



SAMBALPUR UNIVERSITY

JYOTI VIHAR: BURLA – 768 019

www.suniv.ac.in

By e-mail & Speed Post

No. 04208/EG-V

From

Asst. Registrar(Exams.)
Sambalpur University

To

The Principal

1. Vikash law College, Bargarh.

2. Mahamaya Institute of Legal Science, Nuapada

Sub: Submission of final application forms for 1st, 3rd, 5th, Semester (Back) and 7th, & 9th, Semester BA.LLB (Hons.) (Regular & Back) Examination, December, 2023.

Sir,

I am directed to intimate that the final form fill-up for BA.LLB (Hons.) 1st, 3rd, 5th, Semester (Back) and 7th, & 9th, Semester (Regular & Back) Examination, December, 2023. Accordingly form fill-up of final application form with requisite fee without fine, with late fine of Rs.100/- and Rs. 500/- has been fixed as under:

Sl. No.	1 st , 3 rd , 5 th , Semester (Back) and 7 th , & 9 th , Semester BA.LLB (Hons.) (Regular & Back) Examinations, December, 2023.	Dates for form fill-up
1.	Form fill-up dates without fine.	01.11.2023 to 08.11.2023
2.	Form fill-up dates with a fine of Rs. 100/-.	09.11.2023 to 10.11.2023
3.	Form fill-up dates with a fine of Rs. 500/-	11.11.2023 to 14.11.2023

01. Instruction for candidates:

- The candidates be directed to fill up the form himself/herself in his/her own handwriting.
- The entries in the final form be made by the candidates carefully.
- All candidates may be advised to write their name as per matriculation Certificate/High School Certificate issued by the Boards.
- Women candidates must record 'F' in the appropriate space.

02. Instruction for the College

- Covid-19 Guide lines issued by the Govt. of Odisha time to time must be strictly followed by the colleges.**
- If required, the colleges may seek the permission of Local/District Administration for smooth conduct of the Process.**
- The forms must be sorted in alphabetical order.
- The alphabetical list must be submitted in a pre-designed MS-EXCEL file **only through e-mail** to the University mail address i.e. univccsu@gmail.com mentioning the College Name/Code in the Subject matter of the e-mail. The data must be sent at least 24 hours before the submission date from the registered e-mail of the concerned college only. A computerized receipt will be generated and sent to your e-mail address. You are requested to take out the print out of above data acceptance receipt communicated through e-mail.
- Two sets of hard copy of alphabetical list duly certified and signed 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 by **Speed Post** to **The Controller of Examinations, Sambalpur**

dt- 18/10/2023

University, Jyoti Vihar, Burla, Sambalpur, Odisha – 768019. The application Forms must reach the University office by **Dt.15.11.2023**.

- F) The following documents be submitted in the order as given below: -
- a) Affiliation 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 Forms for Regular student/Back Paper students along with mark sheet of previous examination. (if any). E-mail receipt received from Computer Centre.
- G) Fee must be deposited on or before the stipulated date as mentioned. Fees may be remitted as per instructions (copy enclosed). Payments may be made in "State Bank Collect" on or before **08.11.2023** without fine, on or before **10.11.2023** with a fine of **Rs.100/-** and on or before **14.11.2023** with a fine of **Rs.500/-**.

The details of fee to be collected from the students are given below for guidance: -

Sl.No.	Description of Fees	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 Marks	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.

A sum of **Rs. 20/- (Rupees Twenty)** only per student to be retained by the colleges against money receipt out of the examination fees paid by the candidates towards arrangement of logistic. Total fee to be remitted to this office after deducting **Rs.20/-**.

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

Yours faithfully,

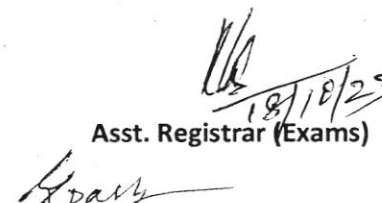

Asst.Registrar (Exam.)

Memo No. 04209 EG-V

Dated, 18/10/2023

Copy forwarded for information and necessary action to: -

1. The Bar council of India, New Delhi.
2. Director of Higher Education, Odisha, Bhubaneswar.
3. The Regional Director, Higher education, Budharaja, Sambalpur.
4. Asst. Controller of Examinations(P)/Asst..Registrar (Exam) S.U
5. The Secretary to Vice-Chancellor/Personal Assistant to Registrar/Personal Assistant to Controller of Examinations, S.U
6. Section Officers, EC-IV/EC-VI /Code Section/Computer Unit/C.O.E. Unit, S.U
7. Director, e-Governance Nodal Centre, Sambalpur University.
8. Two (02) spare copies to Section Officer, EG-V Section.


Asst. Registrar (Exams)