
SAMBALPUR UNIVERSITY
JYOTI VIHAR, DIST –SAMBALPUR, ODISHA, PIN- 768 019
Accredited with 'A' Grade by NAAC

No. 04991 /EG-I

Date, 21-11-16

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

To

The Principal,
All Affiliated Colleges under Sambalpur University
(Except Professional and Autonomous Colleges)

Sub: *Special instruction for filling up Final Form for +3 1st (Back), 2nd and Final University Examination (Regular, Back, Improvement), 2017 and collection of Examination fees as per this Office letter No.10176/EC-II Dtd.21.11.2013.*

Sir/Madam,

I am directed to intimate you that the following instructions for filling up the Final application form (regular, back and improvement), preparation of alphabetical list/Hard copy and submission of other relevant documents may be followed.

- i) Instruction for the candidates:
 - a) The candidates be directed to fill up the form himself/herself in his/her own handwriting. A detailed instruction for filling up the form has been issued separately with the final application form.
 - b) The entries in the final form must be filled up by the candidates properly & carefully. Subjects to appear as per Syllabus must be checked by the College authority. Care must be taken regarding Pass/Honours subject and Elective subject. Application filled up with wrong Elective Subject will be rejected.**
 - c) Muslim and Telugu candidates may be advised to write their name as per Matriculation Certificate/High School Certificate issued by Boards.
 - d) Women candidate must record "F" in the appropriate space.
 - e) The candidates appearing 2nd and Final examination **MUST** enclose copies of admit card of previous 1st and 2nd examinations respectively.
 - f) Name of Father or Guardian/Name of Father of Father (Grand father)/Name of Mother/Name of Husband of Mother must be recorded. (As per orders of Govt. of Odisha, Letter No. 14573/HE dtd.30.06.2014)**
- ii) Additional instruction for candidates appearing Back paper/Improvement examination.
 - a) The Xerox copy of the mark sheet of the examination appeared for which Back paper/Improvement examination is appearing **MUST** be enclosed.

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- b) Failed candidate after availing two chances for appearing back paper examination have to fill up form to appear in all subjects. No candidate is allowed to appear in any examination after five years of first registration to appear 1st University examination.

The word "**BACK PAPER**" or "**IMPROVEMENT**" must be mentioned in **RED INK** on the top of the form to make a distinction between Regular and back paper/Improvement candidate.

- c) Candidate appearing to make up deficiency in aggregate mark are required to submit Xerox copy of mark sheet of 1st, 2nd and Final University examinations.
- d) Candidate appearing improvement Examination **MUST** submit Xerox copy of PCM.

iii) **Instruction for the College**

- i) It should be ensured that the subject wise students filling up forms be within the subject wise affiliation strength granted by the University.
- ii) The forms be sorted in alphabetical order and separate list be prepared for Regular/Back paper and Improvement Examination. The Word "**BACK PAPER**" or "**IMPROVEMENT**" must be mentioned in **RED INK** on the top of the form to make a distinction between Regular and Back Paper / Improvement candidate.
- iii) **The Hard Copy must be submitted in predesigned MS Excel spread Sheet.** The predesigned MS-Excel sheet for First/Second/Final examination will be communicated through e-mail. The previous format stands cancelled. Data will not be accepted by the computer centre, if given in previous format. Colleges not having the new excel format may send a request vide email to (univccsu@gmail.com) quitting the College Code.
- iv) One set of printed copy of the above Hard Copy duly certified and signed by the Principal be submitted to the University Computer Centre, Sambalpur University along with C.D. containing soft copies of all the alphabetical list. Since, the examination process i.e. issue of Admit Card, issue of CNR, publication of result, issue of Mark Sheets/PCM and issue of diploma solely depends on the data furnished in the C.D. care should be taken to supply the correct data. Wrong entries may lead to incorrect entries on the process and will put the University as well as the candidate in unnecessary difficulty. A receipt for submission of C.D. may be collected from the University Computer Centre.
- v) One C.D. containing data of candidates enrolled for examination on due date should be submitted before the last date of filling up the final form

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With out fine. Another C.D. containing only the candidates enrolled for the examination with late fine for both of Rs.50/- and Rs.300/- should be submitted on or before the last date of enrolment for the examination with fine of Rs.300/-

- vi) One set of hard copy of alphabetical list duly certified and signed by the Principal with seal along with application forms along with the receipt obtained for submission of C.D with the University Computer Centre be submitted to E.G-I/EC-II Section.
- vii) **Fees may be remitted directly through State Bank collect as per instruction attached with notification for submission of final form for +3 Traditional System.**
- viii) The following documents be submitted in order as given below:
- Forwarding letter for Arts, science and Commerce Examination separately.
 - Bank receipt in original (Account Slip) towards deposit of fees for Arts, Science and Commerce Examination separately.
 - Accounts Statement in duplicate, Arts, Science and Commerce Examination separately.
 - Receipt of submission of C.D. with University Computer Centre.
 - Alphabetical List in hard copy of data furnished in the C.D. Alphabetical list for regular, Back paper, improvement to be placed in the order for Arts, Science and Commerce Examination separately.
 - Final Forms for regular, Back paper, improvement to be placed separately in the order for Arts, Science and Commerce Examination separately.
 - Care should be taken not to mix the forms or data to avoid any misinformation in preparing data.
 - Copy of affiliation letter for last year(Except the Colleges with permanent affiliation)
 - Subject statement for Arts, Science and Commerce Examination may be furnished at e-mail ID coesuniv@gmail.com.
- ix) The details of fee to be collected from the students are given below for guidance:-


Sl.No	Description of Fees	Rate Chart
1.	Examination fee for pass students	Rs.400/-
2.	Examination fee for Hons. Student (including Improvement)	Rs.500/-

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| 3. Fee for appearing Back Paper (Pass and Hons.) | Rs.100/- per Paper and
Maximum of Rs.400/- for Pass
candidate and Rs.500/-
For Honours Candidate |
| 4. Subsequent appearance | Rs.10/- |
| 5. Centre Charges | Rs.100/- |
| 6. Supervision Charges | Rs.50/- |
| 7. Fee for abstract of Marks | Rs.10/- |
| 8. Issue of Computerized Marks/PCM | Rs.100/-
For all Examinations. |
| 9. Cost of form | Rs.10/- |
| 10. Fee for Original Diploma | Rs.200/-(For Final
Exam.)(Once) |
| 11. Late fee | Rs.50/- & Rs.300/-
(As applicable) |
- x) Candidates appearing improvement Examination have to pay full fee prescribed for the examination.
- xi) Before submission of the documents all the papers including entries thereon should be verified meticulously.
- xii) The documents be submitted through special messenger in the University Office in EG – I Section for Arts , Science and Commerce examination.
- xiii) Any clarification in the matter, correspondence may be made to the undersigned by designation only.
- xiv) No T.A/D.A. for submission of documents by messenger will be borne by the University.
- xv) Simple scientific non-programmable calculator may be allowed during examination only in the Numerical Analysis Paper-II.
- xvi) univccsu@gmail.com for e-mail.

Yours faithfully,



Asst. Registrar (Exams)
Date, 21-11-16

Memo No. 04992 /EG-I

Copy forwarded for information and necessary action to:-

1. All Members of the Syndicate.
2. Section Officer, Diary Section/EC-I/EC-II Section.
3. Controller of Examinations Unit/Assistant Controller of Examinations.
4. University Computer Unit
5. e-Governance Unit with a request to upload the notification in the University website.
6. Ten (10) spare copies to EG-II Section/EG-I Section.

/Biswal/


Asst. Registrar (Exams.)

Instruction for filling of forms

Candidates may be instructed to fill up the forms as detailed here under, Failure to fill up the forms correctly may lead to incorrect publication of results. The candidate must fill up the final form in his/her own handwriting)

1. The candidate appearing 2nd Examination, Final Examination (Regular, Back and Improvement) must record the University assigned Roll No. correctly, Incorrect record of Roll No. may lead to withheld of results.
2. The stream, Course, the candidate appearing may be indicated correctly.
3. Whether the candidate is appearing as Regular or in Back paper may be indicated correctly.
4. Registration No. assigned by the University must be entered. Failure to mention the Registration No. may lead to with held of publication of result.
5. Strike out which is not applicable.
6. The code of the Caste as indicated in bracket may be indicated in the blank space.
7. The candidate must fill up the name in capital letters as recorded in the H.S.C. Certificate. The first name, the middle name and the surname may be entered in separate space provided for. Muslim and Telugu students must write their name in order as recorded in Matriculation/HSC Certificate. In correct name recorded in this column may lead to publication of result in incorrect name and examination documents may be issued as informed by the student himself/herself.
8. Date of birth as recorded in the H.S.C. Certificate may be written in figures and words in the space provided for.
9. Permanent address with father's name may be recorded correctly for record and future correspondence as and when required.
10. Present address with father's name may be recorded correctly for record and future correspondence as and when required.
11. Subject to be appeared along with subject code may be recorded in the space provided for. The subject code is enclosed to the final form for reference of the students for correct recording of subject in code name of the subject. Incorrect recording may result with held of publication of result.
12. It must be noted by the candidates that a student choosing elective paper in 1st Examination will appear in the same elective paper in the 2nd examination but is not permitted to appear in the same elective paper in the final Examination. For example, a student opting "Indian Economy" in 1st examination will appear in "Indian Economy" in the 2nd Examination but will have to choose another elective paper and not "Indian Economy" in the Final Examination.
13. Name, address of father or the name of the guardian, if the father is not alive may be recorded. Name of Father of Father (Grand Father) also may be recorded.
14. Name of the mother. Name of the Husband of mother may be recorded.
15. The name of the College, from which +2 Examination has passed and the year of passing such examination may be recorded.
16. Previous appearance, if any, by the candidate in +3 Examination, the Examination & Year, the Roll No. and subjects appeared may be clearly mentioned.
17. Date of admission to +3 Degree Course, date, month and year may be recorded.
18. The fee paid by the candidate may be filled in correctly.
19. C.N.R should be submitted immediately after the completion of Examination duly signed by the Principal with Official seal.

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INSTRUCTION FOR ENTERING DATA IN PREDISIGNED MS-EXCEL SHEET FOR +3 FIRST/SECOND FINAL YEAR EXAMINATION

- The file provided is an Excel Template file, where data can only be entered in specified cell.
- Movement from one entry cell to another can be done by <TAB> key of the key board.
- File (Format- +3 – 1st Year-Exam.xit/Format-+3-2nd Year –Exam.xit/Format-+3 Final Year-Exam.xit) can be copied on the hard disk. Candidates for a particular +3 examination (i.e. 1st Year/2nd Year/Final Year) of a College can be entered into appropriate file (one file only) having different sheets for different branches as given below:
 - AH: Arts Honours Regular candidates
 - AP: Arts Pass Regular Candidates
 - SH: Science Honours Regular Candidates
 - SP: Science Pass Regular Candidates
 - CH: Commerce Honours Regular Candidate
 - CP: Commerce Pass Regular Candidates
 - AHB: Arts Honours Back/Improvement/Aggregate Candidates
 - APB: Arts Pass Back/Aggregate Candidates
 - SHB: Science Honours Back/Improvement/Aggregate Candidates
 - SPB: Science Pass Back/Aggregate candidates
 - CHB: Commerce Honours Back/Improvement/aggregate Candidates
 - CPB: Commerce Pass Back/Aggregate Candidates
- After entering the data the file can be saved in the computer hard disk by giving any file name and this file can be written on to a blank CD to be submitted at Sambalpur University. File in any other format will not be accepted.
- Every time template file opened it will present a blank sheet for entry.
- Follow the cell wise entry instruction as given below.
- Give the College Name in the 1st entry cell in Row-2 then move to 2nd entry cell in the same row by pressing <TAB> and give the year of Examination>Press<TAB> to move to next entry cell in Row-4. Give the name of candidate/Name of Father/Name of Father of Father (Grand father)/Name of Mother/Name of Husband of Mother, as it will appear in the final Certificate. It is very important to follow the following points while entering the name of the candidate.
 - ✓ Do not abbreviate the Name to short form (i.e. Ku., Ch. Etc.)
 - ✓ Do not supplement the Name with other entries (i.e. (W), (SC),(ST),(a),(b) etc.
 - ✓ Enter one Name in one row and next Name in the next row. Do not leave any row blank. The total number of candidate of the College in a particular branch must match the serial number given in the Column-A.
- Press <TAB> to move to next entry cell (SEX) in the Row-4. Use the code given below. Leave it blank for Male candidate.
 - W: Female candidate
- Press <TAB> to move to next entry cell (CAT) in the Row-4. Use the code given in the following list. Leave it blank for general candidates.
 - SC: Scheduled Caste Candidate
 - ST: Scheduled Tribe Candidate
 - OB: Other Backward Class Candidate
- Press <TAB> to move the next entry cell (College Code) in the Row-4. Give the College Code) (Numeric). Use the College Code given in the following list.

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SUBJECT CODES FOR ARTS

COMPULSORY COURSES		OPTIONAL COURSES (PASS OR HONS.)	
Subject	Code	Subject	Code
English	EN	Anthropology	ANT
M.I.L.(Oriya)	OR	Bengali	BEN
MIL (Hindi)	HN	Economics	ECO
MIL (Bengali)	BE	Education	EDN
MIL (Telugu)	TE	English	ENG
MIL (Urdu)	UR	Geography	GEO
MIL (Santali)	SA	General Principles of Law & Juris.	GPL
MIL (Alternative English)	AE	Hindi	HIN
Environmental Studies	ES	History	HIS
Indian Society and Culture	ISC	Home Science	HSC
Computer Application	CA	Library & Information Science	LIB
Population studies	PS	Mathematics	MAT
		Oriya	ORI
ELECTIVE COURSES		Philosophy	PHI
Subject	Code	Political Science	PSC
Indian Polity	IPO	Psychology	PSY
Indian Economy	IEC	Public Administration	PUB
Indian Geography	IGE	Sanskrit	SAN
Landmarks in Indian History	LIH	Sociology	SOC
Science & Technology	SCT	Statistics	STA
Mathematics(Without Practical)	MAT	Telugu	TEL
Mathematics(With Prac.) (Hons.)	MAP	Urdu	URD
Statistics	STA	Archaeology & Museology	ARC
Home Science	HSC	Functional English	FEN
Education	EDN	Computer Application	CMA
Philosophy	PHI		
Psychology	PSY		
Oriya	ORI		
English	ENG		
Functional English	FEN		
Archaeology & Museology	ARC		
Computer Application	CMA		
Sanskrit	SAN		
Sociology	SOC		
N.S.S	NSS		

SUBJECT CODES FOR SCIENCE

COMPULSORY COURSES	
Subject	Code
English	EN
MIL(Oriya)	OR
MIL(Hindi)	HN
MIL (Bengali)	BE
MIL (Telugu)	TE
MIL (Urdu)	UR
MIL (Santali)	SA
MIL (Alternative English)	AE
Environmental Studies	ES
Information Technology	IT
Indian Society and Culture	ISC

MINOR ELECTIVES	
Subject	Code
Mathematics	MAS
Biology	BIO

MAJOR ELECTIVES	
Subject	Code
Anthropology	ANT
Bio-technology	BIT
Chemistry	CHE
Conservation & Management of NR	CNR
Disaster Management	DIS
Life Sciences	LSC
Material Sciences	MSC
Non-conventional energy Resources	NCR
Pisciculture	PIS
Polymer Science	POS
Remote Science	RES
Statistics	STA
Sustainable Agriculture Practices	SAP
Geography	GEO
Physics	PHY
Industrial Chemistry	ICH
Computer Applications	CMA
Psychology	PSY
N.S.S.	NSS

OPTIONAL COURSES (PASS OR HONS.)	
SUBJECT	CODE
Botany	BOT
Chemistry	CHE
Computer Science & Data Proc..	CSC
Electronics	ELE
Environmental Science	ESC
Geology	GEL
Mathematics (without Practical)	MTH
Mathematics (with Prac.)(Hons.)	MPR
Physics	PHY
Statistics	STA
Textile Science	TXT
Zoology	ZOO
Computer Applications	CMA
Food Science & Quality Control	FSQ
Industrial Chemistry	ICH
Industrial Fish & Fisheries	IFF
Sericulture	SER
Information Technology	INT
Sociology	SOC
N.S.S.	NSS

SUBJECT CODES FOR COMMERCE

COMPULSORY COURSES	
Subject	Code
Communicative English	CE
Business Economics	BE
Environmental Studies	ES
Indian Society and Culture	ISC
Computer Application	CA
Population Studies	PS

VOCATIONAL COURSES	
Subject	Code
Advertising, Sales Promo...	ASP
Marketing Communication...	MCS
Advertising	ADV
Salesmanship and Sales	SSM
Project and Viva	PRV
Tax procedure and Practice	TPP
Income Tax	IT
Tax Planning	TP
Wealth Tax and Indirect Tax	WTT

Honours Courses

Subject	Code
Specialized Accounting	SPA
Financial Management	FM
Advance Cost & Management Acc.	ACM
Security Analysis and Portfolio Man.	SAP
Marketing Management	MM
Human Resource Management	HRM
Organizational Behaviour	OB
Financial Services	FS
International Finance	INF
Business Finance	BUF

Pass Course	
Subject	Code
Financial Accounting	FA
Business & Company Law	BCL
Principle of Management	POM
Business Statistics	BS
N.S.S.	NSS

Pass and Honours Courses	
Subject	Code
Cost Accounting	COS
Company Accounting	COM
Management Accounting	MA
Auditing	AUD
Income Tax	IT
Quantitative Techniques & BM	QTBM