



"NAAC-A"

OFFICE OF THE CONTROLLER OF EXAMINATIONS
MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, MAYURBHANJ, ODISHA-757003
No. 28964/MSCBU(PG/EC/02/2024)2024 Date: 05/11/2024

To

- ✓ The Chairman, P.G. Council, MSCBU, Takatpur, Baripada.
- The Principal, Govt. Women's College, Baripada
- The Principal, Mayurbhanj College of Accountancy and Management, Takatpur, Baripada
- The Principal, R.D.S Degree Mahavidyalaya, Kundabai, Mayurbhanj

Sub: Submission of application forms, fees and supporting documents for admission of students into P.G. III Semester (Regular/Repeat/Improvement) Examinations-2024 and Integrated B.Ed-M.Ed. III/V Semester (Regular/Repeat/Improvement) Examinations-2024 in **online mode, link of which with other details are available in the University website.**

Madam/Sir,

I am directed to request you to submit the duly filled in application forms, fees and necessary documents for admission of students into the above Semester pattern Examinations (Regular/Repeat/Improvement)-2024. The application forms are to be meticulously checked as per the following guidelines towards their correctness in every aspect, before submitting those in this office. The details of eligibility criteria required documents need to be submitted, fees structure and schedule date line for filling up and submission of forms are appended herewith.

(A) ELIGIBILITY

- He / She must have taken admission during academic session 2023-24 for Regular, 2022-23 & 2021-22 for Repeat/Improvement. However, the candidate shall not be allowed to appear any of the semester Examinations after 04 (four) years for the 2 years P.G. course and 6 years for the 3 years P.G. course.
- Students who have admitted during the above period and appeared the examinations as per the norms,
- He / She must not have taken ULC.
- He / She must be a registered student of MSCBU, having a valid Regd. No. **Application forms without Regd.No. will be summarily rejected.**
- Students will mention the previous Roll No. allotted to him/her by the University (Not applicable for 1st Semester Regular Students). Under no circumstances the Roll No. cannot be changed.
- Regular students must have secured at least 75% of attendance in the theory & the practical separately.
- Filling up forms by the regular students for each Semester is compulsory.**

(B) DOCUMENTS TO BE SUBMITTED

- Forwarding letter.
- Application forms duly filled in all respect and duly verified and found correct by HOD/Coordinator/Principal concerned.
- Accounts statement in duplicate.
- Alphabetical list of students in three copies. **(In case of ATS, Mathematics, RS & GIS, and Yoga and Naturopathy separate alphabetical lists are to be prepared for the students with B.A. / B.Sc. qualification)**
- Subject statement in duplicate.
- Students statistics (Showing the number of SC/ST/OBC/General/Minority/PH. Etc) (Girls & Boys separately).
- Consolidated Bank Draft.
- Copy of affiliation clearance letter for Principal, Govt. Women's College, Baripada, Principal Mayurbhanj College of Accountancy and Management, Baripada and RDS Degree Mahavidyalaya, Kundabai, Mayurbhanj.
- Xerox copy of the Registration card

D. S. Singh
5.11.24

(Contd.-P-02)

10. FEES TO BE COLLECTED

(I) Fees to be deposited in the Examination Fund by the student in the payment gateway available in the link given in the University website.

Sl.No.	Name of Fees	For P.G. III Semester		For Int. B.Ed-M.Ed III/V Semester
1	Examination Fee	Rs.400/-	Rs.500/-for MCA Students	Rs.400/-
2	Enrolment Fee	Rs. 60/-		Rs. 60/-
3	Supervision Fee	Rs.100/-		Rs.100/-
4	Recognition Fee	Rs. 70/-		Rs. 70/-
5	Re-Registration Fee	Rs. 30/-		Rs. 30/-
6	Fee for Grade Sheet	Rs. 50/-		Rs. 50/-

(II) Fees to be deposited by the student to the account provided by HoDs/Coordinators/ Principals

Sl.No.	Name of Fees	For P.G. III Semester	For Int. B.Ed-M.Ed III & V Semester
1.	Centre Charges	Rs.200/-	Rs.300/-
2.	Project Evaluation Fee	Rs.250/- (Applicable only for those students who will fill up forms for project paper.)	Rs.250/- (Applicable only for those students who will fill up forms for project paper.)
3.	Dissertation Evaluation Fee	Rs.600/- (Applicable only for those students who will fill up forms for Dissertation paper.)	Rs.600/- (Applicable only for those students who will fill up forms for Dissertation paper.)

(C) SCHEDULED DATE LINE FOR FILLING UP OF APPLICATION FORMS

The forms are to be filled up as per the following schedule (on or before)

1. Without Late Fine : 11.11.2024 to 17.11.2024
2. With Fine of Rs.100/- : 18.11.2024 to 20.11.2024
3. With fine of Rs.400/- : 21.11.2024 to 23.11.2024
4. With Fine of Rs.600/- : 15 days before commencement of examination.
5. With Fine of Rs.1000/- : 07 days before commencement of examination.
(TATKAL SEVA)

(D) MODE OF SUBMISSION OF APPLICATION FORMS

The students of P.G.Departments are to submit the downloaded application forms to their respective HoDs.The HoD after putting their counter signature at application forms shall submit before the office of the Chairman,P.G. Council alongwith nominal roll,Subject statements,Student statistics etc.

The students of affiliated Colleges are to submit the application forms to their Principals. Principals have to submit the forms by authenticating these by counter signature along with nominal roll,Subject statements,Student statistics,proof of attencance,Proof of readmission fees etc. to the office of the Controller of Examinations.

The application forms as submitted by the students are to be submitted to this office in one lot by 28.11.2024. Provided further that, in case of any of the above scheduled dates is declared as holiday, the next day will be treated as the scheduled date. Documents will not be accepted by Post/Courier.

Principal of the College is requested to submit the xerox copy of affiliation letter issued by the MSCBU for the respective admission batches & Sports,CDC,NSS fees (To be submitted along with forms of above semester examinations-2024.)

Admission
5.11.24

(Contd.-P-03)

(E) MODE OF DEPOSIT OF FEES:

The students are required to deposit the Examination Fee, Enrolment Fee, Supervision Fee and Fee for Grade Sheet in the **payment gateway available in the link in University website.** The Centre Charge and Project Evaluation fee will be deposit in the HoDs/ Coordinators/ Principals Accounts as applicable.

You are requested to make necessary arrangements for submission of application forms and relevant documents to the undersigned by obtaining **account clearance from COF.** You are also requested to ensure that the sports, CDC, NSS fees of the candidate who have submitted their application forms have already been deposited with the University. Endorsement to this effect may be made in the forwarding letter.

By order of the Vice-Chancellor

Signature
5.11.24

Signature
Controller of Examinations,
MSCB University, Baripada
Date: _____

Memo No. 2897⁽³⁾ /MSCBU

Copy to PS to V.C/PA to Registrar/Prof. in charge Web Side/COE/COF/Examination Section/ Regd. Section / Accts. Section-I/II/BOS/PIS/Guard File/Notice Board for information.

Signature
5.11.24

Signature
Controller of Examinations,
MSCB University, Baripada

Memo No. PGC/2432

Date: 06/11/2024

Copy forwarded to the H3OD All Regulars Departments / All co-ordinators (Regular / SFC) for information and necessary action.

Signature
6.11.24

Chairman
P.G. Council
MSCB University
Takatpur, Baripada