



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

Memo No.: DU/DR-A/20-1/Ann-Rep/16/ 293

Date: 19.02.2016

To,

The Principals/ Directors
of the Colleges/ Institutes affiliated to/ permitted by
Dibrugarh University

Subject: ***Submission of the Annual Report of your College/ Institute through Online System***

Sir/ Madam,

With reference to the above, I would like to inform you that the Dibrugarh University has introduced the Online Annual Report submission System from this session through a software supported prescribed proforma.

In context of the above, may I request you to kindly submit the Annual Report of your esteemed College/ Institute for the year beginning from 1st April 2014 to 31st March 2015 online with the help of the software supported prescribed proforma given in the website ***www.dibru.ac.in***.

The relevant Guidelines for use of the prescribed proforma for the Online Annual Report are given with this letter.

Further, in interest of the completion of the editing and compilation process within the stipulated date, I would like to request you to kindly submit the Annual Report of your esteemed College/ Institute by 29.02.2016.

Enclosed: As stated.

Yours faithfully,

B.C. Borah
19/2/2016

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University

Copy to:

1. The Vice-Chancellor, Dibrugarh University.
2. The Registrar, Dibrugarh University.
3. The Director, College Development Council, Dibrugarh University.
4. The Academic Officer, Dibrugarh University
5. The Programmer, Dibrugarh University
6. The Asstt. System Analyst, Dibrugarh University
7. File

B.C. Borah
19/2/2016

(Dr. B.C. Borah)
Deputy Registrar (Academic)
Dibrugarh University



Guidelines for Submission of the Online Annual Report of the Colleges/ Institutes Affiliated to/ Permitted by Dibrugarh University

- **Step 1:**

Open the Dibrugarh University website- **www.dibru.ac.in**. Go to e-Annual Report Submission Link given at the Right Corner of the Home Page.

OR

Directly log in to the e-Annual Report Submission System by clicking the link **http://192.169.197.210:8080/duar**

- **Step 2:**

Log in with the **User ID** and **Password of your College/ Institute** sent/ to be sent to your mail ID.

If you are not getting the mail containing the User ID and Password, please call at **0373-2370336** and contact **Mr. Lalit Kumar Panging**, Academic Branch, Dibrugarh University for the same.

- **Step 3:**

Fill up the data/ information as required by opening the Menu on the left side of the page. Please click on the Save Button in each page after entering data.

You may also edit the saved data within the last date of submission.

- **Step 4:**

After filling up all required information, please view and check the Complete Report by clicking the Menu **REPORT** → **View Report**. If any modification required in the saved data, you may edit in the respective pages.

After verification, you may go for final submission. You are also requested to take a print out of the Report and send to the Office of the Deputy Registrar (Academic), Dibrugarh University with signature and seal.

- **Step 5:**

Please submit the e-Annual Report of your College/ Institute by going through the Menu **REPORT** → **Submit Report**.

Please note that- no editing or modification shall be possible after submission of the e-Annual Report.

- **For any query/ support regarding the submission process, please mail to:**
annualreport@dibru.ac.in
OR
binod@dibru.ac.in


19/2/2016