



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

Rama Devi Women's University, Bhubaneswar
Bhoi Nagar -751022

No. COE-/Ex-01/ 1678/ 2022

Date : 26/10/22

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 & money receipt of electronic fund transfer in support of Prescribed fees, with other related documents in respect of enrolment of students to the +3 Degree all Sem.(CBCS) Arts/Science/ Commerce (Pass & Hons.) **Back Examination, 2022 (2017 & 2018 Admission Batch).**

Madam/Sir,

You are requested to take necessary steps for Filling up Examination Forms of eligible candidates and forward the Alphabetical List of students, Accounts Statement in support of prescribed Fees, along with the money receipt of electronic fund transfer of your U.G. Departments/College/Institution for their Enrolment to the +3 Degree (Arts/ Science/ Commerce) Pass & Hons. **Back Examination,2022** as furnished below.

- **5th semester (Back) Examination,2022 (2018 & 2017 Admission Batch)**
- **3rd semester (Back) Examination,2022 (2018 & 2017 Admission Batch)**
- **1st semester (Back) Examination,2022 (2018 & 2017 Admission Batch)**

I. **+3 Degree 1st,3rd & 5th Semester (CBCS) Back Examination,2022 (2017 & 2018 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 2017-18,2018-19.
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination,,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' 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 1st, 3rd & 5th Semester (CBCS) Arts/ Science/ Commerce (Pass/Hons) **Back** students shall be submitted through **ONLINE**.

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 as per the schedule mentioned in Point V 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 & Practical fee** 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 & evaluation work 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 abide the decision of the punishment imposed by the University.

IV. 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	Practical Fee @ Rs.50/- per paper to be collected from the students and this may be retained by college for evaluation of Practical Examinations paper	50.00
4	Fee for Marks	50.00
5	Fee for Enrolment	50.00
6	Fee for Supervision	20.00
7	Registration fee at the time of admission.	70.00
8	Re-Registration fee (to be deposited along with other exam. Fees) for any subsequent Examinations other than first Sem.(Reg.) Examination.	50.00
9	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.	
10	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
11	Fee for Provisional Certificate (only for Final 6 th Sem. Regular students)	50.00
12	Fee for Original Certificate (only for Final 6 th Sem. Regular Students) Separate consolidated Bank Draft to be prepared.	200.00
13	Late fee of Rs.50/- will be claimed after without late fee date	50.00
14	However, a student can fill up the Examination Form before 10 days of the commencement of the examination with a late fee of Rs.200/-	200.00

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

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 Degree(CBCS) All Back Semester Examination-2022	28.10.2022-14.11.2022	15.11.2022-18.11.2022	19.11.2022 to till 10 days prior to commencement of examination

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:

21.11.2022 - All Colleges of Angul, Cuttack, Dhenkanal, Nayagarh, Puri Dists.

**22.11.2022 - All Colleges of Jagatsinghpur, Jajpur, Kendrapara, Khurda, Dists
without late fee & with late fee Rs.50/-**

30.11.2022 - All Colleges (with late fee of Rs.200/-)


You are further requested to circulate it among all concerned and depute your Official in charge of the examination for seeking clarification, if any regarding this and download necessary Forms and Accounts Statement from the www.rdwuniversity.nic.in

VII. IMPORTANT INSTRUCTION

- i. The colleges will keep Rs.150/- towards centre expenses per student.**
- ii. The college will also keep Rs.50/- per paper towards Practical Fee collected from the student for evaluation of the Practical Examination.**
- iii. In no circumstances, the online Form fill up date will be extended.**

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

Yours sincerely,


24.10-22
CONTROLLER OF EXAMINATIONS
Controller of Examinations
R.D. Women's University
Bhubaneswar

Memo No. COE/Ex-01/ 1679/ 2022
Copy communicated to

Date : 26/10/22

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 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.

Memo No. 1679/2022
26.10.22
CONTROLLER OF EXAMINATIONS
Controller of Examinations
R.D. Women's University
Bhubaneswar

