



COE /EX-43(B.Ed) / 568 /2025

Date: 13/03/25

From

The Controller of Examinations,
R.D. Women's University
Bhubaneswar - 22

To

The Chairman, P.G. Council
Rama Devi Women's University,
Bhubaneswar - 751022

Sub : Submission of Alphabetical list of Students, Prescribed Fees, and other related documents from admitted students of the Ist Yr. B.Ed. **Regular (2024-25 AB) & Back Examination,2025 (2022-23 & 2023-24 AB)** of the 2-Yr. B.Ed. Course.

Madam/Sir,

You are requested to forward the Examination Application Forms along with Alphabetical list of students, Accounts Statement, and other related documents in support of students for their admission to the aforesaid examination as per instruction and guidelines stated below.

Tentative date for commencement of Examination: Last week of April 2025

1. Ist Yr. B.Ed. Regular Examination,2025 (2024-25 Admission Batch)
2. Ist Yr. B.Ed. Back Examination,2025 (2022-23 & 2023-24 Admission Batch)

A. Eligibility of Students:

- (i) She must have taken admission to the Ist Yr. B.Ed. Degree Course in Arts/Science during the Academic Year 2022-23, 2023-24 & 2024-25.
- (ii) The Enrollment into Ist Year B.Ed. Examination is compulsory as per regulation.
- (iii) She must not have taken C.L.C.
- (iv) The candidates who have completed the course by attending both theory and Practical Classes, thereby securing not less than 80% attendance in each theory paper (70% on production of Medical Certificate), and 90% in School internship Programme and have successfully completed the required number of Practical assignments (Task and Assignments, Practice Teaching etc.) duly assessed internally and fulfilling all other required conditions are to be declared eligible for the annual examination by the Coordinator / HOD of the B.Ed. Programme.

- (v) Each candidate has to secure minimum Pass Marks (40%) in each Task and Assignment under theory courses (PE, CPS and EPC). If a candidate fails to secure the minimum pass mark in each Task and Assignment, she cannot be eligible to fill up the Form to sit in the year-end examination.

B. Allotment of Roll No. to the Candidate :

The Examination Roll Number will be assigned to the candidate alphabetically stream wise (Arts/ Science). e.g. 301R0020001 (Arts Stream)
302R0020001(Science Stream)

C. Mode of Filling up Examination Application Form :

The Application Forms for Ist Year B.Ed. students shall be submitted through Official website of the University.

3. Fees to be collected for Ist Yr. B.Ed.(Regular & Back) Examination,2025

| | | |
|----|---|--------|
| 1 | EXAMINATION FEES | 500.00 |
| 2 | CENTRE CHARGE (TO BE RETAINED BY THE CENTRE) | 150.00 |
| 3 | FEE FOR ENROLMENT | 50.00 |
| 4 | FEE FOR MARKS | 50.00 |
| 5 | FEE FOR SUPERVISION FEE | 20.00 |
| 6 | REGISTRATION FEE AT THE TIME OF ADMISSION. | 70.00 |
| 7 | RE-REGISTRATION FEE (TO BE DEPOSITED ALONG WITH OTHER EXAM.FEE FOR ANY SUBSEQUENT EXAMINATIONS OTHER FEES OTHER THAN IST YR. EXAM. | 40.00 |
| 8 | ADDITIONAL CENTRE CHARGE IF APPLICABLE) FOR THREE CONSECUTIVE ADMISSION BATCHES TOWARDS NEW SUBJECT(S) OR NEW COLLEGE (TO BE DEPOSITED IN THE UNIVERSITY ALONG WITH OTHER FEES) | 50.00 |
| 9 | LATE FEE | 50.00 |
| 10 | HOWEVER, A STUDENT CAN FILL UP THE EXAM. FORM AFTER RS.50 LATE FEE DATE AND 10 DAYS BEFORE THE COMMENCEMENT OF THE EXAMINATION WITH A LATE FEE | 200.00 |
| 11 | FEE FOR PROVISIONAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR / BACK STUDENTS (IF NOT PAID IN REGULAR EXAMINATION) | 50.00 |
| 12 | FEE FOR ORIGINAL CERTIFICATE ONLY FOR FINAL YEAR REGULAR/BACK STUDENTS (IF NOT PAID IN REGULAR EXAMINATION) SEPARATE CONSOLIDATED BANK DRAFT TO BE PREPARED. | 200.00 |

The Centre Charge so collected may please be kept by the CPGC to be handed over to the Centre Superintendent of concerned examination to meet the centre expenses. The balance unspent amount shall be refunded to the University in electronic fund transfer mode as mentioned at point no.03 of this letter along with Utilization Certificate by the Centre Superintendent of the examination after the examination is over.

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4. Deposit of Fees :

The fees collected from the students except Centre Charge shall be deposited to the University in electronic fund transfer mode in favour of Comptroller of Finance, Rama Devi Women's University, Bhubaneswar. **Care should be taken to put the Institution Seal, Institution Code and name of the examination on the receipt of the electronic fund. Excess amount if deposited by the college shall not be adjusted or refunded.**

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

5. Mode of Form Fill Up : ONLINE Please Login

| Examination | Without a late fee | With a late fee of Rs.50/- | With a late fee of Rs.200/- |
|---|-----------------------|----------------------------|---|
| 1 st Yr. B.Ed. (Reg.& Back) Exam. 2025 | 17.03.2025-26.03.2025 | 27.03.2025 & 28.03.2025 | 10 days before to commencement of the examination |

6. Date of submission of Application Form, Alphabetical List of students, Accounts Statement (download copy), Bank Draft along with other documents complete in all respects at the University.

| Sl.No. | Date of Receiving of Fees. etc. | DATE |
|--------|---------------------------------|------------|
| 1 | Without a late fee | 29.03.2025 |
| 2 | With a late fee of Rs.50/- | |
| 3 | With a late fee of Rs.200/- | |

7. Preparation of Alphabetical List :

Different Form(s) such as Examination Application Form, Alphabetical List Form, Accounts Statements are available ONLINE. Download the Alphabetical List and Accounts Statement and submit the same to the Examination Section of the University. The alphabetical List contains Regd. No., Roll Number, Name of Candidate, Examination papers to be examined, stream wise along with Method Papers of each candidate.

All entries in the Alphabetical List be made in Capital Letters and the names of the candidates be carefully entered without mistake, SC/ST/OBC may be indicated against each of their names.

8. Documents to be Submitted by the College / Institution :
- Alphabetical List (one copy)
 - Accounts Statement (one copy)
 - Forwarding Letter
 - Two copies of the receipt of electronic fund transfer (RTGS/NEFT)
9. **The Chairperson, P.G. Council may fix up the date(s) for filling up Forms in the Department as per their convenience.**

You are further, requested to circulate all concerned and download necessary Forms and Accounts Statement, Alphabetical List from the www.rdwu.ac.in

Your co-operation in this matter is solicited.

NB : *If the above dates falls on holidays the next working day will be automatically treated as submission of fees along with other documents.*

Yours sincerely,

M. Ranhi
13.3.25

CONTROLLER OF EXAMINATIONS
Controller of Examinations
R.D. Women's University
Bhubaneswar
Dated: 13.3.25

Memo No. COE / EX-43 (B.Ed.) / 569 / 2025

Copy forwarded to

- The Co-ordinator, B.Ed., R.D.Women's University for information & necessary action
- The Registrar, R.D. Women's University, BBSR
- The Comptroller of Finance, 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, R.D.Women's University for information & necessary action
- The OIC, Website, RDW University.

M. Ranhi
13.3.25

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