

STEPS TO BE FOLLOWED BY THE EXAMINATION CENTRES OF DIBRUGARH UNIVERSITY FOR ONLINE SUBMISSION OF DISPATCH REPORT AND ABSENTEE STATEMENT REGARDING 2ND, 4TH AND 6TH SEMESTER B.A./B.SC./B.COM. EXAMINATIONS, MAY 2019

The name of the Officer in-charge, E-mail id and Contact Number should be updated before proceeding to add/edit other details.

How Examination Centres will get user id and password?

1. Please open the website through the link <http://dibruonline.in:8080/examManager>
(The link is also available in the Dibrugarh University website)
2. Click the link [Generate Password for Examination Centres](#)
3. A new page will appear on the screen.
4. Type **College Code (not the Exam Centre Code)** in the input box (For example 701).
5. Type the Email address as registered with the Examination Branch of Dibrugarh University (**Please check the registered email address in the attachment sent herewith**).
6. Type correct Captcha in the box.
7. Click the Submit Button.
8. On submission of correct data, the system will generate a password which will be sent to the registered email address. The system will also display a message that **Password generated successfully. Please check your email.**
9. Click the Close button.
10. Check your email and log-in with the user id and password sent to the email.

How to re-generate the password if the password has been forgotten?

1. Follow the same steps as given above.

What are the facilities available in this online application?

1. The Examination Centre will be able to view the number of candidates who are going to appear an examination.
2. The Examination Centre will submit dispatched record of answer-scripts to the concerned Zone(s).
3. The Examination Centre will view the dispatched record of answer-scripts to the concerned Zone(s). The concerned Zone(s) will be able to view the same. The dispatched record may be modified until the concerned Zone receives it and update its record.
4. The Examination Centre will add/edit/remove absentee details for an examination.
5. The concerned Zone will be able and verify the records of absentees, but cannot modify it.
6. The EDPS Section will import the absentee details to the server for processing of results.

For any technical query, please contact the Assistant System Analyst, Dibrugarh University at abhijit@dibru.ac.in or call him at 9435640176 during office hours.