



# UTKAL UNIVERSITY

VANI VIHAR: BHUBANESWAR-4.

No.Ex-II / 70 / E-15689/2015,

From

The Controller of Examination  
Utkal University, Vain Vihar  
Bhubaneswar-4.

Dated :-

31/8/15

To

1. The Principals of all Colleges affiliated to Utkal University under +3 Degree Course.
2. The Director, Distance and Continuing Education, Utkal University, Vani Vihar, Bhubaneswar-4.

**Sub:** Submission of application forms, alphabetical list of students, prescribed fees and other connected documents for admission of students to the First Year (Regular and Back), Second Year (Regular and Back) and Final Year (Regular and Back) Examination, 2016.

Sir/Madam,

You are requested to forward the application forms with alphabetical list of students, prescribed fees and other connected documents in support of the students of your College/Institution for their admission to the aforesaid examination as per instruction and guidelines furnished for different examinations *Scheduled to be held on the following tentative dates as mentioned against each.*

i) 1st Year (Regular and Back) Examination, 2016	-	13.04.2016
ii) 2nd Year (Regular and Back) Examination, 2016	-	21.03.2016
iii) Final Year (Regular and Back) Examination, 2016	-	22.02.2016

## 1. First Year (Regular) Examination, 2016 (2015 Admission Batch)

### Eligibility of Students:

- i) He/she must have taken admission to the 1<sup>st</sup> Year of +3 Degree Course in Arts/Science/Commerce during the Academic year of 2015-2016.
- ii) Any registered student of the University may be admitted in to the First Year Examination or he/she has completed in one or more colleges admitted for the purpose of such examination in the subjects in which he/she offers a regular course of study for not less than one academic year after passing the Higher Secondary Examination conducted by the Council of Higher Secondary Education, Orissa or any other examination recognized by C.H.S.E., Orissa and Utkal University is eligible to appear the said examination.
- iii) He/she must not have taken C.L.C.
- iv) The Roll Numbers assign to the candidate alphabetically Pass and Honours wise.

**v) The application Forms for +3 FIRST YEAR Regular Students shall be submitted through ONLINE. Please refer to the Utkal University Website for more information about this.**

## 2. First Year (Back) Examination, 2016 (2011, 2012, 2013 & 2014 Admission Batch)

### A. Eligibility of Students:

- i) He/she must have taken admission in the First Year of +3 Degree Course in Arts/Science/Commerce during the year 2011, 2012, 2013 & 2014.
- ii) He/she must have been admitted to the +3 First Year University Examinations, 2012, 2013, 2014 and 2015

### B. Guidelines:-

- i) If a candidate is marked absent in any sitting(s) of an examination, such a candidate shall have to reappear in that paper(s) /subject(s) in order that his/her results are declared.

- ii) One has to secure at least 30% marks in each paper (Both in Theory & Practical) to pass the examination from 2011 Admission Batch onwards.
- iii) One examinee may be allowed to improve his performance in any or all papers of subject in subsequent year(s). Such improvement will not hamper Distinction if awarded in earlier attempt(s). Higher mark secured shall remain valid.
- iv) One has to clear all the examinations within 6 year from registration for 1<sup>st</sup> year examination. (For example students taking admission in 2011 have to clear by 2017). The system back /Re back / special examination shall stand replaced with this provision.
- v) The college authority will be held responsible for any discrepancy found in the alphabetical list and the application form filled in by the students.

**C. Assignment of Roll Numbers:-**

The candidates will retain his/her previous Roll Number at 1<sup>st</sup> Year University Examination simply by adding "B" at the end.

**3. 2nd Year (Regular) Examination, 2016 (2014 Admission Batch)**

**A. Eligibility of Students:**

- i) He/she must have taken admission to the first year and 2nd year of +3 Degree Course in Arts/ Science/Commerce during the academic year, 2014-2015 and 2015-2016 respectively.
- ii) He/she must have admitted to the 1<sup>st</sup> Year University examination, 2015. As per the regulation there is no provision for the enrollment of students.
- iii) Any registered students of the University may be admitted to the Second Year University Examination if he/she has cleared the First Year University Examination in the concerned stream or has appeared the said examination and has there after completed a regular course of study for not less than one academic year in the Second Year Course in one or more colleges admitted for the purpose of such examination in the subjects which he/she offers provided that he/she is not otherwise eligible for appearing the said examination.
- iv) He/she must not have taken C.L.C.
- v) The Application Forms for +3 SECOND YEAR regular students shall be submitted through ONLINE. Please refer to the Utkal University Website for more information about this.

**B. Assignment of Roll Number:**

The candidate will retain his/her previous Roll number of 1st Year University Examination, 2015.

**4. 2nd Year (Back) Examination, 2016 (2011, 2012 and 2013 Admission Batch).**

**A. Eligibility of Students:**

- i) He/she must have taken admission in the First Year during the year, 2011, 2012 and 2013. 2nd Year during the year 2012, 2013 and 2014 and 3rd Year during the year, 2013, 2014 and 2015 of +3 Degree Course in Arts /Science/Commerce.
- ii) He/she must have been admitted to the First Year University Examination, 2012, 2013 and 2014, the 2nd Year University Examination, 2013, 2014 and 2015. 3rd Year University Examination, 2014 and 2015. As per the regulation there is no provision for the enrollment of students.
- iii) He/she must not have taken C.L.C.

**B. Guidelines:**

- i) If a candidate is marked absent in any sitting (s) of an examination, such a candidate shall have to reappear in that paper(s)/subject(s) in order that his/her results are declared.
- ii) One has to secure at least 30% marks in each paper (Both in Theory & Practical) to pass the examination from 2011 Admission Batch onwards.
- iii) One examinee may be allowed to improve his performance in any or all papers of subject in subsequent year(s). Such improvement will not hamper Distinction if awarded in earlier attempt(s). Higher mark secured shall remain valid.
- iv) One has to clear all the examinations within 6 year from registration of 1<sup>st</sup> year examination. (For example students taking admission in 2011 have to clear by 2017). The system back /Re back / special examination shall stand replaced with this provision.



**C. Assignment of Roll Numbers:**

The candidates will retain his/her previous Roll number at 1<sup>st</sup> Year University Examination simply by adding "B" at the end.

**5. Final Year (Regular) Examination, 2016 (2013 Admission Batch)****A. Eligibility of Students:**

- i) He/she must have taken admission in the First Year during the year, 2013 and 2nd Year 2014 and Final Year during 2015. As per the regulation there is no provision for the enrollment of students.
- ii) Any registered students of the University may be admitted to the Final Degree Examination if he/she has cleared the First and Second Year examination in the concerned stream or has appeared the said examination and has there after completed a regular course of study for not less than one academic year in the Final Year Course in which one or more colleges admitted for the purpose of such examination in the subjects which he/she offers provided that he/she is not otherwise eligible for appearing the said examination.
- iii) He/she must not have taken C.L.C.
- iv) The Application Forms for +3 FINAL YEAR regular students shall be submitted through ONLINE. Please refer to the Utkal University Website for more information about this.

**B. Candidates enrolled for 1<sup>st</sup> Year Examination as a regular candidate may appear the 2nd & 3rd year Examination simultaneously in the 3rd Year even though he/she has not enrolled for 2nd Year Examination as regular candidate. Subject to other clearance at the college level.****C. Assignment of Roll Numbers:**

The candidates will retain his/her previous Roll Number at 1<sup>st</sup> Year University Examination, 2014.

**6. Final Year (Back) Examination, 2016 (2011 and 2012 Admission Batch).****A. Eligibility of Students:**

- i) He/she must have taken admission to the First Year of +3 Degree Course in Arts/Science/Commerce during the year, 2011 and 2012, 2nd Year during 2012 and 2013 and Final Year during 2014 and 2015.
- ii) He/she must have admitted to the 1<sup>st</sup> Year University Examination, 2012, the 2nd Year University Examination, 2013 and 2014 and Final Year University Examination, 2014 and 2015. As per the regulation there is no provision for the enrollment of students.
- iii) He/she must not have taken C.L.C.

**B Guidelines:**

- i) If a candidate is marked absent in any sitting(s) of an examination, such a candidate shall have to reappear in that paper(s)/subject(s) in order that his/her results are declared.
- ii) One has to secure at least 30% marks in each paper (Both in Theory & Practical) to pass the examination from 2011 Admission Batch onwards.
- iii) One examinee may be allowed to improve his performance in any or all papers of subject in subsequent year(s). Such improvement will not hamper Distinction if awarded in earlier attempt(s). Higher mark secured shall remain valid.
- iv) One has to clear all the examinations within 6 year from registration for 1<sup>st</sup> year examination. (For example students taking admission in 2011 have to clear by 2017). The system back/Re back/special examination shall stand replaced with this provision.

**C. Assignment of Roll Numbers:**

The candidate will retain his/her previous Roll Number at 1<sup>st</sup> Year University examination simply by adding "B" at the end.

**7. Fees to be collected:**

- |                     |    |                |   |          |
|---------------------|----|----------------|---|----------|
| i) Examination Fee: | a) | General Course | - | Rs.250/- |
|                     | b) | Honours Course | - | Rs.260/- |

For Back Appearance:

- i) Examination Fee: Rs.50/- 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.

ii) Centre Charges (To be retained by the college)	-	Rs.100/-
iii) Fees for Marks	-	Rs. 50/-
iv) Fee for Provisional Certificate (Only for Final Year -Regular & Back students)	-	Rs. 50/-
v) Fees for Supervision	-	Rs. 20/-
vi) Fee for Enrollment	-	Rs. 50/-
vii) Late fee as applicable	-	—
viii) Additional Centre charges if applicable for three consecutive admission batches of new subjects or new colleges.	-	Rs. 50/-
ix) Fees for Original Certificate.	-	Rs. 200/-

(For Final Year Examination, 2016 (Separate B.D to be attached))

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 un-spent amount 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.

#### 8. 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, and 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.**

#### 9. ONLINE FORM FILLUP FOR +3 DEGREE EXAMINATIONS, 2016. FOR INFORMATION OF ALL COLLEGES.

Year	Without Fine	With fine of Rs. 50/-
+3 Final Degree	20.11.2015 to 10.12.2015	12.12.2015 to 26.12.2015
2 <sup>nd</sup> Year Degree	28.12.2015 to 16.01.2016	20.01.2016 to 31.01.2016
1 <sup>st</sup> Year Degree	05.01.2016 to 16.02.2016	18.02.2016 to 26.02.2016

NOTE: However, a students can fill up the forms before 7 days of commencement of the examination with a fine of Rs. 200/-.

#### 10. Date of submission of Accounts Statement and B.D.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:

For +3 Final Year (Regular and Back) Examination, 2016.

Without Fine:-

Date of Receiving of forms:	Time	College Code
14-12-2015	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C
15-12-2015	—do—	19C to 28C, 30C to 33C, 35C, 36C, 37C & 39C to 44C 46C to 54C & 56C
16-12-2015	—do—	02D to 20D, 23D to 27D & 00D. 02E to 06E
17-12-2015	—do—	07E to 23E, 25E, 26E, 28E to 30E, 02G to 09G
18-12-2015	—do—	10G to 13G, 16G, 18G to 21G & 03J to 23J
19-12-2015	—do—	24J to 27J, 29J to 32J, 34J, 36J to 40J & 02N to 07N 09N to 18N
21-12-2015	—do—	19N to 22N, 00N, 03P, 05P to 24P, 26P to 29P
22-12-2015	—do—	30P to 34P, 00P, 000P, 01U, 02U, 08U to 28U
23-12-2015	—do—	29U to 33U, 35U to 37U, 39U to 45U, 47U, 53U, 56U to 58U, 99U, 00U, 000U, 0000U & 001U



**With Fine of Rs.50/-:**

<b>Date of Receiving of forms:</b>	<b>Time</b>	<b>College Code</b>
28-12-2015	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C
29-12-2015	—do—	19C to 28C, 30C to 33C, 35C, 36C, 37C & 39C to 44C 46C to 54C & 56C
30-12-2015	—do—	02D to 20D, 23D to 27D & 00D, 02E to 06E
31-12-2015	—do—	07E to 23E, 25E, 26E, 28E to 30E, 02G to 09G
04-01-2016	—do—	10G to 13G, 16G, 18G to 21G & 03J to 23J
05-01-2016	—do—	24J to 27J, 29J to 32J, 34J, 36J to 40J & 02N to 07N 09N to 18N
06-01-2016	—do—	19N to 22N, 00N, 03P, 05P to 24P, 26P to 29P
07-01-2016	—do—	30P to 34P, 00P, 000P, 01U, 02U, 08U to 28U
08-01-2016	—do—	29U to 33U, 35U to 37U, 39U to 45U, 47U, 53U, 56U to 58U, 99U, 00U, 000U, 0000U & 001U

**With late fee of Rs.200/-**

11-01-2016	—	For the District of Angul, Cuttack, Dhenkanal, Kendrapara, Jagatsinghpur
12-01-2016	—	For the District of Jajpur, Nayagarh, Puri, Khurda

**For +3 2nd Year Degree (Regular and Back) Examinations, 2015:****1. Without Fine:-**

<b>Date of Receiving of forms:</b>	<b>Time</b>	<b>College Code</b>
18.01.2016	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C
19.01.2016	—do—	19C to 28C, 30C to 33C, 35C, 36C, 37C & 39C to 44C 46C to 54C & 56C
20.01.2016	—do—	02D to 20D, 23D to 27D & 00D, 02E to 06E
21.01.2016	—do—	07E to 23E, 25E, 26E, 28E to 30E, 02G to 09G
22.01.2016	—do—	10G to 13G, 16G, 18G to 21G & 03J to 23J
27.01.2016	—do—	24J to 27J, 29J to 32J, 34J, 36J to 40J & 02N to 07N 09N to 18N
28.01.2016	—do—	19N to 22N, 00N, 03P, 05P to 24P, 26P to 29P
29.01.2016	—do—	30P to 34P, 00P, 000P, 01U, 02U, 08U to 28U
30.01.2016	—do—	29U to 33U, 35U to 37U, 39U to 45U, 47U, 53U, 56U to 58U, 99U, 00U, 000U, 0000U & 001U

**2. With fine of Rs. 50/-**

<b>Date of Receiving of forms:</b>	<b>Time</b>	<b>College Code</b>
01.02.2016	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C
02.02.2016	—do—	19C to 28C, 30C to 33C, 35C, 36C, 37C & 39C to 44C 46C to 54C & 56C
03.02.2016	—do—	02D to 20D, 23D to 27D & 00D, 02E to 06E
04.02.2016	—do—	07E to 23E, 25E, 26E, 28E to 30E, 02G to 09G
05.02.2016	—do—	10G to 13G, 16G, 18G to 21G & 03J to 23J
06.02.2016	—do—	24J to 27J, 29J to 32J, 34J, 36J to 40J & 02N to 07N 09N to 18N
08.02.2016	—do—	19N to 22N, 00N, 03P, 05P to 24P, 26P to 29P
09.02.2016	—do—	30P to 34P, 00P, 000P, 01U, 02U, 08U to 28U
10.02.2016	—do—	29U to 33U, 35U to 37U, 39U to 45U, 47U, 53U, 56U to 58U, 99U, 00U, 000U, 0000U & 001U

**3. With late fee of Rs.200/-:**

15.02.2016	—	For the District of Angul, Cuttack, Dhenkanal, Kendrapara, Jagatsinghpur
16.02.2016	—	For the District of Jajpur, Nayagarh, Puri, Khurda

**For First Year Degree (Regular and Back) Examinations, 2015:****1. Without Fine:-**

Date of Receiving of forms:	Time	College Code
18.02.2016	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C
19.02.2016	—do—	19C to 28C, 30C to 33C, 35C, 36C, 37C & 39C to 44C 46C to 54C & 56C
20.02.2016	—do—	02D to 20D, 23D to 27D & 00D, 02E to 06E
22.02.2016	—do—	07E to 23E, 25E, 26E, 28E to 30E, 02G to 09G
23.02.2016	—do—	10G to 13G, 16G, 18G to 21G & 03J to 23J
24.02.2016	—do—	24J to 27J, 29J to 32J, 34J, 36J to 40J & 02N to 07N 09N to 18N
25.02.2016	—do—	19N to 22N, 00N, 03P, 05P to 24P, 26P to 29P
26.02.2016	—do—	30P to 34P, 00P, 000P, 01U, 02U, 08U to 28U
27.02.2016	—do—	29U to 33U, 35U to 37U, 39U to 45U, 47U, 53U, 56U to 58U, 99U, 00U, 000U, 0000U & 001U

**2. With fine of Rs. 50/-**

Date of Receiving of forms:	Time	College Code
01.03.2016	10-30 A.M. to 04-00 P.M	03A to 16A, 01C, 02C, 05C to 18C
02.03.2016	—do—	19C to 28C, 30C to 33C, 35C, 36C, 37C & 39C to 44C 46C to 54C & 56C
03.03.2016	—do—	02D to 20D, 23D to 27D & 00D, 02E to 06E
04.03.2016	—do—	07E to 23E, 25E, 26E, 28E to 30E, 02G to 09G
08.03.2016	—do—	10G to 13G, 16G, 18G to 21G & 03J to 23J
09.03.2016	—do—	24J to 27J, 29J to 32J, 34J, 36J to 40J & 02N to 07N 09N to 18N
10.03.2016	—do—	19N to 22N, 00N, 03P, 05P to 24P, 26P to 29P
11.03.2016	—do—	30P to 34P, 00P, 000P, 01U, 02U, 08U to 28U
14.03.2016	—do—	29U to 33U, 35U to 37U, 39U to 45U, 47U, 53U, 56U to 58U, 99U, 00U, 000U, 0000U & 001U

**3. With late fee of Rs.200/-:**

15.03.2016	—	For the District of Angul, Cuttack, Dhenkanal, Kendrapara, Jagatsinghpur
16.03.2016	—	For the District of Jajpur, Nayagarh, Puri, Khurda

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 for which no notification will be made to this effect.

**II. Preparation of Alphabetical List:**

Different proforma alphabetical lists already received by the Examination Assistants of all colleges previously be prepared carefully as per the instruction given to them earlier and the same hard copies (2 numbers each) may be submitted in the concerned Examination Section of the University positively along with the application forms. 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. ST/OBC/W may be indicated obtaining the principal certificate against each of their names of the candidates positively.

**12. Change of Centre:-**

Change of centre can only be allowed, as per rules of the University.

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

- a) Affiliation order whether it is temporary or permanent.
- b) Application Forms (Forms may be properly verified by the Examination In-Charge of the said College).
- c) Forwarding Letters
- d) Accounts Statement (Three copies). In case of Back Examinations, the college should mention number of single subjects, Double subjects and Triple subjects in the Account Statement clearly.
- e) Bank Draft (Consolidated)
- f) Alphabetical list in (Two copies) Hard Copy and one Soft copy (C.D.) along with the statement regarding number of students for each examination.
- g) Subject Statement (Two copies) for each Examination.
- h) Clearance Certificate of Sports Council and CDC

**14. IMPORTANT INSTRUCTIONS:-**

- a) At the time of form fill up the authorities of the college should be vigilant to ensure that the point No. 1 to 14 is filled up carefully by the students.
- b) The colleges should mention the number of students and the categories like SC/ST/OBC along with Male/Female etc. positively.
- c) 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.
- d) 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.
- e) Any Application Form shall not be accepted after the last Fine Date of Rs.200/- mentioned on the Notification of each Examination.
- f) The Forms will be received from the College between 10-30 A.M. to 4.00 P.M. on the scheduled dates wise with all clearance certificates of Sports, CDC and Centre Advance etc.
- g) 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.
- h) **The Account Statement with Bank Draft, Alphabetical List of the students and other connected documents of 2011 2013 and 2015 Admission Batch is submitted in the Examination-II Section and for 2012 and 2014 Admission Batch in the Examination- III (A) Section of the University.**
- i) The College should submit the C.D. of alphabetical list of the candidates in the format 'MICRO-SOFT EXCELL' on the last date of submission of forms with late fine of Rs.50/- positively.



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 date's examination wise separately as stated above.

**N.B.: AFFILIATION ORDERS (Admission Batch wise) are mandatory for each Examination at the time of submission of Application Forms.**

You are further, requested to circulate it among all concerned and depute your staff in charge of the examination for seeking clarification, if any regarding this and to collect necessary forms and Accounts Statement from the Section Officer, Ex-II and Section Officer, Ex-III (A) on any working days.

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

Yours faithfully,

**CONTROLLER OF EXAMINATIONS**

Dated

Memo No.Ex.II / 70 / E-15690 / 2015,

Copy to:-

1. The Asst.Programmer, Examination Computer Cell, Utkal University;
2. The Section Officer, Ex-III (A) / Ex-III (B) / EC-II/EC-III / EC-IV / Cash, Unit/Sports Council/Academic Council/Affiliation Unit, Utkal University;
3. The Superintendent General Diary, Utkal University;
4. Secretary to the Vice-Chancellor, Utkal University.
5. P.A. to the Registrar, Utkal University;
6. The Steno to the Controller of Examinations, Utkal University for information.

**CONTROLLER OF EXAMINATIONS**