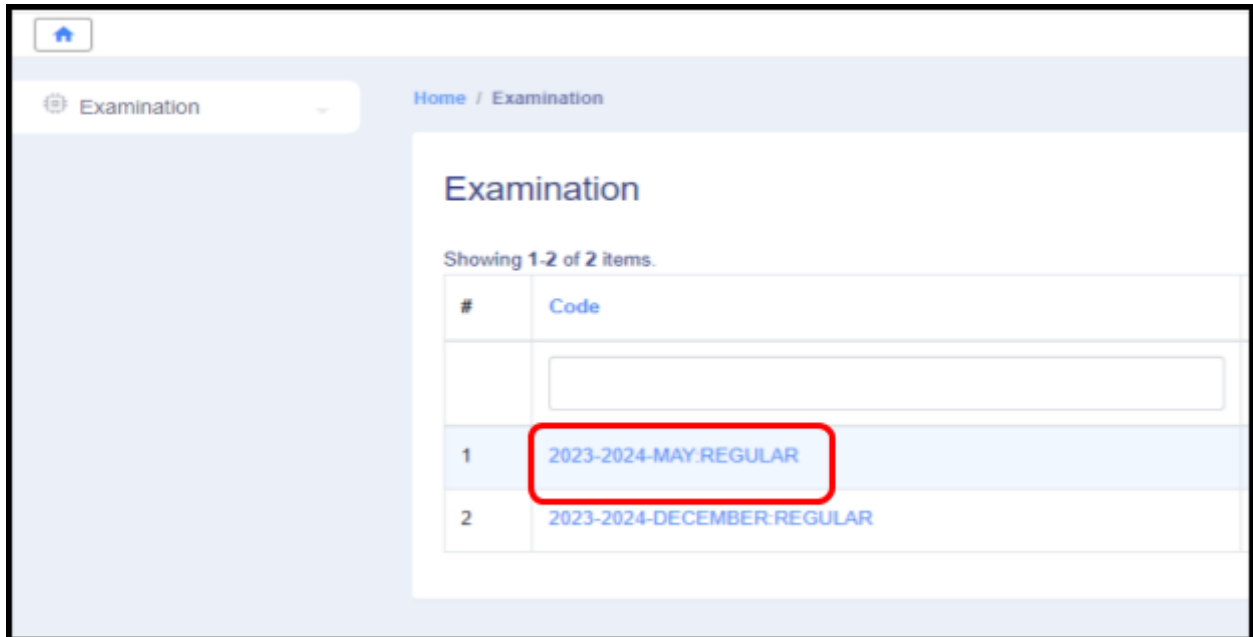
Step 1:- Click on the **Launch** button under the **Examination** section.
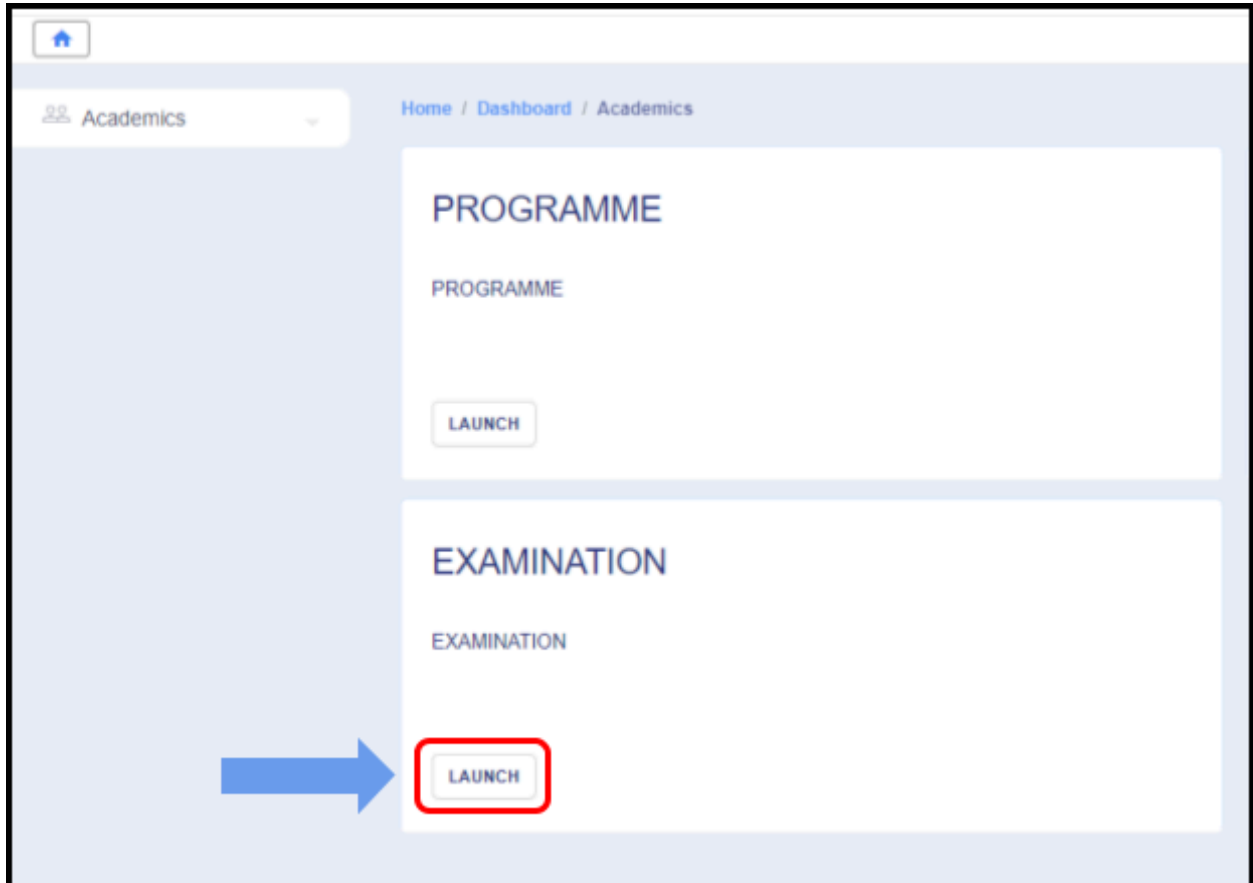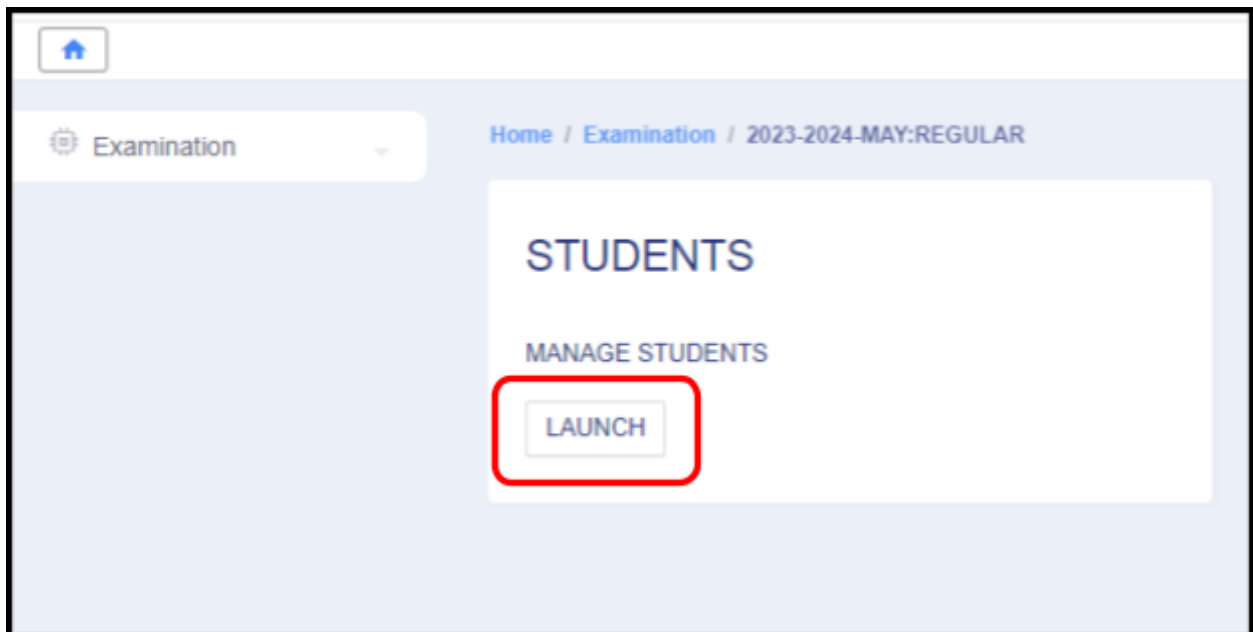

Step 2:- Type the Exam **Code** and press Enter.
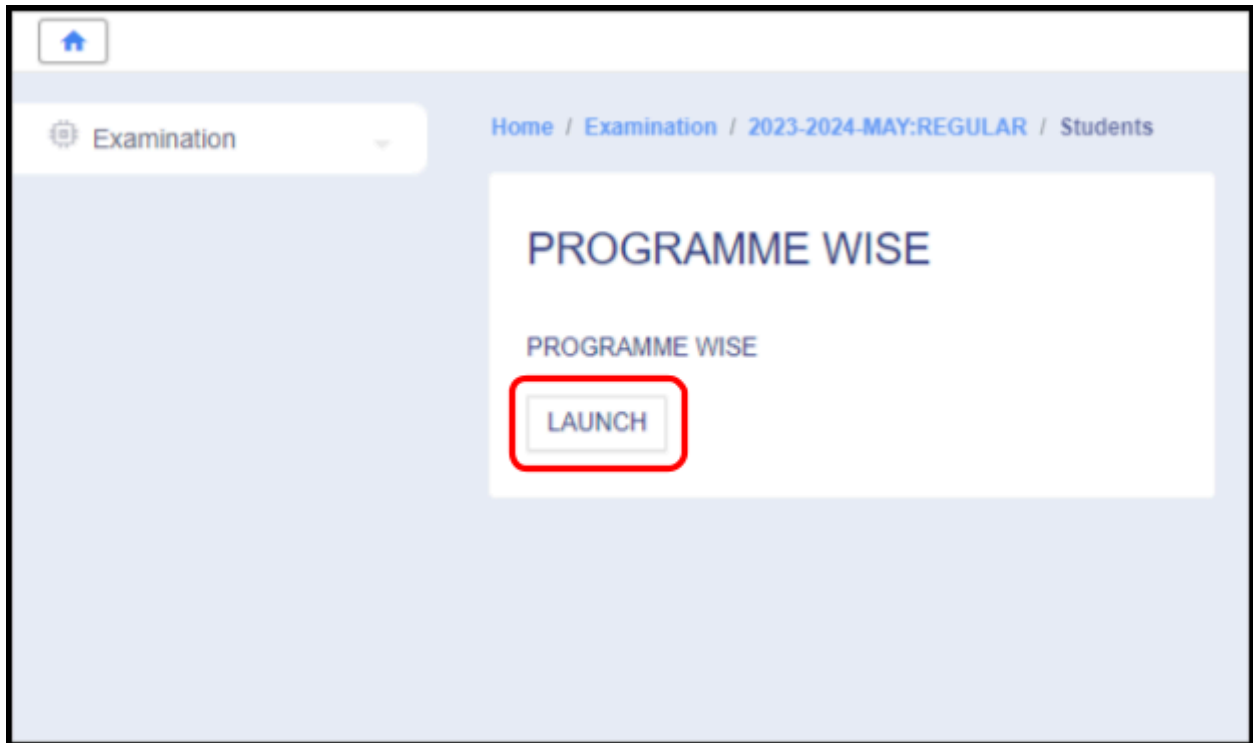
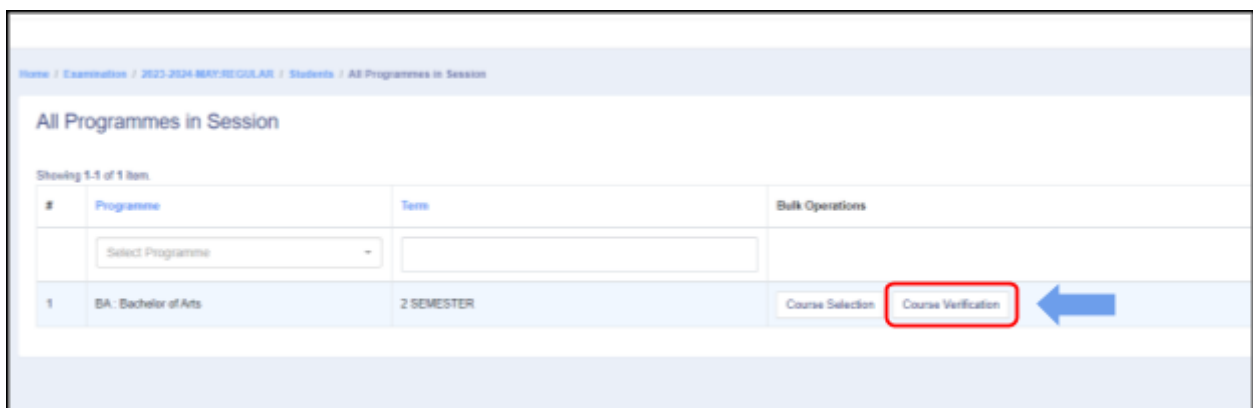**Step 3:-** Click on **Exam Code** shown under the Code section.

Step 4:- Click on the **Launch** button which shows under the **Students** Section.

Step 5:- Click on the **Launch** button which shows under the **PROGRAMME WISE** Section.

Step 6:- Click on the **Course Verification** given under the **Bulk Operations**.
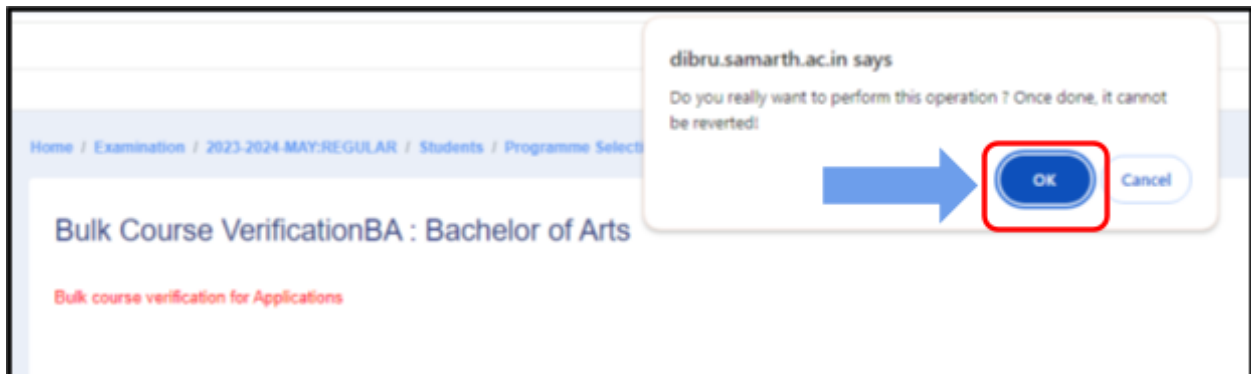
Step 7:- Click on the **Verify All check box**.

Step 8:- Once the check box is selected then click on the **Submit** button.

Step 9:- Once you click on the **Submit** button a **pop-up** message will appear for confirmation, click **OK** after verifying.

Step 10:- After Clicking on the OK button a successful message will appear and the course verification has been completed.