

I/8711/2025



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, Website- www.rdwu.ac.in

No. COE/Ex-01/ **1783** / 2025Date: **29/10/25**

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 : Filling up Examination Forms and submission of Alphabetical List, Accounts Statement in support of prescribed fees, along with connected documents in respect to enrolment of students to the **+3 Degree 3rd Semester (CBCS) Arts/Science/ Commerce (Major/Minor)/(Pass & Hons.) Regular & Back Examination, 2025** (2024, 2023, 2022, 2021 & 2020 admission batch).

Madam/Sir,

You are requested to take the necessary steps for filling up the 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 for their Enrolment to **+3 Degree 3rd Semester (CBCS) Arts/Science/ Commerce (Major & Minor)/ (Pass & Hons.) Regular & Back Examination, 2025** as per the guidelines furnished below.

Tentative Date for the commencement of Examination: 11.12.2025 (Theory)

I. Eligibility criteria for Registration/Enrolment to the +3 3rd Semester (CBCS) Regular Examination, 2025 (2024 Admission Batch).

- (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 2024-25.
- (b) Any Registered students of the University may be admitted to the +3 Ist Semester (CBCS) Arts/Science/Commerce (Pass/Hons) Regular Examination, 2024 in which she has undergone a regular (CBCS) course of study for not less than six months after passing the council of Higher Secondary Education, Odisha or any other equivalent Examination.

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II. Eligibility criteria for Registration/Enrolment to the +3 3rd Semester (CBCS) Back Examination, 2025 (2020, 2021, 2022 & 2023 Admission Batch).

- (c) She must have taken admission in the First Year +3 Degree Course under (CBCS) pattern in Arts/Science/Commerce (Pass/Hons) during Academic Year 2020-21, 2021-22, 2022-23 & 2023-24.
- (d) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination, 2020-21, 2021-22, 2022-23 & 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.

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) .

If a student of 2020, 2021, 2022 & 2023 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.

- (e) Improvement/Repeat Examination (2020, 2021, 2022 & 2023 AB)
A Honours student may appear for improvement (repeat) Examination, in any number of Core (Honours) Papers, in the immediate subsequent examination if she has obtained a grade below "C" (i.e. below 45%) in the Paper (s) concerned. The higher marks shall be retained. There is no provision for improvement examination in Practical paper(s) (2020, 2021, 2022 & 2023 AB)

III. Mode of Form Fill up : ONLINE

The Examination Application Forms for +3 3rd Semester (CBCS) Arts/ Science/ Commerce (Pass/Hons) Regular students shall be submitted through **ONLINE**.

III. Preparation of Alphabetical List of Regular Candidates

The Alphabetical List of Arts/Science/Commerce shall be prepared Pass/Hons. wise separately containing name of candidate, Roll no., Registration No and Subjects to be examined and care should be taken to indicate SC/ST/Disabled etc. against each of their names for students separately . Students details should be uploaded online from as per the schedule mentioned in **Point V** by clicking www.rduems.in

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 documents in the Office of the Controller of Examinations . 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

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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.**

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)

The **Centre Charges** so collected may please be kept by the Principal/HOI and to be handed over to the Centre Superintendent of concerned examination to meet the Centre expenses. The balance unspent amount if any please be refunded to the University in electronic mode as mentioned at point no-III of this letter along with Utilization Certificate by the Centre Superintendent of the examination soon after the completion of the examination. The voucher shall be kept with the Institution Head / Principal for Audit purpose.

N.B : The Candidate(s) booked under malpractice cases may Filled up Forms for the said subject(s) / Paper(s) with a undertaking that she will abide the decision of the punishment imposed by the University.

(b) Allotment of Examination Roll Number

The Examination Roll Number shall be allotted to the Candidates of Arts / Science / Commerce (Pass/Hons) wise separately in respective streams.

IV. Fees to be Collected:

1	Examination Fee (Major/Minor)/(Hons./Pass) [As per the notification no. CoE/EC-02/No. 1754/2025 dated 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 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

V. ONLINE FORM FILL UP DATES FOR +3 DEGREE 3rd SEMESTER (CBCS) REGULAR & BACK EXAMINATION, 2025

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(FOR INFORMATION OF ALL U.G. Departments, Rama Devi Women's University/Affiliated Colleges.

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 3 rd Sem. (CBCS) 2025	03.11.2025-12.11.2025	13.11.2025 & 14.11.2025	16.11.2025-18.11.2025

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:

20.11.2025
& 21.11.2025

For U.G Depts. of R.D.W. University

All Colleges of Angul, Cuttack, Dhenkanal, Jagatsinghpur, Jajpur, Kendrapara, Khurda, Nayagarh, Puri Dists.

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 center 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,

Masthanki
29.10.25

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

Bhubaneswar
Date: 29/10/25

Memo No. COE/Ex-01/1784 /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>

Masthanki
29.10.25

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