



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

Memo No. DU/CoE/DCE (A)/Exam. Form-Odd Semesters/2018/234

Date: 13.09.2018

**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. 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester Examinations** to be held in the month of November, 2018. The hard copy of the Computer Generated Examination Forms will be issued to all colleges **from 14<sup>th</sup> September, 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](http://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 **5<sup>th</sup> October (Friday), 2018** without fail. Incomplete forms, Excel sheets without marking ‘Y’ or ‘N’ in the ‘App’ column and without entry of optional subject codes, 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 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester B.A./B.Sc./B.Com. Examinations, 2018 should be followed by the colleges:**

1. Issue of Computer Generated Examination Forms	From 14 <sup>th</sup> September, 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	<b>5<sup>th</sup> October (Friday), 2018</b>
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	<b>30<sup>th</sup> November (Friday), 2018</b>
7. Last date of submission of Practical Marks at the University	<b>30<sup>th</sup> November (Friday), 2018</b>
<b>8. List of Non-Collegiate and Dis-Collegiate students along with the name of the Examinations should be submitted without fail.</b>	

9. Fees to be remitted to the University for the 1<sup>st</sup> and 3<sup>rd</sup> Semester (only newly admitted students in 2017-2018 and 2018-2019 sessions) B. A. / B. Sc. / B. Com. Examinations, 2018:

Examination Fees	General Course	Rs. 450.00
	Major Course	Rs. 650.00
Practical Examination fee (including 1 <sup>st</sup> sem. Backlog courses for the candidates admitted in 2017-2018)*	<b>*To be retained by the College and not to be remitted to the University</b>	Rs. 380.00
Fees for the <b>1<sup>st</sup> Semester backlog courses (Only for the candidates admitted in 2017-2018 session) (for both Major / Speciality/Compulsory/Elective Courses)</b>	(i)For one paper (ii)For more than one paper	(i)Rs. 350.00 (ii)Full fees of the examination concerned
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***
<b>*** Not to be remitted to the University</b>		

10. Fees to be remitted to the University for the 1<sup>st</sup> and 3<sup>rd</sup> Semester **backlog candidates (For the candidates admitted in 2016-2017 or earlier)** and 5<sup>th</sup> Semester B. A. / B. Sc. / B. Com. Examinations, 2018:

Examination Fees (For 5 <sup>th</sup> Semester candidates)	General Course	Rs. 400.00
	Major Course	Rs. 575.00
Fees for the 1 <sup>st</sup> and 3 <sup>rd</sup> Semester backlog courses (For the candidates admitted in 2016-2017 or earlier) ( <i>for both Major / Speciality/Compulsory/Elective Courses</i> )	(i)For one paper (ii)For more than one paper	(i)Rs. 250.00 (ii)Full fees of the examination concerned
Fees for the 5 <sup>th</sup> Semester backlog courses ( <i>for both Major / Speciality/Compulsory/Elective/Skill based Courses</i> )	(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. 1 <sup>st</sup> and 3 <sup>rd</sup> Semester backlog courses (For the candidates admitted in 2016-2017 or earlier)	Rs. 340.00
	2. 5 <sup>th</sup> Semester	Rs. 440.00
<b>* Practical fees is to be retained by the College and not to be remitted to the University</b>		
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 <b>in 2015 or before</b> subject to the availability of legitimate chance(s).		
Centre fee	Rs. 200.00***	
<b>*** Not to be remitted to the University</b>		
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. 5<sup>th</sup> 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 Admit cards and other relevant documents pertaining to the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester Examinations shall be issued in the **fourth week of October, 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 send the Practical Marks in the format to be provided by the University along with the answer scripts by 30<sup>th</sup> November, 2018.
- The last date of submission of Internal Assessment marks of the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester students of B. A. / B. Sc. / B. Com. Programmes by the colleges at the University is 30<sup>th</sup> November, 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.
- 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 a receipt confirming the payment should be taken from the Finance and Accounts Branch of the University.

7. 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.
8. **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. They should take special care so that the eligible candidates that have deposited the examination fee have signed on the examination form too. The University shall not accept examination forms from individual candidates and as such colleges should not forward/request the University in this regard.**

Looking forward for kind cooperation from all concerned.

Issued with due approval.

Sd/-Dr. P.K. Kakoty  
Controller of Examinations i/c  
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 of the Vice-Chancellor/Registrar.
2. The Director, College Development Council, Dibrugarh University, for information.
3. The Joint Controller of Examinations 'B'/'C', Dibrugarh University for information.
4. The Joint Registrar (Academic), Dibrugarh University for information
5. The Deputy Controller of Examinations 'A', Dibrugarh University for information and necessary action.
6. The Deputy Registrar (F & A) i/c, Dibrugarh University for information and necessary action.
7. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
8. The System Administrator, Dibrugarh University for information and necessary action.
9. The Programmer, Dibrugarh University for information with a request to upload the notification in the University Website for wide circulation.
10. The Dealing Assistant, Examination (A), Dibrugarh University for information and necessary action.
11. The Dealing Assistant, Examination (B), Dibrugarh University for information and necessary action.
12. The Branch Manager, Punjab National Bank, Dibrugarh University campus, for kind information.
13. Office file.

Sd/-Dr. P.K. Kakoty  
Controller of Examinations i/c  
Dibrugarh University