



OFFICE OF THE PRINCIPAL: DIGBOI COLLEGE

Memo No. Dig/Col/B.Voc./Exam./2021/01

Date: - 21/08/2021

ONLINE EXAMINATIONS FORM FILL-UP NOTICE

For B.Voc. 1 Semester Students

The **Online Examinations Form fill up** of B.Voc 1st Semester Examination 2021 to be held in September 2021 will take place as per following schedule:

Activation of Online Examination Portal Link	23 th August 2021(10 AM)
Last date for Online Submission & Payment of Exam Fee (Without Fine)	26 th August 2021 (4PM)
Last date for Online Submission & Payment of Exam Fee (With Fine)	28 th August 2021 (4PM)

The Student has to pay online Following Examination Fee at the time of Online Exam form fill up:

Exam Title	Amount (in Rs)
B.Voc.1 st Semester Exam 2021 for SMALL TEA GARDEN MANAGEMENT (STGM)	800/-
B.Voc.1 st Semester Exam 2021 for TOURISM & HOSPITALITY MANAGEMENT (THM)	800/-

NB. Fine for late submission of Examination form: Rs. 200/-

Instructions for Online Examinations Form filling up

The Students are requested to follow the below mentioned steps at the time of Online Examination Form Fill-up:

1. Please visit the Digboi College website digboicollege.edu.in and click the **Online Examination portal link** in the College Services Section for log-in and registration.
2. Please go through the detail Instructions in the portal very carefully before students LOG IN in the Online Examination portal.
3. Please register yourself into the web portal using your current Gmail account. If you do not have a Gmail account, please create a new one by visiting the Gmail page and then only proceed to the next steps.
4. Update and validate your Mobile No. using System OTP.
5. Select and Update your Gender
6. On successful submission, a user account will be created to log-in to the web portal. Your Gmail address shall be the user name for the web portal.
7. Now log-in to the web portal and read the Instruction Page very carefully.
8. Click on Examination Modes: **B.Voc. 1st Semester Examination**
9. (a) Enter your details in the concerned boxes in the Online Application Form (b) Upload **Photo** and **Signature** (c) After completion of filling up submit your online form.
10. Please wait for the Verification Status from your college.
11. When you get Verification Status about your Examination Form through your registered email or mobile phone SMS or application status under Online Examination portal (in the Digboi College website) after login with same email, please proceed accordingly.
12. Finally, pay your fees by clicking the Pay Now button in the web portal.
13. **Please remember your Examination form is considered to be finally submitted only when the Examination fee is successfully paid and Acknowledgement Slip is generated with "SUCCESS" Status. After final submission, any information in the form cannot be modified. However, you can download or printout the Examination Form or Acknowledgement Slip for future reference. (Candidates are advised not to wait till the last date for applying and fee payment.)**
14. Please download the Receipt generated by the system for future references.


Principal
Digboi College, Digboi
Principal, Digboi College