



No. COE/Ex-01/ 402 / 2025

Date: 14/02/25

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 4th Semester (CBCS) Arts/Science/ Commerce (Pass & Hons.) **Regular & Back** 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 for their Enrolment to as per the guidelines furnished below.

Tentative date of Theory Examination

04.04.2025

+3 Degree 4th Semester Regular & Back Examination, 2025 (2019,2020,2021,2022 & 2023 AB)

I. Eligibility criteria for Registration/Enrolment to the +3 4th Semester (CBCS) Regular Examination,2025 (2023Admission Batch)

- (a) She must have taken admission to the +3 Ist Year Degree course under (CBCS) pattern in Arts/Science/Commerce (Pass/Hons) during the Academic year 2023-24.
- (b) Any Registered students of the University may be admitted to the +3 Ist Semester (CBCS) Arts/Science/Commerce (Pass/Hons) Regular Examination,2023 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.

II. Eligibility criteria for Registration/Enrolment to the +3 4th Semester (CBCS) Back & Improvement University Examination,2025 (2019,2020,2021 & 2022 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 2019-20,2020-21,2021-22 & 2022-23.
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination, 2019-20, 2020-21, 2021-22 & 2022-23.
- (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) at least 'D' Grade .

If a student of 2019, 2020, 2021 and 2022 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. Assignment of Roll Number for Back Examination & Preparation of Alphabetical List.

- (a) The Examination Roll number assigned to the Pass/Hons. candidates for Arts/Science/Commerce Examination at Ist Semester Examination, shall remain unchanged, if there is no discrepancies.

(b) 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. 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

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.

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 4th Sem. Exam,2025

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 Degree(CBCS) 4 th Semester (R&B) Examination-2025	17.02.2025-28.02.2025	01.03.2025-03.03.2025	04.03.2025-06.03.2025

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:

07.03.2025
&
10.03.2025

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

- 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,

M. S. Panigrahi
14.2.25

CONTROLLER OF EXAMINATIONS

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

Memo No. COE/Ex-01/ 403 /2025
Copy communicated to

Date: 14/02/25

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. RDWU Website <https://rdwu.ac.in>

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14.2.25
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Controller of Examinations
R.D. Women's University
Bhubaneswar

