



UTKAL UNIVERSITY
VANI VIHAR: BHUBANESWAR-751004

No.Exam-II/ **E18815** /2023

Date: **11.10.23**

From

The Controller of Examinations,
Utkal University, Bhubaneswar-751004

To

1. The Principals of all +3 Degree Colleges affiliated under Utkal University;
2. The Director, D.D.C.E., Utkal University

Sub: Submission of Alphabetical List of students, prescribed fees and other connected documents for +3 5th Semester Examinations 2023 (Regular & Back) 2021-A.B. (Regular), 2018, 2019 & 2020- A.B. (Back) under Choice Based Credit System of New Model Syllabus & CBCS Syllabus of Utkal University for affiliated colleges.

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 5th Semester Examination of +3 Arts, Science & Commerce Examination under Choice Based Credit System for the session 2023(Regular & Back) 2021-A.B. (Regular), 2018, 2019 & 2020 - A.B. (Back) under Choice Based Credit System of New Model Syllabus & CBCS Syllabus. The application forms for +3 5th Semester (Regular & Back) students shall be filled-up through online.

1. **Tentative Date of Examination: Practical-14-23 November,2023**
Theory-24thNovember,2023onwards
2. **Fees to be collected:**

1	Examination fees	Rs.500/- (Hons.& Pass)
1(a)	FOR BACK APPEARANCE STUDENTS Examination Fee: Rs. 100/- per paper if the candidate applies for less than 50% of the total number of papers in that examination. Full examination fees to be paid by the candidate if he/she applied for 50% or more number of the total number of papers in that examination.	
2	Centre Charge (to be retained by College)	Rs.150/-
3	Fees for Supervision	Rs.20/-
4	Fees for Enrolment	Rs.50/-
5	Additional Centre Charge (if applicable for three consecutive admission batches of new subjects or new colleges)	Rs.50/-
6	Fees for Marks	Rs.50/-
7	Practical Fee @ Rs.50/- per paper to be collected from the students and this may be retained by college for evaluation of Practical Examinations paper	Rs.50/- per paper
8	Late fee for examination form fill-up	Rs.200/- & Rs.500/-
9	Emergency Late Fee for examination form fill-up (prior to three days of Examinations)	Rs.2000/-

The Centre Charges so collected may please be kept by the Principal to be handed over to the Centre Superintendent of concerned examination to meet the centre expenses. The balance un-spent amount may please 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 purposes.

3. Deposit of Fees:

The fees so collected may be credited to the General Fund Account of the University in shape of consolidated Bank Draft in favour of Comptroller of Finance, Utkal University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, and Code No.2135. Care should be taken to put the College seal, College code, and name of the examination in the back side of the Draft. **Excess amount if paid by the college will not be adjusted or refunded.**

4. Form Fill up Instruction :

- A student who fails to appear in a Mid-Semester Examination will be allowed to take the same examination with the next batch of student only ONCE provided the candidate has to fill-up the forms for the same semester during form fill-up time as a back paper. There will be no provision to re-appear in the Mid-Semester Examination for improvement.
- A student has to appear the Mid Term Examination. Absence in a Mid Term paper will be declared as failed in that Paper. A student who was absent in the Mid Term examination but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear Mid-Semester Examinations in subsequent semester.
- A student may appear in improvement (having passed in that paper) in any number of papers only once in the subsequent semester examination.
- **A student absent or Failed in Practical Examination also required to fill up the exam form for Theory Papers.**
- **A student Absent in Internal Examination also required filling up the exam form for Theory Papers.**

NB: In order to clear a Semester examination a candidate is required to pass in all theory & practical papers/project component of the said semester.

5. ONLINE FORM FILLUP DATES FOR +3 FIFTH SEMESTER EXAMINATIONS 2023 (REGULAR & BACK)

Name of Examination & Year	Without Fine	With Fine of Rs.200/-	With Fine of Rs.500/-	Emergency Late fee of Rs.2000/-
+ 3 5 th Semester Regular Examination 2023 (2021-A.B.)	16.10.2023 to 30.10.2023	31.10.2023 to 03.11.2023	04.11.2023 to 07.11.2023	Prior to three days of Examinations
+ 3 5 th Semester Back Examination 2023 (2018, 2019 & 2020 A.B.)				

6. Date of submission of Accounts Statement and B.D.by the College:

The last date for submission of Accounts Statement, Draft, Alphabetical list and other documents complete in all respect at the University Office are given below:

For +3 5th Semester Examination 2023 (R & B) (2021-Reg., 2018, 2019 & 2020 Back) – Without Fine/with fine of Rs.200/- & Rs.500/-

Date of Receiving of forms	Time	College Code (Except Autonomous & Women's College)
09.11.2023	10-30 A.M. to 04-30 P.M	1003 to 1021
10.11.2023	-do-	2001 to 2030
13.11.2023	-do-	2031 to 2063
14.11.2023	-do-	3002 to 3035
15.11.2023	-do-	4002 to 4034
16.11.2023	-do-	5002 to 5019
17.11.2023	-do-	6003 to 6020
18.11.2023	-do-	6021 to 6047
20.11.2023	-do-	7002 to 7027
21.11.2023	-do-	8005 to 8047
22.11.2023	-do-	9001 to 9042
23.11.2023	-do-	9043 to 9090

If the above date falls on holidays the next working day will be automatically treated as last date for submission of forms, alphabetical list and Account Statement with Bank Draft for which no notification will be made to this effect.

7. Preparation of Alphabetical List:

The printout online alphabetical list may be submitted in the concerned Examination-II Section of the University positively. The University Registration Number of each candidate should be indicated against each of their names in the alphabetical list.

All entries in the Alphabetical list be made in capital letter and the names of the candidates be carefully prepared without mistake. SC/ST/OBC/W/PH/VH may be indicated obtaining the principal's certificate against each of their names of the candidates positively.

8. Change of Centre:-

Changes of centre are not allowed as per rules of the University.

9. Documents to be submitted by the College:

- a) Affiliation order whether it is temporary or permanent.
- b) Forwarding Letter
- c) Accounts Statement (Three copies)
- d) Bank Draft (Consolidated) – **Fine date B.D. may be separated.**
- e) Alphabetical list in (Two copies) Hard Copy
- f) Clearance Certificate of Sports Council, CDC and NSS etc.

10. IMPORTANT INSTRUCTIONS:-

- a) At the time of form fill up the authorities of the college should be vigilant to ensure that the form is filled up carefully by the students.
- b) The colleges should mention the number of students and the categories like SC/ST/OBC/PH/VH/W along with Male/Female etc. positively.
- c) It is the responsibility of the College specifically the teaching staff of filling up forms to ensure that the candidates fill in forms as per regulation.
- d) Fees will be accepted in form of Account Payee Draft for the number of students whose forms are deposited and whose names are mentioned in the Alphabetical Lists otherwise Forms will be returned.
- e) An Application Form shall not be accepted after the last date mentioned in the Notification.
- f) The Forms will be received from the College between 10-30 A.M. to 4.30 P.M. on the above mentioned date.
- g) Date wise with all clearance certificates of Sports, CDC, and Centre Advance etc.
- h) Excess number of students admitted beyond the affiliation strength will not be accepted. Similarly the statement in respect of subjects, faculty without affiliation order will not be accepted and the same will stand cancelled automatically without further correspondence. The name and roll number of the candidates beyond the list supplied earlier will not be entertained.
- i) The Account Statement with Bank Draft, Alphabetical List of the students and other connected documents of 2018, 2019 & 2020 (Back) 2021 (Reg.) Admission Batch is to be submitted in the Examination-II Section of the University.

The Principals may fix up the date(s) for filling of forms at the college as per their convenience. Account Statement and Bank Draft complete in all respect can be deposited in the University Office on the dates mentioned above.

AFFILIATION ORDERS (2018, 2019, 2020 & 2021 Admission Batch) are mandatory at the time of submission of Application Forms.

Clearance certificate from the Sports, CDC, NSS etc. (if any) should be submitted along with the alphabetical list of students.

Your co-operation in this matter shall be highly appreciated.

Yours faithfully,


Controller of Examinations

Memo No. Exam.II/ E 18816 /2023

Date: 11.10.23

Copy forwarded to:

1. The Director, CDC, Utkal University;
2. The Professor-in-Charge, MSRC UU Press, Utkal University;
3. The Director, Sports Council, Utkal University;
4. The Programme Coordinator, NSS, Utkal University;
5. The Section Officer, Ex-II / Ex-III (B) / EC-II/EC-III / EC-IV / Cash Unit/Sports Council/ Affiliation Unit/Store Unit, Utkal University;
6. The Superintendent Examination General Diary, Utkal University;
7. The Superintendent Examination Confidential Diary, Utkal University;
5. The P.A. to the Vice-Chancellor, Utkal University.
6. The P.A. to the Registrar, Utkal University; for information;
7. The Programmer, DDCE (UUEMS), Utkal University for information and necessary action.


Controller of Examinations