



## OFFICE OF THE DY CONTROLLER OF EXAMINATIONS-II

### FAKIR MOHAN UNIVERSITY

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Letter No.: Exam/DDCE/03D-01/Form fillup/2019/ 587 /FMU

Date: 18.02.2019

From

**Dy. Controller of Examinations-II  
Fakir Mohan University, Balasore-756019**

To

The Director, Non-Collegiate & DDCE,  
F.M. University, Balasore.

Sub : Filling up Forms for the following NCP/Distance Mode Exams-2019.

1. 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Year B.A./ B. Com (Regular & Back) Exams-2019 (NCP & Distance Mode)
2. Annual BLIS (Regular) Exams -2019 (NCP & Distance Mode)
3. 1<sup>st</sup> & 2<sup>nd</sup> Year B.Ed. Exams -2019 (Regular & Back) (NCP & Distance Mode)

You are requested to forward the application forms, prescribed fees and other connected documents in support of the students of your College/Institution for their admission into the aforesaid Examinations as per instructions and guidelines furnished for different examinations.

**The said Examinations are scheduled to be held from 3<sup>rd</sup> week of May-2019**

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

It is most important that the College in addition to other connected documents required for all University examinations must submit.

- i. Application forms alongwith admit card / mark sheet of previous examinations and forwarding letter.
- ii. Accounts statement (in duplicate)
- iii. Alphabetical list with name of the candidate in both English and Odia, Roll No, Regd. No., and subject to appear (Triplicate)
- iv. Bank Challan Consolidated for each date.
- v. Subject statement with required of questions (in duplicate)
- vi. Affiliation Order / Agreement Paper and their sanctioned strength.
- vii. Registration receipt (Xerox copy)
- viii. Internal Marks of said Examinations.
- ix. Course fees clearance from DDCE. F.M. University, Balasore.
- 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 of deprived of appearing the examinations.
- xi. Application forms for Regular / 1<sup>st</sup> Back / 2<sup>nd</sup> Back etc. to be submitted separately.

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

- |                       |                                  |
|-----------------------|----------------------------------|
| i. Examinations Fee   | - Rs.500/- (P.G. & BLIS Courses) |
| ii. Examinations Fee  | - Rs.300/- (B.A. / B.Com. Pass)  |
| iii. Examinations Fee | - Rs.400/- (B.A. / B.Com. Hons)  |
| iv. Centre Charge     | - Rs.300/-                       |
| v. Enrollment Fee     | - Rs.50/-                        |

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- |       |                             |   |
|-------|-----------------------------|---|
| vi.   | Fee for marks               | - Rs.50/-   |
| vii.  | Supervision Fee             | - Rs.50/-   |
| viii. | Coding Fee                  | - Rs.25/-   |
| ix.   | Admit card Fee              | - Rs.10/-   |
| x.    | Additional Centre Charge    | - Rs.100/-  |
|       |                             | (Three consecutive semester from first appearance ) |
| xi.   | Practical Fee               | - Rs.100/- (Practical based courses)                |
| xii.  | Original Certificate Fee    | - Rs.500/-  |
| xiii. | Provisional Certificate Fee | - Rs.100/-  |

N.B. : The Principals/Directors are required to deposit the above stated fees alongwith center charges at the University.

3. **Late Enrollment Fee (P.G. Course) -Rs.800/-before the form fillup** (Separate Bank Draft)  
**Late Enrollment Fee (U.G. Course) -Rs.700/-before the form fillup** (Separate Bank Draft)

4. **LAST DATE FOR FILLING UP OF FORMS :**

- |    |                                    |  |
|----|------------------------------------|--|
| a. | Without late fine                  | : 22.04.2019   |
| b. | With late fine Rs. Rs.150/-        | : 26.04.2019   |
| c. | With late fine of Rs.250/-         | : 30.04.2019   |
| d. | With late fine of Rs.750/-         | : Up to clear 21 working days prior to the Commencement of Examination |
| e. | <b>With late fine of Rs.1000/-</b> | : Up to clear 7 working days prior to the Commencement of Examination  |

**Date of submission of forms Late Enrollment 20.04.2019**

**Date of submission of forms for a, b, c: - 05.05.2019.**

5. **Fines are charged as per the date at actual submission of forms for d & e.**

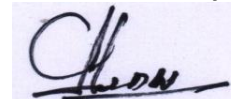
The fees so collected may be credited to the University in shape of Bank Draft (crossed) by any Nationalized Bank payable at Balasore/ Bank Challan A/C No-12910100175611 (UCO, Bank Nuapadhi Branch(for UCO Bank) and payable at Balasore( for other bank). The form for late enrollment should be submitted Examination wise with separate forwarding letters. The name of the Study Centre should be clearly indicated on the back side of the challan.

6. **The Principal/Director may fix up date for filling up forms at the College as per their convenience so the forms, completed in all respect can be deposited to the Office of the Undersigned on or before the dates stated above.**

7. **The College must have to fill up Registration Number and category of the candidate on the alphabetical list otherwise**

You are therefore, requested to circulate it among the students and depute your Teacher/ Staff-in-charge of Examinations for seeking clarification, if any, regarding this and to collect necessary forms and formats form the University.

Yours faithfully,

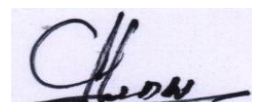


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**Date : 18.02.2019**

**Memo No : 588 /FMU**

Copy forwarded to P.A. to Vice-Chancellor / Director, DDCE / Registrar/ Controller of Examinations/ Comptroller of Finance/Officer-in-charge website in University/ Notice Board/Guard File for necessary action.



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