



# BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR -760007, GANJAM (ODISHA)

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

Date:

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 OUFS.

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 2020-21.** 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** 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 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 Collecty 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/-
<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 Student's Return and the Course / Session of the Admission etc.

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.

**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 in Microsoft Excel (1997 - 2003) version (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 required for printing of Computerized Registration Receipt.
3. The College / institution is 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.**

Sd/-

Assistant Controller of Examinations  
Berhampur University

Memo No. 335(4) / Exam. Cert. (Registraion Unit / BU

Date: 13.01.2021

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 2020-21.
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.

A. Lenin  
12.01.21  
Assistant Controller of Examinations  
Berhampur University