



No : AUE-R/NOTIFICATION/2020/1003

Date : January 10, 2022

NOTIFICATION

It is notified for information of all concerned that the date for On-line Registration of students admitted during the session **2021-22** in the **TDC & Professional** courses in different **Permitted/Affiliated Colleges** under Assam University, Silchar has been fixed as per details given below:

Website: www.ausexamination.ac.in/admission

Description	From	To
Date of Registration without fine **	Jan 11, 2022	Jan 31, 2022
Date of Registration with fine @ ₹ 500/- per student	Feb 01, 2022	Feb 07, 2022
Verification of Registration (To be done by the Colleges through the new software)	Jan 11, 2022	Feb 09, 2022
Generation of Provisional Registration (To be done by the Examination Department)	Feb 09, 2022	Feb 10, 2022
Subject Allocation to be done by the Colleges (1 st Semester)	Feb 12, 2022	Feb 19, 2022
Subject Allocation to be done by the Colleges (3 rd and 5 th Semester)	Jan 17, 2022	Feb 19, 2022
Internal/Sessional marks entry to be done by the colleges	Feb 21, 2022	Feb 28, 2022
Last date of submission of application form alongwith all documents by the Colleges within February 28, 2022		


**** Affiliated/Permitted colleges which have not used the Admission portal for admission for session 2021-22, shall ensure that their students have to complete New Registration in Admission portal by 20th Jan, 2022 positively.**

Guidelines for Registration:

- 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.*
- Migration Certificate in **original** must be submitted in case of the students who have passed from Board / Council / University other than **AHSEC / ASCTE**. In case of **on-line Migration Certificate**, student will have to submit:
 - An undertaking on non-judicial stamp paper of **Rs. 50/-** to the effect that the university issues only on line Migration Certificate and no Off line Migration Certificate (Hard Copy) is issued by the said University. Further he / she **has not used / will not use** this Migration Certificate for admission to any other university / institute simultaneously.
 - On line Migration Certificate verified and certified by concerned Head of the department.
- 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.
- No Objection Certificate (**NOC**) from employer shall be submitted by students who are employed in any Govt./Private Organisation/Institution.
- Fees for Registration is **Rs. 300/-** per student and **Late Fine Rs. 500/-** per student to be paid On-line.
- It is observed that in the past a good number of students submitted fake mark sheet / certificate / certificate from fake board / council etc. All concerned are requested to scrutinize the documents carefully and properly before forwarding the same to the Controller of Examination. In such cases, the admission shall be treated as cancelled with immediate effect. Further, appropriate action shall be initiated against such students.**


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7. *Students will be required to apply for registration during the stipulated period, as indicated above, for the purpose. Failure to apply in time will lead to cancellation of admission and debarment of the concerned student from appearing in the semester examinations.*
- i) *Student with Provisional Registration No. may appear 1st and 2nd semester examinations. Result of 2nd semester examination of those students who are not formally registered with the university, will not be declared/ will be kept withheld, even though Provisional Registration No. is generated and received by concerned student.*
 - ii) *Students without formal Registration will not be allowed to appear examination from 3rd semester onwards. As regards Diploma courses, they will not be allowed to sit for examination from 2nd semester onwards.*
 - iii) *In case of MPhil/PhD scholar with provisional Registration will be allowed to appear course work examination, but this result will be kept withheld till formally registered with the University.*
8. It should be ensured that the Registration Forms are forwarded as per intake capacity only. For any problem that arises due to issue of Registration Certificate more than the intake capacity, the concerned college will be responsible.
9. After necessary processing, Registration certificate will be issued & forwarded to the respective colleges. 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 be submitted in support of correction sought.
10. All correspondence related to students Registration should be from the **Principal of the concerned college**. Candidate should be advised not to resort to direct correspondence or persuasion for the Registration Certificate with the Examination Dept.
- All concerned are requested kindly to adhere to the above strictly. Co-operation from all concerned is solicited to streamline the system of Registration of the students.


(S. Dutta Roy)
Controller of Examinations

Copy for information and necessary action to:

1. Registrar, AUS.
2. Director College Development Council for information.
3. Principal of all the permitted/affiliated college for necessary action.
4. Director, Computer Centre with a request to upload the notification in the university website.
5. System Analyst for uploading in the Examination Portal.
6. P.S. to VC for kind information of the Vice-Chancellor.
7. File.


Controller of Examinations

Procedure for Registration of students to Assam University under new system

- A) Steps for Registration of students with Assam University under new system in the following cases:
- I. Affiliated/permitted colleges which have used the portal <https://www.ausexamination.ac.in/admission> FOR ADMISSION FOR THE SESSION 2021-2022.
 - II. The ADMISSION DATA of the affiliated/permitted college for the session 2021-2022 is already entered using front end(by individual student) or by BACKEND by the respective colleges:

Process:

1.The student will login into the system from "APPLICANT LOGIN" available in <https://www.ausexamination.ac.in/admission> using the APPLICATION NO. (created at the time of admission or front end entry or backend entry) as user id and the password. If the individual forgets the password, then it can be reset using "FORGET PASSWORD" option.

2.Click on the " REGISTRATION PAYMENT" and follow the steps and pay the requisite amount through the payment gateway using preferred RUPAY DEBIT CARD or INTERNET BANKING OR CREDIT CARD.

This completes the registration process.

NOTE: At this stage a new user id will be created, from where the student can apply for enrolment, can download the admit card, can view and download the marksheets, can apply for migration and convocation after login into <https://www.ausexamination.ac.in> using "STUDENT LOGIN".

If any student fails to complete the registration process after creating the new ID and password, he/she has to complete the process by login to <https://www.ausexamination.ac.in> using new user id and password .

- B) Steps for Registration of students with Assam University under new system, WHERE AFFILIATED/PERMITTED COLLEGES DID NOT USE THE PORTAL <https://www.ausexamination.ac.in/admission> FOR ADMISSION FOR THE SESSION 2021-2022:

Process:

1. The student are required to login into <https://www.ausexamination.ac.in/admission> using "APPLICANT LOGIN" and fill up the form accordingly. At this stage no amount is required to pay by the individual. Before starting the form fill up, the candidate should have the scan copy of the following documents. The size of each document should not exceed 2MB. The format of the scanned documents should be ".jpg".

PHOTO, SIGNATURE, 10TH LEVEL ADMIT CARD, BOTH SIDE OF 10TH LEVEL MARKSHEET, 10TH LEVEL CERTIFICATE, BOTH SIDE OF 12TH LEVEL MARKSHEET, 12TH LEVEL CERTIFICATE, GAP CERTIFICATE, MIGRATION (IF ANY), CASTE CERTIFICATE(IF ANY), BPL CERTIFICATE(IF ANY), DOCUMENTS RELATED FEE WAIVER SCHEME OF ASSAM GOVT(IF ANY).

2. The colleges should "APPROVE" and "VERIFY" all these applications. After the completion of the APPROVAL process, the "REGISTRATION PAYMENT" option will be visible in "APPLICANT LOGIN" of <https://www.ausexamination.ac.in/admission>.

The student should follow the steps mentioned under "A" above after the COMPLETION of the PROCESS of "APPROVAL " and "VERIFY" by the respective colleges.

Process of APPROVAL and VERIFY (by the colleges):

1. The college will Login to the system through "COLLEGE LOGIN" using user id and password . Use the same user id and password as that of the examination portal.
2. Click on COURSE WISE APPLICATIONS->APPLICATIONS->VIEW AND VERIFY->SELECT "APPROVE" ->THEN ENTER THE CLASS ROLL NO->CLICK ON VERIFY. This completes the "APPROVAL PROCESS".