



SAMBALPUR UNIVERSITY

JYOTI VIHAR: BURLA – 768 019

No. **03464** /EG-III
To

Date : **29/07/2022**

The Head, P.G.Department of Anthropology/Earth Science/Home Science/Law/ M.B.A./Lib & Inf.Science/Odia/Hindi/Pol.Sc & Pub.Admn./Sociology/SPA/Computer Science,
Sambalpur University.

The Principal, Government College, Sundargarh/Panchayat College, Bargarh/
Government Women's College, Sambalpur/Municipal College, Rourkela/Imperial College,
Chadeigaon, Bhatli, Bargarh/ Deogarh College, Deogarh.

Sub: Online Form Fill up for 2nd Semester M.A./M.Sc./M.Com./ MBA Examinations, 2022.
Ref: This Office Letter No. 2065/COE, Sambalpur University, dated. 06.11.2020.

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 the M.A./M.Sc./M.Com./M.B.A. 2nd Semester Examinations, 2022 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/-
M.A./M.Sc./M.Com/ MBA 2 nd Semester Examination, 2022	01.08.2022 to 10.08.2022	11.08.2022 to 16.08.2022	17.08.2022 to last 07 days immediately prior to the 1st day of the 2nd Semester Examination as a special phase vide O.O. No 2707 / COE dated 02.09.2021

Fee Structure:-

1. Examination Fee : Rs.400/- (For MBA Students Rs.600/-)
2. Centre Charges : Rs.100/-
3. Supervision charges : Rs .50/-
4. Fee for Marks. : Rs.100/-
5. Enrolment Fee : Rs.100/-
6. Subsequent charges : Rs.10/- (Back/Improvement)

A. With reference to clause No.01 of this office letter No.2065/COE, 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/-.

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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 10 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 1st 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 1st 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.

Payments of fees must be made within the prescribed date as mentioned above positively.
NOTE : Centre charges need not be paid online, it has to be collected by the P.G.Department/
Colleges against money receipt.

Memo No. 03465 /E.G.III


Controller of Examinations

Date : 29/07/2022

Copy forwarded for information and necessary action to:-

1. Chairman, Post-Graduate Council, Sambalpur University.
2. Director, College Development Council, Sambalpur University.
3. Section Officer, E.C.III/E.C.VI/ E.C. – V / C.O.E. Unit/Computer Unit, Sambalpur University.
4. E Governance, Sambalpur University.
5. Three spare copies to E.G.-III Section, Sambalpur University.


Controller of Examinations