

**Office of the Principal, Shailabala Women's (Autonomous) College, Cuttack**

Form Fill up Notice No. 470 / Dt. 19.03.24

[For UG 5<sup>TH</sup> Semester Special Back Exam-2024].

The filling up of forms for the UG 5<sup>TH</sup> Semester Special Back Exam-2024 is scheduled to be held as per the following programme.

Sl. No	Name of Exam	Date of Form Fill up (Online only)	Date & Time of Form Deposit in Controller Section
1	UG 5 <sup>TH</sup> Semester Special Back Exam-2024	22.03.2024 to 25.03.2024	26.03.2024 2.00 P.M to 5.00P.M

**Procedure**

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

Visit our College Website [www.shailabalawomenscollege.ac.in](http://www.shailabalawomenscollege.ac.in)

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Click on "onlineformfillup"

↓

Click on "online Examform"

↓

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

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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

↓

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.

## Instruction

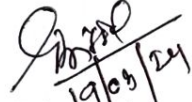
A candidate whose signed hard copy of the form is not received by the CoE within stipulated time, will not be issued Admit Card and will not be allowed to appear the examination.

### Document to be submitted with form :

1. Photocopy of previous marksheet
2. Photocopy of previous Admit Card
3. Photocopy of the Paper (Syllabus)

### U.G. (Arts/Commerce/Science) 5<sup>th</sup> Semester Special Back : 2024


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

  
19/03/24  
Principal


Shailabala Women's (Auto) College,  
Cuttack

Memo no 471 /Dt. 19.03.24

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.,  
Assistant, CoE for information and necessary action.

  
19/03/24  
Principal

Shailabala Women's (Auto) College,  
Cuttack

  
18-3-24