



## Notice

As per the notification of the COE, Utkal University vide No.Ex-II&III/148&13(P)/5904(2)/2020 Dt.26.06.2020 the students are requested to fill up the online form for +3 (Arts/Commerce) CBCS 2nd Semester (Back) and 4th Semester (Back) Examination-2020 (Admission Batch-2017).

Due to COVID-19 Pandemic condition the students are unable to visit DDCE for filling up the examination form. So, the above students are advised to follow the below procedure for filling up the examination form.

1. Visit the website (Homepage)-[www.ddceutkal.ac.in](http://www.ddceutkal.ac.in)

### **Steps for Online Form fillup**

2. Click on <http://studentpanel.ddceutkal.ac.in> to open online form fill up portal.
3. Enter your 16 digit DDCE Enrolment No and Date of Birth (which was given by you at the time of admission) to login for filling up your form fill up portal.
4. Read the Instruction carefully and click on **Continue Button**.
5. Click on either on FORM FILLUP for 2ND SEMESTER BACK or FORM FILLUP 4TH SEMESTER BACK Button (if a student eligible for both then he/she has to fill up both the form separately).
6. Then verify your personal details and subject details Update your current Mobile no & Email ID and click on **Submit Button**.
7. After submitting the auto generated form no the details of amount to be paid will be generated.
8. Visit any bank and deposit the prescribed amount stated as in the auto generated form through NEFT of AC Transfer or any other method provided by bank. The details of a/c where the fees are to be transferred are as follows

Name of Beneficiary :- Director, DDCE

Name of the Bank :- Syndicate Bank Details

Name of the Branch :- DDCE Building Branch

A/C No:- **80152010018339**

IFSC Code: - **SYNB0008015**

(The Demand Draft /Bank Draft/Cheque /Bankers cheque or payment through any other medium will not be accepted)

9. After successfully transferred of amount login to your portal once again and enter the transaction details with bank details , reference no & payment date and submit the form (you are requested to keep the bank receipt for future reference)
10. DDCE will process the application form for appearing the examination after the submission and verification of details.
11. Fees once deposited cannot be refunded in any case.
12. No students are allowed for improvement.
13. The exact fees is to be deposited.
14. In case of any problem you are requested to mail the details in email only [helpline@ddceutkal.ac.in](mailto:helpline@ddceutkal.ac.in) .

### Important Date Lines

<b>Name of Examination &amp; Year</b>	<b>Without Fine</b>	<b>With Fine of Rs.200/-</b>
<b>+3 2<sup>nd</sup> Semester (Back) &amp; +3 4<sup>th</sup> Semester (Back) Examination 2020</b>	<b>13.07.2020 to 27.07.2020</b>	<b>28.07.2020 to 30.07.2020</b>

Sd/-

**DIRECTOR I/C**