

## STUDENT NOTICE(BBA-BCA)

As per communication and notification received from Utkal University, Vani Vihar, Bhubaneswar vide Letter No.Ex-II/BCA&BBA/75/E-33632/2021 Dated 08-12-2021 for submission of forms for BBA/BCA Admission Batch (2019-20) 5<sup>th</sup> semester (**Regular**) Examination & Admission Batch 2017-18 and 2018-19 (**Back**) Appearance. Details of the same are provisioned below:

**Subject: 5<sup>th</sup> Semester: Admission batch 2019-20 - Regular appearance & Admission Batch 2017-18 and 2018-19 – Back appearance.**

### **Eligibility Definition:**

1. He/she must have been admitted/enrolled to the BBA/BCA course during the Academic session mentioned above.
2. He/she must have fulfilled all other conditions stipulated in the Regulation approved by the University.

You are herewith notified to deposit the applicable fees as mentioned below and submit the attached form by 3<sup>rd</sup> January'2022 (without late fee) & latest by 8<sup>th</sup> January'2022 (with late fee of INR 50). Any application or forms will not be entertained beyond the provisioned timeline.

### **Fees to be paid:**

1. Examination fees :INR 500

For Back appearance Examination fee INR 100 per paper if the candidate applied for less than 50% of the total number of papers, full Examination fee to be paid by the candidate if the number of papers 50% or more than that.

2. Centre Charges :INR 100
3. Enrollment fees :INR 50
4. Fees for supervision :INR 20
5. Fees for Marks :INR 100
6. Additional Centre Charges :INR 50  
(Applicable for the first three Regular & Back Admission Batch Students)
7. Late fees :as applicable

Post payment please confirm your payment details by sending a screenshot of transaction to Accounts Department, Mr Binaya Kumar Jee | +91-7347000109 | [accounts@rcm.ac.in](mailto:accounts@rcm.ac.in)

Letter No : PUG162-7855/2021/RCM

Date : 11-12-2021



**Bank Account Details (for Online payments)**

Name : Regional College of Management  
Bank Name : IDFC First Bank  
Branch Name : Bhubaneswar Branch  
A/C No : 10046309759  
IFSC Code : IDFB0060241  
UPI ID : [rcm.03@cmsidfc](mailto:rcm.03@cmsidfc)

For any queries student may contact with Ms Sanhita Sarkar | +91-7606876843 | [sanhita.s@rcm.ac](mailto:sanhita.s@rcm.ac)  
and alternatively you can also email on [principal@rcm.ac.in](mailto:principal@rcm.ac.in) or call on college toll free no.  
**1-800 -121 -4357**

For Regional College of Management

**Prof (Dr) Hemant Panda**

Principal

**Prof. Dr. Hemant Panda**  
Principal  
(U.G. Programs)  
Regional College of Management

**Note:**

Please scan using document scanner and send e-mail to [principal@rcm.ac.in](mailto:principal@rcm.ac.in) and mark a copy to [pritam@rcm.ac.in](mailto:pritam@rcm.ac.in)

Copy to:

Accounts Department, DRS Payment, Notice board, RCMT Campus, BBSR for records and information.

**Prof (Dr) Hemant Panda**

Principal

**Prof. Dr. Hemant Panda**  
Principal  
(U.G. Programs)  
Regional College of Management



UTKAL UNIVERSITY  
VANI VIHAR, BHUBANESWAR-4

Letter No. Ex-II/BCA&BBA/75/E- 33632 /2021,

Dated - 02.12.21 /

From:

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

To

The Principal / Director,  
All Colleges Affiliated to Utkal University  
Under BCA/BBA Course.

Sub: Submission of Application Forms, Alphabetical list of students, prescribed fees and other connected documents in support of the students for admission into BCA/BBA 5<sup>th</sup> Semester (Regular & Back) Examination, 2021.

5<sup>th</sup> Semester - Admission Batch 2019-20 for (Regular) Students & Admission Batch 2017-18 and 2018-19 for (Back) appearance.

Sir/Madam,

You are requested to forward the Application Forms with Alphabetical list of students, prescribed fees and other connected documents in support of the students of your College / Institution for their admission to the aforesaid examination as per instruction and guidelines furnished for different examinations mentioned above:-

**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 has been admitted / enrolled to the previous Semester Examinations
5. He / She must have fulfilled all other conditions stipulated in the Regulation approved by the University.

P.T.O

**DOCUMENTS TO BE SUBMITTED AT THE TIME OF SUBMISSION FORMS:**

1. Affiliation Order for Regular and Back
2. Clearance from Examination Confidential Section – VI to deposit of **INTERNAL MARKS**
3. Clearance from CDC regarding deposit of Sports Fees & NSS Fees.
4. He / She must have not taken C.L.C.

**FEES TO BE COLLECTED:**

1. Examination Fees - Rs. 500/-  
for Back appearance Examination fee Rs. 100/- per Paper if the candidate applied for less than 50% of the total number of papers, full Examination fee to be paid by the candidate if the number of papers 50% or more than that
2. Centre Charges - Rs. 100/- (to be retained by the Colleges)
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 (Regular & Back) Admission Batch Students)
7. Late Fees - As applicable

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:**

The fees so collected may be credited to the General Fund Account of the University payable at State Bank of India, Utkal University Campus Branch, Vani Vihar, Code No. 2135 in favour of **COMPTROLLER OF FINANCE**, Utkal University. Care should be taken to affix the College Seal, to write the College Code and Name of the Examination in the back side of the Draft, Excess amount paid if any will not be adjusted or refunded.

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

The last date for submission of Account Statement (Three Copies) Draft, Alphabetical Lists (Three Copies) and other documents complete in all respect at the University Office are given below -

**FOR 5<sup>TH</sup> SEMESTER BBA / BCA (REGULAR & BACK) EXAMINATION, 2021**

Date of receipt of Application Form (Time 10.30 A.M. to 4.30 P.M.)			
Without Late Fee	With Late Fee of Rs. 50/-	With Late Fee of Rs. 200/-	Name of the College Code
03.01.2022	07.01.2022	11.01.2022	01AT, 03AT, 05AT, 06AT, 07AT, 01CT, 03CT, 11CT, 12CT, 13CT, 01DT, 02DT, 23GT, 01JT
04.01.2022	07.01.2022	11.01.2022	01NT, 03PT, 03UT, 07UT, 12UT, 14UT, 15UT, 16UT, 17UT, 20UT, 22UT, 23UT, 24UT, 25UT,
05.01.2022	10.01.2022	12.01.2022	28UT, 29UT, 37UT, 39UT, 40UT, 41UT, 42UT, 44UT, 45UT, 46UT, 52UT, 53UT, 54UT,
06.01.2022	10.01.2022	12.01.2022	60UT, 61UT, 62UT, 63UT, 64UT, 66UT, 68UT, 70UT, 71UT, 72UT, 78UT, 91UT,

The form will be received from the Colleges between 10.30 A.M. to 4.30 P.M. on the scheduled dates, if the above date falls on holidays the next working day will be automatically treated as last date for submission of forms.

**PREPARATION OF ALPHABETICAL LIST:-**

Three copies of Alphabetical list are submitted along with the application form 1<sup>st</sup> copy for Computer, 2<sup>nd</sup> copy with the documents and 3<sup>rd</sup> copy be attached with the application form. After verification in the section this is returned back to the college for their records. The University Registration Number of each candidate should be indicated against their name in Alphabetical List. All entries in the Alphabetical List be made in Capital Letters and the name of the candidates be carefully prepared without mistake, ST / SC / OBC / W may be indicated obtaining Principal's Certificate against each of their names of the candidates positively. The Alphabetical List should contain the name of the examinees only who have filled up forms.

**DOCUMENTS TO BE SUBMITTED:-**

- (a) Affiliation Order Copy (Admission Batch wise) is mandatory at the submission of the Application Forms in the University.
- (b) Application Forms.
- (c) Forwarding Letters.
- (d) Three Copies of Account Statement, in case of Back Paper Examination, the College should mention the number of single subject, double subjects and triple subjects in the Account Statement clearly.
- (e) Bank Draft (consolidated).
- (f) Alphabetical List in three copies and one soft copy (CD) along with the statement regarding number of students for each examination.
- (g) Two copies of subject statement for each examination.
- (h) Clearance Certificate from Exam. Confi. Section-VI as regarding deposit of **INTERNAL MARKS**
- (i) Clearance Certificate of Sports Council, CDC & NSS.

**IMPORTANT INSTRUCTIONS:-**


- (a) Enrollment in 1<sup>st</sup> Semester / Term End Examination of BBA / BCA Course is made compulsory candidates those who have not enrolled in 1<sup>st</sup> Semester / Term End Examinations shall not be permitted to sit for the subsequent examinations as per the decision of the Academic Council.
- (b) At the time of filling up from the authorities of the colleges should be vigilant to ensure that all the above points of the application form be filled up carefully by the students.
- (c) Colleges should be mentioning the number of students and the categories like SC / ST / OBC along with Male / Female etc. positively.
- (d) Excess number of students admitted beyond the affiliated strength will not be accepted. Similarly the statement in respect of the subject, faculty without affiliation order will not be accepted and the same will be stand cancelled automatically without further correspondence.
- (e) The College should submit the subject statement and CD of Alphabetical list of the candidates in the format "MICROSOFT EXCELL" on the 1<sup>st</sup> date of fine for submission of forms positively.
- (f) No forms from any college will be accepted after the final date of submission of form with late fee of Rs. 200/-

The Principal may fix up the date(s) for filling up of forms at the college as per their convenience Account Statement and Bank Draft complete in all respect can be deposited in the University Office on the date separately as stated above.

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.

Yours faithfully,

  
CONTROLLER OF EXAMINATIONS

Memo No. Ex-II/BCA & BBA/75/E- 33633(1b) /2021,  
Copy forwarded to the -

Dated:- 08.12.21 /

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 and
5. Section Officer, EC-IV / EC-VI / Cash Unit / Superintendent, Diary, Sports Council / Academic Section / Affiliation Unit, Utkal University for information and necessary action.

  
CONTROLLER OF EXAMINATIONS