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

No. _575_ /Dt. _28/8/21_

There will be <u>online form fill up</u> and <u>online transfer/deposit of examination and other related fees</u> for the PG (Arts) 1st Semester (Regular& Back), Examinations,2020 as per the following schedule :

<u>Dates of online form Fill up :</u>

| Class /Year | Without Fine | With Fine Rs.50/- | With Fine Rs.200/- |
|---|---|---|---|
| PG 1st Sem Regular (2020AB), Back (2019AB) | 02.09.2021 to 04.09.2021 | 06.09.2021 | 08.09.2021 |

Bonafide students of PG 1st yr. Arts (2020 AB) and 2019 AB of the college are required to fill up their examination form to appear in PG 1st Semester(Reg) Examination-2020 and PG 1st Semester (Back) Examination 2020 respectively, and transfer/deposit the required examination and other related fees in online mode.

The link **"OnlineExamForm"** is available in the college website **www.shailabalawomenscollege.ac.in.** Eligible students intending to appear for the above said examinations may fill up the online form.

After successful payment, they are to take a print out of the form and put your signature in specified place and deposit the signed hard copy in their respective departments. The candidates who are appearing for back examinations are to attach the xerox copy of the admit card and marksheet of previous semester examination.

In case they have any problem they can contact to their head of the departments.

The students are advised to follow the steps as detailed below to complete the online form fill up:

### STEPS TO BE FOLLOWED FOR ONLINE FORM FILL UP:

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

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

c.Visit the college website www.shailabalawomenscollege.ac.in

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d. Click on "Online Form fill up 2021"

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e.Click on "OnlineExamform"

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f.Go to "search your form" and fill up the required information

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g.Go through the guidelines and instructions for submission of on-line examination form

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

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i. Upload your photograph by choosing appropriate file

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j. Upload your signature by choosing appropriate file

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k. Fill other required fields of the form

⇩

l. Click "save & proceed"

⇩

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

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o. Get it signed by your self

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p. Send it to Controller of Examinations, S.B. Women's Autonomous College, Cuttack

## Instructions

1. 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.

2. Fees to be deposited online

a. **P.G (Arts) 1st Semester :**

| | | |
|---|---|---|
| 1. | Examination fee – | Rs.460/- |
| 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/- |

Total Rs.800/-

**Grand Total Rs.800/- + Each Practical Paper – Rs.50/-**

**P.G (Arts ) 1st Semester Back :**

One paper back     - Rs.440/-+@50/- (per practical)

Two or more paper back   - Rs 800/-+@ Rs.50/-(per practical)

3.    Any doubt regarding online form fill up/ problem faced during form fill up may be brought to their head of departments. If required, a student can contact in the following Mobile Numbers:

8144126384 –Dr. Ashok Ku. Nayak- Controller of Examinations
8093895815-Dr.Pravat Manjari Mohanty - Dy. Controller of Examinations
9937555759- Dr. Narmada Parida- Dy. Controller of Examinations
9437593519- Dr. Pratap Kishore Samal- Dy. Controller of Examinations
7077809636 - Dr. Bikas Ku. Das - Dy. Controller of Examinations
9124223401-Mr.Bijaya Kumar Behera - Dy. Controller of Examinations
    One can also send her queries to  **sbwcontroller@gmail.com**.

4.    All HODs/ Co-ordinators are requested to inform about the physically challenged/ visually challenged students of their respective departments of PG 1st semester to the Controller of Examination, for making provision in online form, by 31st Aug, 2021 positively.

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

Principal  28.8.21
Shailabala Women's (Auto.) College, Cuttack

Memo No. __576__ /Dt. __28/8/21__

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.

Principal  28.8.21
Shailabala Women's (Auto.) College, Cuttack