SAMBALPUR UNIVERSITY

JYOTI VIHAR: DIST.-SAMBALPUR (ODISHA)-768 019

No. **03012** /E.G.-II

From

Dated the, **11.09.2024**

The Controller of Examinations.

To

The Principals of all affiliated Colleges
(+3 Degree) under Sambalpur University.

Sub: - Online Form Fill up for +3 5th Semester Arts/Science/Commerce (Pass/ Honours) Regular/Back/Improvement Examination, 2024.

Sir/Madam,

This is for information of all concerned that the Online Form Fill up of final application form for the +3 5th Semester Arts/Science/Commerce (Pass/Honours) Examinations, 2024 under C.B.C.S. with requisite fees without fine, with late fine of Rs.50/- and with late fine of Rs.300/- has been fixed as under.

Sl.no	+3 Fifth Semester Arts/Sci/Com Examination -2024	Dates for Form fill up
01.	Form Fill up dates for Without fine	Dt. 23.09.2024 to 03.10.2024
02.	Form Fill up dates for **Rs. 50/-** Fine	Dt. 04.10.2024 to Dt. 06.10.2024
03.	Form Fill up dates for **Rs. 300/-** Fine	Dt. 07.10.2024 & Dt. 08.10.2024

With reference to clause no. 01 of this office letter no. 2065/COE, Dt. 06.11.2020 cited above, the online Form fill up portal will remain open (after expiry of all the above phases) for last three days prior to any Semester as special phase with fine as mentioned below

1. 03 days before the Examination fine @ Rs. 1200/-
2. 02 days before the Examination fine @ Rs. 1500/-
3. 01 day before the Examination fine @ Rs. 2000/-
4. One hour before the schedule time to start the 1st sitting of the 1st day with a fine of Rs. 3000/-.

Payments of fees must be made within the prescribed date as mentioned above positively.

Instruction to the College:

Colleges are requested to go through the instruction provided and the students may also be instructed to follow the form fill up and Admit cards download instructions as stated.

Fee Structure

Head wise Fee Structure for +3 Semester Examinations under CBCS (HONS.) REGULAR

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees	500
02	Supervision Charges	50
03	Technical support/Service fee (Regular Students/Back students)	59
	Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)	**609/659/909**

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Head wise Fee Structure for +3 Semester Examinations under CBCS (PASS) REGULAR

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees	400
02	Supervision Charges	50
03	Technical support/Service fee (Regular Students/Back students)	59
	Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)	509/559/809

Head wise Fee Structure for +3 Semester Examinations under CBCS (HONOURS) BACK

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees (1 paper / 2 paper / 3 paper / all)	100/200/300/500
02	Supervision Charges	50
03	Subsequent Appearance	10
04	Technical support/Service fee (Regular Students/Back students)	59
	Total Fee(Without fine)	219 / 319 / 419 / 619

Head wise Fee Structure for +3 Semester Examinations under CBCS (PASS) BACK

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees (1 paper / 2 paper / 3 paper / all)	100 / 200 / 300 / 400
02	Supervision Charges	50
03	Subsequent Appearance	10
04	Technical support/Service fee (Regular Students/Back students)	59
	Total Fee(Without fine)	219 / 319 / 419 / 519

Head wise Fee Structure for +3 Semester Examinations under CBCS (HONOURS) IMPROVEMENT.

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees	500
02	Supervision Charges	50
03	Subsequent Appearance	10
04	Fee for PCM/PCG (One Time)	100
05	Fee for Diploma (One Time)	200
05	Technical support/Service fee	59
	Total Fee(Without fine)	919

Note:

I. Centre charges of Rs. 150/- need not be paid online; it has to be collected by the colleges against money receipt.

II. A sum of Rs. 20/-(Rupees Twenty) only per student out of the examination fee to be retained by the colleges against money receipt towards examination expenses and arranging logistics. Total online fee to be paid will be shown after deducting Rs. 20/- out of the total fee paid by the student.

III. Update of _Registration number_ of each student is mandatory before proceeding for the Form fill up.

PAYMENT PROCESS FOR EXAMINATION FORM FILLUP

1. DEO login into the portal.
2. In the DEO Dashboard, click on "**Bulk Payment**" Tab.

3. Apply filter
   d. Branch –
   e. Exam Type – Regular
   f. Status- unpaid
      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. Registered Student whose Roll Number has been generated and has filled up form, his/her admit card for 5th Semester Examination Admit Card can be downloaded.
2. DEO need to login using their Login ID in Sambalpur Information System (https://sambalpruniversity.in).
3. In dashboard of the DEO, there is a "Report" section.
4. In the Report page there is option "5th Semester Admit Card (Regular)" under "Category" drop down.
5. After applying necessary filter click on "Search" button – it displays the list of candidate eligible for 5th Semester Examination.
6. There is a View button against each row – clicking on it will load the Admit Card of the candidate.
7. Print the admit card click on Print Button.

By order of the Vice-Chancellor

Controller of Examinations

Memo No. *03013* /EG-II
Copy forwarded for information and necessary action to: -

Dated the, *11·09·2024*

01. Regional Director of Education, Sambalpur.
02. Controller of Examinations' Unit
03. Asst. Controller of Examinations.
04. Asst. Registrar (Examinations).
05. University Computer Unit.
06. Two (02) spare copies each to EG-II/ EC-I/EC-II/EC-VI/ACD-II Section.
07. Director, E-Governance, nodal centre for notification in the University website.

Controller of Examinations