SAMBALPUR UNIVERSITY

JYOTI VIHAR: BURLA – 768 019

No. O4118 /EG-III   Date : 16/10/2023

To,

The All H.O.Ds/Co-Ordinator of P.G. Departments Sambalpur University.
The Principal, Government College, Sundargarh/Panchayat College, Bargarh/
Government Women's College, Sambalpur/Muncipal College, Rourkela/Imperial College,
Bargarh/NSCB College, Sambalpur/Deogrh College,Deogarh/L.R.Law College,
Sambalpur

Sub: Online Form Fill up for 3rd Semester M.A./M.Sc./M.Com./MBA (Regular & Back)
Examinations, December- 2023.

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. (Regular & Back) 3rd Semester
Examinations, December-2023 (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/-
M.A./M.Sc./M.Com/MBA 3rd Semester(Regular & Back) Examinations, December-2023	06.11.2023 to 19.11.2023	20.11.2023 to 21.11.2023	22.11.2023

N.B: Candidates having enrolled and got a Roll number will be allowed to fill up form.

A. (a)Fee Structure: - (online collection)   **P.G 3rd Semester**   **MBA 3rd Semester**
    1. Examination Fee   :   Rs.380/-   Rs.580/-
    2. Supervision charges: Rs. 50/-   Rs.50/-

    3. Web Portal fee   :   Rs.59/-   Rs.59/-

(b) For Back/Improvement paper Examination fee will be 100/- per paper (up to 2 papers
apart from supervision chargesRs.50/-, Subsequent appeaeanceRs.10/- with web portal fees
59/-.

(c) For Back paper more then 2 papers Examination fee along with other fee will be collected as
per fee structure mentioned at A. (a) along with Subsequent appearance fee of Rs.10/-.

B. 1. Centre charges of **Rs.100/-** per Student need not be paid online; it has to be collected by the
colleges/P.G departments against money receipt.
2. Apart from this, a sum of **Rs.20/-** only per student will be collected against money receipt
towards examination expenses and arranging logistics.
This amount (Rs.120/-) will be retained in the Department/College for conduct of Examination.

C. 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/.

P.T.O.

D. Students of P.G. Department of Odia are exempted from the total fees. **However the web portal charges for the online form fill up process i.e. Rs.59/- will 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 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.

There will be no offline Form Fill up and online Form Fill up has be completed within the time line as mentioned above to ensure timely Examination.

Controller of Examinations

Memo No. *04119*/E.G.III   Date : *16/10/2023*

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

Controller of Examinations