



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

### NOTIFICATION

No. DU/DCE (A)/CoE/Exam. Form-Even Semesters/FYUGP/2025/104

Date: 03.03.2025

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. 2<sup>nd</sup> and 4<sup>th</sup> Semester (FYUGP) Examination 2025 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. 2<sup>nd</sup> and 4<sup>th</sup> Semester FYUGP Examinations, 2025 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. 2<sup>nd</sup> and 4<sup>th</sup> Semester FYUGP Examinations, 2025 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:

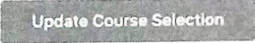
#### **Course Selection Process**

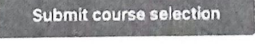
For selection of the courses, students need to follow the below mentioned steps:

**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.

## 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-MAY:REGULAR and Session Name is 2025 MAY-JUNE EVEN 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

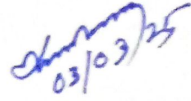
The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 2<sup>nd</sup> and 4<sup>th</sup> Semester FYUGP Examinations, 2025 should be followed by the colleges:

(i)	Link for <b>submitting online examination forms by the students</b> for appearing into the 2 <sup>nd</sup> and 4 <sup>th</sup> Semester FYUGP Examinations, 2025 and approval of the same by the concerned College (s) will be active from.	<b>06.03.2025 at 3:00 PM</b>	
(ii)	Last date of submission of online examination forms <b>without late fine by the students as well as colleges</b>	<b>30.03.2025 (for students)</b> <b><u>31.03.2025 (for approval by the colleges)</u></b>	
(iii)	Last date of submission of online examination forms <b>with late fine by the students as well as colleges</b>	<b>04.04.2025 (for students)</b> <b><u>05.04.2025 (for approval by the colleges)</u></b>	
(iv)	Last date of submission of hard copies of <b>consolidated statement of fees</b> at EDPS Dibrugarh University	<b>07.04.2025</b>	
<b>(v) Fees to be paid by the students at the Colleges:</b>			
Examination Fee		Rs. 650.00	
Mark sheet fee		Rs. 150.00	
Fees for the <b>backlog courses</b>		(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 <b>(if applicable)</b>		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	
<b>*The fees should be retained by the concerned Colleges / College Examination Centres.</b>			

**Note:**

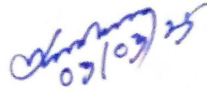
- The colleges, before approving the filled in Examination Forms, must collect the SIGNED IN PRINT OUT COPY of the APPLICATION FORM of their students and to keep the same at their safe custody for future reference.
- *The college / institute shall collect the Examination Fees from their students and 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.

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