

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

Form Fill up Notice No. 1524 /Dt. 26.9.25

**[For (+3) UG and B.Sc ITM Self Financing (Back) 3rd Semester Exam-2025
[(2023AB/2022AB/2021AB/2020AB/)]**

The filling up of forms for the UG and B.Sc ITM Self Financing 3rd Semester (Back) Exam-2025 (2023AB/2022AB/2021AB/2020AB) 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 Controller Section		
			Without fine	With fine Rs.50/-	With fine Rs.200/-
1	UG and B.Sc. ITM Self Financing 3rd Semester (Back) Exam-2025	01.10.2025 to 08.10.2025	10.10.2025 (All) 2 PM to 5.00 PM	23.10.2025 (All) 2.00 PM to 5.00 PM	30.10.2025 (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"



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

-P-2-

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 U.G (Arts /Commerce/Science) & SF 3rd Semester Back/IMP. form fill up:

One back paper -	Rs.490/-+@50/- (per practical)
Two back paper -	Rs 590/-+@ Rs.50/- (per practical)
Three or more back paper -	Rs 910/-+@ Rs.50/- (per practical)

Document to be submitted with form:

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


Principal
Shailabala Women's (Auto.) College, Cuttack

Memo No . 1525 /Dt. 26.09.25

Copy to the Controller of Examinations/HoDs/ Students' Notice Board/College Website/Computer firm/Head Clerk/Accounts Section/ All Hostels/Library/Dealing Assistant, CoE for information and necessary action.


Principal
Shailabala Women's (Auto.) College, Cuttack
26-9-25