



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

No. COE /EX-43 ( B.Ed.) / 516 /2021

Date: 29-06-2021

From

The Controller of Examinations,  
R.D. Women's University  
Bhubaneswar - 22

To

The Chairperson, P.G. Council  
Rama Devi Women's University,  
Bhubaneswar - 751022

Sub : Filling up Examination Application Forms, Collection of Prescribed fees & submission of documents for admission of students to the 2<sup>nd</sup> Yr. Annual B.Ed. (2-Year) Regular Examination, 2021 (2019-20 Admission Batch) of the 2-Yr. B.Ed. Course.

Madam/Sir,

You are requested to forward the Examination Application Forms duly filled in along with the Alphabetical list of students, Accounts Statement and other related documents in support of students of your college for their admission to the aforesaid examination as per instructions and guidelines stated below for 2<sup>nd</sup> Yr. Annual B.Ed. (Regular) Examination, 2021 (2019 Admission Batch).

**Tentative Date for Commencement of Examination: 03.08.2021**

The detailed Exam. programme will be notified in a separate letter.

**I. Eligibility of Students:**

- (i) She must have taken admission to the Ist Yr. B.Ed. Degree Course in Arts/Science during the Academic Year 2019-20.
- (ii) Any registered student of the University may be admitted into the 2<sup>nd</sup> Yr. B.Ed. (Regular) Examination, 2021, if she has enrolled in the 2<sup>nd</sup> Yr. B.Ed. Course (Arts/Science), 2020 .
- (iii) She must not have taken C.L.C.

**II. Allotment of Roll No. to the Candidate :**

The Examination Roll Number assigned to the candidate in Ist Yr. B.Ed. Examination shall remain unchanged and be prepared alphabetically stream wise (Arts/ Science).

**III. Mode of filling up Examination Application Form :**

The Application Forms duly filled in for 2<sup>nd</sup> Yr. B.Ed Exam shall be submitted in the Office of the CoE, R.D.W.University, BBSR as per point VII

**IV. Fees to be collected for 2<sup>nd</sup> Yr. B.Ed.(Regular) Examination,2021**

1	Examination Fees	Rs.500.00
2	Centre Charge (to be retained by the Centre)	Rs.100.00
3	Fee for Enrolment	Rs.50.00
4	Fee for Marks	Rs.50.00
5	Fee for Supervision Fee	Rs.20.00
6	Re-Registration Fee (to be deposited along with other Exam.fee for any subsequent examinations other fee other than Ist Yr. Exam.	Rs.40.00
7	Additional Centre Charge if applicable) for three consecutive admission batches towards new Subject(s) or new college (to be deposited in the University along with other fees)	Rs.50.00
8	Late fee	Rs.50.00
9	However, a student can fill up the Exam. Form after Rs.50 late fee date and 10 days before the commencement of the examination with a late fee of Rs.200/-	
10	Fee For Provisional Certificate only for Final Year <b>Regular / Back</b> Students (if not paid in Regular examination)	Rs.50.00
11	Fee For Original Certificate Only For Final Year <b>Regular/Back</b> Students (if not paid in Regular examination) <b>Separate Consolidated Bank Draft to be Prepared.</b>	Rs.200.00

The Centre Charge so collected may please be kept by the Head of the Institutions to be handed over to the Centre Superintendent of the concerned examination to meet the centre expenses. The balance (unspent) amount shall be refunded to the University through Bank Draft along with Utilization Certificate by the Centre Superintendent of the examination 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 of any Nationalized Bank in favour of Comptroller of Finance, Rama Devi Women's University payable at Bhubaneswar. Care should be taken to put the College Seal, College Code and name of the examination in the back side of the draft. Excess amount if deposited by the college shall not be adjusted or refunded.

**VI. Mode of Form Fill Up : ONLINE Please Login**

Examination	Without a late fee	With a late fee of Rs.50/-	With a late fee of Rs.200/-
2 <sup>nd</sup> Yr. B.Ed,2021	01.07.2021-05.07.2021	06.07.2021-08.07.2021	09.07.2021 Onwards till commencement of examination

**VII.** Date of submission of Application Form, Alphabetical List of students, Accounts Statement (in duplicate), Bank Draft along with other documents complete in all respect at the University.

Sl.No.	Date of Receiving of Fees.etc.	DATE
1	<b>Without a late fee</b>	14.07.2021
2	<b>With a late fee of Rs.50/-</b>	

**VIII. Preparation of Alphabetical List :**

Different Form(s) such as Examination Application Form, Alphabetical List, Accounts Statements are being sent to your college. The alphabetical List shall contain Regd.No., Roll Number, Name of Candidate, Examination Paper title Stream wise along with Method Papers of each candidate.

All entries in the Alphabetical List shall be made in Capital Letters and the names of the candidates be carefully entered without any mistake. The category of SC/ST/OBC may be indicated against each candidate.

**IX. Documents to be Submitted by the Chairperson, P.G. Council, RDWU :**

- Forwarding Letter
- Alphabetical list (one copy)
- Accounts Statement (one copy)
- Bank Draft (consolidated) in favour of Comptroller of Finance, R.D.W.U payable at Bhubaneswar

One official in-charge of the examination may be deputed for seeking clarification, if any, regarding the examination matters.

**NB :** *If the above dates falls on holidays the next working day will be automatically treated as submission of fees along with other documents.*

Yours faithfully,

**CONTROLLER OF EXAMINATIONS**

Dated: 29.06.2021

Memo No. COE / EX-43 (B.Ed.) / 517 / 2021

Copy forwarded to

- The Head, Dept of Education, R.D.Women's University for information & necessary action
- The Registrar, R.D. Women's University, BBSR
- The Comptroller of Finance, Rama Devi Women's University, BBSR
- The Dy. Controller of Examinations, Rama Devi Women's University, BBSR
- The P.S to VC for information of Vice-Chancellor
- The Director, NIC, Bhubaneswar for information & necessary action
- The Accounts Unit, R.D.Women's University for information & necessary action
- The OIC, Website, RDW University.

**CONTROLLER OF EXAMINATIONS**