



DIBRUGARH UNIVERSITY
DIBRUGARH

No: DU/ CoE/DCE-B/ UG Registration/2022/31

Date: 08.09.2022

Circulated through e-mail and Dibrugarh University website only

To

The Principals,

All the affiliated/permitted colleges/institutes under Dibrugarh University offering B.A./B.Sc./B.Com Programmes in CBCS mode

Sub: Registration of Students of 1st Semester B.A./B.Sc./B.Com. programmes, 2022-2023 session under CBCS through the Online Examination Management System (OEMS).

Sir/Madam,

It is my pleasure to inform you that the online enrollment for the 1st semester B.A./B.Sc./ B.Com Programmes *under CBCS mode* for the session 2022-2023 will start from **09/09/2022**. 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 **09/10/2022** and after that no application shall be accepted under any circumstances. **The students need to submit signed copy of the printout of the self-declaration form to the concerned college (new inclusion).**

The students need not submit any print copy of the application form to the University. However, they have to keep a print 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 1st semester (CBCS) students of B.A./B.Sc./ B.Com. Programmes of your 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 colleges/institutes need to verify the data entered by their students. If the entered data is found to be correct, then the 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 college/institute, then clicking on '**Not-Approved**' button will send a SMS/Email to the

concerned student asking him/her to contact immediately the Principal of the College/Head of the Institute for necessary rectification of the discrepancy. Only those students whose online applications are approved by the college/institute will 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

The duly certified consolidated statement of fees (two copies) and the payment receipt should be submitted at the **Certificate, Registration and Migration Section 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** and **abhijit@dibru.ac.in** for any technical query.

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

<https://dibruexam.in>

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

Schedule of activities for enrollment:

Online Registration Form will be active on **09/09/2022** from **11:00 a.m.** onwards

Last date for online form submission by individual student: **09/10/2022 (till 11:00 p.m.)**

Last date for college/ Institute to verify
& approve the online forms : **12/10/2022 (till 11:00 p.m.)**

Last date for college/ institute to submit the Fees together with
2 (two) copies of printed consolidated fee statements : 17/10/2022
at the University

The students who have migrated from other universities shall have to apply for registration under Dibrugarh University through the Certificate, Registration and Migration Section 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.

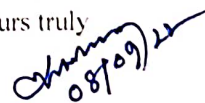
The log-in username, password and the link to open the pages for the institute/college shall be the same as used in the last academic year.

Note:

- The students must submit the signed copy of the printout of the self-declaration form to the concerned college (*new inclusion*).
- The Colleges, before approving the filled in Registration form, must collect the signed copy of the printout of the self-declaration form (*new inclusion*) of the concerned students and to keep the same in their safe custody for future reference. Registration, Certificate and Migration Section, Dibrugarh University at any time, may ask the college (s) for submission of the same as and when required. Student can edit the subject combination and other relevant information before the formal online approval of their filled in Registration forms by the college concerned. No change (especially change of subject) shall be entertained in the Registration forms of students once it is approved online by the college concerned.
- This letter is not intended for the Autonomous Colleges of Dibrugarh University.

Issued with due approval.

With best wishes and regards,

Yours truly

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

Copy to –

1. The Hon'ble Vice-Chancellor, D.U. for favour of his kind information.
2. The Registrar i/c, D.U. for information.
3. The Joint/ Dy. Controller of Examinations (C/A/B i/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