Letter No. Ex-II/BCA&BBA/75/E- _10538_ /2021,　　　　Dated:- _19-08-21_ /

From:

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

To ,

　　　The Principal / Director,
　　　All Colleges Affiliated to Utkal University
　　　(Pursuing BBA / BCA Course).

Sub:　Submission of Alphabetical list of students, Account Statement prescribed fees and other connected documents in support of the students for admission into BBA/BCA 1st Semester (Regular) Examination, 2020 (2020 Admission Batch) **in online mode.**

Sir/Madam,

　　　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 1st Semester BBA / BCA Examination, 2020 for the year **(2020 Admission Batch)** as per the Regulation, Course Structure and Syllabus. The application forms of 1st Semester BBA/BCA (Regular) students shall **filled-up form through online mode only.**

ELIGIBILITY:

1. **Candidates seeking admission to BBA Course should have passed the Higher Secondary School Certificate Examination from Council of Higher Secondary Education, Odisha or other equivalent examination with any discipline having 45% of marks in case of General Candidates and 40% of marks in case of SC / ST Candidates.**

2. **Candidate seeking admission to BCA Course should have passed the Higher Secondary School Certificate Examination from Council of Higher Secondary Education, Odisha or other equivalent Examination with Mathematics / Statistics / Business Mathematics as one of the subject.**

3. The students of the Affiliated Colleges must have been admitted to the BCA/BBA Course during the Academic Session mentioned above.

4. He / She must have fulfilled all other conditions stipulated in the Regulation approved by the University.

DOCUMENTS TO BE SUBMITTED BY THE COLLEGE / INSTITUTION:

1. Affiliation letter for concerned academic year.

2. Clearance from Examination Confidential Section – VI to deposit of **INTERNAL MARKS**

3. Clearance from CDC regarding deposit of Sports Fees, NSS Fees & Subject Fees.

Tentative date of 1st Semester BBA / BCA (Regular & Back-2019) Examination, 2020
Theory & Practical Examination – 27.09.2021 to 30.09.2021

FEES TO BE COLLECTED:

1. Examination Fees   -   Rs. 500/-

   for Back appearance Examination fee Rs. 100/- per Paper if the candidate applied for less than 50% of the total number of papers, full Examination fee to be paid by the candidate if the number of papers 50% or more than that.

2. Centre Charges   -   Rs. 100/- (to be retained by the Colleges)
3. Enrollment fees   -   Rs.   50/-
4. Fees for Supervision   -   Rs.   20/-
5. Fees for Marks   -   Rs.   100/-
6. Additional Centre Charges   -   Rs.   50/-(Applicable for the first three (Regular & Back) Admission Batch Students)
7. Late Fees   -   As applicable
8. Online utilization fees   -   Rs. 50/- (to be deposited to **CSC – SPV**) **in online**
   (Service charge to CSC – SPV)

The Centre Charges so collected may be kept by the Principal / Director to be handed over to the Centre Superintendent of concerned examination to meet the Centre Expenses. The balance unspent amount may 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 purpose.

DEPOSIT OF FEES:

The fees so collected may be credited to the General Fund Account of the University in shape of consolidated Bank Draft (separately) in favour of **COMPTROLLER OF FINANCE**, Utkal University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Code No. 2135 Utkal University. Care should be taken to affix the College Seal, to write the College Code and Name of the Examination in the back side of the Draft, **Excess amount paid if any will not be adjusted or refunded.**

ONLINE FORM FILLUP DATED FOR BBA / BCA 1ST SEMESTERE (REGULAR) EXAMINATION, 2020

Name of the Examination & Year	Without Fine Date	With Fin e of Rs. 50/- Date	With Fin e of Rs. 200/- Date
BBA & BCA (2020 A.B)	26.08.2021 to 04.09.2021	06.09.2021 to 08.09.2021	09.09.2021 to 14.09.2021

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DATE OF SUBMISSION OF APPLICATION FORMS AND BANK DRAFT BY THE COLLEGE:

The last date for submission of Account Statement (Three Copies) Draft, Alphabetical Lists (Three Copies) and other documents complete in all respect at the University Office are given below. Separate Draft for BBA / BCA Examination will be accepted. Consolidated draft for both the subject will not be entertained.

FOR 1ST SEMESTER BBA / BCA (REGULAR) EXAMINATION, 2020 (2020 A.B)

Date of Receiving of forms / documents without fine / with fine of Rs. 50/- & fine of Rs.200/-	Time	College New Code (generated) online
16.09.2021	10.30A.M. to 4.30 P.M.	1031, 1032, 1033, 1034, 1035, 2036, 2071, 2072, 2073, 2074, 2075, 2076.
17.09.2021	-do -	2077, 3041, 3042, 5031, 6031, 7041, 7042, 8061, 8062, 8063, 9039, 9049.
18.09.2021	-do -	9051, 9052, 9055, 9065, 9066, 9078, 9111, 9112, 9113, 9114, 9115, 9116.
20.09.2021	-do -	9117, 9119, 9120, 9121, 9122, 9123, 9124, 9125, 9126, 9127, 9128, 9129.
21.09.2021	-do-	9130, 9131, 9132, 9133, 9134, 9135, 9136, 9137, 9138, 9139, 9140, 9141.
22.09.2021	-do -	9142, 9143, 9144, 9145, 9146, 9147, 9148.

PREPARATION OF ALPHABETICAL LIST:-

Alphabetical list generated through online mode and hard copy to be submitted to the Examination – II unit.

DOCUMENTS TO BE SUBMITTED:-

(a) Affiliation letter Copy (Admission Batch wise) is mandatory at the time of submission of the Application forms in the University.
(b) Forwarding Letters signed by the appropriate authority
(c) Bank Draft and a tallied account statement three copies.
(d) Three copies of Alphabetical List be deposited (hard copy) with signature & office seal
(e) **INTERNAL MARKS** submitted through online mode by the College from Examination Confidential – VI Unit (a hard copy certified by the head of office.)
(f) Clearance Certificate of **Sports Council, CDC & NSS.**

IMPORTANT INSTRUCTIONS:-

(a) Enrollment in 1st Semester / Term End Examination of BBA / BCA Course is mandatory for candidates. Those who have not enrolled in 1st Semester / Term End Examinations shall not be

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permitted to sit for the subsequent examinations as per the regulation decision of the Academic Council.

(b) At the time of online filling up from the students ensure that all the above points of the application form be filled up carefully.

(c) Excess number of students admitted beyond the affiliated strength will not be accepted. Similarly the statement in respect of the subject, faculty, & without affiliation letter, will not be accepted and the same will be stand cancelled automatically without further correspondence.

You are further, requested to circulate it among all concerned and to depute your staff in charges of the examination for seeking clarification if any regarding this and to collect necessary forms and Account Statement forms from the Section, Examination-II Unit on any working days.

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

Online Form Fill up instruction

Submission of the online form please visit following link

www.utkaluniversity.nic.in
http://utkal–lokaseba–odisha.in

Technical Helpline:

To be contacted only during office hours i.e. (10.00 A.M. to 5.00 P.M.) on working days only.

1. **CSC Helpline No. 9692958088**
2. e mail – **utkal.helpline@gmail.com**
3. Controller of Examinations (mail id **coe@utkaluniversity.ac.in**

Yours faithfully,

CONTROLLER OF EXAMINATIONS

Memo No. Ex-II/BCA & BBA/75/E-_10539 (11)_ /2021,   Dated:-___19-08-21___ /
Copy forwarded to the:-

1. Asst. Programmer, Examination Computer Cell, Utkal University;
2. Secretary to Vice Chancellor, Utkal University;
3. P.A. to Registrar, Utkal University;
4. Steno to Controller of Examinations, Utkal University a n d
5. Section Officer, EC-IV / EC-VI / Cash Unit / Superintendent, Diary, Sports Council / Academic Section / Affiliation Unit, Utkal University for information and necessary action.

CONTROLLER OF EXAMINATIONS