



RAJENDRA UNIVERSITY

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

No. 1175 /COE/Exam./RU

Dated, the 06/09/2025

Programme for Form Fill-up for
UG 5th Semester Regular, Back & Improvement Examination-2025
(for University & all affiliated colleges)

The Registration/Form Fill-up for UG 5th semester (Arts/Science/Commerce) Regular, Back & Improvement Examination 2025 will be held as per the following programme through online mode in the Examination Portal of Rajendra University, Balangir i.e. <https://rubgrexam.in>.

PROGRAM

Date	Fees
17.09.2025 & 18.09.2025 - Arts	Normal Fees
19.09.2025 & 20.09.2025 - Science	Normal Fees
22.09.2025 & 23.09.2025 - Commerce	Normal Fees
25.09.2025 - Arts/ Science/ Commerce	Fine Rs. 100/-
Before 7 days of commencement of examination	Fine Rs. 500/-

FEE STRUCTURE

Sl. No.	Fee Head	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. - Before allowing a student to Form Fill up please ensure that he 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 fillup.

Instruction for University Campus Students, Staffs & HoDs:-

- Blank Forms are available in the University Fees Collection Counter. Student 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 Fee Collection Counter and pay requisite fees. Students apply for Back papers must enclose a copy of the not clear mark sheet/ grade sheet.
- The officials engaged in fee collection counter for collection of fees will issue and receive the forms. While receive the forms the official must check whether the forms are verified from the respective HoD/Coordinator or Not. If not verified, the forms should be returned to the student for submit the verified copy. 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 Card.
- HoD should keep a record of the students whose forms are verified.

Instruction for Affiliated Colleges:-

The following procedure after collecting the requisite fees have to be followed to complete the Form Fill up process –

1. Pay the portal fees of Rs. 59/- (Rupees Fifty Nine Only) per candidate in the Bulk Payment section in the above portal within the scheduled dates.
2. Print the payment receipt form where the entire paid students list is reflected.
3. Pay the entire fees collected except the portal fees through NEFT/Direct Deposit to the below mentioned account.

Beneficiary Name – Comptroller of Finance Rajendra University Balangir
Account Number- 194401000006770
Name of the Bank- Indian Overseas Bank
Branch- Balangir
IFSC – IOBA0001944

4. Submit the copy of the NEFT/Counter Foil receipt, copy of bulk payment receipt forms, Account Statement (Copy Attached) for Form Fill up Fees with the forwarding letter duly countersigned by the principal to the Controller of Examinations, Rajendra University, Balangir on or before **27.09.2025**.

Principals are requested to complete all the above process within the scheduled time frame.

No. 1176 /COE/Exam./RU

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

Controller of Examinations
Rajendra University, Balangir
Date 06/09/2025

No. 1177 /COE/Exam./RU

Copy forwarded to Students' Notice Board/Dy. CoEs/Smt. R. Pradhan and Shri Chaitanya Kumbhar, Assistants with a request to collect the fees at the Student Fees Collection Counter on the above days and submit the Forms to the CoE Section on the same day or next day/ University website/Accountant/ O.I.C. Admission/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.

Controller of Examinations
Rajendra University, Balangir
Date 06/09/2025

Controller of Examinations
Rajendra University, Balangir