



## 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 Joint 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)

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