(Examinations Branch)

IMPORTANT INFORMATION TO STUDENTS REGARDING PROCEDURE FOR SUBMISSION OF EXAMINATION FORMS & FEES

[FOR POST-GRADUATE PROGRAMMES]

- 1. The students will download the examination form from the Dibrugarh University Website (dibru.ac.in).
- 2. The students will submit the duly filled up examination form (*scanned copy*) to the concern Department/Centre/College <u>through email.</u> In this regard, the students may contact the HODs/Chairpersons/Principals of the respective departments/centre of studies/colleges.
- 3. Payment of Examination fee is to be made through NEFT/RTGS/IMPS/ directly at bank:

Bank details

Name of the Account Holder: Registrar, Dibrugarh University

Bank Name: Punjab National Bank Branch: Dibrugarh University IFSC Code: PUNB0994000

Bank Account No: 0157002100032540

Type of Account: Current

MIC Code: 786024003 & Branch Code: 994000

- **4.** After successful payment the candidates must submit the understated information through email to <u>the</u> respective Departments/Centre for Studies/Colleges and examfee21PG@dibru.ac.in
 - a. Name of the Student
 - b. Unique ID issued by the DHE, Assam.
 - c. Department/Centre/College
 - d. Exam appearing with subject/course
 - e. Transaction reference number
 - f. Scanned copy of the Transaction slip
 - g. Date of deposit
 - h. Phone Number & email id
- i. After receipt of the above details and documents, the concerned College/Institutes/Centre for Studies shall scrutinize the documents and submit the hard copy of forms along with transaction receipts, consolidated fee statement and fee waiver statement at the Office of the Controller, Dibrugarh University within due time.

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

Date: 27/08/2021

Memo No. <u>DU/ Exam/2020-21/87</u>

Copy to:

- 1. The Registrar, Dibrugarh University for favour of information..
- 2. All Heads/Chairpersons of Dibrugarh University for information and necessary action
- 3. The Principals of the Colleges running courses under Dibrugarh University for information and necessary action
- 4. The DR (F&A) i/c, D.U for favour of information.
- 5. Website

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