



OFFICE OF THE REGISTRAR: SIBSAGAR UNIVERSITY

Notification

No. SU/EX/CON/PG/II & IV/2025/102

Date: 03-05-2024

Sub: *Regarding Form Fill up of M.A./M.Sc. 2nd Semester(Regular and Backlog)/4th Semester(Regular and Backlog) Examinations, 2025*

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for **M.A./M.Sc. 2nd Semester (Regular and Backlog)/4th Semester (Regular and Backlog) Examinations, 2025** 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 University 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 University Office to retrieve the password.**
5. Students need to select the right Optional Course(s) regarding **REC/DSE / OPEN ELECTIVE/AEC** course if there is any in their course.
6. Students having Backlog paper(s), needs to select: Exam Type → Regular having Backlog→Single paper / More than one paper
7. Submit Examination Form (Regular) and then select Backlog papers and pay Examination Fee.
8. Save the Examination Form by clicking the Save button by paying the requisite fees.
9. **Please take a print-out of the Receipt generated by the system for future references.**

The instructions as laid down hereunder pertaining to **M.A./M.Sc. 2nd Semester (Regular and Backlog)/4th Semester (Regular and Backlog) Examinations, 2025** should be followed by the students:

Rupam Khan
3.5.25

1. Portal for submitting online examination forms by the students for appearing into M.A/MSc 2 nd Semester /4 th Semester (Regular/Backlog) Examinations, 2025 shall be activated in the Student's Corner Section by the University from	05-05-2025	
2. Last Date of submission of online Examination forms without late fine	07-05-2025	
3. Last Date of submission of online Examination Forms with late fine	09-05-2025	
Last date for Approval of Online Examination Forms by the University	10-05-2025	
4. Fees to be paid by the students through ONLINE mode only		
a. Examination Fee	Rs. 650/-	
b. Marksheets Fee	Rs.150/-	
c. Centre Fees	Rs. 400/-	
d. Practical Examination/ Dissertation/ Project Fee	Rs. 500/-	
e. Practical Examination and Dissertation Fee Or Practical Examination and Project Fee	Rs. 1000/-	
f. Provisional Certificate (P.G. 4 th Semester)	Rs. 150/-	
g. Fine for late submission of Examination Form (if applicable)	Rs. 500/-	
h. Non-collegiate Fee (If applicable)	Rs. 500/-	
Fee for Backlog Examination	For one paper	Rs. 350/-
	For more than one paper	Rs. 650/-
	Marksheets 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 Paper(s) related to their concerned Examination
- No change (**especially the change of Subject**) shall be allowed in the examination forms of students once it is approved **ONLINE**.
- For any issue, related to **ONLINE PAYMENT**, Students may contact **Mr. Lekhak Hazarika**, Accountant, Sibsagar University.

Copy to:

1. The Honorable Vice Chancellor, Sibsagar University
2. The Registrar, Sibsagar University
3. The Academic Registrar, Sibsagar University
4. The Dean, Student Welfare, Sibsagar University
5. The Deputy Controller of Examinations, Sibsagar University
6. All Heads of Departments, with a request to inform students about this notification
7. HA, Sibsagar University
8. FAO, Sibsagar University
9. Office File
10. Notice Board

Rupam Kr. Gogoi
(Dr. Rupam Kr. Gogoi)

Controller of Examinations(i/c)

Sibsagar University

Assam. Pin: 785665

Controller of Examinations (i/c)

Sibsagar University

Sivasagar