

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

Notice No. 634 /Dt. 15/9/21

There will be online form fill up and online transfer/deposit of examination and other related fees for the M.Phil 1<sup>st</sup> Semester (Regular) Examinations, 2020 and 2<sup>nd</sup> Semester (Regular) Exam-2021 as per the following schedule:

**Dates of online form Fill up:**

Name of Exam	Without Fine	With Fine Rs.50/-
M.Phil 1 <sup>st</sup> Sem – 2020 and M.Phil 2 <sup>nd</sup> Sem-2021	27.09.2021	30.09.2021

Bonafide students of M.Phil Classes (2020 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, a candidate has to take a print out of the form and put her signature in specified place and deposit the signed hard copy in her department, or it can be sent by Speed Post/Regd. Post/Courier Services, and it must reach within five days of online form fill up. In case of any problem, one should contact to her 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:**

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](http://www.shailabalawomenscollege.ac.in)

d. Click on "Online Form fill up 2021"

e. Click on "OnlineExamform"

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

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

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

i. Upload your photograph by choosing appropriate file

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j. Upload your signature by choosing appropriate file

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

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

o. Get it signed by your self

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

### Instructions

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.

### Details of fee structure for form fill up(Semester I and Semester II)

1. Examination fee:Rs.2,000/- X 2 =Rs.4000/-
  2. Centre Charge : Rs.500/- X 2 =Rs.1000/-
  3. Fee for enrolment : Rs.200/-
  4. Fee for Supervision: Rs.200/-
  5. Fee for marks: Rs.100/-X 2 = Rs.200/-
  6. Fee for Certificate: Rs.300/-
- Total Rs.5,900/-

S.S. Sahoo 15.9.21  
Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No . 635 /Dt. 15/9/21

Copy to the Controller of Examinations/HoDs/Co-Ordinators of M.Phil Departments/ Students' Notice Board/College Website/Computer firm/Head Clerk/Accounts Section/ All Hostels/Library/ /Sri J.K.Sahoo, Sr.Clerk for information and necessary action.

S.S. Sahoo 15.9.21  
Principal

Shailabala Women's (Auto.) College, Cuttack