



SAMBALPUR UNIVERSITY

Jyoti Vihar Burla

By e-mail & speed post

No. 02216- /EG V

Date 06/05/2022

From

The Asst.Registrar (Exams.)
Sambalpur University.

1. The principal Vikash Law School, Bargarh
2. The Principal Mahamaya Institute of Legal Science, Nuapada

Sub: Submission of Final Application form for B.A.LLB (H) 1ST, 3RD, 5TH, 7TH, and 9TH Semester Examination December 2021(Back only).

Sir,

I am directed to intimate you the form fill-up for B.A.LLB (H) 1ST, 3RD, 5TH, 7TH, and 9TH Semester Examination December 2021 (Back only) may commence during the month of June 2022. Accordingly form fill-up of final application form with requisite fees without fine, with late fine of Rs 100/ and late fine of Rs 500/ has been fixed as follows.

Sl.No.	for B.A.LLB (H) 1 ST , 3 RD , 5 TH , 7 TH , and 9 TH Semester Back Examination December 2021	Dates of Final form submission
01	Form fill-up dates for without fine	On or before 16/05/2022
02	Form fill-up dates for Rs 100/ fine	18/05/2022
03	Form fill-up dates for Rs 500/ fine	20/05/2022

1. Instructions for candidates

- A. The candidate to be directed to fill-up the form himself in his/her own handwriting.
- B. The entries in the final form be made by the candidates carefully.
- C. Muslim and Telugu candidates may be advised to write their name as per matriculation certificate /High school certificate issued by boards.
- D. Women candidate must record "F" in the appropriate SPACE.

2. Instructions for the colleges

Covid-19 Guide lines issued by the govt. the Orissa time to time must be strictly followed by the college.

- A) If requested he college may seek the permission of local /District Administration for smooth conduct of the process.
- B) The form must be shorted in alphabetical order.
- C) The alphabetical list must be submitted in a pre-designed MS-EXCEL file only though e-mail to the university mail addresses i.e. univccsu@gmail.com. Mentioning the college Name/code in the subject matter of the e-mail. The date must be sent at least 24 hours before the submission date from the registrar e-mail of the concerned college only a computerized.

- D) Receipt will be generated and sent to your e-mail address. You are requested to take out the print out of above date acceptance received communicated through e-mail.
- E) Two sets of hard copy of Alphabetical list duly certified and sign by the principal with seal along with Application forms and the receipt obtained on submission of data from the university computer centre must be submitted to E.G.V Section positively on or before the mentioned submission dates.

The following documents be submitted in the order given bellow.

- a) Alphabetical status and recognition certificate (Xerox copy)
- b) Forwarding letter.
- c) Accounts statement in duplicate.
- d) Alphabetical list in duplicate.
- e) Statement of enrollment of students in the prescribed form in duplicate.
- f) Final form for regular students/Back paper students along with mark sheet of previous examination (if any).Email receipt received from computer centre.
- g) Fee must be deposited on or before the stipulated date as mentioned. Fee remitted as per instruction (copy enclosed) payment may be made in State Bank Collect on or before. 16.05.2022.without fine, on or before 18.05.2022 with a fine Rs. 100/- and on or before 20.05.2022 with a fine Rs. 500/-.

The detail to be collected from the students is given below guidance:-

Sl. No.	Description of Fee	Rate Chart
01.	Examination Fee	Rs. 1,000/-
02.	Centre Charges	Rs. 300/-
03.	Supervision Charges	Rs. 200/-
04.	Fee for marks	Rs. 200/-
05.	Cost of form	Rs. 20/-
06.	Abstract of mark	Rs. 100/-
07.	Fee for subsequent examination	Rs. 100/-
08.	Late fine	As applicable (100/500)

Note: - Centre Charges need not be paid online. It has to be collected by the colleges against money receipt.

Any clarification in the matter and/or correspondence may be made to the undersigned by designation only.

Yours faithfully

K. Dash
Asst.Registrar (Exams)
Date 06/05/2022

Memo. No. 02217 /E.G.V

Copy forwarded to :

1. P.A to V.C
2. The bar council of india, New Delhi.
3. Director of higher education, odisha, Bhubaneswar.
4. The regional Director, Higher education, Budharaja Sambalpur.
5. The secretary to Vice-Chancellor/Personal Asst. to Regitrar/Personal Asst. to C.O.E
6. Section Officer, EC-IV/EC-VI/Code Section/Computer Uni/C.O.E. Unit
7. Director e-Governance Nodal Centre, Sambalpur University.
8. Two (02) spare copies to section officer.EG-V Section.

K. Dash
Asst.Registrar (Exams)
Date 06/05/2022

K. Dash
06/05/22

Nodal Centre