



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

NOTIFICATION

No. SC/EX/CON/UG-PG/II & IV/2024/53

Date: 30-04-2024

Sub: *Regarding Form Fill up of B.A./B.Sc. 2nd Semester (Backlog)/4th Semester (Regular) /M.A./M.Sc. 2nd Semester(Backlog)/ 4th Semester(Regular) Examinations, 2024*

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for **B.A./BSc & M.A./M.Sc. 2nd Semester (Backlog)/4th Semester Regular Examinations, 2024** 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 2024—2025 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 password.**
 5. Select the optional course if it appears in your desk board. For example, a student of Undergraduate Course having **CORE** Course needs to choose a **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/AEC** 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. 2nd Semester (Backlog)/4th Semester (Regular) /M.A./M.Sc. 2nd Semester(Backlog)/ 4th Semester(Regular) Examinations, 2024** should be followed by the students:

1. Portal for submitting online examination forms by the students for appearing into the B.A/BSc & M.A/MSc 2nd Semester (Backlog) /4th Semester Regular Examinations, 2024 shall be activated in the Student's Corner Section by the College from	06-05-2024
2. Last Date of submission of online Examination forms without late fine	09-05-2024
3. Last Date of submission of online Examination Forms with late fine	11-05-2024 (For Students)
Last date for Approval of Online Examination Forms by the College	15-05-2024 (For College)
4. Fees to be paid by the students at the College	
a. Examination Fee	Rs. 650/-
b. Marksheet Fee	Rs.150/-
c. Centre Fees	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/-
Fee 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. Rupam Kr. Gogoi

Controller of Examinations

Sibsagar College, Joysagar (Autonomous)

Controller of Examinations

Sibsagar College, Joysagar (Autonomous)

Copy to:

1. Principal cum chief Controller of Examinations, Sibsagar College, Joysagar (Autonomous)
2. Vice Principal, Sibsagar College, Joysagar (Autonomous)
3. Academic Coordinators, Arts and Science, Sibsagar College, for information.
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