



JYOTI VIHAR, SAMBALPUR (ODISHA)-768 019

No. 2065 /COEDated the, 06/11/2020

From

The Controller of Examinations

To

The Principals of all affiliated colleges (+3 degree) under Sambalpur University

Sub.: Reforms in conducting the various semester examinations of Sambalpur University

Madam/Sir,

With reference to the subject cited above, I am to intimate you that in order to streamline various processes related to examination, the following measures have been adopted with immediate effect by the University with approval of the Hon'ble Vice-chancellor,

1. **Special Phase of form fill up for UG Semester Examination**

The online form fill up is presently being done in 3 phases i.e. Without fine, With Rs.50/- fine and with Rs.300/- fine. Colleges are requested to take extreme care in ensuring that all students fill up their forms in these phases. However, the online-form fill up portal will remain open (after expiry of all above phases) for last 3 days prior to any semester examination as a special phase with fine as described below. (For example, for examination commencing on 12th January, the form fill up will be allowed on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> January.) Such students will pay fine as given below.

3 days before commencement: Rs. 1200/-

2 days before commencement: Rs. 1500/-

1 day before commencement: Rs. 2000/-

Form fill up can also be done 1 hour before the schedule time to start the 1<sup>st</sup> sitting of 1<sup>st</sup> day of examination with a fine of Rs.3000/-. After this no form fill up will be allowed. As per rule, no student will be allowed to appear an examination without form fill up and without a valid admit card.

This will remain as a standing provision for all +3(UG) Semester Examinations for which the form fill up dates are yet to be notified. No further notification/letter will be issued in this regard.

2. **Uploading of UG Mid-term (Internal)/Practical/Project marks in the web-portal**

All colleges should complete the Mid-term or Internal examinations of various semester much before commencement of theory examinations and keep the marks ready for entry in due time. Moreover, Practical/Project examination will be conducted and completed before theory examination in all Semester Examinations.

The web-portal of lokseba-adhikar will be opened for entry of Internal/Practical/Project marks of any semester on the day of start of theory examination of the same semester and will remain open till 12 mid-night of 7 days beyond the last theory examinations of the same semester. (e.g for Examination held from 12<sup>th</sup> to 20<sup>th</sup> January, web portal will remain open from 12<sup>th</sup> January to 12 mid-night of 27<sup>th</sup> January) The marks of a particular paper can't be submitted, if some of the mark boxes are left blank. Absentees, if any, will be marked as "AB" by the college during posting of marks. The internal/practical/project marks will not be received either by email or by hand/post after the due date in any circumstance. If the college fails to upload these marks in time, their results can't be processed and the same will be intimated to the authorities of higher education department

*Rasa*

of Government of Odisha. Further, the results will be marked as “Non-submission of Marks by Colleges”.

This will be a standard procedure and fixed timeline for all semester examinations of +3(UG) stream. No further letter/notification is required to be issued in this regard.

**3. Grievances/Complaints/Compliance related to Results**

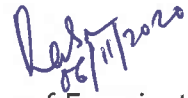
As per University rules, grievances, complaints or compliance regarding various results can be lodged within 30 days of publication of results. Therefore, grievances, complaints or compliance, if any, are to be sent by email to the concerned section of the office of COE from the email id of the Principal (forwarding on the body of the application) with relevant document within 30 days of publication of any result. The email addresses of various sections were communicated vide notification no. 1611/COE dtd. 28/9/2020. Any grievance, complaints or compliance received after 30 days of publication of results will not be entertained.

**4. Issue of Provisional Certificate-cum-Marksheets/Gradesheets**

Provisional Certificates-cum-Marksheets/Gradesheets of various final examinations are prepared and made ready for issuance usually within 15 days of publication of results. Therefore, college authorities are requested to make necessary arrangements for collection of the same after 15 days of publication of results in consultation with S.O., EG-IV through email. Students are to be discouraged to come to University for this purpose.

This notification is to be widely circulated among students and uploaded in college website.

By order of Vice-chancellor



Controller of Examinations

Memo No. 2066 /COE

Dated the, \_\_\_\_\_

Copy forwarded for information and necessary action

1. Regional Director of Education, Sambalpur
2. All Syndicate Members
3. P.A. to Commissioner-cum-Secretary, Department of Higher Education
4. P.A. to Vice-chancellor
5. P.A. to Registrar
6. All Officers
7. All Section Officers
8. Controller of Examinations Unit / Assistant Controller of Examinations
9. University Computer Centre
10. E-governance cell with a request to publish in the NOTICE section of Web-site.
11. Five (05) spare copies each to EG-III section / EC-III section



Controller of Examinations