



RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR,
BHUBANESWAR-751022

No. COE/Ex-01/ 210 / 2021

Date : 15.03.2021

From :

The Controller of Examinations
Rama Devi Women's University,
Bhubaneswar – 751022

Contact No.- (0674) 2542844

To

1. The Chairperson, P.G. Council
Rama Devi Women's University,
Bhubaneswar - 751022
2. The Principals of all Colleges Affiliated to
Rama Devi Women's University, Bhubaneswar
(Dispatched through e-mail)

Sub : Filling up Examination Forms and submission of Alphabetical List, Accounts Statement in support of prescribed fees, consolidated Bank Draft along with connected documents in respect to enrolment of students to the +3 Degree 3rd Semester (CBCS) Arts/Science/Commerce (Pass & Hons.) Back Examination, 2020 (2018,2017 & 2016 Admission Batch).

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms of eligible students of your U.G. Departments/College and forward the Alphabetical List of Students, Accounts Statement in support of prescribed fees, consolidated Bank Draft along with the other clearance Certificate of your U.G. Departments / College/Institution for their Enrolment to the +3 Degree 3rd Sem.(CBCS) Arts/Science/Commerce (Pass & Hons.) Back Examination,2020 (2018,2017 & 2016 Admission Batch) respectively as per the guidelines furnished below. The tentative date of commencement of the aforesaid Examination is as follows. The detail Examination programme will be notified lateron.

Tentative Date for Commencement of Examination

+3 3rd Semester Arts/Science/Commerce Pass & Hons (Back) 19.04.2021

- I. +3 3rd Semester (CBCS) Back Examination,2020 (2016,2017&2018 Admission Batch) Eligibility of Students for Back/Improvement Examination.
 - (a) She must have taken admission in the First Year +3 Degree Course under (CBCS) pattern in Arts/Science/Commerce (Pass/Hons)during Academic Year 2016-17,2017-18,2018-19.
 - (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination,2016,2017 & 2018
 - (c) She must not have taken CLC.
 - (d) Back Paper appearance : A student has to clear back paper(s) (i.e. the paper / paper(s) one has failed, having secured grade 'F' or below 33% mark in a paper) by appearing at subsequent semester examinations within six years from the Year/Session of admission.

If the candidate is Absent in any sitting(s) or Failed –(“F” Grade), such a candidate shall have to reappear in that paper(s)/ Subjects in order to clear the back paper(s) at least ‘D’ Grade i.e. 33% of passing marks in each Theory and a minimum of 40% in each Practical papers.

(e) Improvement/Repeat Examination

A Honours student may appear for improvement (repeat) Examination, in any number of Core (Honours) Papers, in the immediate subsequent examination if she has obtained a grade below “C” (i.e. below 45%) in the Paper(s) concerned. The higher marks shall be retained. There is no provision of improvement examination in Practical paper(s)

(f) The candidates are required to produce their Mark Sheet (Xerox copy) in case of Back paper appearance/ Improvement appearance for verification to appear the 3rd Semester (Back) Examination, 2020.

II. The Examination Application Forms for +3 3rd Semester (CBCS) Back Students shall be submitted through ONLINE. For filling up Forms ONLINE, one has to log on to www.rdwuuniversity.nic.in and then click e-Examination button.

III. Assignment of Roll Number for Back Examination & Preparation of Alphabetical List.

(a) The Examination Roll number assigned to the Pass/Hons. candidates for Arts/Science/Commerce Examination at Ist Semester Examination, shall remain unchanged, if there is no discrepancies.

(b) Preparation of Alphabetical List :

The Alphabetical List shall be prepared Pass/Hons. wise for Arts/Science/Commerce without any mistake, containing Name of candidate, Examination Roll No. Registration Number, Subjects to be examined and care should be taken to indicate SC/ST/Disabled against each of their names for (Back) students separately .

IV. Fees to be Collected:

1	Examination Fee	
	a. Core Course (Pass) :	250.00
	b. Core Course (Hons) :	260.00
2	Centre Charge : (To be retained by the Centres) :	100.00
3	Fee for Marks	50.00
4	Fee for Enrolment	50.00
5	Fee for Supervision	20.00
6	Re-Registration fee (to be deposited along with other exam. Fees) for any subsequent Examinations other than first Sem. Reg. Examination.	40.00
7	Additional Centre Charges (if applicable) for three consecutive Admission Batches for new subjects or new colleges (to be deposited in the University along with other fees)	50.00
8	If the candidate filled up Form for less than 50% of the total number of papers in that Back/Improvement Examination shall be paid @ Rs.50/- per paper along with other fees by the candidate if she filled up Form for 50% or more number of the total papers in (Pass or Hons.) shall be paid full examination fees & other fees for that Examination.	
9	Late fee of Rs.50/- will be claimed after without late fee dates	
10	However, a student can fill up the Exam. Form with a late fee of Rs.200/- after the late fee dates of Rs.50/- and before 10 days of the commencement of the examination .	

The Centre Charges so collected may please be kept by the Principal to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance un-spent amount shall be refunded to the University through Bank Draft along with utilization certificate by the Superintendent of the examination immediately after the examination is over.

V. Deposit of Fees :

The fees so collected from the students except Centre Charge shall be deposited to the University in shape of consolidated Bank Draft from any Nationalized Bank in favour of Comptroller of Finance, Rama Devi Women's University payable at Bhubaneswar. Care should be taken to put the College seal, College code, and name of the examination in the back side of the Draft. Excess amount if paid by the College shall not be Adjusted Or Refunded.

VI. DATES OF ONLINE FORM FILL UP FOR +3 3RD SEMESTER (CBCS) BACK EXAMINATION,2020

The Candidate(s) booked under malpractice cases may Fill up Forms for the said subject(s) / Paper(s) with a undertaking that she will abide the decision of the punishment imposed by the University.

- (a) **Without Late Fee** : **19.03.2021-24.03.2021**
 (b) **With Late Fee of Rs.50/-** : **25.03.2021-26.03.2021**
 (c) **With Late Fee of Rs.200/-** : **After 27.03.2021 and before 10 days of the commencement of that Examination**

VII. Preparation of Bank Draft & Submission of Alphabetical List, Accounts Statement and Consolidated Bank Draft along with other documents U.G. Departments, R.D. Women's University/Colleges for +3 3rd Semester Back Examination,2020.

PREPARATION OF BANK DRAFT

- (a) **WITHOUT LATE FEE : DRAFT SHOULD BE PREPARED BY: 25.03.2021**
 (b) **WITH LATE FEE OF RS.50/- : DRAFT SHOULD BE PREPARED BY 30.03.2021**
 (c) **WITH LATE FEE OF RS.200/- DRAFT SHOULD BE PREPARED BY 30.03.2021**

DATE OF SUBMISSION OF DRAFTS WITHOUT LATE FEE & WITH LATE FEE OF Rs.50/- & Rs.200/- TO THE UNIVERSITY ON THE FOLLOWING DATES:

Without late fee	District	With late fee of Rs.50/- & Rs.200/-
26.03.2021	All Colleges in Angul, Cuttack, Dhenkanal	31.03.2021
30.03.2021	All Colleges in Jajpur, Jagatsinghpur, Kendrapara	
31.03.2021	All colleges in Khurda, Nayagarh, Puri	

If the above date falls on holidays the next working day will be automatically treated as last date for submission of Accounts Statement with Bank Draft, Alphabetical List for which no Notification will be made to this effect.

VIII. Documents to be submitted by the College along with Accounts Statement & Bank Draft :

- a. Affiliation order of the college.
- b. Certificate relating to verification of Application Forms of eligible candidates by the Examination In-Charge of the said College/ H.O.D.,UG Departments of the R.D. Women's University.
- c. Forwarding Letter.
- d. Accounts Statement (one download copy) to be filled clearly
- e. Bank Draft (Consolidated).
- f. Alphabetical list (one download copy)
- g. Submission of Utilization Certificate & Refund of unspent balance in respect of Centre Expenses of the previous examinations.

IX. IMPORTANT INSTRUCTIONS :

- a. For any clarification Please contact Mr. Sambit Panda, Sr. Scientist, NIC,BBSR MOB.NO.9437126855 in connection with Form Fill Up, Alphabetical List, Accounts Statement etc. At the time of Form Fill up, the authorities of the College/HOD,UG Dept. of R.D. Women's University should be vigilant and to ensure that the fields related to the candidates are filled up carefully by the students in their own handwriting.
- b. The Colleges/Departments should mention number of students categories like SC/ST/Disabled positively, against the appropriate box/space.
- c. It is the responsibility of the Principal of the Colleges/HOD of UG Dept. of R.D. Women's University, to ensure that the candidates Filling up Forms are eligible as per regulation.
- d. Fees will be accepted in shape of Bank Draft from any Nationalized Bank, in favour of Comptroller of Finance, R.D.Women's University, payable at Bhubaneswar, for the students whose names are mentioned in the Alphabetical Lists submitted. The CPGC/College has to submit the Accounts statement along with the Alphabetical List.
- e. No candidate is allowed to Fill up Application Form after the expiry of last date of form fill up with a fine of Rs.200/- mentioned in the Notification vide item No. VI (c)
- f. The Bank Draft and Accounts Statement will be received from the Colleges/UG Depts. between 11.00 A.M. to 5.00 P.M. on the scheduled dates, provided all clearance Certificates and other related documents, are available with them.
- g. Excess number of students admitted beyond the affiliation strength will not be accepted. Similarly the statement in respect of subjects/faculty without affiliation order will not be accepted and the same will stand cancelled automatically without further correspondence.
- h. The Accounts Statement along with Bank Draft & Alphabetical List of the students completed in all respect and other connected documents of 2018,2017,2016 Admission Batch are to be submitted in the Examination Section of the University, as per schedule.

The Chairperson, P.G. Council, R.D. Women's University/Principals of the respective Colleges may fix up the date(s) for filling up Examination Forms in the Departments/ College as per their convenience.

You are further requested to circulate this among all concerned, if any clarification sought for please contact Mr. Sambit Panda, Sr. Scientist, NIC. Download necessary Forms and Accounts Statement from the www.rdwuniversity.nic.in.

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

Yours faithfully,


Controller of Examinations

Memo No. COE/Ex-01/ 211 / 2021

Date : 15.03.2021

Copy communicated to

1. The HODs, All Departments, Rama Devi Women's University, BBSR.
2. The Registrar, Rama Devi Women's University, BBSR
3. The Comptroller of Finance, Rama Devi Women's University, BBSR
4. The Director, CDC, Rama Devi Women's University, BBSR;
5. The Director, Sports Council, Rama Devi Women's University, BBSR
6. The Dy. Controller of Examinations, Rama Devi Women's University, BBSR
7. The P.S to Vice-Chancellor, Rama Devi Women's University, BBSR;
8. The Director, NIC, (Mr.Sambit Kumar Panda) for information & necessary action
9. The Accounts Unit/Academic Unit/Affiliation Unit/ Examination Unit, Rama Devi Women's University, BBSR
10. The OIC, Website RDW University for uploading in RDWU website with immediate effect.


Controller of Examinations

