



OFFICE OF THE CONTROLLER OF EXAMINATIONS
SIBSAGAR COLLEGE, JOYSAGAR: (AUTONOMOUS)

NOTIFICATION

No. SC/EX/CON/PG/22/10

Date: 23/12/2022

Sub: **M.A./M.Sc. 1st Semester CBCS Examination, 2022 Form Fill-up regarding**

It is hereby notified for information of all concerned that the web portal for Examination Form Fill-up for the M.A./M.Sc. 1st Semester CBCS Examinations, 2022 of Sibsagar College, Joysagar (Autonomous) will be opened from the below mentioned date (s).

The students are requested to follow the steps at the time of Online Examination Form Fill-up for the M.A./M.Sc. 1st Semester CBCS Examinations, 2022 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 needs to choose an *AEC (Ability Enhancement Course) /DSE (Discipline Specific Course)/OEC (Open Elective Course)* from the list.
6. Save the Examination Form by clicking the Save button by depositing the requisite fees through Fee Challan in the **A/C no: 717801000047 of Assam Gramin Vikash Bank, Joysagar Branch** and the College Copy of the same must be produced at the College Office for verification and final approval of the process.
7. **Please take a print-out of the Receipt generated by the system for future references.**

The instructions as laid down hereunder pertaining to the M.A./M.Sc. 1st Semester CBCS Examinations, 2022 should be followed by the students:

1. Portal for submitting online examination forms by the students for appearing into the First Semester CBCS 2022 Examinations, shall be activated in the Student's Corner Section by the College from	24 December ,2022
2. Last Date of submission of online Examination forms without late fine by the students	28 December ,2022
3. Last Date of submission of online Examination forms with late fine by the students	29 December ,2022 (For Students)
4. Last date for Approval of Online Examination Forms by the College	30 December,2022 (For College)
5. Fees to be paid by the students:	
Examination Fee	Rs. 600.00
Marksheet Fee	Rs. 150.00
Practical Examination Fee (Applicable for M.A in Assamese only)	Rs. 200.00
Practical Examination Fee (For all Subjects in MSc)	Rs. 700.00
Centre Fees	Rs. 400.00
FINE FOR SPECIALLY CONSIDERED COLLEGIATE	Rs. 500.00
Fine for late submission of Examination Form (if applicable)	Rs. 500.00

NOTE:

- The students should keep the auto-generated Acknowledgement receipt at their safe custody for future reference.
- Students can 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 Paper**) 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 Kr. 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. The Vice Principal, Sibsagar College, Joysagar for information.
3. The Member Secretary, Academic Council, Sibsagar College, Joysagar for information.
4. Academic Coordinators, Arts and Science for information.
5. The Deputy Controller of Examinations for information.
6. All H.O.D.(s) , Sibsagar College, Joysagar for information.
7. H.A. Sibsagar College, Joysagar for information
8. Office File.
9. Notice Board.
10. The Programmer, Sibsagar College, Joysagar with a request to upload in the College website.