



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

NOTICE

This is for information of all concerned that the web portal of Examination form fill-up for the **4th Semester B.Ed. Examination, 2020** shall be opened from **25.08.2020**.

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 one of the Examination Mode
 - a) Regular **B.Ed. Examination, 2020**
 - b) Backlog **B.Ed. Examination, 2020**
9. Select the Exam title and 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 re-enter the same for confirmation. After confirmation the candidate's name will appear below the "**Confirm Registration No.**" filed. 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. 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.
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	25/08/2020
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	27/08/2020
Last date for submitting online Examination Form by the students	31/08/2020
Last date of online payment of the prescribed examination fees by the students	02.09.2020

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

Particulars of Fee	Amount (in Rs.)
1. Marksheet Fee	150/-
2. Centre Fee*	250/-
3. Practical Fee*	750/-
4. Non-Collegiate Fee	700/-

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.**
- * Centre fee and Practical fee shall be collected by the respective colleges/institutes separately and not to be remitted to the University.
- * However, the Centre fee and Practical fee shall be collected online from the candidates of Department of Education, Dibrugarh 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.

25/08/2020

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

Memo No.: DU/CoE/BEEd 4/2020/954-66

Date: 25.08.2020

Copy to:

1. The Vice-Chancellor, Dibrugarh University for favour of his kind information.
2. The Dean, Faculty of Education, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.

4. The Head, Department of Education, D.U. for information.
5. The Principal, Digboi B.Ed. / CTE Tinsukia / Namrup CTE / PATEI / CKH B.Ed. / DIET, Dibrugarh / Sibsagar CTE / PGT Jorhat / KBM CTE / DIET Jorhat / NEIMS, Jorhat / CTE Golaghat / Bihpuria PGT / CTE Dhakuakhana / Lakhimpur PGT / DIET, Lakhimpur / Dhemaji PGT, for information and necessary action.
6. The Joint Controller of Examinations-C, D.U., for information and necessary action.
7. The Joint Registrar (Academic), D.U., for information.
8. The Deputy Controller of Examinations-A i/c, D.U. for information.
9. The Deputy Registrar (F&A), D.U., for information and necessary action.
10. The Asstt. Registrar (Exams), D.U., for information.
11. The System Administrator (EDPS), D.U., for information & necessary action.
12. The Programmer, D.U. with a request to upload the notification in the University website.
13. The Dealing Assistants, Examination Branch-B, for information and necessary action.
14. File.

P.K. Kakoty
25/08/2022

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