



RAVENSHAW UNIVERSITY  
CUTTACK  
**NOTICE**

No 116 / Dt 12/02/2025

**FORM FILL UP FOR UG 1<sup>st</sup> SEMESTER (Back) EXAMINATION 2024**

Students (2022-23 & 2023-24 admission batch) are required to fill up their forms for **UG 1<sup>st</sup> Semester Back Examinations** on **13<sup>th</sup> February 2025 to 22<sup>th</sup> February 2025 (without fine) and 24<sup>th</sup> February 2025 (With Fine)** at their respective Department. They are required to report in the form fill up venue of the department at 11.00 AM on the scheduled date.

The students are required to follow the following steps for form fill up:

1. Pay the requisite fee through **offline mode** in counter no. 5 of Ravenshaw University OR **online mode** using Ravenshaw University website (<https://www.onlinesbi.com/sbicollect/collecthome.htm?corpID=5339827>).
2. Collect the form from respective Departments, filled up the form and verified by the same by HODs/ coordinators.
3. Candidates are advised to paste two passport size photographs, one in the main form and another in the Admit card in the space provided for the purpose. (The faculties in charge of verification in the Department are also requested to attest the photographs of the candidates on the front side with seal at the time of checking of the form and admit card).
4. After verification, deposit the form along with the copy of the fee receipt and other documents in the respective Department.
5. The students are required to bring HSC certificate and the photo copy of the same at the time of verification of forms.
6. The candidates those who have already fill-up their form at time of 3<sup>rd</sup> & 5<sup>th</sup> Semester examination- 2024, he /she may be ignore this notice.

N.B.:

**HOD/ Coordinators are requested to**

(1) Intimate the students about the exact room number(s) for form fill up.

(2) Submit the verified form with enclosures and list of students in office of the COE.

**Fees to be collected through Online or Offline payment gateway**

1. 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
2. Back Paper Examination fee for B.A B.E.D / B.Sc B.E.D / 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

3. Excess Payment will not be refunded

  
Controller of Examinations  
Ravenshaw University, Cuttack

Memo No 117 / Date 12/02/2025

Copy to all Notice Boards/ All Notice Boards/ All Hostel Notice Boards/ All HODs/ All coordinator/ Registrar/ CPGC/ DSW/ Kanika Library/ O.S./ Collection Counter No. 5/Professor I/C website for publication in University Website/ PA to VC/ The Manager SBI, Ravenshaw University Campus for information and necessary action.

  
Controller of Examinations  
Ravenshaw University, Cuttack