



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

No. COE/Ex-01/ 400 / 2022

Date: 25/04/2022

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 2nd & 4th Semester (CBCS) Arts/Science/ Commerce (Pass & Hons.) **Back** Examination, 2022.

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, receipt copy of electronic mode of fund transfer along with the other clearance Certificate of your U.G. Departments / College/Institution for their Enrolment to

- i. +3 Degree 4th Semester Examination,2022 (2016,2017,2018 & 2019 AB)
- ii. +3 Degree 2nd Semester Examination,2022 (2016,2017,2018,2019 & 2020 AB)

as per the guidelines furnished below.

Tentative date of commencement of Examination :

- 4th Semester (Back) Examination,2022 **19.05.2022**
(2016,2017,2018 & 2019 AB)
- 2nd Semester (Back) Examination,2022 **25.05.2022**
(2016,2017,2018,2019 & 2020 AB)

I. +3 2nd & 4th Semester (CBCS) Back Examination,2022 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, 2019-20, 2020-21.
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination,2016,2017,2018,2019 & 2020.
- (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' 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) .

(e) Improvement/Repeat Examination (2016,2017,2018 AB)

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) (2016,2017,2018 AB).

(f) Improvement/Repeat Examination (2019,2020 AB)

A student can appear in improvement (having passed in that paper(s)) only once in the next semester examination. There is no provision of improvement examination in Practical paper(s)

(g) The Mark Sheets and Tabulation register of the students appearing for Back paper/Improvement examination,2022 shall be verified properly at the College/Institution level.

II. 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 .

III. Fees to be Collected:

1	Examination Fee	
	a. Core Course (Hons) :	300.00
	b. Core Course (Pass) :	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	50.00
10	However, a student can fill up the examination form with a late fee of Rs.200/ before 10 days of the commencement of the examination.	200.00

The Centre Charges so collected may please be kept by the Principal/Head of the Institution and is to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance unspent amount may please be refunded *in electronic mode (RTGS/NEFT/Online) to this university account as mentioned in point V*. The Utilization Certificate along with receipt copy of electronic mode of fund transfer may be submitted to the Controller of Examination by the Centre Superintendent immediately after the Examination is over.

IV. Dates for Filling up Forms for 2016,2017,2018,2019 & 2020 AB

Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
27.04.2022-04.05.2022	05.05.2022-06.05.2022	07.05.2022

Date of submission of Alphabetical List, Accounts Statement and other documents complete in all respect at the University are given below.

a	Without late fee	10.05.2022
b	With late fee of Rs.50/-	
c	With late fee of Rs.200/-	11.05.2022

- V. The total amount as per account statement may be transferred in electronic mode (RTGS/NEFT/Online) from any Nationalized Bank to this university account on or before the date of submission. 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

- VI. 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 should be written on the receipt with the signature of the Principal / HoI.**

The fees so collected from the students except Centre Charge shall be deposited to the University in online as per **Point V**. Care should be taken to put the College seal, College code, and name of the examination in the back side of the receipt copy. Excess amount if paid by the College shall not be Adjusted or Refunded.

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.

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:

10.05.2022 & 11.05.2022 { All Colleges of Angul, Cuttack, Dhenkanal Dists.
All Colleges of Jagatsinghpur, Jajpur, Kendrapara Dists
All Colleges of Khurda, Nayagarh, Puri Dists.

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. **However, you are requested to adhere strictly to the dateline given at Point No-IV.**

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

Date : 25/04/22

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

Memo No. COE/Ex-01/ 401 / 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.

CONTROLLER OF EXAMINATIONS

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