



No. 03890 /E.G.-II

From

Dated the, 11/11/25

To

The Controller of Examinations.The Principals of all affiliated Colleges
(+3 Degree) under Sambalpur University.

Sub: -

Online Form Fill up of +3 Third Semester Arts/Science/Commerce (Pass/ Honours)
Regular/Back/Improvement Examination, 2025 under NEP 2020 and CBCS.

Sir/Madam,

I am directed to inform you that the Online Form Fill up of final application form for the +3rd Semester Arts/Science/Commerce (Pass / Honours) Back/Improvement Examinations, 2025 under C.B.C.S. with requisite fees without fine, with late fine of Rs.50/- and with late fine of Rs.300/- has been fixed as under.

Sl.no	+3 Third Semester Arts/Sci/Com Examination -2025	Dates for Form fill up
01.	Form Fill up dates for Without fine	20.11.2025 to 30.11.2025
02.	Form Fill up dates for Rs. 50/- Fine	01.12.2025 to 03.12.2025
03.	Form Fill up dates for Rs. 300/- Fine	04.12.2025 & 05.12.2025

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

Instruction to the College:

Colleges are requested to go through the instruction provided and the students may also be instructed to follow the form fill up and Admit cards download instructions as stated.

Fee Structure**Head wise Fee Structure for +3 Semester Examinations under CBCS (HONS.) REGULAR**

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees	
02	Supervision Charges	500
03	Technical support/Service fee (Regular Students/Back students)	50
	Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)	59
		609/659/909

Head wise Fee Structure for +3 Semester Examinations under CBCS (PASS)REGULAR

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees	
02	Supervision Charges	400
03	Technical support/Service fee (Regular Students/Back students)	50
	Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)	59
		509/559/809

Head wise Fee Structure for +3 Semester Examinations under CBCS (HONOURS) BACK

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees (1 paper / 2 paper / 3 paper / all)	100/200/300/500
02	Supervision Charges	50
03	Subsequent Appearance	10
04	Technical support/Service fee (Regular Students/Back students)	59
Total Fee(Without fine)		219 / 319 / 419 / 619

Head wise Fee Structure for +3 Semester Examinations under CBCS (PASS) BACK

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees (1 paper / 2 paper / 3 paper / all)	100 / 200 / 300 / 400
02	Supervision Charges	50
03	Subsequent Appearance	10
04	Technical support/Service fee (Regular Students/Back students)	59
Total Fee(Without fine)		219 / 319 / 419 / 519

Head wise Fee Structure for +3 Semester Examinations under CBCS (HONOURS) IMPROVEMENT.

Sl. No.	Description of Fees	Rate Chart (Rs.)
01	Examination fees	500
02	Supervision Charges	50
03	Subsequent Appearance	10
04	Fee for PCM/PCG (One Time)	100
05	Fee for Diploma (One Time)	200
05	Technical support/Service fee	59
Total Fee(Without fine)		919

Note:

- I. With reference to this office letter **No.26 (A)/C.O.E., dated. 23.10.2024**, the online form fill up portal will remain open (after expiry of all above phases) for **three days** as **Special phase** with a **fine of Rs. 1200/- (Twelve Hundred Only)**. The dates will be communicated with the examination schedule later.
- II. Centre charges of **Rs. 150/- (Rupees One Hundred Fifty)** need not be paid online; it has to be collected by the colleges against money receipt.
- III. A sum of **Rs. 20/- (Rupees Twenty)** only per student out of the examination fee to be retained by the colleges against money receipt towards examination expenses and arranging logistics. Total online fee to be paid will be shown after deducting Rs. 20/- out of the total fee paid by the student.
- IV. With reference to this Office letter no. 1666/EC-II, Dt. 19.04.2022 an amount of Rs. 100/- per student per practical paper is to be collected by the colleges.
- V. Update of **Registration number** of each student is **mandatory** before proceeding for the Form fill up.

PAYMENT PROCESS FOR EXAMINATION FORM FILLUP

1. DEO login into the portal.
2. In the DEO Dashboard, click on "Bulk Payment" Tab.
3. Apply filter
 - a. Branch –
 - b. Exam Type – Regular
 - c. Status- unpaidClick 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. Registered Student whose Roll No. has been generated, their admit card for 3rd Semester Examination Admit Card can be downloaded.
2. DEO need to login using their Login ID in Sambalpur Information System (<https://sambalpur.lokaseba-odisha.in>).
3. In dashboard of the DEO, there is a "Report" section.
4. In the Report page there is option "3rd Semester Admit Card (Regular/Back/Improvement)" under "Category" drop down.
5. After applying necessary filter click on "Search" button – it displays the list of candidates eligible for 3rd Semester Examination.
6. There is a View button against each row – clicking on it will load the Admit Card of the candidate.
7. Print the admit card click on Print Button.


Memo No. 03891/EG-II

Copy forwarded for information and necessary action to: -

01. Regional Director of Education, Sambalpur.
02. Controller of Examinations' Unit
03. Asst. Controller of Examinations.
04. Asst. Registrar (Examinations).
05. University Computer Unit.
06. Two (02) spare copies each to EG-II/ EC-I/II Section.
07. Director, E-Governance, nodal centre for notification in the University website.


Controller of Examinations

Dated the, 11/11/25


Controller of Examinations