

DIBRUGARH  UNIVERSITY  
DIBRUGARH

No: DU/Ex/CoE/OEMS/2023/1190

Date: 14/10/2023

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

To,

The Chairperson of Centre for Studies/Principal/Director  
All the Centre for Studies/Colleges/institutes under Dibrugarh University offering BCA  
and BA in Performing Arts under CBCS mode

**Sub: Registration of Students of 1<sup>st</sup> Semester BCA and BA in Performing Arts  
programmes under CBCS through the Online Examination Management System  
(OEMS) for the Session 2023-2024**

Sir/Madam,

It is my pleasure to inform you that, the **online enrollment** for the 1<sup>st</sup> semester of the above mentioned Programmes *under CBCS mode* for the session 2023-2024 will start from **14/10/2023**. The bona-fide students shall have to register themselves into a programme by following the instructions given in the **Instruction Page of the OEMS portal**. Please note that the student enrollment process shall be closed on **04/11/2023** and after that no application shall be accepted **under any circumstances**. The students need not submit any printed copy of the application form to the University. However, they have to keep a printed copy of the Registration Form together with the other receipts with them for future references.

In the above context, we would like to request you to instruct all the concerned 1st semester (CBCS) students of your Centre for Studies/college/institute **to go through the instructions very carefully** before submitting the online application form for student information. After successful submission of the online application forms by the students, the respective Centre for Studies/colleges/institutes **need to verify** the data entered by their students. If the entered data is found to be correct, then the Centre for Studies/colleges/institutes will approve the online application forms of the individual students by clicking the specified '**Approved**' button available in the drop-down menu of the OEMS software. If any discrepancy is detected in respect of any student by the Centre for studies/institute/college, kindly ask the students to for necessary rectification of the discrepancy. Only those students whose online applications are approved by the Centre for Studies/college/institute shall be imported into the University Examination Database. ***The college/institute shall collect the Registration Fees of Rs. 350/- (Rupees three hundred fifty only) from their students and shall deposit the same together with duly certified consolidated statement of fees at the University through RTGS/NEFT as per the details below:***

Name of the Account Holder: Registrar, Dibrugarh University

Name of the Bank: Punjab National Bank

Name of the Branch: Dibrugarh University Branch

Account No: 0157002100032540

Bank IFSC Code: PUNB0994000

MICR Code: 786024003

Type of Account: Current Account

***However, the students from Centre for Studies shall deposit the Registration Fee of Rs. 350/- (Rupees three hundred fifty only) through the SBI Collect and the Centre for Studies shall collect the payment receipts from their students.***

The duly certified consolidated statement of fees (two copies) and the payment receipt should be submitted at the **Certificate, Registration and Migration Branch of Dibrugarh University.**

**Helpline numbers** are available in the Instruction Page of the OEMS software. Further, the Principal of the College/Head of the Institute may contact the System Administrator or Assistant System Analyst of Dibrugarh University at their email ids [sadiq@dibru.ac.in](mailto:sadiq@dibru.ac.in) and [abhijit@dibru.ac.in](mailto:abhijit@dibru.ac.in) for any technical query.

The required URL to open the Registration Page to enroll into a programme by the students is as follows –

**<https://dibruexam.in>**

The above link will be available in the home page of DU website as well.

**Schedule of activities for enrollment:**

Online Registration Form will be active on **14/10/2023** onwards

Last date for online form submission by individual student : **04/11/2023**

Last date for Centre/college/ institute to verify  
& approve the online forms : **10/11/2023**

Last date for Centre/college/ institute to submit the Fees together  
2 (two) copies of printed consolidated fee statements : **10/11/2023**  
at the University

The students who have migrated from other universities shall have to apply for registration under Dibrugarh University through the Certificate & Registration Branch of Dibrugarh University with the prescribed fee. Otherwise, his/her enrollment will be considered as invalid.



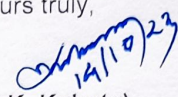
It is advisable on the part of the college/ institute to verify the students' online forms from the day one on a daily basis in order to avoid the last minute hassle and rush.

The log-in username, password and the link to open the pages for the department/centre for studies/institute/college shall be the same as used in the last academic year.

Issued with due approval.

With best wishes and regards,

Yours truly,

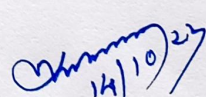
  
(Dr. P.K. Kakoty)  
Controller of Examinations  
Dibrugarh University

Date: 14/10/2023

Memo No: DU/Ex/ CoE/OEMS/2023/1190

Copy to –

1. The Hon'ble Vice-Chancellor, D.U. for favour of his kind information.
2. The Registrar, D.U. for information.
3. The Joint/ Dy. Controller of Examinations (C/A/Bi/c), D.U. for information.
4. The Joint Registrar (Academic), D.U. for information.
5. The Deputy Registrar (F&A) i/c, D.U. for information and necessary action.
6. The Assistant Registrar (Examinations), D.U. for information
7. The Sr. Accounts Officer, D.U. for information and necessary action.
8. The System Administrator, EDPS Section, D.U. for information and necessary action.
9. The Programmer, D.U., for information and with a request to upload the letter in the University website.
10. The Section Officer, Certificate, Registration & Migration, D.U. for information & necessary action.
11. Office File.

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