



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Memo No. DU/DCE (A)/CoE/Exam. Form-Even Semesters/2019/20

Date: 08.03.2019

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, 2019. The hard copy of the Computer Generated Examination Forms will be issued to all colleges **from 11th March, 2019** 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 **4th April (Thursday), 2019 (without late fine) and 8th April (Monday), 2019 (with late fine)** 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, 2019 should be followed by the colleges:

1. Issue of Computer Generated Examination Forms	From 11 th March, 2019
2. Last date of submission of Examination Forms by the colleges at the University	4th April (Thursday), 2019 (without late fine) 8th April (Monday), 2019 (with late fine)
3. Detail statement of fee, forms etc.	One copy of each programme is required for computerized processing.
4. OBC/SC/ST candidates	To be identified in the statement
5. Last date of submission of Internal Assessment Marks at the University	9 th May (Thursday), 2019
6. Last date of submission of Practical Examination Marks along with the evaluated scripts (if any) at the University	31 st May (Friday), 2019
7. List of Non-Collegiate and Dis-Collegiate students along with the name of the Examinations should be submitted without fail.	

8. Fees to be remitted to the University for the 2nd Semester (**students admitted in 2017 and 2018**) and 4th Semester (**students admitted in 2017**) B. A. / B. Sc. / B. Com. Examinations, 2019:

Examination Fees	General Course	Rs. 450.00
	Major/Speciality Course	Rs. 650.00
Fees for the 2 nd Semester backlog courses	(i) For one paper (ii) For more than one paper	(i) Rs. 350.00 (ii) Full fees of the examination concerned
Fine for late submission of Examination Form (if applicable)		Rs. 300.00
Marksheet fee		Rs. 150.00
Practical Examination fee*		Rs. 380.00
University Centre fee*		Rs. 250.00
Non Collegiate fee**		Rs. 700.00
* The college should retain the fee and not to be remitted to the University		
** 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		

9. Fees to be remitted to the University for the 2nd, 4th and 6th Semester (students admitted in 2016 or earlier) B. A. / B. Sc. / B. Com. Examinations, 2019:

Examination Fees	General Course	Rs. 400.00
	Major/Speciality Course	Rs. 575.00
Fees for the 2 nd , 4 th and 6 th Semester backlog courses	(i) For one paper (ii) For more than one paper	(i) Rs. 250.00 (ii) Full fees of the examination concerned
Fine for late submission of Examination Form (if applicable)		Rs. 200.00
Marksheet fee		Rs. 100.00
Practical Examination fee*	1. 2 nd and 4 th Semester	Rs. 340.00
	2. 6 th Semester	Rs. 440.00
University Centre fee*		Rs. 200.00
Non Collegiate fee**		Rs. 500.00
* The college should retain the fee and not to be remitted to the University		
** 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).		
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

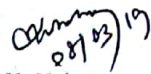
IMPORTANT INFORMATION

- 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. 650 (Major Course fee) + Rs. 150 (Marksheet fee) = Rs. 800/- (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 2nd, 4th and 6th Semester Examinations shall be issued in the **fourth week of April, 2019**. As such the colleges are requested to visit the University website or contact the EDPS Section for any update.
- 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.
- 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.
- 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.

M

Looking forward for kind cooperation from all concerned.

Issued with due approval.



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 Director, College Development Council, Dibrugarh University, for information.
2. The Joint Controller of Examinations 'B'/'C', Dibrugarh University for information.
3. The Deputy Controller of Examinations 'A', Dibrugarh University for information and necessary action.
4. The Joint Registrar (Academic), Dibrugarh University for information.
5. The Deputy Registrar (F & A) i/c, Dibrugarh University for information and necessary action.
6. The Assistant Registrar (Examinations), Dibrugarh University for information.
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 PS to the Hon'ble Vice-Chancellor/Registrar, Dibrugarh University, for kind information of the Vice-Chancellor/Registrar.
11. The Dealing Assistants, Examination (A)/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.


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