



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

Date: 04.01.2022

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

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. 2nd Semester (CBCS) Examinations(May – June),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. 2nd Semester CBCS Examinations, 2021 under Dibrugarh University will be open from **2:00 PM of 04.01.2022**.

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. 2nd 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 2020 – 2021 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 Receipt generated by the system for future references.**
10. If a student had not appeared in the 1st Semester Examination, then the student's data will not be auto-populated. The students are requested to fill up their details carefully.

STEPS TO BE FOLLOWED BY THE COLLEGES

1. **Select the Session as 2020 – 2021** and log into your account with the **same user name and password sent at the time of 1st Semester (CBCS) Examination process.**
2. Click on **Exam Forms** menu and then on **Exam Form List.**
3. Select Drop-down Menus – Session as **Regular 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. 2nd Semester CBCS Examinations, 2021 should be followed by the colleges:


(i) Link for submitting online examination forms by the students will active from	04.01.2022. (From 2:00 PM)
(ii) Link for approval of students by the colleges for appearing into the 2 nd Semester CBCS Examinations, 2021 will be active from	04.01.2022
(iii) Last date of submission of online examination forms without late fine	08.01.2022

(iv) Last date of submission of online examination forms with late fine (if applicable)		11.01.2022
(v) Submission of consolidated fee statement by the colleges to the University		17.01.2022
(vi) 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 (ii) For more than one paper	(i) Rs. 350.00 (ii) 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 Examination Fees of non backlog students only have been waived by 20% for the session (2020-2021) by the University. This fee waiver will not be applicable for the backlog students. The backlog students have to bear the complete fees as mentioned above.**
- **Students failed to fill up the Examination Forms to appear for the 2nd Semester Examinations in 2020 shall have to appear the Examination of Environmental Studies as backlog candidate along with the other subjects after filling up the Examination forms.**
- **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 Barnch, 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 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.


Dr. P.K. Kakoty
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