

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

No. 577 /Dt. 28/8/21

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

**Dates of online form Fill up :**

Class /Year	Without Fine	With Fine Rs.50/-	With Fine Rs.200/-
UG 1 <sup>st</sup> Sem Regular(2020A B) Back (2019AB)	02.09.2021 to 04.09.2021	06.09.2021	08.09.2021

Bonafide students of +3 1<sup>st</sup> yr. Arts/Sc/Com Regular (2020 AB) and Back (2019 AB) of the college are required to fill up their examination form 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](http://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, put your full signature in the specified place and send it in the following address:

**The Controller of Examinations, S.B.Women's (Autonomous) College, Cuttack, PIN-753001.**

It should be sent either by Speed Post/Regd. Post/Courier Services, and it must reach within one week of online form fill up.

They can also deposit the signed hard copy to the HODs/Coordinators of their respective departments.

The candidates who are appearing for Back Examination are to attach the xerox copy of the admit card and marksheet of previous semester examination.

In case of any problem, they can contact to their Head of the Department.

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:**

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](http://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



**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



h. Upload your signature by choosing appropriate file



i. Fill other required fields of the form



j. Click "save & proceed"



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



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, 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. **U.G (Arts /Commerce/Science) 1st Semester :**

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/-

Total Rs.760/-

**Grand Total Rs.760/- + Each Practical Paper – Rs.50/-**

b. **U.G (Arts /Commerce/Science) 1st Semester Back :**

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

Two or more paper back - Rs 760/-+@ Rs.50/- (per practical)

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

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](mailto:sbwcontroller@gmail.com).

4. All HODs/ Co-ordinators are requested to inform about the physically challenged/ visually challenged students of their respective departments of UG 1<sup>st</sup> semester to the Controller of Examination, for making provision in online form, by 31<sup>st</sup> 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. 578 /Dt. 28/8/21

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

  
Principal 28.8.21

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