

No. 2300 /Dt. 13/11/21

Online form fill up for the B.Ed 1st Annual (Regular) Examination, 2021 will be held as per the following schedule:

Dates of online form Fill up: Dt. 17.11.2021 to 20.11.2021

Bonafide students of B.Ed 1st Year (2020 AB) of the college are required to fill up their examination form in online mode to register for B.Ed 1st (Annual) Regular Examination 2021 to be held in the month of December-2021. The link "**OnlineExamForm**" is available in the college website www.shailabalawomenscollege.ac.in.

Eligible students intending to appear for the above said examination may fill up the online form.

After successful fill up, they are to take a print out of the form and deposit it in the Controller of Examinations Section on the next day of the online form fill up. However those who are unable to deposit in person can send their printout either by Speed Post/Regd. Post/Courier Services to "The Controller of Examinations, S.B.Women's (Auto.) College, Cuttack-753001" and it should reach within one week of online form fill up done.

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

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b. Click on "Online Form fills 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

⇓


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i. Fill other required fields of the form



j. Click "Save & print"



m. Get the printout signed by you



n. Submit in the Controller of Examination Section.

Instructions

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

2. Fees towards form fill up per student to be deposited by the B.Ed (SF) department in the autonomous examination account:

i.	Examination fee –	Rs.640/-
ii.	Centre charge –	Rs.100/-
iii.	Fee for Mark –	Rs.50/-
iv.	Fee for Supervision –	Rs.40/-
v.	Fee for enrolment –	Rs.50/-
vi.	Re-Registration fee –	Rs.50/-
vii.	Practical fee(@50/-)-	<u>Rs.100/-</u>

Total Rs.1030/-per student

3. Any doubt regarding online form fill up/ problem faced during form fill up may be brought to the notice of the following persons:

8144126384 – Controller of Examinations –Dr. Ashok Ku. Nayak

9937555759- Dy. Controller of Examinations- Dr. Narmada Ku. Parida

8093895815 – Dy. Controller of Examinations- Dr. Pravat Manjari Mohanty

9437593519 - Dy. Controller of Examinations- Dr. Pratap Kishore Samal

7077809636 - Dy. Controller of Examinations-Dr. Bikash Ku. Das

9124223401 – Dy. Controller of Examinations- Sri Bijay Ku. Behera

One can also send her queries to sbwcontroller@gmail.com.

S.S.S.
Principal
13/11/21
Shailabala Women's (Auto.) College, Cuttack

Memo No. _____ /Dt. _____.

Copy to the Controller of Examinations/Co-ordinator, B.Ed (S.F) /All Hostel Superintendents/All Notice Boards/Guard File/ College Website/ Computer firm/ Head Clerk/ Account Section/ Sri J.K.Sahoo, Sr.Clerk (COE) for information and necessary action.

S.S.S.
Principal
13/11/21
Shailabala Women's (Auto.) College, Cuttack

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