

02455

NOTIFICATION

To,

1. The Principal, L.R.Law College, Sambalpur

Sub:

Online Form Fill up for M.A. I.R.P.M Regular First Semester Examinations, December- 2024.

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. I.R.P.M Regular First Semester Examinations, December- 2024 have been fixed as follows: -

Name of the Examinations First Semester Regular Examinations, December-2024 of (M.A. I.R.P.M)	Date of Final Form Fill up through Online		
	The second secon	With late fine Rs.50/-	
	31.07.2025 to	03.08.2025	04.08.2025
	02.08.2025		

Fee Structure

SI. No.	Head wise online fee (in Rupees)	Name of the Examination	
		Master of Arts in Industrial Relation & Personnel Management First semester December-2024	
01	Examination Fee (Regular Students)	Rs.380/-	
04	Supervision charges	Rs. 50/-	
05	Web Portal fee	Rs. 59/-	

Note:

- Centre charges of Rs.100/- per student and a sum of Rs.20/- only per student towards examination 1. expenses and arranging logistics have to be collected against money receipt by the College.
- A sum of Rs.100/- per practical papers to be collected from the students during Form fill up and the 11. amount has to be kept in the Department to meet the expenses for conducting practical examinations.
- III. There will be no Special Phase Form Fill up.
- You are advised to complete online Form fill up well in advance and avoid last date Form fill up as the IV. system is internet dependent and may cause last minute failure.

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, their admit card for 1st Semester Examination
- DEO/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.
- After applying necessary filter click on "Search" button- it displays the list of candidates eligible for 1st
- 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) & Section officer,

02456

Memo No._____/E.G.III

Controller of Examinations

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

Controller of Examin