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UTKAL UNIVERSITY

VANI VIHAR: BHUBANESWAR-4.

NOTIFICATION

Letter No. Ex-II/BCA&BBA/75/E- 19733 **/2026, Dated:-** 13.11.2026

From:

The Controller of Examinations,
Utkal University, Vani Vihar,
Bhubaneswar-4.

To

The Principal / Director,
All Colleges Affiliated to Utkal University
(Pursuing BBA / BCA Course).

Sub: Submission of Alphabetical list of students, Account Statement prescribed fees and other connected documents in support of the students for admission into BBA / BCA 5TH Semester (Regular & Back Examination, 2026 (2024 Admission Batch) and (2023 Admission Batch Back) in **online mode** (2022 Admission Batch) in **offline mode.**

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 5TH Semester (Regular & Back Examination, 2026 (2024 (Regular) & 2023 (Back) Admission Batch) **in online mode** and 5TH Semester (Back) (2022 Admission Batch) in **offline mode.**

ELIGIBILITY:

1. **Candidates seeking admission to BBA Course should have passed the Higher Secondary School Certificate Examination from Council of Higher Secondary Education, Odisha or other equivalent examination with any discipline having 45% of marks in case of General Candidates and 40% of marks in case of SC / ST Candidates.**
2. **Candidate seeking admission to BCA Course should have passed the Higher Secondary School Certificate Examination from Council of Higher Secondary Education, Odisha or other equivalent Examination with Mathematics / Statistics / Business Mathematics as one of the subject.**
3. The students of the Affiliated Colleges must have been admitted to the BCA/BBA Course during the Academic Session mentioned above.
4. He / She must have fulfilled all other conditions stipulated in the Regulation approved by the University.

TENTATIVE EXAMINATION DATE:

5TH Semester BBA / BCA Regular & Back Examination, 2026 (2022 Admission to 2024 Admission Batch on **2ND Week of January 2027.**

P.T.O

FEES TO BE COLLECTED:

1.	Examination Fees	-	Rs. 1000/-
2.	Centre Charges (to be retained by the Colleges)	-	Rs. 150/-
3.	Enrollment fees	-	Rs. 50/-
4.	Fees for Supervision	-	Rs. 20/-
5.	Fees for Marks	-	Rs. 100/-
6.	Additional Centre Charges	-	Rs. 50/- {Applicable for the first three years (Regular & Back) Admission Batch Students}
7.	Late Fees	-	Rs. 200/- & Rs. 500/- As applicable
8.	Emergency Late Fees	-	Rs. 2, 000/- Applicable for Examination form fill-up (Prior to three days of Examination)

The Centre Charges so collected may be kept by the Principal / Director to be handed over to the Centre Superintendent of concerned examination to meet the Centre Expenses. The balance unspent amount may be refunded to the University along with utilization Certificate by the Superintendent of the examination immediately after the examination is over. The voucher may be kept with the Principal for Audit purpose.

DEPOSIT OF FEES:

All payments in support of deposit of fees shall be paid through **Online Mode** for respective Fees.

DATE OF FORM FILLUP 5TH SEMESTER IN (ONLINE MODE 2024 & 2023 AB & OFFLINE MODE 2022 AB)

Name of the Examination	Without Fine Date	With Fine of Rs. 200/	With Fine of Rs. 500/-
BBA & BCA 5TH SEMESTER (2024 ADMISSION BATCH)	20.11.2026 to 30.11.2026	01.12.2026 to 05.12.2026	06.12.2026 to 10.12.2026
BBA & BCA 5TH SEMESTER (Back) (2023, 2022 AB)			

P.T.O

DATE OF SUBMISSION OF APPLICATION FORMS AND BANK DRAFT BY THE COLLEGE:

The last date for submission of Account Statement (Three Copies) **Online Payment Receipt** , Alphabetical Lists (Three Copies) and other documents complete in all respect at the University Office are given below. Separate Draft for BBA / BCA Examination will be accepted. Consolidated draft for both the subject will not be entertained.

5TH SEMESTER BBA/BCA (REGULAR & BACK) EXAMINATION, 2026 (Regular 2024 AB) &, BACK (2023, 2022 (Admission Batch)

Date of Receiving of forms / documents without fine / with fine of Rs. 200/- & fine of Rs. 500/-	**Time: 10.30 A.M. to 4.30 P.M.**	**College New Code (generated) online**
14.12.2026 to 16.12.2026	**-Do-**	**1031 to 3041**
	-Do-	**3042 to 9112**
	-Do-	**9113 to 9128**
	-Do-	**9129 to 9138**
	-Do-	**9139 to 9161**

PREPARATION OF ALPHABETICAL LIST:-

Alphabetical list generated through online mode and hard copy to be submitted to the Examination – II unit.

DOCUMENTS TO BE SUBMITTED:-

a. Affiliation letter Copy (Admission Batch wise) is mandatory at the time of submission of the application forms in the University.
b. Forwarding Letters signed by the appropriate authority
c. Three copies of Alphabetical List be deposited (hard copy) with signature & office seal
d. **INTERNAL MARKS** submitted through online mode by the College from Examination
e. Confidential – VI Unit (a hard copy certified by the head of office.)
f. Clearance Certificate of **Sports Council, CDC & NSS.**
g. **AICTE Approval Letter (2024 AB)**

IMPORTANT INSTRUCTIONS:-

a. Enrollment in 1st Semester / Term End Examination of BBA / BCA Course is mandatory for candidates. Those who have not enrolled in 1st Semester / Term End Examinations shall not be permitted to sit for the subsequent examinations as per the regulation decision of the Academic Council.
b. At the time of online filling up from the students ensure that all the above points of the application form be filled up carefully.
c. Excess number of students admitted beyond the affiliated strength will not be accepted. Similarly the statement in respect of the subject, faculty, & without affiliation letter, will not be accepted and the same will be stand cancelled automatically without further correspondence.

P.T.O

You are further, requested to circulate it among all concerned and to depute your staff in charges of the examination for seeking clarification if any regarding this and to collect necessary forms and Account Statement forms from the Section, Examination-II Unit on any working days.

Your co-operation in this matter shall be highly appreciated.

Online Form Fill up instruction
Submission of the online form please visit following link

- **Live Link URL – https://examerp.utkaluniversity.ac.in**
- **Technical Helpline: - 9668195552 / 9405941539.**

  To be contacted only during office hours i.e (10:00 A.M. to 5:00 P.M.) on working days only.

- **Controller of Examinations (mail id coe@utkaluniversity.ac.in)**

Yours faithfully,

13.11.2026

CONTROLLER OF EXAMINATIONS

Memo No. Ex-II/BCA & BBA/75/E-12734 /2026, Dated:- 13.11.2026

Copy forwarded to the:-

1. Asst. Programmer, Examination Computer Cell, Utkal University;
2. Secretary to Vice Chancellor, Utkal University;
3. P.A. to Registrar, Utkal University;
4. Steno to Controller of Examinations, Utkal University ;
5. Strong Room, Controller of Examinations, Utkal University;
6. Section Officer, EC-IV / EC-VI / Cash Unit / Superintendent, Diary, Sports Council / Academic Section / Affiliation Unit, Utkal University for information and necessary action.

13.11.2026

CONTROLLER OF EXAMINATIONS