

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

Form Fill up Notice No. 1920 /Dt. 13.11.2025

[For P.G. and all Self Financing 1ST Semester (R/B/I) Exam-2025  
(2025AI/2024AI/2023AI/2022AI)]

The filling up of forms for the PG and all Self Financing 1ST Semester (R/B/I) Exam-2025  
(2025AI/2024AI/2023AI/2022AI) 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	P.G. and all Self Financing 1ST Semester (Reg./Back) Exam-2025	20.11.2025 to 28.11.2025	05.12.2025 (All Arts) 06.12.2025 (All Science Departments) & (Self Financing) MBA/MSW/M.Com(F&C) (Time-2 PM to 5.00 PM)	Dt-12.12.2025 2.00 PM to 5.00 PM	Dt-19.12.2025 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](http://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

Contd. P/2.....

**-P-2-**

1

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.

**P.G 1ST and MSW/MBA/MCOM(F&C) Semester (Regular):**

1. Examination fee –	Rs.560/-
2. Centre charge –	Rs.170/-
3. Fee for Mark –	Rs.80/-
4. Fee for Supervision –	Rs.40/-
5. Fee for enrolment –	Rs.50/-
6. Re-Registration fee –	Rs.50/-
Total Rs.950/-	

**Grand Total Rs.950/- + Each Practical Paper – Rs.50/-**

**Document to be submitted with form:**

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

**P.G & all Self Financing 1<sup>ST</sup> Semester Back/Imp.:**

One paper back - Rs.490/- + @50/- (per practical)  
Two Back Paper -Rs.590/-+@50/- (per practical)  
Two or more paper back - Rs 950-+@ Rs.50/-(per practical)

**Document to be submitted with form:**

1. Photocopy of previous mark sheet
2. Photocopy of previous Admit Card
3. Receipt of form fill up

Memo No . 1921 /Dt. 13.11.25

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

Principal

Shailabala Women's (Auto.) College, Cuttack

Principal

Shailabala Women's (Auto.) College, Cuttack