



ରମାଦେବୀମହିଳାବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

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

No. COE-/Ex-05/ 890 / 2021

Date : 20/09/21

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 of students, Accounts Statement in support of Examination Fees, Bank Draft along with other related Clearance for Enrolment of students to the **MA/M.Sc./M.Com.-3rd Sem. (CBCS) Back Examination, 2021 (2019,2018 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 for their Enrollment to the MA/ M.Sc./M.Com 3rd 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.

I. Eligibility of candidate to Fill up Examination Form for MA/M.Sc./M.Com 3rd Semester CBCS (Back) Examination,2021.

(a) She must have been Enrolled/Registered to the MA/M.SC./M.COM Ist Semester (CBCS) Regular Examination, 2018, 2019 .

(b) She must not have taken C.L.C.

(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.

PTO

- (d) The candidates who fill 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 a undertaking that she will be abide the decision of the punishment imposed by the University.

II. MODE OF FORM FILL UP : ONLINE

The Examination Application Forms for MA/M.Sc./M.Com 3rd Semester (CBCS) 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.

- (a) **ONLINE FORM FILL UP DATE FOR PG 3rd SEMESTER (CBCS) BACK EXAMINATION, 2020 (FOR INFORMATION OF HEADS, P.G. DEPARTMENTS OF RAMA DEVI WOMEN'S UNIVERSITY, BBSR, AND KAMALA NEHRU WOMEN'S COLLEGE, BHUBANESWAR).**

Without late fee	With late fee of Rs.50/-
22.09.2021-30.09.2021	01.10.2021-05.10.2021

- (b) Date of submission of Alphabetical List, Accounts Statement along with other documents complete in all respect at the University are given below :

SUBMISSION OF DATE			
a	Without late fee	08.10.2021	P.G. Depts. of Rama Devi Women's University, Bhubaneswar
b	With late fee of Rs.50/-	08.10.2021	& 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.

- III. The total amount as per account statement may be transferred by the College in electronic mode (RTGS/NEFT/Online) of Fund transfer from any Nationalized Bank to this university account by **07/10/2021**. The account details is stated below:

Bank Name: Punjab National Bank (Saheed Nagar Branch)
Bank Account No.: 0614010142779
A/C Holder: Comptroller of Finance, Rama Devi Women's University
IFSC Code: PUNB0061420
Pan No.: AAAGR1063F

The receipt copy of Electronic mode of fund transfer may be submitted at COF and COE (two Copies) at the time of form fill up data submission duly signed by the Principal/HoI along with College code, Seal & name of the Examination.

IV. Preparation of Alphabetical List

The Alphabetical List shall be prepared separately containing Name of Candidate, Examination Roll Number, Registration Number, Papers to be examined with Elective Papers if any. All entries in the Alphabetical List be made in Capital Letters and the names of the candidates be carefully typed without mistake. SC/ST/Disabled may be indicated against each of their names positively.

V. Deposit of Fees:

The fees so collected from the students except Centre charge shall be deposited to the University (RTGS/NEFT/Online) as mentioned point no-III of this letter. Excess amount if paid by the College/Deptt. will not be adjusted or refunded. Care should be taken to put up the College/Institution Seal, College/Institution Code and name of the Examination in the submitted document.

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

FEES TO BE COLLECTED FOR 3RD 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 OF 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/IMPROVEMENT 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

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

- Forwarding Letter
- Alphabetical list (one downloaded Copy)
- Account Statement (one copy)
- 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
- Money receipt of Electronic fund transfer (two copies)

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.

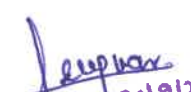
Yours faithfully,


20/9/21
CONTROLLER OF EXAMINATIONS
Controller of Examinations
RD. Women's University
Bhubaneswar

Memo No. COE/Ex-05/ 891 / 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 Vice-Chancellor, Rama Devi Women's University, BBSR
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


20/9/21
CONTROLLER OF EXAMINATIONS
Controller of Examinations
RD. Women's University
Bhubaneswar