



## OFFICE OF THE CONTROLLER OF EXAMINATIONS

FAKIR MOHAN UNIVERSITY

Vyasa Vihar, Balasore -756019, Odisha, India

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Letter No.: Exam-II-A-6/2021/ 304 /FMU

Date 22-02-2021

From

**The Controller of Examinations**

Fakir Mohan University, Balasore-756019.

To

**The Principal,**

Balasore Law, Balasore / Bhadrak Law, Bhadrak / ICSS College, Bhadrak

Sub: Filling up forms of all Odd Semester Examinations-2020

(7<sup>th</sup>, 5<sup>th</sup>, & 3<sup>rd</sup> Sem. B.A. LL.B (H), LL.B/LL.M (Reg. /Back) Examinations-2020)

Sir,

You are requested to forward the application forms, prescribed fees and other connected documents in support of the students of your college for their admission into the aforesaid Examinations as per instructions and guidelines furnished for different Examinations. **"Filling up forms for regular students in each Semester Examination is mandatory"**.

The student data of 2016-17, 2017-18, 2018-19 & 2019-20 admission batch must be sent in hard copy of filled in forms and other related documents along with fees in shape of Bank Draft shall be submitted to office of the undersigned.

*The student data of 2016-17 admission batch (Back) must be sent as per template avail in the college site and hard copy of filled in forms and other related documents along with fees in shape of Bank draft shall be submitted to the office of the undersigned.*

### 1. DOCUMENTS TO BE SUBMITTED BY THE COLLEGE

It is most important that the college in addition with other connected documents required for all University Examinations must submit:

- i. Application forms along with Admit card / Mark sheet of previous Examinations.
- ii. Forwarding letter.
- iii. Accounts statement (in duplicate).
- iv. Alphabetical list of students containing Name, Roll No., Regd. No., Subject to appear (in triplicate).
- v. **University UCO Bank Challan (consolidated) in respect of fees deposited**
- vi. Subject statement, Student Strength with requirement question Paper.
- vii. **Affiliation Order**
- viii. Registration receipt (Photo copy).
- ix. **Internal marks of said Examination.**
- x. Form of undertaking whose result has been withheld without which the application forms will not be accepted and the college Authority will be fully responsible to any loss that may cause to the student if deprived of appearing the examinations.
- xi. Photo Roll Sheet arranged in order of Alphabetical List.
- xii. Application forms for Regular / 1<sup>st</sup> Back/ 2<sup>nd</sup> Back etc. be submitted separately.

S. Panda

22/2/21

2. **FEES TO BE COLLECTED:** -

1.	Examination Fees	-Rs.500
2.	Centre Charge	-Rs.250
3.	Enrolment Fees	-Rs.50/-
4.	Fee for marks	-Rs.50/-
5.	Supervision Fees	-Rs.50/-
6.	Fee for Coding	-Rs.25/-
7.	Free for Computer	Rs.50/-
8.	Admit Card	-Rs.10/-

**NB:- The centre charges and practical fees which are to be collected from the students are to be retained by the Principal / Centre Superintendent of the college to meet the centre expenses and conduct of practical examinations. The College must submit the certificate as per the proforma provided with respect to expenditures made within one month from the completion of the Exam and refund the unspent balance if any to the university.**

The fees so collected may please be credited through online collection module of F. M. University in UCO Bank Link <https://smartpay.ucoonline.in> or through Bank Draft drawn in favor of Fakir Mohan University Examination Fund payable at UCO Bank, NUAPADHI Branch (For UCO Bank) and payable at Balasore (for other Nationalized Bank).

3. **LAST DATE FOR SUBMISSION OF FORMS:** -

- Without late fine : -16.03.2021
- With late fine of Rs.150/- : -18.03.2021
- With late fine of Rs.250/- : -20.03.2021
- With late fine of Rs.750/- : - Up to clear 21 days prior to commence of the Examinations

**Date of submission of forms at University – 22. 03.2021**

- The name of the examination should be clearly mentioned on the back side of the Bank Draft.**
- The Principal/ HOD/ C.S. may fix up date for filling up forms at the College as per their convenience so that forms, completed in all respect can be deposited in the University office on or before the dates stated.
- No forms will be accepted beyond above the dates although the Consolidated Bank Draft Challan has been made earlier.

you are requested to submit the certified bills and vouchers (if not submitted) of previous Semester Examinations at the time of submission of documents and filled up forms for existing Semester Examinations.

You are therefore, requested to circulate it among the students and depute your Staff-in-Charge of Examination for clarification, if any, regarding this and to collect necessary forms and format from the University.

  
**CONTROLLER OF EXAMINATIONS**

**Memo No:** 305

**FMU**

**Date:** 22-02-2021

Copy forwarded to PA to Vice-Chancellor /Steno to Registrar/ Chairman, PGC / Comptroller of Finance / COE/All Sections / Notice Board /TCS, ion/ Officer-in-Charge University Website/ Guard File for information and necessary action. The Officer-in Charge, University Website is requested to upload the Form fill up Notification in the University Website.

  
**CONTROLLER OF EXAMINATIONS**

