



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/ 432 / 2026

Date : 19/02/26

From

The Controller of Examinations
Rama Devi Women's University,
Bhubaneswar - 751022

To

1. The Chairperson,
P.G. Council R.D.W. University
BBSR
2. The Principals of all +3 Degree Colleges
affiliated to Rama Devi Women's University
(Dispatched through e-mail)

Sub : Filling up Examination Forms and submission of Alphabetical List, Accounts Statement in support of Prescribed fees, fund transfer receipt copy along with other connected documents in respect of enrolment of students to the **+3 Degree 6th Sem. (CBCS) Arts/ Science/Commerce (Pass/Hons.) Regular (2023 AB) & Back (2020, 2021 & 2022 AB) Examination, 2026.**

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 6th Semester Arts/Science/ Commerce (Pass/Hons.) Regular (2023 AB) & Back (2020, 2021 & 2022 AB) Examination, 2026**, as per guidelines furnished below. The tentative date of commencement of the aforesaid Examination is as follows. The detail Examination Programme shall be notified later.

Tentative date of Examination

23.03.2026

**+3 Degree 6th Sem.(CBCS) Reg. & Back Exam, 2026
(2020, 2021, 2022 & 2023 AB)**

I. Eligibility of Regular Students

- (i) She must have taken admission to the +3 Ist Year Degree Course in Arts/Science/ Commerce (Hons / Pass) under (CBCS) pattern during the Academic year of 2023-24.
- (ii) She must have been admitted / Enrolled in the +3 Degree Ist Sem. (CBCS) Regular University Examination, 2023 as per the Regulation.
- (iii) She must not have taken C.L.C.
- (iv) The registered student of the University may be admitted to the +3 Degree 6th Semester (CBCS) Arts/Science/Commerce (Pass/Hons.) Regular University Examination, 2026, if she has appeared/Enrolled in Ist Sem. (CBCS) Examination, 2023 in the concerned Stream and there after completed a regular Course of Study for not less than six months in the 3rd Year & 6th Sem. in one or more colleges for the purpose of such examination in the subjects which she offers, provided that she is not otherwise eligible to appear the said examination.
- (v) She must have obtained required percentage of attendance in conformity of the regulation.

II. Eligibility of Students for Back /Improvement Examination.

- (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 2020-21, 2021-22 & 2022-23 (Admission Batch).
- (b) She must have been admitted/enrolled to the +3 Ist Semester (CBCS) Regular Examination, 2020, 2021 & 2023 Admission Batch.
- (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 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) to obtain required pass mark

- (e) The candidates are required to produce their Mark Sheet (Xerox copy) in case of Back paper appearance for verification to appear the 6th Semester (Back) Examination, 2023.
- (f) A 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 papers.

III. The Examination Application Forms for +3 Degree 6th Sem. (CBCS) Regular & Back students shall be submitted through ONLINE.

IV (a) Preparation of Alphabetical List of Regular & Back 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 website@rdwu.ac.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 documents in the office of the CoE. 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

N.B. The U.G. 6th Semester Regular candidate is supposed to submit the fee of **Rs.100/-** for the **Migration Certificate separately** to the account mentioned below :

Bank Name: Indian Bank (Rama Devi Women's University)
Bank Account No.: 7583261333
A/C Holder: Comptroller of Finance, Rama Devi Women's University
IFSC Code: IDIB000S159

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)
- (e) Copy of affiliation (Temporary / Permanent) letter from University.

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-IV 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 Fill 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.**

(b) 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 (if any).

V. 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

VI. ONLINE FORM FILL UP DATES FOR +3 DEGREE 6TH SEMESTER (CBCS) REGULAR & BACK EXAMINATION, 2026 (2020, 2021, 2022 & 2023 AB)

(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 6 th Sem.(CBCS) 2026	23.02.2026-06.03.2026	07.03.2026-09.03.2026	10.03.2026 to 10 days before to commencement of examination

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:

12.03.2026 & 13.03.2026

{ 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. The migration fee @ 100/- per candidate to be deposited in the A/c No mentioned under clause IV (a)
- iv. In no circumstances, the Form fill up date will be extended.

Yours sincerely,


19.02.26
CONTROLLER OF EXAMINATIONS
Controller of Examinations
R.D. Women's University
Bhubaneswar
Date: 19/02/26

Memo No. COE/Ex-01/ 433 /2026
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 website@rdwu.ac.in


19.02.26
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