



1. INTRODUCTION

Only small fraction of our population has the privilege of getting formal higher education. Young people belonging to economically weaker sections of the society are often compelled to take up jobs to support their families before completing their formal education. With a view to providing educational opportunities to such deprived students without institutional enrolment for regular study, the Sambalpur University decided to conduct separate examinations for private candidates. The examinations are scheduled in Sundays so that the candidates can take the examinations without disrupting their normal work-schedule and without having to take leave from their jobs. This being a time bound programme, the inherent functional delay in our system is avoided. Generally the candidates have to come to the University office several times in connection with their examinations. The present system is designed in such a way that, barring a few stray and exceptional cases, the candidates need not come to the University office at all, and all services are provided at their door steps. Above all, the programme is also expected to contribute towards development and augmentation of human resources.

Candidates are advised to read the instructions carefully and fill up all the enclosed forms in Capital Letters in their own handwriting and submit them as per instructions to avoid rejection. The University reserves the right to reject wrong incomplete forms.

2. ELIGIBILITY

Educational qualification and other eligibility conditions required to appear in different examination :

- a. +3 First University Examination : After one academic year of Passing the +2 Examination.
- b. +3 Second University Examination : After one academic year of appearance of +3 First University Examination. (Private stream, S.U.)



- c. +3 Final University Examination : After one academic year of appearance of +3 Second University Examination. (Private stream, S.U.)
- d. Part-I M.A. / M.Sc. Examination : Passed B.A./B.Sc./B.Com. or other equivalent examination from any recognised University. For M.A. Education the minimum eligibility condition is graduate with education as core subject.
- e. Part-I M.Com. Examination : Passed B.Com. or any equivalent degree / B.A. with Economics from any recognised University.
- f. Part-II M.A. / M.Sc. / M.Com. Examination : After one academic year of passing the Part-I M.A. /M.Sc./ M.Com. examination. (Private stream, S.U.)
- In case of unsuccessful candidates of Part - I Exam. or both Part-I and Part-II Examination, by separately filling the forms for each part. The candidate has to submit Part-I form along with Part - II form.
- g. Back paper Examination of +3 : After one academic year of appearance of the respective examination.
- h. Improvement Examination : M.A / MSc. M.Com.

**3. ISSUE OF APPLICATION FORM :**

Application forms can be obtained on Payment of Rs. 400/- in the shape of a crossed Bank Draft drawn in favour of the Programme Co-ordinator, Private Examination Cell, Sambalpur University payable at UCO Bank, Katapali (Code No. 0710) / State Bank of India, Jyoti Vihar, (Code No. 6672) or on cash payment in the counter of the Private Examination Cell, Sambalpur University during office hours.

4. SUBMISSION OF APPLICATION FORM :

Application form duly filled in along with the required documents as listed in Clause - 11 should be submitted to the **PROGRAMME CO-ORDINATOR, PRIVATE EXAMINATION CELL, SAMBALPUR UNIVERSITY, P.O. JYOTI VIHAR, PIN - 768019, SAMBALPUR**, on or before the scheduled date by Regd. Post or in Person (No. receipt will be issued).

It is the responsibility of the examinee to send the application form duly filled in along with the required documents sufficiently in advance. The authority of the University will neither be responsible for any postal delay nor entertain any query in this regard. Please note that **“INCOMPLETE APPLICATION FORMS WILL BE REJECTED, FEE ONCE DEPOSITED WILL NOT BE REFUNDED AT ANY COST.”**

5. CENTRES FOR EXAMINATION :

The examination will be conducted at the following places. The name of the centre allotted to a candidate will be indicated in the admit card.

**Examination Centres.****(Under Graduate & Post Graduate)**

1. Govt. (Auto) College, Bhawanipatna
2. Anchal College, Padampur
3. Govt. (Auto) College, Rourkela
4. P.G.Dept.of Jyotivihar
5. Sonapur College, Sonapur
6. D.A.V College, Titilagarh
7. Kuchinda College, Kuchinda
8. Jujumura College, Jujumura

Candidates are advised to select any three of the Examination Centres in order of preference and mention the same in the Application Form.

However, decision of the University to allot Examination Centre to the candidate would be final. No Change of Examination Centre will be entertained. The University reserves the right to abolish any of the centres mentioned above or open new centre, if necessary, without assigning any reason.

Dr. PM IASE, Sambalpur has been fixed as the centre to conduct Practical / Dissertation / Seminar for students appearing M.A. Education. The candidates are required to submit enrollment / completion certificate from Principal Dr. PM AISE, with regard to Practical / Dissertation / Seminar.

6. COMMENCEMENT OF EXAMINATION :

As per programme Provided separately (important events). The Examinations will be conducted only on SUNDAYS

7. PUBLICATION OF THE RESULTS :

- i. The results of Private Examination will be published ordinarily within two months from the last date of the examination. The result of the examination will be notified and will also be sent to the respective examination centres.



- ii. Provisional Certificate-cum-Marksheet of successful candidates of +3 Final and P.G. Part - II and statement of marks for +3 First. Second University, P.G. Part-I and failed candidates will be despatched to all candidates within 2 weeks of publication of result.

8. PHOTOGRAPH :

Enclosed two of your recent and identical passport size photographs along with the forms and paste one in the application form in the appropriate place (total three necessary). All the three photographs must be attested (on the front side) mentioning the full name of the candidate. The name of the attesting officer with official seal is also essential. Candidate are advised to keep an extra copy of attested photograph with them for use in duplicate Admit Card, if necessary.

9. ADMIT CARD :

Admit Card with Roll. No., Regd. No., name of the examination centre, detailed examination programme of the candidate with the signature of the Co-ordinator will be sent to the respective candidate by Under Certificate of Posting / Regd. Post / Speed Post. The candidates are advised to put their signature on the Admit Card in the presence of the Centre Superintendent on the first day of the Examination.

10. ISSUE OF DUPLICATE ADMIT CARD :

In case the applicant does not receive the Admit Card for the Examination before 15 days from the date of commencement of the particular exam., the candidate is advised to write to the Programme Co-ordinator giving the application number as reference. The candidate need not come to the University Office for this purpose. He/She should go to the First Examination centre opted by his/her and meet the Centre Superintendent, who will issue a duplicate Admit Card after receiving Rs. 20 (Rupees Twenty only), provided that the Centre Superintendent is satisfied. The Centre Superintendent will intimate the Private Examination Cell of the University about the issue of Duplicate Admit Card and return the unused blank Admit Cards, with a statement. No complaints will be entertained for non-receipt of Admit Card after the commencement of the examination.

**11. LIST OF DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM :**

The candidate should submit the following documents along with the application form. Please detach the Application Form, Acknowledgement Card and Registration Form from the Brochure and send them along with the documents mentioned below to the Programme Co-ordinator, Private Examination Cell, Sambalpur University, P.O. Jyoti Vihar, Dist. - Sambalpur, Pin - 768019.

All documents should be submitted in an envelope superscribed "DOCUMENTS" for the purpose. Original Certificate would be returned in due course.

DOCUMENTS REQUIRED (documents to be submitted as the case may be)

- a. H.S.C (or equivalent) Certificate in original
- b. Certificate of the qualifying examination (+2 in case of +3 First University Exam. and B.A./B.Sc./B.Com. in case of P.G. Part-I Exam. and graduation certificate for P.G. Diploma courses.)
- c. Caste Certificate in case of S.T. / S.C. candidates in original.
- d. Crossed Bank Draft for the amount as applicable. (Separate Bank Draft may be enclosed for each examination otherwise the form will be rejected).
- e. Cash receipt in original (Brochure fee) in case of purchase of Brochure from Private Examination Cell on Cash payment.
- f. Candidates appearing M.A. (Edn.) are to submit No Objection Certificate from Principal Dr. PM IASE, Sambalpur to conduct Practical/Dissertation/ Seminar along with the application form.
- g. Registration Certificate of Sambalpur University if registered earlier.
- h. Self Address Envelope 3 nos (size 11"X5") & one no. (size - 16" x 12")
Candidates who have already appeared +3 First University, +3 Second University or M.A./M.Sc./M.Com. Part - I Examination conducted



by the cell and have received the mark sheet for the same examination need not submit the documents other than the Bank Draft, Mark sheet, Admit Card and the Registration receipt in original, while applying for +3 Second, +3 Final, +3 Final (Back) or M.A./M.Sc./M.Com. Part-II Examination respectively.

A. +3 First University) Exam. Arts & Commerce

i.	Condonation of Attendance	Rs. 500.00
ii.	Centre Charges.	Rs. 500.00
iii.	Conduct of Examination :	
	General Candidates	Rs. 2000.00
	ST/SC Candidates	Rs. 1150.00
iv.	Examination Fee	Rs. 600.00.
v.	Registration Fee (if not registered)	
	a. Candidate passed from B.S.E.O & C.H.S.E. Orissa	Rs. 250.00
	b. Candidates passed from other University	Rs. 400.00
vi.	Marksheet (With Postal Charges)	Rs. 300.00

B. + 3 Second &Final University Exam. Arts & Commerce

i.	Centre Charges	Rs. 500.00
ii.	Conduct of Examination	
	General Candidate	Rs. 2000.00
	ST/SC Candidate	Rs. 1150.00
iii.	Examination Fee	Rs. 600.00
iv.	Marksheet (With Postal Charges)	Rs. 300.00

C. Part - I M.A./M.Sc./M.Com. Exam.

i.	Condonation of Attendance	Rs. 500.00
ii.	Centre Charges	Rs. 500.00
iii.	Conduct of Examination	

**INFORMATION BROCHURE**

	General Candidate	Rs. 2100.00
	ST/SC Candidate	Rs. 1400.00
iv.	Examination Fee	Rs. 600.00
v.	Registration Fee (If not registered)	
	a. Candidate passed from B.S.E.O & C.H.S.E. Orissa	Rs. 250.00
	b. Candidates passed from other University	Rs. 400.00
vi.	Marksheet (With Postal Charges)	Rs. 300.00
vii.	Practical/Seminar (M.A. Education)	1200.00

D. Part- II M.A./M.Sc./M.Com. Exam.

i.	Centre Charges	Rs. 500.00
ii.	Conduct of Examination	
	General Candidate	Rs. 2100.00
	ST/SC Candidate	Rs. 1400.00
iii.	Examination Fee	Rs. 600.00
iv.	Provisional Certificate cum-Mark Sheet (With Regd. Charges)	Rs. 500.00
v.	Dissertation (M.A. Education)	1200.00
vi.	Dissertation / Viva (M.A. Sociology)	1200.00

E. +3 Back Paper Examination.

i.	Centre Charges	Rs. 500.00
ii.	Examination Fee	Rs. 750.00
iii.	Conduct of Examination per paper	
	General Candidate	Rs. 500.00
	ST/SC Candidate	Rs. 350.00
	(incase of four or more than four paper, full fees (i.e. General Rs.2000/- & ST/SC Rs.1150/- are to be paid	
iv.	Marksheet for back paper	Rs. 300.00



F. M.A./M.Sc./M.Com. IMPROVEMENT EXAM.	
i. Centre Charges	
a) Only Part-I or Part-II	Rs. 600.00
b) Both Part-I and Part-II	1000.00
ii. Conduct of Examination for each paper	
General Candidate	Rs. 500.00
ST/SC Candidate	Rs. 350.00
(incase of more than 2 papers full fees i.e. Rs.2100/- General & Rs.1400/- for SC/ST)	
iii. Examination Fee	Rs. 800.00
iv. Mark Sheet	Rs. 300.00
G. Issue of Degree/Diploma by University	Rs. 500.00
Late fee for the 1st Year.	Rs. 500.00
Subsequent Year.	Rs. 650.00

A crossed Bank Draft for the amount as applicable to be drawn in favour of the Programme Co-Ordinator, Private Examination Cell, Sambalpur University, payable at UCO Bank, Katapali/S.B.I., Jyoti Vihar, for each examination should be enclosed alongwith the application form. The number, date and amount of the Bank Draft should be entered at the appropriate place in the application form. Fees once deposited will not be refunded at any Cost.

12. SUBJECTS :

Details of the papers to be offered in the examination should be mentioned at the appropriate place in the application form as per the approved syllabus of the Examination of Sambalpur University for the relevant year otherwise the form will be rejected.

A. +3 FIRST, SECOND & FINAL UNIVERSITY EXAMINATION : ARTS, COMMERCE. (REGULAR & BACK)

As per approved courses stipulated in the Courses of study.



B. P. G. Part I & Part II Private Examination.

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|--------------|----------------------|--------------------------|
| a. Commerce | e. History | i. Public Administration |
| b. Economics | f. Mathematics | j. Sanskrit |
| c. English | g. Odia | k. Education |
| d. Hindi | h. Political Science | L. Sociology |

C. BACK PAPER :

1. Candidates who appeared in the + 3 First, Second & Final University Examination under Private Examination Cell of Sambalpur University may appear for back paper in one or all subjects in accordance with the regulation as per subjects offered for the relevant examination.
2. A candidate failing to secure a minimum of 30% in pass subject and/ or a minimum of 40% in each practical paper either in the First, Second or Final University examination of this University may be allowed to appear in those subjects in not more than two chances (examinations) immediately following that examination for which he was first registered, to clear the back paper(s) on payment of prescribed fees. However, if a candidate who has not cleared an examination may at his option, appear in all papers of that examination under the following conditions :-
 - i) Marks secured by the candidate in that examination earlier stand cancelled.
 - ii) After exercising the option to appear in all papers of an examination, if a candidate fails to clear that examination, he she will be required to appear in all the papers that examination in a subsequent chance, within 5 years of first registration to first degree examination.

G. PROVISION FOR IMPROVEMENT OF EXAMINATION :

- 1 A candidate who has passed in Part-I and Part-II examinations shall be permitted to reappear in the same examinations together



in all the papers for one chance only to improve his performance, provided he surrenders the Diploma already granted to his for the examination he has passed earlier. Such candidates shall have to appear at the private examination conducted by the University and the higher of the two marks shall be retained for the purpose of awarding the degree.

2. A candidate may improve his performance in not more than four papers choosing such papers either from Part-I or Part-II or from Part-I and Part-II subject to the following conditions.

- a (1) Either he can improve in four papers in all in any one chance of the next two immediate chance subsequent to the passing of his M.A./M.Sc./M.Com.

- (2) Or he can appear in any of the papers of Part-I examination held immediately after the publication of his Part-I results, along with his Part-II examination and the balance in one chance of the next two immediate chance subsequent to the passing of his M.A./M.Sc./M.Com.

- b. A Candidate shall not be allowed to appear for improvement in the same paper more than once.

- c. The higher of the marks secured by him in each paper taken separately shall be retained for the purposed of computing his results under regulation.

Eligibility to pass B.A./B.Com/M.A./M.Sc./M.Com. Examination shall be governed by the regulation of the University.

13. GUIDELINES FOR FILLING THE APPLICATION FORM AND OTHER DOCUMENTS.

13.1 APPLICATION FORM

All entries must be made in CAPITAL LETTERS in English.

**NAME**

Please write your name as has been given in certificate of Board of Secondary Education/Higher Secondary Education/University. This name should be given in all correspondence in the same form.

13.2 FATHER'S NAME :

Write full name of your father.

13.3 PERMANENT ADDRESS :

Give your permanent place of residence, so that reference may be made to Revenue Officials for verification, if necessary.

13.4 ADDRESS FOR CORRESPONDENCE :

Give your full address along with Pin Code & Telephone No. if any to ensure delivery. If you change your address please ensure redirection of your mail.

13.5 DATE OF BIRTH :

The date, month and year of your birth as per English calendar and as recorded in the certificate issued by Board of Secondary Education or equivalent.

13.6 NATIONALITY :

If not an Indian, Please give your Passport number and details regarding Visa.

13.7 BANK DRAFT :

The draft number, name of the Bank, date of issue, and amount should be written legibly in the place provided in the application form.

13.8 SEX :

M | F |

Mark cross in the appropriate box.

**13.9 CATEGORY :**

GEN	<input type="checkbox"/>	ST	<input type="checkbox"/>	SC	<input type="checkbox"/>	<input type="checkbox"/>
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Put a cross in the appropriate box.

13.10 ACADEMIC DETAILS :

Write in details, at the appropriate place in the application form the name of the examination passed, name of the Board/University and the year of passing such Examinations.

13.11 PERMISSION LETTER :

The Private Examination Cell of this University will check your application form according to the rules/regulations of the Private Examination. The original documents along with permission/rejection letter will be mailed to you in the envelope marked "Document".

13.12 SUBJECT OFFERED :

Read the course combination provided in the Syllabus carefully and write the subject offered in CAPITAL LETTERS in English.

13.13 CHOICE OF EXAMINATION CENTRE :

Refer to Clause No. - 5

13.14 MEDIUM OF EXAMINATION FOR PRIVATE EXAMINATION :

The medium of examination shall be in English and/or Odia except MIL, Hindi & Sanskrit in Under-graduate level. The medium of examination shall be in English in P.G. Level except for candidates offering Odia, Hindi and the candidates applying for P.G. in Sanskrit subject shall be appear the exam in Debnagari Scripts.

**13.15 OTHER RELEVANT RULES FOR PRIVATE EXAMINATION :**

- (i) The examination hall shall be opened to the candidates half an hour before the commencement of examination.
- (ii) Candidates are required to take their respective seats atleast 15 minutes before the commencement of the examination according to the seat chart notified by the Center Superintendent.
- (iii) Attendance will be taken by the invigilators on the prescribed attendance roll sheet with full signature of the candidates against the Roll Number during the Examination.
- (iv) Candidate suffering from ailments which render their presence in the examination hall undesirable in the interest of the other candidate, will not ordinarily be allowed to enter the examination hall. Candidates shall not be allowed substitute writer, except for blind, with prior approval of the University.



SAMBALPUR UNIVERSITY
FORM OF APPLICATION FOR REGISTRATION AS
A UNIVERSITY STUDENT

(To be submitted together with a fee of Rs.250/Rs.400)

1. Name (in Block Letters)
2. Name of the Father or Guardian
3. Date of Birth in the Christianera
4. Religion
5. Language i.e. Mother tongue
6. Where educated
7. Examination : Matriculation/H.S.C. or equivalent and year of Passing with Roll Number (Original Certificate should be submitted)
8. Any examinations passed under this University (Name of examination, centre and year with roll number)
9. Any examination passed from another University (Migration certificate together with a fee of Rs.400/- should be submitted)
10. a) Date of Admission into. the college under this University
b) Whether he/she had studentship in any of the affiliated college under this University on 01.01.1967
c) In case discontinuance of study in the affiliated college, the date on which the C. L.C. was issued to him should be stated.
11. Examination for which reading
(Particular i.e. month and year of examination are to be given)
12. Applicant's occupation, if he is not a college student
13. Address to which Communications will be sent

Date.....Signature (in full) of Applicant.