OFFICE OF THE PRINCIPAL: SIBSAGAR COLLEGE, JOYSAGAR: (AUTONOMOUS)
NOTIFICATION

No. SC/EX/CON/UG/11/23/19   Date: 11.04.2023

Sub: Notice Regarding B.A/B.Sc. 2nd Semester CBCS Examination,2023 Form Fill-up

It is hereby notified for information of all concerned that the web portal for Examination Form Fill-up for the **B.A./B.Sc. 2nd Semester CBCS Examinations, 2023** of Sibsagar College, Joysagar (Autonomous) will be opened from the date(s) as mentioned below.
The students are requested to follow the steps at the time of Online Examination Form Fill-up as mentioned below:

STEPS TO BE FOLLOWED BY THE STUDENTS:

1. Go to the College Website to find the Online Portal in the Student's Corner.
2. **Select the Academic Year as 2022—2023 and then select the Examination.**
3. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact the College Office for any log-in related issues.
4. If the password is forgotten, **please contact the college to retrieve the forgotten password.**
5. Select the optional course if it appears in your desk board. For example, the student having Core Course needs to choose a *Generic Elective Course* from the list.
6. Save the Examination Form by clicking the Save button. Collect the challan in triplicate from the college office for paying the requisite fee at **Assam Gramin Vikash Bank, Joysagar Branch (A/C no: 717801000047).**
7. The triplicate copy of the challan must be produced at the college office for verification and final approval of the process.
8. On production of the paid triplicate copy of the Challan, the College office will generate an acknowledgement receipt online.
9. *Please take a print-out of the Receipt generated by the College Office for future references.*
10. The student shall download and take a print out of the Admit Card, which will be made available in the students login portal w.e.f. 15th May, 2023

The instructions as well as the Deadlines below pertaining to the **B.A/B.Sc. 2nd Semester CBCS Examinations,2023** should be followed by the students:

1. Opening of Portal for **submitting online examination forms by the students** for appearing into the 2nd Semester CBCS 2023 Examinations	28th April, 2023
2. Last Date of submission of online Examination forms without late fine by the students	6th May,2023
3. Last Date of submission of online Examination forms with late fine by the students	8th May, 2023
4. Last date for Approval of Online Examination Forms by the College	10th May, 2023
5. Fees to be paid by the students at the Bank A/c-	
For ARTS Total Fee	**Rs. 1200/-**
(i) Examination Fee	Rs. 650.00
(ii) Marksheet Fee	Rs.150.00
(iii) Centre Fee	Rs. 400.00
For SCIENCE Total Fee	**Rs.1580/-**
(i) Examination Fee	Rs. 650.00
Marksheet Fee	Rs.150.00
Centre Fee	Rs. 400.00
Practical Examination Fee	Rs. 380.00
Fine for late submission of Examination Form (if Applicable)	**Rs. 500.00**

NOTE:

- The students should keep the Acknowledgement receipt generated by the College Office at their safe custody for future reference.
- Students may edit the subject combination and their relevant information before the formal online approval of their filled in examination forms by the College Office.
- No change (**especially the change of Subject**) shall be allowed in the examination forms of students once it is approved **ONLINE.**
- For any query, please contact the Office of the Principal, Sibsagar College, Joysagar (Autonomous)

(Dr. Rupam Kumar Gogoi)
Controller of Examinations
Sibsagar College, Joysagar (Autonomous)
Controller of Examinations
Sibsagar College, Joysagar (Autonomous)

Copy to:

1. The Chief Controller of Examinations, Sibsagar College, Joysagar for favour of Information.
2. Vice Principal, Sibsagar College, Joysagar(Autonomous)
3. Member Secretary, Academic Council, Sibsagar College, Joysagar(Autonomous) for information
4. Academic Coordinators, Arts and Science for information.
5. The Deputy Controller of Examinations for information.
6. H.A., Sibsagar College, Joysagar(Autonomous)
7. The Programmer, Sibsagar College, Joysagar(Autonomous) with a request to upload in the college website
8. Notice Board.
9. Office File.

(Dr. Rupam Kumar Gogoi)
Controller of Examinations
Sibsagar College, Joysagar (Autonomous)
Controller of Examinations
Sibsagar College, Joysagar (Autonomous)