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

No. DU/Exam/PG & UG (Professional)/2023/67   Date: 10.11.2023

(Circulated through e-mail and Dibrugarh University website only)

This is for information to all concerned that the web portal for **Online Form Fill-up** of the **Odd Semester (Regular/Backlog/Betterment) Examinations, 2023** for the following Programmes under Dibrugarh University will be opened from **15.11.2023** *for those candidates who got admitted into 1st Semester Programmes in 2019 or later on under new CBCS Regulations, 2018.*

PROGRAMMES	Exam Fee	Practical Fee, if any	Project Fee, if any
1. **Master in Arts (M.A.)** English / Assamese / Education / History / Philosophy / Political Science / Sociology / Bodo/ Anthropology/ Mathematics/ Statistics/ Geography/ Economics	600/-	700/-	700/-
2. **Master in Science (M.Sc.)** Anthropology / Life Sciences/ Physics / Applied Geology / Chemistry / Mathematics / Statistics/ Geography	600/-	700/-	700/-
3. **Master in Commerce.** Finance and Marketing.	600/-	700/-	700/-
Backlog/Betterment **(for 1,2 & 3 above)** • Upto 50%of total number of courses of the concerned subjects(s) per course • More than 50%	100/- per course Full Fee	700/-	700/-
Mark-sheet Fee	**100/-**		
Centre Fee	**200/-**		
Late Fine Fee	**200/-**		
Non-Collegiate Fee	**500/-**		
4. **Master in Arts (M.A.)** Applied Psychology/ Women's Studies/ Mass Communication & Journalism/ Performing Arts/ Communication for Sanitation, Hygiene & Health 5. M. Tech. (P. Tech /P. Geology) 6. M.Sc. in Biotechnology & Bioinformatics 7. Master in Computer Application (MCA) 8. Master in Social Works (MSW) 9. M.Sc. Tech (Applied Geology)	1,400/-	700/-	700/-
10. Master of Library and Information Science 11. Integrated Master of Library and Information Science	1300/-	700/-	700/-
12. B.Lib I.Sc./PGDCP	1,200/-	700/-	--
13. Integrated M.Sc. In Physics	850/-	450/-	--
14. BA in Performing Arts	850/-	500/-	--
15. BCA	750/-	450/-	

Backlog/Betterment **(for 4 to 15 above)** • Single paper • Two or more than two papers	350/- Full Fee	--	--
Mark-sheet Fee	150/-		
Centre Fee	250/-		
Late Fine Fee	300/-		
Non-Collegiate Fee	700/-		

Steps to be followed by the students of the above Programmes:

1. Click the link **https://www.dibruexam.in** for student log-in and click on **Exam Form** button.

2. **Select the Academic Year as 2023-2024 and then select the Examination.**

3. Enter the mobile no and the password used at the time of enrolment for log-in.

4. If the password is forgotten, please contact the concerned Department/Centre/ college/institute to retrieve the forgotten password.

5. Please click on the **Exam Form** under **Action** column.

6. Please read the page carefully and select your **Elective Courses** from the lists and then click on the **Save** button.

7. **Please pay the requisite Examination related Fees through SBI Collect (for the students of Departments and Centre for Studies) or pay the Fees at your college/institute (for students of colleges/institutes).**

8. Please wait for the verification and approval of your online Examination Form from your concerned Department/Centre/College/Institute.

9. Please contact the Department, Centre, college or concerned institute so that the process of online examination form fill-up can be completed within the specified time.

10. Please take a **print-out of the Examination Form** generated by the system for future reference and **deposit a copy of the same together with fee payment receipt at the Department/Centre/College/Institute.**

11. **Candidates appearing for the Betterment Examinations shall have to apply through manual application form through respective department.**

Steps to be followed by the Department, Centre for Studies, institute, College offering the above Programmes:

1. Please select the <u>**Session as 2023-2024**</u> and log into Department/Centre/College/ Institute account with the user name and password.

2. Click on **Student Info** *menu* and then on **Exam Form List.**

3. Select Drop-down Menus ₹**Session Winter, 2023**, **Course**, **Branch**, **Exam** and **Status**. Please choose the Pending status.

4. A list of candidates will appear in the screen. Select the **View** link to open the Exam Form and please verify the details in the Exam Form.

5. Please <u>**collect the Fee payment Receipt**</u> from the candidate and if satisfied with the data submitted by a candidate in the Exam Form, please select the **Approve** option from the **Action** menu **for the candidate who has paid the requisite examination related fees to the University**.

6. Click the **Save** button on the top of the **Exam Form Student List** to complete the Examination Form Fill-up process.

7. Repeat the above steps for all the eligible students.

8. A student may be barred from applying an examination form by clicking the **Not Approve** option from the Action menu.

9. Please collect the **Fee Receipt** from the students and keep a copy of the same at Department/Centre/College/institute. If any discrepancy is detected in the Fee Receipt please inform the undersigned at the earliest.

10. Please prepare a copy of the statement of Fees (by downloading the Excel File of approved candidates) and submit it together with Fee Receipts at the office of the undersigned. <u>The statement of fees must contain the break-up of the various examination related fees.</u>
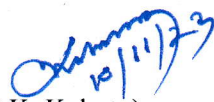
Note:

1. **The institutes / colleges other than the Department, Centre for Studies of Dibrugarh University shall retain the Centre Fee and Practical Fee (*if applicable*) with them.**

2. Departments/Centre for Studies of Dibrugarh University/College/ institute shall ensure the verification of the total amount of fees collected from the students at the time of online examination form fill-up.

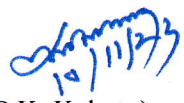|	
1. Link for submitting online examination forms by the students will be activated from:	**15.11.2023 onwards to 20.11.2023**
2. Link for approval of students for appearing into an examination by the Department, Centre for Studies, Institute, College will be activated from:	**15.11.2023**
3. Last date of submission of online examination forms together with payment of prescribed fees **without fine**:	**21.11.2023**
4. Last date of payment of prescribed fees *with fine:*	**22.11.2023**
5. Last submission of consolidated fee statements by the Department/Centre for Studies/ Colleges/ institutes at the Examination Branch:	**22.11.2023**

Note:

1. **No examination form shall be entertained by the Examination Branch, D.U. beyond the last date of submission of online forms.**

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

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

Copy to –

1. The Hon'ble Vice-Chancellor i/c., 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 Heads/Chairpersons of all the concerned P.G. Departments/Centre for Studies, Dibrugarh University for information & necessary action.
5. The Principals/ Director/Registrar of all colleges/ institutes offering the above Programmes under Dibrugarh University for information & necessary action.
6. The Jt. Controller of Examinations (C), Dibrugarh University for information.
7. The Joint Registrar (Academic), Dibrugarh University, for information.
8. The Dy. Controller of Examinations-A, B(*i/c)*, Dibrugarh University for information and necessary action.
9. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
10. The Sr. Accounts Officer, Dibrugarh University for information and necessary action.
11. The System Administrator, Dibrugarh University for information and necessary action.
12. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
13. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
14. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
15. Office File.

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