

OFFICE OF THE PRINCIPAL: RAJENDRA COLLEGE (AUTO.): BALANGIR

Notification No. 07 /RC/COE:

Dated, the 27-01-2021

**DATE OF REGISTRATION (Form Fillup) FOR VARIOUS EXAMINATIONS – 2020**

**N.B. :- Library and any other dues must be cleared before form fill-up.**

EXAMINATION	Without Fine	With fine of Rs.50/-	With fine of Rs.100/-	With fine of Rs.500/-
5 <sup>th</sup> Sem. (U.G.) – 2020 (Back & Improv.)	10-02-2021 (Arts/Sc./Com. )	22-02-2021 (Arts/Sc./Com. )	27-02-2021 (Arts/Sc./Com. )	7 days before commencement of examination.
5 <sup>th</sup> Sem. (Bed-Med)-2020 (Back & Improv.)	11-02-2021 (Arts/Sc./Com. )	22-02-2021 (Arts/Sc./Com. )	27-02-2021 (Arts/Sc./Com. )	7 days before commencement of examination.
3 <sup>rd</sup> Sem. (U.G.) – 2020 (Back & Improv.)	12-02-2021 (Arts/Sc./Com. )	22-02-2021 (Arts/Sc./Com. )	27-02-2021 (Arts/Sc./Com. )	7 days before commencement of examination.
1 <sup>st</sup> Sem. (U.G.) -2020 (Back & Improv.)				
3 <sup>rd</sup> Sem. (P.G.) – 2020 (Back & Improv.)				
1 <sup>st</sup> Sem. (P.G.) – 2020 (Back & Improv.)				
3 <sup>rd</sup> Sem. (Bed-Med) -2020 (Back & Improv.)				
1 <sup>st</sup> Sem. (Bed-Med) -2020 (Back & Improv.)				
1 <sup>st</sup> Sem. (Bed-Med) -2020 (Back & Improv.)				

**FEE STRUCTURE**

Sl. No.	ITEM	U.G.	P.G.	B.ed.-M.ed.
01.	Examination Fee	Rs.500/-	Rs.600/-	Rs.800/-
02.	Centre Charge	Rs.100/-	Rs.100/-	Rs.100/-
03.	Coding & Tabulation	Rs.50/-	Rs.50/-	Rs.50/-
04.	Computerised Mark Sheet	Rs.50/-	Rs.50/-	Rs.50/-
05.	Cost of Regd. Form	Rs.5/-	Rs.5/-	Rs.5/-
	<b>Total</b>	<b>Rs. 705/-</b>	<b>Rs. 805/-</b>	<b>Rs.1005/-</b>

In addition to the above fees, fee for Practical/Project/Dissertation/Term Paper Rs. 100/- only shall be collected from the candidate having practical paper for that semester.

**Instruction to Candidate for filling up Registration Form**

1. Registration Form should be filled in neat and clean handwriting. Any overwriting in the Registration Form will summarily be rejected. Therefore proper care should be taken at the time of filling the form.
2. College Roll Number, Registration Number, Exam. Roll Number, Semester Exam. Regular/Back/Improvement should be written correctly.
3. Proper care should be taken at the time of filling the subject of examination in point no. 6 of the registration form. Only allotted subject should be written in the particular column. Full name of the subject and paper no. must be mentioned. Any wrong information mentioned may create problems at the time of appearing the examination.
4. Surname, First Name, Middle Name, Date of Birth, Sex, Caste, Name of the Father and Mother, Present and Permanent Address, Year of Passing CHSE or equivalent examination, Year of admission to semester previously should be filled in the respective space provided in the form. Mobile no. of the Candidate should also be mentioned at the address point.

5. The candidate appearing back paper must enclose the self signed previous semester/final mark-sheet with the form.
6. The candidates appearing UG 5<sup>th</sup>, PG 3<sup>rd</sup> & Bed-Med 5<sup>th</sup> Sem. examination must enclose the Xerox copy of university registration card with the registration form.
7. After filling the above, candidate should go for verification of the registration form by the verifying officer with relevant original documents and then go to the counter to deposit the requisite fees.
8. After completing the above procedure submit the same at the counter. Keep the money receipt for future reference.

#### Eligibility to appear Back and Improvement Papers

13. Candidates enrolled in 2015 for U.G., 2017 for P.G. and onwards are eligible for registration to appear U.G./PG (traditional/CBCS) back paper examinations.
14. For U.G. candidates (CBCS), A candidate failing to pass and has obtained "F" grade in theory (for 2015 & 2016 admission batch below 33% in theory and 40% in practical/project/dissertation in each subject and for 2017 admission batch below 30% in theory and 40% in practical/project/dissertation in each subject) may be allowed to re-appear only in that component of the paper at next examinations for that semester. Maximum time limit for completion of the course is 6 years (12 semester exam.) from the date of admission inclusive of any improvement exam.
15. For P.G. candidates (Traditional), a minimum of 30% mark in theory and 40% in practical /project/dissertation in each subject and a minimum of 36% of mark in the aggregate are required to pass in each term-end examination.
16. For P.G. candidates (CBCS), a candidate securing less than 35 marks in theory and 40 marks in Practical / Project may appear the back paper examination.
17. For M. Phil course, a student securing less than 50% mark in any theory/practical paper may be allowed to appear back examination. Maximum time limit for the completion of the course is 03 years from the date of the admission.
18. For B.Ed.-M.Ed. a student securing less than 50% mark in any theory paper or less than 60% mark in practical paper may be allowed to appear back examination.
19. A candidate failing to pass and has obtained 'F' grade in theory or practical paper of a semester exam. may be allowed to re-appear only in that paper at next exam. for that semester.
20. A honours candidate (CBCS), who has obtained "C" grade or below can appear at an improvement examination in DSC (Honours) and/or DSE (Elective) theory papers of any particular semester at immediate next examination for that semester after passing the three year degree course in Bachelor of Arts/Science/Commerce (Honours) Examination.
21. If a candidate fails in any part/paper in P.G. exam. then he/she has to clear that within two consecutive chances immediately after publication of the concerned result failing which, he/she shall not be eligible to appear in any further exam.
22. A candidate who has passed in M.A., M.Sc., M.Com. Exam. be permitted to appear in the same exam. either 1st/2nd/3rd/4th Semester for one chance only to improve his/her performance in any of the paper provided that he/she surrenders the diploma already granted to him/her for that exam. he / she has passed earlier.
23. A candidate may improve his/her performance in not more than 4 papers choosing such papers either from any Semester in any one chance of the next two immediate chances subsequent to the publication of his/her M.A./M.Sc./M.Com. result.
24. A candidate shall not be allowed to appear for Improvement in the same paper more than once.

Instruction for the verifying officer

1. The verifying officer should verify the registration form produced by the candidate with the original documents.
2. Read the Instruction of filling up Registration Form (for Candidate) & Eligibility to appear back papers
3. Meticulously verify the subject and paper written by the candidate and put a signature as a token of verification. Any wrong data put by the student may cause serious problems in examination. So the forms may be verified very carefully.
4. The verifying officer is liable for any wrong/false entry made by the students after verification process is over. So verification must be made meticulously.

  
PRINCIPAL, 27.1.21

Rajendra College (Auto.), Balangir

Memo No. 08<sup>(13)</sup> /RC/COE:

Dated, the 27.01.2021

Copy forwarded to all Notice Boards/ All HODs/ All Hostels/ Student's Counter/ Exam. Section/ Accounts Section/ OIC, Library is requested to submit a list of the students having library dues and submit the same to the collection counter and COE / SCR/Coordinator, Bed-Med/Coordinator, B.Ed./Steno./HC for information and necessary action. The OIC, Examinations are requested to arrange for registration of the candidates as per the above schedule and notify the details of the registration (form fill-up) programme to the students accordingly. Any discrepancy may be brought to the notice of the Controller of Exams.

  
PRINCIPAL,

Rajendra College (Auto.), Balangir