

OFFICE OF THE REGISTRAR: DIBRUGARH UNIVERSITY: DIBRUGARH

NOTIFICATION

Ref No.: DU/CoE/TDC/6th/2020/101

Date: 03.10.2020

Sub: Important Instructions to the candidates and Examination Centres relating to B.A. / B.Sc. / B.Com. 6th Semester (Regular & Backlog) Examinations, 2020 (Online Mode).

Circulated through e-mail and Dibrugarh University website

This is in continuation to our last office Notification *vide* No: DU/CoE/TDC/6th/2020/990 dated 28.09.2020. The candidates intending to appear in B.A./B.Sc./B.Com. 6th Semester Examinations, 2020 in **Online Mode** and all the Examination Centres are hereby requested to take note of the following **important instructions**:

1. Please read carefully the Standard Operating Procedure (*SoP*) regarding the Online Mode.
2. Candidates shall login into the system (<https://online.dibruexam.in>) with the same Username and Password that were used at the time of online Registration.
3. After successful login, click on the **Download Question Paper** button. This button shall appear **10 minutes** before the commencement of examination.
4. The button to upload the **PDF** file(s) – **Upload Answer-script** shall appear 30 minutes after the commencement of examinations.
5. Candidates have to prepare **PDF** file(s) with their scanned pages of the Answer-script and upload the same by clicking on the **Upload Answer-script** button latest **by one (01) hour from the completion of examination. Examination Centres are also requested to receive Answer Scripts from the candidates opting for 'Online Mode of Examination' (if any) within one (01) hour from the completion of the concerned Examination.**
6. At the time of preparation and uploading the PDF file(s), please follow the below points:
 - a) Candidates may upload **multiple PDF files** instead of a *single PDF file* for an Answer-script. However, the maximum number of PDF files **cannot** be more than **10 (ten)** and maximum size of each single PDF file cannot be greater than **2 MB**.

The candidates are advised to write the answers in such a way that the number of pages used is minimum in order to ensure smooth uploading in a prompt manner. This can be done by minimizing the gaps in between the lines or by making the letter sizes smaller but distinct.

- b) The candidates **do not require** to rename the files *to be uploaded* in the prescribed format as previously mentioned in the **SoP**. The system shall automatically rename the uploaded PDF files in predefined filename format.
- c) Each **PDF** file may contain more than 1 (one) page. However, the number of pages in a single PDF file shall depend upon the size of the file. In no cases, the PDF file size should be greater than 2 MB.
- d) Submit a **declaration** with the following information in the last page of the scanned document:

Total No of Pages used in the Answer script : _____

Total No of PDF files uploaded: _____

Candidates are advised to use minimum resolution at the time of scanning of pages of the answer-scripts to accommodate more pages in a PDF file. However, the candidates must ensure themselves that the contents in the PDF files are well visible to the examiners. ***Blurred/illegible Answer-scripts shall not be accepted for evaluation.***

7. It is advisable to the candidates that they should check well in advance with some test pages about the quality of the scanned pages in the **PDF** file and the maximum number of pages that may be accommodated in a single pdf file (maximum size not exceeding 2MB) so that they do not face any problem at the last minute on the day of examination. Further they should get the necessary software installed in their devices for converting photo/ image to PDF files (*jpg/jpeg to pdf*) well ahead of the examinations.
8. It is also advisable to the **candidates** to get ready with their **user id** and **passwords** well in advance. If anyone has forgotten his/her password, the same can be generated by clicking the **Forgot Password** button in the web portal. ***Never share your user id and password with anyone else.***
9. Best viewed in latest version of Mozilla Firefox and Google Chrome.


Technical Helpline Number (Only Working Days)

Working Hours (10.00 AM to 6.00 PM)

Mobile No:- 08472880277/ 09769199421 / 09619452109


Toll Free Number : 1800212005599

Issued with due approval of the competent authority.


(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 Director, College Development Council, Dibrugarh University for information.
5. **The Principals of the affiliated/permitted colleges of Dibrugarh University offering B.A./B.Sc./B.Com. Programmes, for information and requesting them to circulate this notification among the Teachers and concerned Examinees of their Colleges.**
6. The Jt. Controller of Examinations (B i/c, C), Dibrugarh University for information.
7. The Joint Registrar (Academic), Dibrugarh University, for information.
8. The Dy. Controller of Examinations-Ai/c, Dibrugarh University for information and necessary action.
9. The Deputy Registrar (F&A), Dibrugarh University for information and necessary action.
10. The System Administrator, Dibrugarh University for information and necessary action.
11. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
12. The Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
13. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
14. Office File.


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