

**PROSPECTUS FOR ADMISSION**

**INTO**

**M.PHIL COURSES**

**2017-18**



**RAMA DEVI WOMEN'S UNIVERSITY**  
**BHUBANESWAR-751022**

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## 1. THE UNIVERSITY:

The **Rama Devi Women's University** is the "First Women's University of the Odisha State". It has a rich legacy to the erstwhile Rama Devi Women's Autonomous College, one of the Premier Institutes in the Educational Map of Odisha, .Rama Devi Women's Autonomous Collegewas born in the name of **Government Women's College** in the year 1964 and carried on its mission on propagation of education in that name in the state till it was renamed as "**Rama Devi Women's College**" in the year1969 in the name of Maa Rama Devi, thebrave freedom fighter of the nation and ardent follower of Mahatma Gandhi. In its pursuit to excellence, the College flourished by leaps and bounds. It achieved the status of **Lead College** of in the year 1994. Further, **Autonomous status** was conferred by the UGC in 1999. The College was accredited with "**A**" **Grade** by **NAAC** consecutively in 1<sup>st</sup> and 2<sup>nd</sup> cycle of accreditation in 2004 and 2015 respectively. It was recognized as a **College with Potential for Excellence(CPE)** in 2010.On completion of its 50 glorious years of excellence, the College celebrated its Golden Jubilee in the year 2014.His Excellency, the President of India **Sj.Pranab Mukherjee** graced the occasion on 30<sup>th</sup>November, 2014. Finally, the College was upgraded to the University in the state of Odisha in the name of **Rama Devi Women's University** w.e.f.30.05.2015 vide Higher Education Department, OdishaNotificationNo-HE-FE-I-B-Misc-9/2015-11605/HE; dated 30.05.2015.

This is the most preferred Educational Institution in the eastern part of India where female students are equipped with knowledge, skill, confidence and motivation for their all round development and empowered to serve, strengthen, and build a healthy, wealthy and peaceful nation. Apart from the remote corners of the state, students from neighbouring states like Chhattisgarh, Jharkhand and West Bengal are pursuing Undergraduate and Postgraduate studies in Humanities, Science and Commerce are continuing in its endeavour and M.Phil course in seven subjects will also be introduced from the session 2017-18. At present,3000 students are studying in various streams in Undergraduate and Postgraduate levels. The University is located beside Janpath at *Bhoinagar*, in the heart of capital city of Bhubaneswar. It is 0.5Km from NH-5; 2Kms from Bhubaneswar Railway station and 4.5Kms from Airport. The University campus is well connected with the length & breadth of the city. It is very close to Utkal University , state library, & surrounded by other Educational Institutions for Higher Studies, Government Offices& Corporate Houses.

## **2.PROGRAMMES:**

The University offers M.Phil programme in **subjects as English, Odia, Hindi, Homescience, commerce, economics & Life Science**. . The course duration is **01 (one) year** & consists of **02 semesters**.

## **2. DETAILS OF SEAT AVAILABILITY IN DIFFERENT PROGRAMMES:**

<b>Subject</b>	<b>Subject Seats</b>
<b>English</b>	<b>03</b>
<b>Hindi</b>	<b>04</b>
<b>Odia</b>	<b>04</b>
<b>Economics</b>	<b>04</b>
<b>Home Science</b>	<b>05</b>
<b>Life Science</b>	<b>06</b>

## **4. ELIGIBILITY FOR ADMISSION FOR M.PHIL COURSES 2017-18:**

- A consistently good academic career with not less than **55%** marks or equivalent grade at Masters level in the concerned subject for General Candidates.
- **50 %** Marks for **SC /ST** and differently abled Students.
- M. Phil is a full time course and as such a candidate who is employed cannot be admitted or allowed to continue in the programme unless she has been duly relieved and produces No Objection Certificate (NOC) from the employer.

## **5. SELECTION PROCEDURE**

Admission to M. Phil course will be made through **written entrance test, career assessment and viva-voce**

- The written entrance test will be a qualifying test of 40 marks.
- There will be 40 multiple type questions and each question will carry 1 mark.

- To qualify for the course, one has to secure at least 30% of total marks i.e. 12 for general candidates and 25% of total marks i.e. 10 for SC & ST and differentially abled candidates in the written entrance test.
- The Syllabus of the entrance test shall consist of 50% questions from Research Methodology and 50% questions should be Subject Specific.
- The candidates who have qualified the National Level Tests like NET,GATE,SLET,ICAR etc. are **exempted** from the Entrance Test. (copy of proof is to be attached with the Application form). However, the exempted candidates are to appear the **viva-voce** test.

**The Career assessment shall be done as per the distribution of career marks ( max mark-40) as follows:**

Sl. No.	Educational Qualification	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division/Pass/Compartmental
1	High School or Equivalent	4.0	3.0	2.0
2	+2 or Equivalent	6.0	4.0	3.0
3	+3 Degree Honours	10.0	6.0	3.0
4	+3 Degree Pass	-	-	4.0
5	Distinction	2.0	2.0	2.0
6	PG Degree	18.0	13.0	-
7	<b>Total</b>	<b>40</b>	-	-

- The Viva-voce test shall carry 20 marks. The viva-voce test shall be conducted by the department committee consisting of 3 senior most faculty members. The faculty members of other allied departments within the institution may also be included in the viva-voce panel with the prior permission of the authority.
- Career means performances in HSC, +2, +3 & PG examination in the relevant subject.

- While calculating the fraction, 0.5 or above will be rounded to the next nearest higher integer.
- The list of selected candidates will be notified in the University's website.
- The merit list for selection for the M.Phil course will be made on the basis of career mark and viva-voce mark taken together i.e. career mark 40+ viva-voce 20= 60 marks.
- In case of a tie between two or more applicants (i) Viva voce mark followed by (ii) PG total percentage and then (iii) +3 degree honours marks in the relevant subject will be considered in that order for breaking the tie.

**All Information with regard to Entrance test, Viva -Voce, Admission etc will be intimated through University website and SMS. Candidates are advised to visit University website regularly till the end of admission process.**

## **6. RESERVATION OF SEATS:**

**For M. Phil courses, Subject to eligibility and submission of proof of belonging to the following categories will be as follows:**

- The reservation of seat for **SC** is **16.25 %** and for the **ST** is **22.5 %** . The reserved seats are not interchangeable between **SC** and **ST**. In case of non-availability of candidates in one of these categories seats will be filled up from the candidates of other category. The percentage of reservation for the categories shall be as per the Government notification no. 10668/HE-FE-III-POL-44/45, dated 22.05.2015.
- One seat is to be reserved for candidates who have represented the country in the international games and sports during last three years of admission to the programme. In case of non – availability of such students, the reserved seat will be filled from merit list.
- **3%** out of total no of seats will be reserved for **Persons with Disabilities (PwD)/PH** for students having 40% or above disabilities. PH/PwD certificate/ID should be issued by District Welfare Officer / community Development Officer / Officer, Social Welfare Department of State Government Or certificate issued by the CDMO/ Chief Medical Officer, Capital Hospital, Bhubaneswar.
- No other reservation except the mentioned above will be applicable to M.Phil admission.

## 7. HOW TO APPLY ON-LINE:

Candidates are advised NOT to use mobile phones for filling up online e-Admission form in order to avoid possible mistakes otherwise the University will NOT be responsible for those wrong entries.

### Important Instruction for E- Admission 2017-18.

The candidate has to **Register on-line** for appearing the written test and viva voce to take admission into the M.phil programme.

#### (A) Pre-Registration Requirement:

All applicants should read the Prospectus carefully and keep the Scanned copy of the following documents ready before starting the on line -Application process.

- a. Recent **Passport size photograph** in JPG format with maximum dimension of 150 px in width & 180 px in height not exceeding 200KB in size.
- b. **Signature** in JPG format 50 KB in size.

**For Online payment through Debit card. Credit card/Net banking/ wallet or any other digital payment methods, subsequent provisions must be made in advance.**

#### (B) Registration Process on line:

**Step1:** For registration the candidate should have a valid **email id** and active **mobile Number** for SMS

**Step2:** click <http://rdwuniversity.nic.in/candidate-registration.html> (new user registration)

And provide the relevant data in appropriate fields.

#### **This will take you to the Registration Page.**

- Select **course applied** for in the drop down page
- Select **Department** from the department drop down list.
- Select **Subject** from the subject drop down list.
- In the **Name** field write your Full name as per your HSC ( 10<sup>th</sup>) Certificate.
- Enter a valid & active **mobile No. & email ID** which will be registered for the entire registration process.
- In the **D.O.B.** field enter the Date of Birth by selecting through the calendar.
- Now click the **Register** button to get yourself registered.

- You will receive an application **registration ID** in your mobile & email. This ID **starts with 17 & followed by 05 digits** which you will have to provide while submitting the on-line Application form.
- Use this ID to **proceed for payment.**

### **(C) Payment Procedure.**

- For making Payment, click **On-line Payment** .
- You are directed to **State Bank of India collect** or <https://www.onlinesbi.com/prelogin/collecthome.htm>
- A sum of **RS 500.00** will be paid on line for M.Phil..
- **Click here** to get a step by step guide to complete the payment successfully.
- After successful payment through Net Banking or Credit Card or Debit Card you will get an **e-Receipt** generated immediately from the system containing a Reference number.
- You may also deposit cash/ cheque drawn on SBI, at any SBI Branch after generating a **Pre-Acknowledgement Payment (PAP)** form State Bank collect option. In such cases, the e- receipt needs to be generated from payment history link of State Bank collect, after depositing the fee at the SBI branch.
- After **successful payment** you will receive **Login ID and Password** on your Mobile Phone and Email ID **within two banking working days.**

### **(D) FILLING & SUBMITTING THE APPLICATION FORM**

- After getting the Login ID and Password visit to <http://rdwuniversity.nic.in/candidate-login.html> to fill the prescribed form on line.
- Fill in the form on personal details, education & correspondence details, reservation details if applicable, etc as required in the page. Click **save** button
- **Upload** all scanned documents ( Photograph & Signature). Clicks **save.**
- See the **preview** of the application form and edit if you want to change any field .
- **Submit** the form on line.
- Take a **print out** of the Admit Card required for appearing the entrance test.
- Take a **print out of the Application form** for submission at the University counter along with other relevant documents before the last date.
- **This completes your online application process**



## **8. SUBMISSION OF HARD COPY:**

Mere submission of form online does not complete the application process. **The candidate have to submit the Print out of filled in online application form along with relevant documents and a copy of e- receipt at the University Counter before the last date.**

**Documents to be enclosed with the hard copy of online application form at the time of submission at the University:**

The applicants are required to send the hard copy of application form ( print out) along with the following documents by Registered post/speed post/by hand in an A4 size envelope addressed to The “**Chairperson, PG Council,” Rama Devi . Women’s University, Bhoi Nagar,Bhubaneswar,751022, Odisha** so as to reach the University office on or before **10.07.2017 by 5 PM**. The University will not be held responsible for any postal delay. The applicants are required to write “**Application for admission to the M. Phil Course in -----** (subject)at the top of the A4 size envelope.

**Self-attested Xerox copies of following documents are to be enclosed with the Hard copy of application form at the time of submission.**

- Certificates and Mark sheets of 10<sup>th</sup>,+2 ,+3 degree /equivalent examinations and PG examination.
- ST/SC caste Certificate, issued by Revenue Officer not below the rank of Tahasildar/ Additional Tahasildar.
- PH/PwD certificate/ID should be issued by District Welfare Officer / community Development Officer / Officer, Social Welfare Department Or certificate issued by the CDMO/ Chief Medical Officer, Capital Hospital, Bhubaneswar.
- Sports Certificate, approved by the Indian Association of Universities and countersigned by the Director of Sports and Youth Services.
- Migration Certificate, if the candidate has passed from other University
- Certificate of qualifying National level test – UGC-NET, GATE,SLET,ICAR etc, if applicable.
- Certificate of employment details.
- One recent coloured passport size photograph, to be fixed in the application form.
- Application fee e-receipt.

***NB: Your application will not be considered, if the hard copy of your filled in application form along with relevant documents do not reach the University office in time.***

## **9. DOCUMENTS REQUIRED AT THE TIME OF M. PHIL**

### **ADMISSION:**

- Original Certificates & Mark sheet of 10<sup>th</sup>, +2 and +3 degree examination/ Equivalent Examination & P.G examination.
- Original Transfer Certificate and Conduct Certificate from the Institution last attended.
- Original University Registration Receipt of RD women's university
- Original Migration certificate (for students from other University)
- Original certificate of qualifying National level test as, NET, GATE, SLET, ICAR etc ( for qualifying candidates)
- Three self-attested coloured passport size photographs.
- Original Caste Certificate in case of ST/SC candidates, issued by Revenue Officer not below the rank of Tahasildar /Additional Tahasildar.
- For SC candidate the original caste certificate must be in the name of the candidate.
- For ST candidate her father's caste certificate or her own may be taken into consideration.
- Persons with Disability (PwD) certificate and ID card issued by District welfare officer/Community Development officer / Officer, Social welfare department of the state Government.
- Sports and games certificate of participation are required for special weightage consideration from the competent Authority (Director of sports /sports Council )
- Undertaking form duly signed by the candidate & her parents on anti ragging.
- Relieve order in case of employees from the competent authority.
- Income certificate of Father/mother from the competent Authority ( Tahasildar /Revenue officer).10.

**10. FEE STRUCTURE FOR M.PHIL (FULL-TIME-ONE-YEAR) COURSE-2017-18**

<b>S.I. NO.</b>	<b>DETAILS</b>	<b>ARTS/ COMMERCE</b>	<b>HOME- SCIENCE</b>	<b>SCIENCE</b>
01	Application fee including Entrance Fee	500.00	500.00	500.00
02	Course Fee	10,000.00	10,000.00	10,000.00
03	Admission Fee	50.00	50.00	50.00
04	University Registration Fee (For other University Students Only)	200.00	200.00	200.00
05	University Recognition Fee	100.00	100.00	100.00
06	Department Development Fee	1000.00	1000.00	1000.00
07	Lab Development Fee ( only for practical subjects)	-	1000.00	1000.00
08	Library Fee	100.00	100.00	100.00
09	Computer centre charges	500.00	500.00	500.00
10	Special Fee (Celebration of days of National Importance and University Foundation Day)	100.00	100.00	100.00
11	R.D.W.U. Information Bulletin and Journal	50+50=100.00	50+50=100.00	50+50=100.00
12	Health Centre Charges	50.00	50.00	50.00
13	Sports Council Fee	50.00	50.00	50.00
	<b>Total</b>	<b>12, 750.00</b>	<b>13,750.00</b>	<b>13,750.00</b>
	<b>Amount To be paid at the time of Admission</b>	<b>12, 750.00</b>	<b>13,750.00</b>	<b>13,750.00</b>

- Examination fee of Rs 3000/ to be paid at the time of form-fill up for semester examinations.

### 10.IMPORTANT DATES FOR M.PHIL ADMISSION:

<b>Narration</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>
Availability of online application form in the University website ( <a href="http://www.rdwuniversity.nic.in">www.rdwuniversity.nic.in</a> )	<b>20.06.2017</b>	Tuesday	
Last Date of submission of online application form	<b>05.07.2017</b>	Wednesday	
Last date of submission of Hard copy of online application form along with supporting documents and e-receipt	<b>10.07.2017</b>	Monday	
<b>Date of Entrance test</b>	<b>14.07.2017</b>	Friday	<b>11.30AM to12.30PM</b>
<b>Date of Viva-Voce</b>	<b>21.07.2017</b>	Friday	<b>11.30AM-01.30 P.M Respective Depts.</b>
<b>Publication of Merit List for Admission</b>	<b>24.07.2017</b>	Monday	
<b>Date of Admission</b>	<b>28.07.2017</b>	Friday	
<b>Last Date of Admission</b>	<b>31.07.2016</b>	Monday	

## **12. GENERAL INFORMATION:**

1. Course fee will be collected for two semesters along with admission fees.
2. In case of any doubt regarding the authenticity of documents produced, the same will be provided to the DIG, Crime branch, Bhubaneswar for scrutiny.
3. Application without copies of certificates in support of reservation will not be considered for the same.
4. Suppression of facts/submission of incorrect information of the applicant, if detected at the time of admission the claim for seat will be invalid.
5. Incomplete application in any form will be rejected.
6. Ragging in any form is strictly prohibited. Each applicant has to furnish an undertaking in this regard.
7. Indiscipline in any form in the campus or in Department or in Hostel will not be allowed. This may lead to justification from the University.
8. Students must come to the campus in proper uniform.
9. Students must abide the University Rules, Department Rules, Hostel Rules (For Boarders) and other. Such rules enacted from time to time by the University.
10. Examination : In order to be eligible to appear at the University Examination, a student has to secure at least 75% of attendance and to students having attendance between 60% to 75% will be Permitted with medical certificate.
11. Examination fees to be paid at the time of filling up form before semester examination.
12. Under no circumstances, the application fee is refundable. Each has to submit the Application fee of Rs.500 (Rupees five hundred only) separately for each application.
13. After admission to the M.Phil course in RDWU, if a student wants to leave the university & takes TC, the fees paid at the time of admission will not be refunded.
14. If a candidate takes TC within the Admission period, course fee will only be refunded. No course fee will be refunded if the candidate takes TC after admission period.
15. Few seats may be available in the hostel and merit is the only consideration for selection.
16. Correspondence regarding Admission: All correspondence (with Reference number) in connection with M.Phil Admission should be addressed to the Chairperson, P. G. Council, R. D. W. University, Bhubaneswar.

**Important Note: The candidates are advised to visit the university website < [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in) > regularly for important notices related to admission.**