



OFFICE OF THE REGISTRAR: SIBSAGAR UNIVERSITY

Notification

No. SU/RG/Exam/2024/380

Date: 08/11/2024

Sub: Regarding Form Fill up of B.A/B.Sc. 5<sup>th</sup> Semester & B.A/BSc. 1<sup>st</sup>/3<sup>rd</sup> Semester (Backlog-Non-NEP) /M.A./M.Sc. 1<sup>st</sup> Semester (Regular/Backlog)& M.A./M.Sc. 3<sup>rd</sup> Semester(Regular/Backlog) Examinations, 2024

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for B.A/B.Sc 5<sup>th</sup> Semester & B.A/BSc. 1<sup>st</sup>/3<sup>rd</sup> Semester (Backlog-Non-NEP) /M.A./M.Sc. 1<sup>st</sup> Semester (Regular/Backlog)& M.A./M.Sc. 3<sup>rd</sup> Semester(Regular/Backlog) Examinations, 2024 of Sibsagar University will be opened from the date(s) as mentioned below.

The students are requested to follow the steps at the time of Online Examination Form Fill-up as mentioned below:

**STEPS TO BE FOLLOWED BY THE STUDENTS:**

1. Go to the College Website to find the Online Portal in the Student's Corner.
2. Select the Academic Year as 2024—2025 and then select the Examination.
3. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact the College Office for any log-in related issues.
4. If the password is forgotten, please contact the college to retrieve the password.
5. Select the optional course if it appears in your desk board. For example, a student of Undergraduate Course having CORE Course needs to choose a Skill Enhancement Course (SEC) /Generic Elective Course (GEC)/Ability Enhancement Course (AEC) from the list. Similarly, in the case of P.G Programmes, the students also need to select the right Optional Course(s) regarding REC/DSE / OPEN ELECTIVE/AEC course if there is any in their course.
6. Save the Examination Form by clicking the Save button by paying the requisite fees and wait till your exam form gets verified and approved by the college.
7. Please take a print-out of the Receipt generated by the system for future references.


The instructions as laid down hereunder pertaining to B.A/B.Sc 5<sup>th</sup> Semester & B.A/BSc. 1<sup>st</sup>/3<sup>rd</sup> Semester (Backlog-Non-NEP) /M.A./M.Sc. 1<sup>st</sup> Semester (Regular/Backlog)& M.A./M.Sc. 3<sup>rd</sup> Semester(Regular/Backlog) Examinations, 2024 should be followed by the students:



1. Portal for submitting online examination forms by the students for appearing into the <i>B.A/B.Sc 5<sup>th</sup> Semester &amp; B.A/B.Sc. 1<sup>st</sup>/3<sup>rd</sup> Semester (Backlog-Non-NEP) /M.A./M.Sc. 1<sup>st</sup> Semester (Regular/Backlog) &amp; M.A./M.Sc. 3rd Semester (Regular/Backlog) Examinations, 2024</i> shall be activated in the Student's Corner Section by the University from-	11-11-2024
2. Last Date of submission of online Examination forms without late fine	13-11-2024
3. Last Date of submission of online Examination Forms with late fine	14-11-2024
4. Fees to be paid by the students through ONLINE mode only	
a. Examination Fee	Rs. 650/-
b. Marksheet Fee	Rs.150/-
c. Centre Fees	Rs. 400/-
d. Practical Examination Fee	Rs.500/-
e. Fine for late submission of Examination Form (if applicable)	Rs.500/-
f. Non-collegiate Fee (If applicable)	Rs. 500/-
Fee for Backlog Examination	
For one paper	Rs. 350/-
For more than one paper	Rs. 650/-
Marksheet Fee	Rs.150/-
Centre Fee	Rs.400/-
Practical Examination Fee	Rs.500/-
Fine for late submission of Examination Form (If applicable)	Rs.500/-

**NOTE:**


- The students should keep the auto-generated Acknowledgement receipt at their safe custody for future reference.
- Students may contact **Academic Registrar/ Dean, Student's welfare**, Sibsagar University for any discrepancy in their Subject combination related to their concerned Examination,
- No change (**especially the change of Subject**) shall be allowed in the examination forms of students once it is submitted **ONLINE**.
- For any issue, related to **ONLINE PAYMENT**, Students may contact **Mr.Lekhak Hazarika**, Accountant, Sibsagar University.

  
 08/11/2024  
 Dr. Profulla Chandra Kalita  
 Registrar, Sibsagar University

**Copy to:**

1. Academic Registrar (i/c)
2. Dean, Student's Welfare (i/c)
3. Controller of Examinations (i/c)
4. OSD to Honorable Vice Chancellor for his kind information
5. All HoD's with a request to circulate among the students
- ✓ 6. Notice Board & University website
7. Accountant, Sibsagar University



  
 Dr. Profulla Chandra Kalita  
 Registrar, Sibsagar University