



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

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

No. COE-/Ex-01/ 545/ 2021

Date : 8.7.2021

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 Principal,
Kamala Nehru Women's College,
Bhubaneswar-753001
(Dispatched through e-mail)

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 of enrolment of students to the MA/M.Sc./ M.Com – 1st & 2nd Sem. Back Examination, 2021 (2019,2018 & 2017 Admission Batch) .

Madam/Sir,

You are requested to take necessary steps for Filling up Examination Forms of the eligible students admitted in MA/M.Sc./M.Com. courses under the PG Departments, Rama Devi Women's University/Kamala Nehru Women's College, Bhubaneswar during the Academic Session 2019-2020, 2018-2019, 2017-2018 for their Enrollment to the MA/ M.Sc./M.Com 1st & 2nd Semester (Back) Examination,2021. The subjects under MA/M.SC./M.COM Course are as follows :

The subjects under MA/ M.Sc./M.Com Course are as follows:

- (1) Economics, (2) Education, (3) English, (4) Gender Studies, (5) Hindi, (6) Home Science, (7) Political Science, (8) Odia, (9) Sociology, (10) Biotechnology, (11) Computer Science, (12) Life Science, (13) Industrial Microbiology (14) Commerce.

- 1st semester (Back) Examination,2021 (2019,2018 & 2017 Admission Batch)
- 2nd semester (Back) Examination,2021 (2019,2018 & 2017 Admission Batch)

1. Eligibility of candidate to Fill up Examination Form for MA/M.Sc./M.Com 1st & 2nd Semester (Back) Examination,2021.

- (a) She must have been Enrolled/Registered to the MA/M.SC./M.COM Ist Semester (CBCS) Regular Examination, 2019.
- (b) She must not have taken C.L.C.

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(c) **Back Paper Appearance:** A student has to clear Back paper(s) (in the Paper/papers one has failed i.e. having secured **Grade 'F' or marks below 33%**) in a paper by appearing at subsequent Semester Examination within four years from the Year/Session of admission.

A student having **'F' grade** in any paper can re-appear any number of times within the stipulated period of twice the duration course until she gets at least 'D' grade.

(d) The candidates filling up Forms for Back are required to produce the xerox copy of their Mark Sheet for verification.

(e) The candidate(s) booked under Malpractice case for unfair means in Examination may fill up Forms for the said Subject(s)/Papers with an undertaking that she will abide the decision of the punishment imposed by the University.

2. MODE OF FORM FILL UP : ONLINE

The Examination Application Forms for MA/M.Sc./M.Com 1st & 2nd Semester (Back) Examination,2021 shall be submitted through ONLINE. For filling up Forms ONLINE, one has to log on to www.rdwuniversity.nic.in & then click **e-Examination** button.

ONLINE FORM FILL UP DATE FOR PG 1st & 2nd SEMESTER (CBCS) BACK EXAMINATION,2021 (FOR INFORMATION OF HEADS, P.G. DEPARTMENTS OF RAMA DEVI WOMEN'S UNIVERSITY, BBSR, AND KAMALA NEHRU WOMEN'S COLLEGE, BHUBANESWAR).

Examination	Without late fee	With late fee of Rs.50/-
MA/M.Sc./M.Com 1 st & 2 nd Semester Back Exam.2021	13.07.2021-19.07.2021	20.07.2021 Onwards till 10 days prior to commencement of examination

Note : However, a candidate shall be allowed to Fill up Form with a late fee of **Rs.50/- before 10 days** of exact date of commencement of the Examination .

3. Date of submission of Alphabetical List, Accounts Statement and Bank Draft along with other documents complete in all respect at the University are given below :

SUBMISSION OF DATE		
Without late fee		P.G. Depts. of Rama Devi Women's University, Bhubaneswar
With late fee of Rs.50/-	27.07.2021	& Kamala Nehru Women's College, Bhubaneswar (Time : 11.00 AM – 4.00 PM)

If the above date is declared as a holiday, the next working day will be automatically treated as the last date for submission & no notification will be made to this effect.

4. Preparation of Alphabetical List :

The Alphabetical List of Arts/Science/Commerce shall be prepared subject wise separately without any mistake containing name of candidate, Roll no., Registration No for which the candidate(s) to be enrolled and care should be taken to indicate SC/ST/PWD etc. against each of their names for (Regular) students separately .

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

5. FEES TO BE COLLECTED FOR 1ST & 2ND SEMESTER EXAMINATION

1	MA/M.SC/ M.COM (Except M.Sc. Biotechnology)	300.00
2	M.SC. BIOTECH.	1,000.00
3	CENTRE CHARGE : (TO BE RETAINED BY THE COLLEGE / DEPT.) :	100.00
4	ADDITIONAL CENTRE CHARGES (IF APPLICABLE) FOR THREE CONSECUTIVE ADMISSION BATCHES IN CASE OF NEW SUBJECTS OR NEW COLLEGES TO BE DEPOSITED ALONG WITH OTHER FEES	50.00
5	FEE FOR ENROLMENT	50.00
6	FEE FOR SUPERVISION	20.00
7	FEE FOR MARKS	50.00
8	RE-REGISTRATION FEE (TO BE DEPOSITED ALONG WITH OTHER FEES) FOR ANY SUBSEQUENT EXAMINATION OTHER THAN IST SEMESTER (REGULAR) EXAMINATION.	40.00
9	FEE FOR BACK APPEARANCE : EXAMINATION FEE @ OF Rs.75/- 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 ALONG WITH OTHER FEES.	
10	LATE FEE OF RS.50/- WILL BE CLAIMED AFTER WITHOUT LATE FEE DATE	50.00

N.B : However, a student can fill up the Examination Form with a late fee of Rs.50/- before 10 days of the commencement of the examination.

The following documents are to be submitted by the PG Depts , RDWU/College :

- (a) Forwarding Letter
- (b) Alphabetical list (one downloaded Copy)
- (c) Account Statement (one copy)
- (d) Bank Draft of requisite amount
- (e) Certificate relating to verification of Application Forms of eligible candidates by the Examination In-Charge of the PG Departments, R.D.Women's University/Colleges


Excess amount if paid by the CPGC/College will not be adjusted or refunded. Care should be taken to put Institution/College Seal, College Code and name of the Examination in the back side of the Bank Draft.

The Chairperson, PG Council, RDWU/Principal, Kamala Nehru Women's College, Bhubaneswar may fix up the date(s) for filling up Forms in the P.G. Depts. of the University/College as per their convenience.

You are further requested to circulate it among all concerned and download necessary Forms, Accounts Statement & Alphabetical list from the www.rdwuniversity.nic.in

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

Yours faithfully,



CONTROLLER OF EXAMINATIONS

Date : 8.7.2021

Memo No. COE/Ex-05/ 5476 2021
Copy communicated to

1. The Heads, all P.G. Departments, Rama Devi Women's University, BBSR
2. The Comptroller of Finance, Rama Devi Women's University, BBSR;
3. The Dy. Controller of Examinations, Rama Devi Women's University, BBSR
4. The P.S to VC for information of Vice-Chancellor , R.D.W. University
5. The Director, NIC, Bhubaneswar for information & necessary action
6. The Accounts Unit/Academic Unit/Affiliation Unit/Examination Unit, Rama Devi Women's University, BBSR for information & necessary action.
7. The OIC, Website, RDW University



CONTROLLER OF EXAMINATIONS