

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

Form Fill up Notice No. 292 /Dt. 07.03.26.

[For (+3) UG 4<sup>TH</sup> and B.Sc. ITM Self Financing 4<sup>th</sup> Semester (Regular) Exam-2026 (2024AB)]

The filling up of forms for the UG 4<sup>th</sup> and B.Sc. ITM Self Financing 4<sup>th</sup> Semester (Regular) Exam-2026 (2024AB) 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 4th Semester (Regular) Exam-2026	12.03.2026 to 17.03.2026	<b>18.03.2026</b> (ALL ARTS)  <b>19.03.2026</b> (ALL SCIENCE)  <b>20.03.2026</b> (All Commerce & B.Sc. ITM) <b>2 PM to 5.00 PM</b>	30.03.2026 (All)  2.00 PM to 5.00 PM	6.04.2026 (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](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

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 4<sup>th</sup> 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. Re-admission Receipt
2. Form Fill up fee receipt
3. Attendance clearance from H.O.D of Department

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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  
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