

**OFFICE OF THE PRINCIPAL  
SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK  
NOTICE FOR AUTONOMOUS ODD SEMESTER EXAMINATION FORM FILL UP**

No 93 CoE-----/02.02.2021

The form fill up for the following examinations will be through online mode **between 3<sup>rd</sup> February 2021 and 7<sup>th</sup> February 2021** .However, the students are required to deposit the requisite fees in cash in the college.

**NAME OF THE EXAMINATIONS:**

**1. UG Back/Improvement Exam-2020:**

- i. +3 UG 1<sup>st</sup> Semester Back/Improvement Exam-2020 (2019 AB)
- ii. +3 UG 1<sup>st</sup> Semester Back Exam-2020 (2017 AB and 2018 AB)
- iii. +3 UG 3<sup>rd</sup> Semester Improvement Examination 2020(2018 Admission Batch)
- iv. +3 UG 3<sup>rd</sup> Semester Back Examination-2020(2017 and 2018 AB)
- v. +3 UG 5<sup>th</sup> Semester BackExamination-2020(2017 AB)

**2. PG Back/Improvement Exam-2020:**

- i. PG 1<sup>st</sup> Semester Back/Improvement Exam-2020 (2019 AB)
- ii. PG 1<sup>st</sup> Semester Back Exam-2020 (2017 AB and 2018 AB)
- iii. PG 3<sup>rd</sup> Semester Back Examination-2020(2017 and 2018 AB)

**3. UG 5<sup>th</sup> Semester (Regular) Exam-2020 (2018 AB)**

**4. PG 3<sup>rd</sup> Semester (Regular) Exam-2020 (2019 AB)**

Eligible students are required to follow the following steps to complete the form fill up process.

- 1. Log on to [www.shailabalawomenscollege.ac.in](http://www.shailabalawomenscollege.ac.in) to access "Click on Online Examination Form submission 2021".**
- 2. Click on "OnlineExamForm ".**
- 3. Enter your examination roll number correctly**
- 4. Select semester**
- 5. Choose option(Regular paper/Back paper/Improvement paper)**
- 6. Upload your recent photograph and signature as per direction in .jpg format**
- 7. Fill in the blank fields carefully.**
- 8. Click on "Save Data"**
- 9. Then click on "Click here to print the form in the next page".**
- 10. Click on "Print this Form"**
- 11. Put your signature in the designated box on the print out.**
- 12. Get the printout signed by the H.O.D of the Department.**
- 13. Then submit it in the College Counter/Hall/Room (to be notified) along with the prescribed Examination and other related fees.**

### Uploading of Photographs and Specimen Signatures

Here the **candidate** is required to upload the images of recent **Photograph** and **Signature Specimen**. Images to be uploaded should be only in .jpg format, and the size of the photograph should not exceed 50 KB, and the size of the signature should not exceed 20 KB.

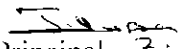
Any query may be made through email to [sbwcotroller@gmail.com](mailto:sbwcotroller@gmail.com)  
Mobile: 8338800946/8144126384/9124223401(10.30 a.m to 4.30 p.m on all working days)

#### WARNING:

1. Mere online form fills up shall not be the claim for getting admit card. One has to complete all steps as given above, i.e. one has to finally deposit requisite fees along with Examination form complete in all respect in the college to get the admit card.
2. Those who have not taken readmission shall not be provided with Admit Card though filled up examination forms and deposited requisite fees.

#### N.B.

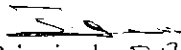
1. Students claiming Examination fee waiver are to submit the self attested copy of the document in favour of the claim, and get the benefit in her favour. They need not worry about the total amount printed in the form. It will be corrected by the competent authority (Controller of Examination/Dy Controller of Examination) after going through the required document in original.
2. A Hons student of 2017 & 2018 AB can fill up form for Improvement Examination in any no. of Core (Hons.) papers in the immediate subsequent examination if she has secured a grade below 'C' (less than 45%) in the paper(s) concerned.
3. A Hons student of 2019 AB can fill up form for Improvement Examination in any no. of papers (only once) in the immediate subsequent examination.
4. A PG student can fill up form for Improvement Examination in any no. of Papers (only once) within the duration of course period, if she has got 'D' or higher grade but not 'O' grade in the immediate subsequent examination.
5. The details regarding the deposit of the fees for form fill up will be notified shortly.

  
Principal 2.2.21

Shailabala Women's (Auto.) College, Cuttack

Memo No. 96 /Dt. 2/2/21

Copy to Students Notice Board/CoE/College Website/Head Clerk/Account Section/ Sri J.K.Sahoo,  
Sr.Clerk for information and necessary action.

  
Principal 2.2.21

Shailabala Women's (Auto.) College, Cuttack

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