

MARANGI MAHAVIDYALAYA



MARANGI
MAHAVIDYALAYA

AN ISO 9001:2015 CERTIFIED INSTITUTE

P:O - Lettekujan, Golaghat - 785613

FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION : 2.5.1

**MECHANISM OF INTERNAL/ EXTERNAL ASSESSMENT IS
TRANSPARENT AND THE GRIEVANCE REDRESSAL SYSTEM IS
TIMEBOUND AND EFFICIENT**

Submitted to



**National Assessment and
Accreditation Council**

2.5.1: Additional Documents


DIBRUGARH UNIVERSITY
DIBRUGARH
NOTICE

Withheld result of B.A. 2nd Semester (CBCS) (H) Examination, 2022 held in July-August, 2022 in respect of the following candidate is declared as below.

<u>Roll No.</u>	<u>Result</u>	<u>Name</u>	<u>College</u>
28510050	Pass	Pinku Bordoloi	Marangi Mahavidyalaya

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


Memo No. DU/EX/WR/2022/302

Date: 15/12/22

Copy to:-

✓ The Principal, Marangi Mahavidyalaya for information.
mark sheets is/ are enclosed herewith.

2. The Despatch file, Examination Branch, D.U.
3. The Result File, Examination Branch, D.U.


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


PRINCIPAL, i/c
Marangi Mahavidyalaya





OFFICE OF THE REGISTRAR ::DIBRUGARH UNIVERSITY ::DIBRUGARH

No: DU/DR-A/AC/8-1/20/627

Date: 19.08.2020

NOTIFICATION

The 120th Meeting (Special) of the Academic Council, Dibrugarh University held on 12.08.2020 vide Resolution No. 03 has approved the following provisions for awarding/ conduct of Internal Assessment Examinations for the students of Intermediate and Final Semester/Year of the 2019-2020 session as below-

- (i) *If the concerned Colleges/Departments/Centre of Studies had conducted only one Internal Assessment Examination: Whatever Marks awarded to the students should be considered as Final Marks of Internal Assessment.*
- (ii) *If the concerned Colleges/Departments/Centre of Studies had conducted two Internal Assessment Examinations: The best of the two of the Marks awarded to the students should be considered as Final Marks of Internal Assessment.*
- (iii) *If the concerned Colleges/Departments/Centre of Studies had not conducted Internal Assessment Examinations till date: The Internal Assessment Examinations be conducted in Online Mode through Home Assignments, MCQs, etc.*

Issued with due approval.


Registrar
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Deans, Dibrugarh University for kind information.
3. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, D.U. for kind information and necessary action.
4. The Controller of Examinations, DU, for information and necessary action.
5. The Director, College Development Council, D.U. for information and necessary action.
6. The Director, Directorate of Open and Distance Learning, D.U. for information and necessary action.
7. The Principals/ Directors of the Colleges affiliated to/ permitted by Dibrugarh University for information and necessary action.
8. The Joint Registrar (Academic) D.U. for information and necessary action.
9. The Joint Registrar (Admn.) D.U. for information and necessary action.
10. The Joint/Deputy Controllers of Examinations (A /c & C), D.U. for information and necessary action.
11. The Programmer, D.U. for information and with a request to upload the Notification in the University website for all concerned.
12. File


Registrar
Dibrugarh University


PRINCIPAL, i/c
Marangi Mahavidyalaya





OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY ::DIBRUGARH

No: DU/DR-A/AC/8-1/20/626

Date: 19.08.2020

NOTIFICATION

In compliance with the relevant Guidelines of the University Grants Commission, the 120th Meeting (Special) of the Academic Council, Dibrugarh University held on 12.08.2020 vide Resolution No. 02 has approved progression of the Intermediate Semester/Year students of the 2019-2020 session on the basis of 50% weightage of marks secured in Internal Assessment in current Semester and the remaining 50% weightage of marks on the basis of performance in the Previous Semester(s) /Year(s).

The 120th Meeting (Special) Meeting of the Academic Council, Dibrugarh University held on 12.08.2020 vide the same Resolution has approved progression of the First Year students (under Annual Mode) of the 2019-2020 session on the basis of 100% weightage of marks secured in the Internal Assessment.

Further, the same Meeting of the Academic Council also approved the provision of appearing in the Betterment Examinations for the Intermediate Semester/Year students of the 2019-2020 session in the next legitimate chance as a special case, who want to improve their Grades/Percentages secured through the system above.

Issued with due approval.


Registrar
Dibrugarh University

Copy to:

1. The Vice-Chancellor, D.U. for favour of information.
2. The Deans, Dibrugarh University for kind information.
3. All Heads and Chairpersons of the Teaching Departments and Centres for Studies, D.U. for kind information and necessary action.
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11. The Programmer, D.U. for information and with a request to upload the Notification in the University website for all concerned.
12. File


Registrar
Dibrugarh University


PRINCIPAL, i/c
Marangi Mahavidyalaya





DIBRUGARH UNIVERSITY
DIBRUGARH – 786004 (Assam)
(Examinations Branch)

No.: DU/EXAM/EDPS/Notification/2019-20/224

Date: 23.09.2021

(Circulated through e-mail and Dibrugarh University website only)

NOTICE

This is for information of all concerned that the special provision for submission of End Semesters Marks of BA/BSc/BCom 1st & 3rd Semester Examinations (CBCS), 2020 has been activated in the online system along with the submission of Internal Assessment Marks.

The process of submission of End Semester marks through the Online Examination Management System (OEMS) shall be same as the submission of Internal Assessment Marks.

However, the college cum Examination Centre shall note the following points:

1. After selecting the Course, Semester, Branch and Subject, the option ESE should be selected in the **Head** category for entering the End Semester marks. (ESE – for End Semester, ISA – for Internal Assessment and PR for Practical)
2. For some courses like Multi-Disciplinary Course the Head should be blank.
3. After entering the marks, please verify the marks from the **Preview File** (Internal Marks ->Add Internal Marks -> PDF button) and do the necessary corrections in the marks already entered, if required.
4. Finally, submit (confirm) the marks from the Internal Marks -> Submit Internal Marks menu and take a printout of the marks entered for a course. The **Marks Final Submission Report** must be duly signed by the concerned persons/officials and has to be submitted in the Office of the Controller of Examinations, D.U. (**No Preview File shall be accepted in the Examination Branch, D.U**)
5. Please make it sure that no Pending Subject List is appearing in the Pending List (Internal Marks -> Pending Subjects)
6. If any discrepancy is detected in the **Marks Final Submission Report**, the same should be informed to the office of the Controller of Examinations, DU through a college forwarding letter mentioning the corrected marks in a single lot only.
7. If a candidate opted an incorrect subject at the time of examination form fill-up his/her marks must be awarded as **Absentee** in that subject in the online software and correct mark together with the correct subject-code be submitted in forwarding letter at the Examination Branch, DU in a single lot.

For colleges which are not allotted Examination Centre shall submit the End Semester Theory marks of their candidates by awarding **Absentee**. In this case, the


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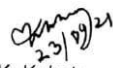
respective Examination Centre shall submit the duly signed hard copies of the mark-foils of tagged colleges at the Examination Branch, D.U.

The link for submission of End Semester marks together with IA & Practical marks, if not already submitted shall be opened till 30.09.2021 and the hard copies of marks foils shall have to be submitted at the Examination Branch-A, DU on or before 07.10.2021.


23/09/21
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, Student Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Principals of all colleges offering the above Programmes under Dibrugarh University for information & necessary action.
5. The Jt. /Dy. Controller of Examinations (C, & B i/c), Dibrugarh University for information.
6. The Joint Registrar (Academic), Dibrugarh University, for information.
7. The Dy. Controller of Examinations-A, Dibrugarh University for information and necessary action.
8. The Deputy Registrar (F&A) i/c, Dibrugarh University for information and necessary action.
9. The System Administrator i/c, 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.


23/09/21
Dr. P.K. Kakoty
Controller of Examinations
Dibrugarh University

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DIBRUGARH UNIVERSITY
DIBRUGARH

No: DU/Ex/ CoE/ OEMS/2021/220

Date: 07/12/2021

Circulated through e-mail and Dibrugarh University website only

To,

The Principals

All the affiliated/permitted colleges/institutes under Dibrugarh University offering B.A./B.Sc./B.Com Programmes under CBCS mode

Sub: Registration of Students of 1st Semester B.A./B.Sc./B.Com programmes, 2021-2022 session under CBCS through the Online Examination Management System (OEMS)

Sir/Madam,

It is my pleasure to inform you that, the **online enrollment** for the 1st semester **B.A./B.Sc./B.Com Programmes under CBCS mode** for the session 2021-2022 will start from **07/12/2021**. 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 **17/12/2021** and after that no application shall be accepted **under any circumstances**. The students need not submit any printed copy of the application form to the University. However, they have to keep a printed 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 (CBCS) 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 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

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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 Branch of Dibrugarh University.**

Helpline numbers are available in the Instruction Page of the OEMS software. Further, the Principal of the College/Head of the Institute may contact the System Administrator or Assistant System Analyst of Dibrugarh University at their email ids sadiq@dibru.ac.in and abhijit@dibru.ac.in for any technical query.

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 **07/12/2021** from **3:00 p.m.** onwards

Last date for online form submission by individual student: **17/12/2021(11:00 pm)**

Last date for college/ institute to verify
& approve the online forms : **21/12/2021 (5:00 pm)**

Last date for college/ institute to submit the Fees together
2 (two) copies of printed consolidated fee statements : **24/12/2021**
at the University

The students who have migrated from other universities shall 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.


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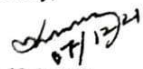
It is advisable on the part of the college/ institute to **verify the students' online forms** from the day one **on a daily basis** in order to avoid the last minute hassle and rush.

The log-in username, password and the link to open the pages for the department/centre for studies/institute/college shall be the same as used in the last academic year.

Issued with due approval.

With best wishes and regards,

Yours truly,

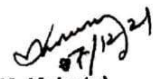

(Dr. P.K. Kakoty)
Controller of Examinations
Dibrugarh University

Memo No: DU/Ex/ CoE/ OEMS/2021/ **281-91**

Date: 07/12/2021

Copy to –

1. The Hon'ble Vice-Chancellor i/c, 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/B i/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 i/c, 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



ANNEXURE-B

OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Standard Operating Procedure (SoP) for Conduct of 6th Semester B.A./B.Sc./B.Com. Examinations, 2020 in Online Mode

The below mentioned SoP shall be strictly followed by all concerned for conduct of B.A./B.Sc./B.Com. Examinations, 2020 in Online Mode:

1. *Question Paper shall be set covering the entire Syllabus of the concerned Course. However, the candidates shall have to answer only 50% of the total marks of the Question Paper. In case, a candidate answers more than 50% of the total marks, then the first 50% marks only shall be considered for evaluation.*
2. *For Full Paper of 80 Marks, the duration of the Examination shall be Two (02) Hours and for Half paper (Less Than 50 Marks), the duration of the Examination shall be 1.5 hours (One and half hours) only.*
3. Candidates intending to appear in the B.A./B.Sc./B.Com. 6th Semester Examinations, 2020 in **ONLINE** mode shall have to register themselves in the **Online Registration Portal** given in the website **www.dibru.ac.in**. **The Portal for Registration by intending candidates shall be activated on 28.09.2020 (by 11.00 A.M.)**.
4. The last date of Registration for Online Examination is **30.09.2020 (till 11.59 P.M.)**. The Registration Portal shall be automatically closed after the deadline.
5. After submitting the required information by the candidates in the online portal, the login id and Password shall be sent to their Registered Mobile Number (RMN) only.
6. The candidates shall be able to view the Question paper as per the Time Table only.
7. Candidates shall have to write Answers on A4 size papers (**only one side of the pages**) and need to write the following information as per the order below –
 - (i) Examination Roll No.
 - (ii) Registration No.
 - (iii) Name of the Subject:
 - (iv) Major/General:
 - (v) Course Code (As per the Question Paper) :
 - (vi) Date :
 - (vii) Self Signature :

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The above information should be written on each page. **Page Numbers should be given by the candidates on each page.** Candidates are advised to prepare their Answer Scripts before commencement of the Examinations.

Blurred/illegible Answer Scripts shall not be accepted for evaluation.

8. Candidates are advised to write only with **Black Ball Point Pens.**
9. The candidates shall '**scan**' or '**take photograph**' of the answer scripts clearly by their Mobile Phone.
10. Candidates shall upload the photograph or scanned Answer Scripts in PDF format from their own login ID. This process shall have to be completed **within 30 minutes** from the completion of the exams, after that the portal will not accept the answer scripts. **No other form, except the PDF format shall be accepted.**
11. After uploading the Answer Scripts, '**successfully uploaded**' message shall be displayed.
12. **Candidates shall have to rename the pdf file (Answer Scripts) before uploading and the name of the file should be the Examination Roll No., the Name of the Subject (Major/General) and the Course Code in that order.**

For example, a candidate with Roll No.10610010 appearing in the subject Physics (Major) having Course Code 601 shall have to rename the pdf file as:

10610010Physics(M)601

13. **Dibrugarh University shall not be responsible for slow/poor internet connectivity or power failure.** However, the University advises the candidates to ensure that he/she is at a convenient place having good internet connectivity/uninterrupted power supply and have a device with sufficient blank space in the Mobile and Mobile data.
14. **Candidates may submit their Answer Scripts to the nearest Examination Centre holding B.A./B.Sc./B.Com. Examinations, 2020 under Dibrugarh University within 30 minutes from the completion of the exams, if he/she fails to upload the Answer Scripts in the portal in a sealed envelope (should be at least A-4 size) mentioning the following details on the top of the envelope:**

- (i) Examination Roll No.


- (ii) Registration No.
- (iii) Name of the Subject:
- (iv) Major/General:
- (v) Course Code (As per the Question Paper) :
- (vi) Name of the Examination Centre (As per the Admit Card):
- (vii) Date :
- (viii) Self Signature :

The envelope should be properly sealed with Brown/Black Tape. Envelopes without proper seal are not to be accepted by the Officer In-Charge of the concerned Examination Centre.

15. The Officer In-Charge of the respective Examination Centre will arrange to issue an acknowledgement receipt to the candidate clearly stating the time of receipt of the Answer Script is within the time specified for submission in the Examination Centre.

It is the responsibility of the candidate who submits his/her online Answer Script in an Examination Centre to get an acknowledgement from the concerned Officer In-Charge of Examinations. The University will not accept any other receipt for any purpose, issued by any one else, whatsoever, if, required in future. This is to be done in case the candidates (s) fail (s) to submit the Answer Script (s) online only.

16. **Candidates once registered to appear the Examinations in Online mode will not be allowed to shift to the Offline mode or vice-versa under any circumstances.**


22-9-2020
Dr. H.C. Mahanta
Registrar
Dibrugarh University