

DULIAJAN COLLEGE

P.O. DULIAJAN – 786 602

Dist. Dibrugarh (Assam)

NAAC Re-Accredited (3rd Cycle) with B⁺ Grade

(Registered Under The Society Registration Act. XXI of 1860)

Registration No 279 of 1977 – 78 under Section 2(F) and 12(B) of the UGC Act, 1956

Website: www.duliajancollege.in, email id: duliajancollege@yahoo.com

Ref No. DC/ PO/Misc/2024/

Date: 04/09/2024

NOTICE

This is for information to all the concerned students of Degree 3rd Semester (FYUGP) for the session 2024-25 of Duliajan College, for changing/swapping major and minor courses/disciplines. The students need to login through dibru.samarthi.edu.in to complete the process. Further, students manual is attached below for completion of the process.

The process should be completed on or before 08/9/2024.

Enclosed: Students Manual

By Order/-

Principal

Duliajan College, Duliajan

J. Phalons
5/9/2024



Student Manual for Requesting a Discipline Change

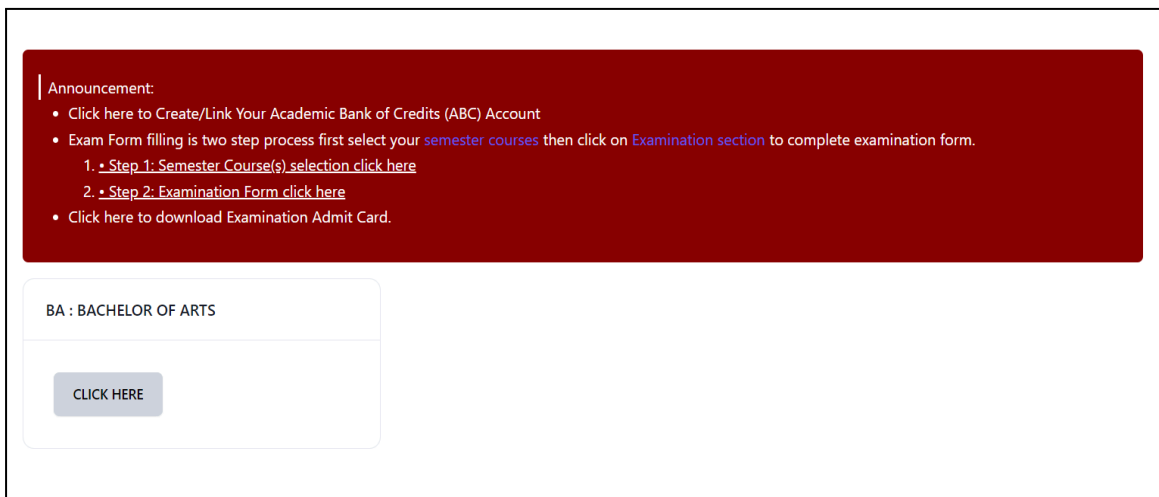
This guide provides an overview of the steps students need to follow to request a discipline change, as outlined below.

Step 1:

Students need to login to the institution student portal.

Step 2:

Student needs to click on the programme



The screenshot shows a dark red announcement box with the following text:

Announcement:

- Click here to Create/Link Your Academic Bank of Credits (ABC) Account
- Exam Form filling is two step process first select your [semester courses](#) then click on [Examination section](#) to complete examination form.
 1. • [Step 1: Semester Course\(s\) selection click here](#)
 2. • [Step 2: Examination Form click here](#)
- Click here to download Examination Admit Card.

Below the announcement is a white box containing the text "BA : BACHELOR OF ARTS" and a grey button labeled "CLICK HERE".

Step 3:

Students need to click on the "Change Discipline" button to initiate their discipline change. Please note that the visibility of this option is controlled by the institution's schedule.

BA : Bachelor of Arts

Name	DEMO	Enrolment Number	<input type="text"/>	Organizational unit (Government Funded College)	<input type="text"/> College
Level	BACHELOR	Examination Roll Number		Delivery Mode	Face to face
Admission (Year-Cycle)	2023-JULY	Admission Quota	<input type="text"/>	Discipline	Political Science Education
ABC ID	!! Action required click here to link/create your ABC Account	Eligibility Tag		Eligibility Tag Remarks	

Option to Change Discipline

Change Discipline

Step 4:

Students need to select the discipline request type and accept declaration.

Change Discipline Request

Student Details

Programme	BA : Bachelor of Arts	OU	i College
Student Name	<input type="text"/>	Enrolment Number	<input type="text"/>
Registration Number	<input type="text"/>	Date Of Birth	<input type="text"/>
Gender	Male		

Current Discipline Details as on 03-09-2024 03:50:09

Discipline Scheme	1 Major 1 Minor		
Discipline 1	Political Science (MAJOR)	Discipline 2	Education (MINOR)

Select Discipline Change Request Type

Swap Major And Minor

After approval, your discipline will be updated as Education(MAJOR) and Political Science(MINOR)
Major and Minor will be swapped after approval from college.

I declare that I have verified my selection. I will adhere to all the rules and regulations set by the University for the option I have selected.

Save and Preview

Step 5:

After clicking "Save and Preview," students can verify the request details and then submit the application. If you wish to modify any details, click on the "Edit Selection" button.

Review and Submit Discipline Change Request			
Student Details			
Enrolment Number		Student Name	
Registration Number	<input type="text"/>	Term	<input type="text"/>
Programme	BA : Bachelor of Arts	OU	College
Date Of Birth	<input type="text"/>	Gender	Male
Current Discipline Details			
Discipline 1	Political Science (MAJOR)	Discipline 2	Education (MINOR)
After Approval Discipline Details Will be Updated as			
Discipline Change Request Type	Swap Major And Minor	Discipline Scheme	1 Major 1 Minor
After approval, your discipline will be updated as Education(MAJOR) and Political Science(MINOR)			
Application Status	NOT-SUBMITTED		
Submit	Edit Selection		

Step 6:

Students can track the status of their discipline change request through the "Services" menu. To check the status, students need to click on "Discipline Change Management." and select a programme.

Dashboard	
<ul style="list-style-type: none">- Student<ul style="list-style-type: none">- Dashboard- Profile- Certificates- BA : Bachelor of Arts- Fee- Course(s) Selection- Upload Section- Services- Examination<ul style="list-style-type: none">- Registration- Hall Admit Card- Grade Card- Training & Placement<ul style="list-style-type: none">- Register- Available Seasons- Applied Seasons	<div><h3>Discipline Change Management</h3><p>Discipline Change Management</p><p>Click Here</p></div>