

01. THE COLLEGE

Rama Devi Women's (Autonomous) College, one of the premier women's institutions of Orissa, was established in the year 1964. The college is named after Maa Rama Devi, a great Gandhian, eminent freedom fighter and social reformer of Orissa. From the 1st June, 1994, it was elevated to a lead college and in 1995 it became the first Post-Graduate College of the State Capital with the opening up of M.A. classes in **Hindi** and **Family & Community Sciences (Home Science)**. From the session 1999-2000, the institution has acquired the status of an Autonomous College and formulates its own syllabi, conducts examinations and publishes results thereof. The college has been awarded 'A' grade by NAAC (UGC) from 16.09.2004.

The session 2009-2010 shall start on reopening of the College after the Summer Vacation on 17.6.2009

The sanctioned strength of the two Post Graduate subjects is as follows :

Family & Community Sciences (Home Science)	:	32
Hindi	:	32

02. COMMENCEMENT OF CLASSES

The date for different classes are as follows :

P.G. 1st year	-	To be notified in due course
P.G. 2nd year	-	22.06.2009

03. ELIGIBILITY

Candidates who have passed the Three Year Degree Examination from a recognised University / Institution with a minimum 50% marks in the concerned Honours subject are eligible to apply for admission to P.G. classes - 2009. However, for SC/ST candidates, the minimum cut off mark is 45%. For Hindi, the students having Hindi as a Pass/Elective subject instead of Honours are also eligible. Those who have passed the Three Year Degree Course Examination from a University/ Institution situated outside the State of Orissa where provision of Honours does not exist, they will be eligible to apply for P.G. courses provided they have taken examination in the concerned subject with 8 papers carrying atleast 800 marks subject to the minimum eligibility conditions laid down above. Applicants who have appeared at the three year degree course Exams - 2009 and are awaiting the results are also eligible to apply. However, their applications will be taken into account only if they satisfy the minimum eligibility criteria after publication of the results. The marksheet of the Degree examination must be submitted within 15 days of publication of results by the Utkal University.

04. COLLEGE UNIFORMS

Coordination No.19 of S. Kumar's for combination of the Salwar and Kameej. The colour of the Chunni is the colour of Salwar.

05. APPLICATION FOR ADMISSION

Application form alongwith prospectus for admission will be available at the College office from the day of publication of results of F.D. R.D. Womens College / Utkal University to 15th day of publication of results whichever is later between 11 AM and 2 PM on working days on payment of Rs 50/- in person. Form can also be obtained by Post by remitting a sum of Rs . 100/- in the form of a bank draft drawn in favour of "Principal, Rama Devi Women's College" payable at SBI (Code-9025), Bhubaneswar. The request for the supply of application form by post should reach this office whiin one week of the publication of results of the Final Degree Exam. 2009 conducted by Utkal University and is to be addressed streamwise to the Principal, Rama Devi Women's College, Bhoinagar, Bhubaneswar-22. Applications for more than on stream can get the form by paying Rs 50/- each (or Rs. 100/- for supply of the same by post). Application for admission to each stream is to be submitted separately.

WEBSITE

The application form can also be downloaded from the College Website www.rdwc.org and the duly filled in form be submitted alongwith a Bank Draft for Rs.50/- (Rupees fifty only) drawn on SBI, Treasury Branch (Code-9025), Bhubaneswar in favour of "Principal, Rama Devi Women's College, Bhubaneswar within the due date.

Application for admission on transfer to P.G. Part-I course must be submitted before the first notice is given by the Principal for the commencement of midsemester (internal test) exam. of the P.G. Part-I students and the date of such notice shall be treated as the last date of submission of application.

Admission to IInd year P.G. Classes in transfer is not allowed.

06. PROCEDURE FOR SUBMISSION OF DULY FILLED IN APPLICATION FORM FOR ADMISSION

Completed application form along with all relevant documents are to be submitted in the receiving counter of the College between **11 AM and 2 PM** from the day of publication of final Degree results by R.D. Womens College/ Utkal University to 15th day of publication of results which even is later. They have to collect the Index Card from the same counter, just after submitting the forms.

- (A) The candidates should attach the **attested true copies of the following Certificates/ Documents** with the completed application form. On each copy of these documents she should write "**submitted by me**" and put her full signature.
- a) Money receipt in support of payment of Rs.50/- towards purchase of application form.
 - b) Mark-sheets and Certificates in respect of all examinations starting from the HSC Exam.
 - c) College Leaving Certificate from the institution last attended.
 - d) Conduct certificate from the Head of the institution last attended.
 - e) A self addressed unstamped envelope of the size of 25 cm x 10 cm.
 - f) Other Certificates much as SC/ST/ESM/Physically Handicapped/Ranger/N.C.C./N.S.S./ Defence Personnel/State or National Sports/Residence Certificate, etc., in case the candidate is claiming reservation/weightage in admission.
 - g) Students who belong to the State of Orissa, but studied Degree Course in institutions outside the State have to submit Residence Certificate showing that they belong to Orissa. Otherwise they will be treated as outside State candidates.
- (B) The SC/ST candidates must write their **Caste and Annual Income** of the parents on a plain paper clearly signed by them (full signature) and submit the same along with the application form.

The Candidate Must Mention In Capital Letters On The Right Hand Top Of The Application Form "SC/ST" for Scheduled Caste/Scheduled Tribe candidates, "PH" for Physically Handicapped, "ESM" for Ex-Servicemen, "DP" for Serving Defence Personnel, "OS" for other state, NCC/NSS/SPORTS/RANGER/HOSTEL as is applicable to her.

A Candidate must fill in the application form in her own handwriting. Incomplete applications are liable to be rejected.

07. LAST DATE OF RECEIPT OF APPLICATION

Two weeks from the date of publication of Final Year Degree Examination 2009 conducted, by the Utkal University. Any application received after the last date is liable to be rejected.

08. PRINCIPLE OF SELECTION FOR ADMISSION

Final selection of candidates will be made on the basis of the marks obtained at the Graduate level. For compartmental subjects, the average of the two marks will be considered.

09. In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that she has indulged in ragging, admission may be refused or she shall be expelled from the educational institution.

10. RESERVATION / LIMITATION

(i)	Scheduled Castes	:	8%
(ii)	Scheduled Tribes	:	12%
(iii)	Ex-servicemen	:	1%
(iv)	Physically Handicapped	:	3%
(v)	Serving Defence Personnel	:	1%

The number of seats for applicants passing the Degree Course from Institutions outside Orissa is **limited** to 5% of the seats in the concerned subject.

11. WEIGHTAGE

Sports

- (i) Representing country at International level - Direct Admission.
- (ii) Representing State at National level - 10% of additional marks over the aggregate.
- (iii) Representing University at Inter University level - 5% additional marks.
- (iv) The above weightage in sports must be recognised or organised by **the Director of Sports/University and the participation must be within 2 years prior to the date of application for admission.**
- (v) A candidate can claim maximum weightage upto 10%.
- (vi) **No weightage** is given for **Hostel admission.** This is purely on merit.
- (vii) Candidates coming under normal merit list will not be given any weightage even if they have asked for the same. Weightage should be given to those who do not come in the general merit list in each selection.
- (viii) The weightage will be added only to the marks obtained in the Degree Examination.

12. MERIT LIST

The merit list will be prepared according to the marks secured by the candidate in the qualifying examination and will include the weightage wherever admissible.

13. DESPATCH/DISPLAY OF ADMISSION INFORMATION

- a) Candidates selected for admission will be intimated individually by Regd. Post/Speed Post regarding the date of Admission. The names of the selected candidates will also be **displayed on the College Notice Board.**
- b) Intimation for admission into hostel is sent alongwith intimation for college admission. Those who shall be in the waiting list for hostel, may be given hostel seat on the day of the admission, subject to the availability of seats.

- c) If a selected candidate fails to get admitted on the specified date, she will forfeit her claim for admission, provided that where there is clear proof of postal delay in receipt of intimation letter for admission of a student into a definite class the student selected on merit may be admitted to the class alongwith the candidates selected for admission on subsequent date/dates.

14. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

- a) Intimation Letter
- b) Original money receipt in support of purchase of application form.
- c) Original Certificates/Mark Sheets of all examinations starting from H.S.C Exam.
- d) Original College Leaving Certificate.
- e) 05 (five) copies of recent Stamp size Photographs duly attested.
- f) Original Conduct Certificate from the Head of the Institution last attended.
- g) Recent original Caste Certificate from the Tahasildar for SC/ST candidates.
- h) Relevant original Certificate in support of Reservation/Weightage claimed, if any.
- i) Income Certificate of parents for SC/ST Candidates from Tahasildar.

15. EXAMINATION PATTERN FOR P.G. COURSE

Since 2004-2005, **Semester system** is introduced in the P.G. Course. The Semester Exam. will commence according to the following schedule.

1st Semester	-	Second week of December
2nd Semester	-	First week of May
3rd Semester	-	Last week of November
4th Semester	-	Third week of April

16. RULES FOR HOSTEL ADMISSION

- 1. The selection for admission to hostel is made according to merit and good conduct.
- 2. Only parents/natural guardians are allowed to leave their wards in the hostel and fill in their visitor's forms which are available in the Hostel Office.
- 3. Each boarder should give the **name and photograph of her local guardian** chosen by her parents/natural guardian at the time of admission in the hostel, otherwise her hostel seat will be cancelled.

Note: Any clarification sought in matters of admission shall be brought to the notice of the Principal. The decision of the Principal on matters of admission is final and binding on all concerned.

17. COLLEGE FEES

1.	Annual Abstract of Attendance	1/-
2.	Athletics Subscription	20/-
3.	Calendar	6/-
4.	Commemoration celebration and Annual Day celebration fee	2/-
5.	Common Room fees	6/-
6.	Cycle Stand Fee	20/-
7.	Day Scholars' Association (Non-resident Scholars' Association).....	2/-
8.	Development Fees	250/-
9.	Dramatic Society Fee	10/-
10.	Examination Fee	350/-
11.	Faculty Fund	5/-
12.	Furniture maintenance	5/-
13.	Identity cum Library Card	3/-
14.	Laboratory Deposit (Non-refundable for each deptt.)	10/-
15.	Library Fee	10/-
16.	Magazine	15/-
17.	Medical Treatment	1/-
18.	Migration Fee for Utkal University (New Students who wil come from institutions not affiliated to Utkal University	40/-
19.	Printing of Time Table & Lesson Plan	6/-
20.	Proctorial Fee	4/-
21.	Reading Room.....	6/-
22.	Red Cross	10/-
23.	Registration & Recognition	50/-
24.	Science Society (for Science students).....	5/-
25.	Seminar (P.G.).....	200/-
26.	Social Service Guild	2/-
27.	Students Aid Fund	1/-
28.	Students Union	9/-

29.	Students' Safety Insurance	2/-
30.	Syllabus Fee	20/-
31.	Teachers' Welfare Fund	1/-
32.	University Development Fee	5/-
33.	University Sports Fee (University Rs.12/- & College Rs.8/- vide Letter No. 974/01 dated 7.3.2001)	50/-

18. HOSTEL FEES

To be collected in College Office - Rs.62/-

(This fee structure is subject to modification as per decisions of the Government/University/College Authority.)

Sd/-

Principal

Ramadevi Women's (Auto) College
Bhubaneswar

ADDRESS TAG FOR CORRESPONDENCE

(Candidates are required to write their address in Capital Letters and submit along with the Application Form.)

<i>Name :</i> _____																		
<i>Address :</i> _____																		

<i>Pin :</i> <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								<i>Tel. with STD Code :</i> <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										

APPLICATION FORM No.

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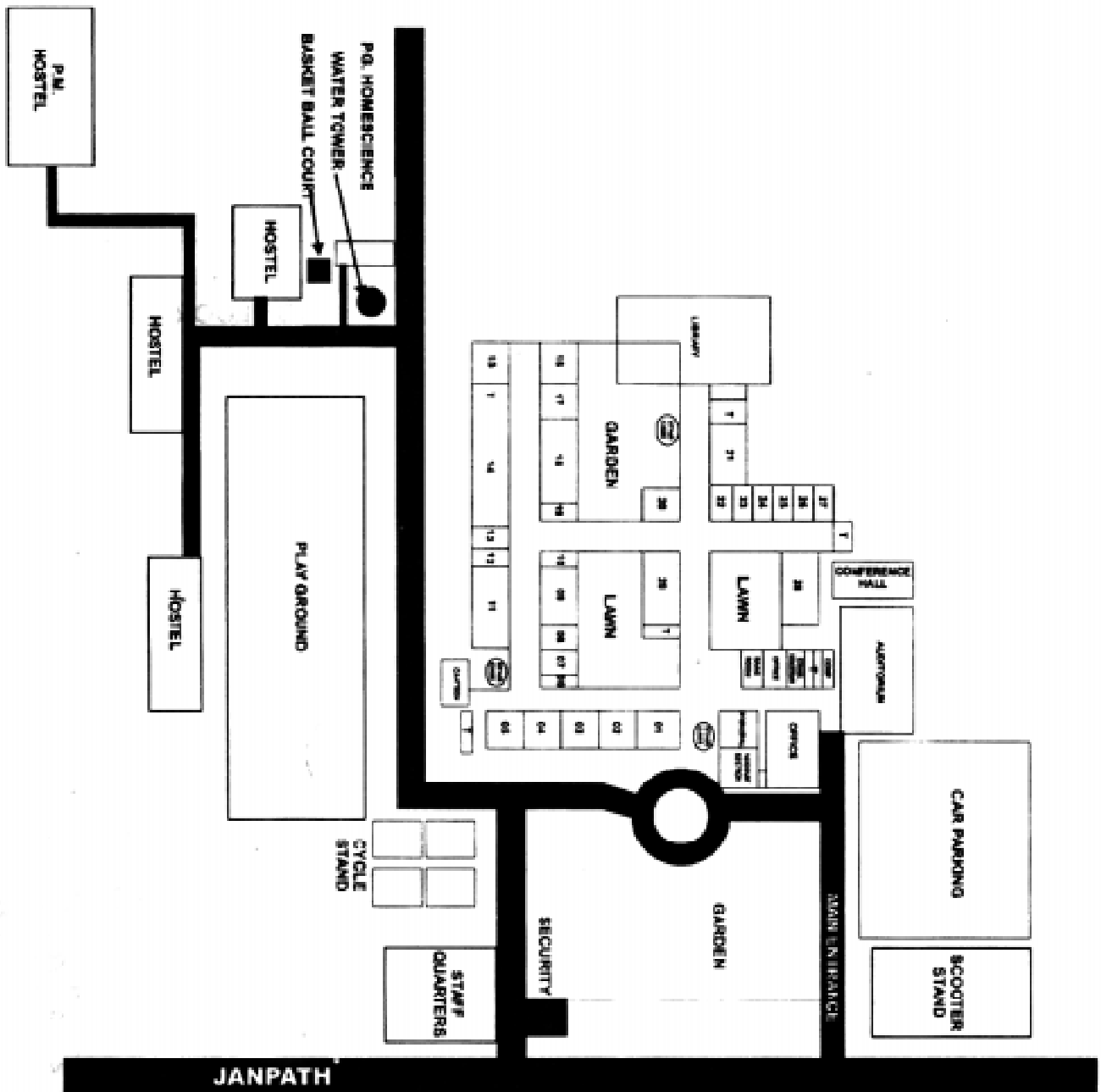
APPLICATION FORM No.



**RAMA DEVI WOMEN'S AUTONOMOUS COLLEGE
RAMA DEVI WOMEN'S JUNIOR COLLEGE
BHUBANESWAR - 751 022**

-: 7 :-

OUR CENTRE OF EXCELLENCE (LOCATION MAP)



RAMADEVI WOMEN'S AUTONOMOUS
JUNIOR COLLEGE
 BHUBANESWAR (ORISSA)