



# OFFICE OF THE CONTROLLER OF EXAMINATIONS

FAKIR MOHAN UNIVERSITY

Vyasa Vihar, Balasore -756019, Odisha, India

Telephone -06782-275856(O)

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

Letter No.: Exam-II-D -4/2021/ 4392 /FMU

Date 16-11-2021

From

The Controller of Examinations

Fakir Mohan University, Balasore-756019.

To

The Principal,

ABA, College, Balasore/RJSMS, College, Balasore/ Microsolution Computer Academy, Balasore/  
BITS, College, Balasore/ Kalam College, Soro, Balasore/ Unipower College of Bus. Mgt., Bhadrak/  
Eminence, College, Bhadrak

Sub: Submission of fees, forms & other connected documents for BBA & BCA 4<sup>th</sup> Sem. (Reg & Back) Examinations-2021

Sir / Madam,

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 below.

The commencement of the examination is tentatively scheduled to be held from last week of the December-2021.

### FEES TO BE COLLECTED: -

- |    |                   |   |
|----|-------------------|---|
| 1. | Examination Fees  | -Rs.400                                 |
| 2. | Centre Charge     | -Rs.250- (To be retained by the Centre) |
| 3. | Enrolment Fees    | -Rs.50/-                                |
| 4. | Fee for marks     | -Rs.50/-                                |
| 5. | Supervision Fees  | -Rs.50/-                                |
| 6. | Fee for Cording   | -Rs.25/-                                |
| 7. | Fee for Computer  | Rs.50/-                                 |
| 8. | Admit Card        | -Rs.10/-                                |
| 9. | Fee for Practical | -Rs. 100/-                              |

N.B

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).

*SPM*

*J. S. 16/11/21*

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

- a. Without late fine : -25.11.2021
- b. With late fine of Rs.150/- : -26.11.2021
- c. With late fine of Rs.250/- : -29.11.2021
- d. With late fine of Rs.750/- : - Up to clear 21 days prior to commence of the Examinations

**Date of submission of forms at the University for – 02.12. 2021.**

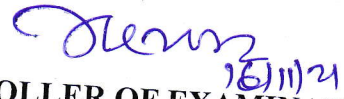
**DOCUMENTS TO BE SUBMITTED BY THE COLLEGE at the time of submission of hard copy of the Examination form**

It is most important that the college, in addition to other connected documents required for all University Examinations, must submit these documents in the following order;

1. Application form along photo copy with the previous Exam. Admit card or Mark Sheet (Only for Back Students)
2. Forwarding letter
3. Bank Draft(consolidated)
4. Accounts statement (in duplicate)
5. Subject statement (in duplicate)
6. Affiliation order categorically for different streams and their. Excess number of students admitted beyond the affiliation strength will not be accepted. Similarly, the enrolment of students in respect of subjects / faculty without affiliation order will not be accepted and if such type of cases detected later on, the same will stand cancelled without further correspondence and the University Authority will not be held responsible for any loss than may cause to the students.

You are therefore, requested to circulate it among the students and depute your staff in - charge of Examination for seeking clarification, if any, and to collect necessary forms from the University general store on any working days.

Yours faithfully

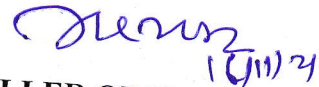


**CONTROLLER OF EXAMINATIONS**

Dt. 16-11-2021

Memo No. 4393 /FMU

Copy forwarded to PA to Vice-Chancellor / Registrar / Comptroller of Finance / All Sections / Notice Board / Guard File for information and necessary action.



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Dt. 16-11-2021

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Copy forwarded to Officer – in –Charge, University Website for information and necessary action.



**CONTROLLER OF EXAMINATIONS**

