



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

NOTIFICATION

Ref.No. SC/EX/CON/UG/22/05

Date: 27.10.2022

**Sub: B.A./B.Sc. 1<sup>st</sup> 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 B.A./B.Sc. 1st Semester CBCS Examinations, 2022 of Sibsagar College, Joysagar (Autonomous) will be open 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 B.A./B.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.
6. Save the Examination Form by clicking the Save button by paying the requisite fees and wait till your exam form get verified and approved by the college.
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 B.A./B.Sc. 1<sup>st</sup> Semester CBCS Examinations,2022 should be followed by the students:

1. Opening of Portal for <b>submitting online examination forms by the students</b> for appearing into the 1st Semester CBCS 2022 Examinations.	<b>10<sup>th</sup> November,2022</b>
2. Last Date of submission of online Examination forms without late fine by the students	<b>15<sup>th</sup> November,2022</b>
3. Last Date of submission of online Examination forms with late fine by the students	<b>17<sup>th</sup> November,2022</b>
4. Last date for Approval of Online Examination Forms by the College	<b>20<sup>th</sup> November,2022</b>
<b>Fees to be paid by the students at the College</b>	
<b>For Arts Total Fee</b>	
(i) Examination Fee	<b>Rs.1200.00</b>
(ii) Marksheet Fee	<b>Rs. 650.00</b>
(iii) Centre Fees	<b>Rs.150.00</b>
<b>For Science Total Fee</b>	
(i) Examination Fee	<b>Rs. 400.00</b>
(ii) Marksheet Fee	<b>Rs. 650.00</b>
(iii) Practical Examination Fee	<b>Rs.150.00</b>
(iv) Centre Fees	<b>Rs. 380.00</b>
<b>Fine for late submission of Examination Form (if applicable)</b>	<b>Rs. 400.00</b>
	<b>Rs.500.00</b>

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 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)

*Rupam Kr. Gogoi*

(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. 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. S.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.