



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର  
**Rama Devi Women's University, Vidya Vihar,  
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,  
E-mail- [coe@rdwu.ac.in](mailto:coe@rdwu.ac.in), Website- [www.rdwu.ac.in](http://www.rdwu.ac.in)**

No. COE-/Ex-01/ **2237 / 2025**

Date : **24/12/25**

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 : Submission of Alphabetical Lists, Accounts Statements along with connected documents in support of prescribed fees against Examination Form fill up in respect of enrolment of students to the +3 Degree 1<sup>st</sup> Semester (CBCS) Arts/ Science/Commerce (Pass & Hons.) Back (2020, 2021, 2022, 2023 AB) Examination, 2025.

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, receipt copy of electronic mode of fund transfer along with the other clearance Certificate of your U.G. Departments/College/ Institution.

**Tentative date of commencement of Examination: 20.01.2026**

**I. Eligibility of students for Back Examination,2025**

- (a) She must have taken admission in the First Year +3 Degree Course under (CBCS) pattern in Arts/Science/Commerce (Pass/Hons) during Academic Year 2020-2021,2021-22,2022-23 and 2023-24.
- (b) She must have been admitted/enrolled to the +3 1st Semester (CBCS) Regular Examination, 2020-2021, 2021-22,2022-23 and 2023-24.
- (c) She must not have taken CLC.
- (d) **Back Paper appearance :** A student has to clear Back paper(s) (i.e. the paper / paper(s) one has failed, having secured grade 'F' by appearing at subsequent semester examinations within six years from the Year/Session of admission.

(e) **Improvement :** The student may appear in improvement (having passed in that paper) in any number of papers only once in the next semester examination & there is no improvement in practical paper.

If the candidate is Absent in any sitting(s) or Failed -(“F” Grade), such a candidate shall have to reappear in that paper(s)/ Subjects in order to clear the back paper(s) at least ‘D’ Grade .

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.

### III. Preparation of Alphabetical List of Back Candidates

Students details for Form Fill up should be uploaded online on or before 07.01.2026 by clicking on [www.rdwu.ac.in](http://www.rdwu.ac.in). The link will remain open from 30.12.2025 to 07.01.2026.

### IV. Fees to be Collected:

Examination Fee (Major / Minor) / (Hons./ Pass)		
1	As per the Notification no.CoE/EC-02/No. 1754 / 2025 dt.22.10.2025	500.00
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 <sup>th</sup> Sem. Regular students)	50.00
12	Fee for Original Certificate (only for Final 6 <sup>th</sup> 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

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 mode of Bank Transfer (NEFT/RTGS/ONLINE) as mentioned below. Utilization

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Certificate by the Centre Superintendent may be submitted to the Comptroller of Finance R.D Women's University immediately after the Examination is over.

**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.

**IV. 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)

**V. Dates for Filling up Forms for 1<sup>st</sup> Sem. (Back) Examination,2025**

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 Degree(CBCS) 1 <sup>st</sup> Semester Back Examination-2025	30.12.2025—07.01.2026	08.01.2026 & 09.01.2026	10.01.2026-12.01.2026

**DATE OF SUBMISSION OF ALPHABETICAL LIST AND OTHER RELATED DOCUMENTS AS PER THE SCHEDULE :**

**13.01.2026 (For all Colleges & U.G Depts. of R.D.W. University)**

You are further requested to circulate it among all concerned. If any clarification is required, please send a message in the mail id [rduems@gmail.com](mailto:rduems@gmail.com) Please download necessary Forms and Accounts Statement from the [www.rdwu.ac.in](http://www.rdwu.ac.in)

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

**VII. 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

*Mukundhi*  
24.12.25

CONTROLLER OF EXAMINATIONS  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar

Memo No. COE/Ex-01/ 2238 /2025  
Copy communicated to

Date: 24/12/25

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 VC for information of Vice-Chancellor
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 for information & necessary action.
9. The OIC, Website RDW University.

Mukesh  
24.12.25  
CONTROLLER OF EXAMINATIONS  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar