OFFICE OF THE PRINCIPAL

SONARI COMMERCE COLLEGE

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Ref .No. _____   Date : 11/09/2023

Notice No:-2522
University Registration/Enrolment

It is notified for information of the students of B.A and B.Com 1st Semester classes of Four Year Undergraduate Programme (FYUGP) under National Education Policy (NEP-2020) for the session 2023-24 that their Registration/Enrolment through the Online Examination Management System (OEMS) started from 09/09/2023.

The bona-fide students have to register themselves into the concerned programme by following the instructions given in the Instruction page of the Online Examination Management System (OEMS) Portal.
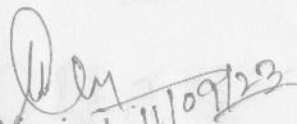
The students must submit the signed copy of the print out of the self declaration form to the Office of the principal of the College.

They have to keep a print copy of the Registration Form and other receipts with them for future references.

The Students have to go through the instructions very carefully before submitting the online application Form.

The Registration/Enrolment process shall be closed on 30/11/2023 and after that no application shall be accepted under any circumstances.

Students are asked to attend the training session on 12/11/2023 at 12.00 Noon at Kaustav Hall for the same.

Principal
Sonari Commerce College

Principal
Sonari Commerce College
Sonari

Important Points to be noted before filling the online Student Information form:

1	Candidates are requested to carefully read/navigate all the student manual / websites, details of courses, eligibility before filling online Student Information forms.
2	While filling the Online Student Information Form, candidates must have scanned copies of their signature and a coloured photograph ready with them as per the following details: **a: Scanned copies should be in JPG or JPEG format.** **b: The maximum file sizes of the scanned copies of the Passport Size Photograph and Signature should be 100KB each.** **c: Photograph may be used in all the documents viz. Admit Cards, Grade Sheets, Pass Certificate etc.**
3	Please remember the user id and password, which are entered at the time of submission of your online Pre-Registration Form into the OEMS portal (your mobile no is your user id and the password will be entered by yourself). It shall be used for future login. **Please enter your First Name, Middle Name and Last Name carefully, because the same will be reflected in the next online Registration Page and cannot be modified later on.**
4	Applicants need not send hard copy of Student Information Form or any document, unless and until asked by the University.
5	After approval from the Department/Centre for Studies/ institute/college, **candidates are requested to keep printout of the Student Information Form for his/her personal record.**
6	Since applicant's email id and mobile number will be used to send future notification and other important information pertaining to the concerned programme by the University. They must provide accurate contact details.
7	For the candidates who have migrated from other universities have to apply for registration under Dibrugarh University through the Certificate & Registration Branch of Dibrugarh University with the prescribed fee. Otherwise, his/her enrollment will be considered as invalid.
8	After reading above instructions to fill Online Student Information Form, the Applicant has to click **Proceed** button to display Online Student Information Form.
9	Photo will used for future document.
10	After Successful Pre-Registration Form submission user will get SMS on their registered mobile no containing details of user id and password and should be kept this SMS for future communication.
11	Best viewed in latest version of Mozilla FireFox and Google Chrome.
12	Records entered in PRE-REGISTRATION page cannot be modified later on. So please enter the correct record without spelling mistakes.
13	Replace default ABCID '100000000000' with your ACtual ABCID