



**ରମା ଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ , ଭୁବନେଶ୍ୱର**  
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COE/Ex- / 606 / 2021

Date : 20/7/21

### **Notification**

Consequent upon the resolution of the examination committee held on 29.06.2021 and approval of the hon'ble Vice Chancellor on 05.07.2021, the modalities of on-line Examination Process, Question Preparation and Answer Scripts Evaluation for U.G, P.G, M.Phil (Regular & Back) for the session 2020-21 is notified herewith.

#### **Exam Process:**

- The scanned questions will be sent to the concerned principals on the scheduled date two hours prior to the commencement of examinations via email. In case of exigencies scanned question paper can be sent to the concerned principal's WhatsApp number.
- Scanned copies of the question paper will also be made available through the student login portal in the University Website.
- The Principal/ HOI will then send the question to the respective HOD who then forwards it to the concerned Subject teacher/Mentor via email.
- The Subject Teacher/ Mentor then send the question to the students before 15 minutes of the commencement of examinations via email or WhatsApp group previously created.
- Students also have the option to download the question via their login portal provided in the University Website.
- Within 1 hour after the exams is over, students will send their answer scripts in Pdf format via email / WhatsApp number (as intimated earlier by the subject teacher/mentor).
- They can also upload the answer script in the student login portal. In case of exigencies students have the option to physically deposit their answer scripts in their respective college/institution (assigned invigilator) within 5 PM of the same day of the examination.

**Question Preparation and Answer Scripts Evaluation:**

Sl. No	Examinations	Question Preparation	Answer Scripts Evaluation
1.	UG 6 <sup>th</sup> Semester (Reg& Back)	Questions to be prepared by external members as recommended by the BOS and as approved by the COE	<ol style="list-style-type: none"><li>1. Every exam centre shall be designated as an evaluation centre.</li><li>2. Evaluation will be done by the internal members of the institution concerned.</li><li>3. Wherever internal members are not available, external members can be sought from the nearby institutions.</li><li>4. Answer scripts are to be retained by the Principals/ HOI's but mark foils and memo's will be sent to the COE office through a special messenger as and when notified by the COE office.</li><li>5. Mark entry will be done centrally in the COE office.</li><li>6. Evaluation for scripts where the student has obtained more than 85% for UG and more than 90% for PG will be done by an Chief Examiner in the COE office whose decision shall be final and binding.</li></ol>
2.	PG, 4 <sup>th</sup> Semester (Reg& Back)		
3.	B.Ed. 2 <sup>nd</sup> Annual Exam (Reg)		
4.	Back (UG 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , PG 1 <sup>st</sup> & 2 <sup>nd</sup> M.Phil. 1 <sup>st</sup> & 2 <sup>nd</sup> )	Questions to be prepared by the concerned Department /Internal members	
5.	Practical Exams		

Memo No. COE/Ex- 607 / 2021  
Copy communicated to:

1. The Chairperson, P.G. Council, Rama Devi Women's University, BBSR ;
2. The Principals of all +3 Degree Affiliated Colleges, Rama Devi Women's University for information and necessary action. They are requested to notify the same among the students. **(Dispatched through e-mail)**
3. All the H.O.Ds Rama Devi Women's University, BBSR for information & necessary action.
4. The Registrar, Rama Devi Women's University, BBSR
5. The Comptroller of Finance, Rama Devi Women's University, BBSR
6. The Director, CDC, Rama Devi Women's University, BBSR
7. The Dy. Controller of Examinations, Rama Devi Women's University, BBSR
8. The P.S to the Vice-Chancellor, Rama Devi Women's University, BBSR
9. The Director, NIC, Bhubaneswar, for information & necessary action
10. The OIC, Website RDW University for uploading in RDWU website.

Controller of Examinations

Date : 20/7/21

Controller of Examinations