

**DIBRUGARH UNIVERSITY**
DIBRUGARH

No: DU/Ex/ CoE/ OEMS/2019/9158

Date: 01/10/2019

Circulated through e-mail and Dibrugarh University website only

To,
The Head of the Departments/ Chairperson of Centre for Studies/Principal/Director
All the Departments/ Centre for Studies/institutes under Dibrugarh University offering **PG, BSW, B.Lib. Sc., I.M.Sc. in Physics, BA in Performing Arts Programmes under CBCS mode**

Sub : Implementation of Online Examination Management System (OEMS)

Sir/Madam,

It is our privilege to inform you that the Examination Branch of Dibrugarh University is going to implement the Online Examination Management System (OEMS) for the PG, BSW, B.Lib. Sc., I.M.Sc. in Physics, BA in Performing Arts Programmes under CBCS mode with effect from the academic session 2019-2020 onwards.

As a first step of the OEMS, the **online enrollment** for the 1st semester PG, BSW, B.Lib. Sc., I.M.Sc. in Physics, BA in Performing Arts Programmes *under CBCS mode* will start from **04/10/2019**. The bona-fide students shall have to enroll themselves into a programme by following the instructions given in the **Instruction Page of the OEMS portal**. Please note that, the student enrollment process will be closed on **18/10/2019** at 5.00 p.m. and after that no application can be accepted **under any circumstances**. The students need not submit any printed copy of the application form to the University.

In the above context, we would like to request you to instruct all the 1st semester (CBCS) students of your department/centre for studies/institute/college to go through the instructions very carefully before submitting the online application form for student information. After successful submission of the online application forms by the students, the respective department/centre for studies/institute/college need to verify the data entered by their students. If the entered data is found to be correct, then the department/centre /institute/college will approve the online application forms of the individual students by clicking the specified 'Approved'/ 'Not-Approved' button available in the drop-down menu of the OEMS software. If any discrepancy is detected in respect of any student by the department/centre for studies/institute/college, then clicking on 'Not-Approved' button will send a SMS to the concerned student asking him/her to contact immediately the Head of the Departments/ Chairperson of Centre for Studies/ Principal/ Director of the department/centre for studies/institute/college for necessary rectification of the discrepancy. Only those students whose online applications are approved by the department/centre for studies/institute/college will be imported into the University examination database.

Helpline numbers are available in the Instruction Page of the OEMS software. Further, the Head of the Departments/ Chairperson of Centre for Studies/ Principal/ Director may contact the System Administrator of Dibrugarh University at his email id sadiq@dibru.ac.in for any technical query.

The required URL to open the Registration Page to enroll into a programme by the students is as follows –

<https://dibruexam.in>

The above link will be provided in the home page of DU website as well.

Important dates:

The Student Information Page will be

active on **04/10/2019** from **03:00 p.m.** onwards

closed on **18/10/2019** at **05:00 p.m.**

Tentative schedule of activities for enrollment:

Last date for online form submission by individual student : 15/10/2019

Last date for Department/Centre/college/ institute to verify
& approve the online forms : 18/10/2019

For the students who have migrated from other universities have to apply for registration under Dibrugarh University through the Certificate & Registration Branch of Dibrugarh University with the prescribed fee. Otherwise, his/her enrollment will be considered as invalid.

It is advisable on the part of the Department/Centre /college/ institute **to verify the students' online forms** from the day one **on a daily basis** in order to avoid the last minute hassle and rush.

Further, a training programme for the Office Assistant of each department/centre for studies of Dibrugarh University has been organized on 3rd October, 2019, from 02.30 p.m. to 4.30 p.m.in the Indira Miri Conference Hall, DU.

The log-in username, password and the link to open the pages for the department/centre for studies/institute/college will be sent to the registered email ids of the respective department/centre for studies/institute/college. **In case of non receipt of the same by 10/10/2019, you are requested to contact the System Administrator, Dibrugarh University.**

Issued with due approval.

With best wishes and regards,

Yours truly,

Sd/-

(Dr. P.K. Kakoty)

Controller of Examinations
Dibrugarh University

Memo No: DU/Ex/ CoE/ OEMS/2019/9159-68

Date: 01/10/2019

Copy to –

1. The Hon'ble Vice-Chancellor, D.U. for favour of his kind information.
2. The Registrar, D.U. for information.
3. The Joint/ Dy. Controller of Examinations (C & A), DU for information.
4. The Joint Registrar (Academic), DU for information.
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 letter in the University website.
8. The Estate Officer, D.U. for information and with a request to provide the Indira Mili Conference Hall, D.U. on 03/10/2019 for the training purpose.
9. The Section Officer, Certificate, Registration & Migration, DU for information & necessary action.
10. Office File.

Sd/-

(Dr. P.K. Kakoty)

Controller of Examinations
Dibrugarh University