



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR - 760 007, GANJAM, ODISHA

No. 5792 Exam. /Gen. (UG)/18

Date: 19/9/18

NOTIFICATION

In continuation of this office notification No. 5373/Exam.Gen.UG dated 28.08.2018 it is notified for all concerned that the form fill up of +3 1st, 2nd, 3rd, 4th, 5th and 6th Semester (CBCS) (Fresh/Fail/Absent/Grade Replacement) Examinations, 2018-19 shall be held on **on-line procedure** as per the following schedule.

Tentative date of commencement of Examinations, 2018-2019

5th Semester – 22.11.2018 6th Semester – Last Week of February, 2019
 3rd Semester – 10.11.2018 4th Semester – Last Week of March, 2019
 1st Semester – 07.12.2018 2nd Semester – Last Week of April 2019

SCHEDULE OF ON-LINE FILLING UP OF FORMS

Examinations	Examination fee per candidate	Form fill-up without fine	Form fill-up with a fine of ₹ 400/-
1 st Semester Arts, Commerce & Science (Honours/Regular)	₹ 800/- Extra ₹ 100.00 (For Practical Exam)	20.09.2018 to 27.10.2018	29.10.2018 to 05.11.2018
2 nd Semester Arts, Commerce & Science (Honours/Regular)	₹ 900/- Extra ₹ 100.00 (For Practical Exam)	20.02.2019 to 05.03.2019	06.03.2019 to 15.03.2019
3 rd Semester Arts, Commerce & Science (Honours/Regular)	₹ 900/- Extra ₹ 100.00 (For Practical Exam.)	20.09.2018 to 10.10.2018	11.10.2018 to 27.10.2018
4 th Semester. Arts, Commerce & Science. (Honours /Regular)	₹ 900/- Extra ₹ 100.00 (For Practical Exam.)	21.01.2019 to 05.02.2019	06.02.2019 to 15.02.2019
5 th Semester Arts, Commerce & Science (Honours/Regular)	₹ 900/- Extra ₹ 100.00 (For Practical Exam.)	20.09.2018 to 27.10.2018	29.10.2018 to 05.11.2018
6 th Semester Arts, Commerce & Science (Honours/Regular)	₹ 950/- Extra ₹ 100.00 (For Practical Exam.) Fee for Original Certificate ₹ 450/-	20.12.2018 to 05.01.2019	07.01.2019 to 16.01.2019

Fees Payment: The following day of the respective last dates.

The details of Semester- wise fee structure for TDC (CBCS) Examinations (Fresh/Back/Absent/Grade Replacement)

Name of the TDC Exam.	Exam. Fee	Centre charges	Re-Regn. fee	Squad fee	Fee for Mark sheet	Fee for Practical	Original Cert. fee
1 st Semester	400	250	100	100	50	100	
2 nd Semester	400	250	100	100	50	100	
3 rd Semester	400	250	100	100	50	100	
4 th Semester	400	250	100	100	50	100	
5 th Semester	400	250	100	100	50	100	
6 th Semester	400	250	100	100	Fee for Mark Sheet-cum- Prov.Cert.Rs.100/-	100	450

TATKAL SEVA	Before 72 hours and after 10 days limit of Tatkal Seva	₹ 800/-
	Within 72 hours of commencement of	₹ 900/-

Grade Replacement Procedure: clause-11 of TDC CBCS Regulations (Theory Papers only)

The purpose of this procedure is to allow a student to pass/improve his/her grade by reappearing at the End-Semester Examination of a course. (Theory Only)

Clause 11 (iii) is substituted as follows: (Vide Notification No. 4703/Aed-I, dated 28.06.2018)

- A student may be eligible for Grade replacement only after getting 'P' Grade in all the courses of that semester in immediate two subsequent chances on payment of requisite fee.
- Further, a candidate who fails to secure a minimum 'P' grade in any course(s) of an End-semester examination shall be allowed to reappear the said course(s) in immediate subsequent two chances on payment of requisite fee.
- If a candidate fails/remains absent in theory or practical component of a paper, he/she is required to appear both the components to pass the said paper.

In case of late publication of any of the TDC Semester Examinations, 2017-18 Results, the Fail /Absent /Grade Replacement Candidates shall be allowed to fill the forms within 07 days from the date of Publication of the results of the concerned Examination as without fine and another 05 (Five) days with fine of Rupees Four hundred.

All payments should be made on on-line basis using SB collect. While depositing the examination fee, the college shall retain ₹ 100/- (Rupees one hundred) only per candidate towards centre expenses and laboratory fees @ ₹ 100/- (Rupees one hundred) only per candidate for conduct of practical examinations of the Science subjects. The unspent amount have to be refunded to the University immediately after the completion of the Examinations.

GUIDELINES FOR ON-LINE FORM FILL UP

1. The on-line form fill up of the students (Fresh//Fail//Absent and Grade Replacement) for the ensuing TDC CBCS (Semester) Examinations 2018-19 shall be done by the Colleges through the link <https://berhampuruniversity.silicontechlab.com/buerp/build/index.php>. Further advice in this regard shall follow through e-mail only. All eligible students shall have to fill-up the prescribe application form (Stream wise, and Semester wise) as issued by the College and submit the same to the College for further follow up action at their end
2. The date of payment of fee shall be treated as the date of form fill-up as without fine or with fine during the schedule date. The Principals may retain ₹ 30/- (Rupees Thirty) only per student from the fee of ₹ 450/- for issue of original certificate.
3. No Application form for the TDC (CBCS) Examination 2018-19 shall be accepted after the schedule date.

LIST OF DOCUMENTS TO BE SUBMITTED

The following documents are to be submitted by a college duly signed by the Principal for verification at the University Office.

1. Computer (online software) generated stream-wise form fill up data, list of candidates duly signed by the Principals in the following format. (The data should not differ from that of SAMS list of Students and the list of names contained in the Return of Matriculate (ROM) (For Fresh candidates)

Sl.No.	Roll No.	Regn. No.	Candidate Name	Subjects	Date of Admission	Form Date	Fill-up

2. **For Fail/Absent/Grade Replacement:** Filled in application forms individual candidates along with photocopy of Mark sheet/Admit card of the previous semester examination in which failed or remained absent.
3. Copy of the Fee Payment Receipt duly attested by the Principal.
4. Detail account statement duly furnished and signed by the Principal.
5. Documents in support of application for affiliation and payment of fees.
Before deposit of fees, the College must ensure that it has applied to the University for Affiliation failing which the students of the College will not be allowed for the examination. Fee once deposited shall not be refunded under any circumstances.
6. Photocopy of the letter of Affiliation /Recognized strength of the College in stream wise & subject wise.

7. Clearance from NSS/ Sports/ Cultural Unit fees (in case of 1st/3rd/5th Semester form fill up).
8. The required documents should be submitted at the University Office within 04 (Four) days after the last date with fine of ₹ 400/-.

CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL FOR EACH EXAMINATION

1. The name of the students as detailed in the alphabetic list of TDC (CBCS) 1st/ 2nd/ 3rd/4th / 5th/6th (Arts, Commerce and Science) Examinations, 2018-19 are in accordance with the SAMS admission list of students of the respective years and Return of Matriculates be submitted to the University.
2. The names of the students as detailed in the list are eligible to appear at the TDC 1st /2nd/ 3rd/ 4th 2018-19 are as per the provisions under the Statute and the TDC (CBCS) Regulations.
3. I have verified their original certificate 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 examinations.
6. 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(s) for the subject(s) as per the provisions of the Status and the TDC Regulations and are within the affiliated strength.
7. Nothing is known to me against their moral character.

Signature of the Principal with date and seal

Further communication in this regard shall be uploaded in the University Web-site/e-Mail. The Principals are, therefore, requested to verify the University web-site/e-mail regularly to keep them updated on the communications.

NB: 1. The Controller of Examinations, Berhampur University may be contacted for any discrepancy// deficiency in this Notification, immediately contact Mobile No.9437358526 for any doubt/confusion while filling the forms of the students on online procedure.

2. Reference may be made to the letter regarding simplification of examination process as issued by the Department of Higher Education, Odisha vide no.15609/HE/Date:26.5.2018.


IMPORTANT


1. Names of only the eligible bonafide students as per the Regulations should be forwarded.
2. Correct amount towards the Examinations Fees and other fees should be deposited. There shall be no refund/adjustment of the fees, if paid in excess.
3. The forms of the students admitted in 2018-19 shall be filled on the basis of the data available with the college.
4. The Subject should be entered correctly as per the Regulations.

Memo No 5793 (126)/Exam./Gen.(UG)

Copy to:

1. The Principals of all affiliated +3 Degree colleges for information and necessary action. (E-Mail//Speed post)
2. The P.A. to the Registrar // Secretary to the Vice-Chancellor, Berhampur University for kind information of the Registrar//Vice-Chancellor respectively.
3. The Comptroller of Finance, Berhampur University for information.
4. The Deputy Registrar // O.I.C, Academic, Berhampur University for information.
5. The Officer-in-Charge and Section Officers of Examination Confidential -- Paper Setting Unit// Under Graduate // Central Stores for information and necessary action.
6. Dr. S.N. Tripathy, Web Master Department of Computer Science with a request to upload in the University web site.
7. The Director, BPCC (Admn), Berhampur University for information with a request to render necessary advice to the NIC personnel in this regard (ON-LINE FORM FILL-UP).


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