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OFFICE OF THE PRINCIPAL

MARGHERITA COLLEGE

(THE SPIRIT OF QUALITY AND EXCELLENCE)

Regd. No. 2094 of 1991-92

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(RE-ACCREDITED THIRD CYCLE BY NAAC)

Ref. No. MC/D.O.D.L./S.T.CENT/25/52

Date: 16/06/2025

Notification

This notice pertains to all learners enrolled under CDOE-DU (Margherita College Study Centre) for the session beginning January 2025. The course selection and examination form fill-up for U.G. and P.G. 1st semester programs have commenced in online mode through the SAMARTH portal.

The modus operandi for student course selection and examination form fill-up, along with related matters of CDOE-DU, will be maintained through the SAMARTH portal from the academic session 2024-25 (session beginning January 2025) onwards.

All concerned Learners are hereby informed to go through the instructions given in Annexure-I (for course registration/course selection if not done earlier) and Annexure-II (for examination form fill-up).

The exam form filling on CDOE SAMARTH portal is exclusively for the U.G. & P.G. 1st Semester Learners i.e. for the Academic Session 2024-25 (session beginning January 2025) onwards.

Note: It is to be noted that the last date of examination form fill-up is 20th June, 2025.

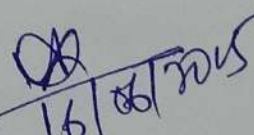
FEE STATEMENT

Exam	Exam Fee	Marksheet Fee	Centre Fee	Total
P.G. 1 st Semester (Regular)	1,600	150	250	2,000

Note: Fine of Rs. 300/- applicable for late submission of Examination form

Exam	Exam Fee	Marksheet Fee	Centre Fee	Total
U.G. 1 st Semester (General Course)	450	150	250	850
U.G. 1 st Semester (Major Course)	650	150	250	1,050

Note: Fine of Rs. 300/- applicable for late submission of Examination form


(Dr. Atonu Kakoty)
Principal
Margherita College
Margherita
Principal
Margherita College
Margherita




**OFFICE OF THE CONTROLLER OF EXAMINATIONS
DIBRUGARH UNIVERSITY :: DIBRUGARH :: ASSAM**

Annexure – I

**COURSE SELECTION PROCESS (IF THE COURSES ARE NOT SELECTED EARLIER)
STEPS TO BE FOLLOWED BY THE STUDENTS**

Step 1 → Login to Student Portal <https://dibru-cdoe.samarth.edu.in> with valid credentials.

Step 2 → After successful login, the student will be redirected to the dashboard. Then the students need to click on  button to navigate to next page. Click on “click here to select your courses to view/select the courses related to their respective programme.

Step 3 → After clicking on the “**Submit**” button, students will be able to preview the list of selected courses.

In that, Students can update their courses selection by clicking on  button.

Step 4 → Then, click on  button to finally submit the selected course.

Step 5 → A pop-up window will appear for confirmation of selected courses. On that, click on the “**OK**” button.

After successful completion of the course selection a new window will appear with the message that “**Courses submitted successfully**”.

Annexure - II

EXAMINATION FORM FILLING (AFTER SELECTION OF COURSES)

For Examination form filling students need to click on the “**Home**” button.

Step 1 → In a new window, examination form will appear and student needs to fill the following details:

- PWD Status (YES/NO) (Select Not Applicable)
- Disability Percentage (If YES)
- Need of scribe in the Examination (If YES)

Then click on the  button.

After successful completion of the Examination Form filling, students can download the examination form in the pdf format by clicking on the “**Print Application**” button located on the top right side of the student portal.

Link ABC Account to your Samarth Student (<https://dibru-cdoe.samarth.edu.in>) Portal

[Click here to Create/Link Your Academic Bank of Credits \(ABC\) Account](#)