

**SAMBALPUR****UNIVERSITY****JYOTI VIHAR: BURLA – 768 019**www.suniv.ac.inBy e-mail & Speed Post

No 01/017 - E.G.-V

From

Asst. Registrar(Exams.)
Sambalpur University

To

The Principal
L.R. Law College, SambalpurSub: Submission of final application forms for 4th, 6th, 8th and 10th Semester BBA-LLB (Hons.) Examination, (Regular & Back) June, 2024.

Sir,

I am directed to request you to do the final form fill-up of BBA-LLB (Hons.) 4th, 6th, 8th and 10th Semester Examination, (Regular & Back) June, 2024 with requisite fee and late fine(Rs. 100/- or Rs. 500/-), if applicable, as per the date schedule mentioned below:

Sl. No.	4 th 6 th 8 th and 10 th semester BBA-LLB (Hons.) Examinations, (Regular & Back) June, 2024.	Dates for form fill-up
1.	Form fill-up dates without fine.	11.03.2024 to 18.03.2024
2.	Form fill-up dates with a fine of Rs. 100/-.	19.03.2024 to 20.03.2024
3.	Form fill-up dates with a fine of Rs. 500/-	21.03.2024 to 22.03.2024

1. 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

- 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 University, Jyoti Vihar, Burla, Sambalpur, Odisha – 768019**. The application Forms must reach the University office by **Dt.27.03.2024**.
- The following documents be submitted in the order as given below: -
 - Affiliation status and recognition certificate (Xerox copy).
 - Forwarding letter.
 - Accounts Statement in duplicate.
 - Alphabetical List in duplicate.
 - 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.
- E) 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 **18.03.2024** without fine, on or before **20.03.2024** with a fine of **Rs.100/-** and on or before **22.03.2024** 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.	Fee for Migration Certificate	Rs. 200/-
09.	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,

Memo No. 01018 EG-V

[Signature]
Asst. Registrar (Exam.)
Dated, 07/03/2024

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)/ A.R.(Exam) S.U
5. The Secretary to Vice-Chancellor/Personal Assistant to Registrar/Personal Assistant to Controller of Examinations, Sambalpur University.
6. Section Officers, /EC-V/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.

[Signature]
Asst. Registrar (Exams)
[Signature]