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

No. O1444, /E.G.-II   Dated the, 15/4/2024.

From

The Controller of Examinations.

To

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

Sub: Online Form Fill up of +3 Second Semester Arts/Science/Commerce (Pass/ Honours)
Regular/Back/Improvement Examination, 2024.

Ref: This Office letter no. 02461/EG-III, Dt. 23.06.2023.

Sir/Madam,

In inviting a reference to this Office Letter cited above, I am directed to inform you that the
Online Form Fill up of final application form for the +3 2nd Semester Arts/Science/Commerce (Pass /
Honours) Regular/Back/Improvement Examinations, 2024 under C.B.C.S. with requisite fees without
fine, with late fine of Rs.50/- and with further late fine of Rs.300/- has been fixed as under.

Sl.no	+3 Second Semester Arts/Sci/Com Examination -2024	Dates for Form fill up
01.	Form Fill up dates for Without fine	**Dt. 20.04.2024 to Dt. 30.04.2024**
02.	Form Fill up dates for **Rs. 50/-** Fine	**Dt. 01.05.2024 to Dt. 03.05.2024**
03.	Form Fill up dates for **Rs. 300/-** Fine	**Dt. 04.05.2024 to Dt. 06.05.2024**

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	500
02	Supervision Charges	50
03	Technical support/Service fee (Regular Students/Back students)	59
	Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)	*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
		59
	Total Fee (Without fine)/(with Rs.50/-fine)/(with Rs. 300/- fine)	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)	
02	Supervision Charges	100/200/300/500
03	Subsequent Appearance	50
04	Technical support/Service fee (Regular Students/Back students)	10
		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)	
02	Supervision Charges	100 / 200 / 300 / 400
03	Subsequent Appearance	50
04	Technical support/Service fee (Regular Students/Back students)	10
		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	
02	Supervision Charges	500
03	Subsequent Appearance	50
04	Fee for PCM/PCG (One Time)	10
05	Fee for Diploma (One Time)	100
05	Technical support/Service fee (Regular Students/Back students)	200
		59
	Total Fee(Without fine)	919

Note:

1. Centre charges of Rs. 150/- need not be paid online; it has to be collected by the colleges against money receipt.
2. 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.

PAYMENT PROCESS FOR EXAMINATION FORM FILLUP

01. DEO login into the portal.
02. In the DEO Dashboard, click on "**Bulk Payment**" Tab.
03. Apply filter
    a. Branch –
    b. Exam Type – Regular/Back
    c. Exam Year-
    d. Status- unpaid
        Click on "**Search**" student list bind in grid.
04. Select the students who are appearing for the exam (maximum of **10** records at a time) by clicking on check boxes against the row.
05. The **Total Payable** Amount appears.
06. Enter the Remark.
07. Click on "**Proceed Payment**" for payment.
08. Confirm the Payment. It redirects to the Online Payment gateway.
09. 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

01. Registered Student whose Roll No. has been generated, their admit card for 2nd Semester Examination Admit Card can be downloaded.
02. DEO need to login using their Login ID in Sambalpur Information System (https://sambalpur.lokaseba-odisha.in).
03. In dashboard of the DEO, there is a "Report" section.
04. In the Report page there is option "2nd Semester Admit Card (Regular)" under "Category" drop down.
05. After applying necessary filter click on "Search" button – it displays the list of candidates eligible for 2nd Semester Examination.
06. There is a View button against each row – clicking on it will load the Admit Card of the candidate.
07. Print the admit card click on Print Button.

Yours faithfully,

Controller of Examinations
Dated the, 15/4/2024.

Memo No. 01445 /EG-II
Copy forwarded for information and necessary action to: -
01. Controller of Examinations' Unit
02. Asst. Controller of Examinations.
03. Asst. Registrar (Examinations)
04. University Computer Centre
05. Two (02) spare copies each to EG-II Section/EC-I/EC-II/EC-VI Section.
06. Director, E-Governance, nodal centre for notification in the University website.

Controller of Examinations