



**RAVENSHAW UNIVERSITY
CUTTACK
NOTICE**

No 207 / Dt 16/02/2023

**FORM FILL UP FOR UG 1st SEMESTER (Regular and Professional Courses)
EXAMINATION, 2022-23**

Students of UG 1st Semester (Regular and Professional Courses, 2022-23 Admission Batch) are required to enroll for appearing the UG 1st Semester examination from 20.02.2023 to 27.02.2023 (without fine) by depositing the required fees mentioned below and 28.2.2023 to 05.03.2023 (with fine of Rs.100).

Fees to be collected through online payment gateway

1. Examination fee for Arts/Science/Commerce : Rs 250/-
2. Examination fee for B.A. B.Ed. / B.Sc. B.Ed./ BBA/IST/ ITM/DSM : Rs 600/-

Procedure for online form fill up


Step-1: Go to www.ravenshawuniversity.ac.in → Admission → Student Login (Click New Student Registration) → Student Registration → Enter Roll No → Enter Mother Name → Enter Date of Birth → Enter Password → Enter Confirm Pass Word → Submit.

Step-2: Go to www.ravenshawuniversity.ac.in → Admission → Student Login (Enter User Name & Password) → My Profile → (Fill up the personal information, Upload Photo & Signature and save the individual data) → Examination → Exam form → Enter the Roll No (PRN No.) → then Click Tab. → Click the Pencil Button in the subject details → Choose the subject details (As per your Syllabus) → Save the subject details → click the submit button → Check your total fee amount and save the data,

Step-3: Pay the requisite fee through online payment gateway. Go to www.ravenshawuniversity.ac.in → Admission → Students Login → Online payment → Select 'Educational Institutions' from Select Category → Select State by drop down as 'Odisha' → Select 'Ravenshaw University' as Educational Institution' and then select 'Form Fill Up Fee' → Enter Payment Details and Pay.

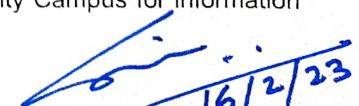
Step-4: Go to www.ravenshawuniversity.ac.in → Admission → Student Login (Enter User Name & Password) → Enter the online transaction details → submit the data → Print your details if you require.

N.B.: - Students are required to enter correct data. Mismatching of data provided by students during admission and form fill up (e.g., mothers name etc.) will create difficulties during the form fill up. Students have to upload their photo and signature as per the size (less than 10 kb) as mentioned in the online form. Students facing any issues/difficulties may contact the helpdesk of Controller of Examination's office immediately. Excess Payment will not be refunded.


16/2/23
Controller of Examinations
Ravenshaw University, Cuttack

Memo No 208 / Date 16/02/2023

Copy to all Notice Boards/ All Notice Boards/ All Hostel Notice Boards/ All HODs/ All Course Coordinator of Regular/ Professional Courses/ Registrar/ CPGC/ DSW/ Kanika Library/ O.S./ Collection Counter No. 5/6/ Ravenshaw University Website/ PA to VC/ The Manager SBI, Ravenshaw University Campus for information and necessary action.


16/2/23
Controller of Examinations
Ravenshaw University, Cuttack