



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

NOTIFICATION

No. DU/DCE (A)/CoE/Exam. Form-Odd Semesters/B.Tech./2025/ 438

Date: 24.10.2025

To
The Director, DUIET
Dibrugarh University

Sub: Notification of B.Tech 1st Semester (Regular) Examination 2025 Form Fill up- regarding.
(CIRCULATED THROUGH E-MAIL AND DIBRUGARH UNIVERSITY WEBSITE)

It is hereby notified for information of all concerned that the web portal for Examination Form Fill-up for the B.Tech. 1st Semester Regular Examinations, 2025 under Dibrugarh University will be open from the below mentioned date (s).

The departments and students are requested to follow the steps at the time of Online Examination Form Fill-up for the B.Tech. 1st Semester Regular Examinations, 2025 as mentioned below:

STEPS TO BE FOLLOWED BY THE STUDENTS

Step 1: Open the <https://dibru.samarth.edu.in> link, the homepage will appear as below:

In the student portal homepage, students will be able to see three (3) options as follows:

1. **Login:** Already registered students can directly login using their login credentials of the portal.
2. **New Registration:** Students doing first-time registration have to click on the "New Registration" option to generate their login credentials
3. **Reset Password:** If a student forgets his/her password they can reset it using the "Reset password" option.

If you do not have your enrolment number, contact your **Department** to get your enrolment number.

New Student Registration

Step 1. Students can register themselves by clicking on the "New Registration" Button, After that, the following details need to be selected/entered by the students:

- Programme
- Name (as on Samarth ID card)
- Mode of Registration
 - Enrolment Number
- Enrolment Number

After that, a new window will appear. In that, the following details need to be entered for the new registration:

- Mobile Number
- Email Address

(These details must be correct to receive OTP via mail)

After successful verification of the OTP received via Mail/SMS.

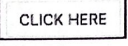
Once OTP will be verified, students need to set a password for their login in a new window

Note: The students need to note down the username for further use.

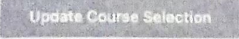
Course Selection Process

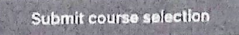
For selection of the courses, students need to follow the below mentioned steps:

Step 1: Login to Student Portal 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 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/modified their courses selection by clicking on  button, if required.

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”.

Examination Form Filling

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

Step 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: 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.

STEPS TO BE FOLLOWED BY THE DEPARTMENTS OF DUIET,D.U.

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

Step 2: Admin (Administrative Account) needs to log in with their valid login credentials by user name, password, and captcha verification.

Step 3: After that, the admin needs to launch the Academic section and then launch the Examination section by clicking on the “LAUNCH” button.

Step 4: Now, Admin needs to select the active Examination Session by clicking on the particular examination session.

Step 5: Then, Admin needs to launch the “Students” section by clicking on the “Launch” button. Session Code is 2025-2026-DECEMBER-25ODD:REGULAR and Session Name is 2025 ODD SEMESTER.

Step 6: After that, Admin needs to launch the “ADD PROGRAMME WISE” 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”.

Note: The departments may prepare a consolidated statement of fees by downloading the Approved List of Candidates in excel/PDF format

The instructions as laid down hereunder pertaining to the B.Tech.1st Semester (Regular) Examinations, 2025 should be followed by the departments:

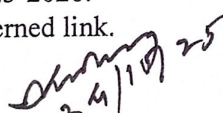
(i)	Link for submitting online examination forms by the students for appearing into the 1 st Semester B.Tech. Examinations, 2025 and approval of the same by the concerned Department (s) will be active from.	03.11.2025 at 10:00 AM
(ii)	Last date of submission of online examination forms without late fine by the students as well as departments	10.11.2025 (for students) <u>11.11.2025 (for approval by the departments)</u>

(iii)	Last date of submission of online examination forms with late fine by the students as well as departments	17.11.2025 (for students) 18.11.2025 (for approval by the departments)
(iv)	Last date of submission of hard copies of consolidated statement of fees at EDPS Dibrugarh University	20.11.2025
(v)	Fees to be paid by the students at the departments:	
	Examination Fee	Rs. 1500.00
	Mark sheet fee	Rs. 150.00
	Fine for late submission of Examination Form (if applicable)	Rs. 300.00
	Non Collegiate fee	Rs. 700.00
	Centre fee	Rs. 250.00

Note:

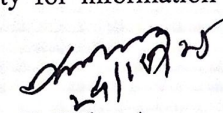
- Students need to login to <https://onlinesbi.sbi.bank.in/sbicollect/collecthome.htm> > Search the institution name (Dibrugarh University) > Select the payment category (B.Tech. 1st Semester Regular Examinations, 2025) > Enter the details as required and proceed for payment.
- Kindly note that, mere submission of printed copies of SB Collect receipts by the students cannot be treated as sufficient, unless these receipts are verified against certified reports provided by us.
- The Departments before approving the filled in Examination Forms, must collect the SIGNED IN PRINT OUT COPY of the APPLICATION FORM of their students and to keep the same at their safe custody for future reference.
- The duly certified consolidated statement of fees (two copies) and the payment receipt should be submitted at the EDPS Branch, Dibrugarh University by the concerned departments of DUIET.
- All the Departments are requested to inform the examinees well ahead so that no one is left out from the process of filling up the examination form within the last date.
- This notification is meant for only students got admitted in the session 2025-2026.
- For any query, please contact the helpline numbers mentioned in the concerned link.

Issued with due approval.


(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, Students' Affairs, Dibrugarh University for favour of information.
3. The Registrar, Dibrugarh University for favour of information.
4. The Inspector of Colleges, Dibrugarh University for information.
5. The Joint / Deputy Controller of Examinations (C, A, B i/c), Dibrugarh University for information.
6. The Deputy Registrar (Academic), Dibrugarh University, for information.
7. The Deputy Registrar (F&A) i/c, Dibrugarh University for information and necessary action.
8. The System Administrator, Dibrugarh University for information and necessary action.
9. The Programmer, Dibrugarh University for information with a request to upload the Notification in the University Website for wide circulation.
10. The Dealing Assistants, Examination Branch – A/B, Dibrugarh University for information and necessary action.
11. Office File.


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