

No. 815 / Exam. /Gen. (UG)/23

Date: 18-01-2023

## NOTIFICATION

This is for information all concerned that, the form fill up for TDC (CBCS) 3<sup>rd</sup> Semester Examinations-2023 (Fresh/ Fail/Back/Absent/ Grade Replacement) on *on-line procedure* has been scheduled as follows :

**Tentative date of commencement of 3<sup>rd</sup> Semester Examinations 2023 is 25.2.2023**

### SCHEDULE OF ON-LINE FILLING UP OF FORMS

Examination fee per candidate	without fine
₹ 900/- Extra ₹ 100.00 (For Practical Exam.)	25-01-2023 to 06.02.2023

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

**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/Acd-I, dated 28.06.2018)

- A student is 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.

**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 @ ₹ 100/- (Rupees one hundred) only per candidate for conduct of Practical/Project examinations of all the streams of TDC (CBCS) Course. The unspent amount should 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 eligible students as per the Regulations (Fresh//Re-admitted//Fail//Absent and Grade Replacement) for the ensuing +3 CBCS (Semester) Examinations 2022-2023 shall be done by the Colleges through the link <https://berhampuruniversity.silicontechlab.com/buerp/build/index.php>. All further advice in this regard shall be sent through college E-Mail ID 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. All subjects as chosen by the student's viz. Core/Elective/MIL should be registered correctly.
2. No Application form for the TDC (CBCS) 3<sup>rd</sup> Semester Examination 2022.-23 shall be accepted after the schedule date.

*Sun*  
18.01.23



## **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 (Examination Registration Report) duly signed by the Principals. (The data should not differ from that of SAMS list of Students and the list of names contained in the Return of Matriculates (ROM) For Fresh candidates.

**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 he/she failed or remained absent.

2. Copy of the Fee Payment Receipt duly attested by the Principal.

3. Detail Accounts Statement duly furnished and signed by the Principal.

4. Documents in support of application for affiliation and payment of fees.

*(Before being the examination fees are deposit, 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).*

5. Photocopy of the letter of Affiliation /Government Recognition of stream wise and subject wise student's strength of the College.

6. Clearance of the authorities as to payment of NSS/ /Sports// Cultural fees (in case of 1<sup>st</sup>//3<sup>rd</sup>//5<sup>th</sup> Semester form fill up).

**7. The required documents should be submitted at the University Office within 04 (Four) days after the last date of without fine.**

## **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) 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> (Arts, Commerce and Science) Examinations, 2022.-23 are in accordance with the SAMS admission list of students of the respective years and Return of Matriculates as submitted to the University.

2. The names of the students as detailed in the list are eligible to appear at the 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> Examinations, 2022.-23 are as per the provisions as under the Statutes and the TDC (CBCS) Regulations.

3. I have verified their original certificates of the qualifying examination and the Registration Receipts.

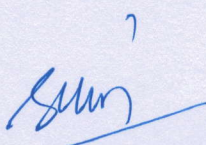
4. Their Conduct of the applicants are good.

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 applicants have applied and have undergone the required practical(s) for the subject(s) as per the provisions of the Statutes 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*

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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 doubts// discrepancy// deficiency in this Notification, immediately.
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 for the Examinations, 2022.-23 should be filled on the basis of the data available with the college.
4. The Subject should be entered correctly as per the Regulations.

*Suman*  
18.02.23  
Controller of Examinations  
Berhampur University

Date: 18.01.2023

Memo No 816 (145) /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. The Director, Web Master // BPC (Admn.), Berhampur University for information with a request to upload the contents of the Notification in the University Website for wider circulation and to render necessary advice to the N.I.C. personnel in this regard (ON-LINE FILLING OF FORMS FOR +3 (CBCS) EXAMS.
7. The Director, CDC, Berhampur University for information and necessary action.
8. The Asst. Controller of Examination for information and necessary action.
9. The Senior Technical Director, N.I.C., Berhampur and other officials for information and necessary action.
10. The Notice Board

*Suman*  
18.02.23  
Controller of Examinations  
Berhampur University