



SIBSAGAR COLLEGE, JOYSAGAR: (AUTONOMOUS)

NOTIFICATION

No.SC/EX/CON/UG-PG/I&III/2023/34

Date: 1-11-2023

Sub: Notification regarding Filling up End Semester Examination form for Regular/Backlog students of B.A./B.Sc.1st/3rd/M.A./M.Sc. 1st/3rd Semester

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for **B.A./B.Sc.1st Semester/3rd Semester M.A./M.Sc. 1st Semester/3rd Semester Regular/Backlog 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 2023—2024 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 appearing in your desk board. For example, a student of Undergraduate Course having MAJOR/MINOR /CORE Course needs to choose a Multidisciplinary Introductory Course (MIC)/ Skill Enhancement Course (SEC) Generic Elective Course (GEC)/Ability Enhancement Course (AEC) from the list. Similarly, in the case of P.G Programmes, the students also need to select the right Optional Course(s) regarding REC/DSE / OPEN ELECTIVE course if there is any in their course.
6. Save the Examination Form by clicking the Save button by paying the requisite fees and wait till your exam form gets 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 **B.A./B.Sc. 1st Semester/3rd Semester/M.A./MSc 1st Semester/3rd Semester Regular/Backlog CBCS Examinations,2023** should be followed by the students:

1. Portal for submitting online examination forms by the students for appearing into the B. A/B.SC. 1 st /3 rd Semester /M.A./M.Sc. 1 st /3 rd Semester 2023 Examinations, shall be activated in the Student's Corner Section by the College from	8 th November,2023
2. Last Date of submission of online Examination forms without late fine by the students	15 th November,2023
3. Last Date of submission of online Examination forms with late fine	17 th November,2023
4. Fees to be paid by the students at the College (For Regular Students Only)	
a. Examination Fee	Rs. 650/-
b. Marksheet Fee	Rs. 150/-
c. Centre Fee	Rs. 400/-
d. Practical Examination Fee	Rs. 500/-
e. Fine for late submission of Examination Form (If applicable)	Rs. 500/-
f. Non-Collegiate Fee (If applicable)	Rs. 500/-
Fees for Backlog Examination	
For one paper-	Rs.350/-
For more than one paper	Rs.650/-
Marksheet Fee	Rs. 150/-
Centre Fee	Rs. 400/-
Practical Examination Fee	Rs. 500/-
Fine for late submission of Examination Form (If applicable)	Rs. 500/-

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 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. Profulla Ch. Kalita)

Principal cum Chief Controller of Examinations
 Sibsagar College, Joysagar (Autonomous)
 Principal cum Chief Controller
 of Examinations
 Sibsagar College, Joysagar (Autonomous)

Copy to:

1. Controller of Examinations, Sibsagar college, Joysagar (Autonomous)
2. Vice Principal, Sibsagar college, Joysagar (Autonomous)
3. Academic Coordinators, Arts and Science Sibsagar college, Joysagar (Autonomous)
4. H.A, Sibsagar college, Joysagar (Autonomous)
5. Accountant, Sibsagar college, Joysagar (Autonomous)
6. The Programmer, Sibsagar College, Joysagar (Autonomous) with a request to upload in the college website
7. Notice Board.
8. Office File.

Sd/-

(Dr. Profulla Ch. Kalita)
 Principal cum Chief Controller of Examinations
 Sibsagar College, Joysagar (Autonomous)