



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Memo No. DU/DCE (A)/CoE/Exam. Form-Odd Semesters (Non CBCS)/2023/113/ Date: 18.09.2023

NOTIFICATION

Sub: B.A./B.Sc./B.Com. 1st, 3rd and 5th Semester (Non CBCS) Backlog Examinations, Form Fill up-regarding. November – December, 2023

It is hereby notified for information of all concerned that applications in Computer Generated Examination Forms for B. A. / B. Sc. / B. Com. 1st, 3rd and 5th Semester (Non CBCS) Backlog Examinations, November – December, 2023 are invited from eligible candidates of concerned colleges. The soft copy of the Excel sheet containing the list of candidates along with the signature sheets is available in the University website www.dibru.ac.in (Notification for Colleges).

Incomplete forms, Excel sheets without marking 'Y' or 'N' in the 'App' column, Elective Paper Codes, forms without fee and forms received after the last date will be rejected straightway and no correspondence will be entertained on this behalf. *Colleges are requested to submit the Examination Forms well ahead of the last date in order to avoid the last minute rush and inconvenience.*

The instruction as laid down hereunder pertaining to the 1st, 3rd and 5th Semester B.A./B.Sc./B.Com. Backlog Examinations (Non CBCS), November – December, 2023 should be followed by the colleges:

1. Issue of Computer Generated Examination Forms .	Available in the website www.dibru.ac.in 25.09.2023 (Notification for Colleges)
2. Last date of submission of Examination Forms by the colleges at the University	11.10.2023 (without late fine) 16.10.2023 (with late fine) (In no case late submission shall be entertained)
3. Detail statement of fee, forms etc.	One copy of each programme is required for computerized processing.
4. OBC/SC/ST candidates	To be identified in the statement
5. Last date of submission of Internal Assessment Marks (if any) at the University	15.12.2023
6. Last date of submission of Practical Examination Marks along with the evaluated scripts (if any) at the University	30.12.2023

7. Fees to be remitted to the University for the students admitted in 2018:

Fees for the 1 st /3 rd /5 th Semester backlog courses (for Major / Speciality / Compulsory/Elective Courses)	(i) For one paper (ii) For more than one paper	(i) Rs. 350.00 (ii) Full fees of the examination concerned (General Course: Rs. 450.00; Major/Speciality: Rs. 650.00)
Fine for late submission of Examination Form (if applicable)		Rs. 300.00
Marksheet fee		Rs. 150.00
Practical Examination fee*		(i) Rs. 380.00 (For 1 st and 3 rd Semester) (ii) Rs. 500.00 (For 5 th Semester)
University Centre fee*		Rs. 400.00
Non Collegiate fee (applicable for all backlog candidates)		Rs. 700.00
* The college should retain the fee and not to be remitted to the University		

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8. 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. 450.00 (needs to be done manually using betterment form)

IMPORTANT INFORMATION


1. Colleges are requested to submit the **big size detail statement of fees** in the order so that similar kind of fees paid by the candidates should be clubbed together. This is especially required to expedite the process of checking the statements manually without any hassle.
2. The date of issuance of the **Admit cards, Roll List, Attendance List and other relevant documents** pertaining to the 1st, 3rd and 5th Semester B.A./B.Sc./B.Com. Backlog Examinations (Non CBCS), November – December, 2023 shall be available only in the University website. As such the colleges are requested to visit the University website (www.dibru.ac.in) for any update.
3. The colleges that have not deposited the affiliation fees / permission fees, annual affiliation fee of the sports board and fees for section permission etc. to the University are requested to clear the outstanding fees before submission of Examination forms and fees. Please ignore the same if already paid. For details, the concerned colleges may contact the office of the Director, College Development Council.
4. The Examination Fees should be deposited in the form of Bank Draft drawn in favour of the Registrar, Dibrugarh University payable at **Punjab National Bank, Dibrugarh University Branch** or through RTGS (A/C No. 0157002100032540, IFSC Code: PUNB0994000, MICR Code: 786024003) and a receipt confirming the payment should be taken from the Finance and Accounts Branch of the University.
5. For any queries related to Examination Forms and Excel sheet, the EDPS Section of Dibrugarh University may be contacted.
6. All the Principals of the Colleges are requested to inform the examinees well ahead so that no one is left out from the process of filling up the examination form within the last date. **They should take special care so that the eligible candidates that have deposited the examination fee have signed on the examination form too.** The University shall not accept examination forms from individual candidates and as such colleges should not forward/request the University in this regard.

Looking forward for kind cooperation from all concerned.
Issued with due approval.


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

Copy to:

1. The Inspector of Colleges, Dibrugarh University for information.
2. All the Principals of the affiliated/permitted colleges of Dibrugarh University conducting B.A./B.Sc./B.Com. programmes
3. The Joint/Deputy Controller of Examinations C/A/Bi/c, Dibrugarh University for information and necessary action.
4. The Deputy Registrar (F & A) i/c, Dibrugarh University for information and necessary action.
5. The Assistant Registrar (Examinations), Dibrugarh University for information.
6. The System Administrator, Dibrugarh University for information and necessary action.
7. The PS to the Hon'ble Vice-Chancellor/Registrar, Dibrugarh University, for kind information of the Vice-Chancellor/Registrar.
8. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
9. The Programmer, Dibrugarh University for information with a request to upload the notification in the University Website for wide circulation.
10. The Dealing Assistants, Examination Branch- A/B, Dibrugarh University for information and necessary action.
11. The Branch Manager, Punjab National Bank, Dibrugarh University campus, for kind information.
12. Office file.


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