

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

Form Fill up Notice No. 1918 /Dt. 13.11.25

[For (+3) UG 1st and B.Sc. ITM Self Financing 1st Semester (R/B/I) Exam-2025 (2025AB/2024AB)]

The filling up of forms for the UG 1st and B.Sc. ITM Self Financing 1st Semester (R/B/I) Exam-2025 (2024AB/2025AB) 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 all Self Financing 1st Semester (R/B/I) Exam-2025	28.11.2025 to 01.12.2025	02.12.2025 (ALL ARTS) 03.12.2025 (ALL SCIENCE) 04.12.2025 (All Commerce & B.Sc. ITM) 2 PM to 5.00 PM	10.12.2025 (All) 2.00 PM to 5.00 PM	15.12.2025 (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

Contd. P/2.....

-P-2-

↓
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.

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 (Arts /Commerce/Science) & SF 1st Semester (Regular) forms fill up:

1. Examination fee –	Rs.520/-
2. Centre charge –	Rs.170/-
3. Fee for Mark –	Rs.80/-
4. Fee for Supervision –	Rs.40/-
5. Fee for enrolment –	Rs.50/-
6. Registration fee –	<u>Rs.50/-</u>
	Total Rs.910/-

Grand Total Rs.910/- + Each Practical Paper – Rs.50/-

Document to be submitted with form(Regular):

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

Details of fee structure for U.G (Arts /Commerce/Science) & SF 1st 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 (Back):

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

Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No . 1919 /Dt. 13.11.24

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