



SAMBALPUR UNIVERSITY

JYOTI VIHAR: BURLA – 768 019

No. 02992 /EG-III

Date : 24/07/2023

To,

The Head, P.G.Department of Anthropology/Earth Science/Home Science/Law/
M.B.A./Lib&Inf.Science/Odia/Hindi/Pol.Sc&Pub.Admn./Sociology/MPA/Computer
Science, Sambalpur University.

The Principal, Government College, Sundargarh/Panchayat College, Bargarh/
Government Women's College, Sambalpur/Municipal College, Rourkela/Imperial College,
Bargarh/NSCB College, Sambalpur/Deogrh College, Deogarh

Sub: Online Form Fill up for 2nd Semester M.A./M.Sc./M.Com./MBA (Regular & Back)
Examinations, June- 2023.

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 the M.A./M.Sc./M.Com./M.B.A. (Regular & Back) 2nd Semester
Examinations, June-2023 (Online mode) 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/-
M.A./M.Sc./M.Com./MBA 2 nd Semester(Regular & Back) Examinations, June-2023	29.07.2023	10.08.2023	12.08.2023
	to 09.08.2023	to 11.08.2023	to 13.08.2023

N.B: Candidates having enrolled and got a Roll number will be allowed to fill up form.

A. (a) Fee Structure: - (online collection) **P.G 2nd Semester** **MBA 2nd Semester**

- | | | |
|----------------------------|----------|----------|
| 1. Examination Fee : | Rs.380/- | Rs.580/- |
| 2. Supervision charges: | Rs. 50/- | Rs.50/- |
| 3. Subsequent Appearance: | Rs.10/- | Rs.10/- |
| Back/ Improvement students | | |
| 4. Web Portal fee : | Rs.59/- | Rs.59/- |

(b) For Back paper, Examination fee will be 100/- per paper (up to 2 papers) apart from supervision charges Rs.50/-, Subsequent appearance Rs.10/- with web portal fees 59/-.

(c) For Back paper more than 2 papers Examination fee along with other fee will be collected as per fee structure mentioned A. (a).

B. Centre charges of Rs.100/- need not be paid online; it has to be collected by the colleges/P.G departments against money receipt.

2. Apart from this, a sum of **Rs.20/-** only per student will be collected against money receipt towards examination expenses and arranging logistics.

C. With reference to clause No.01 of this office **letter No.2065/C.O.E**, dated. 06.11.2020, the online Form fill up portal will remain open (after expiry of all the above phases) for the last three days prior to any Semester as special phase with fine as mentioned below:-

- 03 days before the Examination fine @ Rs.1,200/-
- 02 days before the Examination fine @ Rs.1,500/-
- 01 day before the Examination fine @ Rs.2,000/-
- One hour before the schedule time to start the 1st sitting of the 1st day with a fine of Rs.3,000/-

D. Students of P.G. Department of Odia are exempted from the total fees. **However the charges for the online form fill up process i.e. Rs.59/- has to be paid by each student (Notification No.03463/E.G.III, Dated 17.08.2022).**

[Signature]

PAYMENT PROCESS FOR EXAMINATION FORM FILLUP

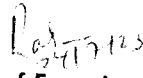
1. College DEO/Examination In charge-login into the portal.
2. In the DEO/ Examination In charge Dashboard, click on "**Bulk Payment**" Tab.
3. Apply filter
 - a. Department
 - b. Exam Type – Regular/Back
 - c. Exam. Year, Semester
 - d. Status- payment pending..Click on "Search" student list bind in 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 1st Semester Examination Admit Card 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 1st Semester 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.

Payments of fees must be made within the prescribed date as mentioned above positively

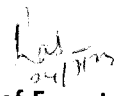
Memo No. 02993 /E.G.III


Controller of Examinations

Date : 24/07/2023

Copy forwarded for information and necessary action to:-

1. Chairman, Post-Graduate Council, Sambalpur University.
2. Director, College Development Council, Sambalpur University.
3. Director, e-Governance Nodal centre, Sambalpur University
4. Section Officer, E.C.III/E.C.VI/EC-V/C.O.E. Unit/Computer Unit, Sambalpur University.
5. Two spare copies to E.G-.III Section, Sambalpur University.
6. CSC-SPV, Govt. of India


Controller of Examinations