OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No. DU/DCE (A)/CoE/Exam. Form-Even Semesters/CBCS/2022/ 428   Date:19.04.2022

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

Sub: ***B.A./B.Sc./B.Com. 2nd / 4th/ 6th Semester (CBCS) Examination 2022 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. 2nd / 4th / 6th Semester CBCS Examinations, 2022 under Dibrugarh University will be open from the below mentioned date (s).

The colleges and students are requested to follow the steps at the time of Online Examination Form Fill-up for the B.A./B.Sc./B.Com. 2nd / 4th / 6th Semester CBCS Examinations, 2022 as mentioned below:

STEPS TO BE FOLLOWED BY THE STUDENTS

1. Click the link *https://www.dibruexam.in* for student log-in.
2. **Select the Academic Year as 2021 – 2022 and then select the Examination.**
3. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact helpline provided in the portal for any log-in related issues.
4. If the password is forgotten, **please contact the concerned college to retrieve the forgotten password**.
5. Select the optional course if it appears in your desk board. For example, the student having Honours needs to choose a *Generic Elective Course* from the list.
6. Save the Examination Form by clicking the **Save** button and **take a printout of self-declaration (to be submitted to the concerned college)**. **Also, pay the requisite fee at the college**.
7. Wait till your exam form is got verified and approved by the concerned college.
8. Please contact the Principal of the college immediately so that the processes of online examination form fill-up can be completed within the specified time.
9. *Please take a print-out of the Receipt generated by the system for future references.*
10. If a student had not appeared in the 1st Semester Examination, then the student's data will not be auto-populated. The students are requested to fill up their details carefully.

STEPS TO BE FOLLOWED BY THE COLLEGES

1. **Select the Session as 2021 – 2022** and log into your account with the **same user name and password sent at the time of 1st Semester (CBCS) Examination process**.
2. Click on **Exam Forms** *menu* and then on **Exam Form List**.
3. Select Drop-down Menus – **Session** as **Regular 2022**, **Course**, **Branch**, **Exam** and **Status**. Please choose the Pending status.
4. A list of candidates who submitted Examination Forms will appear in the screen. Verify the Examination Form by clicking the icon in the **View Form** column. Select the **Approve** option from the **Action** menu for the student who is eligible to appear the Examination and has paid the requisite *Examination Fee* at the college. **Do not forget to take the PRINT OUT COPY of the signed in SELF DECLARATION FORM of the concerned student.**
5. Click the **Save** button on the top of the **Exam Form Student List**. Repeat the above steps for all the eligible students.
6. A student may be barred from applying for an examination form by clicking the **Not Approve** option from the Action menu and then clicking the **Save** button.

Note: The College may prepare a consolidated statement of fees by downloading the **Approved List of Candidates** in excel format

The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 2nd / 4th / 6th Semester CBCS Examinations, 2022 should be followed by the colleges:

(i)	Link for submitting online examination forms by the students for appearing into the 2nd / 4th / 6th Semester CBCS Examinations, 2022 and approval of the same by the concerned College (s) will be active from.	**19.04.2022**

(ii)	Last date of submission of online examination forms **without late fine** by the students as well as colleges **(without late fine)**	20.05.2022	
(iii)	Last date of submission of online examination forms **with late fine (if applicable)**	25.05.2022	
(iv)	**Fees to be paid by the students at the Colleges:**		
Examination Fees		Honours Course	Rs. 650.00
		Non-Honours Course	Rs. 450.00
Fees for the **backlog courses** *(Honours / Non – Honours)*		(i) For one paper (ii) For more than one paper	(i) Rs. 350.00 (ii) Full fees of the examination concerned
Mark sheet fee			Rs. 150.00
Fine for late submission of Examination Form **(if applicable)**			Rs. 300.00
Practical Examination fee*			Rs. 380.00 (for 2nd & 4th Semester) Rs. 500.00 (for 6th Semester)
University Centre fee*			Rs. 250.00
*The fees should be retained by the concerned Colleges / College Examination Centres.			

Note:

- **The colleges, before approving the filled in Examination Forms, must collect the SIGNED IN PRINT OUT COPY of the SELF DECLARATION FORM (new inclusion) of their students and to keep the same at their safe custody for future reference. Examination Branch, Dibrugarh University at any time, may ask the College (s) for submission of the same as and when required. Students can edit the subject combination and other relevant information before the formal online approval of their filled in examination forms by the College concerned. No change (especially the change of subject) shall be allowed in the examination forms of students after it is approved online by the College concerned.**

- *The college / institute shall collect the Examination Fees from their students and shall deposit the same through RTGS / NEFT at Punjab National Bank, Dibrugarh University Branch (Name of Account Holder: Registrar, Dibrugarh University; A/C No. 0157002100032540; IFSC Code: PUNB0994000; MICR Code: 786024003). The duly certified consolidated statement of fees (two copies) and the payment receipt should be submitted at the EDPS Barnch, Dibrugarh University.*

- 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.

- Colleges are not required to submit hard copies of the documents.

- For any query, please contact the helpline numbers mentioned in the concerned link.

    Issued with due approval.

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

Copy to:
1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Dean, Students' Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Director, College Development Council, Dibrugarh University for information.
5. The Joint / Deputy Controller of Examinations (C, A, B i/c), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Deputy Registrar (F&A) i/c, 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.
12. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
13. Office File.

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