# RAVENSHAW UNIVERSITY
## CUTTACK
## NOTICE

No. _531_ / Dt. 20/04/2023/

## REVISED NOTICE FOR
## FORM FILL UP FOR UG 4th SEMESTER (Regular) EXAMINATION - 2023

In suppression to Notice No. 430 dated 31.03.2023, the students of UG and B.A. B.Ed. / B.Sc. B.Ed. 4th Semester (2021-22 Admission Batch) are required to fill up their form in online mode from **25th April 2023 to 4th May 2023 (without fine) and 5th May 2023 to 9th May 2023 (with fine) Rs.100/- (One hundred rupees only)** for appearing the said Examination by depositing the requisite fees as mentioned below.

The students have to fill-up the form for 2nd semester back examinations, if any, at the time of their 4th semester regular examinations form fill-up.

### 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/JMC:** Rs.600/-
3. **Back Paper Examination fee for Arts/Science/Commerce:** 
   Rs.120/- up to two papers
   Rs.180/- for three papers
   Rs.240/- for four papers
   Rs.300/- maximum
4. **Back Paper Examination fee for B.A. B.Ed. / B.Sc. B.Ed. /BBA/IST DSM/ITM/JMC:** 
   Rs.120/- for one paper
   Rs.240/- for two papers
   Rs.360/- for three papers
   Rs.480/- for four papers
   Rs.600/- for five papers

## Procedure for online form fill up

**Step-1**: Go to www.ravenshawuniversity.ac.in → Admission → Student Login (Enter User Name & Password) → Examination → Exam form → Enter the Roll No (PRN No.) → 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,
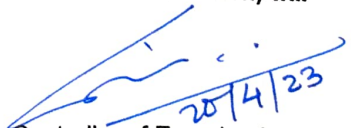
**Step-2**: Pay the requisite fee through online payment gateway. Go to www.ravenshawuniversity.ac.in → Admission → Students Login → Online payment → Select 'Educational Institutions' from Select Category → Select State by drop down as 'Odisha' → Select 'Ravenshaw University' as Educational Institution' → Select 'UG / PG EVEN SEMSTER EXAMINATION FEE' by drop down in 'Payment Category' → Enter Payment Details and Pay → Submit

**Step-3**: 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.: - (1)** 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.
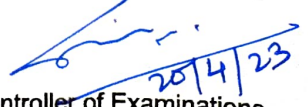
(2) Students without Hall Ticket (Admit Card) are not allowed to enter the examination hall.

(3) Back Examinations of UG and B.A. B.Ed. / B.Sc. B.Ed. 2nd semester (for 2021-22 Admission batch) will be held along with the 2nd semester 2022-23 Admission batch students.

20/4/23
Controller of Examinations
Ravenshaw University, Cuttack

Memo No _532_ / Date 20/04/23 /
Copy to: 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.

20/4/23
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Ravenshaw University, Cuttack