



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

No. COE/Ex-01/ 41 / 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
(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 connected documents in respect to enrollment of students to the +3 Degree 2nd Semester (CBCS) Arts/Science/ Commerce (Pass & Hons.) Regular Examination, 2020 (2019 Admission Batch).

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms of eligible students of your U.G. Departments/College and forward the Alphabetical List of Students, Accounts Statement in support of prescribed fees, consolidated Bank Draft along with the other clearance Certificate of your U.G. Departments / College/Institution for their Enrolment to the +3 Degree 2nd Sem.(CBCS) Arts/Science/Commerce (Pass & Hons.) Regular Examination, 2020 (2019 Admission Batch) respectively as per the guidelines furnished below.

- I. Eligibility criteria for Registration/Enrolment to the +3 2nd Semester (CBCS) Regular University Examination, 2020 (2019 Admission Batch)**
 - (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 2019-20.**
 - (b) Any Registered students of the University may be admitted to the +3 2nd Semester(CBCS)Arts / Science/ Commerce (Pass/Hons) Regular Examination, 2020, those who have enrolled in Ist Semester (Regular) Examination, 2020 in which she offer a regular (CBCS) course of study.**
 - (c) She must not have taken CLC.**
 - (d) She must have obtained required percentage of attendance as per Regulation.**

PTO

II. (a) Preparation of Alphabetical List of Regular Candidates

The Alphabetical List of Arts/Science/Commerce shall be prepared Pass/Hons. wise separately without any mistake containing name of candidate, Roll no., Registration No for which the candidate(s) to be enrolled and care should be taken to indicate SC/ST/Disabled etc. against each of their names for (Regular) students separately .

The Examination Roll Number allotted to the Candidates for Ist Semester Examination,2020 remain unchanged in Arts/Science/Commerce (Pass/Hons) .

III. The Examination Application Forms for +3 2nd Semester (CBCS) Regular Students shall be submitted through ONLINE. For filling up Forms ONLINE, one has to log on to www.rdwuuniversity.nic.in and then click e-Examination button.

IV. Assignment of Roll Number for Regular Examination & Preparation of Alphabetical List.

(a) The Examination Roll number assigned to the Pass/Hons. candidates for Arts/Science/Commerce Examination at Ist Semester Examination, shall be remain unchanged . If there is no discrepancies.

(b) Preparation of Alphabetical List :

The Alphabetical List shall be prepared Pass/Hons. wise for Arts/Science/Commerce without any mistake, containing Name of candidate, Examination Roll No. Registration Number, Subjects to be examined and care should be taken to indicate SC/ST/Disabled against each of their names for (Regular) students separately .

V. Fees to be Collected:

1	Examination Fee	
	a. Core Course (Pass) :	250.00
	b. Core Course (Hons) :	260.00
2	Centre Charge : (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 to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance un-spent amount shall be refunded to the University through Bank Draft along with utilization certificate by the Superintendent of the examination.

VI. 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 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 paid by the College shall not be Adjusted Or Refunded.

VII. DATES OF ONLINE FORM FILL UP FOR +3 2ND SEMESTER (CBCS) REGULAR EXAMINATION, 2020

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 2 nd Sem. (Regular) Exam.2020	03.02.2021-06.02.2021	08.02.2021-10.02.2021	11.02.2021-13.02.2021

Dates of Submission

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 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.

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

- Forwarding Letter
- 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
- Alphabetical list (one download Copy) Arts/Science/Commerce (Pass/Hons. wise)
- Bank Draft of requisite amount

VII. 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, /HOD, UG Dept. of R.D. Women's University/ the authorities of the College should be vigilant and ensure that the fields related to the candidates are filled in the 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.

- c. 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.
- d. Fees will be accepted in the form of Bank Draft of 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.

The Chairperson, 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 or send mail for seeking clarification, if any regarding this and download necessary Forms and Accounts Statement from the www.rdwuniversity.nic.in.

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

Yours Sincerely,

[Handwritten Signature]
28/01/2021
CONTROLLER OF EXAMINATIONS (CI/C)
R.D. Women's University
Bhubaneswar

Memo No. COE/Ex-01/ 42⁽³⁵⁾ / 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.

[Handwritten Signature]
CONTROLLER OF EXAMINATIONS (CI/C)

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