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

No. COE-/Ex-01/ 560/ 2021

Date : ୨.୦୭.୨୦୨୧

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 of enrolment of students to the +3 Degree all Sem.(CBCS) Arts/Science/ Commerce (Pass & Hons.) **Back Examination, 2021 (2015 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 consolidated Bank Draft of your U.G. Departments for their Enrolment to the +3 Degree 1st, 2nd, 3rd, 4th Semester Arts/Science/Commerce Hons. (**Back Examination, 2021 (2015 Admission Batch)**) as furnished below.

- 1st semester (**Back Examination, 2020 (2015 Admission Batch)**)
- 3rd semester (**Back Examination, 2020 (2015 Admission Batch)**)
- 2nd semester (**Back Examination, 2021 (2015 Admission Batch)**)
- 4th semester (**Back Examination, 2021 (2015 Admission Batch)**)

I. The Examination Application Forms for +3 Degree 1st, 3rd, 2nd & 4th Sem. (CBCS) Back students shall be submitted through OFFLINE for filling up Forms.

II. 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 2015-16
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination, 2015 .
- (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' or below 33% mark 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 i.e. 33% of passing marks in each Theory and a minimum of 40% in each Practical papers.
- (e) The candidates are required to produce their Mark Sheet (Xerox copy) in case of Back paper appearance for verification to appear all Back Examinations, 2021.

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III. (a) Assignment of Examination Roll Number :

The Examination Roll Number allotted to the candidates in Ist Semester(CBCS) Arts/Science/Commerce(Pass/Hons.) Examination,2015 shall remain unchanged if there is no discrepancies.

(b) Preparation of Alphabetical List :

Different Proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are available **OFFLINE**. 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 & Pass/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/PWD be indicated against each of their names.

IV. Fees to be Collected:

1	Examination Fee	
	a. Core Course (Pass) :	250.00
	b. Core Course (Hons) :	260.00
2	Centre Charge : (To be retained by the Centres) :	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 first Sem. Reg. Examination.	40.00
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	If the candidate filled up Form for less than 50% of the total number of papers in that Back Examination shall be paid @ Rs.50/- per paper along with other fees by the candidate if she filled up Form for 50% or more number of the total papers in (Pass or Hons.) shall be paid full examination fees & other fees for that Examination.	
9	Late fee of Rs.50/- will be claimed after without late fee dates	
10	However, a student can fill up the Exam. Form with a late fee of Rs.50/- before 10 days of the commencement of the examination.	

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 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.

V. 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**.

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VI. OFFLINE FORM FILL UP DATES FOR +3 DEGREE ALL BACK EXAMINATION,2021

(For information Of U.G. Departments of Rama Devi Women's University, BBSR).

N.B : The Candidate(s) booked under malpractice cases may be Filled up Forms for the said subject(s) / Paper(s) with a undertaking that she will be abide the decision of the punishment imposed by the University.

Examination	Without late fee	With late fee of Rs.50/-
+3 Degree (CBCS) All Back Sem.Exam.2021	13.07.2021-19.07.2021	22.07.2021 Onwards till 10 days prior to commencement of examination

VII. 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 :

<u>Date of Deposit</u>	<u>Time</u>
23.07.2021 (positively)	11:00 AM to 4.00 PM

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.

VIII. 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.

VIII. IMPORTANT INSTRUCTIONS :

- At the time of Form Fill up, the authorities of the UG Departments/ College should be vigilant and to ensure that the points related to the candidates are filled up carefully by the students.
- The Departments should mention number of students and categories like SC/ST/Disable positively, against the appropriate **box/space**.
- 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. IV (10).
- 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,

Jeepran
9/7/21

CONTROLLER OF EXAMINATIONS

Date: 9.07.2021

Memo No. COE/Ex-01/ 561 / 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 VC for information of Vice-Chancellor, R.D.W. University
8. The Accounts Unit/Academic Unit/ Affiliation Unit/Examination Unit, Rama Devi Women's University, BBSR for information & necessary action.
9. The Notice Board.

Jeepran
9/7/21

CONTROLLER OF EXAMINATIONS