

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

No. DU/Exam/Ex-Forms/OEMS/2024/1521

Date: 20/09/2024

ONLINE FORM FILL-UP FOR ENROLMENT

This is for information to all concerned that the web portal for **Online Form Fill-up for Enrolment into 1st Semester (Regular) Examinations, 2024** for the following Programmes under Dibrugarh University will be opened *for those candidates who got admitted into 1st Semester Programmes in 2024 under new CBCS Regulations, 2018.*

- A. M.A. in Anthropology, Assamese, Applied Psychology, Economics, Education, English, Geography, History, Mathematics, Philosophy, Political Science, Sociology, Statistics, Languages (Bodo), Women's Studies, Mass Communication and Performing Arts.
- B. M.Sc. in Anthropology, Applied Geology, Biotechnology & Bioinformatics, Chemistry, Geography, Life Sciences, Mathematics, Physics and Statistics
- C. M.Com. in Marketing and Finance
- D. M. Tech in Petroleum Exploration and Production
- E. MCA
- F. MSW
- G. M. Lib. I. Sc.
- H. PG Diploma in Counselling Psychology

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

1. Click the link <https://www.dibruexam.in> for student log-in and click on **Registration** button.
2. Please read the Instruction Page very carefully.
3. Click on the **Registration Login** button and then click on the **Pre-Registration** tab.
4. Enter your details and click on the **Registrar** button. Please note that the Student Name and Mobile No and Email cannot be changed later-on.
5. Login with your Mobile No and Password. Then enter your Personal Details, Course Details and then upload your Photo and Signature.

6. Please read the page carefully and select your **Elective Courses** from the lists and then click on the **Save** button.
7. Please upload latest passport size photograph and signature. **The same photograph shall appear in the Grade-sheets of semester examinations.**
8. Please wait for the verification and approval of your online Examination Form from your concerned Department/Centre/College/Institute.
9. Please contact the Department, Centre, college or concerned institute so that the process of online examination form fill-up can be completed within the specified time.
10. Please take a **print-out of the Enrolment Form** generated by the system for future reference and **deposit a copy of the same at the Department/ Centre/ College/ Institute.**

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

1. Please select the **Session as 2024-2025** and log into Department/ Centre/ College/ Institute account with the user name and password.
2. Click on **Student Info menu** and then on **Registration List**.
3. Select Drop-down Menus –**Session as Winter 2024, Course, Branch, Exam** and **Status**. Please choose the Pending status.
4. A list of candidates will appear in the screen. Select the **View** link to open the Exam Form and please verify the details in the Exam Form.
5. If satisfied with the data submitted by a candidate in the Enrolment Form, please select the **Approve** option from the **Action** menu **for the candidate**.
6. Click the **Save** button on the top of the **Student List** to complete the Enrolment Form Fill-up process.
7. Repeat the above steps for all the eligible students.
8. A student may be barred from enrolment by clicking the **Not Approve** option from the Action menu.
9. Please prepare a copy of the statement of Enrolled Candidates (by downloading the Excel File of approved candidates) and submit duly signed copy of the same at the office of the undersigned.

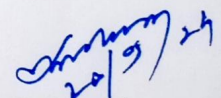

Note:

1. **In addition to this online form fill-up, the students who have migrated from other University have to apply manually for Registration under Dibrugarh University through the Certificate and Registration Branch, DU with the prescribed fees. Otherwise, his/her enrolment will be considered as invalid.**

1. Link for submitting online enrolment forms by the students will be activated from:	20.09.2024 onwards upto 30.09.2024
2. Link for approval of students by the Department, Centre for Studies, Institute, College will be activated from:	20.09.2024
3. Last date of submission of online enrolment forms by the students:	30.09.2024
4. Last date of approval of students by the Department, Centre for Studies, Institute, College	04.10.2024
5. Last date of submission of consolidated statements by the Department/Centre for Studies/ Colleges/ institutes at the Examination Branch, DU:	07.10.2024

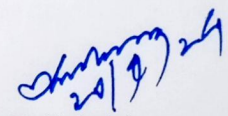
Note:

1. No forms shall be entertained by the Examination Branch, D.U. beyond the last date of submission of online forms.
2. 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 concerned P.G. Departments, Dibrugarh University for information & necessary action.
5. All the concerned Chairpersons of Centre for Studies of 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 (C), Dibrugarh University for information.
9. The Joint Registrar (Academic), Dibrugarh University, for information.
10. The Dy. Controller of Examinations-A, B(i/c), Dibrugarh University for information and necessary action.
11. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
12. The Sr. Accounts Officer, Dibrugarh University for information and necessary action.
13. The System Administrator, Dibrugarh University for information and necessary action.
14. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
15. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
16. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
17. Office File.


(Dr. P. K. Kakoty)
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