INFORMATION BROCHURE PRIVATE EXAMINATION CELL

FOR ADMISION INTO PRIVATE EXAMINATION IN DIFFERENT POST GRADUATE AND UNDER GRADUATE COURSES DURING THE ACADEMIC SESSION 2021-22

SAMBALPUR UNIVERSITY JYOTI VIHAR, BURLA, SAMBALPUR, ODISHA - 768019

1. Introduction

Only small fraction of our population has the privilege of getting formal higher education. Young people belonging to economically weaker sections of the society are often compelled to take up jobs to support their families before completing their formal education. With a view to providing educational opportunities to such deprived students without institutional enrolment for regular study, the Sambalpur University decided to conduct separate examinations for private candidates. The examinations are scheduled in Sundays so that the candidates can take the examinations without disrupting their normal work-schedule and without taking leave from their jobs. This being a time bound programme, the inherent functional delay infecting our system can be avoided. The present system is also designed in such a way that, barring a few stray and exceptional cases, the candidates need not come to the University office at all, and all services are provided at their door steps. Above all, the programme is also expected to contribute towards development and augmentation of human resources.

The Information Brochure presents an overview of the procedure of admission to Examinations of different Post Graduate and Under Graduate courses offered by the Private Examination Cell of Sambalpur University.

The candidates are advised to read the prospectus carefully and fill up online application form and upload required documents/materials and submit a printout (hard copy) of the application form to the Director, Private Examination Cell, Sambalpur University, Jyoti Vihar – 768019, Sambalpur, Odisha. The authority of the University will neither be responsible for any postal delay nor entertain any query in this regard. **Fees once deposited will not be refundable.**

2. Courses Offered

Bachelor Degree	Post Graduate Degree
Bachelor of Arts (Hons.) Bachelor of Arts (Pass) Bachelor of Commerce (Hons.) Bachelor of Commerce (Pass)	M. A. in Economics M. A. in English M. A. in Hindi M. A. in History M. A. in IRPM M. A. in LLPM M. A. in Odia M. A. in Political Science M. A. in Public Administration M. A. in Sanskrit Master of Commerce M. Sc. in Mathematics

3. Eligibility Criteria

Sl. No.	Name of the Programme	Eligibility
1	B. A. (Hons.)	+2 pass or equivalent
2	B. A. (Pass)	+2 pass or equivalent
3	B. Com (Hons.)	+2 pass or equivalent
4	B. Com (Pass)	+2 pass or equivalent
5	M. A.	Graduation or +3 pass in any discipline
6.	M. Com.	B. Com pass
7.	M. Sc.	B. Sc. pass with Mathematics as a subject

4. Important Dates

For First Semester UG and PG Examination	
Online filling up of application form shall begin	**From Dt. 15.8. 2021 (10.00 AM)**
The last date of submission of application online	**Dt. 15. 09.2021 (5.00 PM)**
Last date of submission of hard copy of the application along with the required documents	**Dt. 22. 9.2021**
For Second Semester UG and PG Examination	
Online filling up of application form shall begin	**From Dt. 15.01. 2022 (10.00 AM)**
The last date of submission of application online	**Dt. 15. 02.2022 (5.00 PM)**
Last date of submission of hard copy of the application along with the required documents	**Dt. 22.02.2022**

5. Centres for Examination

The examinations will be conducted at the following centres. The name of the Centre allotted to the candidate will be indicated in the admit card.

1. Anchal College, Padampur
2. Boudh Panchayat (Degree) College, Boudh
3. Dept. of Anthropology, Sambalpur University, Jyoti Vihar
4. Govt. (Autonomous) College, Rourkela
5. Govt. Women's (Degree) College, Sambalpur
6. Janata College, Boinda
7. Kuchinda (Degree) College, Kuchinda
8. Laxmi Narayan (Degree) College, Jharsuguda
9. Parbati Giri Arts (Degree) College, Jujumura
10. Panchayat Samiti (Degree) College, Budhapal
11. Sonepur (Degree) College, Sonepur
12. Trust Fund (Degree) College, Bargarh

Candidates are advised to select any three of the Examination Centres in order of preference and mention the same in the Application Form. However, decision of the University to allot Examination Centre to the candidate shall be final. No Change of Examination Centre will be entertained. The University reserves the right to abolish any of the centres mentioned above or opening new centre(s), if necessary, without assigning any reason thereof.

6. Fee Structure

The fee amount includes centre charges, condonation of attendance, conduct of examination, dispatch of mark sheet/certificate etc. The candidate need not have to pay any extra fees except appearing for back paper/improvement examinations.

Sl. No.	Name of the Programme	Category	Fees per Semester
1	B. A. (Hons.)	General	Rs. 4000/-
		SC/ST	Rs. 3000/-
2	B. A. (Pass)	General	Rs. 3500/-
		SC/ST	Rs. 2500/-
3	B. Com (Hons.)	General	Rs. 4000/-
		SC/ST	Rs. 3000/-
4	B. Com (Pass)	General	Rs. 3500/-

		SC/ST	Rs. 2500/-
5	M. A.	General	Rs. 4500/-
		SC/ST	Rs. 3500/-
		Registration fee (if not Registered)	Rs. 250/-
6.	M. Com.	General	Rs. 4500/-
		SC/ST	Rs. 3500/-
		Registration fee (if not Registered)	Rs. 250/-
7.	M. Sc.	General	Rs. 4500/-
		SC/ST	Rs. 3500/-
		Registration fee (if not Registered)	Rs. 250/-

7. How to Apply for Online Admission

The Application form, Information Brochure and other details will be available on the web from Dt. 15. 8.2021. The last date of submission of application online is Dt. 15.9.2021 and the last date of submission of hardcopy of application is Dt. 22.9.2021.

Candidates desirous of seeking admission to Examinations of different Post Graduate and Under Graduate courses are required to submit applications online by adopting the following procedure:

A. Candidates should log on to the website

http://www.pec.suniv.ac.in and click "online admission"

B. The candidates should download the Information Brochure for Private Examination 2021-22 and read it carefully before filling up of form online.

C. The candidate should deposit required amount of course fees (as mentioned in the information brochure) through State Bank Collect at the time of registration for online admission.

Procedure for depositing requisite fees online using State Bank Collect facility. *The amount can be deposited using Debit Card, Credit Card, Net Banking facility of any Bank besides visiting any SBI branch to deposit by cash or cheque drawn on any SBI Branch.*
 Please read the instructions carefully before remitting fee

☐ Visit online banking website of SBI by typing https://www.onlinesbi.com in the address bar of the browser viz. internet explorer. Once the home page appears click on "**State Bank Collect**" tab.

☐ Accept the disclaimer clause and click on "**Proceed**".

☐ Select the State of Corporate/Institution as "**Odisha**".

☐ Select type of Corporate/Institution as "**Educational Institutions**" and click on "Go".

☐ Now select Educational Institution Name as "**PRIVATE EXAMINATION CELL, SAMBALPUR UNIVERISTY"** and click on "Submit".

☐ Select the payment category from the drop down as "PG Admission-Cum-Examination for First Sem 2021 – 22 / UG Admission-Cum-Examination for First Sem 2021 – 22".

☐ Before filling the challan, read the Payment Details/Structure Document carefully and ascertain the fees amount applicable to you.

☐ Fill in the challan with required information as asked for or select from the drop down options wherever available. *Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen*. This information is important to reprint the e-Receipt subsequent to any successful payment.

☐ Once required data is filled in click on"Submit".

☐ The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on "Confirm"

☐ The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. *Carefully examine the charges displayed since the charges for different payment mode are different*. Select the desired payment mode.

☐ Now the system will guidethe remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from "**Payment History"** link of "State Bank Collect".

If "**SBI Branch" is selected as payment mode** a Pre Acknowledgement Payment (**PAP**) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits **any SBI branch** for payment through *cash or cheque drawn on SBI Branch*. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now

any time the payer may optionally return to "State Bank Collect" link in the home page of www.onlinesbi.com for printing the e-receipt from the "**Payment History**" link.

D. The candidate should then register himself/ herself (through appropriate link) by providing the following information:

(a) Name of the course

(b) Name of the candidate

(c) e-mail ID

(d) SB Collect Reference No. (provided by the Bank)

(e) SBI Branch Name

(f) Password (to be created by the candidate) The information as above are vital and the candidate should carefully note down those for future use.

E. The candidates can then fill up the form online. After completion of all the fields in the form, the candidates should click the "submit" button. There after a page will be opened with all the information of the candidate that he/she has filled in. The candidate then has to take a printout of this page and sends/submits it to The Director, Private Examination Cell, Sambalpur University, Jyoti Vihar - 768019, Sambalpur, Odisha along with the following documents latest by **22.9.2021.**

(a) Two recent passport size colour photographs of the candidate duly signed.

(b) One set of photocopies of Mark Sheet/Certificates starting from H.S.C. to last qualifying examination self attested by the candidate.

(c) Migration Certificate in original for candidate from other University.

(c) University copy of Bank Challan/ e-receipt of required amount in original towards payment of processing fee.

(d) An attested copy of the Caste Certificate obtained from a Revenue Officer not below the rank of a Deputy Collector or MLA or MP or DWO, in absence of which the candidate will not be eligible to get concession allowed under reserved categories.

(e) Application incomplete in any manner shall be rejected

Candidates have to visit once to the Private Examination Cell, Sambalpur University on any working day within one month of online admission for First Semester Examination with original HSC certificate, qualifying certificate and Caste Certificate for verification of the date of birth and eligibility for the course. The office staff members shall verify the certificates on the same day.

Or

Candidates have to send HSC Certificate in original, Certificate of the qualifying examination and Caste Certificate along with the hard copy of online application form to the Director, Private Examination Cell by post within one month of online admission for First Semester Examination. After verification of the date of birth and eligibility for the course, all original certificates would be returned in due course.

8. Procedure for downloading the Admit Card for Examination

Candidates have to log in their panel with proper authentication and download the admit card. The online admit card will be issued in PDF format only before 15 days of the scheduled examinations.

9. Submission of Home Assignments and Commencement of Examinations

The Home Assignments allotted to students will be uploaded in the website within **one month** of the Semester Admission. Home Assignment carries 20 marks in each paper. Students shall submit the Home Assignments at their respective Examination Centres allotted to them within **two months** of Semester Admission. Submission of Home Assignments beyond due date will not be considered for evaluation.

The Semester Examinations will be conducted only on **Sundays.** Each Semester Examinations will be completed within 6 months of the admission.

10. Publication of Results

The results of Private Examination will be published ordinarily within 45 days from the last date of examination. The result of the examinations will be notified and published in the University website. Mark sheet will be dispatched to individual candidate within 15 days of publication of result.

11. Provision for Back Paper and Improvement of Examinations

Candidate who appears UG/PG examination under Private Examination Cell, Sambalpur University and unable to clear all papers, there is provision that he/she shall be allowed to appear back paper examination and need to clear within 5 years of first registration to the programme. However, the candidate has to pay Rs. 1500/- towards charges for back paper examination of one Semester.

A candidate who has passed UG/PG examination shall be permitted to re-appear the same examination to improve his/her performance. The candidate will be allowed to improve his/her performance in 4 papers only out of the whole syllabus. The candidate can improve in 4 papers in one chance or in more than one chance. A candidate shall not be allowed to appear for improvement in the same paper for more than once. The higher marks secured by

the candidate in each paper taken separately shall be retained for the purpose of computing his/her results.

12. Interpretation

For any dispute in interpretation in respect of the provisions of this Prospectus, the decision of the University shall be treated as final.

13. Other Relevant Rules for Private Examination

1. The examination hall shall be opened to the candidates half an hour before the commencement of examination

2. Candidates are required to take their respective seats at least 15 minutes before the commencement of examination as per the seat chart notified by the Centre Superintendent.

3. Attendance will be taken by the invigilators on the prescribed attendance roll sheet with full signature of the candidates against the Roll Number during the examination.

4. Candidates suffering from the ailments which render their presence in the examination hall undesirable in the interest of the other candidate, will not ordinarily be allowed to enter the examination hall. Candidates shall not be allowed substitute writer, except for blind, with prior approval of the University.

Advisory Committee of Private Examination Cell

1. The Vice-Chancellor, Sambalpur University
2. The Chairman, P.G. Council, Sambalpur University
3. The Registrar, Sambalpur University
4. The Comptroller of Finance, Sambalpur University
5. The Controller of Examinations, Sambalpur University
6. The Director, College Development Council, Sambalpur University
7. The Director, Human Resource Development Centre, Sambalpur University
8. The Director, e-Governance Cell, Sambalpur University
9. Prof. T. Paltasingh, Dept. of Sociology, Sambalpur University
10. Prof. S. R. Mohapatra, Dept. of Law, Sambalpur University
11. The Principal, Govt. Women's (Degree) College, Sambalpur
12. The Principal, Trust Fund (Degree) College, Bargarh
13. The Director, Private Examination Cell, Sambalpur University

Examination Centre and Nodal Officer

Sl. No.	Regional Examination Centre	Nodal Officer	Mobile Number
1	Anchal College, Padampur	Dr. Lalitendu Nayak	9437092766
2	Boudh Panchayat (Degree) College, Boudh	Sri Prakash Chandra Behera	9348926977
3	Dept. of Anthropology, Sambalpur University	Prof. Arun Kumar Acharya	6370172826
4	Govt. (Autonomous) College, Rourkela	Sri Choudhury Pradosh Ranjan	9439531511
5	Govt. Women's (Degree) College, Sambalpur	Sri Pabitra Kumar Behera	9438024023
6	Janata College, Boinda	Sri Siddhartha Kumar Panda	9437331225
7	Kuchinda (Degree) College, Kuchinda	Sri Srikanta Kumar Patel	9438590683
8	Laxmi Narayan (Degree) College, Jharsuguda	Sri Rabindra Kumar Debata	9937417341
9	Parbati Giri Arts (Degree) College, Jujumura	Sri Giris Patnaik	9937103481
10	Panchayat Samiti (Degree) College, Budhapal	Sri Dileswar Pradhan	9437535545
11	Sonepur (Degree) College, Sonepur	Dr. Mahendra Kumar Dash	9861168018
12	Trust Fund (Degree) College, Bargarh	Dr. Saroj Kumar Debta	8249765306

Director

Dr. Rajendra Kumar Behera

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