

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

Form Fill up Notice No. 257 /Dt. 26.02.26.

[For P.G. and all Self Financing 6th Semester (R&B) Exam-2026
(2024AB/2023AB/2022AB)]

The filling up of forms for the PG and all Self Financing 4TH Semester (R&B) Exam-2026
(2024AB/2023AB/2022AB) 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 of Examinations Section		
			Without fine	With fine Rs.50/-	With fine Rs.200/-
1	PG 4 th Semester (Reg./Back/Imp) Exam-2026	28.02.2026 To 05.03.2026	07.03.2026 (All Arts) 09.03.2026 Science & Self Financing PG) 2 PM to 5.00 PM	17.03.2026 (All) 2 PM to 5.00 PM	24.03.2026 (All) 2 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

Contd. 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.

PG (Arts) 4TH Semester & SF PG 4th 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/-
7. Fee for Dissertation-	Rs.200/-(4 th Semester only)
8. Original University Certificate-	<u>Rs.200/- (4th Semester only)</u>
Total Rs.1350/-	

Grand Total Rs.1350/- + for Practical Paper – Rs.50/-

Document to be submitted with form:

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

P.G (Arts) 4th Semester & SF PG 4th Semester Back:

- One paper back - Rs.890/- + @50/- (per practical)
Two Back Paper -Rs.990/-+@50/- (per practical)
Two or more paper back - Rs 1350/- + @ Rs.50/-(per practical)

Document to be submitted with form:

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

Memo No . 258 /Dt. 26.02.26

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

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26/02/26

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26-02-26