

SAMBALPUR UNIVERSITY



JYOTI VIHAR, SAMBALPUR (ODISHA)-768 019

No. 1611 /COE

Dated the, 28/9/2020

From

The Controller of Examinations

To

The Principals of colleges/HODs of PG departments affiliated to Sambalpur University

Sub.: Communicating with the University

Dear Sir/Madam,

In view of the extraordinary situation arising out of Covid-19 Pandemic and in order to expedite office procedures, Colleges/PG departments affiliated to Sambalpur University are requested to send all official letters via email to the email id of concerned section of office of CoE as given below. Emails sent to other sections/email id will not be entertained. Hardcopies of letters will neither be sent nor received, unless extremely necessary.

Moreover, grievances of students, if any, are to be routed through their principals of colleges/HODs of PG departments with an official letter and mailed to university as mentioned above.

Section	Dealing in	Email address	Officer in-charge
Examination Confidential-I	Publication of results and related works of +3 Art Honours & Pass Examination (Traditional & Semester)	soec-i@suniv.ac.in	ACOE-1 (acoep@suniv.ac.in)
Examination Confidential-II	Publication of results and related works of +3 Science/Commerce Honours & Pass Examinations (Traditional & Semester)	soec-ii@suniv.ac.in	
Examination Confidential-III	Publication of results and related works of Post-graduate, Ph.D., D.Sc., D.Litt., M.Phil., BPT, MBA(FM) Examinations	soec-iii@suniv.ac.in	
Academic-I	Preparation & distribution of Regulations and Syllabus of all courses and matters related to equivalence of courses.	soacd-i@suniv.ac.in	
Examination Confidential-IV	Publication of results and related works of B.Ed., M.Ed., LLB, BALLB, BCA, BJMC, BPED, MJMC Examinations.	soec-iv@suniv.ac.in	ACOE-2 (acoeg@suniv.ac.in)
Examination Confidential-V	Publication of results and related works of BBA, MBA, MBBS, Nursing, BHMS, BAMS, MDMS, BLIB, IRPM Examinations.	soec-v@suniv.ac.in	
Academic-II	Preparations & issue of Registration and Migration certificates	soacd-ii@suniv.ac.in	
Examination General-I	+3 Art/Science/Commerce Honours & Pass (Traditional) Examinations (Form fill-up, Examination Schedule, issue of Admit Cards etc.)	soeg-i@suniv.ac.in	A.R. (Examination) (arexam@suniv.ac.in)
Examination General-II	+3 Art/Science/Commerce Honours & Pass (Semester), B.Ed., LLB Examinations (Form fill-up, Examination Schedule, issue of Admit Cards etc.)	soeg-ii@suniv.ac.in	

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Examination General-III	All Post Graduate Examinations, MBA examinations, Ph.D. (Form fill-up, Examination Schedule, issue of Admit Cards etc.)	soeg-iii@suniv.ac.in	A.R. (Examination) (arexam@suniv.ac.in)
Examination General-IV	Preparation, issue, verification and transcript of Provisional-cum-Marksheet, Original Diploma and other certificates.	soeg-iv@suniv.ac.in	
Examination General-V	M.Ed., BALLB, BCA, BJMC, BPED, MJMC, BBA, BCA, BBA, MBBS, MDMS, Nursing, BHMS, BAMS, BLIB, IRPM Examinations (Form fill-up, Examination Schedule, issue of Admit Cards etc.)	soeg-v@suniv.ac.in	
Examination General-VI	Preparation, issue, verification and transcript of Marksheets. Distribution of college TR and blank answer books.	soeg-vi@suniv.ac.in	

By order of Vice-chancellor

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28/9/2020

Controller of Examinations

Dated the, 28/9/2020

Memo No. 1612 /COE

Copy to all Section Officers/Senior Officials of every section for information and necessary action. They are requested to keep their official email ids ready and operational. Moreover, they are requested to check their mailbox at least once a day and address to the letters received and do the needful as per rule.

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28/9/2020

Controller of Examinations

Memo No. 1613 /COE

Dated the, 28/9/2020

Copy to e-Governance Cell and UCC for information and necessary action. They are requested to provide infrastructural and knowledge support to the sections, where ever necessary. Further, the notification may be put in the web-site for wide circulation.

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28/9/2020

Controller of Examinations

Memo No. 1614 /COE

Dated the, 28/9/2020

Copy forwarded for information and necessary action

1. All Syndicate Members
2. P.A. to Vice-chancellor
3. P.A. to Registrar
4. Assistant Controller of Examinations/AR(Exam)/All Officers
5. Controller of Examinations Unit
6. University Computer Centre
7. Five (05) spare copies to COE unit.

Handwritten signature
28/9/2020

Controller of Examinations