From: The Deputy Registrar
Berhampur University.

To
The Chairman, P.G. Council,
Director, H.H. Mardaraj Distance Education Centre, Berhampur University,
Principal, Lingaraj Law College, Berhampur,
Principals of all affiliated Colleges under Berhampur University.

Sub: Submission of Returns of students under prov.222 of OUFS.

Sir/Madam,

In accordance with the provisions of the Statute 222 of Odisha Universities First Statutes 1990, you are requested to submit the return of students of your College/Institution with required enclosures and the Fee for Registration etc. for Registration of students under this University to appear at any examination of the University for the first time during the session 2015-16. The student return to be submitted of students passing CHSE, Odisha or Board/University as are equivalent of qualifying for the course. The genuineness of migration certificate submitted by the students for registration is also need to be certified by the College concerned.

The return of the students must be prepared in alphabetical order as per the format No. XIII prescribed for the purpose duly computerized in Microsoft Excel and submit hard copy in A 3 Size paper with clear visible manner. A soft copy in Microsoft Excel (1997-2003 version) in re-writable CD as per the format supplied Annexure -B must be submitted along with the student return for preparation of computerized Registration Receipt. The College has to collect the Migration Certificate from the Student at the time of admission and send with the students return. As per the Statute the Principal/Head of the Institution shall forward the return of the students to the University Office not later than one month from the last date of admission in the College/Institution strictly along with supporting documents viz: (i) B.U affiliation letter (ii) Govt. Recognition (iii) Govt. Permission in proof of intake position of each stream. In case of additional admission beyond the actual sanctioned strength a justification thereto with the copy of the government directive, if any, may be furnished. The registration and recognition fees etc. as follows may be deposited through SB Collect (State Bank of India). A link to SB Collect is available on the University Official Website “buodisha.edu.in”. In case, any difficulties on payment of Fee through SB Collect, necessary clarification may be sought from the Comptroller of Finance, Berhampur University.

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Fee Particulars</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration Fee</td>
<td>Rs. 100</td>
</tr>
<tr>
<td>2</td>
<td>Recognition Fee</td>
<td>Rs. 100</td>
</tr>
<tr>
<td>3</td>
<td>Student Aid Fund</td>
<td>Rs. 1</td>
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<tr>
<td>Total</td>
<td></td>
<td>Rs. 201/- (Per Student)</td>
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Please Turn Over
The students who have surrendered the Migration Certificate of the Berhampur University have to deposit Rs. 200/-(Rupees two hundred) only for issue of Registration Receipt in lieu of surrender of Berhampur University Migration. The Principal/Head of the Institution are required to forward such Migration Certificate separately. However the students who will submit their Migration Certificate after six month shall deposit Rs. 500/-(Rupees five hundred) only over and above the normal fee. Such Migration Certificate must be forwarded by the Principal/Head of the Institution mentioning the Sl. No. in the Students Return and the Course/Session of the their Admission etc.

The Students who have taken their Transfer Certificate soon after their admission need not be included in the students return as per the Govt. of Odisha letter no. 19378/HE dt. 27.7.2012. Further, students who have already registered in the University need not deposit the Registration and Recognition Fees. The University Registration No. of such candidates must be mentioned against their names in the Return of Matriculates.

IMPORTANT NOTE:

1. Registration Nos. of the Students will be issued by the University as per the affiliation strength only.

2. The College/institution are required to submit the Students Return in Rewritable CD in Microsoft Excel (1997-2003) version (Annexure-B) and the following enclosures through a special messenger.

   The following Proformas may download from the University website “buodisha.edu.in”.

   (a) BU Form No. XIII

   (b) Statement showing the particulars regarding admission of students of other University/Board including SC/ST, Male/Female etc.

   (c) Statement of Accounts information sheet of the college.


3. The College/institution are required to intimate the last date of admission of the Students while sending the returns.

4. Before submission of return, all the Principal of the College are requested to obtain a clearance from Academic-I Section and Sports Council, Berhampur University to the effect that they have made all the requisite fee in connection with the Cultural Fees and Sports Fee collected from the Students while admission to the respective Courses and they have got no outstanding against their college, failing which the return of the college shall not be accepted. Certificate to this effect be enclosed with the return of the students.

Memo no. /Acad-I (Registration)/BU

1. Copy to the Director, Biju Patnaik Computer Centre, Berhampur University for information and necessary action. He is requested to make necessary arrangements to upload this letter along with the required enclosures (4 nos.)

2. Copy to the Secretary, Sports Council, Berhampur University for information and necessary action. He requested to issue a No Dues Certificate to the effect that the College has paid the Sports Subscription Fee of the Berhampur University for the Session 2015-16.

3. The Comptroller of Finance, Berhampur University for information and necessary action.

Deputy Registrar
Date: 14.7.15

NB: In case of any difficulty on SB Collect (State Bank of India) contact: Mobile No. 09437721598.
BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007, GANJAM (ODISHA)

(INFORMATION OF THE COLLEGE TO BE SUBMITTED WITH STUDENTS RETURN
FOR THE SESSION 2011-12)

1. Name of the College:

2. Name of the Courses offered:
   1. 
   2. 
   3. 
   4. 

3. Affiliation status of the College
   (submit photocopies of affiliation letters in Course wise)

4. Govt. recognition granted to the College
   (submit photocopies of recognition letters in Course wise)

5. Sanctioned Strength as per Govt. recognition (mention Course wise)

6. Sanctioned strength as per University affiliation (mention Course wise)

DETAILED INFORMATION OF THE COLLEGE MUST BE SUBMITTED
IN THE FOLLOWING FORMAT

<table>
<thead>
<tr>
<th>MALE</th>
<th>FEMALE</th>
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<tbody>
<tr>
<td>St. No.</td>
<td>Name of the Course</td>
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7. Date of reopening: Last date of admission (enclose Xerox copy of admission Notification)

8. Registration & Recognition Fees Rs. ____________ B. D. No. ____________ dt.
   (Original Receipt/Bank Draft/Demand Draft to be enclosed)

IMPORTANT NOTE:
Before submission of Returns, all the Principals of the Colleges are requested to obtain a clearance from the Berhampur University (Academic-I Section and Sports Council) to the effect that they have made all the payments in connection with the Cultural Fee and Sports Fees collected from the students while admission to the respective courses and they have got no outstanding against their College, failing which the Returns of the College shall not be accepted.

Signature of the Principal with Seal
Mobile No.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Father's Name</th>
<th>M/F</th>
<th>College Code</th>
<th>University</th>
<th>Course</th>
<th>Board/ Examen</th>
<th>Regn. No.</th>
<th>Remarks</th>
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**Sample Format for Preparation of C. D. (Soft Copy)**

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<th>College Code</th>
<th>University</th>
<th>Course</th>
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**ANNEXURE-B**
**BERHAMPUR UNIVERSITY**

**STATEMENT OF ACCOUNTS**

1. Name of the College:
2. Number of Students Admitted:
3. Academic Year:
4. Name of the Course:
5. Affiliated / Sanctioned Strength:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Passing from Berhampur University</th>
<th>Passing from C. H. S. E.</th>
<th>Passing from Other University and Board(s)/Councils.</th>
<th>Total of Sl. No. 2, 3, 4</th>
<th>Registration Fee @ Rs.100/- for each</th>
<th>Student Aid fee Re. 1/- from each</th>
<th>Registration fee @ Rs. 100/- after one month of admission</th>
<th>Late fee @ Rs. 100/- Total Amount deposited</th>
<th>Nature of Payment in shape of BU/DDI Chalan</th>
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N. B.:
(I) Submit separate statement of account for each course.

(II) Submit list of other University students along with their Migration Certificates with the Sl. No. as in the Return form.

**SIGNATURE OF THE PRINCIPAL WITH SEAL.**