

NOTIFICATION

To,

1. The H.O.D/Co-Ordinator of Dept. of Business Administration & Co-Ordinator of Dept of Int.B.Ed-M.Ed Programme, Sambalpur University.

Sub:

Online Form Fill up for Ex-M.B.A. /Int. B.Ed-M.Ed (Regular, Back & Improvement) Sixth Semester Examinations, April- 2025.

Ref:

This office No.2625/E.G-III, Dated 31.07.2024

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 Ex-M.B.A/Int.B.Ed-M.Ed (Regular, Back & Improvement) Sixth Semester Examinations, December- 2024 have been fixed as follows: -

| Name of the Examinations | Date of Final Form Fill up through Online | | |
|--|---|-----------------|---|
| Sixth Semester(Regular , Back, Improvment) | Without fine | LAZILI I | |
| Examinations, December-2024 of Ex-MBA / Integrated B.Ed-M.Ed | 19.03.2025 to 25.03.2025 | 26.03.2025 & | With late fine Rs.300/ 28.03.2025 & 29.03.2025 |

Payments of fees must be made within the prescribed dates 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

| SI. No. | Head wise online fee (in Rupees) | Integrated B.Ed-M.Ed | Executive M.B.A. | |
|--------------------|--|---|--|--|
| 01 | Examination Fee | Rs. 480/- | | |
| (Regular Students) | | 13. 480/- | Rs. 580/- | |
| 02 | Examination Fee (Back/Improvement Students) | Rs. 100/- per paper (Maximum Two Papers), Rs. 480/-(More than Two | Rs. 100/- per paper (Maximum Tw Papers) Rs. 580/-(More than Two papers). | |
| 03 | Subsequent appearance (Back Students) | papers). Rs. 10/- | Rs. 10/- | |
| 04 | Supervision charges | Rs. 50/- | | |
| 05 | Issue of PCM/PCG | Rs.100/- | Rs. 50/- | |
| 06 | Issue of Diploma Certificate | | Rs.100/- | |
| 07 | Issue of Migration | Rs.200/- | Rs.200/- | |
| 08 | Web Portal fee | Rs.200/- | Rs.200/- | |
| | es i ortariee | Rs. 59/- | Rs. 59/- | |

Note:

- The following fees have to be collected against money receipt by the Ex-M.B.A/Int.B.Ed-M.Ed
 - 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

- 2. A sum of Rs.100/- per practical papers to be collected from the students during Form fill up and the amount has to be kept in the Department to meet the expenses for conducting practical
- 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).

PAYMENT PROCESS FOR EXAMINATION FORM FILLUP

- 1. Examination In charge-login into the portal.
- 2. Examination In charge Dashboard, click on "Bulk Payment" Tab.
- 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 30 records at a time) by clicking on
- 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.
- 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

- Enrolled student whose Roll No. has been generated, their admit card for 6th Semester Examination
- Examination In charge need to login using their Login ID in Sambalpur Information system
- 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 6th
- After clicking on "Search button" it will load up to 25 Admit Cards of the candidates at a time.
- 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_with copy to University Computer Centre (univccsu@gmail.com) & soeg-

Controller of Ex

Copy forwarded for information and necessary action to:-

- 1. Chairman, Post-Graduate Council, Sambalpur University.
- P.S to Vice-Chancellor, Sambalpur University.
- 3. Director,e-Governance Nodal centre, Sambalpur University for notification in the website.
- 4. C.O.E/A.C.O.E ,Sambalpur University
- 5. Section Officer, E.C.IV/EC-V/EC-VI/C.O.E. Unit/Computer Unit, Sambalpur University.
- 6. One spare copies to E.G-.III Section, Sambalpur University.
- CSC-SPV, Govt. of India

Controller of Examinations