



USER MANUAL

+3 EXAMINATION BULK PAYMENT



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1 Introduction

1.1 Purpose

This document is intended to be used as a user manual by the colleges under Sambalpur University and CSC. The document describes the overall workflow of +3 Examination Bulk Payment Process.

Specifically, this document aims to:

- Provide a clear understanding of the intended process flow for +3 Examination Bulk Payment Process

2 Details

2.1 +3 Examination Bulk Payment



- The application shall be used by the roles created for all the colleges under Sambalpur University (DEO, Principal) and University Admin related role (called Super Admin, ECII).
- There will be two different types of login options given in the application
 - Student Login
 - Department Login
- The DEO shall use <https://sambalpuruniversity.in/> URL to get navigated to the application login screen

- The DEO selects “Department Login” option from the screen, Provide User Id, Password (both are pre-generated and shared with the DEO), Captcha and Clicks on Login button

The screenshot shows the 'Services' page of the Sambalpur University portal. The header includes the university logo, name, and accreditation. A search bar is present. The main content area is titled 'Services' and contains a grid of service cards. The 'EXAM BULK PAYMENT' card is highlighted with a red border. The footer contains copyright information.

- After login DEO will land on **Services** page.
- In Services page DEO click on **EXAM BULK PAYMENT** for bulk payment.

The screenshot shows the 'Bulk Payment Application List' page of the Sambalpur University portal. The header includes the university logo, name, and accreditation. A search bar is present. The main content area is titled 'Bulk Payment Application List' and contains a search filter section with dropdown menus for College, Branch, Exam Type, Exam Year, Semester, and Status. A 'Search' button is located at the bottom right. The footer contains copyright information.

- In **EXAM BULK PAYMENT** there are multiple search filters.
- College is preselected as per DEO’s college and cannot be modified
- Other than college **Branch, Exam Type, Exam Year, Semester** and **Status** are mandatory.

- **Roll no** is non-mandatory field.
- One can select whether to search **Pending Payment** or **Payment Done** in **Status** field.

Home
Bulk Payment Application List
Settings
Logout

Search Filter

College*

Branch*

Exam Type*

Exam Year*

Semester*

Status*

Roll No

[Search](#)

[Export](#)

<input type="checkbox"/>	Roll No	Name	Branch Name	Exam Fees	Other Charges	Late Fees	Portal Fees	Total Amount	View Recd
<input type="checkbox"/>	S01019CHE012	DILESWARI SARDIA	SCIENCE HONOURS	--	--	3000	59	3059	NA
<input type="checkbox"/>	S01019CHE014	DEEPAK SHARMA	SCIENCE HONOURS	--	--	3000	59	3059	NA
<input type="checkbox"/>	S01019ZOO002	DAINA PRADHAN	SCIENCE HONOURS	--	--	3000	59	3059	NA
<input type="checkbox"/>	S01019CHE008	BINI PATRA	SCIENCE HONOURS	--	--	3000	59	3059	NA
<input type="checkbox"/>	S01019PHY007	BHABAGRAHI BHUMIJ	SCIENCE HONOURS	--	--	3000	59	3059	NA

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- After searching if there are any record it will show in grid
- If one selected payment pending status pending payment student list will show.
- DEO can select multiple student record **Maximum 50 and Minimum 1** records and it will show total amount to pay.

<input checked="" type="checkbox"/>	01228ED036	YASHOBANTA SAHOO	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED037	SANUKTA MUDULI	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED038	RAGHUNATH NAIK	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED039	GEORGE LUGUN	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED040	MONALISA BARIK	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED041	BANDITA PRUSETH	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED042	PRATIHA MUNA	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED043	BANITA SAHU	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED044	NETAJEE NANDA	500	100	3000	59	3659	N/A

50 Records per page Showing 1 to 44 of 44 entries

Total Amount: 162996

Application Detail

Applicant Name : Sambalpur University CSC Admin
 Applicant Email :
 Applicant Contact No : 0000100000
 Amount to Pay : ₹ 162996

Submission Date : 22/09/2022
 Applied By : Sambalpur University CSC Admin

Remarks *

<input checked="" type="checkbox"/>	01228ED036	YASHOBANTA SAHOO	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED037	SANUKTA MUDULI	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED038	RAGHUNATH NAIK	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED039	GEORGE LUGUN	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED040	MONALISA BARIK	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED041	BANDITA PRUSETH	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED042	PRATIHA MUNA	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED043	BANITA SAHU	500	100	3000	59	3659	N/A
<input checked="" type="checkbox"/>	01228ED044	NETAJEE NANDA	500	100	3000	59	3659	N/A

50 Records per page Showing 1 to 44 of 44 entries

Total Amount: 162996

Application Detail

Applicant Name : Sambalpur University CSC Admin
 Applicant Email :
 Applicant Contact No : 9533192866
 Amount to Pay : ₹ 162996


Submission Date : 22/09/2022
 Applied By : Sambalpur University CSC Admin

Remarks *

Payment Confirmation



* By selecting this you confirm that the selected candidates has passed in the internal examination





- DEO can click on proceed to payment after entering **Remarks**.
- DEO can view the receipt by selecting **Payment Done** status and search.
- DEO can print the receipt if requires.



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Search Services


B.College, Bonaigarh
DEO


Bulk Payment Application List

Search Filter

College*

Branch*


Exam Type*

Exam Year*

Semester*

Status*


Roll No




Roll No	Name	Branch Name	Exam Fees	Other Charges	Late Fees	Portal Fees	Total Amount	View Receipt
S01019CHE003	USHA BEHERA	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019GEL003	TILAKRAJ MAHANTA	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019CHE011	TAPASWINEE PRADHAN	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019ZOO003	TAPAS KUMAR BHOI	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019GEL012	TANMAY KUMAR MAHAKUL	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019GEL001	SWATI MAHARANA	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019ZOO004	SUSHREETA MAHANTA	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019GEL017	SUPRIYA SAHU	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019GEL018	SUNAYAN JIGYNESH MI...	SCIENCE HONOURS	12	20	55	500	587	View Receipt
S01019CHE009	SUMANA MOHANTY	SCIENCE HONOURS	12	20	55	500	587	View Receipt

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Jyoti Vihar, Burla.



EXAMINATION BULK PAYMENT-1st SEM EXAM-2019

College Details

College Name	B.College, Bonaigarh	Submitted By	SuperAdmin
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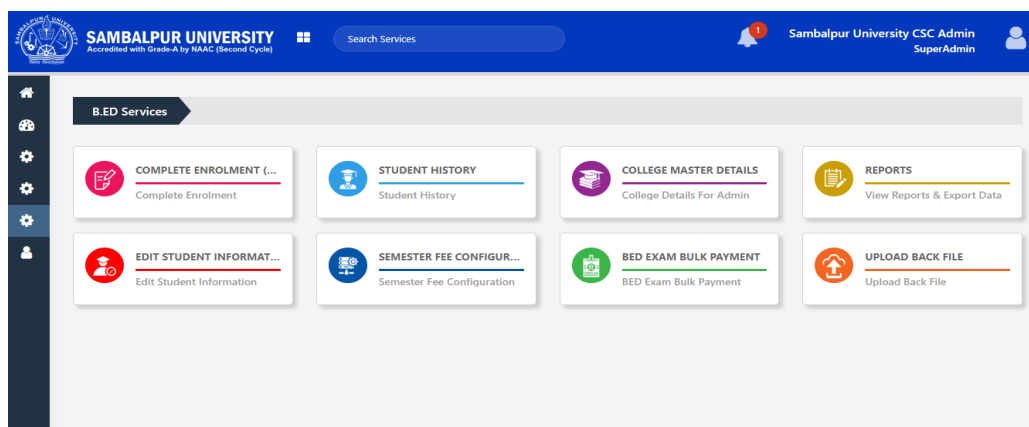
Student Details

S.No	Roll No	Student Name	Branch	College	Semester	Exam Fees	Other Charges	Late Fee	Portal Fee	Amount
1	SOI019GEL001	SWATI MAHARANA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
2	SOI019GEL002	SK MOHAMMAD OWAIS	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
3	SOI019GEL003	TILAKRAJ MAHANTA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
4	SOI019GEL004	LIPSARANI DASH	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
5	SOI019GEL005	LOPAMUDRA PRADHAN	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
6	SOI019GEL006	MANISHA SUTAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
7	SOI019GEL007	SNEHASHIS SRIKUMAR DASH	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
8	SOI019GEL009	SAKET KUMAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
9	SOI019GEL010	NIKITA MAHARANA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
10	SOI019GEL012	TANMAY KUMAR MAHAKUL	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
11	SOI019GEL015	RAKESH KUMAR SAHU	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
12	SOI019GEL016	SANTOSH ORAM	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
13	SOI019GEL017	SUPRIVA SAHU	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
14	SOI019GEL018	SUNAVAN JIGYNESH MISHRA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
15	SOI019GEL019	SUBHASMITA SUTAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
16	SOI019GEL020	PRADEEP KUMAR MAHARANA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
17	SOI019GEL023	ROHAN KUMAR BRAHMA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
18	SOI019PHY001	ROJINA BHAINSA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
19	SOI019PHY003	PAPUN KUMAR BEHERA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
20	SOI019PHY005	REKHA PENTHEI	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
21	SOI019PHY006	PREETIMAYEE SABAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
22	SOI019PHY008	LINKAN ABRAHAM SARANGI	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
23	SOI019PHY009	SIBANI PANDA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
24	SOI019PHY011	NAWEEDA NAZ	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
25	SOI019PHY015	MADHUSMITA SAHOO	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
26	SOI019ZOO001	SAGAR KUMAR SAHU	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
27	SOI019ZOO003	TAPAS KUMAR BHOI	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00

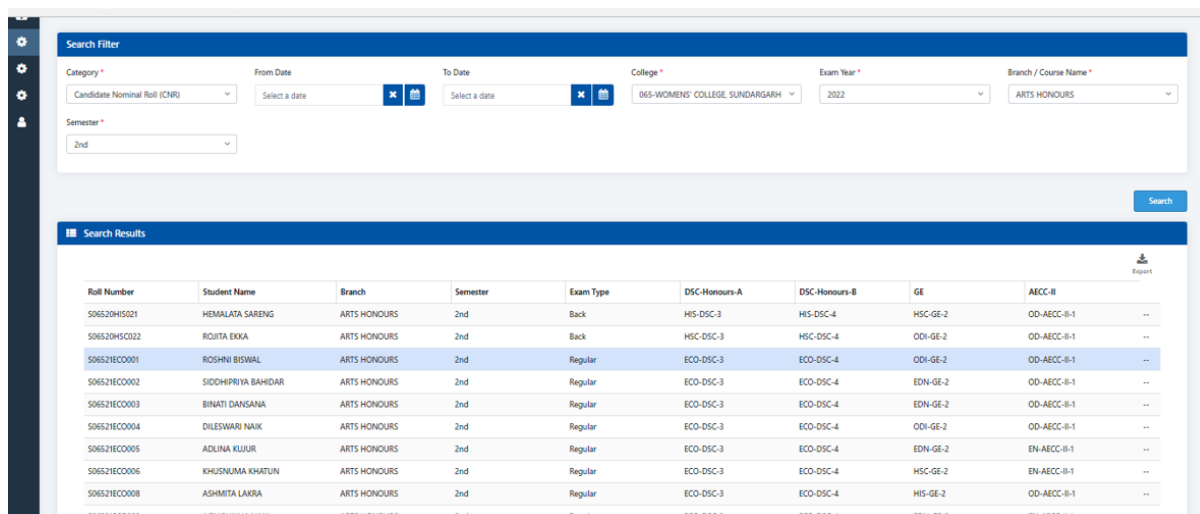
- Both principals, ECII and Super Admin (University Admin) shall be able to complete the Examination Bulk Payment like DEO.

3. CNR Report:

- Login to <https://sambalpuruniversity.in/> URL using the given credentials.
- Then select the desired service to navigate to the **Dashboard**.
- Then click on the **'Reports'** card as shown below.



- Then the page will look like the below image. Select the **'Candidate Nominal Role'** report and the other fields will also appear.



- Select the required mandatory fields and click on search you can see the desired output as search result in a grid manner.

Search Filter

Category *
Candidate Nominal Roll (CNR) [v]

From Date
Select a date [x] [📅]

To Date
Select a date [x] [📅]

College *
006-BARAPALI COLLEGE, BARAPALI [v]

Exam Year *
2022 [v]

Branch / Course Name *
ARTS HONOURS [v]

Semester *
2nd [v]

Search

Search Results

Roll Number	Student Name	Branch	Semester	Exam Type	DSC-Honours-A	DSC-Honours-B	GE	AECC-II	Export
S00617PSC046	DEBENDRA KUMAR SAHU	ARTS HONOURS	2nd	Back	--	--	EDN-GE-2	--	--
S00618PSC022	SURYANSHU MAHARANA	ARTS HONOURS	2nd	Back	--	--	--	OD-AECC-II-1	--
S00621EC0001	SHIBU BAG	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	ODI-GE-2	OD-AECC-II-1	--
S00621EC0003	BINODINI RANA	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	--
S00621EC0004	SAKAMBARI KHAMARI	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	--
S00621EC0005	NIHARIKA MAHARANA	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	EDN-GE-2	EN-AECC-II-1	--
S00621EC0006	PRITIMAYEE DAS	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	--
S00621EC0007	DIPTIMAYEE MEHER	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	--
S00621EC0008	SUATA PADHAN	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	ODI-GE-2	OD-AECC-II-1	--

- On click of **Export** you can download the search results in an excel.

4. Bulk Admit Card Download:

- Login to <https://sambalpuruniversity.in/> URL using the given credentials.
- Then select the desired service to navigate to the **Dashboard**.
- Then click on the **'B.ED. Bulk Admit Card'** is shown below.

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Search Services

Sambalpur University CSC Admin SuperAdmin

Services

- STUDENT HISTORY: Student History Admin View
- UNIVERSITY REPORTS: Paper Strength & Other Count
- UPLOAD BACK/IMPROVEMENT: Upload Excel with Back and Improvement Data
- IMPROVEMENT EXAM PAYMENT: Form Fill-up of Improvement Exam
- COMPLETE ENROLMENT PROCESS(CBCS): Complete Enrolment
- REPORTS: View Reports & Export Data
- PAYMENT SUMMARY: Payment Detail & Summary
- SEMESTER FEE CONFIGURATION: Semester Fee Configuration
- UPLOAD REFUND DETAILS: Upload Excel with Refund Data
- GENERATE MARK FOIL: Generate Mark Foil
- +3 EXAM. ENROLLMENT (CBCS): New Student Enrollment
- BULK ADMIT CARD: Download Admit Card in set of 25**
- INTERNAL MARKS ENTRY: Internal Marks Entry
- COLLEGE MASTER DETAILS: College Details For Admin
- DOWNLOAD MARK FOIL: Download Mark Foil
- EXAM BULK PAYMENT: Bulk Payment for Examination Form Fillup
- EDIT STUDENT INFORMATION: Edit Student Information
- PAPER ALLOCATION: Paper Allocation Simulator
- EXAM ZONE ASSIGNMENT: Exam Zone Assignment
- THEORY MARKS ENTRY: Theory Marks Entry

- Then the page will look like the below image. Select the required mandatory/star marked fields such as **College, Exam Type, Semester, Exam Year, Range** and click on the **Search** button. On click of **Search**, you will see the desired output as below.

Bulk Admit Card

Search Filter

College * 001-ANCHAL COLLEGE, PADAMPUR Branch / Course Name * ARTS HONOURS Exam Type * Regular Semester * 2nd

Exam Year * 2022 Range * 1-25 Roll No. Roll No.

Search Results

SAMBALPUR UNIVERSITY
Jyoti Vihar, Burla.
ADMIT CARD

+3 2nd SEM EXAM-2022 Roll No.: S00121ECO001

Applicant Details	
Registration No.	Branch
College Name	ARTS HONOURS
Candidate's Name	
Gender	Date of Birth
Father's Name	28/11/2003
Category	Exam Type
	Regular

- After clicking the search button, on click of **'Download'** button the searched details will be downloaded in pdf.

1. For any help all the user roles shall be able to contact Support for technical queries through cscsu.help@ gmail.com email id.

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Student Login Department Login

000.DEO Password CAPTCHA: G F J H K I

Login

Contact Support
This help desk is only for technical queries related to this Portal.
Email id - cscsu.help@ gmail.com

CSC