

By e-mail & Speed Post

**SAMBALPUR UNIVERSITY**



JYOTI VIHAR: DIST.-SAMBALPUR (ODISHA)-768 019

No. 0740 /E.G.-II  
From

Dated the, 08/02/2022

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

Sub: - Online Form Fill up for +3 3rd Semester Arts/Science/Commerce (Pass/ Honours)  
Regular/Back/Improvement Examination, 2021

Sir/Madam,

I am directed to inform you that the Online Form Fill up of final application form for the +3 3<sup>rd</sup> Semester Arts/Science/Commerce (Pass / Honours) Back/Improvement Examinations, 2021 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 -2021	Dates for Form fill up
01.	Form Fill up dates for Without fine	Dt. 21.02.2022 to Dt.03.03.2022
02.	Form Fill up dates for Rs. 50/- Fine	Dt. 04.03.2022 to Dt. 06.03.2022
03.	Form Fill up dates for Rs. 300/- Fine	Dt. 07.03.2022 & Dt. 08.03.2022

With reference to clause no. 01 of this office letter no. 2065/COE, Dt. 06.11.2020 cited above, the online Form fill up portal will remain open (after expiry of all the above phases) for last three days prior to any Semester as special phase with fine as mentioned below

1. 03 days before the Examination fine @ Rs. 1200/-
2. 02 days before the Examination fine @ Rs. 1500/-
3. 01 day before the Examination fine @ Rs. 2000/-
4. One hour before the schedule time to start the 1<sup>st</sup> sitting of the 1<sup>st</sup> day with a fine of Rs. 3000/-.

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.

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**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	500
02	Supervision Charges	50
03	Technical support/Service fee (Regular Students/Back students)	59
	<b>Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)</b>	<b>609/659/909</b>

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

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

**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
	<b>Total Fee(Without fine)</b>	<b>219 / 319 / 419 / 619</b>

**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
	<b>Total Fee(Without fine)</b>	<b>219 / 319 / 419 / 519</b>

**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
	<b>Total Fee(Without fine)</b>	<b>919</b>

**Note:**

Centre charges of Rs. 150/- need not be paid online, it has to be collected by the colleges against money receipt.

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### 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
  - g. Branch –
  - h. Exam Type – Regular
  - i. 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 3<sup>rd</sup> 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 "3<sup>rd</sup> 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 3<sup>rd</sup> 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.

Yours faithfully,

  
Controller of Examinations

Dated the, 08/02/2022

Memo No. 0741 /EG-II

Copy forwarded for information and necessary action to: -

01. All Syndicate Members.
02. All Officers.
03. Section Officer, Diary Section.
04. Controller of Examinations' Unit/Asst. Controller of Examinations.
05. University Computer Unit
06. Five (05) spare copies each to EG-II Section/EC-IV Section.

  
Controller of Examinations