



**UTKAL UNIVERSITY**  
**VANI VIHAR: BHUBANESWAR-751004**

No.Exam-II/E-11294 /2025

Date: 13/10/2025

From

The Controller of Examinations,  
Utkal University, Bhubaneswar-751004

To

1. The Principals of all +3 Degree Colleges affiliated under Utkal University;
2. The Director, D.D.C.E., Utkal University

Sub: Online form fill-up of +3 5<sup>th</sup> Semester Regular Examinations 2025 (2023-A.B.) under CBCS of New Model Syllabus & submission of Alphabetical List of students, prescribed fees and other connected documents for affiliated colleges.

Sir/Madam,

I am to inform you that the online form fill-up of +3 5<sup>th</sup> Semester Regular Examinations 2025 (2023-A.B.) under CBCS of New Model Syllabus will be held as per following date schedule. You are requested to submit the alphabetical list of students, prescribed fees and other connected documents in support of the students of your College/Institution for their 5<sup>th</sup> Semester regular Examination 2025 (2023 A.B.) of +3 Arts, Science & Commerce Examination under CBCS of New Model Syllabus.

**IMPORTANT**

**ABC I.D. IS MANDATORY FOR ALL STUDENTS OF 5<sup>TH</sup> SEMESTER EXAMINATIONS 2025.**

1. **Tentative Date of Examination:** 1<sup>st</sup> week of December 2025
2. **Fees to be collected:**

1	Examination fees	Rs.500/-(Hons.& Pass)
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.50/-
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 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.

### 3. Deposit of Fees:

The fees so collected may be credited to the General Fund Account of the University in shape of NEFT/RTGS payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Bhubaneswar and IFSC Code No.SBIN0002135 or through online payment by Utkal University Website Link SBI collect. Excess amount if paid by the college, this will not be adjusted or refunded.

### 4. Form Fill up Instructions :

- A student who fails to appear in a Mid-Semester Examination will be allowed to take the same examination with the next batch of student only ONCE provided that the candidate has to fill-up the forms for the same semester during form fill-up time as a back paper. There will be no provision to re-appear in the Mid-Semester Examination for improvement.
- A student has to appear the Mid Term Examination. Absence in a Mid Term paper will be declared as failed in that Paper. A student who was absent in the Mid Term examination but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear Mid-Semester Examinations in subsequent semester.
- ABC ID is mandatory for all the students of 5<sup>th</sup> semester examinations 2025.

### 5. ONLINE FORM FILLUP DATES FOR +3 FIFTH SEMESTER EXAMINATIONS 2025 (REGULAR) 2023 A.B.

Name of Examination & Year	Without Fine	With Fine of Rs.200/-	With Fine of Rs.500/-	Emergency Late fee of Rs.2000/-
+ 3 5 <sup>th</sup> Semester Regular Examination 2025 (2023-A.B.)	22.10.2025 to 04.11.2025	05.11.2025 to 10.11.2025	11.11.2025 to 15.11.2025	From 16.11.2025 to three days before of the examination

**6. Date of submission of Accounts Statement and online fee deposit receipt 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 5<sup>th</sup> Semester Examination 2025 (Regular) 2023 A.B. –Without Fine, with fine of Rs.200/- & Rs.500/-**

Date of Receiving of forms	Time	College Code (Except Autonomous & Women's College)
18.11.2025	10-30 A.M. to 04-30 P.M	1003 to 1021
19.11.2025	-do-	2001 to 2030
20.11.2025	-do-	2031 to 2063
21.11.2025	-do-	3002 to 3035
24.11.2025	-do-	4002 to 4034
25.11.2025	-do-	5002 to 5019
26.11.2025	-do-	6003 to 6048
27.11.2025	-do-	7002 to 7027
28.11.2025	-do-	8005 to 8047
29.11.2025	-do-	9001 to 9090

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.

**7. Preparation of Alphabetical List:**

The printout online alphabetical list may be submitted in the concerned Examination-II Section of the University positively. The University Registration-cum-Roll 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 letter 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.

**8. Change of Centre:-**

Changes of centre are not allowed as per rules of the University.

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

- a) Affiliation order whether it is temporary or permanent.
- b) Forwarding letter
- 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 and NSS etc.

**10. IMPORTANT INSTRUCTIONS:-**

- a) 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.
- b) The colleges should mention the number of students and the categories like SC/ST/OBC/PH/VH/W 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 online payment as per the number of students whose forms are deposited and whose names are mentioned in the Alphabetical Lists otherwise Forms will be returned.
- e) An Application Form shall not be accepted after the last date mentioned in the Notification.
- f) The forms will be received from the College between 10-30 A.M. to 4.30 P.M. on the above mentioned dates.
- g) Date wise with all clearance certificates of Sports, CDC, and Centre Advance etc.
- h) 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.
- i) The Account Statement with fee 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.

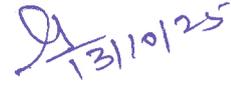
The Principals may fix up the date(s) for filling of forms at the college as per their convenience. Account Statement and Bank Draft complete in all respect can be deposited in the University Office on the dates mentioned above.

AFFILIATION ORDERS/Recognition order for 2023 Admission Batch is mandatory at the time of submission of Application Forms.

Clearance certificate from the Sports, CDC, NSS etc. (if any) should be submitted along with the alphabetical list of students.

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

Yours faithfully,



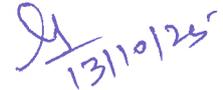
Controller of Examinations

Memo No. Exam.II/E-11295 /2025

Date: 13/10/2025

Copy forwarded to:

1. The Director, CDC, Utkal University;
2. The Professor-in-Charge, MSRC UU Press, Utkal University;
3. The Director, Sports Council, Utkal University;
4. The Programme Coordinator, NSS, Utkal University;
5. The Section Officer, Ex-II / Ex-III (B) / EC-II/EC-III / EC-IV / Cash Unit/Sports Council/ Affiliation Unit/Store Unit, Utkal University;
6. The Superintendent Examination General Diary, Utkal University;
7. The Superintendent Examination Confidential Diary, Utkal University;
5. The P.A. to the Vice-Chancellor, Utkal University.
6. The P.A. to the Registrar, Utkal University; for information;
7. The Programmer, DDCE (UUEMS), Utkal University for information and necessary action.



Controller of Examinations

