



UTKAL UNIVERSITY
VANI VIHAR: BHUBANESWAR-4.

No.Ex-II/148/ 7270 ./ 2017

Date:

31/08/2017

From

The Controller of Examinations,
Utkal University

To

1. The Principals of all Colleges affiliated to Utkal University under +3 Degree Course;
2. The Director, Distance and Continuing Education, Utkal University, Vani Vihar, Bhubaneswar-4;

Sub: Submission of Alphabetical List of students, prescribed fees and other related documents for +3 1st Semester Examination, December, 2017(Regular & Back). [This is applicable for the students admitted in the Academic Session 2017-18 (for Regular) & 2016 A.B. (Back) under Choice Based Credit System of Utkal University for affiliated colleges, and D.D.C.E., Utkal University].

Sir/Madam,

You are requested to submit the alphabetical list of students, prescribed fees and other related documents in support of the students of your College/Institution for their admission in to the +3 Arts, Science & Commerce Examinations under Choice Based Credit System for the year 2017 (Regular & Back) . [This is applicable for the students admitted in the Academic Session 2017-18 (for Regular) & 2016 A.B. (Back))as per the Regulations, Course Structure and Syllabus under CBCS. The application forms for +3 1st Semester (Regular & Back) students shall be filled-up through online. The tentative dates schedule to be held the above examinations are given below:

1. **Duration of Examination:** +3 1st Semester Examination 2017 - 19.12.2017 to 23.12.2017
(The detailed programme shall be notified later on)

2. **Fees to be collected:**

1	Examination fees	Rs.250/-(Pass) Rs.260/-(Hons.)
2	Centre Charge (to be retained by College)	Rs.100/-
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	Late fee	Rs.50/- & Rs.200/-

P.T.O.

Fees for Back Appearance students (2016 A.B.)

Examination Fees @ Rs.50/- may be paid per paper if the candidate appears less than 50% of the total numbers of paper in that examination along with other fees.

Examination fees may be paid full amount if the candidate appears 50% or above along with others fees.

3. Registration Fees: (Compulsory for all 1st Semester Students) (Regular 2017 A.B.)

1	Registration Fees once per course & per student (only for 2017 Admission Batch)	Rs. 150/- for each student should be collected and total amount be prepared in a separate BD/DD along with Accounts Statement, Alphabetical List & forwarding letter deposited to the Section Officer, Examination-III (B) Unit
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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 immediately 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 will not be adjusted or refunded.**

5. ONLINE FORM FILLUP FOR +3 FIRST SEMESTER EXAMINATION, DECEMBER, 2017 (Regular & Back) FOR INFORMATION OF ALL COLLEGES.

Name of Examination & Year	Without Fine	With Fine of Rs.50/-	With Fine of Rs.200/-
+3 First Semester Examination, December 2017 (Regular & Back)	03.11.2017 to 15.11.2017	16.11.2017 to 26.11.2017	27.11.2017 to 07.12.2017

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 as mentioned below against each.

For +3 1st Semester Examination December, 2017 (Regular & Back)

Without Fine:-

Date of Receiving of forms	Time	College Code
16.11.2017	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C, New Code-1017,2053,2054, 2055, 2056 (Except-6A,13A & 6C)
17.11.2017	-do-	19C to 28C, 30C to 33C, 35C to 37C & 39C to 44C, 46C to 54C & 56C(Except-21C,22C,28C,37C,43C,48C,50C,51C,52C & 54C)
18.11.2017	-do-	02D to 20D,23D to 27D & 00D, 02E to 06E, New Code-3027,3028 (Except-3D,19D & 20D)
20.11.2017	-do-	07E to 23E,25E,26E, 28E to 30E, 02G to 09G(Except-9E,19E,22E, 30E & 00E)
21.11.2017	-do-	10G to 13G,16G,18G to 21G & 03J to 23J, New Code-6038,6039, 6040 (Except-10G,20G,17J,21J)
22.11.2017	-do-	24J to 27J, 29J to 32J, 34J, 36J to 40J, & 02N to 07N, 09N to 18N, New Code-6038 (Except -24J, 29J, 31J, 37J, 40J & 9N).
23.11.2017	-do-	19N to 22N, 00N, 03P,05P to 24P,26P to 29P , New Code- 7023,7024, 7025, 7026 (Except-19N,21N,22N, 03P, 12P,20P,22P & 26P),
24.11.2017	-do-	30P to 34P,00P,000P, 01U,02U,08U to 28U, New Code-8037,8038, 8039,8040,8041, 8042 (Except-0000P, 12U,15U, 20U)
25.11.2017	-do-	29U to 33U,35U to 37U, 39U to 45U, 47U,53U,56U, 58U,99U, 00U, 000U, 0000U & 001U, New Code-9056,9057, 9058, 9059, 9060, 9061,9062,9063 (Except-32U,40U & 000U)

With late fee of Rs.50/-

Date of Receiving of forms	Time	College Code
27.11.2017	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C, New Code-1017,2053,2054, 2055, 2056 (Except-6A,13A & 6C)
28.11.2017	-do-	19C to 28C, 30C to 33C, 35C to 37C & 39C to 44C, 46C to 54C & 56C(Except-21C,22C,28C,37C,43C,48C,50C,51C,52C & 54C)
29.11.2017	-do-	02D to 20D,23D to 27D & 00D, 02E to 06E, New Code-3027,3028 (Except-3D,19D & 20D)
30.11.2017	-do-	07E to 23E,25E,26E, 28E to 30E, 02G to 09G(Except-9E,19E,22E, 30E & 00E)
01.12.2017	-do-	10G to 13G,16G,18G to 21G & 03J to 23J, New Code-6038,6039, 6040 (Except-10G,20G,17J,21J)
04.12.2017	-do-	24J to 27J, 29J to 32J, 34J, 36J to 40J, & 02N to 07N, 09N to 18N, New Code-6038 (Except -24J, 29J, 31J, 37J, 40J & 9N).
05.12.2017	-do-	19N to 22N, 00N, 03P,05P to 24P,26P to 29P , New Code- 7023,7024, 7025, 7026 (Except-19N,21N,22N, 03P, 12P,20P,22P & 26P),
06.12.2017	-do-	30P to 34P,00P,000P, 01U,02U,08U to 28U, New Code-8037,8038, 8039,8040,8041, 8042 (Except-0000P, 12U,15U, 20U),
07.12.2017	-do-	29U to 33U,35U to 37U, 39U to 45U, 47U,53U,56U, 58U,99U, 00U, 000U, 0000U & 001U, New Code-9056,9057, 9058, 9059, 9060, 9061,9062,9063 (Except-32U,40U & 000U)

With late fee of Rs.200/-

08.12.2017 - For the District of Angul, Cuttack, Dhenkanal, Kendrapara & Jagatsinghpur

11.12.2017- For the District of Jajpur, Nayagarh, Puri & Khordha

If the above dates 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.

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 (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.

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). In case of Back Examinations, the college should mention number of single subject, Double subjects and Triple subjects in the Account Statement clearly.
- e) Bank Draft (Consolidated)
- f) Alphabetical list in (Two copies each) separately for Regular & Back (For Regular Alphabetical List should be submitted to the Examination-II Section & for Back Alphabetical list should be submitted to the Examination-III(A) Section.
- g) Subject Statement (Two copies) for each Examination.
- h) Clearance Certificate of Sports Council, CDC and NSS etc.

9. 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) The form should be filled up properly by the candidates and will be verified by the College authorities as per the regulation of the Utkal University. 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) An Application Form shall not be accepted after the last Fine Date as mentioned in the Notification.
- f) The Alphabetical list and related documents will be accepted from the College between 10.30 A.M. to 3.30 P.M. on the scheduled dates.
- g) 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.
- h) **The Account Statement with Bank Draft, Alphabetical List of the students and other connected documents of 2017 Admission Batch is to be submitted in the Examination-II Section and 2016 Admission Batch (Back) is to be submitted in the Examination-III(A) Section of the University.**


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

N.B.: (1) Recognition Order from the Government, Affiliation Orders of Utkal University (2017 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.

N.B. :(2) All the Principals are requested kindly to inform the students through Messages or E-Mail for filling-up the forms and complete the form fill-up in all respect of +3 1st Semester(CBCS) Examination 2017 of your college by above mentioned date positively. No further extension will be made after the above mentioned dates. As per the CBCS Regulation, if a student fail to enrolled in 1st Semester Examination 2017, their studentship will be automatically cancelled.

You are requested to cooperate in the matter and depute your staff for the purpose.

Yours faithfully,


Controller of Examinations

Memo No.Ex.II/

7271

/ 2017

Date:

31/08/17

Copy to:-

1. The Director, CDC, Utkal University;
 2. The Professor-in-Charge, MSRC UU Press, Utkal University;
 3. The Section Officer, Ex-III(A) / Ex-III (B) / EC-II/EC-III / EC-IV / Cash Unit/Sports Council/
NSS Unit/Affiliation Unit, Utkal University;
 4. The Secretary to the Vice-Chancellor, Utkal University.
 5. The Steno to the Director, Distance & Continuing Education, Utkal University;
 6. P.A. to the Registrar, Utkal University;
 7. The Steno to the Controller of Examinations, Utkal University;
 8. The Examination Computer Cell of DDCE, Utkal University;
- for information and necessary action.


Controller of Examinations