



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

DU/Exam-B/PG&UG Exam/2026/26

Date: 28.04.2026

NOTIFICATION

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

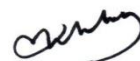
This is for information of all concerned that the last dates for submission of Examination fees and forms of the ensuing **Even Semester (Regular/Backlog/Betterment) Examinations, 2026** for the following Programmes have been fixed as under :-

Portals open on : 01.05.2026
Without Fine : 12.05.2026
With Fine : 15.05.2026
Portals close on : 15.05.2026

PROGRAMMES	Exam Fee	Practical Fee, if any	Project Fee, if any
1. <u>Master in Arts (M.A.)</u> English / Assamese / Education / History / Philosophy / Political Science / Sociology / Bodo/ Anthropology/ Mathematics/ Statistics/ Geography/ Economics	600/-	700/-	700/-
2. <u>Master in Science (M.Sc.)</u> Anthropology / Life Sciences/ Physics / Applied Geology / Chemistry / Mathematics / Statistics/ Geography	600/-	700/-	700/-
3. <u>Master in Commerce.</u> Finance and Marketing.	600/-	700/-	700/-
<u>Backlog/Betterment (for 1,2 & 3 above)</u> <ul style="list-style-type: none"> • Upto 50%of total number of courses of the concerned subjects(s) per course. • More than 50% 	100/- per course Full Fee	700/-	700/-
Mark-sheet Fee	100/-		
Centre Fee	200/-		
Late Fine Fee	300/-		
Non-Collegiate Fee	700/-		
4. <u>Master in Arts (M.A.)</u> Applied Psychology/ Women's Studies/ Mass Communication & Journalism/ Performing Arts. 5. M. Tech. (P. Tech /P. Geology) 6. M.Sc. in Biotechnology & Bioinformatics 7. Master in Computer Application (MCA) 8. Master in Social Works (MSW) 9. M.Sc. Tech (Applied Geology)	1,400/-	700/-	700/-
10. Master of Library and Information Science	1300/-	700/-	700/-
11. B.Lib I.Sc./PGDCP	1,200/-	700/-	--
12. Integrated M.Sc. In Physics	850/-	450/-	--
13. BA in Performing Arts	850/-	500/-	--
14. BCA	750/-	450/-	
<u>Backlog/Betterment (for 4 to 14 above)</u> <ul style="list-style-type: none"> • Single paper • Two or more than two papers 	350/- Full Fee	--	--
Mark-sheet Fee			150/-
Centre Fee			250/-
Late Fine Fee			300/-
Non-Collegiate Fee			700/-
15. B. Tech (2nd Semester Regular)	1,500/-		
Mark-sheet Fee			150/-
Centre Fee			250/-
Late Fine Fee			300/-
Non-Collegiate Fee			700/-
Consolidated statement for numbers of students in each <u>course</u> must be submitted along with the examination forms.			

Important Note:

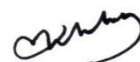
1. Students admitted in the Academic Session 2024-2025 and 2025-2026 have to fill up their examination forms in the portal [https:// dibru.samarth.edu.in](https://dibru.samarth.edu.in). (Please read the instruction stated in the Annexure - A)
2. Students admitted before the Academic Session 2024-2025 have to fill up their examination forms in the portal [https:// dibruexam.in](https://dibruexam.in). (Please read the instruction stated in the Annexure - B)
3. In-Campus University Students have to pay Examination Fee through the University ERP software. (Please read the instruction stated in the Annexure - C).
4. Off-Campus Students have to pay Examination Fee at their colleges/institutes.
5. The department/ Centre for Studies/ college/ institute, before approving the filled in Examination Forms in the Portal, must collect the SIGNED IN PRINT OUT COPY of the APPLICATION FORM and the EXAMINATION FEE PAYMENT RECEIPT of their students. All the Application Forms, Fee Payment Receipts along with the **Approved List** of Student have to be submitted within **20.05.2026** to the office of the undersigned.
6. **Candidates appearing for the Betterment Examinations shall have to apply through Manual Form through the concerned department/Centre/college/institute.**



(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 Heads/Chairpersons of all the concerned P.G. Departments/Centre for Studies, Dibrugarh University for information & necessary action.
5. The Jt. Controller of Examinations (C), Dibrugarh University for information.
6. The Dy. Controller of Examinations-A, B(i/c), Dibrugarh University for information and necessary action.
7. The Deputy Registrar (F&A) i/c., Dibrugarh University for information and necessary action.
8. The Sr. Accounts Officer, Dibrugarh University for information and necessary action.
9. The System Administrator, Dibrugarh University for information and necessary action.
10. The Assistant Controller of Examinations, Dibrugarh University for information and necessary action.
11. The Sr. Programmer, Dibrugarh University for information *with a request to upload the Notification in the University Website for wide circulation.*
12. Office File.



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

ANNEXURE – A
(Examination Form Fill-up through Samarth Portal)


A. STEPS TO BE FOLLOWED BY THE STUDENTS AT THE TIME OF EXAMINATION FORM-FILL-UP THROUGH SAMARTH PORTAL


If a student has already selected his/her courses for the semester he/she is studying, he/she can go the Examination Form Filling Process. Otherwise, the candidate has to select the courses offered in the semester.

1. Course Selection Process

For selection of the courses, students need to follow the below mentioned steps:

Step 1.1: Open the <https://dibru.samarth.edu.in> link, the homepage will appear as below and Login with valid credentials

Step 1.2: After successful login, the student will be redirected to the dashboard. Then the students need to click on  button to view/select the courses related to their respective programme

Step 1.3: After clicking on the “**Submit**” button, students will be able to preview the list of selected courses.
In that, Students can update/modified their courses selection by clicking on  button, if required.

Step 1.4: Then, click on  button to finally submit the selected course.

Step 1.5: 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**”.

2. Examination Form Filling

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

Step 2.1: Then click on “**Examination**” and then click on “**Registration**”.

In that, students can see the active examination sessions.

Students need to open their examination form by clicking on the “[CLICK HERE](#)” button below their programme.

Step 2.2: In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO)
- 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.

B. STEPS TO BE FOLLOWED BY THE DEPARTMENTS/CENTRE FOR STUDY/COLLEGE/INSTITUTE

Step 3.1: Open the <https://dibru.samarth.ac.in> portal link using the Department/ Centre of Study/ college/ institute username and password already provided.

Step 3.2: Admin (Administrative Account) needs to log in with their valid login credentials by user name, password, and captcha verification.

Step 3.3: After that, the admin needs to launch the **Academic section** and then launch the Examination section by clicking on the “**LAUNCH**” button.

Step 3.4: Now, Admin needs to select the active Examination Session by clicking on the particular examination session.

Step 3.5: Then, Admin needs to launch the “**Students**” section by clicking on the “**Launch**” button. Session Code is **2025-2026-MAY:REGULAR** and Session Name is **2026 May-June Even Semester**.

Step 3.6: After that, Admin needs to launch the “**PROGRAMME WISE**” by clicking on the “**Launch**” button.

Step 3.7: 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**”.

Step 3.8: Download the Approval List in the PDF format from Examination->{Session}-> Student -> Data -> Download from Template and submit with Examination Forms



ANNEXURE – B
(Examination Form Fill-up through OUEMS Portal)

C. STEPS TO BE FOLLOWED BY THE STUDENTS AT THE TIME OF EXAMINATION FORM-FILL-UP THROUGH DIBRUEXAM(OUEMS) PORTAL

1. Click the link <https://www.dibrueexam.in> for student log-in and click on **Exam Form** button.
2. **Select the Academic Year as 2025-2026 and then select the Examination.**
3. Enter the mobile no and the password used at the time of enrolment for log-in.
4. If the password is forgotten, please contact the concerned Department/Centre/ college/institute to retrieve the forgotten password.
5. Please click on the **Exam Form** under **Action** column.
6. Please read the page carefully and select your **Elective Courses** from the lists and then click on the **Save** button.
7. Please take a **print-out of the Examination Form** generated by the system and **deposit a copy of the same together with fee payment receipt at the Department/Centre/College/Institute.**
8. Please wait for the verification and approval of your online Examination Form from your concerned Department/Centre/College/Institute.
9. Please contact the Department, Centre, college or concerned institute so that the process of online examination form fill-up can be completed within the specified time.
10. Please take a **print-out of the Examination Form** generated by the system for future reference and **deposit a copy of the same together with fee payment receipt at the Department/Centre/College/Institute.**
11. **Candidates appearing for the Betterment Examinations shall have to apply through manual application form through respective department.**

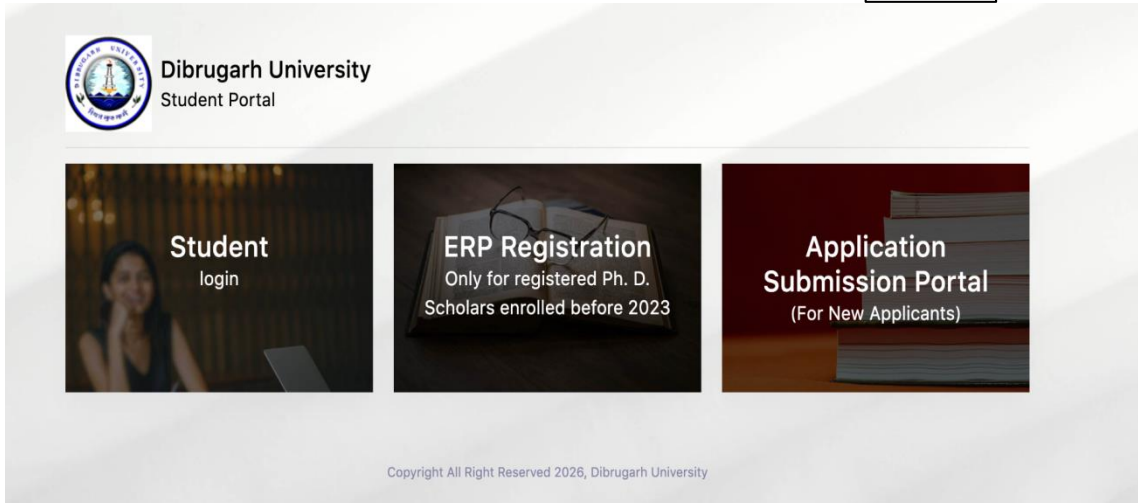
D. STEPS TO BE FOLLOWED BY THE DEPARTMENT, CENTRE FOR STUDIES, INSTITUTE, COLLEGE THROUGH DIBRUEXAM (OUEMS) PORTAL:

1. Please select the **Session as 2025-2026** and log into Department/Centre/College/ Institute account with the user name and password.
 2. Click on **Student Info menu** and then on **Exam Form List**.
 3. Select Drop-down Menus –**Session Regular, 2026, Course, Branch, Exam** and **Status**. Please choose the Pending status.
 4. A list of candidates will appear in the screen. Select the **View** link to open the Exam Form and please verify the details in the Exam Form.
 5. Please **collect the Fee payment Receipt** from the candidate and if satisfied with the data submitted by a candidate in the Exam Form, please select the **Approve** option from the **Action** menu **for the candidate who has paid the requisite examination related fees to the University.**
 6. Click the **Save** button on the top of the **Exam Form Student List** to complete the Examination Form Fill-up process.
 7. Repeat the above steps for all the eligible students.
 8. A student may be barred from applying an examination form by clicking the **Not Approve** option from the Action menu.
 9. Please prepare a copy of the statement of Fees (by downloading the Excel File of approved candidates) and submit it together with Fee Receipts at the office of the Controller of Examinations, Dibrugarh University. **The statement of fees must contain the break-up of the various examination related fees.**
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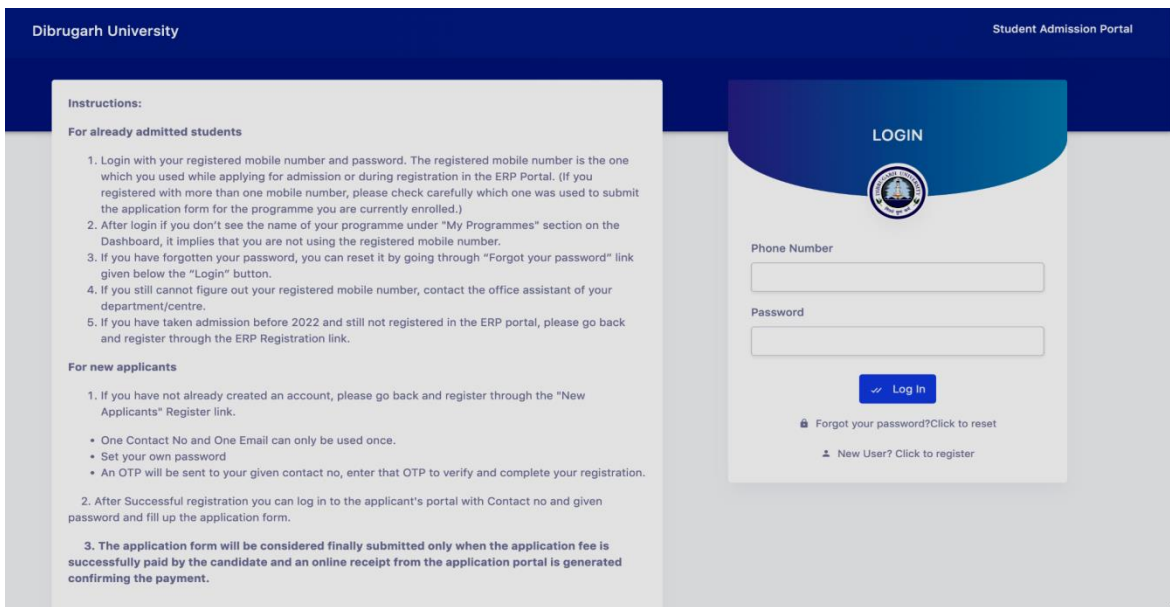
ANNEXURE-C

Examination Fee Payment (Regular) User Manual

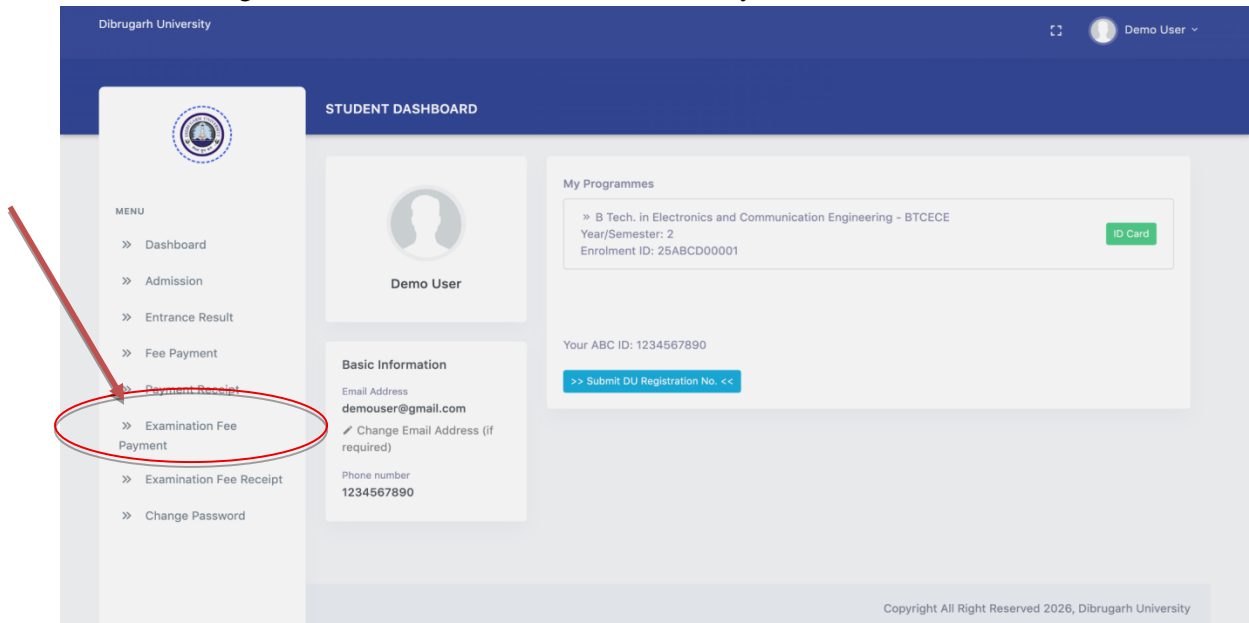
1. Go to erp.dibru.work -> Student Login or scan the QR code



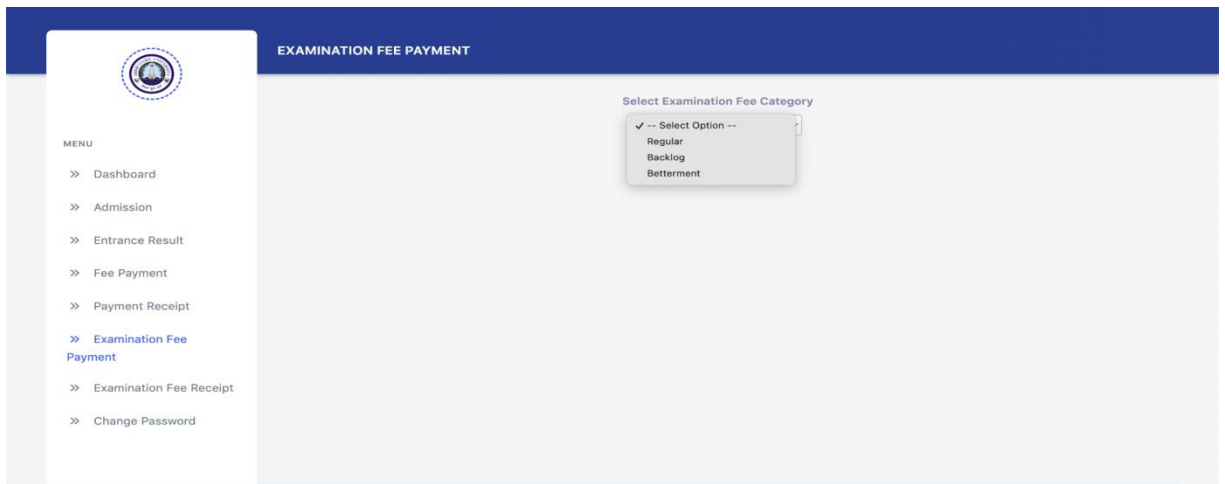
2. Login with your registered mobile number and password



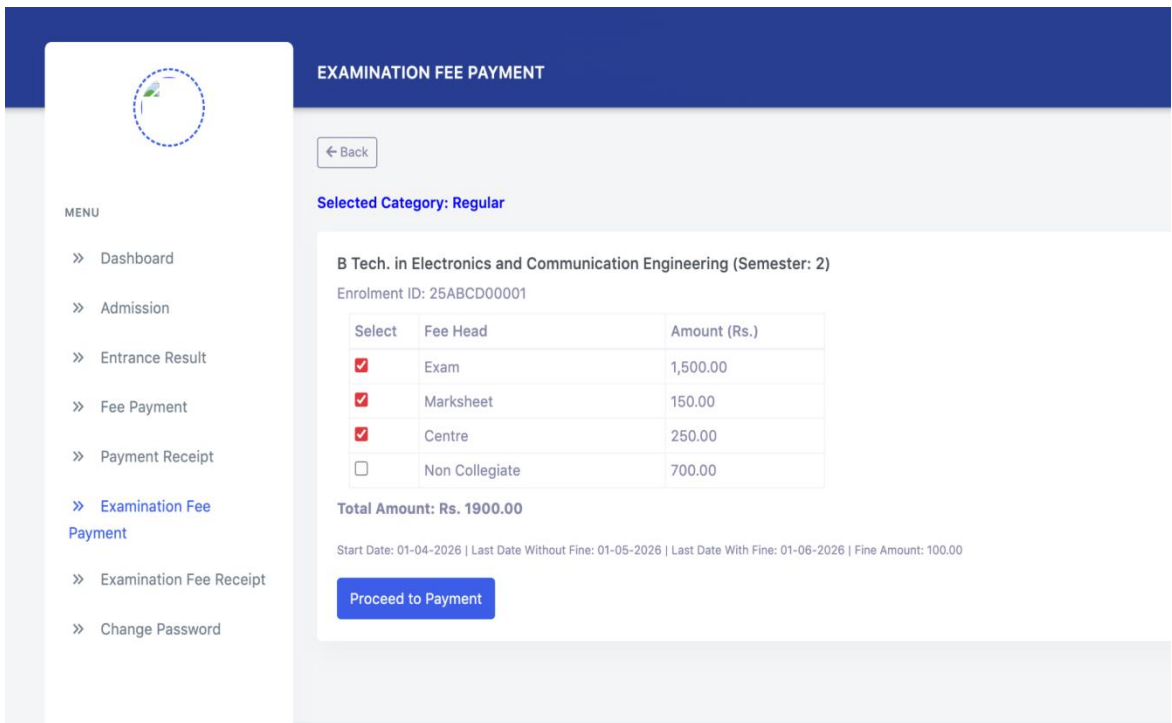
3. On the left navigation menu click on 'Examination Fee Payment'



4. Then Select the “examination type” from the dropdown

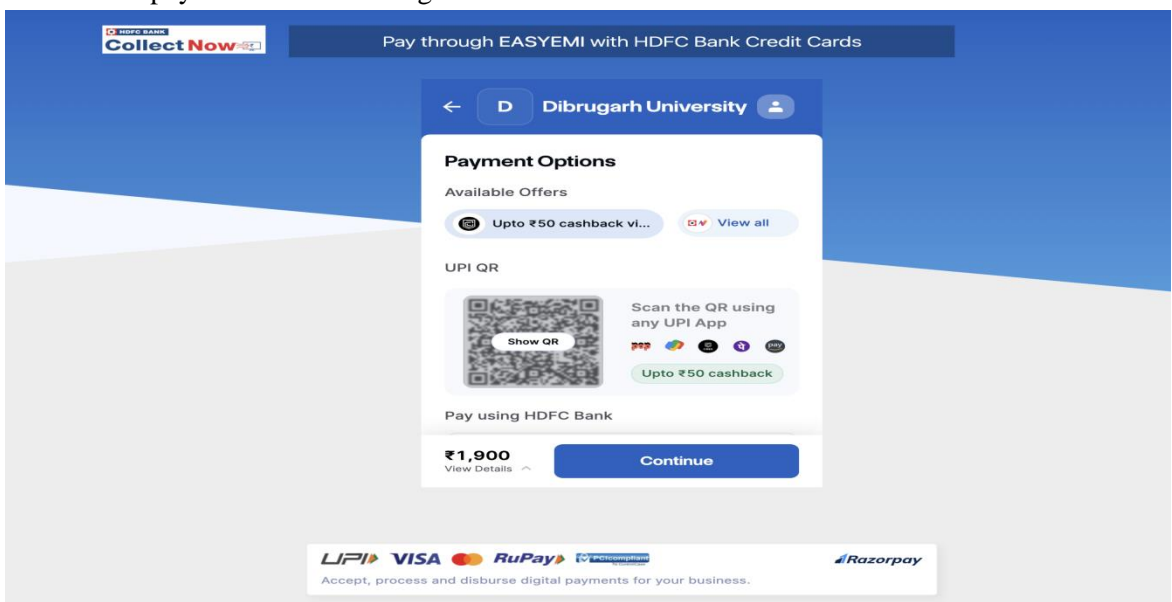


5. Then Select [Checkbox] your required fee heads and click “Proceed to Payment”



The fee components viz. Examination fee, Marksheet fee and Centre fee are compulsory for each student. Other components e.g. Practical, Non-collegiate fee may differ for each candidate. Please select these components after consulting appropriate authority before payment.

6. Then Make payment via netbanking/card or UPI



7. After successful payment you will receive a payment receipt

**Payment Acknowledgement Receipt
(Examination Fee)**

Receipt No.:EXM/2026/001-1

Date of payment: 24-04-2026

Received from : DEMO USER
Enrolment ID : 25ABCD00001
Programme Name : B Tech. in Electronics and Communication Engineering
Session : 2025-2026
Year/Semester : 2

Sl. No	Fee Details	Amount (₹)
1	Centre	250.00
2	Exam	1,500.00
3	Marksheet	150.00
Total Amount		1,900.00
Paid		1,900.00

Category : ExaminationRegular
Mode of payment : Online
Reference ID : pay_ShE08Hzepk3aas

Dibrugarh University

***This is a computer generated slip

8. How to download Examination Fee Payment receipt in future?

On the left navigation menu click on 'Examination Fee Receipt' and download relevant receipt for future reference.

The screenshot shows the 'STUDENT DASHBOARD' interface. On the left, a navigation menu lists options: Dashboard, Admission, Entrance Result, Fee Payment, Payment Receipt, Examination Fee Payment, Examination Fee Receipt, and Change Password. The 'Examination Fee Receipt' option is highlighted with a red arrow. The main dashboard area displays the user's profile as 'Demo User' and includes a 'My Programmes' section with details for 'B Tech. in Electronics and Communication Engineering - BTCECE', Year/Semester: 2, and Enrolment ID: 25ABCD00001. A green 'ID Card' button is visible next to the programme details. Below this, the 'Basic Information' section shows the email address 'demouser@gmail.com' and phone number '1234567890', with a 'Change Email Address (if required)' link. At the bottom, there is a 'Your ABC ID: 1234567890' and a blue 'Submit DU Registration No.' button. The footer contains the text 'Copyright All Right Reserved 2026, Dibrugarh University'.