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## UTKAL UNIVERSITY

VANI VIHAR, BHUBANESWAR-4.

No.Ex-III(A) / 50 / E-15098 / 2014

Dated 28-10-2014

From

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

To

1. The Principals of all Colleges affiliated to Utkal University under +3 Degree Course.
2. The Director, Distance and Cotinuing 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, 2015.

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 mentioned below:-

The examinations stated above are scheduled to be held on and from the date specified below:-

i) 1st Year (Regular and Back) Examination, 2015	-	13.04.2015
ii) 2nd Year (Regular and Back) Examination, 2015	-	23.03.2015
iii) Final Year (Regular and Back) Examination, 2015	-	23.02.2015

### 1. First Year (Regular) Examination, 2015 (2014 Admission Batch)

#### Eligibility of Students :

- i) He/she must have taken admission to the 1st Year of +3 Degree Course in Arts/Science/Commerce during the Academic year of 2014-2015.
- 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, 2015 (2010, 2011, 2012 & 2013 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 2010, 2011, 2012 & 2013.
- ii) He/she must have been admitted to the +3 First Year University Examination, 2011, 2012, 2013 and 2014.

#### 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) A candidate failing to secure a minimum of 36% marks (Admissible from 2010 Admission Batch)

in pass subjects and or/ a minimum of 40% in each practical paper in the first year University Examination may be allowed to appear in those subjects.

- iii) A candidate failing to secure a minimum of 45% marks in theory papers taken together and a minimum of 45% marks in practical papers taken together in Honours subjects may be allowed to appear in those subjects.
- iv) Failed candidates of 2010 Admission Batches may be permitted to fill up the First Year (Back) Examination, 2015 in all the papers by enclosing an undertaking that the marks secured by the candidate earlier stand cancelled as per the regulation 5.3.b after availing two chances.
- v) Candidate who have duly admitted to B.A./B.Sc./B.Com. (Hons.) Examination of the Utkal University and have failed to secure 45% marks in the papers can reappear at any examination(s) for the Honours papers only of his/her choice to improve that results within two subsequent chances for the examination(s) as per regulation 5.3.e. (2010 Admission Batch).
- vi) **One has to secure at least 30% marks in each paper (Both in Theory & Practical) to pass the examination from 2011 Admission Batch onwards.**
- vii) **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.**
- viii) **One has to clear all the examinations within 6 year from registration for 1 st 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.**
- ix) 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 1st Year University Examination simply by adding "B" at the end.

### 3. **2nd Year (Regular) Examination, 2015 ( 2013 Admission Batch )**

#### **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, 2013-2014 and 2014-2015 respectively.
- ii) He/she must have admitted to the 1st Year University Examination, 2014. 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 thereafter 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, 2014.

### 4. **2nd Year (Back) Examination, 2015 (2010, 2011 and 2012 Admission Batch).**

#### **A. Eligibility of Students:**

- i) He/she must have taken admission in the First Year during the year, 2010, 2011 and 2012. 2nd Year during the year 2011, 2012 and 2013 and 3rd Year during the year, 2012, 2013 and 2014 of +3 Degree Course in Arts /Science/Commerce.
- ii) He/she must have been admitted to the First Year University Examination, 2011, 2012 and 2013, the 2nd Year University Examination, 2012, 2013 and 2014, 3rd Year University Examination, 2013, 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) A candidate failing to secure a minimum of 36% of marks in pass subjects and for a minimum of 40% in each practical paper in the Second Year University Examination may be allowed to appear in those subjects for (2010 Admission Batch).
- iii) A candidate failing to secure a minimum of 45% marks in theory papers taken together and a minimum of 45% marks in practical papers taken together in Honours subjects may be allowed to appear in those subjects.
- iv) A failed candidate of 2010 Admission Batch may be permitted to fill up the Second Year (Back) Examination, 2015 in all the papers by enclosing an undertaking that the marks secured by the candidate earlier stand cancelled as per the regulation 5.3.b. after availing two chances.
- v) If the candidate fails to secure the pass marks in the aggregate (under regulation 5.2.) he/she may reappear one or more subjects/papers of his/her choice from either the First, Second and Final Examination to make up the deficiency after availing two chances within 5 years of 1st registration as per regulation 5.3.d. for (2010 Admission Batch).
- vi) Candidate who have duly admitted to B.A./B.Sc./B.Com.(Hons.) Examination of the Utkal University and have failed to secure 45% marks in the papers can re-appear at any examination(s) for the Honours papers only of his/her choice to improve that results within two subsequent chances for the examination(s) as per regulation 5.3.i.e. 2010-2011 Admission Batch.
- vii) **One has to secure at least 30% marks in each paper (Both in Theory & Practical) to pass the examination from 2011 Admission Batch onwards.**
- viii) **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.**
- ix) **One has to clear all the examinations within 8 year from registration for 1 st year examination. ( For example students taking admission in 2012 have to clear by 2018). 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 1st Year University Examination simply by adding "B" at the end.

**5. Final Year (Regular) Examination, 2015 ( 2012 Admission Batch )****A. Eligibility of Students:**

- i) He/she must have taken admission in the First Year during the year, 2012 and 2nd Year 2013 and Final Year during 2014. 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 thereafter 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 1st 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 1st Year University Examination, 2013.

**6. Final Year (Back) Examination, 2015 ( 2010 and 2011 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, 2010 and 2011, 2nd Year during 2011 and 2012 and Final Year during 2013 and 2014.

- ii) He/she must have admitted to the 1st Year University Examination, 2011 and 2012, the 2nd Year University Examination, 2012 and 2013 and Final Year University Examination, 2013 and 2014. As per the regulation there is no provision for the enrollment of students for (2010 Admission Batch.)
- 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) A candidate failing to secure a minimum of 36% marks in pass subjects and/or a minimum of 40% in each practical paper in the Final Year University Examination may be allowed to appear in those subjects for (2010 Admission Batch.)
- iii) A candidate failing to secure a minimum of 45% marks in theory papers taken together and a minimum of 45% marks in practical papers taken together in Honours subjects may be allowed to appear in those subjects.
- iv) If the candidate fails to secure the pass marks in the aggregate (under regulation 5.2.) he/she may reappear one or more subjects/papers of his/her choice from either the First, Second and Final Examination to make up the deficiency after availing two chances within 5 years of 1st registration as per regulation 5.3.d. for (2010 Admission Batch.)
- v) Candidate who has duly admitted to B.A./B.Sc./B.Com. Examination of the Utkal University and has failed to secure 45% marks in the papers can reappear at any examination(s) for the honours papers only of his/her choice to improve that results within two subsequent chances for the examination(s) as per regulation 5.3.e.(2010 Admission Batch).
- vi) One has to secure at least 30% marks in each paper (Both in Theory & Practical) to pass the examination from 2011 Admission Batch onwards.**
- vii) 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.**
- viii) 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 2012 have to clear by 2018). 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 1st 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, 2015 (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, 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. 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, 2015.

Without Fine:-

<i>Date of Receiving of forms:</i>	<i>Time</i>	<i>College Code</i>
22-12-2014	10-30 A.M. to 04-00 P.M	02A to 16A, 03P to 08P, 02G to 21G
23-12-2014	—do—	09P to 29P, 02E to 20E
24-12-2014	—do—	30P to 34P, 01C to 17C, 21E to 30 E & 03J to 14J
26-12-2014	—do—	18C to 39C, 15J to 40J
27-12-2014	—do—	40C to 56C, 01U to 10U & 02N to 22N
29-12-2014	—do—	11U to 30U, 02D to 13D
30-12-2014	—do—	31U to 00U, 14D to 27D

With Fine of Rs.50/-:

<i>Date of Receiving of forms:</i>	<i>Time</i>	<i>College Code</i>
02-01-2015	10-30 A.M. to 04-00 P.M	02A to 16A, 03 P to 08P & 02G to 21G
05-01-2015	—do—	09P to 18P & 02E to 16E
06-01-2015	—do—	19P to 34P & 17E to 30E
07-01-2015	—do—	03J to 17J & 01C to 18C
08-01-2015	—do—	18J to 34J, & 19C to 36C
09-01-2015	—do—	36J to 40J, & 02N to 12N & 37C to 56C
12-01-2015	—do—	13N to 22N, & 02D to 06D & 01U to 20U
13-01-2015	—do—	07D to 16D & 21U to 37U
15-01-2015	—do—	17D to 27D & 39U to 00U

With late fee of Rs.200/-

19-01-2015	—	For the District of Dhenkanal, Angul, Khurda, Jajpur, Jagatsinghpur
20-01-2015	—	For the District of Kendrapara, Puri, Nayagarh, Cuttack.

#### For +3 2nd Year Degree (Regular and Back) Examinations, 2015 :

1. Without Fine:

<i>Date of Receiving of forms:</i>	<i>Time</i>	<i>College Code</i>
27-01-2015	10-30 A.M. to 04-00 P.M	02A to 16A, 03P to 08P & 02G to 21G
28-01-2015	—do—	09P to 18P & 02E to 16E
29-01-2015	—do—	19P to 34P & 17E to 30E
30-01-2015	—do—	03J to 17J & 01C to 18C
31-01-2015	—do—	18J to 34J & 19C to 36C

02-02-2015	—do—	36J to 40J & 02N to 12N & 37C to 56C
03-02-2015	—do—	13N to 22N, & 02D to 06D & 01U to 20U
04-02-2015	—do—	07D to 16D & 21U to 37U
05-02-2015	—do—	17D to 27D & 39U to 00U

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

<i>Date of Receiving of forms:</i>	<i>Time</i>	<i>College Code</i>
06-02-2015	10-30 A.M. to 04-00 P.M	02A to 16A, 03P to 08P & 02G to 21G
07-02-2015	—do—	09P to 18P & 02E to 16E
09-02-2015	—do—	19P to 34P & 17E to 30E
10-02-2015	—do—	03J to 17J & 01C to 18C
11-02-2015	—do—	18J to 34J & 19C to 36C
12-02-2015	—do—	36J to 40J, & 02N to 12N & 37C to 56C
13-02-2015	—do—	13N to 22N, & 02D to 06D & 01U to 20U
18-02-2015	—do—	07D to 16D & 21U to 37U
19-02-2015	—do—	17D to 27D & 39U to 00U

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

20-02-2015	—	For the District of Dhenkanal, Angul, Khurda, Jajpur, Jagatsinghpur.
21-02-2015	—	For the District of Kendrapara, Puri, Nayagarh, Cuttack.

**For First Year Degree (Regular and Back) Examinations, 2015 :**

Without Fine :

<i>Date of Receiving of forms:</i>	<i>Time</i>	<i>College Code</i>
23-02-2015	10-30 A.M. to 04-00 P.M	02A to 16A, 03P to 08P & 02G to 21G
24-02-2015	—do—	09P to 18P & 02E to 16E
25-02-2015	—do—	19P to 34P & 17E to 30E
26-02-2015	—do—	03J to 17J & 01C to 18C
27-02-2015	—do—	18J to 34J & 19C to 36C
28-02-2015	—do—	36J to 40J & 02N to 12N & 37C to 56C
02-03-2015	—do—	13N to 22N & 02D to 06D & 01U to 20U
03-03-2015	—do—	07D to 16D & 21U to 37U
04-03-2015	—do—	17D to 27D & 39U to 00U

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

<i>Date of Receiving of forms:</i>	<i>Time</i>	<i>College Code</i>
09-03-2015	10-30 A.M. to 04-00 P.M	02A to 16A, 03P to 08P & 02G to 21G
10-03-2015	—do—	09P to 18P & 02E to 16E
11-03-2015	—do—	19P to 34P & 17E to 30E
12-03-2015	—do—	03J to 17J & 01C to 18C
13-03-2015	—do—	18J to 34J & 19C to 36C
16-03-2015	—do—	36J to 40J & 02N to 12N & 37C to 56C
17-03-2015	—do—	13N to 22N & 02D to 06D & 01U to 20U
18-03-2015	—do—	07D to 16D & 21U to 37U
19-03-2015	—do—	17D to 27D & 39U to 00U

## 3. With Late fee of Rs.200/-

20-03-2015	—	For the District of Dhenkanal, Angul, Khurda, Jajpur, Jagatsinghpur.
21-03-2015	—	For the District of Kendrapara, Puri, Nayagarh, Cuttack.

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.

#### **10. 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.

#### **11. Change of Centre:-**

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

#### **12. 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

#### **13. 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 be 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 and 2013 Admission Batch be submitted in the Examination-II Section and for 2010, 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 dates examination wise separately as stated above.

**N.B. : AFFILIATION ORDERS** (Admission Batch wise) is 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,

S. K. Das

**CONTROLLER OF EXAMINATIONS**

Memo No. Ex.III(A) / 50 / E-15099 / 2014

Dated 28-10-2014

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.

S. K. Das

**CONTROLLER OF EXAMINATIONS**