



NAAC Accredited A+
UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-4

Letter No. Ex-II/BCA&BBA/75/E- 4338 /2025,

Dated:- 15/04/25

From:

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

To

The Principal / Director,
All Colleges Affiliated to Utkal University
(Pursuing BBA / BCA Course).

Sub: Submission of Alphabetical list of students, Account Statement prescribed fees and other connected documents in support of the students for admission into BBA / BCA 1st Semester (Regular & Back Examination, 2024 held in 2025 (2024 & 2023 Admission Batch) in online mode and 1st Semester (Back) Examination, 2024 (2022, 2021 & 2020 Admission Batch) in offline mode.

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 1st Semester (Regular & Back Examination, 2024 (2024 & 2023 Admission Batch) in online mode and 1st Semester (Back) (2022, 2021 & 2020 Admission Batch) in offline mode.

ELIGIBILITY:

1. Candidates seeking admission to BBA Course should have passed the Higher Secondary School Certificate Examination from Council of Higher Secondary Education, Odisha or other equivalent examination with any discipline having 45% of marks in case of General Candidates and 40% of marks in case of SC / ST Candidates.
2. Candidate seeking admission to BCA Course should have passed the Higher Secondary School Certificate Examination from Council of Higher Secondary Education, Odisha or other equivalent Examination with Mathematics / Statistics / Business Mathematics as one of the subject.
3. The students of the Affiliated Colleges must have been admitted to the BCA/BBA Course during the Academic Session mentioned above.
4. He / She must have fulfilled all other conditions stipulated in the Regulation approved by the University.

TENTATIVE EXAMINATION DATE:

1st Semester BBA / BCA Regular & Back Examination, 2024 (2020 Admission to 2024 Admission Batch on **2nd Week of May 2025**).

P.T.O

FEES TO BE COLLECTED:

1. Examination Fees - Rs. 1000/-
(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 is 50% or more than that).
2. Centre Charges - Rs. 150/- (to be retained by the Colleges)
3. Enrollment fees - Rs. 50/-
4. Fees for Supervision - Rs. 20/-
5. Fees for Marks - Rs. 100/-
6. Provisional Certificate Fees - Rs. 100/- (Only 6th Semester)
7. Original Certificate fees - Rs. 200/- (Only 6th Semester)
(Separate Bank Draft to be attached)
8. Additional Centre Charges - Rs. 50/- {Applicable for the first three years
(Regular & Back) Admission Batch Students}
9. Late Fees - Rs. 200/- & Rs. 500/- As applicable
10. Emergency Late Fees fill-up - Rs. 2,000/- Applicable for Examination form

(Prior to three days of Examination)

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 in shape of consolidated Bank Draft (separately) in favour of **COMPTROLLER OF FINANCE**, Utkal University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Code No. 2135 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.

DATE OF FORM FILLUP 1ST SEMESTER IN (ONLINE MODE 2024 & 2023 AB & OFFLINE MODE 2022, 2021 & 2020 AB)

Name of the Examination	Without Fine Date	With Fine of Rs. 200/-	With Fine of Rs. 500/-
BBA & BCA 1 ST SEMESTER (2024 ADMISSION BATCH)	17.04.2025	25.04.2025	27.04.2025
	to 24.04.2025	to 26.04.2025	to 28.04.2025
BBA & BCA 1 ST SEMESTER (Back) (2023, 2022, 2021 & 2020 AB)	17.04.2025	25.04.2025	27.04.2025
	to 24.04.2025	to 26.04.2025	to 28.04.2025

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

The last date for submission of Account Statement (Three Copies), **Online Payment Receipt**, Alphabetical Lists (Three Copies) and other documents complete in all respect at the University Office are given below. Separate Draft for BBA / BCA Examination will be accepted. Consolidated draft for both the subject will not be entertained.

1ST SEMESTER BBA/BCA (REGULAR & BACK) EXAMINATION, 2024
(Regular 2024 ADMISSION BATCH) & BACK (2023, 2022, 2021 & 2020 (Admission Batch))

Date of Receiving of forms / documents without fine / with fine of Rs. 200/- & fine of Rs. 500/-	Time: 10.30 A.M. to 4.30 P.M.	College New Code (generated) online
02.05.2025	-Do-	1031 to 3041
03.05.2025	-Do-	3042 to 9112
05.05.2025	-Do-	9113 to 9128
06.05.2025	-Do-	9129 to 9138
07.05.2025	-Do-	9139 to 9146

PREPARATION OF ALPHABETICAL LIST:-

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

DOCUMENTS TO BE SUBMITTED:-

- Recognition order of Regional Directorate of Education
- Affiliation letter Copy (Admission Batch wise) is mandatory at the time of submission of the application forms in the University.
- AICTE Approval Letter (2024 AB)**
- Forwarding Letters signed by the appropriate authority with Undertaking,
- Online Payment Receipt** and a tallied account statement three copies.
- Three copies of Alphabetical List be deposited (hard copy) with signature & office seal
- INTERNAL MARKS** submitted through online mode by the College from Examination
- Confidential – VI Unit (a hard copy certified by the head of office.)
- Clearance Certificate of **Sports Council, CDC & NSS**.

IMPORTANT INSTRUCTIONS:-

- Enrollment in 1st Semester / Term End Examination of BBA / BCA Course is mandatory for candidates. Those who have not enrolled in 1st Semester / Term End Examinations shall not be permitted to sit for the subsequent examinations as per the regulation decision of the Academic Council.
- At the time of online filling up from the students ensure that all the above points of the application form be filled up carefully.
- Excess number of students admitted beyond the affiliated strength will not be accepted. Similarly the statement in respect of the subject, faculty, & without affiliation letter, will not be accepted and the same will be stand cancelled automatically without further correspondence.

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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 and to collect necessary forms and Account Statement forms from the Section, Examination-II Unit on any working days.

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

Online Form Fill up instruction

Submission of the online form please visit following link

➤ Live Link URL - <https://examerp.utkaluniversity.ac.in>

➤ Technical Helpline: - 9668195552 / 9405941539.

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

➤ Controller of Examinations (mail id coe@utkaluniversity.ac.in)

Yours faithfully,


CONTROLLER OF EXAMINATIONS

Memo No. Ex-II / BCA&BBA/75/E- 4339

2025

Date:- 15/04/25

Copy forwarded to the:-

1. The principal/Director of all Affiliated College conducting BBA/BCA Courses under Utkal University.
2. Asst. Programmer, Examination Computer Cell, Utkal University;
3. Secretary to Vice Chancellor, Utkal University;
4. P.A. to Registrar, Utkal University;
5. Steno to Controller of Examinations, Utkal University;
6. Section Officer, EC-IV / EC-VI / Cash Unit / Superintendent, Diary, Sports Council / Academic Section / Affiliation Unit, Utkal University for information and necessary


CONTROLLER OF EXAMINATIONS