



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

Memo No.: DU/DCE (A)/I.A. Marks /2017/217

Date: September 5, 2017

**NOTIFICATION**

**Sub: Guidelines/procedures to be followed regarding Examination matters.**

All the Principals of the affiliated/permitted colleges of Dibrugarh University and the Coordinators of the Study Centres under the Directorate of Open and Distance Learning (DODL) are requested to follow the guidelines/procedures related to the Examination matters as laid down hereunder:

1. The Internal Assessment (IA) and Practical marks of the students should be submitted to the Examination Branch of the University within stipulated date without fail. It may be noted that the IA and practical marks should not be overwritten.
2. **Once IA marks/practical marks are submitted, and accepted by the University, no revision/modification of such marks will be entertained.**
3. The IA marks should be notified in the notice boards of the respective Colleges before submitting to the Examination Branch of the University, so that any omission/commission can be rectified there itself which also avoids inconvenience to the students.
4. All grievances of the students should be sent through the Principals of the colleges. Students' grievances will not be entertained directly.
5. Any grievances (such as showing 'Absence' in some subjects even if the student had appeared in the said subject, non receipt of marksheets, etc.) should be reported to the Examination Branch of the University within 30 days of declaration of results with all relevant documents. Cooperation of all concerned is highly solicited.

*H. Anand Das*  
5-9-17  
Controller of Examinations  
Dibrugarh University

To

All the Principals of the affiliated/permitted colleges of Dibrugarh University and the Coordinators of the Study Centres under DODL.

Copy to:

1. The PS to the Hon'ble Vice-Chancellor/Registrar, Dibrugarh University, for information.
2. The Director, College Development Council, Dibrugarh University, for information.
3. The Director, DODL, Dibrugarh University with a request to circulate the notification among the Study Centres.
4. All the Officers of Examination Branch, Dibrugarh University, for information and necessary action.
5. The Deputy Registrar (Academic), Dibrugarh University, for information.
6. The Programmer, Dibrugarh University, with a request to upload the notification in the University website.
7. Office File.

*H. Anand Das*  
5-9-17  
Controller of Examinations  
Dibrugarh University