



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No. DU/ CoE/Exam. Form fill up (CBCS)/2019/254

Date: 25.10.2019

Sub: B.A./B.Sc./B.Com. 1st Semester (CBCS) Examination 2019 Form Fill up- regarding.

(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE)

It is hereby notified for information of all concerned that the web portal for Examination Form Fill-up for the B.A./B.Sc./B.Com. 1st Semester Examination (CBCS) 2019 under Dibrugarh University to be held in the month of December, 2019 will be open from 11:00 AM of 28.10.2019.

The colleges and students are requested to follow the below mentioned steps at the time of Online Examination Form Fill-up for 1st Semester B.A./B.Sc./B.Com. Examination 2019 (CBCS):

STEPS TO BE FOLLOWED BY THE COLLEGES

1. Please be informed that the college has to first log in and verify the Examination Forms (Data has already been imported from those submitted at the time of Registration) of its students; then only students shall be able to make payment of the Fees.
2. Log into your account with the same user name and password sent at the time of registration process.
3. Click on Exam Forms *menu* and then on Exam Form List.
4. Select Drop-down Menus - Session, Course, Branch, Exam and Status. Please choose the Pending status.
5. A list of candidates will appear in the screen. Select the Approve option from the Action menu for the student who is eligible to pay the Examination fees to the University.
6. Please click the Checkbox button (a tick mark appears on clicked) in the Non-Collegiate column for the student who has to pay the Non-Collegiate Fee to the University; otherwise please leave it blank.

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7. Click the **Save** button on the top of the **Exam Form Student List**. Now the student can view the **Pay Now** button after the student log-in.
8. Repeat the above steps for all the eligible students.
9. A student may be barred from applying an examination form by clicking the **Not Approve** option from the Action menu.

Note: Please complete the process as early as possible so that eligible student can make online payment for the examination form fill-up fees. In case of Action status – Pending or Not Approve, a student cannot make payment of fees. **The amount of examination form fill-up fee includes Examination fee, Marksheet fee, Non-collegiate fee and Late fine fee (if applicable) only. Other fees like University Centre fee & Practical examination fee have to be collected from students by the college itself.**

STEPS TO BE FOLLOWED BY THE STUDENTS

1. Click the link <https://www.dibruexam.in> for student log-in.
2. Enter the mobile no. and the password used at the time of registration for log-in.
3. If the password is forgotten, the same may be re-generated by clicking the **Forgot Password** button.
4. Please read the page carefully and click the **Pay Now** button at the bottom of the screen.
5. If the **Pay Now** button has not appeared, please contact the Principal of the college immediately so that the process of online examination form fill-up can be completed within the specified time.
6. Please take a print-out of the Receipt generated by the system for future references.

The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 1st Semester Examination (CBCS) 2019 should be followed by the colleges:

(i)	Link for approval of students by the colleges for appearing into the 1 st Semester examination will be active from	28.10.2019 (From 10:00 AM)
(ii)	Link for submitting online examination forms along with payment of fees by the students	01.11.2019

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will be active from	
(iii) Last date of submission of online examination forms and online payment of prescribed fees without late fine	09.11.2019 (Till 5:00 PM)
(iv) Last date of submission of online examination forms and online payment of prescribed fees with late fine	13.11.2019 (Till 5:00 PM)
(v) Provision of downloading Admit Cards, Roll Lists, Attendance Sheets etc. by the concerned colleges will be available from	Shall be intimated later

(vi) Fees to be paid online to the University by the students:

Examination Fees	Honours Course	Rs. 650.00
	Non-Honours Course	Rs. 450.00
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 collect the fee from the students.		
** Applicable for those candidates who do not have requisite attendance as per clause 5 of Dibrugarh University Regulations for the Under-Graduate Academic Programmes in the Choice Based Credit System (CBCS), 2018.		
<ul style="list-style-type: none"> • Minimum 80% attendance is necessary to appear in the End Semester Examination. • A student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons shall have to pay the Non-Collegiate fees. • Students having less than 70% attendance are not allowed to appear in the End Semester Examination and those students shall be declared as Discollegiate. 		

Note:

- Colleges are not required to submit hard copies of the documents.
- For any query, please contact the helpline numbers mentioned in the concerned link.



 Dr. P.K. Kakoty
 Controller of Examinations
 Dibrugarh University

To

All the Principals of the affiliated/permitted colleges of Dibrugarh University offering B.A./B.Sc./B.Com. programmes in Choice Based Credit System.

Copy to:

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


Dr. P.K. Kakoty
Controller of Examinations
Dibrugarh University