

RAMA DEVI WOMEN'S UNIVERSITY,  
BHUBANESWAR-751022

No. COE/Ex-01/ 518 /2021

Date : 29.06.2021

From

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

To

The Chairperson, P.G. Council  
Rama Devi Women's University,  
Bhubaneswar - 751022

Sub : Filling up Examination Forms and submission of Alphabetical List, Accounts Statement in support of Prescribed fees, Consolidated Bank Draft along with other connected documents in respect to enrolment of students to the +3 Degree 6<sup>th</sup> Sem. (CBCS) Arts / Science / Commerce (Hons.) Back Examination, 2021 (2015 Admission Batch).

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, consolidated Bank Draft along with other documents of your U.G. Departments for their Enrolment to the +3 Degree 6<sup>th</sup> Semester Arts/Science/Commerce Hons. (Back) Examination, 2021 (2015 Admission Batch), as per guidelines furnished below. The tentative date of commencement of the aforesaid Examination is as follows. The detail Examination Programme shall be notified later on.

**Examination**

**Tentative date of  
Commencement of Examination**

**+3 Degree 6<sup>th</sup> Sem.(CBCS)Back Exam.2021**

**30.07.2021**

I. +3 Degree 6<sup>th</sup> Semester (CBCS) Back Examination,2021 (2015 Admission Batch)

Eligibility of Students

- (i) She must have taken admission to the +3 Ist Year Degree Course in Arts/Science/Commerce (Hons.) under (CBCS) pattern during the Academic year of 2015.
- (ii) She must have been admitted /Enrolled in the +3 Degree Ist Sem. (CBCS) Regular University Examination,2015 as per the Regulation.
- (iii) She must not have taken C.L.C.
- (iv) The registered student of the University may be admitted to the +3 Degree 6<sup>th</sup> Semester (CBCS) Back Arts/Science/Commerce (Hons.) University Examination,2021 if she has appeared /Enrolled in Ist Sem. (CBCS) Examination,2015 in the concerned Stream and there after completed a regular Course of Study in the 6<sup>th</sup> Sem. For the purpose of such examination in the subjects which she offers, provided that she is not otherwise eligible to appear the said examination.
- (v) She must have obtained required percentage of attendance in conformity of the regulation.

II. For filling up the Examination Application Forms for +3 Degree 6<sup>th</sup> Sem. (CBCS) Back students shall be submitted through OFFLINE.

III (a) Assignment of Examination Roll Number :

The Examination Roll Number allotted to the candidates in Ist Semester(CBCS) Arts/Science/Commerce (Hons.) Examination,2015 shall remain unchanged if there is no discrepancies. However, if a candidate transferred from other College/University, such candidate(s) shall be allotted last Roll Number of the Hons. candidates in which she admitted . The Xerox copy of the transferred order & Admit card of candidate must be attached.

(b) Preparation of Alphabetical List :

Different Proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are sent to the departments be prepared carefully as per the instructions given for the purpose and hard copies (in duplicate) will be submitted to the Examination Unit of the University positively. The Alphabetical List contains with Examination Roll Number, Registration Number, Name of Candidate along with Subjects. The Alphabetical List shall be prepared according to stream & Hons. wise separately.

All entries in the Alphabetical list be made in Capital letters and the names of the candidates be prepared carefully without mistake. SC/ST/Disabled be indicated against each of their names.

**IV. (a) Assignment of Examination Roll Number :**

The Examination Roll Number allotted to the candidates in Ist Semester(CBCS) Arts/Science/Commerce (Hons.) Examination,2015 shall remain unchanged if there is no discrepancies. However, if a candidate transferred from other College/University, such candidate(s) shall be allotted last Roll Number of the Hons. candidates in which she admitted . The Xerox copy of the transferred order & Admit card of candidate must be attached.

**(c) Preparation of Alphabetical List :**

Different Proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are sent to the departments be prepared carefully as per the instructions given for the purpose and hard copies (in duplicate) will be submitted to the Examination Unit of the University positively. The Alphabetical List contains with Examination Roll Number, Registration Number, Name of Candidate along with Subjects. The Alphabetical List shall be prepared according to stream & Hons. wise separately.

All entries in the Alphabetical list be made in **Capital letters** and the names of the candidates be prepared carefully without mistake. SC/ST/Disabled be indicated against each of their names.

**V. Fees to be Collected:**

1	Core Course (Hons.):	260.00
2	Centre Charge : (To be retained by the Departments) :	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 Ist Sem.(Reg.) Exam.	40.00
7	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.	
8	Additional Centre Charge (if applicable) for three consecutive admission batches in case of new subjects or new college (to be deposited in the University along with other fees)	50.00
9	However, a student can fill up the Examination Form before 10 days of the commencement of the examination with a late fee of Rs.50/-	50.00
10	Fee for Original Certificate (only for Final 6 <sup>th</sup> Semester Students) if not paid in 2018 Exam. Separate consolidated Bank Draft to be prepared.	200.00

The Centre Charges so collected may please be kept by the 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 shall please be refunded to the University in shape of Bank Draft in favour of **Comptroller of Finance, Rama Devi Women's University payable at Bhubaneswar** along with **Utilization Certificate** by the Centre Superintendent immediately after the Examination is over.

**VI. 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, Bhubaneswar** payable at Bhubaneswar. **EXCESS AMOUNT IF PAID BY THE INSTITUTION WILL NOT BE ADJUSTED OR REFUNDED.** Care should be taken to put up the **Institution Seal, Institution Code and name of the Examination in the back side of the Bank Draft.**

**VII. OFFLINE FORM FILL UP DATES FOR +3 Degree 6<sup>th</sup> Semester(CBCS) Back EXAMINATION,2021**  
(FOR INFORMATION OF ALL U.G. Departments, Rama Devi Women's University, BBSR.)

Examination	Without late fee	With late fee of Rs.50/-
+3 6 <sup>th</sup> Sem.(CBCS) Back,2021	02.07.2021-13.07.2021	14.07.2021-16.07.2021

**VIII. Date of submission of Alphabetical List, Accounts Statement and Bank Draft by the U.G. Departments of Rama Devi Women's University :**

The last date for submission of **Alphabetical list, Accounts Statement and Consolidated Bank Draft**, and other documents complete in all respect at the University Examination Unit are given below :

**For+3 Degree 6<sup>th</sup> Sem.(CBCS) Back Examination,2021 (2015 Adm. Batch)**

<b>a</b>	<b>Without late fee</b>	<b>Draft should be prepared by : 19.07.2021</b>
<b>b</b>	<b>With late fee of Rs.50/-</b>	
<b>c</b>	<b>Submission of without late fee and with late fee Alphabetical List &amp; Accounts Statement &amp; Bank Drafts to be deposited to the University Examination Unit</b>	

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

**IX. Documents to be submitted along with Accounts Statement & Bank Draft :**

- Certificate relating to verification of Application Forms of eligible candidates by the Examination In-Charge of the UG Departments, R.D.Women's University.
- Forwarding Letter.
- Separate Accounts Statement (One Copy) each for without late fee & with late fee of Rs.50/-.
- Alphabetical list in duplicate for Arts/Science/Commerce (Hons.) wise without late fee & with late fee.
- Separate Bank Draft (Consolidated) for **without late fee** and **with late fee** of Rs.50/- dates.
- Submission of Utilization Certificate & Refund of unspent balance of Centre Expenses of last year.

**X. IMPORTANT INSTRUCTIONS :**

- a. At the time of Form Fill up, the authorities of the UG Departments should be vigilant and to ensure that the points related to the candidates are filled up carefully by the students.
- b. The Departments should mention number of students and categories like SC/ST/Disable positively, against the appropriate **box/space**.
- c. It is the responsibility of the HOD of UG Departments of R.D.Women's University to ensure that the candidates Filling up Exam. Forms are eligible as per regulation.
- d. No candidate is allowed to Fill up Examination Form after the expiry of last date with a fine of Rs.50/- mentioned in the Notification vide item No. V (9).
- e. **The Accounts Statement along with Bank Draft & Alphabetical List of the students completed in all respect and other connected documents of 2015 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 may fix up the date(s) for filling up Examination Forms in the Departments as per their convenience.

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 collect necessary Forms and Accounts Statement from the COE Office.

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

Yours faithfully,

*[Signature]*  
29/6/21

CONTROLLER OF EXAMINATIONS

Date: 29.06.2021

Memo No. COE/Ex-01/ 519 /2021

Copy communicated to

1. The Heads, All U.G 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 Accounts Unit/Academic Unit/Affiliation Unit/ Examination Unit, Rama Devi Women's University, BBSR for information & necessary action.
9. The Notice Board.

*[Signature]*  
29/6/21

CONTROLLER OF EXAMINATIONS