



**DIBRUGARH UNIVERSITY**  
**DIBRUGARH – 786004 (Assam)**  
**(Examinations Branch)**

No.: DU/CoE/PGDCA /2020/ 1073

Date: 23.09.2020

**NOTICE**

This is for information of all concerned that the web portal of Examination form fill-up for The **PGDCA 2<sup>nd</sup> Semester and Annual mode Examination, 2020** shall be opened from **25.09.2020**.

*The students are requested to follow the below mentioned steps at the time of Online Examination form Fill-up for the Examination.*

1. Please visit the University portal Examination link for student login.
2. Please go through the detail examination portal.
3. Please register yourself into the web portal using your current Gmail account. If you do not have a Gmail account, please create a new one by visiting the Gmail page and then only proceed to the next steps.
4. Update and validate your Mobile No using System OTP.
5. Select and Update your Gender
6. On successful submission, a user account will be created to log-in to web portal. **Your Gmail address shall be the user name for the web portal.**
7. Now log-in to the web portal and read the instruction page very carefully.
8. Please select the Examination Mode
  - a) **Regular/Backlog Examinations**
9. Select the **Programme Name, Exam Title, Exam Semester**. Now the details of the examination such as exam title, start date, end date, exam notification etc. will be displayed. Please check all the information very carefully.
10. Enter the Registration No. in the corresponding field and the candidate's name will appear. Select the name by clicking on it.
11. The detail information, viz., Candidate Name, Semester, Department/College/Institute will be auto filled after you select the name. Check all the details and click on the "Continue" button.
12. Select the optional papers correctly and type your other details in the concerned boxes (**Step-1**), upload photo and signature (**Step-2**) and Click Next in each step to save the information. You can access the saved information anytime and modify it before final submission.
13. Review the form in **Step-3**. Check the information, photograph and signature whether they are correctly entered and displayed. If anything needs to be edited, you can do so by going back to the relevant step by clicking on the "**Previous**" button.

14. Click the Submit button after you have reviewed your form.
15. Please wait for the Verification Status from your department/college/institute.
16. When you get **Verification Status** about your Examination Form through your registered email or mobile SMS or in the Portal, please proceed accordingly.
17. Finally, **pay your fees** by clicking the **Pay Now** button in the web portal.
18. Please **download the Receipt** generated by the system for future references.

Link for submitting online Examination Form by the students will be activated from	<b>25/09/2020</b> (4:00 PM)
Link for approval by the concerned Department/institutes/colleges to activate the fee payment facility for the students in the web portal will be activated from	<b>26/09/2020</b> (1:00 PM)
Last date of submitting online Examination Form and online payment of the prescribed examination fees by the students <b>without fine</b>	<b>01/10/2020</b> (12:00 midnight)
Last date of submitting online Examination Form and online payment of the prescribed examination fees by the students <b>with fine</b>	<b>03/10/2020</b> (12:00 midnight)

**Fee to be paid online to the University by the students:**

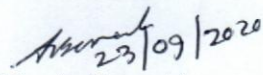
Names of the Fee	Amount
<b>1. Examination Fee:</b>	
<b>a. Single Paper</b>	<b>350/-</b>
<b>b. Two or more than two papers</b>	<b>950/-</b>
<b>2. Marksheet Fee</b>	<b>150/-</b>
<b>3. Centre Fee*</b>	<b>250/-</b>
<b>4. Practical Fee* (if any)</b>	<b>675/-</b>
<b>5. Late Fine Fee</b>	<b>300/-</b>
<b>6. Non-Collegiate Fee</b>	<b>700/-</b>

**Note:**

- **The Examination Fees have been waived by 20% for this current session (2019-20) by the University in view of the present pandemic situation and the possible financial hardship faced by the stakeholders.**
- *(\* with reference to memo No. DU/RG/G.01.01/2020/4017 dated 18.09.2020 for the intermediate semesters the difference of fees after relaxation if any will be adjusted with the examination form fill up fees to be paid by the candidates in the next examination and for the final semester candidates, difference of fees after relaxation if any will be reimbursed to the candidates by the University in due course of time.)*

- \* However, the Centre fee and Practical fee shall be collected online from the candidates of Department/Centre of Dibrugarh University.
- \* Centre fee and Practical fee shall be collected by the respective colleges/ institutes separately and not to be remitted to the University.
- In case of any difficulties the students may call the **Helpline numbers** available in the online link for examination form fill up.

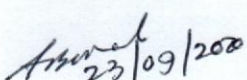
*Issued with due approval.*

  
 (Dr. A. Baruah)  
 Controller of Examinations i/c  
 Dibrugarh University

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**Copy to –**

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Dean, Student Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Chairperson/Principal, CCSA, DU, J.B. College, Sibsagar Commerce College, Duliajan College, Moran College, Dhemaji College, Sibsagar College, D.R. College, Global Engineering Academy, Gargaon College, Moridhal College, Digboi College, Silapathar College, BLB College, Sivsagar, NN Saikia College, CNB College, Amguri College, CT College, Tinsukia, Nazira College, DCB Girls' College.
5. The Jt. Controller of Examinations (B i/c, C), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-Ai/c, Dibrugarh University for information and necessary action.
8. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
9. The System Administrator, Dibrugarh University for information and necessary action.
10. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
11. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
12. Office File.

  
 (Dr. A. Baruah)  
 Controller of Examinations i/c  
 Dibrugarh University