



UTKAL UNIVERSITY
VANI VIHAR: BHUBANESWAR-751004.

No.Exam-II/ E-3029 / 2024

Date: 12/02/2024

From

The Controller of Examinations,
Utkal University

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 6th Semester Examination, 2024 Regular & Back** form fill-up. [This is applicable for students filled-up their forms in the A.B. – 2021-(Regular), 2018, 2019 & 2020 (Back) under CBCS & Model CBCS 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 6th Semester Examination of +3 Arts, Science & Commerce Examination under Choice Based Credit System for the year 2024 as per the Regulation, Course Structure and Syllabus under CBCS. The application forms for **+3 6th Semester students for the Admission Batch- 2021 (Regular), 2018, 2019 & 2020 (Back)** shall be filled-up through online. The following tentative date is schedule to hold the examination.

REGISTRATION OF STUDENTS AT ACADEMIC BANK OF CREDITS (ABC) IS MANDATORY FOR 2021 ADMISSION BATCH

1. Tentative Date of Examination +3 6th Semester Examination 2024 -
Theory & Practical Examination- Last week of March 2024

2. Fees to be collected:

1	Examination fees (Hons. & Pass)	Rs.500/- (Hons.& Pass)
1(b)	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	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
4	Project Paper Fee @ Rs.50/- for DSE-IV Project paper to be collected from the students and this may be retained by college for evaluation of the Project Paper	Rs.50/-
5	Fees for Supervision	Rs.20/-
6	Fees for Enrolment	Rs.50/-
7	Additional Centre Charge (if applicable for three consecutive admission batches of new subjects or new colleges)	Rs.50/-
8	Fees for Marks	Rs.50/-
9	Fees for Provisional Certificate	Rs.100/-
10	Fees for Original Certificate	Rs.200/- (Separate B.D.)
11	Fees for Migration Certificate	Rs.200/- (Separate B.D.)
12	Late fee for examination form fill-up	Rs.200/- & Rs.500/-
13	Emergency Late Fee for examination form fill-up (prior to three days of Examinations)	Rs.2000/-

The **Centre Charges, Practical Fee & Project Paper Fee** 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 & evaluation work expenses of Practical examination and project paper. The balance unspent amount may please be refunded to the University along with utilization certificate by the Centre Superintendent of the examination immediately after the examination is over. The voucher may be kept with the principal for audit purposes.

3. Instruction for Deposit of Fees:

- a. 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 mentioning Code No.2135 or online payment of university fees through SBI.** The College seal, College code, and name of the examination should be mentioned in the back side of the Draft by the concerned college. Excess amount if paid by the college will not be adjusted or refunded.
- b. Separate Bank Draft for **Original Certificate** 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 or online payment of university fees through SBI.**
- c. Separate Bank Draft for **Migration Certificate** 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 or **online payment of university fees through SBI.**

4. ONLINE FORM FILLUP DATE FOR +3 6th SEMESTER EXAMINATIONS 2024 (2021 A.B. REGULAR) 2018, 2019 & 2020 A.B. BACK THROUGH UUEMS PORTAL

Name of Examination & Year	Without Fine	With Fine of Rs.200/-	With Fine of Rs.500/-	Emergency Late fee of Rs.2000/-
+3 6 th Semester Regular Examination 2024 (2021 A.B.)	16.02.2024 to 23.02.2024	24.02.2024 to 26.02.2024	27.02.2024 to 29.02.2024	Prior to three days of Examinations
+3 6 th Semester Back Examination 2024 (2018, 2019 & 2020 A.B.)				

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

The last date for submission of Accounts Statement, Bank Drafts, Alphabetical list and other related documents etc. before the Utkal University as mentioned below against each.

For +3 6th Semester Examinations 2024 (Without Fine & with fine of Rs.200/- & Rs.500/-)

Date of Receiving of forms	Time	College Code Nos.
01.03.2024	10-30 A.M.to 04-30 P.M	1003 to 1021
02.03.2024	-do-	2001 to 2030
06.03.2024	-do-	2031 to 2063
07.03.2024	-do-	3002 to 3035
11.03.2024	-do-	4002 to 4034
12.03.2024	-do-	5002 to 5019
13.03.2024	-do-	6003 to 6020
14.03.2024	-do-	6021 to 6047
15.03.2024	-do-	7002 to 7027
16.03.2024	-do-	8005 to 8047
18.03.2024	-do-	9001 to 9042
19.03.2024	-do-	9043 to 9090

If the above date falls on holidays then 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.

6. Preparation of Alphabetical List:

Different proforma alphabetical lists already received by the Examination Assistants of all colleges previously be prepared carefully as per the instruction given to them earlier and the same hard copies (2 numbers each) may be submitted in the concerned Examination 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 letters and the names of the candidates be carefully prepared without mistake. SC/ST/OBC/W/PH/VH candidates should be mentioned in the Alphabetical List positively.

7. Documents to be submitted by the College:

- Recognition order from the Government.
- Affiliation order whether it is temporary or permanent of the Utkal University.
- Forwarding Letters & Payment Slip.
- Accounts Statement (Three copies). In case of Back Examinations, the college should mention number of single subjects, Double subjects and Triple subjects in the Account Statement clearly.
- Bank Draft (Consolidated)
- Alphabetical list in (Two copies) Hard Copy
- Subject Statement (Two copies) for each Examination.
- Clearance Certificate of Sports Council, CDC and NSS etc.

8. 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) The form should be filled-up properly by the candidates as per the regulations of the University which will be verified by the college authority. The college authority shall be held responsible for any lapses found later on.
- d) Fees will be accepted in form of Account Payee Draft as per the number of students mentioned in the Alphabetical Lists otherwise Forms will not be accepted.
- e) The alphabetical lists and related documents will be accepted from the College between 10-30 A.M. to 4.30 P.M. on the scheduled dates.
- f) Excess number of students admitted beyond the affiliation strength will not be accepted. Similarly, the statement in respect of subjects, 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.

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 as stated above.

Recognition Order from the Government & Affiliation Order for 2018, 2019, 2020 & 2021 Admission Batch) should be submitted at the time of submission of Application Forms.

The receipt of the fees deposited towards Sports, CDC, NSS etc. should be submitted along with the alphabetical list of students.

You are requested to co-operate in the matter and depute your staff for the purpose.

Yours faithfully,


Controller of Examinations

Memo No.Exam.II/ **E-3340** / 2024
Copy to:

1. The Director, CDC, Utkal University;
2. The Professor-in-Charge, MSRC UU Press, Utkal University;
3. The Section Officer, Ex-III (B) / EC-II/EC-III / EC-IV / Cash Unit/Sports Council/ NSS Unit/ Affiliation Unit, Utkal University;
4. The P.A. to the Vice-Chancellor, Utkal University.
5. The P.A. to the Registrar, Utkal University; for information;
6. The Consultant, DDCE UUeMS, Utkal University for information and necessary action.

Date: **12/02/2024**


Controller of Examinations