



# BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

Letter No. 6977 (185) /Exam. Cert. (Registraion Unit) / BU

Date: 02-09-22

From :

The Assistant Controller of Examinations  
Berhampur University, Bhanja Bihar, Berhampur – 760 007, (GM), Odisha

To

The Chairman, P.G. Council, Berhampur University  
The Principal, Lingaraj Law College, Berhampur  
The Principal of all affiliated Colleges (PG, UG & Professional) Under Berhampur University  
The Principal, Army AD College, Gopalpur-on-Sea, Odisha

Sub.: Submission of students' returns under Prov. 222 of OUFS.

Madam / Sir,

In accordance with the provisions of the Statute 222 of Odisha University First Statutes 1990, you are requested to submit the students' return 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 2022-23.** The students' return are to be submitted, who passed from CHSE, Odisha or any Board / University or equivalent of qualifying course. The genuineness of migration certificate submitted by the students for registration is also needed to be certified by the Principal / Head of the College concerned.

The names of the students in the "Students' return" 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 **A3** size paper in clear visible manner. A soft copy in **Microsoft Excel (1997 – 2003 versions) in re-writable CD / e.mail / pen drive** as per the prescribed format must be submitted along with the Students' return for preparation of computerized Registration Receipt.

While preparing the students' return data **attention must be given to ensure correct spelling of the name of the candidate, name of the father (as per the 10<sup>th</sup> Board Certificate of HSC, CBSE, ICSE) and the name of the college / institution last studied.** 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 students' return 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) **Berhampur University Affiliation Letter** (ii) **Govt. Recognition** (iii) **Govt. Permission in proof of intake position in 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 in the university Official Website "[www.buodisha.edu.in](http://www.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.

## Fee Structure

Sl. No	Fee Particular	Amount
1	Registration Fee	Rs. 100/-
2	Recognition Fee	Rs. 100/-
3	Student Aid Fund	Rs. 001/-
<b>Total</b>		<b>Rs. 201/-</b>

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 Certificate. 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 institutions mentioning the Sl. No. in the Students' return and the Course / Session of the Admission etc.

The students who have taken their Transfer Certificate soon after their admission, need not to be included in the students' return as per the Govt. of Odisha Letter No. 19378 / HE Dated 27.07.2012. Further, students who have already registered in the University need not to 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 Numbers 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 / e.mail / pen drive** in Microsoft Excel (1997 - 2003) version (Annexure - B) and the following enclosures through a special messenger.
3. **The following Proformas may be downloaded from the University Website "www.buodisha.edu.in".**
  - a. Berhampur University 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.
  - d. Proforma for preparing Softcopy in Microsoft Excel (1997 - 2003) version in Re-writable CD / e.mail / pen drive required for printing of Computerized Registration Receipt.
4. The College / institution is required to intimate the last date of admission of the students while sending the returns.
5. **Before submission of the return, the Principals of all Colleges are requested to obtain Recognition, Affiliation and a clearance certificate from Sports Council, Cultural, N.S.S (if unit is in the college) of Berhampur University to this effect that they have paid all the requisite fee in connection with the Cultural, Sports and N.S.S, fees collected from the students at the time of admission in 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.**

*Soul*  
Assistant Controller of Examinations  
Berhampur University  
*Uptara*  
Assl Controller of Examinations  
*del*  
Berhampur University  
Date:

Memo No...../Exam. Cert. (Registraion Unit) / BU

#### Copy to

1. The Comptroller of Finance, Berhampur University for information and necessary action.
2. The Director, Biju Patnaik Computer Centre, Berhampur University for information and necessary action, with a request to upload the above letter along with the enclosures (4 Nos).
3. The Secretary, Sports Council, Berhampur University for information and necessary action, with requested to issue a "No. Dues Certificate" in favour of the concerned College / Institution which enable that the College has deposited the Sports Subscription Fee of the Berhampur University for the said session.
4. The Coordinator, N.S.S. Bureau, Berhampur University for information and necessary action

*Sdl-*  
Assistant Controller of Examinations  
Berhampur University



# BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

## INFORMATION OF THE COLLEGE TO BE SUBMITTED WITH STUDENTS' RETURN FOR THE SESSION 2022-23

1. Name and Address of the College :
2. Name of the Course (s) offered :
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
3. Affiliation Status of the College  
(Submit Photocopies of Affiliation Letter in Course wise)
4. Govt. Recognitions granted to the College  
(Submit Photocopies of Affiliation Letter 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

Sl	Name of the Course	Male				Female				Grand Total	Remark
		SC	ST	Gen	Total	SC	ST	Gen	Total		

7. Date of Reopening of the College: \_\_\_\_\_ Last date of admission: \_\_\_\_\_  
(Enclose Photocopy of the Admission Notification)
8. Registration & Recognition Fees Rs. \_\_\_\_\_ (Rupees )  
Vide SB Collect  Bhanja Bihar Bank Challan  Bank Draft  No ..... Date: \_\_\_\_\_  
(Original Receipt / Bank Draft / Demand Draft to be enclosed)

### IMPORTANT NOTE :

Before submission of the return, the Principals of all Colleges are requested to obtain Recognition, Affiliation and a clearance certificate from Sports Council, Cultural, N.S.S (if unit is in the college) of Berhampur University to this effect that they have paid all the requisite fee in connection with the Cultural, Sports and N.S.S, fees collected from the students at the time of admission in 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.

Date:  
Mobile No.

Signature of the Principal with Seal



## BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR - 760007, GANJAM (ODISHA)

### (STATEMENT OF ACCOUNTS)

- 1 Name of the College:
- 2 Total Number of Students Admitted :
- 3 Academic Year :
4. Name of the Course (s)
5. Affiliated / Sanctioned Strength (Course wise):

Sl	Subject	Total Students Admitted	Passing from		Total of Serial No	Registration Fees @ Rs. 100/- for each	Student Aid Fee Re 1/- From each	Recognition Fees @Rs. 100/- for each	Late Fee @ Rs. 100/- after one month of admission	Total Amount Deposited	Nature of Payment in shape of SBC / DD/ BU Chaitan	
			Berhampur University	C.H.S.E other University / Board / Council								
1	2	3	4	5	6	7	8	9	10	11	12	13

- N.B:
- (1) Submit Separate Statement of Account for each course
  - (2) Submit the list of other university students along with their Migration Certificate with the Sl. No. as in the Return Form

SIGNATURE OF THE PRINCIPAL



## BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

(RETURN OF THE STUDENT'S UNDER STATUTE 222 IN \_\_\_\_\_ COLLEGE OF THE ACADEMIC YEAR \_\_\_\_\_)

1 Department \_\_\_\_\_

Under this University during the session 20 - 20

Sl No	Name of the Student (AS PER HSC/CBSE /CSE 10 <sup>th</sup> /MATRIC CERTIFICATE)	Male / Female	Name of the Father / Mother and Permanent Address	Whether SC / ST / General	Date of Birth in the Christian Era	Mother Tongue or Language in lieu of Mother Tongue	Institution Last Studied (Name of the College / University)	Examination Passed	Name of the University or Board from which Discontinued / Last Exam Passed	Year of Passing	Date of Admission into the College	Examination for which reading	University Regd No	Remarks
1		3		5	6			9		11	12	13	14	15

Note : (1) if any Corrections, additions or deletions made should be attested

(2) "F" should be return against Women Students

(3) No of students admitted: (a) Passing from CHSE (Odisha)  
 (b) Passing from Other Board or University  
 (c) Passing from Berhampur University

I, certify that the students admitted in this return have been found eligible for admission to the respective courses of studies & Regulations prescribed by the University

\_\_\_\_\_ College, \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Principal with Seal



## BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

(STATEMENT SHOWING THE PARTICULARS REGARDING ADMISSION OF STUDENTS OF OTHER UNIVERSITY / BOARD )  
 (PROFORMA FOR SUBMISSION OF STUDENT'S RETURN FOR THE ACADEMIC SESSION 20\_\_\_\_ BY THE AFFILIATED COLLEGE IN  
 THE REWRITABLE C.D. /PEN DRIVE/ e.mail (MICROSOFT EXCEL 1997-2003)

NAME OF THE COLLEGE:

Sl No.	Name of the Student (AS PER HSC/CBSE /ICSE 10 <sup>TH</sup> /MATRIC CERTIFICATE)	Male / Female	Name of the Father	College Code	Name of the University or Board Last Studied	Course Admitted	University Regd No	Regd. Year	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of the Principal with Seal



## BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

### (STATEMENT SHOWING THE PARTICULARS OF THE STUDENTS WHO SURRENDER THE MIGRATION CERTIFICATE OF THE BERHAMPUR UNIVERSITY DURING THE SESSION 20 )

Sl	Name of the Student	M / F	Name of the Father	Name of the School / College Last studied	Examination Passed	Year of Passing	Class to which admitted	Date of Admission	Date of Submission of Migration Certificate	Sl. No. in the Return form and Stream	Date of Payment of the Recognition Fee, Registration fees of Rs 200	Remarks
1	2			3	4	5	6	7	8	9	10	11

N.B.: This statement should invariably accompany along with the return of students

Signature of the Principal