



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No. DU/DCE (A)/CoE/Exam. Form-Odd Semesters/FYUGP/2024/1590

Date: 07.10.2024

To

All Principals of the affiliated/permitted colleges of Dibrugarh University offering Four Year Under Graduate (FYUG) B.A./B.Sc./B.Com. programmes under NEP.

Sub: B.A./B.Sc./B.Com. 1st and 3rd Semester (FYUGP) Examination 2024 Form Fill up- regarding.
(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE)

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. 1st and 3rd Semester FYUGP Examinations, 2024 under Dibrugarh University will be open from the below mentioned date (s).

The colleges and students are requested to follow the steps at the time of Online Examination Form Fill-up for the B.A./B.Sc./B.Com. 1st and 3rd Semester FYUGP Examinations, 2024 as mentioned below:

STEPS TO BE FOLLOWED BY THE STUDENTS

Step 1: Open the <https://dibru.samarth.edu.in> link, the homepage will appear as below:

In the student portal homepage, students will be able to see three (3) options as follows:

- 1. Login:** Already registered students can directly login using their login credentials of the portal.
- 2. New Registration:** Students doing first-time registration have to click on the "New Registration" option to generate their login credentials
- 3. Reset Password:** If a student forgets his/her password they can reset it using the "Reset password" option.

Enrolment Number as assigned on the Assam Samarth admission portal for 2024. If you do not have your enrolment number, contact your **College** to get your enrolment number or Login to admission portal 2024 to check your enrolment number.

New Student Registration

Step 1. Students can register themselves by clicking on the "**New Registration**" Button, After that, the following details need to be selected/entered by the students:

- Programme
- Name (as on Samarth ID card)
- Mode of Registration
 - Enrollment Number
- Enrollment Number

After that, a new window will appear. In that, the following details need to be entered for the new registration:

- Mobile Number
 - Email Address
- (These details must be correct to receive OTP via mail)

After successful verification of the OTP received via Mail/SMS.

Once OTP will be verified, students need to set a password for their login in a new window

Note: The students need to note down the username for further use.


Course Selection Process

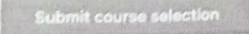
For selection of the courses, students need to follow the below mentioned steps:

Step 1: Login to Student Portal with valid credentials

Step 2: After successful login, the student will be redirected to the dashboard. Then the students need to click on button to view/select the courses related to their respective programme

Step 3: After clicking on the “Submit” button, students will be able to preview the list of selected courses.

In that, Students can update/modified their courses selection by clicking on  button, if required.

Step 4: Then, click on  button to finally submit the selected course.

Step 5: A pop-up window will appear for confirmation of selected courses. On that, click on the “OK” button.

After successful completion of the course selection a new window will appear with the message that “Courses submitted successfully”.

Examination Form Filling

For Examination form filling students need to click on the **Home** button.

Step 1: Then click on “Examination” and then click on “Registration”.

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the “**CLICK HERE**” button below their programme.

Step 2: In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- Disability Percentage(If YES)
- Need of scribe in the Examination(If YES)

Then click on the  button.

After successful completion of the Examination Form filling, students can download the examination form in the pdf format by clicking on the “Print Application” button located on the top right side of the student portal.

Major-Minor Change by the college (if required)

Open the <https://dibru.samarth.ac.in> portal link using your college username and password already provided.

Academics -> Student -> Search Student -> Enter the Enrollment Number -> Go to the Setting of the particular student (left Side) -> Update Discipline

Discipline 1 is the Major Course and Discipline 2 is the Minor Course

Change the required course and give a reason for change and Submit

The Major Minor change needs to be done by the College before the selection of courses by the students.

It is observed that some of the colleges had chosen ‘COMMERCE’ as MAJOR/MINOR in BCOM Programme. In BCOM, only ‘Finance’, ‘Banking and Insurance’, ‘Marketing Management’ and ‘Human Resource Management’ are allowed as ‘MAJOR’ instead of ‘COMMERCE’.

STEPS TO BE FOLLOWED BY THE COLLEGES

Step 1: Open the <https://dibru.samarth.ac.in> portal link using your college username and password already provided.

Step 2: Admin (Administrative Account) needs to log in with their valid login credentials by user name, password, and captcha verification.

Step 3: After that, the admin needs to launch the Academic section and then launch the Examination section by clicking on the “LAUNCH” button.

Step 4: Now, Admin needs to select the active Examination Session by clicking on the particular examination session.

Step 5: Then, Admin needs to launch the “Students” section by clicking on the “Launch” button. Session Code is [2024-2025-DECEMBER-24ODD.REGULAR](#) and Session Name is 2024 ODD SEMESTER.

Step 6: After that, Admin needs to launch the “ADD PROGRAMME WISE” by clicking on the “Launch” button.

Step 7: Now, Admin needs to click on the Course verification button present on the right side of the particular programme and then update the Status of the courses in the Examination form of the students as HOLD/DEBARRED/VERIFIED. After that “Submit” the responses.

Also, the admin can verify the courses in the Examination in a bulk manner by clicking on the check box against “Verify All”.

Note: The College may prepare a consolidated statement of fees by downloading the Approved List of Candidates in excel/PDF format

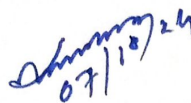
The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 1st and 3rd Semester FYUG Examinations, 2024 should be followed by the colleges:

(i)	Link for submitting online examination forms by the students for appearing into the 1 st and 3 rd Semester FYUG Examinations, 2024 and approval of the same by the concerned College (s) will be active from.	07.10.2024 at 3:00 PM
(ii)	Last date of submission of online examination forms without late fine by the students as well as colleges	25.10.2024 (for students) <u>26.10.2024 (for approval by the colleges)</u>
(iii)	Last date of submission of online examination forms with late fine by the students as well as colleges	30.10.2024 (for students) <u>01.11.2024 (for approval by the colleges)</u>
(iv)	Last date of submission of hard copies of consolidated statement of fees at EDPS Dibrugarh University	04.11.2024
(v)	Fees to be paid by the students at the Colleges:	
	Examination Fee	Rs. 650.00
	Mark sheet fee	Rs. 150.00
	Fine for late submission of Examination Form (if applicable)	Rs. 300.00
	Non Collegiate fee {According to clause 10.3 of D.U. Regulations for the FYUGP in CBCS, 2024}	Rs. 700.00
	Practical Examination fee*	Rs. 500.00
	University Centre fee*	Rs. 450.00
	*The fees should be retained by the concerned Colleges / College Examination Centres.	

Note:

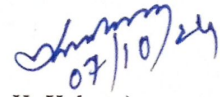
- **The colleges, before approving the filled in Examination Forms, must collect the SIGNED IN PRINT OUT COPY of the APPLICATION FORM of their students and to keep the same at their safe custody for future reference.**
- *The college / institute shall collect the Examination Fees from their students and shall deposit the same through RTGS / NEFT at Punjab National Bank, Dibrugarh University Branch (Name of Account Holder: Registrar, Dibrugarh University; A/C No. 0157002100032540; IFSC Code: PUNB0994000; MICR Code: 786024003). The duly certified consolidated statement of fees (two copies) and the payment receipt should be submitted at the EDPS Branch, Dibrugarh University.*
- 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 within the last date.
- Colleges are not required to submit hard copies of the documents.
- 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, Students' Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Inspector of Colleges, Dibrugarh University for information.
5. The Joint / Deputy Controller of Examinations (C, A, B i/c), Dibrugarh University for information.
6. The Deputy Registrar (Academic), Dibrugarh University, for information.
7. The Deputy Registrar (F&A) i/c, Dibrugarh University for information and necessary action.
9. The System Administrator, 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.
12. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
13. Office File.


07/10/24

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