OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK

No. __245__ /Dt. __11/3/21__

There will be online form fill up and online transfer/deposit of examination and other related fees for the UG 3rd End semester(Regular) Examination,2020 as per the schedule given below:

The bonafide students of +3 2nd yr. Arts/Sc/Com (2019 Admission Batch) of the college are required to fill up their examination form online and transfer/deposit the required examination and other related fees online.

The link **"OnlineExamForm"** is available in the college website www.shailabalawomenscollege.ac.in. Students intending to appear for the above said examination may fill up the online form, and after successful payment, are to take a print out and submit in the controller of examination Cell.

PERIOD OF ONLINE FORM FILL UP:12.03.2021 to 19.03.2021

STEPS TO BE FOLLOWED:

The students are to follow the following steps to complete the form fill up process:

1. Keep the soft copy of your recent colour passport photograph in .jpg format (*Size:10-50 kb only [jpg/jpeg] files.*) ready.

2. Keep the soft copy of your full signature in a file in .jpg format(*size: 10-20 kb only [jpg/jpeg] files.*) ready.

3. a. Visit the college website www.shailabalawomenscollege.ac.in
↓
b. Click on "Online Form fill up 2021"
↓
c. Click on "OnlineExamform"
↓
d. Go to "search your form" and fill up the required information

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e. Go through the guidelines and instructions for submission of on-line examination form
↓
f. Click on "Proceed to fill online examination Form"
↓
g. Upload your photograph by choosing appropriate file
⇓

g. Upload your signature by choosing appropriate file
⇓

h. Fill other required fields of the form
⇓

i.Click "save & proceed"

Contd. P/2................

⇓

j.Complete payment option following the instructions that appear in the screen

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k. If the message "Successful" appears in appropriate box, then take printout of the form.

⇓

l.Get it signed by your self

⇓

m.Get it signed by the HoD/ his or her nominee of the Department

⇓

n. Deposit in the Controller of Examination Cell on the date notified
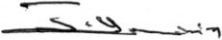
Instructions

1. The students who have not taken re-admission for the session 2020-2021 are not eligible to fill the examination form. One who fills up forms and deposit examination and other related fees, in spite of the fact that she has not taken re-admission, shall not be issued admit card and shall not be refunded of the money deposited.

2. Mere form fill up shall not be the claim for the sitting in the examination. Those who fail to secure a minimum of 75% of attendance, excepting the relaxation limits as per regulation or guidelines issued by the Government, by the time of issue of Admit Cards shall not be allowed to sit in the examination, and the fees deposited will be adjusted in the next examination.

3. The students who claim for examination fee waiver (Example: Completely visually challenged et al), are to follow the instructions for online form fill up from step 3a to step 3h. Then, take a print out of the copy. She has to approach the Controller of examination/Deputy controller, who will correct the amount to be deposited i.e. She has to pay a less amount of RS 420.00 (examination fee) than that fee printed on the form. Then she has to get the form signed by herself and the HOD / his or her nominee, and submit it in the CoE cell with their requisite fee in offline mode as per the dates given in the **Table-1** (refer page-3 of this notice).

4. UNLESS ONE SUBMITS THE DOWNLOADED EXAMINATION FORM DULY SIGNED BY THE HOD/CO-ORDINATOR OR HIS/HER NOMINEE AFTER SUCCESSFUL ONLINE PAYMENT/ OFFLINE PAYMENT, ONE SHALL NOT HAVE THE CLAIM FOR THE ISSUE OF THE ADMIT CARD/SITTING FOR THE EXAMINATION.

5. **Fees to be collected as detailed below**
    1. Examination fee – Rs.420/-
    2. Centre charge – Rs.150/-
    3. Fee for Mark – Rs.50/-
    4. Fee for Supervision – Rs.40/-
    5. Fee for enrolment – Rs.50/-
    6. Registration fee – Rs.50/-
    7. Each Practical Paper – Rs.50/-

6. **Documents to be produced in the Dept. for verification**
    a. Renewed College Identity Card.
    b. Admit card of Previous Semester.
    c. Registration Card (Original)
    d. Original HSC/10th Certificate(for Verification of Names/Father's name/Mother's name/ Date of Birth)
    e. Hostel clearance(If a Boarder)
    f. Library Clearance

Table-1

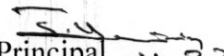**7. Date of Submission of forms(NB:SUBMISSION OF FORM IS MANDATORY)**

Sl. No	Stream	Departments	DATE & TIME OF SUBMISSION			Venue
			Without Fine	With fine Rs.50/- (To be collected offline)	With fine Rs.200/- (To be collected offline)	
1	Arts	Anth, Eco, Edu, Eng, Hindi, Hist, HSC	24.3.2021 11.00 A.M to 1.00P.M.	30.3. 2021 11.00 A.M to 1.00P.M.	5.4.2021 11.00 A.M to 1.00P.M.	Controller of examination (CoE) Cell
2	Arts	Lib.sc, Odia, Phil, Pol.sc, Psy, Sans, Soc, Urdu	25.3.2021 11.00 A.M to 1.00P.M.	30.3. 2021 11.00 A.M to 1.00P.M.	5.4.2021 11.00 A.M to 1.00P.M.	CoE Cell
3	Science & Commerce	Phy, Chem, Math & Com	26.3.2021 11.00 A.M to 1.00P.M.	2.4. 2021 11.00 A.M to 1.00P.M.	5.4.2021 11.00 A.M to 1.00P.M.	CoE Cell
4	Science	Bot, Zool and Comp.Sc	27.3.2021 11.00 A.M to 1.00P.M.	2.4. 2021 11.00 A.M to 1.00P.M.	5.4.2021 11.00 A.M to 1.00P.M.	CoE Cell

Principal 11.3.21
Shailabala Women's (Auto.) College, Cuttack

Memo No. 246 /Dt. 11/3/21 .

Copy to Students' Notice Board/CoE/College Website/Head Clerk/Account Section/ All Hostels/Library/All HoDs & Co-Ordinators (through WhatsApp group)/ Sri J.K.Sahoo, Sr.Clerk for information and necessary action. The HoDs & Co-ordinators are requested to verify the forms on the dates of submission of the form in the Controller of examination Cell.

Principal 11.3.21
Shailabala Women's (Auto.) College, Cuttack