

N. P. Patra
7-8-2020

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G. Naik
T. U.

(2) RAMA DEVI WOMEN'S UNIVERSITY,
BHUBANESWAR- 751022

No. COE-/Ex-05/ 422/2020

Date : 6.8.2020

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 Principal,
S. B. Women's College,
Cuttack - 753001

(Dispatch by e-mail)

Sub : Filling up Examination Forms and submission of Alphabetical List, Accounts Statement in support of Examination Fees, Bank Draft along with other related documents for Enrolment of students for the MA/M.Sc./ M.Com - 2nd Sem. (Back) Examination, 2020 (2018/2017/2016 Admission Batch) respectively.

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms of the eligible students admitted in different subjects under MA/ M.Sc./M.Com. course during the Academic Session (2018-19/2017-18 / 2016-17 Admission Batch) in PG Departments, Rama Devi Women's University and S.B. Women's College, Cuttack for the above Examinations.

N.B. : The students admitted in S.B.Women's College, Cuttack during the Academic Session 2016-17 may fill up Forms to appear MA/M.Sc./M.Com 2nd Semester (Back) Examination,2020 in such subjects applicable for their students.

The subjects under MA/ M.Sc./M.Com Course are as follows :

Economics, (2) Education, (3) English, (4) Gender Studies, (5) Hindi, (6) History, (7) Home Science, (8) Philosophy, (9) Political Science, (10) Psychology, (11) Odia, (12) Sanskrit, (13) Sociology, (14)Biotechnology, (15) Computer Science, (16) Life Science, (17) Commerce.

- I. Eligibility of candidate to fill up Examination Form for MA/M.Sc./M.Com 2nd Semester (Back) Examination,2020.
 - (a) She must have been enrolled/Registered for the MA/M.SC./M.COM Ist Semester (CBCS) Regular Examination, 2016/2017, 2017/2018, 2018/2019
 - (b) She must not have taken C.L.C.
 - (c) 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.

II. Mode of Form Fill up : ONLINE

GUIDELINE

- I. The Examination Application Forms for PG 4th students shall be filled up in ONE of the following ways :
 - (i) At the University/College level (PARTIAL ONLINE)
 - (a) Form fill up online

P.T.O.

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

Log on to 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. \Rightarrow student section \Rightarrow log \Rightarrow in open the link for Form fill up \Rightarrow pay fees

N.B. : The candidates filling up Forms for (Back) are required to produce the xerox copy of their Mark Sheet for verification.

Last date for filling up Forms: 12.08.2020

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.13.08.2020**

(b) Submission of Alphabetical List, Accounts Statement & Bank Drafts to be deposited to the University COE Office : **dt.14.08.2020**

III. 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.

IV. Fees to be Collected

1	Examination Fee MA/M.Sc/ M.Com (Except M.Sc. Biotechnology)	300.00
2	M.Sc. Biotechnology	1,000.00
3	Centre Charge : (To be Retained by the Centre) :	100.00
4	Additional Centre Charges (If applicable) For three Consecutive Admission Batches in case of New Subject(s) or New College (to be deposited along with other fees) :	50.00
5	Fee for Enrolment	50.00
6	Fee for Marks	50.00
7	Fee for Supervision	20.00
8	Re-Registration Fee for any subsequent Examination other than first Semester Regular Examination (to be deposited along with other fees)	40.00
9	Fee for Back Appearance : (Examination Fee @ of Rs.75/- per paper, If the candidate fills 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.	

The Centre Charges so collected may please be kept by the Principal/Institution and to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance unspent amount if any please be refunded to the University in shape of **Bank Draft in favour of Comptroller of Finance, R.D Women's University payable at Bhubaneswar** along with Utilization Certificate by the Centre Superintendent of the examination soon after the completion of the examination. The voucher shall be kept with the Institution Head / Principal for Audit purpose.

V. Assignment of Examination Roll Number

The candidate will retain her previous Examination Roll Number which was at 1st Semester University Examination simply by adding (B) at the end for Back Examination.

VI. Preparation of Alphabetical List

The Alphabetical List shall be prepared for (Back) Examination containing Name of Candidate, Examination Roll Number, Registration Number, Paper Code to be examined. All entries in the Alphabetical List shall be made in Capital Letters and the names of the candidates shall be carefully typed without mistake. SC/ST/Disabled may be indicated against each name of the candidate positively.

P.T.O.

VII. 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/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 Back side of the Bank Draft.

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

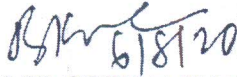
- (a) Forwarding Letter
- (b) Alphabetical list (one downloaded Copy)
- (c) Account Statement (one copy)
- (d) Bank Draft of requisite amount
- (e) Certificate relating to verification of Application Forms of eligible candidates by the Examination In-Charge of the PG Departments, R.D.Women's University/Colleges

The Chairman, PG Council, RDWU/Principal, S.B.Women's College, Cuttack may fix up the date(s) for filling up Forms in the P.G. Depts. of the University/in the 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.rdvuniversity.nic.in.

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

Yours Sincerely,



CONTROLLER OF EXAMINATIONS

Memo No. COE/Ex-05/423(20)/2020

Date: 6-8-2020

Copy communicated to

1. The Heads, all P.G. Departments, Rama Devi Women's University, BBSR
2. The Principal, S.B. Women's (Auto) College, Cuttack
3. The Comptroller of Finance, Rama Devi Women's University, BBSR
4. The Dy. Controller of Examinations, Rama Devi Women's University, BBSR
5. The P.S to Vice-Chancellor, Rama Devi Women's University, BBSR
6. The Director, NIC, Bhubaneswar for information & necessary action
7. The Accounts Unit/Academic Unit/Affiliation Unit/Examination Unit, Rama Devi Women's University, BBSR for information & necessary action.
8. RDW University website



CONTROLLER OF EXAMINATIONS

My 10.08.2020

Memo No Date Signature of Principal
(for students information)
Principal
S.B. Women's (Auto) College
Cuttack
10.8.2020
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