



**No : AUE-R/NOTIFICATION/2020/00134**

**Date : February 1, 2021**

**NOTIFICATION**

It is notified for information of all concerned that the date for submission of on-line application through [www.ausexamination.ac.in](http://www.ausexamination.ac.in) for Registration in respect of the students admitted during the session **2020-21** in the **PG Diploma/Certificate** courses in different **Department** under Assam University, Silchar has been fixed as per details given below:

Description	From	To
Date for submission of Forms without fine	<b>Feb 2, 2021</b>	<b>Feb 15, 2021</b>
Date for submission of Forms with fine @ ₹ 500/- per student	<b>Feb 16, 2021</b>	<b>Feb 20, 2021</b>
Verification of Registration (To be done by the Departments through the new software)	<b>Feb 2, 2021</b>	<b>Feb 21, 2021</b>
Generation of Provisional Registration (To be done by the Examination Department)	<b>Feb 21, 2021</b>	<b>Feb 22, 2021</b>
Last date of submission of application form alongwith all documents by the Department within	<b>Feb 25, 2021</b>	

**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 other university / institute simultaneously.
  - ii) On line Migration Certificate verified and certified by concerned Head of the department.
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. No Objection Certificate (**NOC**) from employer shall be submitted by students who are employed in any Govt./Private Organisation/Institution.
8. Fees for Registration is **Rs. 300/-** per student and **Late Fine Rs. 500/-** per student.
9. 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.

10. *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.*

11. 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.

12. After necessary processing, Registration certificate will be issued & forwarded to the respective departments. For any discrepancy in Registration Certificate(s), **Head of the concerned department/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.

13. All correspondence related to students Registration should be from the **Head of the concerned department/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. 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 for uploading in the Examination Portal.
6. P.S. to VCs for kind information of the Vice-Chancellor.
7. File.



Controller of Examinations