

Form Fill up Notice No. 1758 /Dt. 7.12.23.

[For (+3) UG 1st Semester (Reg./Back/Imp.) Exam-2023

The filling up of forms for the UG 1st Semester (Reg./Back/Imp.) Exam-2023 (2023AB/2022AB/2021AB/2020AB/2019AB/2018AB) is scheduled to be held as per the following programme.

Sl. No	Name of Exam	Date of Online Form Fill up	Date & Time of Form Deposit in College		
			Without fine	With fine Rs.50/-	With fine Rs.200/-
1	UG 1 st Semester (Reg./Back/Imp.) Exam-2023	15.12.2023 to 20.12.2023	20.12.2023 (Anth, Eco, Edu, Eng, Hindi, Hist, Home Sc. Lib. Sc., Math, Odia, Philo, Pol.Sc., Psy, San, Soc, Urdu) (Time-2 PM to5.00 PM) 21.12.2023 (All Science & Commerce Departments) (Time-2 PM to5.00 PM)	29.12.2023 (All) 2.00 PM to 5.00 PM	05.01.2024 (All) 2.00 PM to 5.00 PM

Procedure

The candidates desirous of filling up of the forms are to follow the following steps:

Visit our College Website "www.shailabalawomenscollege.ac.in"

↓
Click on "onlineformfillup 2021"

↓
Click on "online Examform"

↓
Go to "Search your form" and fill up the required information

↓
Go through the "guidelines and instructions for submission of Online Examination Form"

↓
Click on "proceed to fill online examination form"

↓
Upload your photograph by

↓
choosing appropriate file

↓
Upload your signature by choosing appropriate file

Fill other required fields of the form

↓
Click "Save & Print"

↓
Put your signature in the printout

Contd. P/2.....

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Deposit Examination and other required fees in the College (Controller Section) on the stipulated date and time (**the QR code available in Controller Section**) and also submit the form after verifying from their Head of the Department.

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 UG (Regular) form fill up:

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 –	<u>Rs.50/-</u>
	Total Rs.760/-

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

Document to be submitted with form:

1. Admission Receipt
2. Form Fill up fee receipt
3. Attendance clearance from H.O.D of Department

Details of fee structure for U.G (Back/Imp.) form fill up:

One back paper -	Rs.440/-+@50/- (per practical)
Two back paper -	Rs 540/-+@ Rs.50/- (per practical)
Three or more back paper -	Rs 760/-+@ Rs.50/- (per practical)

Document to be submitted with form:

1. Photocopy of previous marksheet
2. Photocopy of previous Admit Card


Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 1759 /Dt. 8.12.23

Copy to the Controller of Examinations/HoDs/ Students' Notice Board/College Website/Computer firm/Head Clerk/Accounts Section/ All Hostels/Library/ /Sri Smruti Ranjan Bisoi, Jr. Asst. for information and necessary action.


Principal

Shailabala Women's (Auto.) College, Cuttack