



No : AUE-R/NOTIFICATION/2020/1038

Date : November 14, 2024

NOTIFICATION

It is notified for information of all concerned that the date for On-line Registration of students admitted during the session **2024-25** in the **PG/B.Ed/LL.B** courses in different **Department/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	Nov 19, 2024	Dec 05, 2024
Date of Registration with fine @ ₹ 500/- per student	Dec 06, 2024	Dec 12, 2024
Verification of Registration(To be done by the Departments/Colleges through the new software)	Nov 19, 2024	Dec 12, 2024
Generation of Provisional Registration (To be done by the Examination Department)	Dec 13, 2024	
Last date of submission of application form alongwith all documents by the Department/College within Dec 30, 2024		

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.
 - Clause 2(i) and 2(ii) is not applicable for those students who are submitting online Migration Certificate downloaded from **DigiLocker**.
- While filling up the Registration form, student shall upload recent, clearly identifiable passport size photo. Normally no request for change of photo shall be entertained subsequently. However in exceptional cases if change is considered, student shall have to apply for correction/change of all the documents issued by the University.
- 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.
- In case of foreign student, copy of proper student VISA is required to be submitted.
- 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.

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.*

- 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.*

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 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.

12. 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. Principal of Haflong Govt. College.
5. Principal of all the affiliated B.Ed/Law college for necessary action.
6. Director, Computer Centre with a request to upload the notification in the university website.
7. System Analyst for uploading in the Examination Portal.
8. P.S. to VC for kind information of the Vice-Chancellor.
9. File.



Controller of Examinations