



UTKAL UNIVERSITY
VANIVIHAR: BHUBANESWAR-4.

No. Ex-II/

7601

/2026

Date: 23.06.2026

From

The Controller of Examinations,
Utkal University

To

The principals of all +3 Degree Colleges affiliated under Utkal University;

Sub: Online Form fill-up and submission of Alphabetical List of students, fees deposit receipt and other required documents for **Under Graduate 4th Semester Regular Examination 2026**. This is applicable for the students admitted in the Academic Session 2024 A.B. under New Education Policy (NEP)-2020 of Utkal University.

Sir/Madam,

You are requested to forward the alphabetical list of students, prescribed fees and other connected documents in support of the students of your College/Institution for their 4th Semester (Regular) Examinations 2026 to be held in 3rd week of July 2026 for Under Graduate Programmes of Arts, Science & Commerce. The examination will be conducted as per the Regulation & Course Structure of National Education Policy (NEP)-2020. Before filling the forms following instruction may please be noted:

Important Instructions

- Colleges are requested to **update the titles/topics of Community Engagement, Field Work, and Internship** for the 4th Semester students of the 2024 Admission Batch.
- The online window for updating these details will remain open **until 20 July 2026**. No further extension will be granted beyond this date.
- Non-updation of the title/topic will not affect the regular form fill-up process. Students may complete their form fill-up even if the title/topic has not been updated. The title/topic can be updated subsequently before the closure of the updation window.
- Students who have not yet updated their **APAAR/ABC ID and Aadhaar Number** are required to do so immediately. Updating these details is mandatory. Without updating the APAAR/ABC ID and Aadhaar Number, the examination **form fill-up cannot be submitted** successfully.

The application forms for Under Graduate Programmes of 4th Semester students shall be filled-up through online. The following tentative date is scheduled to hold the examination:

1. **Tentative Date of Examination:** 4th Semester Regular Examination 2026: 3rd Week of July 2026
2. **The examination fees to be collected are:**

1	Examination fees	Rs.500/- (Major & Minor)
2	Centre Charge (to be retained by college)	Rs.150/-
3	Fees for Supervision	Rs.20/-
4	Fees for Enrolment	Rs.50/-
5	Practical Fee @ Rs.50/- per paper to be collected from the students and this may be retained by college for evaluation of Practical Examinations paper	Rs.50/- per paper
6	Additional Centre Charge (applicable for three consecutive admission batches of new subjects or new colleges)	Rs.50/-
7	Fees for Marks	Rs. 100/-
8	Late fee for examination form fill-up	Rs.200/- & Rs.500/-
9	Emergency Late Fee for examination form fill-up (prior to three days of Examinations)	Rs.2000/-

The Centre Charges so collected may please be kept by the principal to be handed over to the Centre Superintendent of concerned examination to meet the center expenses. The balance unspent amount if any may please be refunded to the University along with utilization certificate by the Superintendent of the examination soon after the examination is over. The voucher may be kept with the principal for audit purposes.

3. Deposit of Fees:

The fees so collected may be credited to the General Fund Account of the University in shape of online payment NEFT/RTGS in favour of Comptroller of Finance, Utkal University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar mentioning IFSC Code No. SBIN0002135 or through online payment by Utkal University Website link SBI Collect. The College seal, College code, and name of the examination should be mentioned on the backside of the receipt generated. Excess amount if paid by the college, this will not be adjusted or refunded.

4. Online Form Fill-up Dates for Under Graduate Programmes of 4th Semester (Regular) Examination, 2026 Under NEP-2020 to be held in 3rd Week of July-26.

Name of Examination & Year	Without Fine	With Fine of Rs. 200/-	With Fine of Rs. 500/-	Emergency Late fee of Rs. 2000/-
Under Graduate Programmes of 4th Semester Regular Examination 2026 (2024 A.B.) under NEP-2020	25.06.2026 to 02.07.2026	03.07.2026 to 06.07.2026	07.07.2026 to 10.07.2026	11.07.2026 to Prior to three days of practical Examination .

➤ Colleges must not refer students to the University for form fill-up after due date.

5. Date of submission of Fee deposit receipt, Accounts Statement by the College:

The last date for submission of Fee deposit receipt, Accounts Statement, Alphabetical list and other related documents etc. before the Utkal University is mentioned below against each without fine:

Date of Receiving of forms	Time	Name of the Districts	College Code
06.07.2026 TO 13.07.2026	11-00 A.M. to 04-00 P.M	Angul	1003 to 1021
	-do-	Cuttack	2001 to 2063
	-do-	Dhenkari	3002 to 3035
	-do-	Kendrapara	4002 to 4034
	-do-	Jagatsinghpur	5002 to 5019
	-do-	Jajpur	6003 to 6048
	-do-	Nayagarh	7002 to 7027
	-do-	Puri	8005 to 8047
	-do-	Khurda	9001 to 9090

If any of the above dates fall on holidays then the next working day will be automatically treated as last date for submission of forms, alphabetical list and Account Statement with Bank Draft for which separate notification will not be made to this effect.

6. Preparation of Alphabetical List:

- Different proforma, alphabetical lists already available in uuems nep portal be prepared carefully as per the instruction given to them earlier and the same hard copies may be submitted in the Examination-II Section of the Utkal University positively.
- The University Roll Number-cum-Registration Number of each candidate should be indicated against each of their names in the alphabetical list.
- All entries in the Alphabetical list be made in capital letters and the names of the candidates be carefully prepared without mistake. SC/ST/OBC/W/PH/VH candidates should be mentioned in the alphabetical list positively.

7. Documents to be submitted by the College:

- a. Recognition order of the Government
- b. Affiliation order from Utkal University whether it is temporary or permanent.
- c. Forwarding Letters, Payment Slip (two copies).
- d. Accounts Statement (Three copies).
- e. Fee Deposit Receipt (those who are paid through RTGS/NEFT).
- f. Payment receipt (those who are paid through SBI College online banking system).
- g. Alphabetical list.
- h. Clearance Certificate of Sports Council, CDC and NSS etc.

8. IMPORTANT INSTRUCTIONS:

- The Alphabetical list and related documents will be accepted from the College between 11.00 A.M. to 4.00 P.M. on the scheduled dates.
- Excess number of students admitted beyond the affiliation strength will not be accepted.
- Similarly, the statement in respect of subjects, without affiliation order will not be accepted and the same will stand cancelled automatically without further correspondence.
- The Account Statement with Bank Receipt, Alphabetical List of the students and other connected documents of 2024 A.B is to be submitted in the Examination-II Section.

N.B.: Recognition Order from the Government, Affiliation Orders of Utkal University (2024 Admission Batch) should be submitted at the time of submission of Alphabetical List. The receipt of the fees deposited towards Sports, CDC, NSS etc. should be submitted along with Alphabetical lists. You are requested to follow the above instructions scrupulously.

Yours faithfully,

Controller of Examinations

Date: 23.06.2026

Memo No. Exam-II/
Copy to:-

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/2026

1. The Chairman, P.G. Council, Utkal University;
2. The Director, CDC, Utkal University;
3. The Director, Sports Council, Utkal University;
4. The Professor-in-Charge, MSRC UU Press, Utkal University;
5. The Section Officer, Ex-I/Ex-III (B)/EC-II/EC-III/EC-IV/Cash Unit/ NSS Unit/Affiliation Unit, Utkal University;
6. The Superintendent, Examination Dispatch (General) U.U.;
7. The P.A. to the Vice-Chancellor, Utkal University.
8. P.A. to the Registrar, Utkal University;
9. The Programmer, UUEMS Team, CDOE, Utkal University for information and necessary action.

Controller of Examinations