OFFICE OF THE CONTROLLER OF EXAMINATIONS: SIBSAGAR UNIVERSITY

Notification

No. SU/EX/CON/PG,B.Ed/II & IV/2026/186 **Date: 13-11-2026**

Sub: ***Regarding Form Fill-up for the M.A./M.Sc. 1st Semester (Backlog) and 3rd Semester (Regular and Backlog); LLM/MBA/MCA 1st Semester (Backlog)and 3rd Semester(Regular and Backlog); and B.Ed. 1st Semester (Regular and Backlog) and 3rd Semester (Regular) Examinations, 2026.***

It is hereby notified for information of all concerned that the web portal for filling up Examination Form for M.A./M.Sc. 1st Semester (Backlog) and 3rd Semester (Regular and Backlog); LLM/MBA/MCA 1st Semester (Backlog)and 3rd Semester(Regular and Backlog); and B.Ed. 1st Semester (Regular and Backlog) and 3rd Semester (Regular) Examinations, 2026. 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 University Office for any log-in related issues.
3. If the password is forgotten, **please contact the University Office to retrieve the password.**
4. Students need to select the right Optional Course(s) regarding **REC/DSE / OPEN ELECTIVE/AEC** course if there is any in their course.
5. Students having Backlog paper(s), needs to select: Exam Type → Regular having Backlog→Single paper / More than one paper
6. Submit Examination Form (Regular) and then select Backlog papers and pay Examination Fee.
7. Save the Examination Form by clicking the Save button by paying the requisite fees.
8. ***Please take a print-out of the Receipt generated by the system for future references.***

The instructions as laid down hereunder pertaining to M.A./M.Sc. 1st Semester (Backlog) and 3rd Semester (Regular and Backlog); LLM/MBA/MCA 1st Semester (Backlog)and 3rd Semester(Regular and Backlog); and B.Ed. 1st Semester (Regular and Backlog) and 3rd Semester (Regular) Examinations, 2026 should be followed by the students:

Rupamtni
13.11.26

1. Portal for submitting online examination forms by the students for appearing into **M.A./M.Sc. 1st Semester (Backlog) and 3rd Semester (Regular and Backlog); LLM/MBA/MCA 1st Semester (Backlog)and 3rd Semester(Regular and Backlog); and B.Ed. 1st Semester (Regular and Backlog) and 3rd Semester (Regular) Examinations, 2026** shall be activated in the Student's Corner Section by the University from:		**14-11-2026**
2. Last Date of submission of online Examination forms without late fine		**19-11-2026**
3. **Last Date of submission of online Examination Forms with late fine**		**20-11-2026**
3. Fees to be paid by the students through **ONLINE** mode only		
a. Examination Fee		**Rs. 650/-**
b. Marksheet Fee		**Rs.150/-**
c. Centre Fees		**Rs. 400/-**
d. Practical Examination/ Dissertation/ Project Fee		**Rs. 500/-**
e. Practical Examination and Dissertation Fee Or Practical Examination and Project Fee		**Rs. 1000/-**
f. Fine for late submission of Examination Form **(if applicable)**		**Rs. 500/-**
g. 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 may contact **Academic Registrar/ Dean, Student's 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 approved **ONLINE.**
- For any issue, related to **ONLINE PAYMENT,** Students may contact **Mr. Lekhak Hazarika**, Accountant, Sibsagar University.

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

Controller of Examinations (i/c)
Sibsagar University
Sivasagar

Copy to:

1. The 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. All Heads of Departments, with a request to inform students about this notification
7. FAO, Sibsagar University
8. HA, Sibsagar University
9. Office File
10. Notice Board

(Dr. Rupam Kr. Gogoi)
Controller of Examinations(i/c)
Sibsagar University
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