



No. Ex-01/ 1666 / 2025

Date: 16/09/25

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 : Form fill up of +3 1st semester to 6th semester Special Examinations 2025 for Back students
(for 2016,2017 & 2018 Admission Batch only) under CBCS Syllabus 2016.

Madam/Sir,

As per decision of the Examination Committee Meeting held on **18.08.2025**, a special examination only for Back students of +3 1st to 6th semester examinations 2025 for 2016, 2017 & 2018 Admission Batch will be held case to case basis. Hence, you are requested to inform your students to fill up the form of +3 1st to 6th Semester Special Examinations 2025 for Back paper examinations of Arts, Science and Commerce (2016, 2017 & 2018 Admission Batch only) under CBCS Syllabus 2016.

I. 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

I/8140/2025 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 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.

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 (Back) students separately.

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

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

V. Form Fill Up Dates for +3 1st Semester To 6th Semester Special Examinations 2025 (Only for Back) 2016, 2017 & 2018 Admission Batch

Name of Examination Year	Without Fine	With fine of Rs.200/-	With fine of Rs.500/-
+3 1 st Semester Back Special Exam.2025 (2016,2017 & 2018AB)	09.10.2025 to 17.10.2025	18.10.2025 to 22.10.2025	23.10.2025 to 25.10.2025
+3 2 nd Semester Back Special Exam.2025 (2016,2017 & 2018AB)			
+3 3 rd Semester Back Special Exam.2025 (2016,2017 & 2018AB)			
+3 4 th Semester Back Special Exam.2025 (2016,2017 & 2018AB)			
+3 5 th Semester Back Special Exam.2025 (2016,2017 & 2018AB)			
+3 6 th Semester Back Special Exam.2025 (2016,2017 & 2018AB)			

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6. 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:

Date of Receiving of Forms	Time	College Code
28.10.2025	11.00 am – 4.30 pm	For all Districts affiliated under RDWU

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 Please download necessary Forms and Accounts Statement from the www.rduems.in

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

VII. IMPORTANT INSTRUCTION

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

Yours sincerely,

CONTROLLER OF EXAMINATIONS

Masterkin
16.9.25
Controller of Examinations
R.D. Women's University
Bhubaneswar

Memo No. COE/Ex-01/ *1667* /2025
Copy communicated to

- The Heads, all U.G Departments, Rama Devi Women's University, BBSR.
- The Comptroller of Finance, Rama Devi Women's University, BBSR
- The Director, CDC, Rama Devi Women's University, BBSR
- The Director, Sports Council, Rama Devi Women's University, BBSR
- The Dy. Controller of Examinations, Rama Devi Women's University, BBSR
- The P.S to VC for information of Vice-Chancellor
- The IVY Baron Technologist, Bhubaneswar for information & necessary action
- The Accounts Unit/Academic Unit/Affiliation Unit/ Examination Unit, Rama Devi Women's University, BBSR for information & necessary action.
- RDWU Website <https://rdwu.ac.in>

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