



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

No. COE/Ex-01/ 249 / 2021

Date : 19.03.21

From :

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

Contact No.- (0674) 2542844

To

The Principals of all +3 Degree Colleges
affiliated to Rama Devi Women's University
(Dispatched through e-mail)

Sub : Filling up Examination Forms and submission of Alphabetical List of students, Accounts Statement in support of deposit of Examination fees etc., consolidated Bank Draft for Enrolment of your college students to the +3 Degree Ist Year (Back), 2nd Year (Back) and Final Year (Back) Arts/Science/Commerce (Pass & Hons.) Examinations, 2021 (2015 Admission Batch).

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms of the eligible students admitted in +3 Degree Arts/Science/Commerce (Pass & Hons.) course during the Academic Session 2015-16 for their Enrolment to the **+3 Degree Ist Year Arts/Science/Commerce (Pass/Hons.) Back Examination,2021, 2nd Year Arts/ Science/ Commerce (Pass/Hons.) Back Examination,2021 and Final Year (Back) Arts/Science /Commerce (Pass/Hons.) Examinaion,2021.**

The instructions and guidelines in respect of aforesaid Examinations are furnished below for necessary action at your end. The tentative date of commencement of +3 Ist Year (Back), 2nd Year (Back) and Final Year (Back) Examination,2021 are as follows.

+3 Degree Course (2015 Adm. Batch)

Tentative Date for Commencement of Examination

(a) +3 Ist Year (Back) Examination,2021	26.04.2021
(b) +3 2 nd Year (Back) Examination,2021	05.05.2021
(c) +3 Final Year (Back) Examination,2021	17.05.2021

NB : The detail Programme shall be notified later.

I. Eligibility of Students for +3 Ist Year (Back) , 2nd Year (Back) and Final Year (Back) Arts/Science/Commerce (Pass/Hons.) Examination,2021 (2015 Admission Batch) :

- (a) She must have taken admission to the +3 Degree Ist Year, 2nd Year and 3rd Year in Arts/Science/Commerce (Pass/Hons.) course during the Academic year of 2015–2016, 2016-17 & 2017-18 respectively.

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- (b) **+3 Ist Year (Back) :** She must have Appeared /Enrolled to the +3 Degree First Year University (Regular) Arts/Science/Commerce (Pass/Hons.) Examination,2016 to be eligible for appearing +3 Degree 1st Yr. (Back) Exam.2021. As per Regulation there is no provision for the fresh enrolment of students in Back Examination.
- (c) **+3 2nd Year (Back) :** She must have Appeared / Enrolled to the +3 Degree IInd Year University (Regular / Back) Arts/Sc./Commerce (Pass & Hons.) Examinations,2017/2018 to be eligible for appearing +3 Degree 2nd Yr. (Back) Examination,2021. As per Regulation there is no fresh enrolment of students in Back Examination (2021).
- (d) **+3 Final Year (Back) :** She must have Enrolled /Appeared to the +3 Degree Ist Yr. (Reg.) and IInd Yr.(Reg.)Arts/Science/Commerce (Pass/Hons.) Examinations, 2016, 2017 respectively. Further, she has completed a regular Course for not less than one Academic Year in the 3rd Yr. (Final Yr.) course, 2017-18 in one or more affiliated colleges admitted for the purpose of such examination in the subjects which she offers, provided that she is not otherwise eligible for appearing the +3 Degree Final Year (Back) Arts/Science/Commerce (Pass & Hons.) Examination,2021.

OR

She must have been Enrolled/Appeared to the +3 Degree 2nd Year (Back) Arts/Science/Commerce (Pass & Hons.) Examination,2018 and Final Year (Reg.) Arts/Sc./Com. (Pass & Hons.) Examination,2018 simultaneously in the 3rd Yr. (2017-18) to be eligible for appearing the +3 Degree Final Year (Back) Examination,2021 in such course.

- (e) She must not have taken C.L.C.
- (f) 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.

II. Guidelines to appear Back Paper(s)/Improvement:

- (a) If a candidate is **absent/failed** in any sitting(s) of an Examination, 2016/2017/2018/2019/2020 (Theory or Practical), such candidate shall have to reappear in that paper(s) / subject(s) in order that her results are declared.
- (b) One has to secure **at least 30% marks** in each paper (**both in Theory & Practical**) to pass the examination.
- (c) One examinee may be allowed to improve her performance in any or all papers of subject **once only** in subsequent year(s). Such improvement will not hamper Distinction, if awarded in earlier attempt (First attempt). Higher mark secured shall remain valid.
- (d) One has to clear all the back paper(s) within 6 (six) year from Registration in the Ist Year Examination (For example students taken admission in 2015 have to clear by 2021).

III. Allotment of Examination Roll Number in respect of +3 Ist Year (Back), 2nd Year (Back) and Final Year (Back) Arts / Science / Commerce (Pass/Hons.) Examination,2021.

- (a) The candidate shall retain her previous Examination Roll Number allotted at +3 Ist. Year (Regular) University Examination, 2016. Simply with adding (B) at the end of Roll Number.

IV. Preparation of Alphabetical List & Accounts Statement in respect of +3 Ist Year (Back), 2nd Year (Back) and Final Year (Back) Arts/Science/Commerce (Pass/Hons.) Examination,2021.

- (a) Different proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are sent to your college ID for the purpose.
- (b) The Alphabetical List shall be prepared Arts/Science/Commerce (Pass/Hons.) wise separately containing the Name of candidate, Examination Roll Number, Registration Number, Subjects/Papers to be examined in aforesaid respective (Back) Examinations, 2021.

All entries in the Alphabetical List be made in Capital Letters and the names of the candidate be prepared without mistake. SC/ST/Disabled may be indicated against each of their names.

- (c) Please mentioned the number of papers to be appeared for **+3 Ist Year (Back), 2nd Year (Back)& Final Year (Back) Examination in Remark Column in the Alphabetical List.**
- (d) Please mention the number of candidates appearing in **Single Paper, Double Papers, Triple Papers** in Accounts Statement clearly.

V. Mode of Form Fill Up : OFF LINE Form Fill Up for +3 Ist Year (Back), 2nd Year (Back) and Final Year (Back) Arts / Science / Commerce (Pass/Hons.) Examination,2021. For information of all Colleges affiliated to R.D.Women's University, without late fee, Late fee of Rs.50/- and Rs.200/-.

+3 DEGREE 1ST YEAR , 2ND YEAR & FINAL YEAR (BACK) EXAM.2021

WITHOUT LATE FEE	:	25.03.2021–03.04.2021
WITH LATE FEE OF Rs.50/-	:	03.04.2021-05.04.2021
WITH LATE FEE OF Rs.200/-	:	06.04.2021 & 07.04.2021

Note : However, a student can fill up the Form(s) before 10 days of commencement of the Examination with late fee of Rs.200/-.

VI. Date of submission of Alphabetical List, Accounts Statement, Bank Draft along with other documents complete in all respects at the University are given below for +3 Degree 1st Year (Back),2nd Year (Back) and Final Year (Back),Examinations, 2021.

PREPARATION OF BANK DRAFT Ist Yr., 2nd Yr.
and Final Yr. (Back) Exam. 2021

(a) WITHOUT LATE FEE DRAFT SHOULD
BE PREPARED BY: **04.04.2021**

(b) WITH LATE FEE OF RS.50/- DRAFT SHOULD
BE PREPARED BY: **08.04.2021**

(c) WITH LATE FEE OF RS.200/- DRAFT
SHOULD BE PREPARED BY : **08.04.2021**

**VII. DATE OF DEPOSIT OF DRAFT ETC. TO THE UNIVERSITY WITHOUT LATE FEE,
LATE FEE OF RS.50/- & LATE FEE OF RS.200/-**

(a) **09.04.2021**

All colleges of Angul, Cuttack, Dhenkanal Districts.

(b) **10.04.2021**

All colleges of Jajpur, Jagatsinghpur, Kendrapara districts

(c) **12.04.2021**

All colleges of Khurda, Nayagarh, Puri districts

**VIII. Fees to be collected for +3 1st Yr.(Back), 2nd Yr. (Back) and Final Year (Back)
Examination, 2021 as applicable for the respective Examinations.**

Fees to be Collected:

1	Examination Fee	
	a. Pass Course :	250.00
	b. Hons. Course :	260.00
2	Fee for Back appearance / Improvement : (Examination fee @ Rs.50/- per paper, if the candidate filled up Form for less than 50% of the total number of papers in that examination along with other fees. 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 along with other fees .	
3	Centre Charge : (To be retained by the Centres) :	100.00
4	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
5	Fee for Enrolment	50.00
6	Fee for Marks	50.00
7	Fee for Supervision	20.00
8	Re-registration Fee (to be deposited along with other exam. fees) for any subsequent Examinations	40.00
9	Late fee of Rs.50/- will be paid after without late fee dates if applicable	
10	Late fee of Rs.200/- will be paid after late fee dates of Rs.50/- if applicable	
11	Fee for Provisional Certificate (only for Final Year Back students) if not paid at Final Yr. (Reg.) Examination, 2018.	50.00
12	Fee for Original Certificate (only for Final Year Back Students) if not paid Separate consolidated Bank Draft to be prepared at Final Yr. (Back) Exam. 2018.	200.00
13	However, a student can fill up the Exam. Form after late fee Rs.200/- and 10 days before 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.

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.**

Documents to be submitted by the College:

- a. Forwarding Letters.
- b. Accounts Statement (in duplicate).
- c. Bank Draft (Consolidated) : Without late fee, with late fee of Rs.50/- and Rs.200/- in respect of 1st Yr./ 2nd Yr./Final Yr. (Back) Exam.,2021.
- d. Alphabetical list in (in duplicate) Hard Copy with the statement regarding number of students Arts/Science/Commerce (Pass/Hons.) separately for each Examination.

IMPORTANT INSTRUCTIONS:

- a. At the time of form fill up, the authorities of the College should be vigilant to ensure that the points applicable for candidate are filled up carefully by the students.
- b. The colleges should mention the number of students and along with the categories like SC/ST/Disabled positively.
- c. It is the responsibility of the Principal of the college to ensure that the candidates are eligible for Filling Up Examination Forms as per regulation and the Forms shall be verified by the **teaching staff or Examination In-Charge** of the college. The candidate will submit her Admit Card & Mark Sheet if appearing Back/Improvement papers for verification by the Examination In-charge.
- d. Fees will be accepted in consolidated Draft for the number of students those who have Filled up Forms and whose names are mentioned in the Alphabetical Lists.
- e. Any Application Form shall not be accepted after the last Late Fee Date of Rs.200/- mentioned on the Notification of Examination.
- f. The Alphabetical List, Accounts Statement & Bank Draft shall be received from the College between 11.00 A.M to 5.00 P.M on the scheduled dates along with all related documents.
- g. The Account Statement with Bank Draft, Alphabetical List of the students and subject statement of 2015 Admission Batch are to be submitted in the Examination Section of the University.

The Principals may fix up the date(s) for filling of forms at the college as per their convenience. Account Statement and Bank Draft, complete in all respect should be deposited in the University Office on the dates as stated above.

You are further, requested to circulate it among all concerned and depute your staff in charge of the examination for seeking clarification.

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

Yours faithfully,

J. S. Prasad
19/03/21

~~CONTROLLER OF EXAMINATIONS~~

Date 19.03.21

Memo No. COE/Ex-01/ 250⁽¹²⁾ /2021

Copy communicated to

1. The Chairperson, P.G. Council, 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, C.D.C., Rama Devi Women's University, BBSR;
5. The Dy. Registrar (Adm.) Rama Devi Women's University, BBSR;
6. The P.S to VC, Rama Devi Women's University, BBSR;
7. Accounts Unit / Sports Council / Academic Council / Affiliation Unit, Rama Devi Women's University, BBSR for information & necessary action.
8. Notice Board / OTC Website

J. S. Prasad
19/03/21

~~CONTROLLER OF EXAMINATIONS~~

DATE :