



OFFICE OF THE CONTROLLER OF EXAMINATIONS: SIBSAGAR UNIVERSITY

NOTIFICATION

No. SU/COE/EX/UG/25/133

Date: 30/10/2025

Sub: Regarding Form Fill up of B.A/B.Sc. 1st, 3rd and 5th Semester Backlog Examinations (Non-NEP), 2025

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for **B.A./BSc 1st, 3rd and 5th Semester Backlog Examinations, 2025** of Sibsagar University 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 University Website to find the Online Portal in the Student's Corner.
2. Enter the mobile no. and the password used at the time of registration for log-in. The student may contact the Dean, Students' Welfare, Sibsagar University for any log-in related issues.
3. 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.
4. Save the Examination Form by clicking the Save button by paying the requisite fees.
5. *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, 3rd and 5th Semester Backlog Examinations, 2025** should be followed by the students:

1. Portal for submitting online examination forms by the students for appearing into the 1 st , 3 rd and 5 th Semester Backlog Examinations, 2025 shall be activated in the Student's Corner Section by the University from		01.11.2025
2. Last Date for submission of online Examination forms without late fine		05-11-2025
3. Last Date for submission of online Examination Forms with late fine		06-11-2025 (For Students)
Fee for Backlog Examinations	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/-

Rupam

NOTE:

- The students should keep the auto-generated Acknowledgement receipt at their safe custody for future reference.
- Students may contact **Academic Registrar/ Dean, Students' welfare**, Sibsagar University for any discrepancy in their Paper(s) related to their concerned Examination
- No change (**especially the change of Subject**) shall be allowed in the examination forms of students once it is submitted **ONLINE**.
- For any issue, related to **ONLINE PAYMENT**, Students may contact **Mr. Lekhak Hazarika**, Accountant, Sibsagar University.

sd/r
(Dr. Rupam Kr. Gogoi)
Controller of Examinations(i/c)
Sibsagar University
Assam, Pin: 785665

Copy to:

1. The OSD, Honorable Vice Chancellor, Sibsagar University
2. The Registrar, Sibsagar University
3. The Academic Registrar i/c, Sibsagar University
4. The Dean, Student Welfare i/c, Sibsagar University
5. The Deputy Controller of Examinations i/c, Sibsagar University
6. FAO, Sibsagar University
7. All Heads of Departments, with a request to inform students about this notification
8. HA, Sibsagar University
9. Office File
10. Notice Board

Rupamkr
30.10.25
(Dr. Rupam Kr. Gogoi)
Controller of Examinations(i/c)
Sibsagar University
Assam, Pin: 785665
Controller of Examinations (i/c)
Sibsagar University
Sibsagar *RR.*