



SAMBALPUR UNIVERSITY

ADMISSION BULLETIN, 2024-25

Vide Notification No. 210 /PGCO, Dt. 21.05.2024

Online Applications for admission to the following courses are invited from eligible candidates for which Entrance Test will be conducted by Sambalpur University:

Sl. No.	Name of the Course
1.	Master in Performing Arts (Dance & Drama) – Regular
2.	Executive MBA – Self-financing
3.	M.Tech. Environmental Science & Engg. – Self-financing

The **Entrance Test** shall be conducted by the University through its P.G. Council as per the date and time indicated against each in the following table:

Sl. No.	Course	Date of Entrance Test	Time
1.	Master in Performing Arts (Dance & Drama)	18.07.2024	10:00 am to 12:00 noon
2.	Executive MBA		
3.	M.Tech. Environmental Science & Engg.		

HOW TO APPLY

Candidates desirous of seeking admission to the courses listed under Table above are required to submit applications online by adopting the following procedure:

- (i) **Online filling up of application form shall begin w.e.f. 05.06.2024 (4:00 PM onwards) The last date of submission of application online is 25.06.2024 (till 5:00 PM)**
- (ii) Candidates, in order to submit the application for admission, are required to login into the following link: <http://www.suniv.ac.in> and click **ADMISSION** → “online admission” → **SUET-2024**
- (iii) The candidates may download the admission Prospectus-2024-25 and read it carefully before filling the form online.
- (iv) The candidate will have to pay **Rs.750** (Rupees Seven Hundred Fifty) only towards application fee through State Bank Collect through **Debit Card, Credit Card, Net Banking facility of any Bank besides visiting any SBI branch to deposit by cash or cheque drawn on any SBI Branch.** The procedure for depositing the application fee through State Bank Collect is as follows:

- ☞ Visit online banking website of SBI by typing **onlinesbi.sbi/sbicollect/collecthome.htm** or **State Bank Collect** in the address bar of the browser viz. internet explorer. Once the home page appears click on **Educational Institution** tab in the **Select Category**.
- ☞ Select the State as '**Odisha**'.
- ☞ Now select Educational Institution Name as '**SAMBALPUR UNIVERISTY P.G. COUNCIL**'.
- ☞ Select the payment category from the drop down as "**P.G. Admission (SUET)**".
- ☞ Before filling the challan, read the Payment Details/Structure Document carefully and ascertain the fees amount applicable to you.
- ☞ Fill in the challan with required information as asked for or select from the drop down options wherever available. **Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen.** This information is important to reprint the e-Receipt subsequent to any successful payment.
- ☞ Once required data is filled in click on 'Submit'.
- ☞ The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on 'Confirm'.
- ☞ The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. **Carefully examine the charges displayed since the charges for different payment mode are different.** Select the desired payment mode.
- ☞ Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from '**Transaction History**' link of 'State Bank Collect'.

If '**SBI Branch**' is selected as payment mode a Pre Acknowledgement Payment (PAP) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits **any SBI branch** for payment through **cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to 'State Bank Collect' link and generate e-receipt from Transaction History.

- (v) The candidate should then register himself/ herself (through appropriate link) by providing the following information:
- (a) Name of the course
 - (b) Name of the candidate
 - (c) email ID

- (d) SB Collect Reference No. (provided by the Bank)
- (e) SBI Branch Name
- (f) Password (to be created by the candidate)

The information as pre-page for registration are vital and the candidate should carefully notedown those for future use.

- (vi) The candidates can then fillup the form online. After completion of all the fields in the form, the candidates should click the "submit" button. Thereafter a page will be opened with all the information of the candidate that he/she has filled in.

After submitting the application online, the candidate has to take a printout of this page and send/submit the same, along with the following documents to the Course Coordinator of (Name of subject) _____, (Name of the Dept.) _____, Sambalpur University, Jyoti Vihar-768019, Sambalpur (ODISHA) so as to reach on or before the scheduled date.

- Two recent passport size colour photographs of the candidate duly attested by a Gazetted Officer.
- Attested copies of the Mark sheets and Certificates of all examinations starting from H.S.C for determining eligibility. In case of students who have appeared the +3 final semester examination and the result is awaited, may submit the certificate and mark sheet of +3 Examination on the day of the Entrance Test, failing which their case will not be considered for admission.
- e-receipt of Rs.750/- in original towards payment of processing fee.
- An attested copy of the certificate from CDMO regarding his/her disability for 40% or more (in case of person with Disabilities).
- An attested copy of the Caste Certificate obtained from a Revenue Officer not below the rank of a Deputy Collector or MLA or MP or DWO, in absence of which the candidate will not be eligible to get concession allowed under reserved categories.
- The undertaking form(s) should be duly filled in and signed by the applicant and his/her father or natural guardian.

The envelope containing the above documents and the print out of the application form complete in all respect must be superscribed "Application for Admission in (Subject)"

NOTES:

1. Application incomplete in any manner shall be rejected.
2. Mere appearance in the Entrance Test does not entitle a candidate for admission unless s/he is eligible as per the criteria laid down in the Admission Prospectus 2024-25.

IMPORTANT DATES:

Online filling up of application form shall begin	From 05.06.2024 (4:00 PM onwards)
The last date of submission of application online	25.06.2024 (till 5:00 PM)
Last Date of submission of hard copy of the application along with the required documents	29.06.2024
Downloading of Admit Cards for Entrance Test (to be send by the Coordinator of the Department to the eligible candidates)	02.07.2024 onwards
Date of Entrance Test	18.07.2024
Publication of Entrance Test results	22.07.2024
1 st Phase Admission on the basis of merit will be completed	31.07.2024
2 nd Advertisement for filling of SC/ST vacancies, if any	05.08.2024
2 nd Phase Admission on the basis of merit will be completed	20.08.2024
Final Advertisement for filling of SC/ST vacancies, if any	22.08.2024
Admission process to be completed on	10.09.2024

* If, CPET-2024 related any assignment is conducted during this period, the dates may be changed.


31/5/24
Chairman, P.G. Council