



SAMBALPUR UNIVERSITY
JYOTI VIHAR: BURLA – 768 019

No. *0421* /EG-II

Dated: *12-02-2025*

From: The Controller of Examinations,
Sambalpur University.

To

The principals,
01. Dr. PMIASE, Sambalpur, 768 001
02. College of Teacher Education, Rourkela – 769001.
03. Panchayat College, Bargarh.
04. Govt. College, Sundargarh

Sub: **Online Form Fill up for Second Year Bachelor of Education Examination, 2025.**

Sir,

I am directed to intimate you that the Online Form fill up for the Second Year B.Ed. Examination, 2025 with requisite fees without fine, with late fine of Rs.50/- and with late fine of Rs.300/- has been fixed as under: -

Examination	Without fine	With late fine of Rs.50/-	With late fine Rs.300/-
Second Year B.Ed. Examination, 2025	27.02.2025 to 07.03.2025	08.03.2025 to 11.03.2025	12.03.2025 & 13.03.2025

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. 350/-
02	Fee for appearing back paper	Rs. 100/- per paper (Maximum Two Papers).
03	Subsequent appearance	Rs. 10/- in addition to the Examination Fees.
04	Supervision Charges	Rs. 100/-
05	Issue of PCM (Second Year)	Rs. 100/-
06	Fee for Original Diploma (Second Year)	Rs. 200/-
07	Fee for Migration Certificate (Second Year)	Rs. 200/-
08	Late Fine (as applicable)	Rs. 50/- ,Rs.300/-

Note:

1. 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).
2. Centre charges of Rs.150/- need not be paid online, it has to be collected by the colleges themselves against money receipt.
3. 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.
4. With reference to this office letter no. 6052/Acd-II, Dt. 19.10.2023 and 821/Acd-II, Dt. 21.02.2024, a sum of Rs. 200/- (Rupees Two Hundred) only has to be paid by the Regular students towards Fee for Migration Certificate at the time of Form fill up. The same needs to be deposited online along with the Form fill up fees.

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 – 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 a Year end/ Semester end Examination 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 the Year end/ Semester end 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 clarification in the matter and /or correspondence may be made to the undersigned by designation only.

By order of the Vice-Chancellor


Controller of Examinations

Memo No. /EG-II

Dated:

Copy forwarded for information and necessary action to:-

01. Controller of Examinations' Unit
02. Asst. Controller of Examinations.
03. Asst.Registrar (Examination)
04. University Computer Unit.
05. Two (02) spare copies each to EG-II/EC-IV/ EC-VI Section.
06. Director e-Governance, Nodal Centre for notification in the University website.


Controller of Examinations