SAMBALPUR UNIVERSITY
JYOTI VIHAR: BURLA – 768 019

NOTIFICATION

No. 02453 /EG-III

Date: 29.07.2025

To,

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

2. The Principals, Government College, Sundargarh/Panchayat College, Bargarh/Govt. Women's College,Sambalpur/MuncipalCollege,Rourkela /NSCB College, Sambalpur/Deogarh College, Deogarh/L.R.Law College,Sambalpur/ Government Women's College, Sundargarh/Sushilavati Government Women's College, Rourkela/ Imperial Degree College,Bargarh/Vikash Degree College, Bargarh/L.N.College,Jharsuguda

Sub: Online Form Fill up for M.A./M.Sc./M.Com/M.Tech /M.B.A./Ex-M.B.A./Int.B.Ed-M.Ed (Regular, Back& Improvement) Second 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 M.A./M.Sc./M.Com/M.Tech /M.B.A./Ex-M.B.A./Int.B.Ed-M.Ed (Regular, Back & Improvement) Second Semester Examinations, April- 2025 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/-
Second Semester (Regular/ Back/ Improvment) Examinations, April-2025 of (M.A./M.Sc./M.Com/M.Tech/MBA/ Ex-MBA / Integrated B.Ed-M.Ed)	31.07.2025 to 07.08.2025	08.08.2025 to 10.08.2025	11.08.2025 & 12.08.2025

Fee Structure

Sl. No.	Head wise online fee (in Rupees)	Name of the Examination		
		Integrated B.Ed-M.Ed	M.A./M.Sc/M.Com/M.Tech	Ex-MBA/MBA
01	Examination Fee (Regular Students)	Rs. 480/-	Rs.380/-	Rs. 580/-
02	Examination Fee (Back/Improvement Students)	Rs. 100/- per paper (Maximum Two Papers), Rs. 480/-(More than Two papers).	Rs. 100/- per paper (Maximum Two Papers), Rs. 380/-(More than Two papers).	Rs. 100/- per paper (Maximum Two Papers) Rs. 580/-(More than Two papers).
03	Subsequent appearance (Back Students)	Rs. 10/-	Rs. 10/-	Rs. 10/-
04	Supervision charges	Rs. 50/-	Rs. 50/-	Rs. 50/-
05	Web Portal fee	Rs. 59/-	Rs. 59/-	Rs. 59/-

Note:

I. 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 against money receipt by the P.G./M.B.A./Ex-M.B.A./Int.B.Ed-M.Ed Departments and Colleges.

II. 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 examinations.

III. 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 **three days** as Special phase with a **fine of Rs. 1200/- (Twelve Hundred Only).** The dates will be communicated with the examination schedule later.

P.T.O.

IV. You are requested to note that the IDC (Interdisciplinary Course) has to be chosen from the dropdown of IDC tab before proceeding for the bulk payment for Form fill up of P.G. 2nd Semester-2025.

V. Departments/Colleges are advised to complete online Form fill up of all the students well in advance and avoid last date Form fill up as the system is internet dependent and may cause last minute failure. **The Special Phase form fill up with Rs. 1200/- fine may be discouraged.**

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 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. Enrolled student whose Roll No. has been generated and have filled up forms to appear the examination, their admit card for 2nd Semester Examination can be downloaded following the below mentioned steps,
   I. DEO/Examination In charge need to login using their Login ID in Sambalpur Information system (https://sambalpuruniversity.in).
   II. In dashboard of the DEO/ Examination In charge, there is a "Bulk Admit Card" Tab.
   III. After applying necessary filter click on "Search" button- it displays the list of candidates eligible for 2nd Semester Examination.
   IV. After clicking on "Search button" it will load up to 25 Admit Cards of the candidates at a time.
   V. 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) & Section officer, EG-III (soeg-iii@suniv.ac.in).

Controller of Examinations

Memo No. 02454 /E.G.III

Date: 29.07.2025

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, e-Governance Nodal centre, Sambalpur University
4. C.O.E/A.C.O.E ,Sambalpur University
5. Section Officer, EC-III/EC-IV/EC-V/EC-VI,C.O.E. Unit/Computer Unit, Sambalpur University.
6. Two spare copies to E.G-.III Section, Sambalpur University.
7. CSC–SPV, Govt. of India

Controller of Examinations