No. 02257 /EG-III   Date : 02/7/2024.

To,

1. **The All H.O.Ds /Co-Ordinator of P.G. Departments & H.O.D of Dept. of Business Administration Sambalpur University.**

2. **The Principals**, Government College, Sundargarh/Panchayat College, Bargarh/Govt. Women's College,Sambalpur/MuncipalCollege,Rourkela /NSCB College, Sambalpur/Deogarh College, Deogarh/L.R.Law College,Sambalpur/ Government Women's College, Sundargarh/Sushilavati Government Women's College, Rourkela/ Imperial Degree College,Bargarh/Vikash Degree College, Bargarh

Sub: Online Form Fill up for P.G (Regular, Back& Improvement) Second Semester Examinations, April-2024.

Sir/Madam,

In inviting a reference to the letter cited above, I am to inform you that the Online Form fill up of Final application Form for P.G (Regular, Back& Improvement) Second Semester Examinations, April- 2024. (Online mode) have been fixed as follows: -

Name of the Examinations	Date of Final Form Fill up through Online		
	Without fine	With late fine Rs.50/-	With late fine Rs.300/-
Second Semester(Regular & Back) Examinations, April-2024 of (M.A./M.Sc./M.Com/M.Tech/MBA/ Ex-MBA / Integrated B.Ed-M.Ed)	08.07.2024 to 18.07.2024	19.07.2024 & 20.07.2024	21.07.2024 & 22.07.2024

Note: **Payments of fees must be made within the prescribed date as mentioned above positively.**
Departments/Colleges are advised to complete online Form fill up well in advance and avoid last date Form fill up as the system is internet dependent and may cause last minute failure.

Fee Structure

Sl. No.	Head wise online fee (in Rupees)	Name of the Examination		
		Integrated B.Ed-M.Ed	M.A./M.Sc/M.Com/M.Tech	Ex-MBA/MBA
01	Examination Fee (Regular Students)	Rs. 480/-	Rs.380/-	Rs. 580/-
02	Examination Fee (Back/Improvement Students)	Rs. 100/- per paper (Maximum Two Papers), Rs. 480/-(More than Two papers).	Rs. 100/- per paper (Maximum Two Papers), Rs. 380/-(More than Two papers).	Rs. 100/- per paper (Maximum Two Papers) Rs. 580/-(More than Two papers).
03	Subsequent appearance (Back Students)	Rs. 10/-	Rs. 10/-	Rs. 10/-
04	Supervision charges	Rs. 50/-	Rs. 50/-	Rs. 50/-
05	Web Portal fee	Rs. 59/-	Rs. 59/-	Rs. 59/-

Note:
A.   The following fees have to be collected against money receipt by the P.G. Departments and Colleges:
1. Centre charges of **Rs.100/-** per student and a sum of **Rs.20/-** only per student towards examination expenses and arranging logistics have to be collected by the department against money receipt.
2. A sum of Rs.100/- per practical papers to be collected from the students appearing 2nd and onwards semesters during Form fill up and the amount has to be kept in the Department/ College to meet the expenses for conducting practical examinations.

P.T.O

B. **With reference to clause No.01 of this office letter No.2065/C.O. E, dated. 06.11.2020, the online Form fill up portal will remain open (after expiry of all the above phases) for the last three days prior to any Semester as special phase with fine as mentioned below: -**
   1. 03 days before the Examination fine @ Rs. 1,200/-
   2. 02 days before the Examination fine @ Rs.1,500/-
   3. 01 day before the Examination fine @ Rs.2,000/-
   4. One hour before the schedule time to start the 1st sitting of the 1st day with a fine of Rs. 3,000/.
C. Students of P.G. Department of Odia are exempted from the total fees. **However the charges for the online form fill up process i.e. Rs.59/-has to be paid by each student (Notification No.03463/E.G.III, Dated 17.08.2022).**

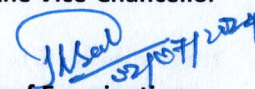### PAYMENT PROCESS FOR EXAMINATION FORM FILLUP
1. College DEO/Examination In charge-login into the portal.
2. In the DEO/ Examination In charge Dashboard, click on **"Bulk Payment"** Tab.
3. Apply filter
   a. Department
   b. Exam Type – Regular/Back
   c. Exam. Year, Semester
   d. Status- payment pending..
      Click on "Search" student list bind in grid.
4. Select the students who are appearing for the exam (maximum of 30 records at a time) by clicking on check boxes against the row.
5. The **Total Payable** Amount appears.
6. Enter the Remark.
7. Click on **"Proceed Payment"** for payment.
8. Confirm the Payment. It redirects to the Online Payment gateway.
9. Select from the Payment Options available to make payment.
10. After payment is done, a Payment Receipt opens.
11. On clicking "NEXT", ACKNOWLEDGEMENT for payment opens.

PROCESS FLOW FOR ADMIT CARD DOWNLOAD
1. Enrolled student whose Roll No. has been generated, their admit card for 2nd Semester Examination Admit Card can be downloaded.
2. DEO/Examination In charge need to login using their Login ID in Sambalpur Information system (https://sambalpuruniversity.in).
3. In dashboard of the DEO/ Examination In charge, there is a "Bulk Admit Card" Tab.
4. After applying necessary filter click on "Search" button- it displays the list of candidates eligible for 2nd Semester Examination.
5. After clicking on "Search button" it will load up to 25 Admit Cards of the candidates at a time.
6. Click on download button. A PDF file will be downloaded. After that you can print the Admit Cards.

Any issues/technical queries should be brought to notice through email to CSC helpline i.e., cscsu.helpline@gmail.com with copy to University Computer Centre (univccsu@gmail.com) & soeg-iii@suniv.ac.in

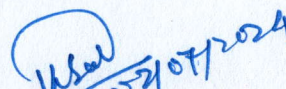**By Order of the Vice-Chancellor**

Controller of Examinations

Memo No.02252/E.G.III   Date :02/7/2024,

Copy forwarded for information and necessary action to:-
1. Chairman, Post-Graduate Council, Sambalpur University.
2. P.S to Vice-Chancellor, Sambalpur University.
3. Director, College Development Council, Sambalpur University.
4. Director,e-Governance Nodal centre, Sambalpur University
5. Section Officer, E.C.III/E.C.IV/EC-V/EC-VI,C.O.E. Unit/Computer Unit, Sambalpur University.
6. Two spare copies to E.G-.III Section, Sambalpur University.
7. CSC–SPV, Govt. of India

Controller of Examinations