



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/ **2235** / 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 :
1. UG 1st semester Regular and Back form fill up (2024,2025 admission batch).
 2. UG 1st semester Regular form fill up under AEDP (2025 admission batch).

Madam/Sir,

You are requested to take necessary steps to verify the student's details (admitted during the year 2025-26) of 1st Year Arts/Science/Commerce of College/Institution and update the same in the Form Fill up link in the College Login for the 1st Semester Examination.

Tentative Date for Commencement of Examination: 20.01.2026

I. Eligibility criteria for Registration/Enrolment to the UG 1st Semester (NEP) Regular University Examination,2025 (2025 Admission Batch)

The Registration/ Enrolment of eligible candidates to the +3 Ist Semester (NEP) Arts/Science/Commerce **Regular** University Exmanation,2025 is compulsory.

- (a) She must have taken admission to the +3 Ist Year Degree course under (NEP) in Arts/Science/Commerce during the Academic year 2025-26.

II. Eligibility of students for Back Examination,2025

- (a) She must have taken admission to the +3 Ist Year Degree course under (NEP) in Arts/Science/Commerce during the Academic year 2024-25.
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination, 2024.
- (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 .

III. (a) Preparation of Alphabetical List of Regular Candidates

The Alphabetical List of Arts/Science/Commerce shall be prepared 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 for Form Fill up should be uploaded online on or before 07.01.2026** by clicking on www.rdwu.ac.in The link will remain open from 30.12.2025 to 07.01.2026.

(b) Allotment of Examination Roll Number

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

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 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

N.B : ABC ID of all students is mandatory while filling up the examination form .

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.

V. 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)

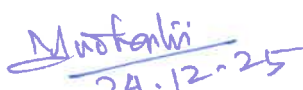
VI. Dates for Filling up Forms for 1st Sem. (Regular & Back) Examination, 2025

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 Degree(NEP) 1 st Semester Regular & 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)

Yours sincerely,


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

Memo No. COE/Ex-01/ 2236/2025

Date: 24/12/25

Copy communicated to

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.

M. Mohan
24.12.25

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