No. Ex-II/ E22865 /2023   Date: 16/12/23

From

      The Controller of Examinations,
      Utkal University

To

1. The Principals of all +3 Degree Colleges affiliated under Utkal University;
2. The Director, Distance and Continuing Education, Utkal University ;
3. The Principals of all Autonomous Colleges under Utkal University **(Only for Registration)**

Sub: Submission of Alphabetical List of students, prescribed fees and other related documents for +3 1st Semester Examination 2023 to be held in January 2024 **(Regular & back)**. This is applicable for the students admitted in the Academic Session **2023 A.B. (Regular) & 2019, 2020, 2021 & 2022 A.B. (Back)** under New Model Syllabus of Utkal University.

Sir/Madam,

     You are requested to follow the instructions during the supply of basic information of students of +3 Arts/ Science/Commerce (**2023 Admission Batch**). Data relating to the subject cited above was provided by SAM's portal which has been successfully migrated to UUeMS. Like previous year the colleges need not feed the data manually or not to prepare excel sheet for UUeMS. University will provide Institutions/College wise data through uuems.in (CBCS) login along with 16 digit auto generated Registration-cum-Roll No.

     Colleges are requested to update the Generic Elective subjects and correction of name (if any) of 1st and 2nd Semester for the Students of 2023 Admission Batch only during the period of form fill-up.

Before filling the forms following instruction may Please be noted:

- Colleges can't change the Honours Subjects.
- Colleges can't change Father Name, Mother name etc.
- If they want to change above information of a student they are requested to change it at SAMS portal then after obtaining approval of Controller of Examination it will be changed at UUeMS portal.
- Colleges need to deposit Examination Fees, Registration fees and other fees for all the students.
- **All Autonomous colleges are requested to deposit the Registartion fees only. (As per Point No.3 Below)**

     You are further 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 1st Semester (R & B) Examination 2023 to be held in January 2024 for +3 Arts, Science & Commerce. The examination will be conducted as per the Regulation & course structure of New Model Syllabus for 2023 A.B.(Regular) and 2019,2020,2021 & 2022 A.B.(Back) will be as per regulation of New Model syllabus.

     The application forms for +3 1st Semester students shall be filled-up through online. The following tentative date is schedule to hold the examination.

1. **Tentative Date of Examination:** 1st Semester Examination 2023:
   Practical Examination- Last week of January, 2024
   Theory Examination - 2nd Week of February 2024

2. **Fees to be collected:**

1(a)	Examination fees	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	Fees for Supervision	Rs.20/-
4	Fees for Enrolment	Rs.50/-
5	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
5	Additional Centre Charge (applicable for three consecutive admission batches of new subjects or new colleges)	Rs.50/-
6	Fees for Marks	Rs.50/-
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/-

In addition to above the following Registration Fees will be collected from the Regular Students only.

3. **Registration Fees: (Compulsory for all 1st Semester Students) (Regular 2023 A.B.)**

1	Registration Fees once per course & per student (only for 2023 Admission Batch)	**Rs. 150/- for each student should be collected and total amount be prepared in a separate BD/DD/online banking payment along with Accounts Statement, RoR & forwarding letter deposited to the Section Officer, Examination-III (B) Unit**

NB : Autonomous Colleges under Utkal University are instructed to deposit the registration fees and other fees within 20.01.2024.

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 unspent amount if any may please be refunded to the University along with utilization certificate by the Superintendent of the examination soon after the examination is over. The voucher may be kept with the principal for audit purposes.

4. **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 mentioning Code No.2135.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, this will not be adjusted or refunded.**

5. **ONLINE FORM FILLUP DATES FOR +3 FIRST SEMESTER (REGULAR & BACK) EXAMINATIONS, 2023 TO BE HELD IN JANUARY 2024.**

Name of Examination & Year	Without Fine	With Fine of Rs.200/-	With Fine of Rs.500/-	Emergency Late fee of Rs.2000/-
+ 3 1ˢᵗ Semester Regular Examination 2023 (2023-A.B.) + 3 1ˢᵗ Semester Back Examination 2023 (2019, 2020, 2021 & 2022 A.B.)	20.12.2023 to 09.01.2024	10.01.2024 to 13.01.2024	14.01.2024 to 20.01.2024	Prior to three days of Examinations

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 related documents etc. before the Utkal University is mentioned below against each.

Date of submission of B.D. for +3 1ˢᵗ Semester Examination, 2023 (Regular & back) for without fine.

Date of Receiving of forms	Time	College Code (Except Women's College)
11.01.2024	10-30 A.M. to 04-00 P.M	1003 to 1021
11.01.2024	-do-	5002 to 5019
12.01.2024	-do-	2001 to 2030
16.01.2024	-do-	2031 to 2063
17.01.2024	-do-	3002 to 3035
17.01.2023	-do-	4002 to 4034
18.01.2024	-do-	6003 to 6020
19.01.2024	-do-	6021 to 6048
20.01.2024	-do-	7002 to 7027
22.01.2024	-do-	8005 to 8047
24.01.2024	-do-	9001 to 9042
25.01.2024	-do-	9043 to 9090

Date of submission of B.D. for +3 1ˢᵗ Semester Examination, 2023 (Regular & back) for with fine of Rs.200/- & Rs.500/-.

Date of Receiving of forms	Time	College Code (Except Women's College)
29.01.2024	10-30 A.M. to 04-00 P.M	For All Districts

If any of the above dates fall 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 separate notification will not be made to this effect.

7. **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 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.

8. **Documents to be submitted by the College:**
   a) Recognition order of the Government.
   b) Affiliation order from Utkal University whether it is temporary or permanent.
   c) Forwarding Letters, Payment Slip (two copies).
   d) Accounts Statement (Three copies).
   e) Bank Draft (Consolidated).
   f) Payment receipt (those who are paid through online banking system)
   g) Alphabetical list
   h) Clearance Certificate of Sports Council, CDC and NSS etc.

9. **IMPORTANT INSTRUCTIONS:-**
   The Alphabetical list and related documents will be accepted from the College between 10.30 A.M. to 4.00 P.M. on the scheduled dates.

   i) 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.

   ii) **The Account Statement with Bank Draft, Alphabetical List of the students and other connected documents of 2023 A. B. Regular and 2019,2020,2021 & 2022 Admission Batch Back is to be submitted in the Examination-II Section.**

N.B.: (1) Recognition Order from the Government, Affiliation Orders of Utkal University (2023 Admission Batch) should be submitted at the time of submission of Alphabetical List. The receipt of the fees deposited towards Sports, CDC, NSS etc. should be submitted along with Alphabetical lists.
(2) No further extension will be made after the above mentioned dates. As per the New Model Syllabus Regulation, if a student fails to enroll in 1st Semester Examination 2023, he/she has to enroll in the 2nd Semester examination mandatorily, failing which their studentship will be automatically cancelled.

You are requested to follow the above instruction scrupulously.

Yours faithfully,

Controller of Examinations

Date: 16/.12/23

Memo No. Ex.II/ E22866 /2023
Copy to:-
1. The Director, CDC, Utkal University;
2. The Professor-in-Charge, MSRC UU Press, Utkal University;
3. The Section Officer, Ex-I/Ex-III (B)/EC-II/EC-III/EC-IV/Cash Unit/ Sports Council/ NSS Unit/Affiliation Unit, Utkal University;
4. The Superintendent, Examination Despatch (General) U.U.;
4. The P.A. to the Vice-Chancellor, Utkal University.
5. P.A. to the Registrar, Utkal University;
6. The Programmer, DDCE-UUEMS, Utkal University; for information and necessary action.

Controller of Examinations