



RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR,  
BHUBANESWAR-751022

No. COE-/Ex-01 / 47 / 2021

Date : 28.01.2021

From

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

To

1. The Chairperson  
P.G. Council, R.D.W. University
2. The Principals of all +3 Degree Colleges  
affiliated to Rama Devi Women's University  
**(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 5<sup>th</sup> Sem. (CBCS) Arts/Science/Commerce (Pass/Hons.) **Reg. & Back** Examination,2020 (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, consolidated Bank Draft along with other Clearance Certificate of your U.G. Departments/College for their Enrolment to the +3 Degree 5<sup>th</sup> Semester Arts/Science/Commerce ( Pass/ Hons.) **Reg. & Back** Examination, 2020 (2018, 2017, 2016 Admission Batch), as per guidelines furnished below. The detail Examination Programme shall be notified later on.

- I. +3 Degree 5<sup>th</sup> Semester (CBCS) Regular & Back Examination, 2020 (2018, 2017, 2016 Admission Batch)

**Eligibility of Students**

- (i) She must have taken admission to the +3 Ist Year Degree Course in Arts/Science/ Commerce (Hons / Pass) under (CBCS) pattern during the Academic year of 2018-19, 2017-18, 2016-17.
- (ii) She must have been admitted / Enrolled in the +3 Degree Ist Sem. (CBCS) Regular University Examination 2018/ 2017/ 2016 as per the Regulation.
- (iii) She must not have taken C.L.C.
- (iv) The registered student of the University may be admitted to the +3 Degree 5<sup>th</sup> Semester (CBCS) Arts/Science/Commerce (Pass/Hons.) Regular University Examination,2020 , if she has appeared/Enrolled in Ist Sem. (CBCS) Examination, 2018 in the concerned Stream and there after completed a regular Course of Study for not less than six months in the 3<sup>rd</sup> Year & 5<sup>th</sup> Sem. (**Reg.& Back**) in one or more colleges for the purpose of such examination in the subjects which she offers, provided that she is not otherwise eligible to appear the said examination.

PTO

- (v) She must have obtained required percentage of attendance in conformity of the regulation.

II. The Examination **Application Forms for +3 Degree 5<sup>th</sup> Sem. (CBCS) Regular & Back students shall be submitted through ONLINE.** For filling up Forms, one has to log on to [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in) and then click e-examination button.

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. However, if a candidate transferred from other College/University, such candidate(s) shall be allotted last Roll Number of the (Pass/Hons.) candidates in which she admitted. The Xerox copy of the transferred order & Admit card of candidate must be attached.

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

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/Disabled be indicated against each of their names.

IV. **Fees to be Collected:**

1	Core Course (Hons.): Core Course (Pass):	260.00 250.00
2	Centre Charge : (To be retained by the Centre) :	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 Ist Sem.(Reg.) Exam.	40.00
7	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.	
8	Additional Centre Charge (if applicable) for three consecutive admission batches in case of new subjects or new college (to be deposited in the University along with other fees)	50.00
9	Late fee of Rs.50/- will be claimed after without late fee date	50.00
10	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/- after Late Fee of Rs.50/-	200.00

The Centre Charges so collected may please be kept by the 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 shall 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 INSTITUTION SHALL NOT BE ADJUSTED OR REFUNDED.** Care should be taken to put up the **Institution Seal, Institution Code and name of the Examination in the back side of the Bank Draft.**

#### VI. ONLINE FORM FILL UP DATES FOR +3 DEGREE 5<sup>TH</sup> SEMESTER(CBCS) REGULAR & BACK EXAMINATION,2020 (2018,2017 & 2016 Adm. Batch) (FOR INFROMATION OF ALL U.G. Departments, Rama Devi Women's University/Affiliated Colleges.

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 5 <sup>th</sup> Sem.(Reg.) 2021	15.02.2021-22.02.2021	23.02.2021-26.02.2021	27.02.2021-06.03.2021

#### VII. Date of 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 5<sup>th</sup> Sem.(CBCS)Reg.&Back Examination,2020(2018,2017 & 2016 Adm. Batch)**

<u>Date of Deposit</u>	<u>Time</u>
02.03.2021, 03.03.2021 & 04.03.2021	11.00 AM to 4.00 PM

02.03.2021- All Colleges of Angul, Cuttack, Dhenkanal Dists.

03.03.2021- All Colleges of Jagatsinghpur, Jajpur, Kendrapara Dists.

04.03.2021-All Colleges of Khurda, Nayagarh, 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.

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

- 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.
- Accounts Statement for without late fee & with late fee of Rs.50/-.
- Alphabetical list (one downloaded copy) for Arts/Science/Commerce (Hons.) wise without late fee & with late fee.
- Separate consolidated Bank Draft for **without late fee** and **with late fee** of Rs.50/-
- Submission of Utilization Certificate & Refund of unspent balance of Centre Expenses of last year.

**IX. IMPORTANT INSTRUCTIONS :**

- a. At the time of Form Fill up, the authorities of the UG Departments/ College should be vigilant and to ensure that the points related to the candidates are filled up carefully by the students.
- b. The Departments/Colleges should mention number of students and categories like SC/ST/Disable positively, against the appropriate **box/space**.
- c. It is the responsibility of the HOD of UG Departments of R.D.Women's University 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**. The students whose names are mentioned in the Alphabetical List with Accounts statement shall be submitted to the Controller of Examinations .
- e. 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. IV (10).
- f. The Bank Draft, Accounts Statement and Alphabetical list shall be received between 11.00 A.M. to 4.00 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 different Admission Batch concerned are to be submitted in the office of the Controller of Examinations, R. D. Women's University, as per schedule.**

The Chairperson, P.G. Council, R.D.Women's University/Principal of the respective Colleges may fix up the date(s) for filling up Examination Forms in the Departments/Colleges 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 etc. for the purpose.

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

Yours faithfully,

CONTROLLER OF EXAMINATIONS  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar  
Date: 28.01.2021

Memo No. COE/Ex-01/ 48<sup>(35)</sup> / 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 Vice-Chancellor, Rama Devi Women's University, BBSR;
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. OIC, Website RDW University.

CONTROLLER OF EXAMINATIONS  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar