



**OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH**

**NOTIFICATION**

Memo No. DU/COE /Exam. Form fill up (CBCS)/1<sup>ST</sup>,3<sup>RD</sup> SEM./2020/1 Date: 26.02.2021  
Sub: Regarding B.A./B.Sc./B.Com. 1<sup>st</sup> & 3<sup>rd</sup> Semester (CBCS) Examination, 2020  
(Examination to be held during March – April, 2021) Form Fill Up

(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE ONLY)

It is hereby notified for information of all concerned that the web portal for Examination Form Fill-up for the B.A./B.Sc./B.Com.1<sup>st</sup> & 3<sup>rd</sup> Semester (CBCS) Examination, 2020 under Dibrugarh University (to be held in the month of March - April, 2021) will open from 08.03.2021.

The colleges and students are requested to follow the below mentioned steps at the time of online Examination form Fill-up:

**STEPS TO BE FOLLOWED BY THE COLLEGES**

1. Log into your account with the same user name and password provided to you earlier.
2. Click on **Exam Forms** menu and then on **Exam Form List**.
3. Select Drop-down Menus- **Session, Course, Branch, Exam and Status**. Please choose the Pending status.
4. A list of candidates will appear in the screen. Select the **Approve** option from the **Action** menu for the student who is eligible to pay the Examination fees to the University.
5. Please click the **Checkbox** button (a tick mark appears on clicked) in the **Non-Collegiate** column for the student who has to pay the **Non-Collegiate Fee** to the University; otherwise please leave it blank.
6. Click the **Save** button on the top of the **Exam Forms student List**. Now the student can view the **Pay Now** button after the student log-in.
7. Repeat the above steps for all the eligible students.
8. A student may be barred from applying an examination form by clicking the **Not Approve** option from the **Action** menu.
9. **Complying Office Memorandum No. AHE.639/2018/16 Dated, Dispur the 10<sup>th</sup> June, 2020, the examination fee for the Academic Session 2020 – 2021 of 1<sup>st</sup> and 3<sup>rd</sup> Semester regular students (domicile from Assam) having Unique id assigned by DHE and studying only at various Govt./ Provincialised (under Directorate of Higher Education) Colleges and Institutes under the territorial jurisdiction of Dibrugarh University are hereby waived off. However, the benefit of fee waiver will not include non govt. / non provincialised Colleges / Institutes and the self – financing courses of the Colleges / Institutes. In this regard, the 1<sup>st</sup> Semester Backlog students cannot claim for the fee waiver.**

**Note:** Please complete the process as early as possible so that eligible student can make online payment for the examination form fill-up fees. In case of **Action** status – **Pending** or not **Approve**, a student cannot make payment of fees. **The amount of examination form fill-up fee includes Examination fee, Backlog Course fee, Mark sheet fee, Non-collegiate fee and Late fine fee (if applicable) only. Other fees like University Centre fee & Practical examination fee have to be collected from students by the college itself.**

**STEPS TO BE FOLLOWED BY THE STUDENTS**

1. Login into the TDC 1st (Regular and Backlog) and 3rd Semester (Regular) (CBCS) examination form fillup through web portal [www.dibrueexam.in](http://www.dibrueexam.in). The username (mobile number) and password are the same that has been created during the registration process

into the Dibrugarh University through online mode Enter the mobile no. and the password used at the time of registration for log-in.

2. After successful login, if you are appearing for two examinations say B.A. 1<sup>st</sup> Semester (Backlog) and B.A. 3<sup>rd</sup> Semester (Regular) Examinations, then fill-up the form twice. If you are appearing for a single examination like B.S. 3<sup>rd</sup> Semester (Regular) Examination only then fill-up the form once. You can fill-up the form by clicking on the **exam form** link after the login under the action section.
3. Confirm your domicile status of Assam and enter your Unique ID (assigned by DHE, Assam), if available and applicable.
4. Submit exam form.
5. Exam form will be verified by respective colleges/Institutes.
6. After college/institute verification make online payment(if applicable). If you are pursuing a Govt approved Programme from a Govt/Provincilaised College/Institutes and domicile from Assam and have a valid Unique ID, you are not required to pay any fees. After verification of your examination form by your college/institute, you will get a receipt describing the waived off details. Otherwise, you have to pay the requisite fees.
7. After successful online payment, download payment receipt and keep it safe for your future reference.

The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 1<sup>st</sup> & 3<sup>rd</sup> Semester Examination (CBCS) 2021 should be followed by the colleges:

(i) Link for submitting online examination forms by the students will active from	08.03.2021
(ii) Link for approval of student by the colleges for appearing into the 1 <sup>st</sup> & 3 <sup>rd</sup> Semester examination will active from	09.03.2021
(iii) Last date of submission of online examination forms and online payment of prescribed fees without late fine	15.03.2021
(iv) Last date of submission of online examination forms and online payment of prescribed fees with late fine	18.03.2021
(v) Provision of downloading Admit Cards, Roll Lists, Attendance Sheets etc. by the concerned colleges will be available from	Shall be intimated later

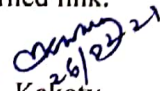
(vi) Fees to be paid online to the University by the students:

Examination Fees	Honours Course	Rs. 650.00
	Non- Honours Course	Rs. 450.00
Fee for the 1 <sup>st</sup> Semester Backlog Course (Honours and Non Honours)	(i) For one paper (ii) For more than one paper	(i) Rs. 350.00 (ii) Full fees of the examination concerned
Fine for late submission of Examination Form (if applicable)		Rs. 300.00
Marksheet fee		Rs. 150.00
Practical Examination fee*		Rs. 380.00

University Centre fee*	Rs. 250.00
Non-Collegiate fee**	Rs. 700.00
<b>*The college should collect the fee from the students and retain the same ( not to be remitted to the University)</b>	
<b>**Applicable for those candidates who do not have requisite attendance as per clause 5 of Dibrugarh University Regulations for the Under-Graduate Academic Programmes in the Choice Based Credit System (CBCS), 2018.</b>	
<ul style="list-style-type: none"> <li>• Minimum 80% attendance is necessary to appear in the End Semester Examination.</li> <li>• A student who has attended a minimum of 70% classes but failed to obtain the prescribed 80% attendance for valid reasons shall have to pay the Non-Collegiate fees.</li> <li>• Students having less than 70% attendance are not allowed to appear in the End Semester Examination and those student shall be declared as discollegiate.</li> </ul>	

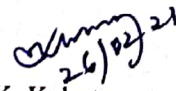
Note:

- Colleges are not required to submit hard copies of the documents.
- 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. All the Principal of the affiliated/permitted college of Dibrugarh University offering B.A./B.Sc./B.Com. Programmes in Choice Based Credit System.
2. The Director, College Development Council, Dibrugarh University, for information.
3. The Joint Controller of Examinations 'B' i/c/ 'C' , Dibrugarh University, for information.
4. The Deputy Controller of Examinations 'A' , Dibrugarh University, for information and necessary action.
5. The Deputy Registrar (F & A), Dibrugarh University, for information and necessary action.
6. The Assistant Registrar ( Examinations), Dibrugarh University, for information.
7. The System Administrator, Dibrugarh University, for information and necessary action.
8. The PS to the Hon'ble Vice -Chancellor/Registrar, Dibrugarh University, for kind information of the Vice-Chancellor/Registrar.
9. The Assistant Controller of Examinations, Dibrugarh University, for information and necessary action.
10. The Programmer, Dibrugarh University for information with a request to upload the notification in the University Website for wide circulation.
11. The Dealing Assistants, Examination Branch- A/B, Dibrugarh University, for information and necessary action.
12. Office file.

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