



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
DIBRUGARH UNIVERSITY :: DIBRUGARH :: ASSAM**

NO: DU/CDOE/PG/UG/BCA/1st Sem./2025/44

Date: 10/06/2025

NOTIFICATION

This notice pertains to all the Learner Support Centers (LSCs) / Study Centres under Centre for Distance and Online Education (CDOE), Dibrugarh University that **Course Selection and Examination Form Fill-up** of UG (including BCA) 1st semester and PG 1st Semester Programmes will be started from **10th June 2025**. The modus operandi of student **Course Selection and Examination Form Fill-up** and its related matters of the CDOE are being maintained through the SAMARTH portal from the **Academic Session 2024-25 (session beginning January, 2025)** onwards. The Nodal Officer of the CDOE, D.U. SAMARTH portal now allows esteemed Coordinators of LSCs as well as students to use the portal for **course registration and Examination Form Fill-up**. All concerned are informed to go through the instructions given in **Annexure I** (for course registration/course selection if not done earlier), **Annexure II** (for examination form fill-up) and **Annexure III** (for LSCs/Study Centres).

- It is to be noted that the last date of **examination form fill-up** is **20th June, 2025**.
- The exam form filling on CDOE SAMARTH portal is exclusively for the UG (including BCA) & PG 1st Semester students i.e. for the **Academic Session 2024-25 (session beginning January, 2025)** onwards.
- For backlog students (enrolled in preceding years), examination form fill-up will take place in the conventional manner.
- **The examination Fees needs to be collected by the respective LSCs/Study Centres from the students as done previously in conventional manner.**

The Fee for B.A./B.Com. Examination Form Fill Up:

Names of the fee	Amount (in Rs.)
1. Examination Fee General Course:	Rs.450/-
2. Examination Fee Major Course (BA):	Rs.650/-
3. Examination Fee For Backlog: i) Single Paper ii) Two or More Papers	Rs.350/- Full Fee of the examination concerned
4. Mark-sheet Fee:	Rs.150/-
5. Centre Fee:	Rs.250/-
6. Late Fine Fee:	Rs.300/-



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The Fee for B.C. A. Examination Form Fill Up:

Names of the fee	Amount (in Rs.)
1. Examination Fee (Regular)	Rs. 1300/- (Subject to 10% deduction as centre fee)
2. Examination Fee (Backlog)	
a) Single paper	Rs.550/-
b) Two or more papers	Rs.825/-
3. Mark sheet fee	Rs.150/-
4. Late Fine Fee	Rs.300/-
5. Practical fee	Rs.450/-

The Fee for P.G. Examination Form Fill Up:

Names of the fee	Amount (in Rs.)
1. Examination Fee (Regular)	Rs.1,600/-
2. Examination Fee (Backlog) :	
a) upto 50% of the total no. of course of the concerned programme	Rs.350/- (per course)
b) More than two papers	Rs.1,600/-
3. Mark sheet fee	Rs. 150/-
4. Centre Fee	Rs. 250/-
4. Late Fine Fee	Rs. 300/-

Signature
14/06/25
Dr. P.K. Kakoty
Controller of Examinations
Dibrugarh University

Copy to:

1. The Hon'ble Vice-Chancellor, DU
2. The Registrar, DU
3. The Director, CDOE, DU
4. Assistant Director, CDOE, DU
5. The Co-coordinators, all Study Centers under CDOE, DU
6. The Joint CoE (C), DU
7. The Dy. CoE (A&B), DU
8. Dy. Registrar (F&A) i/c, DU
9. The System Administrator, DU
10. Section Officer (Exam. B), DU
11. Notice Board, CDOE, DU

N.B. : Consolidated statement of number of candidates in different subjects must be submitted along with the Examination forms send directly to the Controller of Examinations, Dibrugarh University.

Signature
10/06/25
Dr. P.K. Kakoty
Controller of Examinations
Dibrugarh University



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Annexure – I

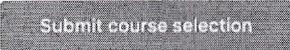
**COURSE SELECTION PROCESS (IF THE COURSES ARE NOT SELECTED EARLIER)
STEPS TO BE FOLLOWED BY THE STUDENTS**

Step 1 → Login to Student Portal <https://dibru-cdoe.samarth.edu.in> with valid credentials.

Step 2 → After successful login, the student will be redirected to the dashboard. Then the students need to click on  button to navigate to next page. Click on “click here to select your courses to view/select the courses related to their respective programme.

Step 3 → After clicking on the “**Submit**” button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on  button.

Step 4 → Then, click on  button to finally submit the selected course.

Step 5 → A pop-up window will appear for confirmation of selected courses. On that, click on the “**OK**” button.

After successful completion of the course selection a new window will appear with the message that “**Courses submitted successfully**”.

Annexure - II

EXAMINATION FORM FILLING (AFTER SELECTION OF COURSES)

For Examination form filling students need to click on the “**Home**” button.

Step 1 → In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO) (Select Not Applicable)
- Disability Percentage (If YES)
- Need of scribe in the Examination (If YES)

Then click on the  button.

After successful completion of the Examination Form filling, students can download the examination form in the pdf format by clicking on the “**Print Application**” button located on the top right side of the student portal.

Link ABC Account to your Samarth Student (<https://dibru-cdoe.samarth.edu.in>) Portal

[Click here to Create/Link Your Academic Bank of Credits \(ABC\) Account](#)



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Annexure - III

STEPS TO BE FOLLOWED BY THE COLLEGES

Step 1 → Open the <https://dibru-cdoe.samarth.ac.in> portal link using your college username and password already provided.

Step 2 → Log in with their valid login credentials by user name, password.

Step 3 → Launch the “**Academic section**”

Step 4 → Launch the “**Examination section**”



Now, select the active **Examination Session 2024-2025-JULY: REGULAR** by clicking on the particular examination session.

Step 5 → Click the “**Students**” section by clicking on the “**Launch**” button.

Step 6 → After that, launch the “**Verify Student Applications**” by clicking on the “**Launch**” button.

Step 7 → Now, Admin needs to click on the **Course verification** button present on the right side of the particular programme and then **update the Status of the courses** in the Examination form of the students as **HOLD/DEBARRED/VERIFIED**.

After that “**Submit**” the responses.

Also, the admin can verify the courses in the Examination in a bulk manner by clicking on the check box against “**Verify All**”.

Only verified candidates will get the **Admit Card**.

N.B. For any technical inquiries or assistance, please reach out to the Nodal Officer of SAMARTH, CDOE, Dibrugarh University


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

