



UTKAL UNIVERSITY
VANIVIHAR: BHUBANESWAR-751004

E-Mail: coe@utkaluniversity.ac.in

No. Exam-II/148/ **E 7339** /2025

Date: **19/06/2025**

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 4th Semester Regular Examinations 2025 (2023 A.B.) 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,

The online form fill-up of +3 Degree 4th Semester Regular Examinations 2025 (2023 A.B.) will be held as per the following time schedule. 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 4th Semester (Regular) 2023 Admission Batch of Arts, Science & Commerce as per the Regulation, Course Structure under New Model CBCS syllabus.

1. Tentative Date of Examinations:

3rd Week of July 2025

2. Fees to be collected:

1	Examination fees	Rs.500/- (Hons. & Pass)
1(a)	FOR BACK APPEARANCE STUDENTS Examination Fee: Rs.100/- per paper 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:

The fees so collected may be credited to the General Fund Account of the University through **online payment of University fees through SBI collect (Utkal University website)** in favour of Comptroller of Finance, Utkal University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Code No.2135. **Excess amount if paid by the college will not be adjusted or refunded.**

4. ON LINE FORM FILLUP DATES FOR +3 4th (Regular) SEMESTERS EXAMINATIONS, 2025 (2023 A.B.).

Name of Examination & Year	Without Fine Date	Fine with Rs.200/-	Fine with Rs.500/-	Emergency Late fee of Rs.2000/-
+3 4 th Semester (Regular) Examination, 2025 (2023 A.B.)	23.06.2025 to 01.07.2025	02.07.2025 to 05.07.2025	06.07.2025 to 08.07.2025	Prior to three days of Examinations

5. Date of submission of Accounts Statement and online deposit fee receipt by the College:

The last date for submission of Accounts Statement, online fee deposit slip, Alphabetical list and other documents complete in all respect at the University Office are given below.

6. For +3 Degree 4th Semester Regular, 2025- WITHOUT FINE DATE

Date of Receiving of forms	Time	College Code
04.07.2025(without fine)	10.30A.M.to 04.30P.M	1003 to 1021
05.07.2025(without fine)	-do-	2001 to 2063
07.07.2025(without fine)	-do-	3002 to 3035
08.07.2025(without fine)	-do-	4002 to 4034
09.07.2025 (without fine & with fine)	-do-	5002 to 5019
10.07.2025(without fine & with fine)	-do-	6003 to 6048
11.07.2025(without fine & with fine)	-do-	7002 to 7027
14.07.2025(without fine & with fine)	-do-	8005 to 8047
15.07.2025(without fine & with fine)	-do-	9001 to 9090

With fine of Rs.200/- & Rs.500/- for Angul, Cuttack, Dhenkanal & Kendrapara Districts Colleges- 16.07.2025

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.

6. Preparation of Alphabetical List:

The On line alphabetical lists already received by the Examination Assistants of all colleges 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 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:

- a) Affiliation orders whether it is temporary or permanent or
- b) Status of Affiliation from the Director, CDC is compulsory
- b) Forwarding Letters
- c) Accounts Statement (Three copies).
- d) Online fee deposit receipt.
- e) Alphabetical list in (Two copies) Hard Copy
- f) 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 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 10-30 A.M. to 4.30 P.M. on the dates mentioned above.
- vi) All clearance certificates of Sports, CDC and Centre Advance (if any) etc.

- 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 supplied earlier will not be entertained.
- viii) The Account Statement with online fees deposit receipt, Alphabetical List of the students and other connected documents of 2023 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 online fee complete in all respect can be deposited in the University Office on the dates mentioned above.

Affiliation Orders (2023 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. Otherwise your form will not be accepted.

If the forms are not deposited in the University as per the date mentioned above, the Admit Card will not be issued to your college.

The deposit receipt against Sports, CDC, NSS etc. (if any) should be submitted along with the alphabetical list of students.

Yours faithfully,

24/06/25
Controller of Examinations

Memo No. Exam.II /148/ *E 7340* /2025
Copy forwarded to:

Date: *19/06/2025*

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 Secretary to the Vice-Chancellor, Utkal University;
6. The P. A. to the Registrar, Utkal University; for information;
7. The Consultant, UUEMS portal, CDOE, Utkal University for information and necessary action.

24/06/25
Controller of Examinations