



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY : DIBRUGARH**

Memo No.: DU/DR-A/20-1/Ann- Rep/16/1769

Date: 26/12/2016

To

The Principal/Directors  
of the Colleges/Institutes affiliated to/permitted by  
Dibrugarh University

Sub: **Submission of the Annual Report of your College/Institute through Online System**

Sir/Madam,

With reference to the above, I would like to inform you that the Online Application Software for Annual Report Submission by the Colleges/Institutes for the session 2015 – 2016 has been launched in the website [www.dibru.ac.in](http://www.dibru.ac.in).

In context of the above, may I request you to kindly submit the Annual Report of your esteemed College/ Institute for the year beginning from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 online with the help of the software supported prescribed proforma given in the website [www.dibru.ac.in](http://www.dibru.ac.in).

The relevant Guidelines for use of the prescribed proforma for the Online Annual Report Submission are given with this letter.

Further, in interest of the completion of the editing and compilation process within the stipulated date, I would like to request you to kindly submit the Annual Report of your esteemed College/Institute by 20.01.2017.

Enclosed: As stated.


Yours faithfully,

  
(Dr. B. C. Borah)

Deputy Registrar (Academic)  
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Registrar, Dibrugarh University.
3. The Director, College Development Council, Dibrugarh University.
4. The Programmer, Dibrugarh University.
5. The Asstt. System Analyst, Dibrugarh University.
6. File.

  
(Dr. B. C. Borah)

Deputy Registrar (Academic)  
Dibrugarh University



## Guidelines for Submission of the Online Annual Report of the Colleges/Institutes Affiliated to/Permitted by Dibrugarh University

- **Step 1:**

Open the Dibrugarh University website- [www.dibru.ac.in](http://www.dibru.ac.in). Go to e-Annual Report Submission Link given at the Right Corner of the Home Page.

**OR**

Directly log in to the e-Annual Report Submission System by clicking the link <http://dibruonline.in:8080/duar>

- **Step 2:**

Log in with the **User ID** and **Password of your College/Institute** sent/to be sent to your mail ID

If you are not getting the mail containing the User ID and Password, please Send an email from the institute/Principal/Director email of your College/Institute to our email [id annualreport@dibru.ac.in](mailto:annualreport@dibru.ac.in)

- **Step 3:**

Fill up the data/information as required by opening the Menu on the left side of the page. Please click on the Save Button in each page after entering data.

You may also edit the saved data within the last date of submission.

- **Step 4:**

After filling up all required information, please view and check the Complete Report by clicking the Menu **REPORT** → **View Report**. If any modification required in the save data, you may edit in the respective pages.

After verification, you may go for final submission. You are also requested to take a print out of the Report and send to the office of the Deputy Registrar (Academic), Dibrugarh University with signature and seal.

- **Step 5:**

Please submit the e-Annual Report of your College/Institute by going through the Menu **REPORT** → **Submit Report**.

Please note that – no editing or modification shall be possible after submission of the e-Annual Report.

- **For any query/support regarding the submission process, please mail to:**

[annualreport@dibru.ac.in](mailto:annualreport@dibru.ac.in)

**OR**

[binod@dibru.ac.in](mailto:binod@dibru.ac.in)