No : AUE-R/NOTIFICATION/ 2010/1480   **Date : August 20, 2019**

N O T I F I C A T I O N

It is notified for information of all concerned that the last date for submission of on-line application for Registration in respect of the students admitted during the session **2019-2020** in the PG / UG department of Assam University, Silchar has been fixed as per details given below:

SI No.	Description	From	To
01	Date for submission of Forms without fine	22.08.2019	21.09.2019
02	Date for submission of Forms with fine @ ₹ 500/- per student	22.09.2019	18.10.2019
03	Verification of Registration (To be done by the deptt. through the **new software**)	22.08.2019	22.10.2019
04	Generation of Provisional Registration (To be done by Examination Deptt.)	23.10.2019	26.10.2019
05	Last date of submission of copies of application form along with all documents and Original Migration Certificate by the Deptt. to the Examination Deptt.	05.11.2019	
06	Allocation of subject (To be done by the student or Deptt. through the **new software**)	29.10.2019	11.11.2019
07	Entry of Sessional marks (through the **new software**)	12.11.2019	20.11.2019
08	Enrolment for end sem examination to be done by the student (through the **new software**)	21.11.2019	30.11.2019
09	Verification of Exam form to be done by the Deptt. (through the **new software**)	21.11.2019	02.12.2019

Guidelines for Registration:

1. The application form for Registration should be submitted as per format only.

2. All columns of the Forms should be filled up by the students distinctly in **CAPITAL** letters only.

3. *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.*

4. 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.

5. 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:

    i) 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 university / institute simultaneously.
    ii)
    iii) On line Migration Certificate verified and certified by the Principal of his / her College.

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.

P.T.O.

7. Fees for Registration @ **Rs. 300/-** per student (with fine **Rs. 800/-** per student) shall be deposited on line individually through payment gate way.

8. *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 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.*

9. *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.*

10. 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 department will be responsible.

11. After necessary processing, Registration certificate will be issued & forwarded to the respective deptts. 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/-** for each certificate. Relevant documents should be submitted in support of correction sought.

12. 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 University.

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.

(Dr. 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. System Analyst Exams Branch for uploading the notification in the examination website.
6. P.S. to V Cs for kind information of the Vice-Chancellor
7. File.

Controller of Examinations