No. 02981 , /EG-V   Date, 28/06/ 2022

From: **The Asst.Registrar (Exams.)**
              Sambalpur University.

To, The Principal,

1. Rourkela Institute of Management Studies, Chhend, Rourkela.
2. Dr. Ambedkar Memorial Institute of IT & Management Science, Jagda, Rourkela-769042.
3. Imperial College, Bargarh.
4. Raj Kumar College of Information Technology & Management, Sambalpur.
5. Badriprasad College of Computer Technology, Sason, Sambalpur.
6. Vikash School of Business Management, Bargarh.
7. Saraswati Institute of I.T. & Management, Bhawanipatna.
8. Municipal College, Rourkela.
9. Indian Institute for Production Management, Kansbahal, Sundargarh.
10. Vedic College, Sambalpur.
11. Sai Valley World Institute of Management & Technology, Kansbahal, Sundargarh.
12. Micro city College of Information Tech. & Management, Sundargarh.
13. Mahamaya School of Business Management, Nuapada.
14. Lokadrusti College of Advance Technology, Kharirar, Nuapada.

Sub: **Submission of Final Application Form for BBA 6TH Semester Examination April,2022**

Sir,

            I am directed to intimate you that the form fill-up for BBA 6th Semester Examination, April, 2022, may be done with requisite fees without (fine, with late fine of Rs.100/- and with late fine of Rs.500/-) as per scheduled mentioned below.

Sl.No.	BBA 6th Semester Examination, April, 2022	Dates for Form fill up
01.	Form Fill-up dates for Without fine	On or before 05.07.2022
02.	Form Fill-up dates for Rs.100/- Fine	08.07.2022
03.	Form Fill-up dates for Rs.500/- Fine	13.07.2022

2. **Instruction for Candidates**
    E) The candidates be directed to fill up the form himself/herself in his /her own handwriting.
    F) The entries in the final form be made by the candidates carefully.
    G) All candidates be advised to write their name as per Matriculation Certificate/High School Certificate issued by Boards.
    H) Women candidate must record "F" in the appropriate SPACE.

02. Instruction for the College

H) **Covid-19 Guide lines issued by the Govt. of Odisha time to time must be strictly followed by the colleges.**

I) **If required, the colleges may seek the permission of Local/District Administration for smooth conduct of the Process.**

J) The forms must be sorted in alphabetical order.

K) The alphabetical list must be submitted in a pre-designed MS-EXCEL file **only through e-mail** to the University mail address i.e., univccsu@gmail.com mentioning the College Name/Code in the Subject matter of the e-mail. The data must be sent at least 24 hours before the submission data from the registered e-mail of the concerned college only. A computerized receipt will be generated and sent to your e-mail address. You are requested to take out the print out of above data acceptance receipt communicated through e-mail.

L) Two sets of hard copy of alphabetical list duly certified and signed by the Principal with seal along with application forms and the receipt obtained on submission of data from the University Computer Centre must be submitted to **The Controller of Examinations, Sambalpur University, Jyoti Vihar, Burla, Sambalpur, Odisha – 768019. By speed post The** Application Forms must reach the University office by **Dt.14.07.2022**

M) The following documents be submitted in the order as given below: -

    g) Affiliation status and recognition certificate (Xerox copy).

    h) Forwarding letter.

    i) Accounts Statement in duplicate.

    j) Alphabetical List in duplicate.

    k) Statement of enrollment of students in the prescribed form in duplicate.

    l) Final Forms for Regular student/Back Paper students along with mark sheet of previous examination. (if any). E-mail receipt received from Computer Centre.

N) Fee must be deposited on or before the stipulated date as mentioned. Fees may be remitted as per instructions. Payments may be made in "State **Bank Collect**" on or before **05.07.2022** without fine, on or before 08.**07.2022** with a fine of **Rs.100/-** and on or before **13.07.2022** with a fine of **Rs.500/-.**

The details of fee to be collected from the students are given below for guidance: -

Sl.No.	Description of Fees	Rate Chart
01.	Examination Fee	Rs.1,000/-
02.	Centre charges	Rs. 300/-
03.	Supervision Charges	Rs. 200/-
04.	Fee for Marks	Rs. 200/-
05.	Cost of Form	Rs. 20/-
06.	Abstract of Marks	Rs. 100/-
07.	Fee for subsequent examination	Rs. 100/-
08.	Fee for PCM	Rs. 500/-
09.	Fee for Diploma Certificate	Rs. 1000/-
10.	Late Fine	As applicable (100/500/-)

Note: **Centre charges need not be paid online, it has to be collected by the colleges against money receipt.**

❖ Any clarification in the matter and/or correspondence may be made to the undersigned by designation only.

Yours faithfully,

Asst.Registrar (Exam.)

Memo No. 02982 /EG-V,   Dated: 28/06/2022

Copy forwarded for information and necessary action to: -

01. Asst.Registrar (Exams.)
02. Section Officer, EC-VI/EC-IV Section/EC-V Section
03. Controller of Examinations' Unit/Asst. Controller of Examinations.
04. University Computer Unit/Code Section /e. governance Nodal center
05. Tee (2) spare copies each to EG-V Section.

Asst.Registrar (Exam.)