



**RAVENSHAW UNIVERSITY  
CUTTACK  
NOTICE**

No 237 / Dt 24/02/2023

**FORM FILL UP FOR PG 1<sup>st</sup> SEMESTER (Regular and Professional Courses)  
EXAMINATIONS, 2022-23**

Students of PG 1<sup>st</sup> Semester (Regular and Professional Courses, 2022-23 Admission Batch) are required to enroll for appearing the PG 1<sup>st</sup> Semester examination from 28.02.2023 to 05.03.2023 by depositing the required fees mentioned below.

**Fees to be collected through online payment gateway**

- |  |   |           |
|--|---|-----------|
| 1. Examination fee for Arts/Science/Commerce                             | : | Rs. 200/- |
| 2. Examination fee for Arts/Science with Practical                       | : | Rs. 220/- |
| 3. Examination fee for MCA/ Comp. Sc./ MJMC/ MIT/ Biotechnology/ RD/ MBA | : | Rs. 600/- |

**Procedure for online form fill up**

**Step-1:** Go to [www.ravenshawuniversity.ac.in](http://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](http://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 2022-2024 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](http://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](http://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.

  
Controller of Examinations  
Ravenshaw University, Cuttack

Memo No 238 / Date 24/02/2023

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.

  
Controller of Examinations  
Ravenshaw University, Cuttack