

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA :::: GUWAHATI-19.

No. PC/HE/SOPD/11/2020/9

Dated Kahilipara the 17th June/2020.

From : Smti. G. Phukan, ACS.,
Director of Higher Education, Assam
Kahilipara, Guwahati-19.

To, 1. The Registrar (s),
All State Universities of Assam,
2. The Principal (s),
All Govt and Provincialised Colleges of Assam.

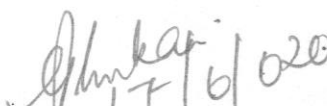
Sub: - Conduct of on-line admission for the academic session 2020-21 due to the COVID- 19 pandemic.

Ref:- Govt. Office Memorandum No.AHE.639/2018/17 dated 10th June, 2020.

Sir,

With reference to the subject cited above, I have the honour to enclose herewith a copy of Govt. 'Office Memorandum' vide No. AHE.639/2018/17 dated 10th June, 2020 regarding on-line admission for the academic session 2020-21 due to COVID -- 19 pandemic and request you to take necessary steps for proper implementation of the said guidelines.

Yours faithfully,


Director of Higher Education Assam,
B Kahilipara, Guwahati-19.

Memo No. PC/HE/SOPD/11/2020/9-A

Dated Kahilipara the 17th June/2020.

Copy for information to:-

1. The OSD to Minister, Education etc. Assam, Dispur, Guwahati-6 for kind appraisal of the Hon'ble Minister.
2. The P.S. to the Commissioner and Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.

/

Director of Higher Education Assam,
Kahilipara, Guwahati-19.

GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR::GUWAHATI-6

NO. AHE.639/2018/17

Dated, Dispur the 10th June, 2020

OFFICE MEMORANDUM

Due to the COVID 19 pandemic all admissions to the State Universities, Govt. Colleges, provincialised Colleges under Directorate of Higher Education, Assam and all institutions including Engineering and Polytechnic under Directorate of Technical Education, Assam will be conducted on-line for the academic session 2020-21.

No face to face interview, document verification etc. will be held for admission during the current academic session 2020-21. Mark-sheets, Certificates and all other relevant documents will be scanned and uploaded for the admission process and concern authority will verify the authenticity if need be. Students have to upload bank details including IFSC Code, Bank name and Branch and mobile number while applying for admission to avail the benefit of schemes like Scholarship, re-imburement of Hostel Mess dues, Text Books grant etc. from the Govt.

Sd/- Preetom Saikia, IAS
Commissioner & Secretary to the Govt. of Assam,
Higher Education Department.

Memo No. AHE.639/2018/17-A

Dated, Dispur the 10th June, 2020

Copy to:-

1. The Principal Secretary to the Govt. of Assam, Health & FW Department. He is requested to issue similar instructions for the Colleges/Institutions under his jurisdiction.
2. The Principal Secretary to the Govt. of Assam, Agriculture Department. He is requested to issue similar instructions for the Colleges/Institutions under his jurisdiction.
3. OSD to Minister, Education etc. Assam for kind appraisal of Hon'ble Minister.
4. PS to Adviser, Education, Assam.
5. PS to Principal Secretary to Chief Minister, Assam.
6. PS to Principal Secretary to the Govt. of Assam, Finance Department.
7. PS to Principal Secretary to the Govt. of Assam, Secondary/Elementary Education Department.
8. PS to Commissioner & Secretary to the Govt. of Assam, Higher Education Department.
9. PS to Secretary to the Govt. of Assam, Higher Education Department.
10. The Director of Higher Education/ Technical Education, Assam. He/She will communicate the OM to all the Principals through posting it in the website and also ensure that the names of the admitted students are uploaded in their websites. The are also requested to ensure for strict and proper implementation of the guidelines. He/She will ensure that under no circumstances the condition of the guideline is violated.
11. The Director of Secondary/ Elementary Education, Assam.
12. The Registrar of all Universities, for uploading the names of admitted students in the website.
13. The Director of Information & Public Relations, Assam for wide publicity.
14. Guard file.

By order etc.,



Joint Secretary to the Govt. of Assam,
Higher Education Department.



DIBRUGARH UNIVERSITY
DIBRUGARH

No:DU/CoE/DCE-B/FYUG Registration/2023/1105

Date:08.09.2023

Circulated through e-mail and Dibrugarh University website only

To

The Principals,
All the affiliated/permitted colleges/institutes under Dibrugarh University offering FYUG
(Four Year Under Graduate) (B.A./B.Sc./B.Com) Programmes under NEP in CBCS mode

Sub: Registration of Students of 1st Semester B.A./B.Sc./B.Com.programmes, 2023-2024 session under NEP through the Online Examination Management System (OEMS).

Sir/Madam,

It is my pleasure to inform you that the online enrollment for the 1st semester FYUG (B.A./B.Sc./B.Com) Programmes *under NEP* for the session 2023-2024 will start from **09/09/2023**. 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 **09/10/2023** 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.**

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 FYUGP 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

Handwritten signature

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.**

The required URL 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 **09/09/2023** from **11:00 a.m.** onwards

Last date for online form submission by individual student: **09/10/2023**

Last date for college/ institute to verify
& approve the online forms : **12/10/2023**

Last date for college/ institute to submit the Fees together with
2 (two) copies of printed consolidated fee statements : **17/10/2023**
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.

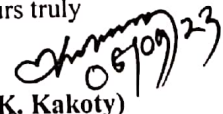
Note:

- The students must submit the signed copy of the print out of the self-declaration form to the concerned college.
- The Colleges, before approving the filled in Registration form, must collect the signed copy of the printout of the self-declaration form 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/Bi/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 



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No.: DU/ CoE/Exam. Form fill up (CBCS)/2020/982

Date: 27.08.2020

Sub: B.A./B.Sc./B.Com. 2nd Semester (CBCS) Examination 2020 Form Fill up- regarding.

(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE)

This is for information to all concerned that the web portal for Examination Form Fill-up for the B.A./B.Sc./B.Com. 2nd Semester Examination (CBCS), 2020 under Dibrugarh University shall open on **28.08.2020** from **3:00 PM** onwards.

The students as well as colleges are hereby requested to follow the below mentioned **steps** at the time of Online Examination Form Fill-up for 2nd Semester B.A./B.Sc./B.Com. Examination, 2020 (CBCS):

STEPS TO BE FOLLOWED BY THE STUDENTS

1. Click the link **<https://www.dibruexam.in>** for student log-in.
2. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact helpline provided in the portal for any log-in related issues.
3. If the password is forgotten, the same may be re-generated by clicking the **Forgot Password** button.
4. Select the optional course if it appears in your desk board. For example, the student having Honours needs to choose a generic elective course from the list.
5. Wait till your exam form is got verified and approved by the concerned college.
6. Please read the page carefully and click the **Pay Now** button at the bottom of the screen.
7. If the **Pay Now** button has not appeared, please contact the Principal of the college immediately so that the process of online examination form fill-up can be completed within the specified time.
8. Please take a print-out of the Receipt generated by the system for future references.
9. If a student had not appeared in the 1st Semester Examination, then the student's data will not be auto-populated. The students are requested to fill up their details carefully.

STEPS TO BE FOLLOWED BY THE COLLEGES

1. The college needs to **first log in** and **verify the Examination Forms** of its students; **then only students shall be able to make payment of the Fees.**
2. Log into your account with the same user name and password sent at the time of 1st Semester (CBCS) Examination process.
3. Click on **Exam Forms menu** and then on **Exam Form List.**
4. Select Drop-down Menus - **Session, Course, Branch, Exam** and **Status**. Please choose the Pending status.
5. A list of candidates will appear in the screen. Select the **Approve** option from the **Action** menu for the student who is eligible to pay the Examination fees to the University.
6. Click the **Save** button on the top of the **Exam Form Student List**. Now the student can view the **Pay Now** button after the student log-in.
7. Repeat the above steps for all the eligible students.
8. A student may be barred from applying an examination form by clicking the **Not Approve** option from the Action menu.

Note: Please complete the process as early as possible so that eligible students can make **online payment** for the examination form fill-up fees. In case of Action status – Pending or Not Approve, a student cannot make payment of fees. **The amount of Examination Form Fill-up Fee includes Examination Fee, Marksheet Fee, and Late fine fee (if applicable) only. Other fees like Examination Centre Fee and Practical Examination Fee (if any) have to be collected from students by the College itself.**

The instructions as laid down hereunder pertaining to the B.A./B.Sc./B.Com. 2nd Semester Examination (CBCS), 2020 should be followed by the colleges:

(i)	Link for form fill-up of students for appearing into the 2 nd Semester Examination will be active from	28.08.2020 (From 03:00 PM)
(ii)	Link for approval of students by the colleges for appearing into the 2 nd Semester Examination will be active from	31.08.2020
(iii)	Last date of submission of online examination forms and online payment of prescribed fees without late fine	10.09.2020 (Till 5:00 PM)
(iv)	Last date of submission of online examination forms and online payment of prescribed fees with late fine (if applicable)	15.09.2020 (Till 5:00 PM)

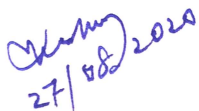
(v) **Details of Fees to be paid online to the University by the students:**

Examination Fees	Honours Course	Rs. 650.00
	Non-Honours Course	Rs. 450.00
Marksheet fee		Rs. 150.00
Fine for late submission of Examination Form <i>(if applicable)</i>		Rs. 300.00
Practical Examination fee*		Rs. 380.00
Examination Centre fee*		Rs. 250.00
* The college shall separately collect the fee from the students.		

Note:

- The Examinations Fees have been **waived by 20%** (including the Examination Centre fee and Practical examination fee) for this current session (2019-20) by the University in view of the present pandemic situation and the possible financial hardship faced by the stakeholders.
- 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

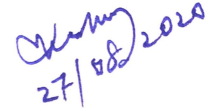
To

All the Principals of the affiliated/permitted colleges of Dibrugarh University offering B.A./B.Sc./B.Com. Programmes in Choice Based Credit System.

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Dean, Student Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Director, College Development Council, Dibrugarh University for information.
5. The Jt. Controller of Examinations (B i/c, C), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-Ai/c, Dibrugarh University for information and necessary action.
8. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
9. The System Administrator, Dibrugarh University for information and necessary action.
10. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.

11. 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.


27/08/2020

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



GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA::: GUWAHATI

No: DHE/OSD/Misc/2023/ 47

Dated: Kahilipara, 15th September, 2023

From : Smti. Pomi Baruah, ACS
Director of Higher Education, Assam
Kahilipara, Guwahati-19

To : 1. The Registrar, All State Universities
2. The Principal (all Govt Colleges/PDUAM/Provincialized Colleges)

Sub : Regarding communication of files to this Directorate in online mode for successful implementation of e-office

Sir/Madam,

In inviting reference to the subject cited above, I have the honour to inform you that the Govt. of Assam is implementing e-office across all departments. Hence, you are requested to kindly communicate all documents/proposals/reports etc in online mode via email. Each file should be mailed as one PDF file not exceeding 18 MB to the official e-mail ID: directorhigherassam123@gmail.com from 16th September, 2023.

Accordingly, all Higher Educational Institutions are requested to kindly comply with the decision of Govt. of Assam towards good governance, transparency and time-bound disposal of files. If any Institution has specific problem to communicate the soft copy, they may kindly mention their issue(s) in the link provided below:

<https://forms.gle/kM4Fn9BEcrYoPQZR7>

However, hard copies of certain types of files, as mentioned below, will be accepted for verification process and other official procedures in addition to their soft copies.

List of files:

1. Files related to Medical Re-imbursement bills of incumbents of Universities and Colleges.
2. Files related Court-case related matters
3. Files related to financial sanction related matters
4. Files related to RTI related matters
5. Files related to various bills/vouchers
6. Files related to Literary pension related documents and books

It is to be noted that all files will be processed through e-Office in the Directorate of Higher Education, Assam.

This is in favour of your kind information and necessary action.

Yours sincerely

Director of Higher Education, Assam
Kahilipara, Guwahati

Memo No. DHE/OSD/Misc/2023/ 47-A

Dated: Kahilipara, 15th September, 2023

Copy to:

1. The Secretary to the Govt. of Assam, Higher Education department, Dispur, Guwahati-6 for information.
2. The P.S. to the Hon'ble Minister, Education, Dispur, Guwahati-6 for information.
3. The P.S. to Addl. Chief Secretary to the Govt. of Assam, Higher Education department, Dispur, Guwahati-6 for information.
4. All Officers and Branch Superintendents of the Directorate for implementation and compliance.
5. Guard file

Director of Higher Education, Assam
Kahilipara, Guwahati