



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/ ୧୧୩ / 2026

Date : 24/02/26

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 **(On-line)** 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 **+3 Degree 5th Semester (CBCS) Arts/ Science/ Commerce (Pass & Hons.) Special Back Examination, 2026 (2023 AB).**

Madam/Sir,

You are requested to take necessary steps to verify the students details (2023 AB) Pass & Hons of your College/Institution and update in the Form Fill up link in the College Login for the **5th Semester Special Back Examination, 2026.**

- I. Eligibility criteria of Students for **Special Back Examination, 2026 (Only for 2023 AB)**
- (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 2023-24.
 - (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination, 2023.
 - (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) if one has failed, having secured grade 'F' in a paper) 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 .

III. Preparation of Alphabetical List of Regular Candidates

The Alphabetical List of Arts/Science/Commerce shall be prepared Pass/Hons. wise separately containing names 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 should be uploaded online as per the schedule mentioned in **point VI** in University website www.rduems.in positively.

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.

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 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 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 be abide the decision of the punishment imposed by the University.**

IV. Fees to be Collected:

1	Examination Fee 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

V. Dates for Filling up Forms for 5th Sem. (Special Back) Examination

Examination	Without late fee	With late fee of Rs.50/-	With late fee of Rs.200/-
+3 Degree 5 th Semester Special Back Examination-2026	27.02.2026-06.03.2026	07.03.2026-10.03.2026	11.03.2026 & 12.03.2026

VI. DATE OF SUBMISSION OF ALPHABETICAL LIST, STATEMENT OF ACCOUNTS ALONG WITH DETAILS OF DEPOSIT OF FUNDS IN CONSISTENCY WITH ACCOUNTS STATEMENT AND OTHER RELATED DOCUMENTS AS PER THE FOLLOWING SCHEDULE:

13.03.2026 - All Colleges (without late fee & with late fee)

You are further requested to circulate it among all concerned.

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,

AM
24.2.26

CONTROLLER OF EXAMINATIONS
Controller of Examinations
R.D. Women's University
Bhubaneswar
Date: 24/02/26

Memo No. COE/Ex-01/ 444 / 2026

Copy communicated to

1. The HODs, All Departments, Rama Devi Women's University, BBSR.
2. The Registrar, Rama Devi Women's University, BBSR
3. The Comptroller of Finance, Rama Devi Women's University, BBSR
4. The Director, CDC / 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 Vice-Chancellor, Rama Devi Women's University, BBSR;
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
9. The OIC, Website RDW University (website@rdwu.ac.in) for uploading in RDWU website With immediate effect.

AM
24.2.26

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