


SAMBALPUR UNIVERSITY
JYOTI VIHAR: BURLA – 768 019

No. **01053 (7)**
EG-II

Dated the, **28/02/17**

From: The Assistant Registrar (Exams),
Sambalpur University.

To

The Principal,
1. B.G.T. Law College, Sonepur.
2. Bargarh Law College, Bargarh.
3. Bolangir Law College, Bolangir.
4. Rourkela Law College, Rourkela.
5. L.R.Law College, Sambalpur.
6. Kalahandi Law College, Bhawanipatna.
7. P.P.Law College, Jharsuguda.

Sub:- *Submission of Final Application Form for 2nd, 4th & 6th Semester of Three Years LL.B. Examinations, 2017.*

Ref:- This Office Notification No.04082/E.G.-III, dated. 14.09.2016.

Sir,

I am directed to intimate you that the 2nd, 4th & 6th Semester of Three Years LL.B. examinations are likely to commence during May, 2017. Accordingly submission of final application form with requisite fees without fine, with late fine of Rs.50/- and with late fine of Rs.300/- has been fixed as under:-

Examination	Without fine	With late fine of Rs.50/-	With late fine Rs.300/-
2 nd , 4 th & 6 th Semester, LL.B.2017.	21.03.2017	28.03.2017	06.04.2017

I) Instruction for the Candidates:

- I. The candidates be directed to fill up the form himself/herself in his/her own handwriting.
- II. The entries in the final form be made by the candidates carefully.
- III. Muslim and Telugu candidates may be advised to write their name as per Matriculation Certificate/High School Certificate issued by Boards.
- IV. Women candidate must record "F" in the appropriate space.

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II) Instruction for the College:

- i. The final form be checked in accordance with up to date Regulation for LL.B. Examination (Semester System) and relevant syllabus applicable for each batch of candidates.
- ii) The forms be sorted in alphabetical order.
- iii) The Enrolled list along with back/reappearing candidates for 1st Semester or the alphabetical list for other Semesters must be submitted in a pre-designed MS-EXCEL template, which was provided by the Computer Centre earlier. Separate instruction for entering data in Excel Sheet also be given by the University Computer Centre.
- iv) One set of printed hard copy of the above enrolled list/alphabetical list duly certified by the Principal be submitted to the University Computer Centre along with storage media (CD/DVD ROM or Pen-drive etc.) containing the data in each of the 1st submission (without fine), 2nd submission (with Rs.50/- fine) and 3rd submission (with Rs.300/- fine). The data can also be sent as an attachment to the University Computer Centre email address i.e. univccsu@gmail.com quoting the college code and examination name in the subject matter of the email. Please note that no data will be received by the University Computer Centre without the soft copy in a storage media or email.
- v) Two sets of hard copy of alphabetical list duly certified and signed by the Principal with seal along with application forms along with the receipt obtained on submission of data at the University Computer Centre be submitted to E.G.-II Section.
- vi) Fees must be deposited on or before the stipulated date as mentioned above. Fees may be remitted as per instruction (Copy enclosed). Payment must be made in State Bank collect.
- vii) The following documents be submitted in the order as given below:
 - a. Forwarding letter for Semester Examination.
 - b. Accounts Statement in duplicate.
 - c. Receipt of submission of C.D. with University Computer Centre.
 - d. Alphabetical List in hard copy of data furnished in the C.D.
 - e. Statement of enrollment of students in he prescribed form in duplicate.
 - f. Final Forms for Regular student/Back Paper Students along with mark sheet of previous examination.
 - g. Care should be taken not to mix the forms or data to avoid any misinformation in preparing data.

