



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

No.: DU/EXAM/EDPS/Notification/2019-20/224

Date: 23.09.2021

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

NOTICE

This is for information of all concerned that the special provision for submission of End Semesters Marks of BA/BSc/BCom 1st & 3rd Semester Examinations (CBCS), 2020 has been activated in the online system along with the submission of Internal Assessment Marks.

The process of submission of End Semester marks through the Online Examination Management System (OEMS) shall be same as the submission of Internal Assessment Marks.


However, the college cum Examination Centre shall note the following points:

1. After selecting the Course, Semester, Branch and Subject, the option **ESE** should be selected in the **Head** category for entering the End Semester marks. (ESE – for End Semester, ISA – for Internal Assessment and PR for Practical)
2. For some courses like Multi-Disciplinary Course the Head should be blank.
3. After entering the marks, please verify the marks from the **Preview File** (Internal Marks ->Add Internal Marks -> PDF button) and do the necessary corrections in the marks already entered, if required.
4. Finally, submit (confirm) the marks from the Internal Marks -> Submit Internal Marks menu and take a printout of the marks entered for a course. The **Marks Final Submission Report** must be duly signed by the concerned persons/officials and has to be submitted in the Office of the Controller of Examinations, D.U. (**No Preview File shall be accepted in the Examination Branch, D.U**)
5. Please make it sure that no Pending Subject List is appearing in the Pending List (Internal Marks -> Pending Subjects)
6. If any discrepancy is detected in the **Marks Final Submission Report**, the same should be informed to the office of the Controller of Examinations, DU through a college forwarding letter mentioning the corrected marks in a single lot only.
7. If a candidate opted an incorrect subject at the time of examination form fill-up his/her marks must be awarded as **Absentee** in that subject in the online software and correct mark together with the correct subject-code be submitted in forwarding letter at the Examination Branch, DU in a single lot.

For colleges which are not allotted Examination Centre shall submit the **End Semester Theory marks** of their candidates by awarding **Absentee**. In this case, the

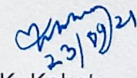
respective Examination Centre shall submit the duly signed hard copies of the mark-foils of tagged colleges at the Examination Branch, D.U.

The link for submission of End Semester marks together with IA & Practical marks, if not already submitted shall be opened till 30.09.2021 and the hard copies of marks foils shall have to be submitted at the Examination Branch-A, DU on or before 07.10.2021.


23/09/21
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 Principals of all colleges offering the above Programmes under Dibrugarh University for information & necessary action.
5. The Jt. /Dy. Controller of Examinations (C, & B *i/c*), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-A, Dibrugarh University for information and necessary action.
8. The Deputy Registrar (F&A) *i/c*, Dibrugarh University for information and necessary action.
9. The System Administrator *i/c*, 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.


23/09/21
Dr. P.K. Kakoty
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