



# ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ଭୁବନେଶ୍ୱର

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

No. COE-/Ex-01/ 523/ 2021

Date: 2.7.2021

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, consolidated Bank Draft along with other connected documents in respect of enrolment of students to the +3 Degree all Sem.(CBCS) Arts/Science/ Commerce (Pass & Hons.) **Back Examination, 2021** (2018,2017 & 2016 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 consolidated Bank Draft 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.

- **1<sup>st</sup> semester (Back) Examination, 2020 (2018, 2017 & 2016 Admission Batch)**
- **3<sup>rd</sup> semester (Back) Examination, 2020 (2018, 2017 & 2016 Admission Batch)**
- **2<sup>nd</sup> semester (Back) Examination, 2021 (2018, 2017 & 2016 Admission Batch)**
- **4<sup>th</sup> semester (Back) Examination, 2021 (2018, 2017 & 2016 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 2016-17 and 2017-2018 & 2018-19.
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination. 2016, 2017 and 2018.
- (c) She must not have taken CLC.

PTO

(d) **Back Paper appearance** : A student has to clear back paper(s) (i.e. the paper / paper(s) one has failed, having secured grade 'F' or below 33% mark in a paper) by appearing at subsequent semester examinations within six years from the Year/Session of admission.

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) at least 'D' Grade i.e. 33% of passing marks in each Theory and a minimum of 40% in each Practical papers.

(e) The candidates are required to produce their Mark Sheet (Xerox copy) in case of Back paper appearance for verification to appear the All 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, 2018/2017/2016 shall remain unchanged if there is no discrepancies.

(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 (Pass) :	250.00
	b. Core Course (Hons) :	260.00
2	Centre Charge : (To be retained by the Centres) :	100.00
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
7	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
8	If the candidate filled up Form for less than 50% of the total number of papers in that Back/Improvement Examination shall be paid @ Rs.50/- per paper along with other fees by the candidate if she filled up Form for 50% or more number of the total papers in (Pass or Hons.) shall be paid full examination fees & other fees for that Examination.	
9	Late fee of Rs.50/- will be claimed after without late fee dates	
10	However, a student can fill up the Exam. Form with a late fee of Rs.50/- before 10 days of the commencement of the 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. Deposit of Fees :**

The fees so collected from the students except Centre Charge shall be deposited to the University in shape of consolidated Bank Draft from 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. ONLINE FORM FILL UP DATES FOR +3 DEGREE ALL 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 be Filled 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.

Examination	Without late fee	With late fee of Rs.50/-
+3 Degree (CBCS) All Back Sem.Exam.2021	05.07.2021-13.07.2021	14.07.2021 Onwards till 10 days prior to commencement of examination

**VII. Date of Preparation of Draft(s) and submission of Alphabetical List, Accounts Statement and Bank Draft by the U.G. Departments of Rama Devi Women's University/ Colleges :**

The last date 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 :

For +3 Degree All Back Examination, 2021

Draft should be prepared by 14.07.2021

(Without late fee , With late fee of Rs.50/- )

Submission of Alphabetical List, Accounts Statement & Bank Drafts to be deposited to the University Examination Unit.

**Date of Deposit**

16.07.2021, 19.07.2021, 20.07.2021 (positively)

**Time**

11.00 AM to 5.00 PM

**16.07.2021- All Colleges of Angul, Cuttack, Dhenkanal Dists.**

**19.07.2021- All Colleges of Jagatsinghpur, Jajpur, Kendrapara Dists.**

**20.07.2021- 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 Bank Draft for which no notification will be made to this effect.

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

- a. 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.
- b. Forwarding Letter.
- c. Separate Accounts Statement (One download Copy) each for without late fee & with late fee of Rs.50/-
- d. Alphabetical list (one download Copy) Arts/Science/Commerce (Pass/Hons.) wise without late fee & with late fee.
- e. Bank Draft (Consolidated) for without late fee, with late fee of Rs.50/- to be prepared separately as per above dates).

IX. IMPORTANT INSTRUCTIONS :

- a. 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.
- b. The Departments/ Colleges should mention number of students and categories like SC/ST/PWD positively, against the appropriate box/space.
- c. 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.
- d. Fees will be accepted in form of Bank Draft from 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.
- e. No candidate is allowed to fill up Examination Form after the expiry of last date with a fine of Rs.50/- mentioned in the Notification vide item No.IX.
- f. The Bank Draft, Accounts Statement and Alphabetical list will be received between 11.00 A.M. to 5.00 P.M. on the scheduled dates.
- g. The Accounts Statement along with Bank Draft & Alphabetical List of the students completed in all respect and other connected documents of 2018,2017 & 2016 Admission Batch are to be submitted in the Examination Section of the University, as per schedule.



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,

CONTROLLER OF EXAMINATIONS

Date:

Memo No. COE/Ex-01/ 524 /2021

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.

CONTROLLER OF EXAMINATIONS

Controller of Examinations  
R.D. Women's University  
Bhubaneswar

Memo no 454 dt 16/7/21

Copy to College Website/ All notice Board/ All HODs/ OIC Exam/Academic  
Down for information and necessary action.

S.S.R.

Principal 16.7.2021

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

**Instructions for the Online 'Assignment Mode Examination'**  
**[for all the theory paper (s) and Practical as in the programme of Back Examinations]**

1. The question papers for the Assignment mode examination (AME) shall be supplied by the Departments of the institution/college .
2. The AME questions will be given to the students two days prior to the date of submission as notified in the different programmes [For example-UG Assignment mode examination questions to be given (online) on dt. 24.07.2021 for submission on dt.26.07.2021].
3. The Assignment mode (AME) **question pattern will be descriptive in nature** covering all the units of the paper.
4. The students will have the choice to answer the questions as per the following format.

Maximum Mark	No. of question to be answered in Assignment mode	Maximum no. of pages of A4 size paper allowed
40	Two questions each of 20 marks	Eight(08) pages/ Four(04) sheets of A4 paper
30	Two questions each of 15 marks	Six(06) pages/ Three (03) sheets of A4 paper
20	One question of 20 marks	Three(03) pages / Two (02) sheets of A4 paper

5. The candidate has to follow the **Instructions to candidates for Online examination. (copy enclosed)**
6. The candidate has to write the answer to the questions in her own handwriting using **BLACK BALL POINT Pen** in A4 size paper.
7. The students will submit the assignment scripts as single PDF file in any of the following mode.
  - (a) Email Id of the concerned Subject teacher/Co-ordinator as decided by the Department / Centre Superintendent.
  - (b) Whatsapp no of the concerned Subject teacher/Co-ordinator as decided by the Department / Centre Superintendent
  - (c) She may also upload the PDF file in student login portal of University website [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)
  - (d) She may also submit the Assignment script in the offline mode to the Centre Superintendent directly if required.
8. The Answer Scripts of all [UG/PG/B.Ed (Back papers)] will be evaluated by the faculty members of the Institution/College. In case of non-availability of regular faculty, the evaluation shall be done by the faculty from nearby colleges/Institution.
9. The Answer Scripts of the students may be stored in the Institution/College. Both the hard copy and soft copy of the Answer scripts must be preserved by the Centre Superintendent at least for 09 months from the date of examination until further instruction from COE office.
10. The Centre Superintendents are required to send the hard copy of mark foil of all **Back papers** to the office of the CoE in the prescribed (usual) format.



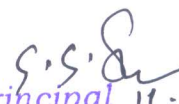
11. Answer Scripts scoring more than **85% marks for UG** are to be sent to the CoE office for evaluation by the External Chief Examiner by Special Messenger.
12. Answer Scripts scoring more than **90% marks for PG** are to be sent to the CoE office for evaluation by the External Chief Examiner by Special Messenger.
13. The Practical Examination shall be held in the online assignment mode with 25 full marks for U.G and 40 full marks for P.G. The question for practical examination shall be supplied by the departments of the institutions/colleges.
14. The Viva-Voce of the Practical Examination shall be conducted online (Whatsapp/Skype/other meeting apps etc.).
15. The distribution of Practical marks for U.G students is : Answers to Experiment based Question-15 marks & Viva-Voce-10 marks
16. The Answer scripts of the Practical Examination will be evaluated by the Internal Examiner. In case of non availability of the Internal Examiner, the scripts will be evaluated by inviting an external examiner from the nearby colleges/Institution.

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Controller of Examinations  
R.D. Women's University  
Bhubaneswar

Memo no 455 Dt 16/7/21  
copy to College Website / All notice Board / All HODs / OIC Examination/  
Academic Board for information and necessary action.

  
Principal 16.7.21  
S.B. Women's (Auto) College  
Cuttack

## INSTRUCTION TO INVIGILATORS


Instructions to the Invigilators for online University Examinations are noted below:

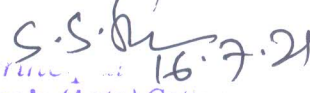
1. The Centre Superintendent shall allot the examination duties among the teaching staff of the college / institution called invigilators/mentors.
2. Each Invigilator is required to give a Certificate to the Centre Superintendent to the effect that none of his/her near relations is appearing the examination at the Centre and that none of the candidates appearing at the Centre has received private coaching from him/her.
3. Invigilators are under the control of the Centre Superintendent during the period they are on such duty.
4. They should report to the Centre Superintendent at least 90 minutes before the time fixed for commencement of examination.(As per programme)
5. The Invigilators should ensure proper internet facility at his/her end.
6. The Invigilator should supply the scanned copy of the question 15 minutes before the commencement of the examination.
7. She/He should ensure that all students have received the question in time. i.e. 15 minutes prior to the conduct of the examination.
8. The invigilators should ensure that all candidates are aware of the rules of on-line examination.
9. They should provide the instructions for on-line examination to each candidate prior to the beginning of the examination.
10. Invigilators are responsible for smooth conduct of examination.
11. The invigilator should ensure that all candidates have submitted the scanned copy of their answer scripts in any of the following mode
  - i. **Email Id or Whatsapp No. :**  
**As provided by the (invigilator /Coordinator/HoD/Centre Superintendent)**
  - ii. **Students login portal of University website www.rdwuniversity.nic.in**
  - iii. **Directly by hand to the invigilator / Coordinator/HoD/Centre Superintendent**
12. After the examination is over, the invigilator should put his / her full signature (along with date) in the hard copy of the Answer Scripts (Print outs).

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Memorandum 456 dt 16/7/21

Copy to College Website / All Notice Board / All HoDs / OIC Examination/  
Academic Bureau for information and necessary action.

  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar

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




## GENERAL INFORMATION TO THE STUDENTS

1. In view of the Covid-19 situation in the state, the R. D. Women's University, Bhubaneswar is offering **Online** mode of Examinations (Final Semester UG/PG/ and Final Term B. Ed ) for ensuring both safety and convenience of the students.
2. The students are advised to go through the Online Examination Instructions carefully before hand.
3. While opting for Online Examination, the student has to ensure **good internet facility**.
4. The Examination will be of **2hr** duration with **50%** of the Full Mark of End Semester examination.
5. The **question pattern is descriptive in nature** covering all the units of the paper.
6. The practical examination will be of 2 hour duration with 25 marks for U.G and 40 marks for P.G and will be conducted in online modes. Question papers for the practical examination shall be supplied by the Inter examiner. The viva-voce of the Practical Examinations will be conducted Online (Whatsapp/ Google meet/Skype/other meeting apps etc.). The Answer scripts of the practical examination shall be collected in the online/offline mode like the theory papers.
7. All **Back Paper examinations of UG/PG/B.Ed. (Theory)** are to be conducted in the '**Assignment Mode**'.
8. Any query regarding Online Examination can be made between 10:00 a.m. & 5:00 p.m. to the helpdesk mentioned below:

### Help desk:

Contact No. COE – 9438077547, Dy. COE –9439476661/ 8249180882/ 6371469354/ 9611065490/  
9437275888

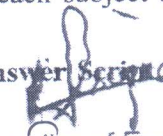
e-mail ID [coe@rdwu.ac.in](mailto:coe@rdwu.ac.in)

  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar

### Instructions to the Centre Superintendent for online mode of Examination

1. The Principal/Head of the Institution will download the scanned question papers from official email (2 hours prior to the beginning of the examination).
2. The Principal/Head of the Institution shall provide the soft copy of the question paper to the Head of the Departments respectively one and half hour (90 minutes) before the commencement of examination.
3. The Invigilators/Group Admin shall supply the question paper **15 minutes before** the commencement of the Examination in Whatsapp group/email group of the students.
4. He/She shall ensure that the scanned copy of the question is received by the candidate **in time**.
5. The Centre Superintendent has to provide the personal mail ID / Whatsapp no. of the Invigilator /Group Admin to the students for uploading the Answer scripts.
6. The Group Admin/ Invigilator has to collect the Answer scripts each in **single PDF file** sent by the students **within 1 hour of the completion of the Examination**.
7. After taking the printouts of each PDF file of each candidate, the **Invigilator is to put full name signature on the first page of the Answer Script**.
8. The **attendance sheet and memo for each sitting** shall be prepared for each subject and paper separately.
9. The Centre Superintendents are requested not to use the University Answer Script for Online mode or Assignment mode of examination.

Memo no 452 dt 16/2/24  
Copy to College Website / All nod's Board / All HoDs / OIE Exam /  
Academic Bursar for information and necessary action.

  
Controller of Examinations  
R.D. Women's University  
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