



**UTKAL UNIVERSITY**  
**VANI VIHAR, BHUBANESWAR-4**

No. Exam.-I/433/E- 17300 /2023,

Dated:- 04/09 /2023

From:

The Controller of Examinations,  
Utkal University, Vani Vihar,  
Bhubaneswar-4.

To

The Principal/ Director,  
All Colleges Affiliated to Utkal University  
(Pursuing B. Sc Nursing course).

Sub: Filling of Forms for **Basic B.Sc. Nursing 2<sup>ND</sup> Year (Annual) Examination October-2022** (2020-21 Admission Batch) **in online mode** and Submission of Alphabetical list of students, Account Statement prescribed fees, Previous CNR list and other connected documents in support of the students .

Sir/Madam,

You are requested to forward the Alphabetical list of students, prescribed fees and other connected documents in support of the students of your College / Institution for their **Basic B. Sc Nursing 2<sup>ND</sup> Year (Annual) Examination October-2022** (2020-21 Admission Batch) as per the Regulation, Course Structure and Syllabus. The application forms of **2<sup>ND</sup> Year B.Sc. Nursing (Annual)** students shall **filled-up from through online mode only**.

The Centre Charges so collected may be kept by the Principal / Director to be handed over to the Centre Superintendent of concerned examination to meet the Centre Expenses. The balance unspent amount may be refunded to the University along with utilization Certificate by the Superintendent of the examination immediately after the examination is over. The voucher may be kept with the Principal for Audit purpose.

**DEPOSIT OF FEES:**

The fees so collected may be credited to the General Fund Account of the University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Code No. 2135 in favour of **COMPTROLLER OF FINANCE**, Utkal University. Care should be taken to affix the College Seal, to write the College Code and Name of the Examination in the back side of the Draft, Excess amount paid if any will not be adjusted or refunded.

**ONLINE FORM FILLUP DATED FOR B.Sc. Nursing 2<sup>ND</sup> Year (ANNUAL) EXAMINATION OCTOBER-2022.**

Name of the Examination	Without Fine Date	Date With Fine of Rs. 200/-	Date With fine of RS. 500/-
2 <sup>ND</sup> Year B.Sc. Nursing(Annual) Examination October-2022	07.09.2023 to 11.09.2023	12.09.2023 to 14.09.2023	15.09.2023 to 18.09.2023

**FEES TO BE COLLECTED:**

1. Examination Fees - Rs. 600/-  
for Back appearance Examination fee Rs. 100/- per Paper if the candidate applied for less than 50% of the total number of papers, full Examination fee to be paid by the candidate if the number of papers 50% or more than that.
2. Centre Charges - Rs. 150/- (to be retained by the Colleges)
3. Additional Centre Charges - Rs. 50/- (Applicable for the first three  
(Regular & Back) Admission Batch Students)
4. Enrollment fees - Rs. 50/-
5. Re-registration fees - Rs. 40/-
6. Fees for Supervision - Rs. 20/-
7. Fees for Marks - Rs. 100/-
8. Late Fees - As applicable
9. Online utilization fees - Rs. 50/- (to be deposited to CSC - SPV) in online  
(Service charge to CSC-SPV)
10. Registration online Fees - Rs. 50/- ( - do - .....only for 1<sup>st</sup> year students )

**DATE OF SUBMISSION OF APPLICATION FORMS AND BANK DRAFT BY THE COLLEGE:**

The last date for submission of Account Statement (Two Copies) Draft, Alphabetical Lists (Three Copies) and other documents complete in all respect at the University Office are given below. Separate Draft for B.Sc. Nursing Examination will be accepted. Consolidated draft for both the subject will not be entertained.

**FOR 2<sup>ND</sup> Year B.Sc. Nursing (Annual) Examination, October -2022 (2020-21 Admn. Batch)**

Date of Receiving of forms / documents without fine / with fine of Rs. 200/- & fine of Rs. 500/-	Time	College New Code (generated) online
27.09.2023	10.30 A.M. to 4:30 P.M.	1501, 2501,2502,2503,2504,2505,2506,2507,2508,2509, 3501,3502,3503,3504.
28.09.2023	-do-	4501,4502,4503, 6501,6502,6503,6504,6505, 7501, 8501,8502, 9501,9502,9503.
30.09.2023	-do-	9504,9506,9507,9508,9509,9510,9511,9512,9513,9515, 9516,9517,9518,9519.

**PREPARATION OF ALPHABETICAL LIST:-**

Alphabetical list generated through online mode and hard copy to be submitted to the Examination - I unit.

**DOCUMENTS TO BE SUBMITTED:-**

- a) Affiliation Order Copy (Admission Batch wise) is mandatory at the submission of the Application Forms in the University.
- (b) Forwarding Letters signed by the appropriate authority
- (c) Bank Draft and a tallied account statement three copies.
- (d) **Three Copies** of Alphabetical List cum-Accounts statement be deposited (hard copy) with signature & office seal and **down loaded CNR Copy**.
- (e) **INTERNAL MARKS** submitted through online mode by the college from Examination Confidential- I Unit (a hard copy certified by the head of office).
- (f) Clearance Certificate of **Sports Council, CDC & NSS and Subject Fee**.

**IMPORTANT INSTRUCTIONS:-**

- (a) Enrollment in 1<sup>ST</sup> Semester / Term End Examination of B.Sc. Nursing Course is mandatory for candidates. Those who have not enrolled in 1<sup>ST</sup> Semester Examinations shall not be permitted to sit for the subsequent examinations as per the decision of the Academic Council.
- (b) At the time of filling up from the students ensure that all the above points of the application form be filled up carefully.
- (c) *Excess number of students admitted beyond the affiliated strength will not be accepted. Similarly the statement in respect of the subject, faculty, & without affiliation order will not be accepted and the same will be stand cancelled automatically without further correspondence.*

You are further, requested to circulate it among all concerned and to depute your staff in charges of the examination for seeking clarification if any regarding this. Your co-operation in this matter shall be highly appreciated.

**Online Form Fill up instruction**

**Submission of the online form please visit following link**

[www.utkaluniversity.nic.in](http://www.utkaluniversity.nic.in)

<http://utkal-lokaseba-odisha.in>

**Technical Helpline:**

To be contacted only during office hours i.e (10:00 A.M. to 5:00 P.M.) on working days only.

1. CSC Helpline No. 9692958088
2. e mail - [utkal.helpline@gmail.com](mailto:utkal.helpline@gmail.com)
3. Controller of Examinations (mail id [coe@utkaluniversity.ac.in](mailto:coe@utkaluniversity.ac.in))

Yours faithfully,

  
**CONTROLLER OF EXAMINATIONS**

Memo No. Ex-I/433/E- 17342/2023, Dated:- 04/09 /2023

Copy forwarded to the:-

1. Secretary to Vice Chancellor, Utkal University;
2. P.A. to Registrar, Utkal University;
3. Steno to Controller of Examinations, Utkal University ;
4. Asst. Programmer, Examination Computer Cell, Utkal University;
5. Section Officer, EC-I/ EC-IV / Cash Unit / Superintendent, Diary / Directed of Sports Council / Academic Section / Co-ordinator, NSS /Affiliation Unit, Utkal University for information and necessary action.

24/9/23  
CONTROLLER OF EXAMINATIONS