



**UTKAL UNIVERSITY**

**VANIVIHAR: BHUBANESWAR-751004**

E-Mail: [coe@utkaluniversity.ac.in](mailto:coe@utkaluniversity.ac.in)

No. Exam-II/148/ **E 3503** /2025

Date: **25/03/2025**

From

The Controller of Examinations,  
Utkal University

To

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

Sub: Online form fill-up of +3 Degree **2<sup>nd</sup> Semester (Back)/ 4<sup>th</sup> Semester (Back) & 5<sup>th</sup> Semester(Back) Examinations 2025** and submission of Alphabetical list of students, Accounts Statement and other connected documents for all +3 Degree affiliated colleges under Model-CBCS regulations of Utkal University.

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 **+3 Degree 2<sup>nd</sup> Semester (Back) - 2019,2020,2021,2022 & 2023 A.B. / 4<sup>th</sup> Semester (B) 2019, 2020, 2021 & 2022 A.B & 5<sup>th</sup> Semester (Back) 2019, 2020, 2021 & 2022 A.B Examinations 2025** of Arts, Science & Commerce as per the Regulation, Course Structure and Syllabus under Model-CBCS. The application forms for all the above Semester students shall be filled-up **through online only**.

1. **Tentative Date of Examinations:** The date of examinations will be notified later on.
2. **Fees to be collected:**

1	Examination fees for Full Papers appearance students	Rs.500/-(Hons.& Pass)
1(a)	<b>FOR BACK APPEARANCE STUDENTS</b> Examination Fee: <b>Rs.100/- per paper</b> 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.100/-
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 & Practical fees collected may please be kept by the Principal in the college examinations account to meet the Centre expenses and valuation of Practical Examinations.** The balance un-spent amount (if any) 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:

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, 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. (SEPARATE BD/DD FOR EACH SEMESTER OR ONLINE PAYMENT OF UNIVERSITY FEES THROUGH SBI)**

### 4. ON LINE FORM FILLUP DATES FOR +3 2<sup>nd</sup> (B)' /4<sup>th</sup> (R&B) /5<sup>th</sup> (Back) SEMESTERS EXAMINATIONS, 2025.

Name of Examination & Year	Without Fine Date	Fine with Rs.200/-	Fine with Rs.500/-	Emergency Late fee of Rs.2000/-
+3 2 <sup>nd</sup> Semester (Back) Examination, 2025 (2019, 2020, 2021, 2022 & 2023 A.B.)	05.04.2025 to 16.04.2025	17.04.2025 to 20.04.2025	21.04.2025 to 24.04.2025	Prior to three days of Examinations
+3 4 <sup>th</sup> Semester ( Back) Examination, 2025 (2019,2020, 2021, & 2022 A.B)	05.04.2025 to 16.04.2025	17.04.2025 to 20.04.2025	21.04.2025 to 24.04.2025	Prior to three days of Examinations
+3 5 <sup>th</sup> Semester (Back ) Examination, 2025 (2019, 2020,2021 & 2022 A.B)	05.04.2025 to 16.04.2025	17.04.2025 to 20.04.2025	21.04.2025 to 24.04.2025	Prior to three days of Examinations

### 5. Date of submission of Accounts Statement and B.D./ Online SBI payment receipt 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.

**6. For +3 2<sup>nd</sup> (B) /4<sup>th</sup> (B) /5<sup>th</sup> (Back) SEMESTERS EXAMINATIONS, 2025**

**Without fine**

Date of Receiving of forms	Time	College Code (Except Autonomous & Women's College)
19.04.2025	10.30A.M.to 04.30P.M	1003 to 1021
21.04.2025	-do-	2001 to 2063
22.04.2025	-do-	3002 to 3035
23.04.2025	-do-	4002 to 4034
24.04.2025	-do-	5002 to 5019
25.04.2025(with fine)	-do-	6003 to 6048
28.04.2025(with fine)	-do-	7002 to 7027
29.04.2025(with fine)	-do-	8005 to 8047
30.04.2025(with fine)	-do-	9001 to 9090

**With fine of Rs.200/- & Rs.500/- for Angul, Cuttack, Dhenkanal, Kendrapara & Jagatsingpur Districts Colleges- 30.04.2025.**

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.

**6. Preparation of Alphabetical List:**

The downloaded on line alphabetical lists (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 may be indicated obtaining the Principal's certificate against each of their names of the candidates positively.

**7. Documents to be submitted by the College:**

- Affiliation orders whether it is temporary or permanent or
- Status of Affiliation from the Director, CDC
- Forwarding Letter
- Accounts Statement (Three copies).
- Separate Bank Drafts for each semester/Online SBI Payment Receipt.
- Alphabetical list in (Two copies) Hard Copy
- Clearance Certificate of Sports Council, CDC fees and NSS

**8. INSTRUCTIONS:**

- i) 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.
- ii) The colleges should mention the number of students and the categories like SC/ST/OBC/PH/VH/W along with Male/Female etc. positively.
- iii) 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.
- iv) Fees will be accepted in form of Account Payee Draft/ **ONLINE PAYMENT OF UNIVERSITY FEES THROUGH SBI** for the number of students whose forms are deposited and whose names are mentioned in the Alphabetical Lists otherwise Forms will be returned.
- v) The Forms will be received from the College between 11-00 A.M. to 4.30 P.M. on the dates mentioned above.
- vi) All clearance certificates of Sports & CDC.
- vii) 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 will not be entertained.
- viii) The Account Statement with separate Bank Drafts, Alphabetical List of the students and other connected documents of 2019 to 2022 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 (2019 to 2022 Admission Batch) are mandatory at the time of submission of Application Forms or a report on Status of Affiliation from the Director, CDC is required..

**N.B.: SEPARATE BD/DD FOR EACH SEMESTER OR ONLINE PAYMENT OF UNIVERSITY FEES THROUGH SBI.**

Yours faithfully,

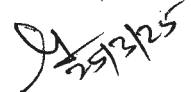
  
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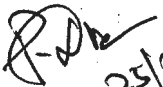
Memo No. Exam.II /148/ F 3504 /2025

Date: 25/03/2025

Copy forwarded 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/  
Affiliation Unit, Utkal University;
4. The Superintendent General 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 Consultant, UUeMS, DDCE, Utkal University for information and necessary action.

  
Controller of Examinations

  
25/3/25

