



OFFICE OF THE DY CONTROLLER OF EXAMINATIONS-II

FAKIR MOHAN UNIVERSITY

Vyasa Vihar, Balasore –756019, Odisha, India

Tele Phone -06782-275856(O)

E-mail: dycoe2fmu@gmail.com Website: www.fmuniversity.nic.in

No. Exam/MBBS/Form fillup/2019/589 /FMU

Date : 18.02.2019

From

Dy. Controller of Examinations-II

Fakir Mohan University, Balasore

To

The Dean & Principal,

Fakir Mohan Medical College & Hospital,

Balasore -756001

Sub: Filling up forms for MBBS 1st Year Exam-2019.

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 Examination as per instructions and guidelines furnished for different examinations. " **Filling up forms for regular students in each Semester Examination is mandatory.**"

The dates of commencement of the said Examination will be notified with reference to the Examination Calendar **2018-2019**.

1. DOCUMENTS TO BE SUBMITTED BY THE DEPTT.

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

- i. Application forms along with Admit Card / Mark Sheet of previous Examinations. (Not for 1st Sem./1st year)
- ii. Forwarding letter.
- iii. Accounts statement date wise (in duplicate).
- iv. Alphabetical list of students containing Name, Roll No., Regd. No., Subject to appear (in triplicate).
- v. University **UCO Bank Challan (consolidated)**.
- vi. Subject statement, Student Strength with requirement question Paper.
- vii. Registration receipt (Xerox copy).
- viii. **Internal marks of said Examination.**
- ix. Course fees clearance.
- x. Affiliation/Recognition letter
- xi. Form of undertaking whose result has been withheld without which the application forms will not be accepted and the concerned authority will be fully responsible for any loss that may cause to the student if deprived of appearing the said examinations.

2. FEES TO BE COLLECTED:-

Regular Courses

- | | | |
|------|-----------------|------------|
| i. | Examination Fee | - Rs.400/- |
| ii. | Fee for Marks | - Rs.50/- |
| iii. | Coding Fee | - Rs.25/- |
| iv. | Enrolment Fee | - Rs.50/- |
| v. | Computer Fee | - Rs.50/- |

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|-------|--------------------------|--|
| vi. | Admit Card Fee | - Rs.10/- |
| vii. | Supervision Fee | - Rs.50/- |
| viii. | e-valuation Fee | - Rs.15/- |
| ix. | Additional Centre Charge | - Rs.100/- (only for new centers /Subjects up to first three additional batch /First three semester) |
| x. | Centre Charge | - Rs.250/- (To be Retained by the Centre) |
| xi. | Practical Exam | - Rs.100/- (To be Retained by the Centre)
Rs. 1100/- |

N.B. The Centre Charges of **Rs.250/- & Rs.100/-** are to be retained by the **Head/ Centre Superintendent** of the concerned Programme of the College to meet the Centre Expenses as per University norms.

*** The Bills and Vouchers are to be submitted within one month from the date of completion of the said Examination.**

3. LAST DATE FOR SUBMISSION OF FORMS:-

- | | | |
|----|------------------------------------|---|
| a. | Without fine | :- 15.05.2019 |
| b. | With late fine of Rs.150/- | :- 20.05.2019 |
| c. | With late fine of Rs.250/- | :- 24.05-2019 |
| d. | With late fine of Rs.750/- | :- Up to clear 21 working days prior to the Commencement of Examination |
| e. | With late fine of Rs.1000/- | :- Up to clear 7 working days prior to the Commencement of Examination |

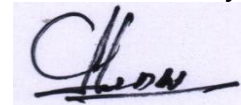
Date of submission of forms for a, b, c: -30-05-2019.

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

4. The fees so collected excluding the Centre Charges may please be credited to the University in shape of **Consolidated Bank Challan (not student wise)** drawn on **UCO Bank, in the Exam. Fund A/C No.12910100175611, FAKIR MOHAN UNIVERSITY, VYASA VIHAR, BALASORE**”.
5. **Cash Receipt / Bank Deposit slip shall not be entrained in this matter.**
6. Bank Challan should be drawn in between the dates of notification and date of final submission the name of the examination and fees should be clearly mentioned on the Bank Challan.
7. The Dean & Principal/ Centre Superintendent may fix up date for filling up forms at the College as per your convenience so that forms, completed in all respect can be deposited to Office of the Undersigned on or before the dates stated above.
8. **No forms will be accepted beyond above the dates although the Bank Challan has been made earlier.**

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

Yours faithfully

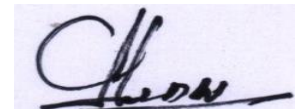


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Memo No: 590 /FMU

Date: 18.02.2019

Copy forwarded to PA to Vice-Chancellor / Registrar/ Chairman PGC /Controller of Examinations/ Comptroller of Finance /Controller of Exams/ e. dispatch section/ Notice Board / Guard File for information and necessary action.



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