NOTIFICATION

In pursuance of Syndicate Resolution No.642 of the meeting held on date 20.12.14 it is for information of all concerned that the submission of Information Sheets along with alphabetic list in case of First TDC, eligibility- cum- alphabetic list in case of 2nd and Final TDC Examinations 2016 and submission of examination forms by the 1st, 2nd and Final TDC Examinations 2016 of Back/Improvement candidates shall be made as per the following schedule. The college Principals and the Director, DEC, BU, are requested to ensure that the Information Sheets, Eligibility List/Alphabetical List (in accordance with the government recognition subject wise) and account statement as the case may be should reach the undersigned with the requisite examination fee/Original Certificate fee (in case of final year students) for further action at this end.

<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>Date of submission with a fine of Rs.400/-</th>
<th>Add – on-Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Regular / Back / Improvement Arts/Science/Commerce (Gen/Hons.)</td>
<td>800.00 (for fresh) 900.00 (for back)</td>
<td>04.01.16 to 10.01.16</td>
<td>11.01.16 to 17.01.16</td>
<td>300.00 100.00</td>
</tr>
<tr>
<td>2nd Year Regular/Back Improvement Arts/Science/Commerce (Gen/Hons)</td>
<td>900.00+100.00 (for Practical),</td>
<td>01.12.15 to 07.12.15</td>
<td>08.12.15 to 14.12.15</td>
<td>300.00 100.00</td>
</tr>
<tr>
<td>Final Year Regular Arts/Science/Commerce (Gen/Hons)</td>
<td>975.00+100.00 (for Practical) &amp; Rs.450.00 (for cert. fees)</td>
<td>02.11.15 to 08.11.15</td>
<td>09.11.15 to 15.11.15</td>
<td>300.00 100.00</td>
</tr>
</tbody>
</table>

N.B: Rs.500/- extra in addition to the examination and other fees for General Improvement

The details of fee structure as notified vide Notification No. 11617/REG/2010 date: 4.12.10

<table>
<thead>
<tr>
<th>Name of the TDC Exam.</th>
<th>Exam. Fee</th>
<th>Centre charges</th>
<th>Re-Regn.fee</th>
<th>Squad fee</th>
<th>Fee for Mark sheet</th>
<th>Fee for Practical</th>
<th>Original Cert.fee</th>
<th>Add-on-Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Regular (Gen/Hons.)</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>2nd Year Regular (Gen/Hons)</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>Final Year Regular (Gen./Hons.)</td>
<td>400</td>
<td>250</td>
<td>100</td>
<td>Fee for Mark Sheet- cum-Prov.Cert. Rs.125/-</td>
<td>100</td>
<td>450</td>
<td>300</td>
<td>100</td>
</tr>
</tbody>
</table>

1. In case the college fails to submit on the above scheduled date then the same can be submitted with a late fee of Rs.2000/- till 7 (seven) days prior to the date of commencement of the examinations, however this clause shall not be applicable in case of First TDC Regular (Fresh) students.
2. Information Sheets and alphabetic list of First Year Candidates shall not be received without University Registration Numbers; hence prior to submission of the Information Sheets it is the responsibility of the Principals/Director, DEC, BU to collect the Registration Numbers from the University to put them against the respective applicants.

3. The Information Sheets of the First Year candidates should be submitted along with the soft copy in Microsoft Excel Format (CD) and hard copy with proper arrangement of General then Honours in alphabetic order inputting the subject codes as mentioned in the back side of Information Sheet with the prescribed examination fees and other fees as per following proforma. Further the college must enclose attested photo copies of government recognition letter and University affiliation letter so as to reach the undersigned on the respective date mentioned above. The Information sheet & Subject code is available in University website (www.buodisha.edu.in)

FORMAT FOR FIRST YEAR STUDENTS ONLY

<table>
<thead>
<tr>
<th>Arts</th>
<th>Sl.</th>
<th>Col</th>
<th>Regn. No.</th>
<th>Regn. Year</th>
<th>Name of the Candidate</th>
<th>Sex</th>
<th>Caste</th>
<th>PH</th>
<th>MIL/AEN</th>
<th>ELE-I</th>
<th>ELE-II</th>
<th>PASS</th>
<th>HONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCIENCE</td>
<td>SL. No</td>
<td>Col</td>
<td>Regn. No.</td>
<td>Regn. Year</td>
<td>Name of the Candidate</td>
<td>Sex</td>
<td>Caste</td>
<td>PH</td>
<td>MIL/AEN</td>
<td>MIE</td>
<td>MAE</td>
<td>PASS-I</td>
<td>PASS-II</td>
</tr>
<tr>
<td>COMMERCE</td>
<td>SL. No</td>
<td>Col</td>
<td>Regn. No.</td>
<td>Regn. Year</td>
<td>Name of the Candidate</td>
<td>Sex</td>
<td>Caste</td>
<td>PH</td>
<td>ELE-I</td>
<td>ELE-II</td>
<td>ELE-III</td>
<td>ELE-IV</td>
<td>ELE-V</td>
</tr>
</tbody>
</table>

4. The eligibility list for Second Year and Final Year Regular Candidates should be arranged in accordance with the Roll Nos. along with Regn. No. of the candidates and in case of back paper candidates for First, Second and Final Year the forms should be submitted along with the alphabetical list supported by the photo copy of mark sheet of 1st/2nd and final examinations and the prescribed fees.

5. 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.

6. 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.

7. While submitting of Information Sheet incase of 1st year students and detailed list of students admitted in the 2nd and Final year classes/courses for year 2015-16, 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.

8. In case of late publication of the results the back paper candidates can fill up the forms within 15 (fifteen) days from the date of publication of the respective Examination Results, without fine and within another 7 (seven) days with a fine of Rs.400/- failing to avail this they can fill up the forms with a fine of Rs.2000/- till 07 (seven) days prior to the date of commencement of the examinations.

Mode of Payment: Only on online payment

PROCEDURE FOR DEPOSITING UNIVERSITY DUES ONLINE USING STATE BANK COLLECT FACILITY

Fees can be deposited using Debit Card, Credit Card, Net Banking facility of any Bank besides visiting only SBI branch to deposit cash or cheque drawn on any SBI Branch.

Please read the instructions carefully before remitting fees.

- 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.
- A link to the SB collect will also be available in the University website www.buodisha.edu.in, which will take you directly to the SB collect page for your online transaction.
- On the SB collect page 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 Education Instruction name as ‘BERHAMPUUR UNIVERSITY’ and click on ‘Submit’
- Select the desired payment category from the drop down.
- Fill in the challan with required information as asked for or select from the drop down options whenever 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 guide the remitter through the payment process. Once the payment is completed successfully on 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 acknowledgement 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.

9. Applications submitted not in conformity with the above guidelines/Regulation/Statute shall be summarily rejected and the fees deposited shall be forfeited and no correspondence in this regard shall be made.

Further, 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.

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

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Roll No</th>
<th>Regn. No</th>
<th>Regn. year</th>
<th>Name of the Student</th>
<th>Stream</th>
<th>Pass subject</th>
<th>Honours Subject</th>
<th>Date &amp; Year of admission/re-admission</th>
</tr>
</thead>
</table>

Economics (Hons.): please mention particular paper title under paper-VII & VIII of Economics (Hons) one from Group ‘A’ and the Group ‘B’

N.B.: Use separate formats for different streams.

CERTIFICATE
(To be furnished by the Principal for each examination)

Certified that:

1. The name of the students (Regular) detailed in the Alphabetic lists for 1st, 2nd and final TDC (Arts, Science, Commerce) Examinations 2016 are in accordance with the respective Information sheets furnished by the candidates in the respective years.
2. the name of the students as detailed in the alphabetic list are eligible to appear at the TDC 1st/2nd/ final year Examination 2016 as per the provision under statute 237 and TDC regulation
3. I have verified their original certificates of the qualifying examination and the registration receipt.
4. Their conduct has been good.
5. They have studied diligently and have satisfactorily passed the college periodical examinations and other tests and there is all probability of their passing the examination.
6. That they have maintained the required percentage of attendance in the subject(s) /stream for which the candidates have applied and have undergone the required practical for the subject(s) having practical as per the provisions of the Statute and TDC Regulation and are within the affiliated strength.
7. Nothing is known to me against their moral character.

Signature of the Principal with date and seal
Improvement Cases:

The candidates, who have been duly admitted to B.A./B.Sc./B.Com (Hons. or Pass) 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. In case of General Candidates want to avail the Improvement chance is required to pay a fee of Rs.500/- (Rupees Five Hundred) only in addition to the usual Examination and other fees. Such applications must be accompanied with copies of all Mark Sheets and Provisional Certificate.

No student shall ordinarily be allowed to sit in the examination unless his/her name is reflected in the alphabetic list sent by the undersigned along with the admit cards.

Controller of Examinations
Berhampur University

Memo No. ______________/Exam./Gen.(UG)/15 Date: _____________

Copy to:

i. The Principals of all affiliated degree colleges (through speed post) and Director, DEC, Berhampur University for information and necessary action.

ii. The Commissioner-Cum-Secretary to Hon’ble Chancellor, Berhampur University, Raj Bhavan, Bhubaneswar, Odisha for information

iii. The Commissioner-Cum-Secretary to Department of Higher Education, Govt. of Odisha, Bhubaneswar, Odisha for information.


v. The Director of Public Instruction, Odisha, Bhubaneswar for information.

vi. The Registrar, Utkal University/Sambalpur University/North Orissa University/Fakir Mohan University for information.

vii. The Secretary to the Vice-Chancellor, Berhampur University for kind information of the Vice-Chancellor.

viii. The P.A. to the Registrar, Berhampur University for kind information of the Registrar.

ix. The Comptroller of Finance, Berhampur University for kind information.

x. The Deputy Registrar (Academic) for information and necessary action.

xi. The Officer-in-Charge and Section Officers of Conf. Question Setting Unit/Exam. Conf. U.G./General Stores/for information and necessary action.

xii. The Web Master Dr. S.N. Tripathy, Department of Computer Science to upload in the University web site.

Controller of Examinations
Berhampur University