



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

Memo No. DU/DCE (A)/CoE/Exam. Form-Even Semesters/2021/180

Date: 13.08.2021

### **NOTIFICATION**

**Sub:** B.A./B.Sc./B.Com. 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester (Non CBCS) Examinations, 2021 Form Fill up-regarding.

This is in continuation to our earlier notification vide Memo No. DU/DCE (A)/CoE/Exam. Form-Even Semesters/2021/179 dated 02.08.2021 regarding the cited subject related to the filling up of form for B.A./B.Sc./B.Com. 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester (Non CBCS) Examinations, 2021. The instructions as laid down hereunder pertaining to the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester B.A./B.Sc./B.Com. Examinations (Non CBCS), 2021 **should be followed by the colleges:**


1. Issue of Computer Generated Examination Forms (Excel Format) in Online (available in the Dibrugarh University website <a href="http://www.dibru.ac.in">www.dibru.ac.in</a> ).	13.08.2021
2. Last date of submission of Examination Forms by the colleges at the University along with the <u>fee statements and fee waiver statements (both hard and soft copy)</u>	<p>17.08.2021 – Jorhat, Golaghat, Dhemaji and Lakhimpur Districts</p> <p>18.08.2021 – Tinsukia, Dibrugarh, Charaideo, Sibsagar and Majuli Districts</p> <p><i>(No online /postal submission shall be entertained)</i></p>
<p>1. As 6<sup>th</sup> Semester Examinations, 2021 will be held from 23/08/2021, the Examination Branch of Dibrugarh University have to generate the Roll Numbers of the Candidates within a very short time period and accordingly the Roll list shall be made available through the University website <a href="http://www.dibru.ac.in">www.dibru.ac.in</a> and college mail id. <b>Admit Cards of Candidates shall be issued to the colleges later on.</b> Considering the prevailing situation that arises due to the COVID – 19 Pandemic and for greater interest of the student community, colleges are requested to cooperate with the University Authority so far timely submission of examination form related documents are concerned. Failure to submit the examination form related documents by any college in time as mentioned above (i.e., 17.08.2021 and 18.08.2021) shall lead to suffer all other colleges and the student community as a whole. It will be difficult for the Examination Branch, Dibrugarh University to generate Roll Numbers of Examination appearing candidates if any college failed to submit the documents in time before 23.08.2021.</p> <p>2. <b>Colleges are informed not to consider the filling up of forms for betterment examinations as the same will not fall under the purview of OBE mode. 6<sup>th</sup> Semester passed out students will be given a chance as a special case to sit in the betterment examinations in the next (pen and paper mode) offline examinations purely on the basis of full marks of the paper as and when situation becomes normal.</b></p> <p>3. University authority is pleased to award the passing grade in <b>Environmental Studies</b> to the Regular candidates of the 2<sup>nd</sup> Semester (CBCS) and 4<sup>th</sup> Semester (Non CBCS) Examinations, 2020. In this context, colleges are requested not to consider such candidates as backlog candidates in Environmental Studies against the said examinations only. Further, <u>the unsatisfied candidate(s) shall be given a chance to appear the Environmental Studies Examination in the next pen and paper mode examination to improve their awarded grade under the condition that – the grade later on awarded to them (whether improve or not) be considered as final.</u></p>	

### **IMPORTANT INFORMATION**

- 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. Regarding any update related to the issuance of admit cards and other relevant documents pertaining to the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester B.A./B.Sc./B.Com. (Non CBCS) Examinations, the colleges are requested to visit the University website ([www.dibru.ac.in](http://www.dibru.ac.in)) or contact the EDPS Section at the mail id [abhijit@dibru.ac.in](mailto:abhijit@dibru.ac.in)
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 by the colleges 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. Complying Office Memorandum No. AHE.639/2018/16 Dated, Dispur the 10<sup>th</sup> June, 2020, the examination fee **(Except the Marksheet Fee)** for the Academic Session 2020 – 2021 of all **Regular students (domicile from Assam having UID issued by the Govt. of Assam) 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. **Colleges are to collect and deposit the Mark Sheet Fee of the fee waivers at the time of deposition of fees to the University. University Centre Fee of all Examination appearing students are to be retained by the College Examination Centres**
6. During the course of submission of Examination form at the EDPS section of the Examination Branch, D. U. , the **Principals of the Colleges are requested to submit a consolidated list of fee waived beneficiaries in excel format (both hard and soft copies). The excel file should contain (i) Sl No., (ii) Registration No., (iii) Name of candidates, (iv) Programme (BA/B.Sc/B.Com), (v) Branch (Major/General/Specialty), (vi) Examination fee waived (in Rs.), (vii) Non-Collegiate fee waived (in Rs.), (viii) Late fine fee waived (in Rs.), (ix) UID issued by the Govt. of Assam and (x) total amount waived (in Rs.) at the bottom of the sheet.**
7. The **Computer Generated Examination Forms (Excel Format)** must be submitted to the EDPS Section. The 'App' column in the Excel File shall be filled with 'Y' against the students who filled – up and submitted manual examination forms at the College and otherwise, the 'App' column be filled with 'N' for the students who didn't filled – up the Examination forms. **No Admit Card shall be issued if the Excel File is not submitted to / in the EDPS Section in time.**
8. For any queries related to the hard copy of the Examination Forms and the Excel sheet, the EDPS Section of Dibrugarh University may be contacted at the mail id [sadiq@dibru.ac.in](mailto:sadiq@dibru.ac.in) or [abhijit@dibru.ac.in](mailto:abhijit@dibru.ac.in).
9. 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. **They should take special care so that the eligible candidates those who 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.**

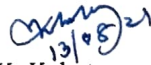
Looking forward for kind cooperation in all aspects.

  
13/08/21  
Dr. P.K. Kakoty  
Controller of Examinations  
Dibrugarh University



**Copy to:**

1. The Director, College Development Council, 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 Controller of Examinations 'C', Dibrugarh University for information.
4. The Deputy Controller of Examinations 'A'/'B' i/c, 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. The Branch Manager, Punjab National Bank, Dibrugarh University campus, for kind information.
13. Office file.

  
13/05/21  
Dr. P.K. Kakoty  
Controller of Examinations  
Dibrugarh University