



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

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Letter No.: Exam/DDCE/03D-01/Form fillup/2018/ 4348/FMU

Date: 22-11-2018

From

**Dy. Controller of Examinations  
Fakir Mohan University, Balasore-756019**

To

The Principal/Director/Course Coordinator,  
DDCE, FMU, Balasore/SVCM/PKIM,Bls./PACE, Bls./ICSS, Bhadrak/Mahaveer  
College,Bdk/Chandabli College,Bdk/BNMA College, Bdk/RCM, BBSR/RCEM, BBSR/  
H.P. Infotech, BBSR/NSER, BBSR/ BPCA, BBSR/ DAMITS, Rkl.

Sub : Filling up forms of BCA,MCA,MBA,PGDCA,M.A.,M.Com, MLIS

1. 1<sup>st</sup>,3<sup>rd</sup> & 5<sup>th</sup> Sem, BCA,MCA (Reg & Back) Exam-2018
2. 1<sup>st</sup> & 3<sup>rd</sup> Sem MBA (Reg & Back) Exam- 2018
3. 1<sup>st</sup> Sem PGDCA (Reg & Back) Exam- 2018
4. 1<sup>st</sup> & 3<sup>rd</sup> Sem M.Com (Reg & Back ) Exam-2018 (NCP & Distance Mode)
5. 1<sup>st</sup> & 3<sup>rd</sup> Sem  
M.A(Odia,English,Sanskrit,Economics,History,Pol.Science,Education,Sociology etc.)  
Exam-2018 (Reg & Back) (NCP & Distance Mode)
6. 1<sup>st</sup> Sem MLIS Exam-2018 (NCP Mode)

You are requested to forward the application forms, prescribed fees and other connected documents in support of the students of your College/Institution for their admission into the aforesaid examinations as per instructions and guidelines furnished for different examinations.

The said examinations are scheduled to be held from 2<sup>nd</sup> week of JANUARY,2019

**(1) DOCUMENTS TO BE SUBMITTED BY THE COLLEGE**

It is most important that the College in addition to other connected documents required for all University examinations must submit.

- i. Application forms along with admit card / mark sheet of previous examinations and forwarding letter.
- ii. Accounts statement (in duplicate)
- iii. Alphabetical list with name of the candidate in English With Roll No, Regd. No and subject to appear (TriPLICATE)
- iv. Bank Challan Consolidated for each date.
- v. Subject statement with required of questions (in duplicate)
- vi. Affiliation order / agreement Paper and their sanctioned strength.
- vii. Registration receipt (Xerox copy)
- viii. Internal marks of said Examinations.
- ix. Course fees clearance from DDCE. F.M. University, Balasore.
- x. 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 of deprived of appearing the examinations.
- xi. Application forms for Regular / Ist Back / IInd Back etc. be submitted separately.



2. FEES TO BE COLLECTED :-
- Examinations Fees - Rs.500/- (P.G. Courses)
  - Examinations Fees - Rs.400/- (BCA)
  - Centre Charge - Rs.300/-
  - Enrollment Fees - Rs.50/-
  - Fee for marks - Rs.50/-
  - Supervision fees - Rs.50/-
  - Coding fees - Rs.25/-
  - Admit card fee - Rs.10/-
  - Additional Centre Charge - Rs.100/- (only for new centers /Subjects up to first three additional batch /First three semester)
  - Practical fee - Rs.100/- (Practical based courses)

N.B. : The Principals/Directors are required to deposit the above stated fees, along with center charges at the University.

3. **Late Enrollment fee (P.G. Course)** -Rs.800/-before form fillup (Separate Bank Draft)  
**Late Enrollment fee (U.G. Course)** -Rs.700/-before form fillup (Separate Bank Draft)

4. **LAST DATE FOR FILLING UP OF FORMS :**

	<u>3<sup>rd</sup> &amp; 5<sup>th</sup> Semester</u>	<u>1<sup>st</sup> Semester</u>
a. Without late fine	: 10.12.2018	23.01.2019
b. With late fine Rs. Rs.150/-	: 15.12.2018	28.01.2019
c. With late fine of Rs.250/-	: 21.12.2018	04.02.2019
d. With late fine of Rs.750/-	: Up to clear 21 days prior to the Commencement of Examination	
e. With late fine of Rs.1000/-	: Up to clear 7 days prior to the Commencement of Examination	

Date of submission of forms for a, b, c: -24-12-2018. 3<sup>rd</sup> & 5<sup>th</sup> Semester  
07.02.2019 1<sup>st</sup> Semester


5. Fines are charged as per the date at actual submission of forms for d & e.

The fees so collected may be credited to the University in shape of Bank Draft (crossed) by any Nationalized Bank payable at Balasore/ Bank challan (UCO, Bank Nuapadhi Branch(for UCO Bank) and payable at Balasore( for other bank). The form for late enrollment should be submitted Examination wise with separate forwarding letters. The name of the study Centre should be clearly indicated on the back side of the challan.

6. The Principal/Director may fix up date for filling up forms at the College as per their convenience so the forms, completed in all respect can be deposited in the University office on or before the dates stated above.
7. The college must have to fill up Registration Number and category of the candidate on the alphabetical list otherwise


You are therefore, requested to circulate it among the students and depute you staff-in-charge of Examination for seeking clarification, if any, regarding this and to collect necessary forms and formals from the University.

Yours faithfully,

  
Dy. CONTROLLER OF EXAMINATIONS

Memo No : 4349 /FMU

Copy forwarded to P.A. to Vice-Chancellor / Director, DDCE / Registrar/Comptroller of Finance/ Website/  
Notice Board/Guard File for necessary action.

Date : 22-11-2018  
  
Dy. CONTROLLER OF EXAMINATIONS