



**OFFICE OF THE PRINCIPAL: DIGBOI COLLEGE**

Memo No. Dig/Col/Sem. Exam.(1)/2021/13

Date: - 05/08/2021

**EXAMINATIONS 2021 FORM FILL-UP NOTICE**  
**For B.A./B.Sc./B.Com. 6<sup>th</sup> Semesters (Non CBCS) Regular Students &**  
**B.A./B.Sc./B.Com. 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semesters (Non CBCS) Backlog Students**

The Online Examinations Form fill up of B.A./B.Sc./B.Com. 6<sup>th</sup> Semesters (Non CBCS) Examinations 2021 & B.A./B.Sc./B.Com. 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semesters (Non CBCS) Backlog Examinations 2021 to be held in August-September 2021 will take place as per following schedule:

Activation of Online Examination Portal Link	5 <sup>th</sup> August 2021(6PM)
Last date for Online Submission & Payment of Exam Fee (Without Fine)	10 <sup>th</sup> August 2021 (4PM)
Last date for Online Submission & Payment of Exam Fee (With Fine)	12 <sup>th</sup> August 2021 (4PM)

The Student has to Pay Online Following Examination Fee at the time of Exam form fill up:

**1. Examination Fee for the students admitted in 2016 or earlier for appearing BA/BSc/BCom 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester Backlog Examination 2021 :**

Exam Title	Amount (in Rs)	
	General	Major
2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester B.A./B.Com./B.Sc. Exam (Backlog for more than One Paper)	1250/-	1425/-
2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester B.A./B.Com./B.Sc. Exam (Backlog Single Paper)	1100/-	1100/-

**2. Examination Fee for the students admitted in 2017 or later for appearing BA/BSc/BCom 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester Backlog Examination 2021**

Exam Title	Amount (in Rs)	
	General	Major
2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester B.A./B.Com./B.Sc. Exam (Backlog for more than One Paper)	1600/-	1800/-
2 <sup>nd</sup> /4 <sup>th</sup> /6 <sup>th</sup> Semester B.A./B.Com./B.Sc. Exam (Backlog Single Paper)	1500/-	1500/-
2 <sup>nd</sup> /4 <sup>th</sup> B.A./B.Com./B.Sc. Exam (Backlog for more than One Paper)*	900/-	1100/-
2 <sup>nd</sup> /4 <sup>th</sup> B.A./B.Com./B.Sc. Exam (Backlog Single Paper)*	800/-	800/-

\* Examination Fee for the students admitted in 2018

**3. Examination Fee for 6th semester BA/BSc/BCom Regular Examination 2021**

Title	Amount (in Rs)	
	General	Major
6th semester BA/BSc/BCom Regular Students Domicile from Assam	450/-	450/-
6th semester BA/BSc/BCom Regular Students Non-Domicile from Assam	900/-	1100/-

**NB. Fine for late submission of Examination form: Rs. 300/-**

The following Instructions may kindly be noted while submitting the documents for the Examinations:



**Instructions for Online Examinations Form filling up  
for B.A./B.Sc./B.Com. 6<sup>th</sup> Semesters (Non CBCS) Regular Students &  
B.A./B.Sc./B.Com. 2<sup>nd</sup> ,4<sup>th</sup> & 6<sup>th</sup> Semesters (Non CBCS) Backlog Students**

The Students are requested to follow the below mentioned steps at the time of Online Examination Form Fill-up:

1. Please visit the Digboi College website [digboicollege.edu.in](http://digboicollege.edu.in) and click the **Online Examination Portal** in the **COLLEGE SERVICES** Section for log-in and registration.
2. Please go through the detail Instructions in the portal very carefully before students LOG IN in the Online Examination portal.
3. Please register yourself into the web portal using your current Gmail account. If you do not have a Gmail account, please create a new one by visiting the Gmail page and then only proceed to the next steps.
4. Update and validate your Mobile No. using System OTP.
5. Select and Update your Gender
6. On successful submission, a user account will be created to log-in to the web portal. Your Gmail address shall be the user name for the web portal.
7. Now log-in to the web portal and read the Instruction Page very carefully.
8. Click on **Regular** in **Mode of Education** and continue
9. Click on **Apply** in **Regular/Backlog Examination B.A./B.Sc./B.Com.(2nd, 4th and 6th Semester) NON-CBCS**
10. (a) Enter your details in the concerned boxes in the Online Application Form  
(b) Upload **Photo, Signature and Mark sheet** (for **Backlog student upload Mark sheet having back in subject** and for regular students upload Mark sheet of previous semester)  
(c) After completion of filling up submit your online form.
11. Please wait for the Verification Status from your college.
12. When you get Verification Status about your Examination Form through your registered email or mobile phone SMS or application status under Online Examination portal (in the Digboi College website) after login with same email, please proceed accordingly.
13. Finally, pay your fees by **clicking the Pay Now button** in the web portal.
14. **Please remember your Examination form is considered to be finally submitted only when the Examination fee is successfully paid and Acknowledgement Slip is generated with "SUCCESS" Status. After final submission, any information in the Form cannot be modified. However, you can download or printout the Examination Form or Acknowledgement Slip for future reference.**  
**(Candidates are advised not to wait till the last date for applying and fee payment.)**
15. Please download the Receipt generated by the system for future references.

  
**Principal**  
Digboi College, Digboi  
Principal  
Digboi College