



**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR: BURLA – 768 019**

No. 06274/EG-III

Date: 13-12-2024

To,  
To,

1. H.O.D.s, Dept. of Business Administration,/ Dept. of Anthropology/ Dept. of Political Science,/ Dept of Computer Science, /Dept. of Law/Dept. of Statistics, and Coordinator of Performing Arts, Sambalpur University.
2. Principals, Govt.Womens College, Sambalpur/Panchayat College, Bargarh.

Sub: Online Form Fill up for Fourth Semester Special Examination of ESDM and ED Examinations for students of 2022-24 batch.

Sir/Madam,

I am to inform you that the Online Form fill up of Final application Form for Fourth Semester Special Examination ESDM and ED Examinations for 2022-24 batch of students 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/-
Fourth Semester Environmental Science and Disaster Management (ESDM) and Entrepreneurship Development(ED) Examinations for 2022-24 batch	16.12.2024 to 19.12.2024	20.12.2024	21.12.2024

**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**

I. No.	Head wise online fee (in Rupees)	Name of the Examinations
		Fourth Semester Special Examination of ESDM and ED Examinations (2022-24)
02	Examination Fee (Back/Improvement Students/ Special Back)	Rs. 100/- per paper
03	Subsequent appearance (Back/Special Back Students)	Rs. 10/-
04	Supervision charges	Rs. 50/-
05	Web Portal fee	Rs. 59/-

**Note:**

- A. The following fees have to be collected against money receipt by the Departments :
  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 paper (One time) to be collected from the students appearing 2<sup>nd</sup> 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.
- B. With reference to this **office letter No.26 (A)/C.O.E., dated. 23.10.2024**, the online form fill up portal **will remain open (after expiry of all above phases) for last three working days prior to any semester examinations as Special phase with a fine of Rs. 1200/- (Twelve Hundred Only).**

**P.T.O**

#### **PAYMENT PROCESS FOR EXAMINATION FORM FILLUP**

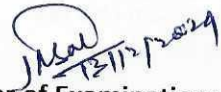
1. College DEO/Examination In charge-login into the portal.
2. In the DEO/ Examination In charge Dashboard, click on "**Bulk Payment**" Tab.
3. Apply filter
  - a. Department
  - b. Exam Type – Special
  - c. Exam (ESDM or ED). Year (2024), Semester (4<sup>th</sup>)
  - d. Status- payment pending.Click 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. The admit card for 4<sup>th</sup> 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 4<sup>th</sup> 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](mailto:cscsu.helpline@gmail.com) with copy to University Computer Centre ([univccsu@gmail.com](mailto:univccsu@gmail.com)) & [soeg-iii@suniv.ac.in](mailto:soeg-iii@suniv.ac.in)

By Order of the Vice-Chancellor

  
Controller of Examinations

Memo No. 04275/E.G.III

Date : 13.12.2024

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/EC-V/EC-VI,/C.O.E.Unit/ComputerUnit,/A.C.O.E, Sambalpur University.
6. Two spare copies to E.G-.III Section, Sambalpur University.
7. CSC-SPV, Govt. of India

  
Controller of Examinations