



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

No. COE/Ex-01/ 03 / 2022

Date: 03/01/2022

From :

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

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, along with connected documents in respect to enrolment of students to the **+3 Degree 3rd Semester (CBCS) Arts/Science/ Commerce (Pass & Hons.) Back Examination, 2021 (2019,2018,2017 & 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,2021 (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.

I. +3 3rd Semester (CBCS) Back Examination,2021 (2016,2017,2018 & 2019 Admission Batch) Eligibility of Students for Back 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 2016-17,2017-18,2018-19,2019-20.
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination,2016,2017,2018 & 2019
- (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' 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 .

II. Mode of Form Fill up : ONLINE (College/Institution level)

The Examination Application Forms for +3 3rd Semester (CBCS) Arts/ Science/ Commerce (Pass/Hons) **Back** students shall be submitted through **ONLINE**. For Filling up Examination Forms ONLINE one has to log on to rdwuniversity.nic.in and then Click e-Examination button.

However, 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.

III Preparation of Alphabetical List of Back Candidates

The Alphabetical List of Arts/Science/Commerce shall be prepared Pass/Hons. wise separately containing names of candidate, Roll no., Registration No and Subjects to be examined and care should be taken to indicate SC/ST/Disabled etc. against each of their names for students separately . **Students details should be uploaded online from 10.01.2022 to 20.01.2022 in University website www.rdwuniversity.nic.in positively.**

N.B. *The total fee as per the account statement may be transferred in electronic mode (RTGS/NEFT/Online) to this university account before the date of submission mentioned at point VI (if not deposited earlier). The account details is stated below:*

Bank Name: Punjab National Bank (Saheed Nagar Branch)
Bank Account No.: 0614010142779
A/C Holder: Comptroller of Finance, Rama Devi Women's University
IFSC Code: PUNB0061420
Pan No.: AAAGR1063F

The receipt copy of Electronic mode of fund transfer may be submitted at the office of the COF and COE (02 Copies) at the time of form fill up data submission.

The Institution/college seal & code, name of the examination (Back) should be written on the receipt with the signature of the Principal / HoI.

The following documents to be submitted by the affiliated College/ HoIs:

- (a) Alphabetical List (One Copy)
- (b) Accounts Statement (one copy)
- (c) Forwarding Letter
- (d) Money receipt of Electronic fund transfer (two copies)

The **Centre Charges** so collected may please be kept by the Principal/HOI and to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance unspent amount if any please be refunded to the University in electronic mode as mentioned at point no-III of this letter along with Utilization Certificate by the Centre Superintendent of the examination soon after the completion of the examination. The voucher shall be kept with the Institution Head / Principal for Audit purpose.

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

IV. Fees to be Collected:

1	Examination Fee a. Core Course (Hons) : b. Core Course (Pass) :	300.00 290.00
2	Centre Charge : (To be retained by the Centres) :	150.00
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.	50.00
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	For Back appearance /repeat Examination fee Rs.50/- per paper if the candidate fill up form for less than 50% of the total number of papers in that examination. Full examination fee to be paid by the candidate if she filled up Form for 50% or more number of the total papers in 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 commencement of the examination .	

V. Dates for Filling up Forms for 2016,2017& 2018 AB

Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
10.01.2022-20.01.2022	21.01.2022 & 22.01.2022	24.01.2022 & 25.01.2022

VI. DATE OF SUBMISSION OF ALPHABETICAL LIST, STATEMENT OF ACCOUNTS ALONGWITH DETAILS OF DEPOSIT OF FUNDS IN CONSISTENCY WITH ACCOUNTS STATEMENT AND OTHER RELATED DOCUMENTS AS PER THE FOLLOWING SCHEDULE:

22.01.2022 - All Colleges (without late fee)

27.01.2022 - All Colleges (with late fee of Rs.50/- & 200/-)

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,

[Signature]
21/1/22
Controller of Examinations

Date : 03/01/2022

Controller of Examinations
R.D. Women's University
Bhutanesevar

Memo No. COE/Ex-01/ 04 / 2022

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.

[Signature]
31/1/22
Controller of Examinations

Controller of Examinations
R.D. Women's University
Bhutanesevar