



ASSAM UNIVERSITY, SILCHAR
EXAMINATION BRANCH
NOTIFICATION

In course of scrutiny of application forms for registration of students, the following type of discrepancies have come to light:-

- i) Admission/Continuation/Persuasion in/ of two regular courses simultaneously which is against the provision of University Ordinance/Regulations.
- ii) Admission in full time/regular courses without proper Leave Order and No Objection Certificate (N.O.C) by serving/ in service candidates. At present, all courses of the University including Law & B.Ed courses are conducted in Day Time and the concepts of Night College/Night Class do not exist now. So without proper Leave Order, no in service candidate can take admission and pursue a regular course.

The matters have been viewed very seriously by the University authority and it has been decided to notify the following instructions for information and necessary action by all concerned.

- a) No student shall be allowed to pursue two regular courses simultaneously or to take admission in a new course while continuing another course in regular mode.
- b) For all regular courses requiring attendance of students/scholars, proper Leave Order and No Objection Certificate (N.O.C) from the employers shall be submitted by the in service/ serving candidates at the time of admission.
- c) All Head of Departments/Principals shall take necessary action to incorporate the above guidelines prominently in prospectus of respective courses.

This is for strict compliance by all concerned.

This is issued with approval of the Vice-Chancellor

(Dr. S. Dutta Roy)
Controller of Examinations

No:- AUE-R/2016(Part)/COX2016-153/**516**

Dt. 01/07/2016

Copy for information and necessary action to:-

- 1) Professor-in-charge, Assam University, Diphu Campus.
- 2) All Deans of schools.
- 3) Registrar/Finance Officer/Director CDC/Director, I.Q.A.C
- 4) All Heads of Departments AUS/AUDC.
- 5) Principals of all affiliated/Permitted Colleges under Assam University, Silchar
- 6) Director Computer Centre within request to kindly upload the Notification in the University website.
- 7) All Officers, AUS/AUDC.
- 8) All Sections.
- 9) File.

Joint Registrar (PG & PR)



ASSAM UNIVERSITY
(A Central University)

Ph. No : 03842 – 270854, 270908
E mail : au.regn2016@gmail.com
Website: www.aus.ac.in

No : AUE-R/NOTIFICATION/ 2010/477

Date : June 15, 2016

NOTIFICATION

It is notified for information of all concerned that the last date for submission of application form for Registration in respect of the students admitted during the session **2016-2017** in the affiliated / permitted Colleges under Assam University, Silchar has been fixed as per details given below:

Last date for submission of Forms without fine at the Office of the Controller of Examinations, AUS, by the College	Aug. 31, 2016
Last date for submission of Forms with fine @ ₹ 500/- per student, at the Office of the Controller of Examinations, AUS, by the College	Sept. 15, 2016

The following procedure is to be followed during submission of the Forms:

1. The application form for Registration should be submitted as per format only in **both side of foolscap size paper**.
2. All columns of the Forms should be filled up by the students distinctly in **his / her** own hand writing and in **CAPITAL** letters only.
3. Copy of **self attested (full signature) Admit Cards, Mark Sheets, Registration certificates & Pass Certificates** of **H.S.L.C.** onwards must be submitted along with the application form.
4. **Name should be written in the application form as per name recorded in the HSLC Mark sheet / Certificate. In case there is discrepancy in name as recorded in HSLC documents and actual name, HSLC documents may be got corrected before applying for Registration with the university. In no way, the name of the candidate shall be modified.**
5. Migration Certificate in **original** must be submitted in case of the students who have passed from Board / Council / University other than **AHSEC / ASCTE**.
6. Appropriate Gap Certificate issued by the **Principal of the college / school last attended by the concerned student or Head of any recognized Educational Institution** must be submitted in case of the students admitted with an intervening gap between the last examination passed / appeared and the year of admission in the present course.
7. **Forwarding / Covering letter** must be submitted and supported with a **statement** of the students (Stream wise) as per Proforma enclosed. **The name should be arranged in alphabetic order stream wise. In the same alphabetic order examination form may also be arranged and statement prepared subsequently.**
8. **It is observed that in the past that a number of students submitted fake mark sheet / certificate / certificate from fake board / council etc. All concerned are requested to scrutinize the documents properly before forwarding the same to the University. In such cases, the admission shall be treated as cancelled with immediate effect. Further, appropriate action shall be initiated against such students.**

Besides above, the following points may also be noted before forwarding Registration Forms.

- a) Application forms for Registration of all the students admitted in the **1st Semester** should be submitted in one lot along with **Registration Fee** of ₹ 300/- per student. The number of students listed in the statement should tally with the number of forms forwarded and amount of fees remitted. **Fees may be collected by the College and the entire amount may be remitted in a single Bank Draft of SBI / UCO Bank. The Draft may be prepared in favour of Assam University, Silchar.**

P.T.O.

- b) Filled in Registration form complete in all respect should reach the Examination Branch (Registration Section) of Assam University in a lot. Application submitted in batches creates problem in processing and in allotment of Registration Number. Hence it is advised to send all the forms in a single lot. Incomplete application and application of the candidate(s) who did not submit the complete documents should not be forwarded to this Office.
- c) For any discrepancy in Registration Certificate(s), **Principal of the concerned College** may return the same in a lot within **one month** from the date of issue for necessary correction along with required documents. Application for correction of Registration Certificate submitted after **one month** must be supported by a fee of ₹ 100/- for each certificate. Relevant documents should also be submitted in support of correction sought.
- d) All correspondence related to students Registration should be from the **Principal of the concerned Colleges**. Candidate should be advised not to resort to direct correspondence or persuasion for the Registration Certificate in the University.
- e) It should be ensured that the Registration Forms are forwarded as per intake capacity. For any problem that arises due to issue of Registration Certificate more than the intake capacity, the concerned College will be responsible.
- f) **Mark-sheets of the third semester examinations and onwards of all courses shall be kept withheld in case of those student(s) who are not registered with this University.**
- g) The application form for Registration, Migration and Duplicate Registration Certificate are available in the university website (www.aus.ac.in), college / student concerned may download the form from the website.
- h) *Migration & Duplicate Registration Certificate Fee is ₹ 300/- w.e.f. 01.08.2008*

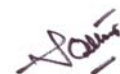
All concerned are requested kindly to adhere to the above strictly. Co-operation from all concerned is solicited to streamline the Registration of the students.



(S. Dutta Roy)
Controller of Examinations

Copy for information and necessary action to:

1. Registrar, AUS
2. Director, C.D.C, AUS
3. Principal of all affiliated / permitted Colleges under Assam University, Silchar (including all B. Ed Colleges, Law Colleges)
4. P.S. to V Cs for kind information of the Vice-Chancellor
5. File.



Controller of Examinations



ASSAM UNIVERSITY
(A Central University)

E mail : au.regn2016@gmail.com
Website: www.aus.ac.in

No : AUE-R/NOTIFICATION/ 2010/476

Date : June 15, 2016

NOTIFICATION

It is notified for information of all concerned that the last date for submission of application form for Registration in respect of the students admitted during the session **2016-2017** in the PG / UG Department of Assam University, Silchar has been fixed as per details given below:

Last date for submission of Forms without fine at the Office of the Controller of Examinations, AUS, by the dept.	Sept. 30, 2016
Last date for submission of Forms with fine @ ₹ 500/- per student, at the Office of the Controller of Examinations, AUS, by the dept.	Oct. 31, 2016

The following procedure is to be followed during submission of the Forms:

1. The application form for Registration should be submitted as per format only in **both side of foolscap size paper**.
2. All columns of the Forms should be filled up by the students distinctly in **his / her** own hand writing and in **CAPITAL** letters only.
3. Copy of **self attested (full signature) Admission Fee receipt, Admit Cards, Mark Sheets, Registration certificates & Pass Certificates** of H.S.L.C. onwards must be submitted along with the application form.
4. Name should be written in the application form as per name recorded in the HSLC Mark sheet / Certificate. In case there is discrepancy in name as recorded in HSLC documents and actual name, HSLC documents may be got corrected before applying for Registration with the university. In no way the name of the candidate shall be modified.
5. Migration Certificate in original must be submitted in case of the students who have passed from Board / Council / University other than **AHSEC / ASCTE**.
6. Appropriate Gap Certificate issued by the **Principal of the college / school last attended by the concerned student or Head of any recognized Educational Institution** must be submitted in case of the students admitted with an intervening gap between the last examination passed / appeared and the year of admission in the present course.
7. **Forwarding / Covering letter** must be submitted and supported with a **statement** of the students (course wise) as per Proforma enclosed. **The name should be arranged in alphabetic order course wise. In the same alphabetic order examination form may also be arranged and statement prepared subsequently.**
8. **It has been observed that in the past that a number of students submitted fake mark sheet / certificate / certificate from fake board / council etc. All concerned are requested to scrutinize the documents properly before forwarding the same to the Examination department. In such cases, the admission shall be treated as cancelled with immediate effect. Further and appropriate action shall be initiated against such students.**
9. Application form for Registration in respect of all foreign students should be accompanied with **student Visa / Tourist Visa** (whichever is applicable) and other required documents in addition to documents required for Registration with the university.
10. No application form for Registration will be accepted in respect of students who have not obtained Migration Certificate from his / her earlier institution within 31/10/2016. Cases of such students will only be entertained if it is accompanied with prior permission from competent authority for late acquiring / submission of Migration Certificate.

P.T.O.

Besides above, the following points may be noted before forwarding Registration Forms.

- a) Application forms for Registration of all the students admitted in the **1st Semester** should be submitted in one lot along with **admission fee receipt of each student**. The number of students listed in the statement should tally with the number of forms forwarded.
- b) **Filled in Registration form complete in all respect should reach the Examination Branch (Registration Section) of Assam University in a lot. Application submitted in batches creates problem in processing and in allotment of Registration Number. Hence it is advised to send all the forms in a single lot. Incomplete application and application of the candidate(s) who did not submit the complete documents should not be forwarded to this Office.**
- c) For any discrepancy in Registration Certificate(s), **Head of the concerned department** may return the same in a lot within **one month** from the date of issue for necessary correction along with required documents. Application for correction of Registration Certificate submitted after **one month** must be supported by a fee of **₹ 100/-** each certificate. Relevant documents should also be submitted in support of correction sought.
- d) All correspondence related to students Registration should be from the **Head of the concerned department**. Candidate should be advised not to resort to direct correspondence or persuasion for the Registration Certificate in the Examination department.
- e) It should be ensured that the Registration Forms are forwarded as per intake capacity. For any problem that arises due to issue of Registration Certificate more than the intake capacity, the concerned department will be responsible.
- f) **Mark-sheets of the third semester examinations and onwards of all courses shall be kept withheld in case of those student(s) who are not registered with this University.**
- g) The application forms for Registration, Migration and Duplicate Registration Certificate are available in the university website (www.aus.ac.in), department / student concerned may download the form from the website.
- h) **Migration & Duplicate Registration Certificate Fee is ₹ 300/- w.e.f. 01.08.2008**

All concerned are requested kindly to adhere to the above strictly. Co-operation from all concerned is solicited to streamline the Registration of the students.

This is issued as per approval of the competent authority.



(S. Dutta Roy)
Controller of Examinations

Copy for information and necessary action to:

1. Dean of all schools.
2. Registrar, AUS
3. Head of all departments (AUS/AUDC)
4. Director, Computer Centre with a request to upload the notification in the university website
5. P.S. to V C for kind information of the Vice-Chancellor
6. File.
- 7.



Controller of Examinations

