No. Exam.-I/524/E- *5302* /2025,   Dated: *29* / *04* /2025

From:

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

To

1. **All Head of the PG Departments of Utkal University,**
2. **All Coordinators/Course Coordinators (Self Financing Courses),**
3. **All Principals of Affiliated Colleges,**
   Pursuing PG Course (Regular/Self Finance Mode) under Utkal University.

Sub: Filling up of the forms for **P.G. / SF Courses 2ND Semester (Regular/Back) Examination of May/June- 2025 (Admn. Batch: 2024) in online mode.**

➢ The **Back Paper** Candidates of PG Departments of University: - **ONLINE.**

➢ (The **Back Paper** Candidates All Affiliated Colleges /SFC are requested to Fill up Form through **Online (Admission Batch :- 2023)**.

➢ The **Back Paper** Candidates of all Affiliated Colleges/ Self Financing Courses are requested to Fill up Form through:- **OFFLINE MODE(Admn .Batch :- 2022)**.

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 Departments/College / Institution for **P.G./ SFC 2ND Semester (Regular/Back) Examination of May/June- 2025** as per the Regulation, Course Structure and Syllabus.

ONLINE FORM FILLUP DATE FOR 2ND Semester (Regular/Back) Examination of May/June- 2025.

Name of the Examination	Without Fine Date	Date With Fine of Rs. 200/-	Date With fine of RS. 500/-
P.G. 2ND Semester (Regular/Back) Examination of May/June- 2025	01.05.2025 To 08.05.2025	09.05.2025 To 14.05.2025	15.05.2025 To 17.05.2025
Emergency late fee for examination form fill-up (prior to three days of Examination) – Rs 2,000/-	**prior to three days of Examination**		

EXAMINATION FEES:-

1.	Each Semester (M.A./M.Sc./M.Com./ IMBA/IMCA/MPMIR/MJMC	-	Rs. 600/-
2.	LL.M	-	Rs. 800/-
3.	MBA(2 Year)/MBA (Agri.)/MBA (RM) /M.Tech IT/ MCA	-	Rs. 1000/-
4.	M.Sc. Biotechnology	-	Rs. 1000/-
5.	(i) Centre Charge	-	Rs. 150/-
	(ii) Add. Centre Charge(New Centre for 3 Years)	-	Rs. 50/-
	(iii) Enrolment Fees	-	Rs. 50/-
	(iv) Fees for Marks	-	Rs. 100/-
	(v) Fees for supervision	-	Rs. 20/-
	(vi) Fees for Re-registration	-	Rs. 40/-
	(vii) Fees for Provisional Certificate (for **Final Exam. only**)	-	Rs. 100/-

DEPOSIT OF FEES:

1.	M.A./M.Sc./M.Com./MPMIR/IMCA IMBA/ Education/ Economics/M.Sc. Computer Sc.	-	Rs. 810/-
2.	LL.M	-	Rs. 1010/-
3.	MBA(2 Year)/MBA (Agri.)/MCA/M.Sc. Biotechnology/ M.Tech(IT) /MBA (RM)	-	Rs. 1210/-
4.	New Colleges have to Pay Addl. Centre Charge (For **New Centre for 3 Years**)	-	Rs. 50/-

Fee will be submitted in **Online Mode**

A sum of Rs. 150 towards Centre charge will be submitted to the Departments/Colleges (as the case may be).

DATE OF SUBMISSION

Particulars	All PG Departments	Affiliated Colleges (College no. 1 to no. 18)	Affiliated Colleges (College no. 19 to no. 39)
	DATE	DATE	DATE
Date of submission of Documents in the University Office (Exam.-I Unit)	19.05.2025	20.05.2025 To 21.05.2025	22.05.2025 To 23.05.2025

> **Tentative Date of Exam.:- 1ST week of July -2025.**

DOCUMENTS TO BE SUBMITTED:-

a. Forwarding Letters signed by the appropriate authority
b. E-Receipt and a tallied account statement three copies.
c. Three Copies of Alphabetical List cum-Accounts statement be deposited (hard copy) with signature & office seal and **down loaded CNR Copy**.
d. **INTERNAL MARKS** submitted through online mode by the Department. (A hard copy certified by the Head of the Deptt. submitted in Examination Confidential– I Unit).

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

Online Form Fill up instruction please visit following link

1. **Live Link URL – https://examerp.utkaluniversity.ac.in**

Technical Helpline:

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

1. Helpline No. .....**Available in Deptt**.
2. Controller of Examinations (mail id coe@utkaluniversity.ac.in)
3. Master Soft ERP : mis.utkal@iitms.co.in

NB:- MA in PMIR ,MSW & M.Com (FC) Date of Fillup Form will be Notified Later on.

Yours faithfully,

CONTROLLER OF EXAMINATIONS

Memo No. Ex-I/524/E- **5303** /2025,   Dated:- **29 / 04** /2025

Copy forwarded to the:-

1. **Chairman ,P.G. Council,Utkal University;**
2. **The Principal/Director,**

   1) Rajdhani College, Bhubaneswar, **2)** Christ College, Cuttack; **3)** Stewart Science College , Cuttack; **4)** L.N. Sahoo Mahavidyalaya, Jagatpur, Cuttack; **5)** Govindpur College, Govindpur, Cuttack; **6)** Mahanga Puspagiri Mahavidyalaya, Erakana, Cuttack; **7)** Indian Institute Of Management & Science (IIMS), Chattabar, Khorda; **8)** Swami Vivekananda College Of Science & Management ,Pokhriput, BBSR; **9)** Sophitorium Institute Of Technology And Life Skills (SITAL) Baniatangi, Khorda;.**10)** Raneswar Institute Of Management & Information Technology (RIMIT),Angul. **11)** Millennium Academy Of Higher Education(MAHE), Nayagarh. **12)** NIIS Institute Of Information Sci. & Management **13)** S.Taramani Academic Regional College & Management(STARCM), Salepur. **14)** Kalinga Institute Of Management & Technology(KIMT),   **15)** Mahendra Inst. Of Management & Tech. Studies (MIMS) **16)** International Institute Of Management And Technology(INMT), Kalinga Nagar,BBSR **17)** Institute Of Media Studies (IMS),BBSR **18)** K.B.D.A.V. College,Nirakarpur ,Khurda **19)** Nabapravat Academy For Management Education(NAME) Salepur. **20)** NISWASS, BBSR. **21)** I-Dream Group Of Institutions, Talcher **22)** Arya School Of Management & Information Tech (ASMIT) ,BBSR **23)** Com Point Institute of Inf. Technology, Cuttack ,**24)** Academy Of Management & Inf. Technology (AMIT) BBSR,

25) Trident Academy Of Creative Technology (TACT),BBSR, **26)** MITS School Of Biotechnology, BBSR **27)** College Of Management & Technology (CMT),Puri. **28)** Institute Of Mathematics & Applications (IMA),Andharua ,BBSR. **29)** NAXARTA ,BBSR, **30)** Narayana Institute Of Management & Computer Education, Banarpal ,Angul, **31)** Nigamananda Institute of Management Studies ,BBSR, **32)** Dhenkanal Academy of Management Technology (DAMT), Dhenkanal; **33)** Shree Ganesh Institute of Business Management , Gadasila, Dhenkanal; **34)** Bhubaneswar Institute of Management Studies,Infovalley,Harapur,Bhubaneswar-752054; **35)** Arka Academy of Management Studies, Duhuria, Kendrapara-754211; **36)** Institute of Instrumentation & Media Science, Khandagiri , Bhubaneswar; **37)** PIMIT Degree College, Odagaon, Nayagarh, **38)** Star Management College Forest Park, Bhubaneswar, **39)** Dr. R.C. Samanta Roy Institute of Science & Technology, Gania, Nayagarh

3. Secretary to Vice Chancellor/P.A. to Registrar, Utkal University;
4. Steno to Controller of Examinations, Utkal University ;
5. The Technical Asst. Examination Computer Cell, Utkal University;
6. Section Officer, EC-I / EC-IV / Cash Unit / Superintendent, Diary / Directed of Sports Council / Co-ordinator, NSS /Affiliation Unit, Utkal University for information and necessary action.

CONTROLLER OF EXAMINATIONS