



RAJENDRA UNIVERSITY
PRAJNA VIHAR, BALANGIR – 767002, ODISHA
e-mail : coerubgr@gmail.com

No. 348 /COE/Exam./RU

Dated, the 19.03.2026

Programme for Form Fill-up for
UG 4th Semester Regular, Back & Improvement Examination-2026
(for University & all affiliated colleges)

Form fill up Schedule (Online Mode)

Date	Fees
25.03.2026 to 31.03.2026 – Arts, Science & Commerce	Normal Fees
02.04.2026 & 07.04.2026 – Arts, Science & Commerce	Fine Rs. 100/-
Before 7 days of commencement of examination	Fine Rs. 500/-

FEE STRUCTURE

Sl. No.	Fee Head	Traditional	
		Regular	Back/Improvement
1	Examination Fees	Rs. 600	Rs. 150/- per paper (for more than 3 papers Rs. 600/- will be charged)
2	Centre Charge	Rs. 150	Rs. 150
3	Coding & Computerized Mark Sheet	Rs. 100	Rs. 100
4	Portal Fees	Rs. 59/-	Rs. 59/-
5	Practical (per paper)	Rs. 100	Rs. 100/- per practical paper (Examination fees will be exempted, if a student will appear practical paper only)

N.B. : Principal/HoDs should take care before allowing a student to Form Fill up that he/she must have ABC ID, got Re-admission in the concerned semester/year and have adequate percentage of attendance as fixed by DHE(O) failing which the student is not eligible for Form fill-up.

Instructions

For Regular Exam (NEP-2020) (Affiliated Colleges & University Students):-

- Students are required to visit the University Portal i.e <https://rajendrauniversity.ac.in/>
- Click on Examination Management System in the Examination Section. Put login credential i.e. Examination Roll Number and Date of Birth and click on Login Button.
- Go to Student Registration and check the subjects which are already registered by the University. If any data is mismatched there bring it to the notice of the Principal for correction.
- Check the Update Personal Details and Personal Information and View Profile and update the required field if not updated. **APAAR ID is mandatory for all students. Students must put the APAAR ID in respective field.**
- Then go to Fee Payment Form Fill up and choose the respective semester. Check the Amount and click on Pay Now. Put Contact Details and Email Id and click on continue.
- The system will display online payment gateway for payment. Choose the payment gateway like QR Code, Internet Banking etc. as convenient and pay.
- Download the receipt or note down the transaction ID generated by the system and keep it for future reference.

P.T.O



**For Regular, Back & Improvement Exam (Traditional):-
(Affiliated Colleges)**

- Students are required to visit their respective Colleges.
- Pay the requisite fees there and student for back paper are required to submit the photocopy of the grade sheet.
- College authority will verify the details and have to pay the portal fees of Rs. 59/- per student in the University Portal i.e. <https://rubgrexam.in/>
- Print the payment receipt form where the list of the student is reflected.
- Pay the rest fees collected from the student as per the fees structure through NEFT/Direct Deposit in the below mentioned account.

Beneficiary Name – M/S EXAM. FUND OF RAJENDRA UNIVERSITY
Account Number- 194401000006770
Name of the Bank- Indian Overseas Bank
Branch- Balangir
IFSC – IOBA0001944


- College authority should submit the copy of the NEFT receipt/Deposit Slip, Copy of bulk payment receipt form, Account Statement (Copy attached) for form fill up fees duly countersigned by the Principal with the forwarding letter to the Controller of Examinations, Rajendra University, Balangir on or before **15.4.2026** by special messenger/ speed post.
- Principals are requested to complete all the above process within the scheduled time frame.


For Regular, Back & Improvement Exam (Traditional) (University Campus Students):-:-

- Blank forms are available in the University Fees Collection counter. Students should take a form by paying Rs. 10/- only and fill the forms. Thereafter, the filled in forms should be verified from the respective HoDs. After the forms get verified, it should be deposited at the Fees Collection Counter and pay requisite fees. For back paper, enclose a copy of the not clear mark sheet/ grade sheet with the form.
- The officials engaged in fees collection counter for collection of fees will issue and receive forms. While receive the forms the official must check whether the forms are verified from the respective HoD or Not. If not verified the forms should be returned to the student for get it verified and resubmit. All forms completed in all respect must be submitted to the Controller of Examination on the same day of receipt. The officials engaged in Controller of Examination Section must make bulk payment against the complete forms for processing of CNR and Admit Cards.
- HoD should keep a record of the students whose forms are verified.

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Copy forwarded to The Principals of all Degree Colleges of Balangir & Subarnapur Districts for information and necessary action.


19/03/2026
Controller of Examinations
Rajendra University, Balangir
Date 19-03-26



19/03/2026
Controller of Examinations
Rajendra University, Balangir

P.T.O

Memo No. 845 /COE/Exam./RUB

Date 19-03-2026

Copy forwarded to Students' Notice Board/Univ. Website/Hostel's Notice Board/O.I.C. Admission/Smt. R. Pradhan & Shri C. Kumbhar, Assistants are requested to collect the Form Fill up Fees from the student applied for Back & Improvement Exams. as details above as per the programme and submit the forms to the Controller of Examination Section on the same day or next day /all HODs/ OIC, Exam./ Library/Director, CDC /Chairperson, PGC/Dy. Registrar/ Comptroller of Finance/Fee Collection Counter/PA to Registrar/ PA to VC for information and necessary action.


19/03/2026
Controller of Examinations
Rajendra University, Balangir