NOTIFICATION

It is for the information of all concerned that the procedure for filling up of forms and collection of examination fees from +3 TDC First, Second year students and collection of examination fee along with original certificate fee from the Final Year students at the time of admission to respective classes has been modified by this University from the academic session 2014-15. Notifications to that effect with detailed modalities of operation, revised examination fee, prescribed format containing individual students’ information, declaration to be furnished by the student, certificate to be furnished by the principal are being sent to all the affiliated colleges of this University including DEC from time to time to make it operational.

The students taking admission into the First Year (TDC) 2014-15 are required to fill up the Information Sheet at the time of admission which will be utilized for creation of data base for all the three examinations (i.e. +3 TDC 1st, 2nd and Final) and the distribution of Honours need to be completed as per the time frame stipulated in the regulation / guidelines of e-admission.

Further, the students taking admission into Second and Final Year who will appear respective examination in the year 2015 need to deposit the examination fee (for Second Year) and Examination fee along with certificate fee (for Final Year) only.

Admission of the students for the above said classes/courses for the year 2014-15 need to be completed as per the Three Year Degree Course Regulation / guidelines of e-admission. After completion of the admission processes for above three classes the fees so collected need to be submitted along with other requisite documents as the case may be to the undersigned as detailed below:

<table>
<thead>
<tr>
<th>Name of the Examinations</th>
<th>Examination fee per candidate (In Rs.)</th>
<th>Date of submission without fine</th>
<th>Add-on-course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Exam. Fee</td>
</tr>
<tr>
<td>1st Year Regular Arts/Commerce/Science (Gen/Hons.)</td>
<td>800.00</td>
<td>01.09.2014</td>
<td>Rs.300.00</td>
</tr>
<tr>
<td>2nd Year Regular Arts/Commerce/Science (Gen/Hons.)</td>
<td>900.00 + 100.00 (for practical)</td>
<td>23.08.2014</td>
<td>Rs.300.00</td>
</tr>
<tr>
<td>Final Year Regular Arts/Commerce/Science (Gen/Hons.)</td>
<td>975.00 + 100.00 (for practical) 450.00 (Cert. fee)</td>
<td>16.08.2014</td>
<td>Rs.300.00</td>
</tr>
</tbody>
</table>

(Contd......p/2.....)
1. For detail about fee structure as mentioned below:

<table>
<thead>
<tr>
<th>Name of the TDC Exam.</th>
<th>Exam. Fee</th>
<th>Centre Charges</th>
<th>Re-Regd. fee</th>
<th>Squard fee</th>
<th>Fee for mark list</th>
<th>Fee for Practical</th>
<th>Original Cert.fee</th>
<th>ADD-ON-COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year (Gen.)/Hons. Regular</td>
<td>400</td>
<td>250</td>
<td>100</td>
<td>50</td>
<td>300</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second year (Gen.)/Hons. Regular</td>
<td>400</td>
<td>250</td>
<td>100</td>
<td>50</td>
<td>100</td>
<td>300</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Final year (Gen.)/Hons. Regular</td>
<td>400</td>
<td>250</td>
<td>100</td>
<td>Fee for Mark list &amp; Prov.Cert. Rs 125</td>
<td>100</td>
<td>450</td>
<td>300</td>
<td>100</td>
</tr>
</tbody>
</table>

2) While transmitting the examination fee the college may deduct an amount of Rs.100/- (Rupees One hundred only) per candidate towards the centre charges / contingent expenses.

3) While transmitting the Original Certificate fees the college is required to deduct Rs.30/- (thirty) per student towards the processing fee. Further the Principal of the concerned college is required to download the prescribed form and get it filled up by the final year students of the college and forward the same for issue of Original Degree / Diploma Certificates.

4) While submitting of Information Sheet in case of 1st Year students and detailed list of students admitted in the 2nd and Final year classes/courses for year 2014-15, the Principals concerned are required to submit a clearance certificate from the Secretary Sports Council, Berhampur University and Registrar, Berhampur University to the effect that the college has deposited the Sports/Cultural fee respectively, failing which the above submission shall not be received.

Further more in case of First Year students the examination fees, Information Sheet and CD along with the Hard Copy as well as attested Xerox copies of government recognition and this university affiliation also need to reach the undersigned on the respective date mentioned above. In case of Second and Final Year students the examination fees and Certificate fees (in case of Final year students) need to be submitted as per the format given below (separate format need to be used for different streams) to reach the undersigned on the respective date mentioned above. Any deviation in the date of submission will attract a fine of Rs.2000/- per candidate. In case of 2nd and Final Year students after depositing the examination and other fees within stipulated dates as mentioned above no further filling up of forms will be allowed.

Detailed list of students’ admitted/re-admitted in the Second/Final year classes/courses.

(Contd........p/3.....)
N.B. Use separate formats for different streams.

After completion of the submission process the principals are required to submit the list of students those who are eligible to appear in the respective examination. The information should reach the undersigned prior to 45 (forty-five) days before the date of commencement of the examination as per the non-negotiable examination calendar, along with certificate as per the format given below basing on which Admit Cards of the candidates shall be released.

**FORM OF CERTIFICATE**

“Certified 1) That the name of the students detailed above for which the particulars given by the candidate in their earlier years of admission in the form of students’ information sheet are correct.

2) That I have verified their certificates in original of the qualifying examination and the registration receipt.

3) That their conduct has been good.

4) That they studied diligently and have satisfactorily passed the college periodical examinations and other tests and there is all probability of their passing the examination.

5) That they have maintained the required percentage of attendance in the subject/subjects stream for which the candidates have applied and are within affiliated strength for subject having practical only and have undergone the required practical courses as per the provision of the Statute and +3 TDC Regulation.

6) The candidates are eligible to appear at the subject(s) as per the TDC regulation.

7) Nothing is known to be against their moral character.”

Signature of the Principal with date and seal

Regarding Back Paper and Improvement candidates the traditional method of filling up of forms shall be taken up as notified earlier vide Notification No. 5150/Exam. Gen/UG/09 dtd. 27.08.09 with usual examination fee and such forms along with the alphabetical list, account statement etc. must reach the undersigned as per the programme given below.

(Contd……p/4…..)
<table>
<thead>
<tr>
<th>Name of the Examinations</th>
<th>Examination fee per candidate (In Rs.)</th>
<th>Date of submission without fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year (Back/Imp) Arts/Commerce/Science (Gen/Hons.)</td>
<td>900.00</td>
<td>14.02.2015</td>
</tr>
<tr>
<td>2nd Year (Back/Imp) Arts/Commerce/Science (Gen/Hons.)</td>
<td>900.00 + 100.00 (for practical)</td>
<td>07.01.2015</td>
</tr>
<tr>
<td>Final Year (Back/Imp) Arts/Commerce/Science (Gen/Hons.)</td>
<td>975.00 + 100.00 (for practical)</td>
<td>31.12.2014</td>
</tr>
</tbody>
</table>

Any deviation in the date of submission will attract a fine of Rs.2000/- in addition to usual examination fees per candidate. However, the Back Paper and Improvement candidates can fill up forms till seven days before the commencement of examination with fine of Rs.2000/- in addition to the usual examination fees.

**Improvement Cases:**

The candidates who have been duly admitted to B.A./B.Sc./B.Com (Hons or Pass) (+3 TDC) Examinations of Berhampur University and have passed obtaining less than 50% of marks in aggregate can reappear once only at any examination(s) for any paper(s) of his/her choice (except practical papers) to improve their class or percentage within two subsequent chances (examinations) after passing the TDC Examination and on payment of prescribed examination fee. Provided further that in no case a candidate shall be allowed to appear at any examination after 5 (five) years of first registration to first +3 TDC examination.

No student shall be allowed to sit in the examination unless his/her name is included in the eligible list submitted by the Principal of the concerned college.

**Mode of payment:**

All payments are to be made in shape of Demand Draft drawn in favour of the Comptroller of Finance, Berhampur University payable at S.B.I. Bhanja Bihar (2107) preferably in one Demand Draft.

Further clarification in any matter as aforesaid may be obtained from the undersigned well in advance before submission of information sheet and examination fees.

Sd/- A.K.Panda  
Controller of Examinations  
Berhampur University

(Contd......p/5.....)
Memo No. 3559 (150)/Exam./Gen. (UG)/14

Date: 23.6.14

Copy to the Principals of all affiliated degree colleges (including self-financing colleges)/Director, DEC for information and necessary action.
Copy to the Commissioner-cum-Secretary to Hon’ble Chancellor, Berhampur University, Raj Bhavan, Bhubaneswar, Odisha for information.
Copy to the Commissioner-cum-Secretary to Dept. of Higher Education, Govt. of Odisha, Bhubaneswar, Odisha for information.
Copy to the Director of Public Institutions, Odisha, Bhubaneswar for information.
Copy to the Registrar, Utkal University/Sambalpur University/North Orissa University/Fakir Mohan University for information.
Copy to the Secretary to the Vice-Chancellor, Berhampur University for kind information of the Vice-Chancellor.
Copy to the P.A. to the Registrar, Berhampur University for kind information of the Registrar.
Copy to the Comptroller of Finance, Berhampur University for kind information.
Copy to the Deputy Registrar/Officer-in-charge and Section Officers of Exam. General (UG) / Exam. Conf. (UG)/Conf. Question Setting Unit/General Stores/Academic Section/University Press for information and necessary action.
Copy to the web master Dr.S.N.Tripathy, Department of Computer Science to upload in the University web site.

Sd/- A.K.Panda
23.6.14
Controller of Examinations
Berhampur University