

# UTKAL UNIVERSITY OF CULTURE

SANSKRUTI VIHAR, MADANPUR, BHUBANESWAR-752054

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No.Exam./ 5176 /UUC

Dated. 25.3.17

From

Sri Manindra Kumar Panigrahi, OES-I  
Controller of Examinations.

To

Dr. Suchitra Das,  
Co-ordinator,  
Jain Chair & Tamil Chair,  
Utkal University of Culture.

Sub: Submission of the application and examination fees for the Six-month Certificate courses of **Jain Religion & Philosophy** and **Tamil Language** (January-June batch) Examination- 2017.

Sir,

I am directed to inform you that filling up of Examination Forms for the Six Months Certificate Courses of Jain Religion & Philosophy and Tamil Language (January-June batch) Examination- 2017 shall be conducted as per the following terms and conditions.

1. **Date of Form Fillup**
  - a. **Last** date of filling up of Examination Form **without fine** 10.4.2017
  - b. **Last** date of submission of filled in Examination forms alongwith all required documents **without fine** in the University. 12.4.2017
  - c. **Last** date of filling up of Examination Form **with fine of Rs. 100/-** 17.4.2017
  - d. **Last** date of submission of filled in Examination Forms alongwith all required documents **with fine of Rs.100/-** in the University. 19.4.2017
  - e. **Last** date of filling up of forms **with a fine of Rs. 500/-** under Tatkal Scheme. 24.4.2017
7. **Last** date of submission of filled in Examination Forms alongwith all required documents **with fine of Rs.500/-** 26.4.2017

**(The University Departments are required to fix up their dates of Form Fillup at their level).**

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1. Eligibility – Eligibility criteria for enrolment to the Examination shall be as per the provisions of the Regulation/Act/Statute of the University.
2. **Filling up of Examination Forms for all Semester Examinations is compulsory.**
3. The following shall be the fees to be collected from the eligible candidates alongwith their examination forms.

**(A) Fees for Certificate Course of Jain Religion and Philosophy**

(a)	Fees for application form	Rs. 50.00
b.	Examination fees	Rs. 200.00
c.	Centre charge	Rs. 200.00
d.	Re registration fees	Rs. 50.00
e.	Fees for Marksheet-cum-Provisional Certificate	Rs. 100.00
f.	Original Certificate	Rs. 300.00
g.	Late fee (If applicable)	Rs. 100.00
h.	Tatkala fee (If applicable)	Rs. 500.00

**(B) Fees for Certificate Course of Tamil Language**

(a)	Fees for application form	Rs. 50.00
b.	Examination fees	Rs. 100.00
c.	Centre charge	Rs. 200.00
d.	Re registration fees	Rs. 50.00
e.	Fees for Marksheet-cum-Provisional Certificate	Rs. 100.00
f.	Original Certificate	Rs. 300.00
g.	Late fee (If applicable)	Rs. 100.00
h.	Tatkala fee(If applicable)	Rs. 500.00

The candidates who will appear the Improvement/Back Examination in any paper/papers shall have to pay full examination fees for the semester concerned.

You are therefore requested to take necessary steps for filling up of examination application forms by the eligible candidates, who have required percentage of attendance for appearing the Examination concerned. The application forms alongwith the following documents are to be submitted in the University counter on the stipulated dates.

1. Xerox copy of Original HSC/or equivalent certificate to be attached to the examination form for verification of date of birth and name.
2. Xerox copy of certificate of the qualifying examination to be attached to the examination form.
3. Two attested pass port size photo graphs /clearance certificate in respect of all dues/ Xerox copy of Registration receipt/Xerox copy of admit card/marksheet of last year examination in case of appearing back paper to be attached to the examination application form.
4. The candidates desirous of filling up the forms for appearing back/repeat papers shall have to submit the marksheet of the last examination in original.

5. The alphabetical list of candidates in triplicate in the prescribed proforma (copy enclosed) to be prepared name wise and not surname wise for the candidates appearing 1<sup>st</sup> Semester examination (submit separate alphabetical list of failed and absentee candidates of the previous year Roll No. wise for verification at this end). The alphabetical list for subsequent Semester Examinations shall be prepared Roll No. wise. Hard copy of the alphabetical list may also be submitted in form of CD/DVD.
6. Fees so collected may please be deposited in shape of bank draft drawn in favour of "Utkal University of Culture" to be payable at United Bank of India, Market Building, Bhubaneswar which may be submitted alongwith the examination application forms.
7. The details of fees paid may be submitted in the prescribed statement of account format in triplicate. (Copy enclosed)
8. Xerox copy of the notification of granting up to date affiliation to the Institution is to be submitted alongwith the examination forms. Without University affiliation no candidate is permitted to appear the above examination.
9. Statement showing requirement of question papers in each subject/paper of the examination.

**You are further requested to verify the application forms minutely and put your seal and signature with date and furnish the certificate on the body of the application i.e "Verified". The verifying officer will be held responsible for any irregularity made on the eligibility of the candidates while filling up of forms for the above examinations and for any erroneous entry of information.**

Yours faithfully,

*M. P. Jha*  
25/3/17  
Controller of Examinations.

Memo No.Exam 5177/UUC

Dated. 25.3.17

Copy forwarded to

1. The Chairman, P.G. Council, UUC.
2. The Comptroller of Finance, UUC for information.
3. Steno to Vice-Chancellor and Steno to Registrar for kind information to V.C. and Registrar.
4. Notice Board/Website.

Yours faithfully,

*M. P. Jha*  
25/3/17  
Controller of Examinations.