

Notice

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

No. DU/EX/CBCS/ONLINE/FORMS/2020/ 294

Date: 30/04/2021

This is for information to all concerned that the web portal for **Online Form Fill-up** of the **1st Semester (Regular & Backlog)** and **3rd Semester (only Regular) Examinations, 2020** for the following Programmes under Dibrugarh University will be opened from **03.05.2021 for those candidates who got admitted into 1st Semester Programmes in 2019 under new CBCS Regulations, 2018.**

A. M.Com. in Marketing and Finance

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

1. Click the link <https://www.dibruexam.in> for student log-in.
2. Enter the mobile no and the password used at the time of enrolment for log-in.
3. If the password is forgotten, the same may be re-generated by clicking the **Forgot Password** button.
4. Please click on the **Exam Form** under **Action** column.
5. If the student is domicile from Assam, then please select **Yes** from the Option button; otherwise please select **No**.
6. If domicile from Assam, please enter the Unique Id provided by the DHE, Assam; otherwise, please leave it blank. Unique Id is mandatory to avail the 100% fee waiver as notified by the Govt. of Assam.
7. Please read the page carefully and select your **Elective Courses** from the lists and then click on the **Save** button.
8. Please wait for the verification of your online Examination Form from your concerned Department/Centre/College/Institute.
9. After successful verification, click the **Pay Now** button at the bottom of the screen. Student who is eligible for 100% fee waiver shall not view the **Pay Now** button
10. If the **Pay Now** button has not appeared, please contact the Department, Centre or institute, concerned institute immediately so that the process of online examination form fill-up can be completed within the specified time.
11. Please take a print-out of the Receipt generated by the system for future references 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. Log into Department/Centre/Institute account with the same user name and password sent at the time of student enrolment process.
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 **View** link to open the Exam Form and please verify the details in the Exam Form.
5. Please verify the eligibility of Fee Waiver of candidates and DHE Unique Id entered by a candidate. Please collect a copy of the **Domicile Certificate of Assam** and DHE Unique Id and keep the same in the Department for future use.
6. If satisfied with the data submitted by a candidate in the Exam Form, please select the **Approve** option from the **Action** menu for the student who is eligible to pay the Examination fees to the University.
7. **Please click the Checkbox buttons (a tick mark appears in the box after click) in the Practical Fee and Non-Collegiate columns for the student who needs to pay the Practical Fee and Non-Collegiate Fee to the University; otherwise please leave them blank.**
8. Click the **Save** button on the top of the **Exam Form Student List**. Now the student can view the **Pay Now** button after the student log-in.
9. Repeat the above steps for all the eligible students.
10. A student may be barred from applying an examination form by clicking the **Not Approve** option from the Action menu.
11. Please collect the **Fee Receipt** from the students and keep the same at Department/Centre/College/institute. If any discrepancy is detected in the Fee Receipt please inform the undersigned at the earliest.

Note:

1. The student can make payment of fees only after the approval from the concerned Department, Centre or Institute.
2. **The institutes / colleges other than the Department, Centre for Studies of Dibrugarh University shall retain the Centre Fee and Practical Fee(if applicable) with them.**
3. Departments/Centre for Studies of Dibrugarh University will be entirely responsible for verifying the total amount of fees collected for Practical Fee and Non-Collegiate Fee at the time of online examination form fill-up.
4. **In case of Action status – Pending or Not Approve, a student cannot make payment of fees.**
5. No need to send any hard copy to the Examination Branch, D.U. unless asked for.
6. The Department shall collect the Fee Receipt, copy of Domicile Certificate of Assam and acknowledgment copy for Unique Id issued by DHE, Assam.

Name of the Fee	Amount
1. Examination Fee	
a. Upto 50% of total no. of courses of the concerned programme	Rs. 100/- per paper
b. More than 50% of total no. of courses of the concerned programme	Rs. 600/- (full fee)
2. Mark-sheet Fee	Rs. 100/-
3. Centre Fee	Rs. 200/-
4. Practical fee (if any)	Rs. 400/-
5. Late fine fee	Rs. 200/-
6. Non-Collegiate Fee	Rs. 500/-


1. Link for submitting online examination forms by the students will be activated from:	03.05.2021
2. Link for approval of students as well as fee payment facility for appearing into an examination by the Department, Centre for Studies, Institute, College will be activated from:	03.05.2021
3. Last date of submission of online examination forms:	07.05.2021
4. Last date of online payment of prescribed fees without fine:	11.05.2021
5. Last date of online payment of prescribed fees with fine:	12.05.2021

Note:

- The Fees have been waived by 100% for this current session (2020-21) as per the Govt Notification No AHE/639/2018/16 dated 10th June, 2020 and Dibrugarh University Notification no DU/RG/G.01.01/21/ 4362 dated 10.04.2021.
- The students of the Teaching Departments/ Academic Programmes of Dibrugarh University having concurrence of the Government of Assam and having valid Domicile Certificate of Assam and a Unique Id are eligible to avail the fee waiver scheme.
- The students of the Teaching Departments/ Academic Programmes of Dibrugarh University not having concurrence of the Government of Assam and run by own fund shall have to pay full fee.
- The Fees have been waived by 35% for 3rd Semester Regular students (other than domicile from Assam or pursuing self-financed programmes) to adjust the fees already paid in the 2nd Semester Examination, 2020 as per the University notification Memo No: DU/RG/G.01.01/2020/4017 dated 18.09.2020.

5. **1st Semester backlog students shall have to pay the full fee.**
6. No examination form will be entertained by the Examination Branch, D.U. beyond the last date of submission of online forms.
7. For any query, please contact the helpline numbers mentioned in the concerned link.

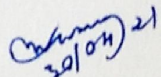
Issued with due approval.



(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 (B i/c, C), Dibrugarh University for information.
9. The Joint Registrar (Academic), Dibrugarh University, for information.
10. The Dy. Controller of Examinations-A, Dibrugarh University for information and necessary action.
11. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
12. The System Administrator, Dibrugarh University for information and necessary action.
13. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
14. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
15. The Dealing Assistants, Examination Branch - A/B, Dibrugarh University for information and necessary action.
16. Office File.


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