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**OFFICE OF THE CONTROLLER OF EXAMINATIONS**
**MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY**
**SRIRAM CHANDRA VIHAR,TAKATPUR,BARIPADA,MAYURBHANJ,ODISHA-757003**

No. 3922 /MSCBU(PG/EC/04/2026)2026 Date: 07.11.26

To

1. The Chairman, P.G. Council, MSCBU, Takatpur, Baripada.
2. The Principal, Udala College, Udala
3. The Principal, Govt. Women's College, Baripada
4. The Principal, R.D.S. Degree Mahavidyalaya, Kundabai, Mayurbhanj
5. The Principal, Mayurbhanj College of Accountancy & Management, Maharajpur, Takatpur, Baripada,

Sub: Submission of application forms, fees and supporting documents for admission of students into P.G. III Semester (Regular/Repeat/Improvement) Examinations-2026 and Integrated B.Ed-M.Ed. III & V Semester (Regular/Repeat/Improvement) Examinations-2026 in **offline mode.**

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)-2026.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**

1. He/She must have taken admission during academic session 2025-26 for Regular,2024-25&2023-24 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.
2. Students who have admitted during the above period and appeared the examinations as per the norms,
3. He / She must not have taken ULC/CLC.
4. He / She must be a registered student of MSCBU, having a valid Regd. No. **Application forms without Regd. No. will be summarily rejected.**
5. 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.
6. Regular students must have secured at least 75% of attendance in the theory & the practical separately.
7. **Filling up forms by the regular students for each Semester is compulsory.**

**(B) DOCUMENTS TO BE SUBMITTED**

1. Forwarding letter.
2. Application forms duly filled in all respect and duly verified and found correct by HOD/Coordinator/Principal concerned.
3. Accounts statement in duplicate.
4. 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)**
5. Subject statement in duplicate.
6. Students statistics (Showing the number of SC/ST/OBC/General/Minority/PH. Etc) (Girls & Boys separately.
7. Copy of affiliation clearance letter for Principal, Udala College, Udala , Govt. Women's College, Baripada, RDS Degree Mahavidyalaya, Kundabai, Mayurbhanj and Mayurbhanj College of Accountancy and Management, Baripada,
8. Xerox copy of the Registration card.

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9. **FEES TO BE COLLECTED**

| Sl.No. | Name of Fees | For P.G. III Semester | | For Int. B.Ed-M.Ed III/V Semester Students |
|---|---|---|---|---|
| 1 | Examination Fee | **Rs.500/-** | **Rs.600/-for MCA / MBA/ PMIR Students** | **Rs.600/-** |
| 2 | Enrolment Fee | **Rs. 60/-** | **Rs. 60/-** | **Rs. 60/-** |
| 3 | Supervision Fee | **Rs.100/-** | **Rs.100/-** | **Rs.100/-** |
| 4 | Recognition Fee | **Rs. 70/-** | **Rs. 70/-** | **Rs. 70/-** |
| 5 | Re-Registration Fee | **Rs. 30/-** | **Rs. 30/-** | **Rs. 30/-** |
| 6 | Fee for Grade Sheet | **Rs. 50/-** | **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/- and Rs.300/- for MCA / MBA/ PMIR Students** | **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.250/-** **(Applicable only for those students who will fill up forms for Dissertation paper.)** | **Rs.250/-** **(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 : **19.11.2026 to 26.11.2026**
2. With Fine of Rs.100/- : **27.11.2026 to 03.12.2026**
3. With fine of Rs.400/- : **04.12.2026 to 05.12.2026**
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 application forms to their respective HoDs.The HoDs after putting their counter signature at application forms shall submit before the office of the Chairman, P.G.Council along with nominal roll, Subject statements, Student statistics proof of attendance, Proof of readmission fees 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 attendance, 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 **10.12.2026.** 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-2025.)

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**(E) MODE OF DEPOSIT OF FEES: To be paid in the link available in university website**

**(I)** The P.G. students of MSCB University are required to deposit the Examination Fee, Enrolment Fee, Supervision Fee, Recognition Fee, Re-Registration Fee, Fee for Grade Sheet in the **link available in university website through mscbu.ac.in.**

**(II)** The Centre Charge, Project Evaluation fee and Dissertation Evaluation Fee will be deposit in the HoDs/ Coordinators/ Principals Accounts as applicable.

**(III)** Principal of affiliated Colleges having P.G. Courses are deposited their all fees through online mode in the **link available in university website through mscbu.ac.in** in one lot as per schedule.

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.

7.11.26

Controller of Examinations,
MSCB University,Baripada

Memo No. 3923 /MSCBU

Date: 07.11.26

Copy to PA to V.C/Sr. Steno 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.

7.11.26

Controller of Examinations,
MSCB University,Baripada