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

Date: 08.10.2024

EXAMINATION NOTICE

BA/B.Com 1st & 3rd 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/B.Com 1st & 3rd 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: 07.10.2024

Date	Counter No.02 & 04 (Verify)	Counter No.05 (Cash)
21.10.2024	B.A./B.Com 1st Semester (FYUGP)	B.A./B.Com 1st Semester (FYUGP)
22.10.2024		
23.10.2024	B.A. 3rd Semester (FYUGP)	B.A. 3rd Semester (FYUGP)
24.10.2024		

B.A./B.Com 1st & 3rd (FYUGP) SEMESTER	Examination fees	Marksheet	Centre fees	Practical fees	Non Collegiate fee (According to clause 10.3 of D.U. Regulaations for the FYUGP in CBCS, 2024)	Total fee (with out practical) (2+3+4)	Total fee (with practical & NC fees) (2+3+4+5+6)	Total fee (without practical & NC fees) (2+3+4+6)
1	2	3	4	5	6	7	8	9
Honours	650	150	450	500	700	1250	2450	1950
One Back	350	150	450	500	700	950	2150	1650

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

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. 1st and 3rd Semester FYUGP Examinations, 2024 as 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 2024. If you do not have your enrolment number, contact your **College** to get your enrolment number or Login to admission portal 2024 to check your enrolment 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
- 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

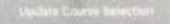**Note: The students need to note down the username for further use.**

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 3: After clicking on the "**Submit**" button, students will be able to preview the list of selected courses.
In that, Students can update/modified their courses selection by clicking on [Update Course Selection] button, if required.

Step 4: Then, click on [Submit course selection] button to finally submit the selected course.

Step 5: 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.

Major-Minor Change by the college (if required)
Open the https://dibru.samarth.ac.in portal link using your college username and password already provided.
Academics -> Student -> Search Student -> Enter the Enrollment Number -> Go to the Setting of the particular student (left Side) -> Update Discipline
Discipline 1 is the Major Course and Discipline 2 is the Minor Course
Change the required course and give a reason for change and Submit
The Major Minor change needs to be done by the College before the selection of courses by the students.

It is observed that some of the colleges had chosen 'COMMERCE' as MAJOR/MINOR in BCOM Programme. In BCOM, only 'Finance', 'Banking and Insurance', 'Marketing Management' and 'Human Resource Management' are allowed as 'MAJOR' instead of 'COMMERCE'.