



SAMBALPUR UNIVERSITY

JYOTI VIHAR: BURLA – 768 019

www.suniv.ac.in

By e-mail & Speed Post

No. CB907/EG-V

Dated 28/9/2023

From

Asst. Registrar(Exams.)
Sambalpur University

To

The Principal,

1. Rourkela Institute of Management Studies, Gopabandhu Nagar , Chhend, Rourkela-769015
2. DAMITS, Jagda, Rourkela-769042
3. Imperial College, Vidya Vihar, Near New Govt. Hospital, Bhatli Road, Bargarh-768030
4. Raj Kumar College of Information Technology & Management, Near Budharaja High School, Sambalpur-768004
5. Badriprasad College of Computer Technology, Debaipali, Majhipali Chowk, Sason, Sambalpur-768200
6. Vikash School of Business Management, Barahguda Canal Chowk, Bargarh-768028
7. Municipal College, Rourkela-769012.
8. Vedic Degree College, Sason, Sambalpur-768200
9. Sai Valley World Institute of Management & Technology, Shiv Vihar, Jamunanaki, Kansbahal, Sundargarh-770039
10. Micro city College of Information Technology & Management, Near Mission Chowk, Sankara, Sundargarh-770020
11. Lokadrusti college of Advanced Technology, Gadramunda, Chindaguda, Khariar, Nuapada-766107
12. Indian Institute for Production Management, Kansbahal, Near L&T Campus, Sundargarh-770034
13. Mahamaya Institute of Business Management, Nuapada-766105
14. S.I.I.T. & Management, Housing Board Colony, Near Railway Station, Bhawanipatna-766002

Sub: Submission of final application forms for **5th Semester BBA & BCA (Regular & Back) Examination, Decembér, 2023.**

Sir,

I am directed to intimate that the BBA & BCA 5th Semester (Regular & Back) Examination, will be held in December, 2023. Accordingly, final form fill-up for the exams with requisite fee without fine, with late fine of of Rs.100/- and Rs. 500/- has been fixed as under:

Sl. No.	BBA & BCA 5 th Semester (R/B) Examination December, 2023.	Dates for form fill-up
1.	Form fill-up dates without fine.	09.10.2023 to 15.10.2023
2.	Form fill-up dates with a fine of Rs. 100/-.	16.10.2023 to 17.10.2023
3.	Form fill-up dates with a fine of Rs. 500/-	18.10.2023 to 19.10.2023

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1. Instruction for candidates:

- A) The candidates be directed to fill up the form himself/herself in his/her own handwriting.
- B) The entries in the final form be made by the candidates carefully.
- C) All candidates may be advised to write their name as per matriculation Certificate/High School Certificate issued by the Boards.
- D) Women candidates must record 'F' in the appropriate space.

02. Instruction for the College

- A) **Covid-19 Guide lines issued by the Govt. of Odisha time to time must be strictly followed by the colleges.**
- B) **If required, the colleges may seek the permission of Local/District Administration for smooth conduct of the Process.**
- C) The forms must be sorted in alphabetical order.
- D) 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 date 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.
- E) 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 E.G.-V Section by **Speed Post to The Controller of Examinations, Sambalpur University, Jyoti Vihar, Burla, Sambalpur, Odisha – 768019.** The application Forms must reach the University office by **Dt.20.10.2023.**
- F) The following documents be sub mitted in the order as given below: -
 - a) Affiliation status and recognition certificate (Xerox copy).
 - b) Forwarding letter.
 - c) Accounts Statement in duplicate.
 - d) Alphabetical List in duplicate.
 - e) Statement of enrollment of students in the prescribed form in duplicate.
 - f) Final Forms for Regular student/Back Paper students along with mark sheet of previous examination. (if any). E-mail receipt received from Computer Centre.
- G) Fee must be deposited on or before the stipulated date as mentioned. Fees may be remitted as per instructions (copy enclosed). Payments may be made in **"State Bank Collect"** on or before **15.17.2023** without fine, on or before **17.10.2023** with a fine of **Rs.100/-** and on or before **19.10.2023** 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.	Late Fine	As applicable (100/500/-)


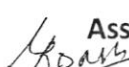
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Note: Centre charges need not be paid online, it has to be collected by the colleges against money receipt.

A sum of Rs. 20/- (Rupees Twenty) only per student to be retained by the colleges against money receipt out of the examination fees paid by the candidates towards arrangement of logistic. Total fee to be remitted to this office after deducting Rs.20/-.

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

Yours faithfully,



28/9/23
Asst. Registrar (Exam.)


Memo No. 03908 EG-V

Dated, 28/9/2023

Copy forwarded for Information and necessary action to.

1. A.C.O.E. (P)/ A.R.(Exam)/S. U.
2. The Secretary to Vice-Chancellor/Personal Assistant to Controller of Examinations, S.U
3. Section Officers, EC-V/ EC-IV/EC-VI /Code Section/Computer Unit/C.O.E. Unit S.U.
4. Director, e-Governance Nodal Centre, Sambalpur University.
5. Two (02) spare copies to Section Officer, EG-V Section. S.U


28/9/23
Asst. Registrar (Exams)
