



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Memo No. DU/DCE (A)/Exam. Form-Even Semesters/2018/34

Date: February 26, 2018

NOTIFICATION

It is hereby notified for information of all concerned that applications in Computer Generated Examination Forms are invited from the colleges for eligible candidates for admission into the **B. A. / B. Sc. / B. Com. 2nd, 4th and 6th Semester Examinations** to be held in the month of May, 2018. The hard copy of the Computer Generated Examination Forms will be issued to all colleges **from 2nd March, 2018** onwards which are to be collected from the EDPS Section of the University. The soft copy of the Excel sheet containing the list of candidates along with the other details shall be available in the University website www.dibru.ac.in

The last date for submission of filled in Examination Forms of the candidates along with the soft copies and requisite fees in the University is **23rd March (Friday), 2018** without fail. Incomplete forms, Excel sheets without marking ‘Y’ or ‘N’ in the ‘App’ column, forms without fee and forms received after the last date will be rejected straightway and no correspondence will be entertained in this behalf. *Colleges are requested to submit the Examination Forms well ahead of the last date in order to avoid the last minute rush and inconvenience.*

The instruction as laid down hereunder pertaining to the 2nd, 4th and 6th Semester B.A./B.Sc./B.Com. Examinations, 2018 should be followed by the colleges:

1. Issue of Computer Generated Examination Forms	From 2 nd March, 2018
2. Last date of submission of Examination Forms by the students in the concerned colleges	As per the convenience of the colleges
3. Last date of submission of Examination Forms by the colleges at the University	23rd March (Friday), 2018
4. Detail statement of fee, forms etc.	One copy of each programme is required for computerized processing.
5. OBC/SC/ST candidates	To be identified in the statement
6. Last date of submission of Internal Assessment Marks at the University	31st May (Thursday), 2018
7. Practical Examinations	To be conducted and completed preferably before the commencement of the End Semester Theory Examinations
8. Last date of submission of Practical Marks at the University	31st May (Thursday), 2018
9. List of Non-Collegiate and Dis-Collegiate students along with the name of the Examinations should be submitted without fail.	

10. Fees to be remitted to the University for the **2nd Semester (only newly admitted students in 2017) B. A. / B. Sc. / B. Com.** Examinations, 2018:

Examination Fees	General Course	Rs. 450.00
	Major Course	Rs. 650.00
Practical Examination fee*	*To be retained by the College and not to be remitted to the University	Rs. 380.00
Marksheet fee		Rs. 150.00
Non Collegiate fee		Rs. 700.00**
** Applicable for those candidates who doesn't have requisite attendance as per Clause 9 (i) of D.U. Regulations for B.A/B.Sc./B.Com. Programmes in the Semester System, 2010		
University Centre fee		Rs. 250.00***
*** Not to be remitted to the University		

11. Fees to be remitted to the University for the **2nd Semester (backlog candidates), 4th and 6th Semester B. A. / B. Sc. / B. Com. Examinations, 2018:**

Examination Fees	General Course	Rs. 400.00
	Major Course	Rs. 575.00
Fees for the 2nd, 4th and 6th Semester backlog courses (for both Major / Speciality/Compulsory/Elective/Skill based Courses)	(i) For one paper (ii) For more than one paper	(i) Rs. 250.00 (ii) Full fees of the examination concerned
Practical Examination fee*	1. 2nd Sem. (backlog candidates) and 4 th Semester	Rs. 340.00
	2. 6 th Semester	Rs. 440.00
* Practical fees is to be retained by the College and not to be remitted to the University		
Marksheet fee	Rs. 100.00	
Non Collegiate fee	Rs. 500.00**	
** Applicable for those candidates who doesn't have requisite attendance as per Clause 9 (i) of D.U. Regulations for B.A/B.Sc./B.Com. Programmes in the Semester System, 2010 and for the backlog candidates who have registered in the University in 2015 or before subject to the availability of legitimate chance(s).		
Centre fee	Rs. 200.00***	
*** Not to be remitted to the University		
Betterment Permission Fee [Clause No. 10 (h) of the Dibrugarh University Regulations for the B. A. / B. Sc. / B. Com. Programmes in the Semester system, 2010]	Rs. 300.00	

IMPORTANT INFORMATION

- Colleges are requested to submit the **big size detail statement of fees** in the order so that similar kind of fees paid by the candidates should be clubbed together. For example, the fees to be paid by a student appearing in B.A. 4th Semester (Major) examination shall be as: [Rs. 575 (Major Course fee) + Rs. 100 (Marksheet fee) = Rs. 675/- (Total fees)]. As such, all the candidates that shall be paying this fee should be clubbed together while entering the details in the big size detail statement and so on. This is especially required to expedite the process of checking the statements manually without any hassle.
- The candidates that had registered in the session 2012-2013 and whose registration number starts from S12 are not included in the computer generated examination forms, but included in the excel sheets. **Such candidates' names may be written at the bottom of the examination forms provided they apply for the particular examinations.**
- The Admit cards and other relevant documents pertaining to the 2nd, 4th and 6th Semester Examinations shall be issued in the **second week of April, 2018**. As such the colleges are requested to visit the University website or contact the EDPS Section for any update.
- The Colleges are requested to conduct all kinds of Practical Examinations of the students preferably prior to the commencement of End Semester Theory Examinations and send the Practical Marks in the format to be provided by the University along with the answer scripts by 31st May (Thursday), 2018.
- The last date of submission of Internal Assessment marks of the 2nd, 4th and 6th Semester students of B. A. / B. Sc. / B. Com. Programmes by the colleges at the University is 31st May (Thursday), 2018.
- The colleges that have not deposited the affiliation fees / permission fees, annual affiliation fee of the sports board and fees for section permission etc. to the University are requested to clear the outstanding fees before submission of Examination forms and fees. Please ignore the same if already paid. For details, the concerned colleges may contact the office of the Director, College Development Council.

7. The Examination Fees should be deposited in the form of Bank Draft drawn in favour of the Registrar, Dibrugarh University payable at **Punjab National Bank, Dibrugarh University Branch** or through RTGS (A/C No. **0157002100032540, IFSC Code: PUNB0994000, MICR Code: 786024003**) and all the fees payment documents should be submitted at the office of the undersigned.
8. For any queries related to the hard copy of the Examination Forms and the Excel sheet, the EDPS Section of Dibrugarh University may be contacted.
9. **It may clearly be noted that the last date for submission of filled in Examination Forms shall not be extended beyond 23rd March (Friday), 2018 under any circumstances. As such the colleges are requested to inform the students well ahead to submit the same on time.**

Looking forward for kind cooperation from all concerned.

Issued with due approval.

Sd/-Arinjit Hazarika
Deputy Controller of Examinations (A)
Dibrugarh University

To

All the Principals of the affiliated/permitted colleges of Dibrugarh University conducting B.A./B.Sc./B.Com. programmes

Copy to:

1. The PS to the Hon'ble Vice-Chancellor/Registrar, Dibrugarh University, for kind information.
2. The Controller of Examinations, Dibrugarh University, for kind information.
3. The Director, College Development Council, Dibrugarh University, for kind information.
4. The Senior Deputy Controller of Examinations 'B', Dibrugarh University for kind information.
5. The Deputy Controller of Examinations 'C', Dibrugarh University for kind information.
6. The Deputy Registrar (Academic), Dibrugarh University for kind information.
7. The Assistant Registrar (F & A), Dibrugarh University for information.
8. The Assistant Controller of Examinations, 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 Assistant, Examination (A), Dibrugarh University for information and necessary action.
12. The Dealing Assistant, Examination (B), Dibrugarh University for information and necessary action.
13. The Branch Manager, Punjab National Bank, Dibrugarh University campus, for kind information.
14. Office file.

Sd/-Arinjit Hazarika
Deputy Controller of Examinations (A)
Dibrugarh University