No.*04901* /EG-II   Dated the, 24/11/2023

From: **The Controller of Examinations**,
Sambalpur University.

To

The Principal,
1. B.G.T. Law College, Sonepur.
2. Bargarh Law College, Bargarh.
3. Bolangir Law College, Bolangir.
4. Rourkela Law College, Rourkela.
5. L.R.Law College, Sambalpur.
6. Kalahandi Law College, Bhawanipatna.
7. P.P.Law College, Jharsuguda.

Sub:-   *Submission of Final Application Form for 5th Semester and 3rd Semester of Three Years L.L.B. Examinations, 2023(Regular/Back).*

Sir,

    With reference to the subject cited above, I am directed to inform you that submission of Final application form for the **5th Semester and 3rd Semester** of Three Years L.L.B. Examinations, *2023(Regular/Back)* scheduled as mentioned below.

Examination	Without fine	With late fine ofRs.50/-.	With late fine Rs.300/-
5th Semester and 3rd Semester of Three Years L.L.B. Examinations, 2023	01.12.2023	06.12.2023	08.12.2023

a) Instruction for the Candidates:

I.   The candidates be directed to fill up the form himself/herself in his/her own handwriting.

II.   The entries in the final form be made by the candidates carefully.

III.   Muslim and Telugu candidates may be advised to write their name as per Matriculation Certificate/High School Certificate issued by Boards.

IV.   Women candidate must record "F" in the appropriate space.

b) Instruction for the College:

I.   The final form be checked in accordance with up to date Regulation for LL.B. Examination (Semester System) and relevant syllabus applicable for each batch of candidates.

II.   The forms be sorted in alphabetical order. The Enrolled list along with back/reappearing candidates for 1st Semester or the alphabetical list for other Semesters must be submitted in a pre-designed MS-EXCEL template, which was provided by the Computer Centre earlier.

III.   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 id 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.

IV.   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 through email on submission of data to the University Computer Centre email be submitted to E.G.-II Section.

V.   Fees must be deposited **on or before** the stipulated dates as mentioned above. Fees may be remitted as per earlier instruction. Payment must be made into **State Bank collect**.

VI.   The following documents be submitted in the order as given below:
   y)   Forwarding letter for Semester Examination.
   z)   Copy of the Online Payment receipt generated after payment.
   aa) Accounts Statement in duplicate.
   bb) Print out of data acceptance receipt communicated by the University Computer Centre through e-mail.
   cc) Alphabetical List in hard copy of data furnished through.
   dd) Statement of enrollment of students in the prescribed form in duplicate.
   ee) Final Forms for Regular student/Back Paper Students along with mark sheet of previous examination.
   ff) Care should be taken not to mix the forms or data to avoid any misinformation in preparing data.

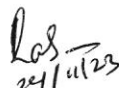VII.   The details of fee to be collected from the students are given below for guidance: -

Sl.No	Description of Fees	Rate Chart
01.	Examination fee	Rs.400/-
02.	Fee for appearing Back Paper	Rs.100/- per Paper.
03.	Subsequent appearance	Rs.10/- in addition to the examination fees.
04.	Supervision Charges	Rs.50/-
05.	Fee for abstract of Marks	Rs.10/-
06.	Issue of Computerized Marks	Rs.100/- per Semester.
07.	Issue of PCM	Rs.100/- for 6th Semester University Examination.
08.	Fee for Original Diploma	Rs.200/- for 6th Semester University Examination.

Note:
1. *Centre charges of Rs. 150/- need not be paid online; it has to be collected by the colleges against money receipt.*
2. *A sum of Rs. 20/-(Rupees Twenty) only per student to be retained by the colleges against money receipt out of the examination fee paid by the candidates towards examination expenses and arranging logistics. Total fee to be remitted to this office after deducting Rs. 20/- out of the total.*

VIII.   Before submission of the documents all the papers including entries thereon should be verified meticulously.

IX.   The documents specified must be submitted through Special Messenger in the University Office in E.G.-II Section on or before the specified dates positively.

X.   The Final application forms be collected from the University furnishing a letter of authority through special Messenger.

XI.   It is informed that the students for the respective examination will be enrolled provided the affiliation for the relevant year is granted by the University. Therefore, the Colleges must ensure that before submission of Final form, the affiliation for the concerned year for which the students had taken admission has been granted by the University.

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

XIII.   No T.A./D.A. for submission of documents by messenger will be borne by the University.

XIV.   You are further requested to submit a list of Teachers of your College indicating their designation, date of joining and Registration No. as college teachers of this University for reference.

XV.   univccsu@gmail.com for e-mail.

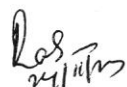XVI.   For submission of subject statement coesuniv@gmail.com .

Yours faithfully,

Controller of Examinations

Dated the, 24/11/2023

Memo No. 04902 /EG-II

Copy forwarded for information and necessary action to: -

01. Section Officer, Diary Section.
02. Controller of Examinations Unit/Assistant Controller of Examinations.
03. University Computer Unit/e-Governance Unit.
04. Five (05) spare copies each to EG-II Section/EC-IV Section/E.C.-VI Section.

Controller of Examinations