

Notice

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

No. DU/CoE/PG-2/CBCS/2020/983

Date: 31/08/2020

This is for information to all concerned that the web portal for **Online Form Fill-up** of the **2<sup>nd</sup> Semester (CBCS, Regular) Examinations, 2020** for the following Programmes under Dibrugarh University will be opened from **31.08.2020 for those candidates who got admitted into 1<sup>st</sup> Semester Programmes in 2019 under new CBCS Regulations, 2018**.

- A. M.A.in Anthropology, Assamese, Applied Psychology, Economics, Education, English, Geography, History, Mathematics, Philosophy, Political Science, Sociology, Statistics, Bodo, Women's Studies, Mass Communication, Performing Arts and Communication for Sanitation, Hygiene & Health.
- B. M.Sc. in Anthropology, Applied Geology, Biotechnology & Bioinformatics, Chemistry, Geography, Life Science, Mathematics, Physics and Statistics
- C. M.Com. in Finance and Marketing.
- D. M.Tech. in Petroleum Exploration and Exploration Geophysics.
- E. M.C.A., M.Lib.Sc., M.S.W.,

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

1. Click the link <https://www.dibruexam.in> for student log-in.
2. Enter the mobile no and the password used at the time of enrolment for log-in.
3. If the password is forgotten, the same may be re-generated by clicking the **Forgot Password** button.
4. Please read the page carefully and select your **Discipline Specific Elective (DSE)** and **Generic Elective (GE) Courses** from the lists and then click on the **Submit** button.
5. Please wait for the verification of your online Examination Form from your concerned Department/Centre/College/Institute.
6. After successful verification, click the **Pay Now** button at the bottom of the screen.
7. If the **Pay Now** button has not appeared, please contact the Department, Centre or institute, concerned institute immediately so that the process of online examination form fill-up can be completed within the specified time.
8. Please take a print-out of the Receipt generated by the system for future references.

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

1. Log into Department/Centre/Institute account with the same user name and password sent at the time of student enrolment process and used at the time of submission of marks.
2. Click on **Exam Forms menu** and then on **Exam Form List**.
3. Select Drop-down Menus - **Session, Course, Branch, Exam** and **Status**. Please choose the Pending status.
4. A list of candidates will appear in the screen. Select the **Approve** option from the **Action** menu for the student who is eligible to pay the Examination fees to the University.

5. Please click the **Checkbox buttons** (a tick mark appears in the box after click) in the **Practical Fee and Non-Collegiate** columns for the student who needs to pay the **Practical Fee and Non-Collegiate Fee** to the University; otherwise please leave them blank.
6. Click the **Save** button on the top of the **Exam Form Student List**. Now the student can view the **Pay Now** button after the student log-in.
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.

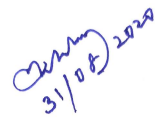
**Note:**

1. The student can make payment of fees only after the approval from the concerned Department, Centre or Institute.
2. **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.**
3. Departments/Centre for Studies of Dibrugarh University will be entirely responsible for verifying the total amount of fees collected for Practical Fee and Non-Collegiate Fee at the time of online examination form fill-up.
4. **In case of Action status – Pending or Not Approve, a student cannot make payment of fees.**
5. No need to send any hard copy to the Examination Branch, D.U. unless asked for.

1. Link for submitting online examination forms by the students will be activated from:	<b>31.08.2020 (02:00 PM)</b>
2. Link for approval of students as well as fee payment facility for appearing into an examination by the Department, Centre for Studies, Institute, College will be activated from:	<b>01.09.2020 (02:00 PM)</b>
3. Last date of submission of online examination forms:	<b>10.09.2020 (05:00 PM)</b>
4. Last date of online payment of prescribed fees <b>without fine:</b>	<b>11.09.2020 (05:00 PM)</b>
5. Last date of online payment of prescribed fees <b>with fine:</b>	<b>13.09.2020 (05:00 PM)</b>

**Note:**

1. **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.**
2. No examination form will be entertained by the Examination Branch, D.U. beyond the last date of submission of online forms.
3. Please find Fees details in **Annexure – A**
4. 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, 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 of all the P.G. Departments, Dibrugarh University for information & necessary action.
5. All the Chairpersons of Centre for Studies in Geography/Philosophy/Behavioural Studies/Languages/ Mass Communication/Biotechnology & Bioinformatics/Computer Science & Application/Information & Library Sciences/Social Works/D.B.H Studies in Performing Arts, Dibrugarh University for information & necessary action.
6. The Principals of all colleges offering the above Programmes under Dibrugarh University for information & necessary action.
7. The Director/Registrar of all the institutes offering the above Programmes under Dibrugarh University for information & necessary action.
8. The Jt. Controller of Examinations (B i/c, C), Dibrugarh University for information.
9. The Joint Registrar (Academic), Dibrugarh University, for information.
10. The Dy. Controller of Examinations-Ai/c, Dibrugarh University for information and necessary action.
11. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
12. The System Administrator, Dibrugarh University for information and necessary action.
13. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
14. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
15. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
16. Office File.

*31/08/2020*

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