

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

No. 483 /Dt. 27/7/21

There will be online form fill up and online transfer/deposit of examination and other related fees for the different U.G./P.G./B.Ed Back paper examinations only (No Improvement Exam) of 2021 as per the programme given below.

Dates of filling up forms

Class /Year	Without Fine	With Fine Rs.50/-	With Fine Rs.200/-
B.Ed 2 nd Annual (2018 AB)	29.07.2021 (Thursday)	31.07.2021 (Saturday)	03.08.2021 (Tuesday)
UG 6 th Sem (2017 AB)			
UG 4 th Sem (2017 & 2018 AB)			
UG 2 nd Sem (2017 & 2018 AB)			
PG 4 th Sem (2017 & 2018 AB)			
PG 2 nd Sem (2017,2018 & 2019 AB)			

The bonafide students of U.G. 6th Semester (2017 AB), U.G. 4th(2017 & 2018 AB) and 2nd Semester (2017 & 2018 AB) Arts/Sc/Com , PG 4th Semester (2017 & 2018 AB), P.G. 2nd Semester (2017,2018 & 2019 AB) and B.Ed 2nd Annual (2018 AB) of the college are required to fill up their online examination form, and transfer/deposit the required examination and other related fees online also.

The link "**OnlineExamForm**" is available in the college website www.shailabalawomenscollege.ac.in. Students intending to appear for the above said examination(s) may fill up the online form, and after **successful payment** they are to take a print out of the form and send it to the controller of examinations, S.B.Women's (Auto.) College, Cuttack by Speed Post/Regd. Post/Courier, and it must reach in COE cell within one week of filling up forms.

STEPS TO BE FOLLOWED FOR ONLINE FORM FILL UP:

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

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b. Click on "Online Form fill up 2021"

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c. Click on "OnlineExamform"

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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

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f. Click on "Proceed to fill online examination Form"

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g. Upload your photograph by choosing appropriate file

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h. Upload your signature by choosing appropriate file

⇓
i. Fill other required fields of the form

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j. Click "save & proceed"

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k. Complete the payment using UCO Bank Payment gateway "ATOM" and pay through Debit Card/Credit Card/UPI/Internet Banking facilities of any bank

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

⇓
m. Get it signed by your self

⇓
n. Send it to Controller of Examinations, S.B. Women's Autonomous College, and Cuttack-753001, along with the photocopy of previous mark sheet of the examination for which Back Paper form fill up has been made.

Instructions

4. A candidate, whose signed hard copy of the form is not received by the COE within stipulated time, will not be issued Admit Card and will not be allowed to appear the examination.

Fees to be deposited online

S.L. No.	Name of the Examination	Total Amount to be Deposited
1	B.Ed 2 nd Annual (2018 AB)	1. One Back Paper: Rs.390/- +@Rs.50/- per Practical 2. Two Back Papers: Rs.490/-+@Rs.50/- per Practical 3. Three Back Papers :Rs.590/-+@Rs.50/- per Practical 4. Four and more paper Back: Rs.930/- + @Rs.50/- per Practical
2	UG 6 th Semester (2017 AB)	1. One Paper Rs.440/- +@Rs.50/- per Practical 2. Two or more paper Back: Rs.760/- + @Rs.50/- per Practical
3	UG 4 th Semester (2017 & 2018 AB)	1. One Back Paper: Rs.440/- +@Rs.50/- per Practical 2. Two Back Papers: Rs.540/-+@Rs.50/- per Practical 3. Three or more paper Back: Rs.760/- + @Rs.50/- per Practical
4	UG 2 nd Semester (2017 & 2018 AB)	Two or more paper Back: Rs.760/- + @Rs.50/- per Practical One Paper Rs.440/- +@Rs.50/- per Practical
5	PG 4 th Sem (2017 & 2018 AB)	1. One Back Paper: Rs.440/- +@Rs.50/- per Practical 2. Two Back Papers: Rs.540/-+@Rs.50/- per Practical 3. Three or more paper Back: Rs.800/-
6	PG 2 nd Semester (2017,2018 & 2019 AB)	1. One Paper Rs.440/- +@Rs.50/- per Practical 2. Two or more paper Back: Rs.800/- + @Rs.50/- per Practical

1. Candidates may contact their respective HODs for any doubt regarding online form fill up/ problem faced during form fill up.
2. Visually challenged or physically challenged students claiming examination fee waiver are required to inform the Controller of Examinations the following details by 28th July 2021.
 - e. Name
 - f. UG/PG/B.Ed Examination Roll No.
 - g. Regd. No.
 - h. Subject (In case of UG/PG)

Such candidates are to send the photocopy/scanned copy of the certificates showing the % of disability to sbwcontroller@gmail.com or to the WhatsApp Number of the Controller of Examinations (8144126384).

3. Further, the HODs are requested to help their students in online form fill up.

S.S. J. 27.7.21
Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 484 /Dt. 27/7/21

Copy to All HoDs/Co-Ordinators (through WhatsApp group)/Students' Notice Board/CoE/College Website/Computer firm/Head Clerk/Account Section/ All Hostels/Library/ Controller of Examinations /Sri J.K.Sahoo, Sr.Clerk for information and necessary action.

S.S. J. 27.7.21
Principal

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