



UTKALUNIVERSITY
VANIVIHAR: BHUBANESWAR-4.

No. Ex-II/ **E 210**

/2023

Date: **5.1.24**

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;

Sub: Filling of forms for +3 1st Semester (**BACK**) Examinations 2023 to be held in January 2024 and submission of Alphabetical List of students, prescribed fees and other related documents. **This is applicable for the students admitted in the Academic Session 2018 A.B. under CBCS Syllabus of Utkal University.**

Ref: This office letter No. Exam.II/E-22865/2023, dated 16.12.2023

Sir/Madam,

In continuation to the letter under reference, I am to inform you that the +3 1st Semester Examination form fill-up for **2018 Admission Batch BACK students (Arts/Science/Commerce) under CBCS syllabus** may also be completed as per following time schedule.

IMPORTANT INSTRUCTION

ONLY FAILED/ABSENT CANDIDATES OF 2018 ADMISSION BATCH ARE ALLOWED TO FILLED-UP THEIR 1ST SEMESTER EXAMINATION FORM.

1. Fees to be collected:

1(a)	Examination fees	Rs.500/-(Hons.& Pass)
1(b)	FOR BACK APPEARANCE STUDENTS Examination Fee: Rs.100/- per paper for 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 filling of examination form	Rs.200/- & Rs.500/-
9	Emergency Late Fee for examination form fill-up (prior to three days of Examinations)	Rs.2000/-

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.

2. 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.**

3. ONLINE FORM FILLUP DATES FOR +3 FIRST SEMESTER (BACK) EXAMINATIONS, 2023 TO BE HELD IN JANUARY 2024 FOR 2018 ADMISSION BATCH.

Name of Examination & Year	Without Fine	With Fine of Rs.200/-	With Fine of Rs.500/-	Emergency Late fee of Rs.2000/-
+ 3 1 st Semester Back Examination 2023 (2018 Admission Batch)	06.01.2024 to 09.01.2024	10.01.2024 to 13.01.2024	14.01.2024 to 20.01.2024	Prior to three days of Examinations

4. Date of submission of Accounts Statement and B.D. by the College:

As per the dates already notified previously vide letter mentioned under reference.

Yours faithfully,

Controller of Examinations

Memo No. Ex.II/ E 211 /2024
Copy to:-

Date: 5.1.24

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 Dispatch (General) U.U.;
5. The P.A. to the Vice-Chancellor, Utkal University.
6. P.A. to the Registrar, Utkal University;
7. The Programmer, DDCE-UUEMS, Utkal University; for information and necessary action.

Controller of Examinations

Memo No 821 Dt. 08/01/2023

Copy to All Notice Boards / College website for information & necessary action.

Principal I/C
J.K.B.K. Govt. College
Cuttack-3
08/01/2023