



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

No. COE-/Ex-01 / 39 / 2021

Date : 28.01.2021

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  
(Despatched 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 4<sup>th</sup> Sem.(CBCS) Arts/Science/Commerce (Pass & Hons.) Regular Examination, 2020 (2018 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, along with consolidated Bank Draft of your U.G. Departments/ College/Institution for their Enrolment to the +3 Degree 4<sup>th</sup> Semester (Arts/Science/Commerce) Pass & Hons. Regular Examination, 2020 (2018 Admission Batch), as per guidelines furnished below.

I. +3 Degree 4<sup>th</sup> Semester (CBCS) Regular Examination, 2020 (2018 Admission Batch)

**Eligibility of Students**

- (i) She must have taken admission to the +3 Ist Year Degree Course in Arts/Science/Commerce (Pass /Hons.) under (CBCS) pattern during the Academic Year,2018 – 2019.
- (ii) She must have been admitted / Enrolled in the +3 Degree Ist Sem. (CBCS) Regular University Examination, 2018 as per the Regulation.
- (iii) She must not have taken C.L.C.
- (iv) Any registered student of the University may be admitted to the +3 Degree 4<sup>th</sup> Semester (CBCS) Arts/Science/Commerce (Pass/Hons.) 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 in the (Second Year) 4<sup>th</sup> Sem. 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.
- (v) She must have obtained required percentage of attendance in conformity of the regulation.

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II. The Examination Application Forms for +3 Degree 4<sup>th</sup> Sem. (CBCS) Regular students shall be submitted through ONLINE. For filling up Forms ONLINE, one has to log on to [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in). & 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 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 respectively. The Xerox copy of the transferred order & Admit card of candidate must be attached.

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

Different Proforma such as Examination Form, Alphabetical List, Accounts Statement etc. are available ONLINE. 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  | Examination Fee  |        |
|    | a. Core Course (Pass) :  | 250.00 |
|    | b. Core Course (Hons) :  | 260.00 |
| 2  | Centre Charge :<br>(To be retained by the Centres) :   | 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 first Sem. Reg. Examination.  | 40.00  |
| 7  | 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  |
| 8  | If the candidate filled up Form for less than 50% of the total number of papers in that Back/Improvement Examination shall be paid @ Rs.50/- per paper along with other fees by the candidate if she filled up Form for 50% or more number of the total papers in (Pass or Hons.) shall be paid full examination fees & other fees for that Examination. |        |
| 9  | Late fee of Rs.50/- will be claimed after without late fee dates   |        |
| 10 | However, a student can fill up the Exam. Form with a late fee of Rs.200/- after the late fee dates of Rs.50/- and before 10 days of the commencement of the examination.   |        |

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

**VI. ONLINE FORM FILL UP DATES FOR +3 Degree 4<sup>th</sup> Semester(CBCS) Regular EXAMINATION,2020**

(For information Of U.G. Departments of Rama Devi Women's University, BBSR, and Affiliated Colleges).

| <b>Examination</b>                           | <b>Without late fee</b> | <b>With late fee of Rs.50/-</b> |
|--|-------------------------|---------------------------------|
| +3 4 <sup>th</sup> Sem. (Regular) Exam. 2020 | 03.02.2021-06.02.2021   | 08.02.2021-10.02.2021           |

**VII. Date of Preparation of Draft(s) and 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 4<sup>th</sup> Sem. (CBCS) Regular Examination, 2020

- Without late fee : Draft should be prepared by 06.02.2021
- With late fee of Rs.50/- : Draft should be prepared by 10.02.2021
- Submission of without late fee and with late fee of Rs.50/- along with Alphabetical List, Accounts Statement & Bank Drafts to be deposited to the University Examination Unit.

Date of Deposit

Time

11.00 AM to 4.00 PM

17.02.2021- All Colleges of Angul, Cuttack & Jagatsinghpur Dists.

18.02.2021- All Colleges of Dhenkanal , Kendrapara & Nayagarh Dists

19.02.2021- All Colleges of Jajpur& Khurda & Puri Dist.

If the above date falls on holidays the next working day will be automatically treated as last date for submission of Alphabetical list, Accounts Statement with Bank Draft for which 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.
  - Separate Accounts Statement (One download Copy) each for without late fee & with late fee of Rs.50/-
  - Alphabetical list (one download Copy) Arts/Science/Commerce (Pass/Hons.) wise without late fee & with late fee.
  - Bank Draft (Consolidated) for without late fee, with late fee of Rs.50/- to be prepared separately as per above dates).

**IX. IMPORTANT INSTRUCTIONS :**

- For any clarification Please contact **Mr. Sambit Panda, Technical Director, NIC,BBSR MOB.NO. 9437126855** in connection with Form Fill Up, Alphabetical List, Accounts Statement etc. At the time of Form Fill up, the authorities of the College/HOD,UG Dept. of R.D. Women's University should be vigilant and to ensure that the fields related to the candidates are filled up carefully by the students in their own handwriting.
- The Departments/ Colleges should mention number of students and categories like SC/ST/Disable positively, against the appropriate box/space.
- It is the responsibility of the HOD of UG Departments of R.D.Women's University/ Principals of the Colleges to ensure that the candidates Filling up Exam. Forms are eligible as per regulation.
- 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, for the students whose names are mentioned in the Alphabetical Lists submitted. The Chairperson P.G Council / Principal of the College shall submit the Accounts statement along with the Alphabetical List.
- No candidate is allowed to Fill up Examination Form after the expiry of last date with a fine of Rs.50/- mentioned in the Notification vide item No.VII.
- The Bank Draft, Accounts Statement and Alphabetical list will be received between 11.00 A.M. to 4.00 P.M. on the scheduled dates.
- Excess number of students admitted beyond the affiliation strength will not be accepted. Similarly the statement in respect of subjects/faculty without affiliation order will not be accepted and the same will stand cancelled automatically without further correspondence. The name and Roll number of the candidates beyond the list will not be entertained.
- The Accounts Statement along with Bank Draft &Alphabetical List of the students completed in all respect and other connected documents of 2018 Admission Batch are to be submitted in the Examination Section of the University, as per schedule.

The Chairman P.G. Council, R.D.Women's University/Principals of the respective Colleges may fix up the date(s) for filling up Examination Forms in the Departments/ College 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 from the [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in).

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

Yours faithfully,

  
28/01/2021  
CONTROLLER OF EXAMINATIONS (I/c)  
R.D. Women's University  
Bhubaneswar

Memo No. COE/Ex-01/ 40<sup>(35)</sup> / 2021

Date : 28.01.2021

*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 (I/c)

Controller of Examinations  
R.D. Women's University  
Bhubaneswar

