OFFICE OF THE REGISTRAR: DIBRUGARH UNIVERSITY: DIBRUGARH

No: DU/ CoE/DODL (Part II & III Exams.)/ 2020/74   Date: 11.09.2020

To

The Principal / Coordinator
All the Colleges / Centres having B.A./B.Com. Courses under D.O.D.L.
Dibrugarh University

Subject: Online Form Fill-up for B.A./B.Com. (Part-II & III) Examinations 2020 under D.O.D.L.

(Circulated through E-mail and Dibrugarh University only)

Sir/Madam

    This is to inform you that the form fill up for **B.A./B.Com. (Part- II & III) Examinations, 2020** under the **Directorate of Open & Distance Learning**, Dibrugarh University shall be started from 11th September *(to be active from 5:00 P.M.)*, **2020**.

    The Online Form Fill up for the B.A./B.Com. Part-I Examinations, 2020 *shall be notified shortly.*

The learners are requested to fill up the examination forms online and colleges/ study centres are requested to verify the same. The learners are requested to pay the necessary examination fees etc., on or before the below mentioned date:

Without Fine :	23.09.2020 *(Till 5:00 P.M.)*
With Fine :	27.09.2020 *(Till 5:00 P.M.)*

EXAMINATION FEES:

	Fees *(Applicable for Learners registered in 2017 or later)*	**Fees** *(Applicable for Learners registered in 2016 or earlier)*
A) General Course	: Rs. 450/-	Rs. 400/-
B) Major Course (B.A)	: Rs. 650/-	Rs. 575/-
C) Single paper (Backlog)	: Rs. 350/-	Rs. 250/-
D) Two or more than two Papers	: Full fee of the examination concerned.	
E) Mark Sheet fee	: Rs. 150/-	Rs. 100/-
F) Late fine	: Rs. 300/-	Rs. 200/-

Under any circumstances, not a single form or application will be accepted by the online software after the last dates as mentioned above.

The following Instructions may kindly be noted while submitting the documents for the Examinations:

Instructions for the learners:

The Learners are requested to follow the below mentioned steps at the time of Online Examination Form Fill-up:

1. Please visit the University portal https://dibru.online and click the Online Examination Portal for CBCS and NON-CBCS link for Learners log-in.

2. Please go through the detail **Instructions in the portal** very carefully before Candidate Log In in the 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 the 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 one of the correct Examination Modes:
   a) Regular/Backlog Examination B.A./B.Com. (Part-II & III) under DODL, DU

9. **Enter your details in the concerned boxes, upload photo and signature and then submit your online form.**

10. Please wait for the Verification Status from your college/institute/Centre.

11. When you get Verification Status about your Examination Form through your registered email or mobile phone SMS or application status under Distance examination in the portal after login with same email, please proceed accordingly.

12. Finally, pay your fees by clicking the Pay Now button in the web portal.

    Please remember your Examination form is considered to be finally submitted only when the Examination fee is successfully paid and Acknowledgement Slip is generated with "SUCCESS" Status. After final submission, any information in the form cannot be modified. However, you can download or printout the Examination Form or Acknowledgement Slip for future reference.

    (Candidates are advised not to wait till the last date for applying and fee payment.)

13. Please download the Receipt generated by the system for future references.

Instructions for the Colleges/ Study Centres:

To activate College Login/ Centre login account:

1. Please type the address https://dibru.online/examination/college/loginor https://college.dibru.online in a web browser preferably in Mozilla Firefox or Google Chrome or Microsoft Edge.

2. Please type your Department/Centre/College Code in the Username box.

3. Next type the default password received at your email address in the Password box and then click the Login button to go to the next page.

4. The System shall ask you to verify your Email Address and your registered Email Address shall appear itself on the screen.

5. Please click Send OTP button to verify your Email Address.

6. Please open your Email and you shall receive an email containing the OTP (Verification Code) from the email noreply.duexamination@gmail.com

7. Please enter the OTP and click the Verify button.

8. Next the System shall ask you to enter Mobile Number. This Mobile Number shall be visible to all the candidates who submit online examination form. This Mobile Number shall be used for correspondence between a candidate and the college.

9. After entering the valid Mobile Number, please click on the Send OTP button.

10. Please type the OTP received at your Mobile Number in the Enter OTP box.

11. Now the activation of your Department/Centre/College Login account is complete and please change your password to continue.

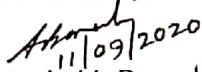To verify, approve or reject a candidate in the system:

1. From the Dashboard, click on the Candidate List box.

2. Please select the appropriate Examination, Programme and Semester/year from the drop-down menu.

3. A list of candidates who applied online examination from will appear.

4. Click on the Verify button from the Actions column that appears against a candidate name to verify his/her record.

5. If the candidate's record as well as the Fees to be paid by a candidate is found to be ok, please click on the Approve button that appears at the bottom of the screen. Otherwise, please click the Reject button.

6. If it needs some modifications in the record of the candidate please click on the Edit Detail button to modify/correct his/her record.

7. Please check carefully whether a backlog candidate has selected correct number of papers and fee detail is also correct for him/her.

8. Please remember that once the Approve button is clicked, the candidate is able to pay his/her requisite fees.

9. Please do not forget to logout.

For any query, please contact the Technical Support Team at their contact numbers/emails available in the concerned portal.
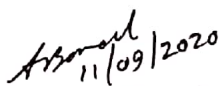
Thanking you,

Yours sincerely,

11/09/2020

Dr. Amitabh Baruah
Controller of Examinations *i/c*
Dibrugarh University

Copy to :

1. The Hon'ble Vice Chancellor, D.U., for kind information.
2. The Registrar, D.U. for kind information.
3. The Director, DODL, D.U. for Information.
4. The Joint Controller of Examinations 'B' *i/c* and 'C', D.U. for information.
5. The Dy. Controller of Examinations 'A' *i/c*, D.U. for information.
6. The Deputy Registrar (F&A), D.U. for information.
7. The Asst. Director, DODL, D.U. for information.
8. The System Administrator, EDPS, D.U., for information & necessary action.
9. The Programmer, D.U., for information and requesting to upload the letter in the D.U. website.
10. The Section Officer, Examination Branch "B', D.U.
11. The Dealing Assistant, Examination Branch 'A', D.U. for information & necessary action.

11/09/2020

Dr. Amitabh Baruah
Controller of Examinations *i/c*
Dibrugarh University