



RAVENSHAW UNIVERSITY  
CUTTACK  
**NOTICE**

No. 1650 / Dt 21.12.2023

**FORM FILL UP FOR PG & CCH 1<sup>st</sup> SEMESTER EXAMINATION 2023 (Regular & Back)**

Students of PG 1<sup>st</sup> Semester and Computational Humanities 1<sup>st</sup> Semester (2023-24 Admission Batch) are required to fill up their form in online mode from **22<sup>nd</sup> December 2023 to 31<sup>st</sup> December 2023 (without fine) and 1<sup>st</sup> January 2024 to 04<sup>th</sup> January-2024 (with fine) Rs.100/- (One hundred rupees only)** for appearing the said Examinations by depositing the requisite fees as mentioned below.

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

1. Examination fee for Arts/Science/Commerce (Without Practical) : Rs. 200/-
2. Examination fee for Arts/Science (With Practical) : Rs. 220/-
3. Examination fee for Biotech /Comp. Sc/JMC/ MCA /MIT/ RD/ MBA/CCH: Rs. 600/-

**Back paper Examination fees :**

1. Back Paper Examination fee for Arts/Science/Commerce :Rs. 120/- (Minimum)  
(Subsequent addition of Rs. 60/- Per Paper for additional Paper)
2. Back Paper Examination fee for Biotech/ MCA/ Comp. Sc/ MIT/ JMC/ RD/ MBA/CCH: Rs.120/- per paper

**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 the Roll No & 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-3:** Pay the requisite fee through online payment gateway i.e. .State Bank of India Payment gateway (<https://www.onlinesbi.sbi/sbicollect/collecthome.htm?corpID=5339827> and then choose → 'Payment Category → UG PG Odd Semester Examination fee, then fill in the details and click submits in the Ravenshaw University website.

**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.:** - (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.

  
Controller of Examinations  
Ravenshaw University, Cuttack  
21.12.23

Memo No. 1651 / Date 21.12.2023

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.

  
Controller of Examinations  
Ravenshaw University, Cuttack  
21.12.23