



**Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail: coe@rdwu.ac.in, Website: <https://rdwu.ac.in>**

No. COE-/Ex-05/ **22-33** / 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 Principal,
Kama Nehru Women's College,
Bhubaneswar
3. The Principal,
Govt. Women's College, Puri

Sub : Filling up of Examination Forms and submission of Alphabetical List, Accounts Statement in support of Examination Fees, Bank transfer receipt copy along with other related clearance for Enrolment of students to the **M.A/M.Sc./ M.Com/M.B.A – 1st Sem. Regular (2025 AB) & Back (2022,2023,2024 AB) Examination, 2025** respectively.

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms of the eligible students admitted in different subjects under MA/ M.Sc./M.Com./ M.B.A course during the Academic Session 2025-26 (2025 AB) in PG Departments, Rama Devi Women's University, Bhubaneswar for their Enrolment to the MA/M.Sc./M.Com./M.B.A 1st Semester-CBCS (**Regular & Back**) Examination, 2025.

Tentative date of commencement of Examination: 20.01.2026

I. Eligibility of candidate to Fill up Examination Form for MA/M.Sc./M.Com/M.B.A 1st Semester (CBCS) Regular Examination, 2025 (2025 Admission Batch).

- (a) The Registration/Enrolment for 1st Semester Examination is compulsory. If she does not get herself Registered for 1st Sem. Examination in the first chance, she is not eligible to appear next semester Examinations.
- (b) The student must not have taken C.L.C.
- (c) She must have taken admission in MA/M.Sc./M.Com./M.B.A 1st Year Course under (CBCS) pattern during the Academic Session 2025-26.
- (d) The Registered students of this University shall be admitted into MA/M.Sc./M.Com./MBA 1st Semester (CBCS) Regular Examination, 2025 if she has completed the course as per regulation.
- (e) She must have obtained required percentage of attendance as per regulation.

I/9440/2025 **II. Eligibility of candidate to Fill up Examination Form for MA/M.Sc./M.Com/M.B.A 1st Semester CBCS (Back) Examination,2025.**

- (a) She must have been Enrolled/Registered to the MA/M.SC./M.COM/M.B.A 1st Semester (CBCS) Regular Examination, 2024,2023,2022 .
- (b) She must not have taken C.L.C.
- (c) **Back Examination :** A student has to clear Back paper(s) in the Paper/papers one has failed i.e. having secured (Grade 'F' or marks below 33%) in a paper by appearing at subsequent Examinations within four years from the Year/Session of admission.
A student having 'F' Grade in any paper can reappear any number of times within the stipulated period of twice the duration course until she gets at least 'D' grade.
- (d) **Improvement Examination:** A student can reappear the examination in any number of Paper(s) for improvement only once within the duration of course period, if she has got 'D' or higher grade, starting from year of admission and the better grade will be treated as final grade. However, a candidate securing 'O' grade in any paper is not allowed for improvement in that paper.
- (e) **A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.**
- (f) Repeat and Improvement has to be completed within 4 academic years from the date of admission.
- (g) The candidates who fill up forms for Back are required to produce the xerox copy of their Mark Sheet for verification.
- (h) The candidate(s) booked under Malpractice case for unfair means in Examination may fill up forms for the said Subject(s)/Papers with a undertaking that she will be abide the decision of the punishment imposed by the University.

III. Mode of Form Fill up : ONLINE

The Examination Application Forms for MA/M.Sc./M.Com/M.B.A (Regular) students shall be submitted through **ONLINE**. For Filling up Examination Forms ONLINE one has to log on to www.rdwu.ac.in and then Click e-Examination button.

Dates for Filling up Forms for 1st Semester

Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
30.12.2025—07.01.2026	08.01.2026 & 09.01.2026	10.01.2026 - 12.01.2026

IV. Date of submission of Alphabetical List, Accounts Statement and other documents with complete details in all respect needs to be submitted at the Office of the Controller of Examinations, Rama Devi Women's University till **13.01.2026**.

V. The total amount as per account statement may be transferred in electronic mode (RTGS/NEFT/Online) from any Nationalized Bank to this university account on or before the date of submission. 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

VI. The receipt copy of Electronic mode of fund transfer may be submitted at COF and COE (two copies) at the time of form fill up data submission.

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If the above date falls on holidays the next working day shall be automatically treated as last date for submission of Accounts Statement with Alphabetical list, for which no Notification will be made to this effect.

VII. Fees to be Collected

1	MA/M.SC/ M.COM/M.B.A SEMESTER As per the Notification no.CoE/EC-02/No. 1754 / 2025 dt.22.10.2025	500.00
2	M.SC. BIOTECH. SEMESTER	1000.00
3	CENTRE CHARGE : (TO BE RETAINED BY THE COLLEGE / DEPT.) :	150.00
4	ADDITIONAL CENTRE CHARGES IF APPLICABLE FOR THREE CONSECUTIVE ADMISSION BATCHES OF NEW SUBJECTS OR NEW COLLEGES :	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	FEE FOR MARKS	50.00
9	RE-REGISTRATION FEE (TO BE DEPOSITED ALONG WITH OTHER FEES) FOR ANY SUBSEQUENT EXAMINATION OTHER THAN FIRST SEMESTER EXAMINATION	40.00
10	FEE FOR BACK/IMPROVEMENT APPEARANCE : (EXAMINATION FEE @ OF Rs.75/- 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 ALONG WITH OTHER FEES.	
11	FEE FOR PROVISIONAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR STUDENTS)	50.00
12	FEE FOR ORIGINAL CERTIFICATE ONLY FOR FINAL YEAR 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	200.00

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-V 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.

VIII. Assignment of Examination Roll Number in respect of M.A/M.Sc./M.Com./MBA 1st Semester (Regular) Examination,2025.

In case of Regular Examination the Examination Roll Number shall be allotted to the candidate Alphabetically Stream wise in respective subjects.

IX. Preparation of Alphabetical List

The Alphabetical List shall be prepared separately for Regular containing Name of Candidate, Examination Roll Number, Registration Number, Papers to be examined with Elective Papers if any. All entries in the Alphabetical List be made in Capital Letters and the

names of the candidates be carefully typed without mistake. SC/S1/Disabled may be indicated against each of their names positively.

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X. Deposit of Fees:

The fees so collected from the students except Centre charge shall be deposited to the University (RTGS/NEFT/Online) as mentioned point no-IV of this letter. Excess amount if paid by the College/Dept. will not be adjusted or refunded. Care should be taken to put up the College/Institution Seal, College/Institution Code and name of the Examination in the submitted documents.

XI. The following documents to be submitted by the PG Depts., RDWU/College:

- (a) Alphabetical List (One Copy)
- (b) Accounts Statement one copy
- (c) Forwarding Letter
- (d) Certificate relating to verification of Application Forms of eligible candidates by the Examination In-charge of the PG Depts. RDWU/College.
- (e) Money receipt of Electronic fund transfer (two copies)

The Chairperson, PG Council, RDWU / Principal, Kamala Nehru Women's College, BBSR / Govt. Women's College, Puri may fix up the date(s) for filling up Forms in the P.G. Depts. of the University/in the College as per their convenience.

You are further requested to circulate it among all concerned and depute your Official in charge of the examination for seeking clarification, if any regarding this and to download necessary Forms, Accounts Statement & Alphabetical list from the on www.rdwu.ac.in

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

Yours sincerely,

CONTROLLER OF EXAMINATIONS

Date

Memo No. COE/Ex-05/ 2234 /2025
Copy communicated to

1. The Heads, all P.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.

CONTROLLER OF EXAMINATIONS

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