



**OFFICE OF THE CONTROLLER OF EXAMINATIONS-II  
FAKIR MOHAN UNIVERSITY**

Vyasa Vihar, Balasore –756019, Odisha, India

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**Letter No.:** Exam/ II-A-6/2022/ 6474 /FMU

**Date:** 18-07-2022

**From:** - The Controller of Examinations

Fakir Mohan University, Balasore-756019.

**To**

**The Principals,**

ABA/ RJSMS/ BITS/ MCA/UNIPOWER/EMINENCE Colleges of Balasore and Bhadrak

(Affiliated Colleges under Fakir Mohan University, Balasore.)

**Sub:** Filling up forms of 3<sup>rd</sup> Semester Examinations BBA/ BCA/BSW (Reg. /Back) Examinations-2021

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 to the 3<sup>rd</sup> Semester Examinations BBA/ BCA/BSW (Reg. /Back) Examinations-2022 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 through MNR along with filled in forms and other related documents and fees to be deposited in shape of Bank Challan shall be submitted to office of the undersigned.as per scheduled

The dates of commencement of the said Examinations will be notified with reference to the Examination Calendar 2021-2022.

**2. 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/ Agreement paper and their strength.**
- viii. Registration receipt (Photo copy).
- ix. **Internal marks of said Examination.**
  - x. Sports fees clearance.
  - xi. 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.
  - Xii Photo Roll Sheet arranged in order of Alphabetical List.
  - Xiii Application forms for 1<sup>st</sup> Semester students.

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

**A. Regular Courses:**

i.	Examination Fees	-Rs.400
ii.	<b>Centre Charge</b>	<b>-Rs.250- (Retained by the Centre)</b>
iii.	Additional centre Charge	-Rs.100/- (For first three appearance)
iv.	Enrolment Fees	-Rs.50/-
v.	Fee for marks	-Rs.50/-
vi.	Supervision Fees	-Rs.50/-
vii.	Fee for Cording	-Rs.25/-
viii.	Free for Computer	Rs.50/-
ix.	Admit Card	-Rs.10/-
x.	Free for Practical	-Rs.100/- (Retained by the Center)

**N. B. The Centre Charges and practical Examination fee are to be retained by the Principal / HOD/ C.S. of the concerned Programme of the College/ Department to meet the Centre Expenses as well as conduct of practical Examinations as per University norms. The Bills and Vouchers must be submitted within one month from the date of completion of the said Examination. And also refund the unspent amount if any to the University**

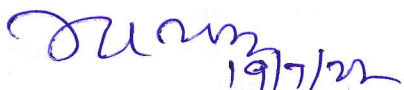
3. **LAST DATE FOR SUBMISSION OF FORMS:** -

- a. **Without late fine** : -30.07.2022  
b. **With late fine of Rs.150/-** : -02.08.2022  
c. **With late fine of Rs.250/-** : 04.08.2022

**Date of submission of forms for "a", "b" "c" :-06.08.2022**

4. The fees so collected excluding the Centre Charges and practical Examination fee may please be credited to the University in shape of consolidated Bank Challan (UCO Bank, FMU Branch, Nuapadhi, Balasore. Exam Fund A/C No: 175611) / Bank Draft drawn on any Nationalized Bank (crossed), in favour of the "F. M. University Examination Fund", payable at Balasore.
5. **Bank Draft should be drawn in between the dates of notification and date of final submission & the name of the examination should be clearly mentioned on the back side of the Bank Draft.**
6. 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.
7. No forms will be accepted beyond above the dates although the Consolidated Bank Draft Challan has been made earlier.


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.

  
19/7/22  
**.CONTROLLER OF EXAMINATIONS**

**Memo No: 6475 / 2022** FMU

**Date: 18-07-2022**

Copy forwarded to PA to Vice-Chancellor /Steno to Registrar/ Chairman, PGC / Comptroller of Finance / All Sections / Notice Board / 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.

  
19/7/22  
**CONTROLLER OF EXAMINATIONS**