



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: <http://rdwu.ac.in>

No. COE-/Ex-01/850 / 2025

Date : 19/4/25

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 : Submission of Alphabetical Lists, Accounts Statements along with connected documents in support of prescribed fees against Examination Form fill up in respect of enrolment of students to the +3 Degree 2nd Semester (CBCS) Arts/ Science/Commerce (Major & Minor) **Regular** Examination, 2025 (2024 Admission Batch) as per NEP-2020.

Madam/Sir,

You are requested to take necessary steps for filling up Examination Forms of eligible candidates and forward the **Alphabetical List of students, Accounts Statement** in support of prescribed Fees, fund transfer receipt copy along with other **Clearance Certificate** of your U.G. Departments/College for their Enrolment to the +3 Degree 2nd Semester Arts/Science/ Commerce (Major & Minor) **Regular** Examination, 2025 (2024 Admission Batch), as per the guidelines furnished below.

Tentative Date for Commencement of Examination: 02.07.2025

I. Eligibility criteria for Registration/Enrolment to the +3 2nd Semester (CBCS) Regular Examination, 2025 (2024 Admission Batch) as per NEP.

- (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 2024-25.

II. Mode of Form Fill up : ONLINE

The Examination Application Forms for +3 2nd Semester (CBCS) Arts/ Science/ Commerce 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 Major/Minor 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. Student's details should be uploaded online from as per the schedule mentioned in **Point V** by clicking www.rdwu.ac.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

The receipt copy of the 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 the 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 the 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.**

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.

/6191/2025

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

V. ONLINE FORM FILL UP DATES FOR +3 DEGREE 2ND SEMESTER (CBCS) REGULAR EXAMINATION, 2025 (2024 Adm. Batch)**(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 2 nd Sem.2025	28.04.2025-07.05.2025	08.05.2025-09.05.2025	10.05.2025 - 13.05.2025

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:

15.05.2025

For U.G Depts. of R.D.W. University
All Colleges of Angul, Cuttack, Dhenkanal, Jagatsinghpur, Jajpur,
Kendrapara, Khurda, Nayagarh, Puri Dists.

/6191/2025

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.rdwu.ac.in

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

VII. IMPORTANT INSTRUCTION

- i. The colleges will keep Rs.150/- towards center 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,

Muskan
19.4.25

CONTROLLER OF EXAMINATIONS

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

Memo No. COE/Ex-01/ 851 / 2025
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.

Muskan
19.4.25

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R.D. Women's University
Bhubaneswar