



UTKAL UNIVERSITY OF CULTURE

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Exam No. 1104 /UUC Dt. 26-11-2025

NOTIFICATION

In pursuance of the order passed by the Vice- Chancellor, the Standard Operating Procedure (SOP) regarding form fill-up for Special Examination of left out students of all **PG courses** under Utkal University of Culture for the Academic Session 2019-20, 2020-21 and 2021-22 is enclosed herewith for information of all concerned colleges for taking timely action on priority basis.

Encl:- As above

Jnc
26.11.25
Controller of Examinations

Memo No. 1105 /UUC Dated 26.11.2025

Copy to :

1. HoD, PG Teaching Department, UUC, Bhubaneswar.
2. Principals of all affiliated Colleges having **PG Courses** for information and necessary action.
3. Comptroller of Finance for kind information.
4. Steno to Vice Chancellor/Registrar for kind information of Vice-Chancellor & Registrar.
5. Notice Board/Website for publication.

Jnc
26.11.25
Controller of Examinations

SOP for Special Examination of left out PG Students under Utkal University of Culture

(Academic Session 2019-20, 2020-21, 2021-22)

Sl. No	All Eligible PG Students of Semesters	Exam scheduled to be held in
1	1, 3	December-2019
2	2, 4	April-2020
3	1, 3	December-2020
4	2, 4	April-2021
5	1, 3	December-2021
6	2, 4	April-2022
7	1, 3	December-2022

NB:-*(Here eligible means, the students who could not appear their regular (01) and consecutive (2) Examination due to Corona Pandemic and have no further chance for form fill up.)

9. The form fill up shall be made in physical mode and the consolidated fees of all the left out eligible students shall be deposited through online mode by the Institution.
10. The eligibility criteria shall be duly verified and certified by the College Authority.
11. The fees for form fill up per Semester shall be **Rs.1800/-**.
12. The name of the Examination Centres shall be decided after form fill up considering the number of students.
13. The notification and SOP shall be uploaded in University Website, be sent to the Colleges through email, and be published in two Odia Daily News Papers and one English Daily News Paper at an interval of five days for wide publicity.
14. 45 days time shall be given for form fill up from the date of Notification and no further request for extension shall be entertained under any circumstances.
15. After receipt of the filled up forms from the Colleges, a Scrutiny Committee shall be constituted to scrutinise the forms and to verify the eligibility of the applicants from the previous records. The Committee shall be constituted including Controller of Examinations, four Ministerial Staffs of Exam. Section and two Group-D staffs.
16. As the work is to be done along with other routine Examination works and may be beyond office hours, the members of Scrutiny Committee shall be provided with refreshments during the period.

By order of the Vice- Chancellor



Controller of Examinations
Utkal University of Culture,
Bhubaneswar