



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

No. COE/Ex-01/ 281 / 2023

Date : 18/04/23

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 **(On-line)** and submission of Alphabetical List, Accounts Statement in support of Examination Fees, Bank transfer receipt copy along with other related clearance for Enrolment of students to the **+3 Degree 4th Semester (CBCS) Arts/ Science/ Commerce (Pass & Hons.) Regular Examination, 2023 (2021 AB)**.

Madam/Sir,

You are requested to take necessary steps to verify the students details (admitted during the year 2021-22) of Ist Year Arts/Sc./Com. (Pass & Hons) of College/Institution and update in the Form Fill up link in the College Login for the **4th Semester Examination**.

I. Eligibility criteria for Registration/Enrolment to the +3 4th Semester (CBCS) Regular University Examination, 2023 (2021 Admission Batch)

The Registration/ Enrolment of eligible candidates to the +3 4th Semester (CBCS) Arts/Science/Commerce (Pass/Hons) Regular University Examination, 2023 is compulsory.

- (a) She must have taken admission to the +3 Ist Year Degree course under (CBCS) pattern in Arts/Science/Commerce (Pass/Hons) during the Academic year 2021-22.
- (b) Any Registered students of the University may be admitted to the +3 Ist Semester (CBCS) Arts/Science/Commerce (Pass/Hons) Regular Examination, 2021 in which she offers a regular (CBCS) course of study for not less than six months after passing the council of Higher Secondary Education, Odisha or any other equivalent Examination.
- (c) She must not have taken CLC.

If a student of 2019 Adm. Batch is failed due to absent in Mid Sem. she will fill up the form for Back examination and appear the semester examination as per the schedule.

II. Mode of Form Fill up : ONLINE

The Examination Application Forms for +3 4th Semester (CBCS) Arts/ Science/ Commerce (Pass/Hons) **Regular** students shall be submitted through **ONLINE**. For Filling up Examination Forms ONLINE one has to log on to rdwuniversity.nic.in and then Click e-Examination button.

III. Preparation of Alphabetical List of Regular Candidates

The Alphabetical List of Arts/Science/Commerce shall be prepared Pass/Hons.wise separately containing names of candidate, Roll no., Registration No and Subjects to be examined and care should be taken to indicate SC/ST/Disabled etc. against each of their names for students separately . Students details should be uploaded online as per the schedule mentioned in **point VI** in University website www.rduems.in positively.

N.B. *The total fee as per the account statement may be transferred in electronic mode (RTGS/NEFT/Online) to this university account before submission of the documents . The account details is stated below:*

Bank Name: Punjab National Bank (Saheed Nagar Branch)
Bank Account No.: 0614010142779
A/C Holder: Comptroller of Finance, Rama Devi Women's University
IFSC Code: PUNB0061420
Pan No.: AAAGR1063F

The receipt copy of Electronic mode of fund transfer may be submitted at the office of the COF and COE (02 Copies)at the time of form fill up data submission.

The Institution/college seal & code, name of the examination should be written on the receipt with the signature of the Principal / HoI.

The following documents to be submitted by the affiliated College/ HoIs:

- (a) Alphabetical List (One Copy)
- (b) Accounts Statement (one copy)
- (c) Forwarding Letter
- (d) Money receipt of Electronic fund transfer (two copies)

The **Centre Charges** so collected may please be kept by the Principal/HOI and to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance unspent amount if any please be refunded to the University in electronic mode as mentioned at point no-III of this letter along with Utilization Certificate by the Centre Superintendent of the examination soon after the completion of the examination. The voucher shall be kept with the Institution Head / Principal for Audit purpose.

N.B : The Candidate(s) booked under malpractice cases may 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.

IV. Fees to be Collected:

1	Examination Fee a. Core Course (Hons) :	300.00
	b. Core Course (Pass) :	290.00
2	Centre Charge : (To be retained by the Centres) :	150.00
3	Practical Fee @ Rs.50/- per paper to be collected from the students and this may be retained by college for evaluation of Practical Examinations paper	50.00
4	Fee for Marks	50.00
5	Fee for Enrolment	50.00
6	Fee for Supervision	20.00
7	Registration fee at the time of admission.	70.00
8	Re-Registration fee (to be deposited along with other exam. Fees) for any subsequent Examinations other than first Sem.(Reg.) Examination.	50.00
9	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.	
10	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
11	Fee for Provisional Certificate (only for Final 6 th Sem. Regular students)	50.00
12	Fee for Original Certificate (only for Final 6 th Sem. Regular Students) Separate consolidated Bank Draft to be prepared.	200.00
13	Late fee of Rs.50/- will be claimed after without late fee date	50.00
14	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/-	200.00

V. Dates for Filling up Forms for 4th Sem. (Regular) Exam

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 Degree(CBCS) 4 th Semester Examination-2023	24.04.2023-02.05.2023	03.05.2023-08.05.2023	09.05.2023-11.05.2023

VII. DATE OF SUBMISSION OF ALPHABETICAL LIST, STATEMENT OF ACCOUNTS ALONGWITH DETAILS OF DEPOSIT OF FUNDS IN CONSISTENCY WITH ACCOUNTS STATEMENT AND OTHER RELATED DOCUMENTS AS PER THE FOLLOWING SCHEDULE:

12.05.2023 - All Colleges of Angul, Cuttack, Dhenkanal, Nayagarh, Puri Dists.

**15.05.2023 - All Colleges of Jagatsinghpur, Jajpur, Kendrapara, Khurda, Dists
without late fee & with late fee Rs.50/-**

16.05.2023 - All Colleges (with late fee of Rs.200/-)

You are further requested to circulate it among all concerned.

VIII. IMPORTANT INSTRUCTION

- i. The colleges will keep Rs.150/- towards centre expenses per student.
- ii. The college will also keep Rs.50/- per paper towards Practical Fee collected from the student for evaluation of the Practical Examination.
- iii. In no circumstances, the Form fill up date will be extended.

Yours sincerely,

Manohar
18.4.23

CONTROLLER OF EXAMINATIONS

Memo No. COE/Ex-01/282 / 2023

Date: 18/04/2023

Copy communicated to

1. The HODs, All Departments, Rama Devi Women's University, BBSR.
2. The Registrar, Rama Devi Women's University, BBSR
3. The Comptroller of Finance, Rama Devi Women's University, BBSR
4. The Director, CDC / 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 IVY Baron Technologist, Bhubaneswar for information & necessary action
8. The Accounts Unit/Academic Unit/Affiliation Unit/ Examination Unit, Rama Devi Women's University, BBSR
9. The OIC, Website RDW University (website@rdwu.ac.in) for uploading in RDWU website with immediate effect.

Manohar
18.4.23

CONTROLLER OF EXAMINATIONS