



**OFFICE OF THE PRINCIPAL, UTKALMANI GOPABANDHU INSTITUTE
OF ENGINEERING, ROURKELA
JAIL ROAD, ROURKELA, 769004.**

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Notice No. 165 /UGIE,RKL.Dt 16/10/2025 /

As per letter No.1820 dated 15.10.2025 of Controller of exam SCTE&VT, Odisha Bhubaneswar exam registration / form fill up for Winter-2025 (1st, 3rd, & 5th Sem & PDIS both Regular & Ex-regular) and 6th Semester Ex-regular shall commence from 17.10.2025 as per the following schedule.

**1. Detailed scheduled for Winter-2025 form fillup.
Without fine.**

Date	Semester	Branch	Category	Mode of Form fill up & Payment
17.10.2025 (10 am) to 22.10.2025 (up to 11.59 pm)	1 st 3 rd & 5 th	All Branches	Regular	Q-Fix gateway
18.10.2025	1 st 3 rd 5 th & 6 th	Metallurgy, Civil, Electrical, E&TC & PDIS(Regular)	Ex- Regular	Physical form fill up & POS machine payment
22.10.2025	1 st 3 rd 5 th & 6 th	Mechanical, Chemical, Ceramic, Mechatronics & Comp. & IOT	Ex-Regular	Physical form fill up & POS machine payment

2. With fine.(Rs.500/-)

Date	Semester	Branch	Category	Mode of Form fill up & Payment
27.10.2025 to 28.10.2025	1 st 3 rd 5 th & 6 th	All Branches & PDIS	Regular & Ex-Regular	Physical form & POS machine payment

- Regular students of 1st, 3rd and 5th semester are advised to deposit their examination registration fees well before last date using Q-Fix direct payment gate way to avoid last moment rush.
- Last date & time for Q-Fix payment (i) for 1st, 3rd & 5th -22/10/2025 11.59 pm .

Students who are unable to pay using Q-Fix gate way can pay in the office using POS machine & physical form. Under no circumstances hard cash shall be received.

- Ex-Regular students (Back paper holders of 1st, 3rd, 5th & 6th Semester) have to fill physical form and deposit the examination fees using POS machine in Account Section.**

Before depositing the form to the account section, it must be verified by the respective departments.

❖ Fees Payble: -

1st, 3rd, 5th & 6th Semester & 1st semester PDIS (both regular and ex-regular)--Rs.600/-

Important points to be noted: -

6. Only deposit of Examination/ Registration fees does not make one eligible for the semester exam, eligibility shall be decided by the Council depending upon their attendance after closing of attendance.
7. It is important to note that if someone is found ineligible after closing of attendance his/her fees deposited shall be forfeited and his/her form fill up shall be cancelled.
8. All Hods are advised to make necessary arrangements for verification of Ex-Regular forms of their department students.
9. While verifying the forms the verifying officers must verify properly the (i) name of the students, (ii) Roll number, (iii) semester for which she/he filling the form (iv) subjects he/she intends to appear, (v) his/her eligibility.


16/10/2025

Principal,

Utkalmani Gopabandhu Institute of
Engineering, Rourkela-4.

Memo No. 166⁽¹²⁾ /UGIE, RKL. Dated 16/10/2025.

Copy to Institution Notice Board / Dr. S.Jena, Lect(Chem) [for publication in Institute website] / all HODs with a request to make necessary arrangement for verification of Ex-Regular forms / Cash Section for information and necessary action of the students.


16/10/2025

Principal,

Utkalmani Gopabandhu Institute of
Engineering, Rourkela-4.