



BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

Letter No. 7246(185) /Exam. Cert. (Registraion Unit) / BU

Date: 03-11-2021

From :

The Assistant Controller of Examinations
Berhampur University, Bhanja Bihar, Berhampur – 760 007, Dist: Ganjam, Odisha

To

The Chairman / Chairperson, P.G. Council, Berhampur University
The Principal of all affiliated Colleges (PG, UG & Professional) Under Berhampur University
The Director, H.H.Mardaraj Distance Education Centre, Berhampur University
The Officer - in – Charge, School of Education, Berhampur University
The Principal, Army AD College, Gopalpur-on-Sea, Odisha

Sub.: Submission of Student's Returns under Prov. 222 of OUF.S.

Sir / Madam,

In accordance with the provisions of the Statute 222 of Odisha University First Statutes 1990, you are requested to submit the student's 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 2021-22.** The student's return to be submitted for student's passing CHSE, Odisha or Board / University or equivalent of qualifying course. The genuineness of migration certificate submitted by the students for registration is also need to be certified by the College concerned.

The return of the student's 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 student's return for preparation of computerized Registration Receipt, while preparing the student's return data **attention must be given to ensure correct spelling of the name of the candidate, name of the father (as per 10th Board Certificate) and name of the college / institution.** The college has to collect the Migration Certificate from the Student at the time of admission and send with the student's return. As per the Statute, the Principal / Head of the Institution shall forward the student's 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 on the university Official Website "**bamu.nic.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/-
Total		Rs. 201/-

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 Student's

The students who have taken their Transfer Certificate soon after their admission, need not 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 deposit the Registration and Recognition Fees. The University Registration No, of such candidates must be mentioned against their names in the return of Matriculates (Form XIII).

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 Student's Return in Rewritable CD / e-mail / pen drive in Microsoft Excel (1997 - 2003) version (As per Annexure – B) and the following enclosures through a special messenger.

The following Proformas may download from the University Website "bamu.nic.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 Rewritable CD / e-mail / pen drive required for printing of Computerized Registration Receipt.
3. The College / institution are required to intimate the last date of admission of the students while sending the returns.
 4. **Before submission of the return, the Principals of all College are requested to obtain a clearance from Academic – I Section and Sports Council, Berhampur University to the effect that they have made all the requisite fee in connection with the Cultural Fees and Sports Fee collected from the students while admission to 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.**

Memo No. 7247 (4) / Exam. Cert. (Registration Unit) / BU / 21

Alcero
02-11-21
Assistant Controller of Examinations
Berhampur University
Asst. Controller of Examinations
Berhampur University
Date: 03-11-2021

Copy to the

1. The Comptroller of Finance, Berhampur University for information and necessary action.
2. Director, Biju Patnaik Computer Centre, Berhampur University for information and necessary action, with request to upload this letter along with the required enclosures in the Berhampur University Web site for the session 2021-22.
3. Officer - in - Charge, Academic – 1 Section, Berhampur University with request to issue a "No. Dues Certificate" in favour of the concerned College / Institution which enable that the College has deposited the "Cultural Fee" of the Berhampur University for the said session.
4. Secretary, Sports Council, Berhampur University for information and necessary action. He is 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.

Alcero
02-11-21
Assistant Controller of Examinations
Berhampur University
Asst. Controller of Examinations



BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

(STATEMENT OF ACCOUNTS)

1 Name of the College:

4. Name of the Course (s)

2 Number of students Admitted :

5. Affiliated / Sanctioned Strength:

3 Academic Year :

Sl	Subject	Total Student Admitted	Passing from			Total of Serial No 5,6	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 Challan
			Berhampur University	C.H.S.E	other university and Board (s) / 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 list of other university students along with their Migration Certificate with the Sl. No. as in the Return Form

Printed at: Berhampur University Press

SIGNATURE OF THE PRINCIPAL



BERHAMPUR UNIVERSITY

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(RETURN OF THE STUDENT’S UNDER STATUTE 222 IN _____ COLLEGE OF THE ACADEMIC YEAR _____)

1 Department _____ Under this University during the session 20 - 20

SI No.	Name of the Student (AS PER HSC/CBSE /ICSE 10 TH /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	2	3	4	5	6	7	8	9	10	11	12	13	14	15

- Note :
- (1) Corrections, additions or deletions made, if any should be attested
 - (2) “F” should be return against Women Students
 - (3) No of students admitted: (a) Passing from CHSE (Odisha) or Berhampur University
(b) Passing from Other Board or 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



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**(STATEMENT SHOWING THE PARTICULAR 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 (MICROSOFT EXCEL 1997-2003)**

SI No.	Name of the Student (AS PER HSC/CBSE /ICSE 10 TH /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 PARTICULAR REGARDING ADMISSION OF STUDENTS OF OTHER UNIVERSITY / BOARD / COLLEGE)

1 Department _____ Under this University during the session 20 - 20

Sl	Name of the Student	M / F	Name of the Father	Name of the School / College Last studied with the Name of the University	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 and student aid fund of Rs 201	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



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INFORMATION OF THE COLLEGE TO BE SUBMITTED WITH STUDENT'S RETURN FOR THE SESSION 2021-22

1. Name 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 _____ 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 Returns, the Principals of all College are requested to obtain a clearance from the Berhampur University (Academic – I Section and Sports Council) to the effect that they have made all the payments in connection with the Cultural Fee, Sports Fees and NSS fess collected from the students while admission to the respective courses and they have got no outstanding against their College, failing which the Returns of the College shall not be accepted.

Date:

Signature of the Principal with Seal

Mobile No.