

 **DIBRUGARH UNIVERSITY**

OFFICE OF THE REGISTRAR: DIBRUGARH UNIVERSITY: DIBRUGARH

NOTIFICATION

Ref No.: DU/CoE/Non-CBCS/Online/Forms/2020/938

Date: 14/08/2020

**Sub: Online Form fill-up of B.A. / B.Sc. / B.Com. 2nd Semester (Backlog),
4th and 6th Semester (Regular & Backlog) Examinations (Non-CBCS), 2020**

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 Semester (Backlog), 4th Semester & 6th Semester Examinations, 2020 (**Non-CBCS**) under Dibrugarh University will be open from **17.08.2020**.

The Online Form Fill-up for the B.A./B.Sc./B.Com. 2nd Semester Examination, 2020 (CBCS) **will be notified shortly**.

The students are requested to follow the below mentioned steps at the time of Online Examination Form Fill-up for the B.A./B.Sc./B.Com. 2nd Semester (Backlog), 4th Semester & 6th Semester Examinations (**Non-CBCS**), 2020:

1. Please visit the University portal <https://dibru.online> or www.dibru.ac.in and click the Examination link for student log-in.
2. Please go through the detail **Instructions** very carefully before student registration 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 Examinations.
 - b) Betterment Examination.

Page 1 of 5

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9. Select the Programme type and Programme name.
10. Select the Exam title and Exam semester/year. 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.
11. Enter the Registration No. in the corresponding field and re-enter the same for confirmation. After confirmation the candidate's name will appear below the "Confirm Registration No." field. Select the name by clicking on it.
12. The detail information, viz., Candidate Name, Semester/Year, College/Institute will be auto filled after you select the name. Check all the details and click on the "Continue" button.
13. Enter your 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.
14. 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.
15. Click the Submit button after you have reviewed your form.
16. Please wait for the Verification Status from your college/institute.
17. When you get Verification Status about your Examination Form through your registered email or mobile phone SMS, please proceed accordingly.
18. Finally, pay your fees by clicking the Pay Now button in the web portal.
19. Please download the Receipt generated by the system for future references.

The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 2nd Semester (Backlog), 4th Semester & 6th Semester Examinations, 2020 (Non-CBCS) **should be followed by the colleges:**

1. Link for submitting online Examination Form by the students will be activated from	17.08.2020
2. Link for approval by the concerned colleges to activate the Fee Payment facility for the students in the web portal will be activated from	19.08.2020
3. Last date of submission of online examination forms and online payment of prescribed fees	31.08.2020

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Fees to be paid online to the University by the students:

1. Examination Fees to be remitted to the University by the **6th Semester candidates (students admitted in 2017)** for appearing in B. A. / B. Sc. / B. Com. Examinations, 2020:

Examination Fees	General Course	Rs. 450.00
	Major/Speciality Course	Rs. 650.00
Fine for late submission of Examination Form (<i>if applicable</i>)		Rs. 300.00
Marksheet fee		Rs. 150.00

2. Examination Fees to be remitted to the University by the **6th Semester Backlog candidates (students admitted in 2016 or earlier)** for appearing in B. A. / B. Sc. / B. Com. Examinations, 2020:

Examination Fees	General Course	Rs. 400.00
	Major/Speciality Course	Rs. 575.00
Fees for the backlog courses	(i) For one paper	(i) Rs. 250.00
	(ii) For more than one paper	(ii) Full fees of the examination concerned
Fine for late submission of Examination Form (<i>if applicable</i>)		Rs. 200.00
Marksheet fee		Rs. 100.00
Non Collegiate fee**		Rs. 500.00
** Applicable for the backlog candidates who have registered in the University in 2016 or before subject to the availability of legitimate chance(s).		
Betterment Permission Fee [Clause No. 10 (h) of the Dibrugarh University Regulations for the B. A. / B. Sc. / B. Com. Programmes in the Semester system, 2010]		Rs. 300.00

3. Examination Fees to be remitted to the University by the **2nd and 4th Semester Backlog candidates (students admitted in 2016 or earlier)** for appearing in B. A. / B. Sc. / B. Com. Examinations, 2020:

Examination Fees	General Course	Rs. 400.00
	Major/Speciality Course	Rs. 575.00
Fees for the backlog courses	(i) For one paper	(i) Rs. 250.00
	(ii) For more than one paper	(ii) Full fees of the examination concerned

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Fine for late submission of Examination Form <i>(if applicable)</i>	Rs. 200.00
Marksheet fee	Rs. 100.00
Non Collegiate fee**	Rs. 500.00
** Applicable for the backlog candidates who have registered in the University in 2016 or before subject to the availability of legitimate chance(s).	
Betterment Permission Fee [Clause No. 10 (h) of the Dibrugarh University Regulations for the B. A. / B. Sc. / B. Com. Programmes in the Semester system, 2010]	Rs. 300.00

4. Examination Fees to be remitted to the University by the 4th Semester Regular and Backlog candidates (students admitted in 2017 or later) for appearing in B. A. / B. Sc. / B. Com. Examinations, 2020:

Examination Fees	General Course	Rs. 450.00
	Major/Speciality Course	Rs. 650.00
Fees for the backlog courses	(i) For one paper (ii) For more than one paper	(i) Rs. 350.00 (ii) Full fees of the examination concerned
Fine for late submission of Examination Form <i>(if applicable)</i>		Rs. 300.00
Marksheet fee		Rs. 150.00

Note:

- The Examinations 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.
- 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 of the competent authority.

(Signature) 14/08/2020
(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

Page 4 of 5

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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 Director, College Development Council, Dibrugarh University for information.
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 Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
11. 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.

(Signature)
14/08/2020
(Dr. P. K. Kakoty)
Controller of Examinations
Dibrugarh University

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Dibrugarh University*

(Signature)
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