

Notice

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

No. DU/CoE/CBCS/Online/Forms/2019/805

Date: 17/12/2019

It is hereby notified for information of all concerned that the Departments/Centre for Studies/Colleges/Institutes offering the following programmes shall enter Internal Assessment Marks for the **1<sup>st</sup> Semester (CBCS, Regular) Examination, 2019** under Dibrugarh University through the Department/Centre/College/Institute log-in from **17/12/2019 onwards.**

- A. M.A.in Anthropology, Assamese, Applied Psychology, Economics, Education, English, Geography, History, Mathematics, Philosophy, Political Science, Sociology, Statistics, Bodo, Women's Studies, Mass Communication, Performing Arts and Communication for Sanitation, Hygiene & Health.
- B. M.Sc. in Anthropology, Applied Geology, Biotechnology & Bioinformatics, Chemistry, Geography, Life Science, Mathematics, Physics and Statistics
- C. M.Com. in Finance and Marketing.
- D. M.Tech. in Petroleum Exploration and Exploration Geophysics.
- E. M.C.A., M.Lib.I.Sc., M.S.W.,
- F. I.M.Sc. in Physics, B.S.W., B.Lib.I.Sc. and B.A. in Performing Arts.


**Steps to be followed for entering Internal Assessment Marks:**

1. After successful log-in into the OEMS web portal, Department/Centre/College/Institute shall go to the **Internal Marks** menu and then click on the **Add Internal Marks**.
2. Please select the Course, Semester, Branch, Subject and Head from the **OptionBoxes**.
3. Please select **IN** in **Head for Internal Assessment marks entry**.
4. Please enter the Internal Assessment marks against each candidate and click the **Save** button (at the bottom of the screen) to save data. Marks can be saved page-wise.
5. To enter **absentee status**, please click on **checkbox** in the Absentee Status column against the absentee candidate.
6. To go to the next page click the **Next** button or on the Page no (at the bottom of the screen).
7. After entering all marks, please click on the **PDF** button (on the top of the table) to take a printout for verification.
8. After verification, modification of marks can be done only at this stage by following the above steps.

9. Finally, click **Submit Internal Marks** from the **Internal Marks** menu. Once **Submit Internal Marks is clicked**, no addition/alteration of marks for that course/paper is possible. Therefore, be careful before clicking **Submit Internal Marks**.
10. **Please take printout of Marks Foils and submit to the office of the Controller of Examinations, D.U. after duly signed by both the HoD/Officer-in-charge and the Examiner on or before 30/12/2019.**

**Note: In case of IA marks (for both Theory & Practical), no candidate shall be marked as Absentee in spite of he/she remains absent in the End Semester Examinations.**


It is further to be noted that, no Blank Mark Foils, in printed form, shall be provided by the Examination Branch of the Dibrugarh University.

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



Copy to –

1. The Hon'ble Vice-Chancellor, D.U. for favour of his kind information.
2. The Registrar, D.U. for information.
3. All the Head of the Departments, D.U. for information and necessary action.
4. All the Chairperson of Centre for Studies, D.U. offering the above programmes for information and necessary action.
5. The Joint/ Dy. Controller of Examinations (C & A), DU for information.
6. All the Principal of the colleges/Director/Registrar of the institutes offering the above programmes for information and necessary action.
5. The Assistant Registrar (Examination), DU for information
6. The System Administrator, EDPS Section, DU for information and necessary action.
7. The Programmer, DU, for information and with a request to upload the Notification in the University website.
10. Office File

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

