

Acad.1-1/2015 No. 1542/UUC

Dtd. 21.6.16

**NOTIFICATION**

As per Sub-Statute 48(2), Chapter-II of Utkal University of Culture First Statutes, 2001, it is mandatory on the part of each student seeking to appear at any examination of the University, to get his/her name registered with the University. No candidate can appear at any examination of the University without having his/her name entered in the Register of Students on payment of prescribed fees.

The Notification No.1453/UUC, dtd.02.06.2016 regarding Non-Negotiable Academic Calendar for 2016-17 has been communicated to the Principals of all affiliated colleges and all concerned vide this office Memo No.1455/UUC dtd.02.06.2016. **The affiliated colleges are to submit the filled-in Form of Registration of Students (previously Return of Matriculates form) by 30.08.2016 positively. No extension of time shall be given beyond 30.08.2016.** If the Form of Registration of Students is not received by the due date, it will be presumed that no admission is made for the current session i.e. 2016-17.

However, as per the University Statute, Migration Certificates of students migrated from other Universities/Boards are to be submitted within three months from the last date of admission positively. This provision is there keeping in view the inconveniences faced by the migrated students in bringing the Migration Certificates from the Universities/Boards from which they have migrated. Migration Certificates will not be accepted by the University under any circumstance beyond the stipulated date. **The Migration Certificates which are not submitted along with the Form of Registration must be submitted directly to the Registrar, Utkal University of Culture.**

Every affiliated college should maintain a long roll Register keeping detailed information of students including their addresses, telephone numbers, photographs and percentage of marks secured in qualifying degree examination(s) (for P.G. students). No college can admit students into P.G. level courses (except MPA & MVA) securing less than 45% marks for general students and 40% marks for SC/ST students in qualifying degree examinations. Students who have taken admission having less than 45% or 40% of marks, as the case may be, shall stand cancelled automatically.

(Contd...P/2)

The Principals are required to submit the Form of Registration of Students both in soft copy (CD) and hard copy form to the "Registrar, Utkal University of Culture". The form of Registration of students must be supported with the following documents :

- (i) Copy of H.S.C. Certificate
- (ii) Copy of qualifying examination certificate
- (iii) Copy of Mark-sheets of qualifying examination (for P.G. level course)
- (iv) Original Migration Certificate (except students of C.H.S.E.)
- (v) Copy of Pages of Admission Register showing the name of the students duly countersigned by the Principal.
- (vi) Requisite Registration Fee @ Rs.100/- (Rupees One Hundred) for students of CHSE/@ Rs.150/- (Rupees One Hundred Fifty) per student(s) other than CHSE.

By order of Vice Chancellor

*J.P.*  
21/6/16

**REGISTRAR**

Memo No. 1543/UUC

Dtd. 21.6.16

Copy along with copy of the guideline and Form of Registration of Students forwarded to the Principals of all affiliated Colleges under Utkal University of Culture/Head, P.G. Teaching Departments, Utkal University of Culture for information and necessary action.

*J.P.*  
21/6/16

**REGISTRAR**

Memo No. 1544/UUC

Dtd. 21.6.16

Copy to the Comptroller of Finance/Controller of Examinations/Examination Section/Academic Section/Accounts Section/Establishment Section/P.G. Central Office for information and necessary action/Data Entry Operator for uploading the notification in the University website.

*J.P.*  
21/6/16

**REGISTRAR**

Memo No. 1545/UUC

Dtd. 21.6.16

Copy to Steno to Vice Chancellor for favour of kind information of the Hon'ble Vice Chancellor.

*J.P.*  
21/6/16

**REGISTRAR**

## GUIDELINES

1. The name(s) of the students who joined this University for the first time only are to be entered in the FORM OF REGISTRATION OF STUDENTS.
2. The students who have passed the Council of Higher Secondary Education Examination (+2), Odisha shall have to pay registration fee of Rs.50/- (fifty) and the recognition fee of Rs. 50/- each i.e. Rs.100/- (one hundred) for each category of students. Similarly students of other universities shall have to pay registration fee of Rs. 150/- (Rupees one hundred fifty) only to be deposited with the University at the time of the submission of FORM OF REGISTRATION OF STUDENTS.
3. The name of the students coming from other Universities Boards are to be entered in separate sheets of the return which shall be accompanied with a statement in the prescribed form showing the particulars regarding admission of such students. In this connection, recognition of their qualifying examination by this University should be checked up prior to their admission into the college.
4. Students passing from other recognized Universities or Boards other than C.H.S.E.(O) either outside or within the state of Odisha will submit Migration Certificates and the same should be attached along with the return. A list of students submitting Migration Certificates referring to their respective serials in the return should be sent along with the return. It is required to send the Migration Certificates of the students of other universities admitted to the institution at the same time within the prescribed date. The name of the student will not be registered unless the Migration Certificate is received.
5. The sanction strength of your college may be indicated subject wise while submitting the FORM OF REGISTRATION OF STUDENTS.
6. The detailed statement of Accounts towards the fees paid for the purpose should be submitted along with FORM OF REGISTRATION OF STUDENTS.

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