

# ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

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

No. COE-/Ex-01/ 300/ 2022

Date : 29/03/22

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 Principals of all Colleges Affiliated to  
Rama Devi Women's University, Bhubaneswar  
(Dispatched through e-mail)

Sub : Filling up Examination Forms and submission of Alphabetical List, Accounts Statement in support of Prescribed fees , Bank transfer receipt copy and other connected documents in respect of enrolment of students to the +3 Degree 1<sup>st</sup> Sem.(CBCS) Arts/Science/ Commerce (Pass & Hons.) Back Examination, 2021 (2016,2017,2018, & 2019<sup>2020</sup> 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 attested Fund transfer receipt copy (02 copies) of your U.G. Departments/ College/Institution for their Enrolment to the +3 Degree (Arts/Science/Commerce) Pass & Hons. **Back Examination,2021** as furnished below.

**Tentative Date for Commencement of Examination: 29.04.2022**  
**1st semester (Back) Examination,2021 (2016,2017,2018, & 2019<sup>2020</sup> Admission Batch)**

- I. The Examination Application Forms for +3 Degree (CBCS) Back students shall be submitted through ONLINE. For filling up Forms ONLINE, one has to log on to [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in) & then click e-Examination button.
- 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 2019,2018,2017 & 2016<sup>2020</sup>
  - (b) She must not have taken CLC.
  - (c) **Back Paper appearance** : A student has to clear back paper(s) if failed by appearing at subsequent semester examinations within six years from the Year/Session of admission.

(d) **Improvement** : The student may appear in improvement (having passed in that paper) in any number of papers only once in the next semester examination & there is no improvement in practical paper.

(e) The candidates are required to produce their Mark Sheet (xerox copy) in case of Back paper appearance/ Improvement appearance for verification to appear the Ist Semester (Back) Examination, 2021.

**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 shall remain unchanged if there is no discrepancy.

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

Different Proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are available ONLINE. 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 (Hons) :	300.00
	b. Core Course (Pass) :	290.00
2	Centre Charge : (To be retained by the Centres) :	150.00
3	Fee for Marks	50.00
4	Fee for Enrolment	50.00
5	Fee for Supervision	20.00
6	Registration fee at the time of admission.	70.00
7	Re-Registration fee (to be deposited along with other exam. Fees) for any subsequent Examinations other than first Sem.(Reg.) Examination.	50.00
8	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.	
9	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
10	Fee for Provisional Certificate (only for Final 6 <sup>th</sup> Sem. Regular students)	50.00
11	Fee for Original Certificate (only for Final 6 <sup>th</sup> Sem. Regular Students) Separate consolidated Bank Draft to be prepared.	200.00
12	Late fee of Rs.50/- will be claimed after without late fee date	50.00
13	However, a student can fill up the Examination Form before 10 days of the commencement of the examination with a late fee of Rs.200/-	200.00

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 mode of Bank Transfer (NEFT/RTGS/ONLINE) as mentioned at point no –VIII of this letter. Utilization Certificate by the Centre Superintendent may be submitted to the Comptroller of Finance R.D Women’s University 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 mode of Bank Transfer (NEFT/RTGS/ONLINE) as mentioned at point VIII of this letter. **EXCESS AMOUNT IF PAID BY THE COLLEGE/INSTITUTION WILL NOT BE ADJUSTED OR REFUNDED.** Care should be taken to put up the Institution/College Seal, College Code and name of the Examination on the receipt of the Fund transfer and it should be attested by the Principal/HoI.

**VI. ONLINE FORM FILL UP DATES FOR +3 DEGREE 1<sup>st</sup> Sem. BACK EXAMINATION,2021**  
(For information Of U.G. Departments of Rama Devi Women’s University, BBSR, and Affiliated Colleges).

N.B : The Candidate(s) booked under malpractice cases may Fill 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.

<b>Examination</b>	<b>Without late fee</b>	<b>With late fee of Rs.50/-</b>	<b>With late fee of Rs.200/-</b>
+3 Degree Ist Semester Back Exam.2021	07.04.2022-12.04.2022	13.04.2022-16.04.2022	18.04.2022 19.04.2022

**VII.** Date of submission of Alphabetical List, Accounts Statement and other documents complete in all respect at the University are given below.

**DATE OF SUBMISSION OF ALPHABETICAL LIST,STATEMENT OF ACCOUNTS AND OTHER RELATED DOCUMENTS AS PER THE FOLLOWING SCHEDULE:**

**20.04.2022- For U.G Depts. of R.D.W. University**

**21.04.2022 -All Colleges of Angul, Cuttack, Dhenkanal, Jagatsinghpur, Jajpur, Kendrapara Dists.**

**22.04.2022 -All Colleges of Khurda, Nayagarh, Puri Dists**

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 Fund Transfer receipt copy for which no notification will be made to this effect.

**VIII.** The total amount as per account statement may be transferred in electronic mode (RTGS/NEFT/Online) from any Nationalized Bank to this university account on or before the date of submission. 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**

- IX.** The receipt copy of Electronic mode of fund transfer may be submitted at the office of the COF and COE (02 Copies) at the time of form fill up data submission. The Institution/college seal & code, name of the examination should be written on the receipt with the signature of the Principal / HoI.
- X.** Documents to be submitted along with Accounts Statement & Fund Transfer receipt copy :
- Certificate relating to verification of Application Forms of eligible candidates by the Examination In-Charge of the UG Departments, R.D. Women's University/Colleges.
  - Forwarding Letter.
  - Separate Accounts Statement (One download Copy) each for without late fee & with late fee of Rs.50/-
  - Alphabetical list (one download Copy) Arts/Science/Commerce (Pass/Hons.) wise without late fee & with late fee.

**XI. IMPORTANT INSTRUCTIONS :**

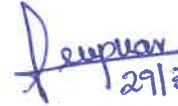
- For any clarification Please contact Director, NIC, BBSR in connection with Form fill up, Alphabetical List, Accounts Statement etc. At the time of Form fill up, the authorities of the College/HOD, UG Dept. of R.D. Women's University should be vigilant and to ensure that the fields related to the candidates are filled up carefully by the students in their own handwriting.
- The Departments/ Colleges should mention number of students and categories like SC/ST/PWD positively, against the appropriate box/space.
- It is the responsibility of the HOD of UG Departments of R.D. Women's University/ Principals of the Colleges to ensure that the candidates who fill up the Examination forms are eligible as per regulation.**
- Total fees shall be accepted in form of Fund Transfer (NEFT/RTGS/ONLINE) for the students whose names are mentioned in the Alphabetical Lists submitted. The Chairperson P.G Council/Principal of the College/Institution shall submit the Accounts statement along with the Alphabetical List.
- No candidate is allowed to fill up Examination Form after the expiry of last date with a fine of Rs.200/- mentioned in the Notification vide item No. VI**

The Chairperson, P.G. Council, R.D. Women's University/Principals of the respective Colleges may fix up the date(s) for filling up Examination Forms in the Departments/ College 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 download necessary Forms and Accounts Statement from the [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)

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

Yours faithfully,

  
29/3/22


CONTROLLER OF EXAMINATIONS

Memo No. COE/Ex-01/ 301 /2022

Date: 29/03/22

*Copy communicated to*

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

  
29/3/22

CONTROLLER OF EXAMINATIONS