



**MADHUSUDAN LAW UNIVERSITY**  
**STATION ROAD, CUTTACK-753003**

NO. MLU/Exam- 10 / 155 /2023

Date: 29.04.2023

From

The Controller of Examinations,  
Madhusudan Law University  
Station Road, Cuttack-3.

To

The H.O.Ds. / Principals of all Affiliated Law Colleges of Madhusudan Law University , Cuttack.

Sub: Filling up of forms for the 2<sup>nd</sup> and 4<sup>th</sup> semester Examinations of 3 year LL.B. (CBCS), and 5 year Int. B.A.LL.B.(Hons.)(CBCS)(Regular and Back) Courses of June 2023.

Sir/Madam,

With reference to the subject cited above, I am directed to inform you that necessary steps may be taken for filling up of forms of the eligible candidates of your Department / College/ Institution for the above examinations which will start from 01.05.2023.

**(A) Fees to be collected**

1. Fees for Examination	:	Rs.500/-
2. Fee for Provisional Certificate-cum-Grade sheet	:	Rs.200/-
3. Fee for Enrollment	:	Rs.50/-
4. Fee for Supervision	:	Rs.100/-
5. Fee for Re-registration	:	Rs.50/-
6. Fee for Coding & Decoding	:	Rs.25/-
7. Computer/Data Processing fee	:	Rs.50/-
8. Centre Charges	:	Rs.200/-

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**Total : Rs. 975 /- only (Excluding Centre Charges)**

For 5yr.B.A.LL.B. (H) / 3 yr. LL.B. Course)

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(2)

The Centre Charges @ Rs. 200/- only as mentioned at Sl. No. 8 is to be retained by the University/ Colleges/Institutions themselves to mitigate the centre expenses during examinations. The total fees collected against Sl. No. 1 to 7 from the students shall be credited directly by the University/Colleges/Institutions in the Examination Account of the University. The details of the Account etc. are given below:

Name of the Account Holder	COMPTROLLER OF FINANCE, MADHUSUDAN LAW UNIVERSITY,CUTTACK
Name of the Bank	INDIAN OVERSEAS BANK
Branch	JOBRA, CUTTACK
A/C No.	124701000001270
IFSC Code	IOBA0001247

(B) Further, you are requested to submit the Account Statement, Alphabetical List of the candidates in name wise but not in the surname wise in triplicate along with the Application Forms duly filled in. The Alphabetical List should be furnished with all information about SC/ST/OBC and Women candidates for ready reference at the office of Controller of Examinations. **The copies of recognition orders of the Govt. and affiliation orders of the University etc. may kindly be submitted along with the forms for verification.**

(C) In addition to the Hard Copies, you are also advised to send the Account Statement and Alphabetical List in Excel format to the Mail Id of the C.O.E. ([coe@mlu.ac.in](mailto:coe@mlu.ac.in)).

(D) You are required to send a photocopy of the NEFT / RTGS transaction along with the Account Statement.

(E) The candidate(s) securing less than 50% of marks in any paper or papers of 2<sup>nd</sup> semester examination may re- appear such paper or papers only as back paper(s) irrespective of the aggregate marks. The candidate will not be allowed to appear the other paper / papers in which he / she has secured more than 50% of marks.

(F) The candidates who have already appeared in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examinations will be allowed to fill up their forms for 4<sup>th</sup> semester examinations irrespective of the results of these Examinations for this academic session only.

**Dates for filling-up of forms for 2<sup>nd</sup> and 4<sup>th</sup> semesters of 3 year LL.B.(CBCS), and 5 year Int. B.A.LL.B. (Hons.)(CBCS) (Regular and Back) (CBCS) Examinations, June 2023.**

Name of the Examination	Last date without late fees	Last date With late fees			Last date of submission of forms in the University on or before
		Rs.500/-	Rs. 1000/-	Rs. 2000/-	
2 <sup>nd</sup> semester (3 yr LL.B. & 5 yr. Int. BA.LL.B. (H)) (Regular & Back)	08.05.2023	12.05.2023	16.05.2023	18.05.2023	22.05.2023
4 <sup>th</sup> semester (3 yr. LL.B. & 5 yr. Int. BA.LL.B. (H)) (Regular)					

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**N.B.-I:** You are advised to instruct the Verifying Officer to verify the forms minutely and put his signature, seal and date furnishing the certificate details as 'VERIFIED' on the top of the form. The Verifying Officer will be held responsible for any irregularities / mistakes made therein. Beyond the scheduled date no forms will be entertained by the University Office.


  
29/04/2023  
CONTROLLER OF EXAMINATIONS

Memo No. Exam. - 10/1568/2023

Date: 29.04.2023

**Copy to:**

1. The Notice Board / University website.
2. The Dean, Madhusudan Law University, Cuttack for kind information.
3. The Chairman, P.G. Council, Madhusudan Law University, Cuttack for kind information.
4. The Comptroller of Finance, Madhusudan Law University for kind information.
5. P.A. to the Controller of Examinations, Madhusudan Law University for information and necessary action.
6. P.A. to the Registrar, Madhusudan Law University for kind information of the Registrar, Madhusudan Law University.
7. P.S. to the Vice- Chancellor, Madhusudan Law University for kind information of the Hon'ble Vice-Chancellor, Madhusudan Law University.

  
29/04/2023  
CONTROLLER OF EXAMINATIONS