



RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR-751022

No. COE-/Ex-01 / 409/2020

Date : 30.7.20

From

The Controller of Examinations  
Rama Devi Women's University,  
Bhubaneswar - 751022

To

1. The Chairman, P.G. Council  
Rama Devi Women's University,  
Bhubaneswar - 751022
2. The Principals of all Colleges affiliated to  
Rama Devi Women's University, Bhubaneswar

(Dispatch by e-mail)

Sub : Filling up Examination Forms of the +3 Degree 4<sup>th</sup> & 2<sup>nd</sup> Sem.(CBCS) Arts/Science/ Commerce (Pass & Hons.) Back Examination, 2020 (2017 & 2016 Admission Batch) and submission of Alphabetical List, Accounts Statement in support of the prescribed Fees, consolidated Bank Draft along with other connected documents .

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms and submit the documents as stated above of eligible students enrolled as candidates for the above Examinations as per guidelines furnished below .

#### GUIDELINE

I. The Examination Application Forms for +3 Degree 4<sup>th</sup> & 2<sup>nd</sup> Sem. (Back) students shall be filled up in one of the following ways :

(i) At the college level (PARTIAL ONLINE)

(a) Form fill up online

(b) **Fees to be deposited by the candidate in the college**

Log on to [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in) & then click e-examination button

(ii) Directly by the student (FULLY ONLINE)

(a) Form fill up online

(b) **Fees to be deposited by the candidate also online**

Go to University website [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in). ⇒ student section ⇒ log in ⇒ open the link for Form fill up ⇒ pay fees

II. Eligibility of Students

- (a) She must have been admitted/enrolled to the +3 Ist Semester (Regular) Examination, 2016 and 2017 .
- (b) She must **not** have taken CLC.
- (c) 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).
- (d) The candidates are required to produce their Mark Sheet (Xerox copy) for verification to appear at the 4<sup>th</sup> & 2<sup>nd</sup> Semester (Back) Examination, 2020.
- (e) The Candidate(s) booked under malpractice cases may fill up Forms for the said subject(s) / Paper(s) with an undertaking that she will abide by the decision of the University for punishment to be imposed.

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### III. (a) Assignment of Examination Roll Number :

The Examination Roll Number allotted to the candidates in 1st Semester(Regular) Arts/Science/Commerce(Pass/Hons.) Examination,2017/2016 shall remain unchanged if there is no discrepancies. However, if a candidate is transferred from other College/University, such candidate(s) shall be allotted last Roll Number of the Pass/Hons., candidates respectively. The Xerox copy of the transfer order & Admit card of candidate must be attached.

### (b) Preparation of Alphabetical List :

Different Proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are available ONLINE. The Alphabetical List contains Examination Roll Number, Registration Number, Name of Candidate along with Subjects. It shall be prepared according to the 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/Disabled 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	(To be retained by the Centres) :	
	a.Centre Charge :	100.00
	b.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
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
8	If the candidate fills up Form for less than 50% of the total number of papers in that Back Examination, she shall pay @ Rs.50/- per paper along with other fees. If she fills up Form for 50% or more number of the total papers, she shall pay full examination fees & other fees for that 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. Submission of documents & Deposit of Fees :

The fees so collected from the students **except Centre Charge** shall be paid to the University in shape of consolidated Bank Draft of any Nationalized Bank **in favour of Comptroller of Finance, Rama Devi Women's University, Bhubaneswar payable at Bhubaneswar.** 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 in the back side of the Bank Draft.

### VI. The last date for ONLINE FORM FILL UP of +3 Degree 4<sup>th</sup> & 2<sup>nd</sup> Semester(Back) EXAMINATION,2020 is dt. 10.08.2020

Dates 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:

(a) Preparation of Bank Draft : dt.11.08.2020

(b) Submission of Alphabetical List, Accounts Statement & Bank Drafts to be deposited to the University COE Office :

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Dates of SubmissionTime -11.00 am to 1.00 pm**12.08.2020-All Colleges of Angul, Cuttack & Jagatsinghpur Dists****13.08.2020 -All Colleges of Dhenkanal, Kendrapara & Nayagarh Dists****14.08.2020 -All Colleges of Jajpur, Khurda Puri Dists**

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.

**VII. Documents to be submitted along with Accounts Statement & Bank Draft :**

- Forwarding Letter
- 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
- Alphabetical list (one download Copy) Arts/Science/Commerce (Pass/Hons. wise)
- Bank Draft of requisite amount

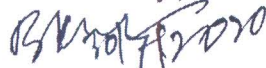
**VIII. IMPORTANT INSTRUCTIONS :**

- For any clarification, please contact Mr. Ajit Ku. Pattnaik, Technical Director, NIC, BBSR MOB.NO.9437084690 in connection with Form Fill Up, Alphabetical List, Accounts Statement etc. At the time of Form Fill-up, /HOD, UG Dept. of R.D. Women's University/ the authorities of the College should be vigilant and ensure that the fields related to the candidates are filled in the carefully by the students in their own handwriting.
- The Departments/ Colleges 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/ Principals of the Colleges to ensure that the candidates Filling up Exam. Forms are eligible as per regulation.
- Fees will be accepted in the form of Bank Draft of any Nationalized Bank, prepared in favour of Comptroller of Finance, R.D. Women's University, payable at Bhubaneswar, for the students whose names are mentioned in the Alphabetical Lists submitted. The Chairperson P.G Council / Principal of the College shall submit the Accounts statement along with the Alphabetical List.
- The Chairman 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 or send mail 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 Sincerely,



CONTROLLER OF EXAMINATIONS

Memo No. COE/Ex-01/410(9)/2020

Date :

30.7.20

Copy communicated to

- The Heads, all U.G Departments, Rama Devi Women's University, BBSR.
- The Comptroller of Finance, Rama Devi Women's University, BBSR;
- The Director, CDC, Rama Devi Women's University, BBSR;
- The Director, Sports Council, Rama Devi Women's University, BBSR;
- The Dy. Controller of Examinations, Rama Devi Women's University, BBSR;
- The P.S to Vice-Chancellor, Rama Devi Women's University, BBSR;
- The Director, NIC, Bhubaneswar for information & necessary action;
- The Accounts Unit/Academic Unit/Affiliation Unit/ Examination Unit, Rama Devi Women's University, BBSR; for information & necessary action.
- RDW University website

CONTROLLER OF EXAMINATIONS

Signature of Principal  
Principal

S.B. Women's (Auto) College  
Cuttack

Memo No: - 1698 Dt. 4/8/2020

(For information of students) Scanned with CamScanner