

## **Notice: C.U. Registration of 1<sup>st</sup> year for the Academic Year 2017-18**

All the 1<sup>st</sup> year students (2017-18) of the college are hereby informed to contact the respective office **on & from 22/08/2017** (Morning, Day, Evening) to complete the process of Registration as per following guideline:

**1. The Registration Form duly filled, verified and signed by the students of 1<sup>st</sup> year. Last Date : August 28<sup>th</sup>, 2017 –follow the schedule as informed by the office of the respective shift**

- a) Registration Form A for Non-Migrating Students
  - b) Registration Form B for Migrating Students
2. Paste TWO recent Coloured Photo with light background (passport size) in the 'Marked Area' of the Registration Form. Student must also sign in the in the 'Marked Area' of the Registration Form with **Black Pen**
3. The following documents (all attested by the College Authority) must be submitted- **following the schedule fixed by the office of the respective shift**
- a) 2 photocopies of Class X and XII : Marks Sheet and Admit Card
  - b) 2 photocopies of Caste Certificate(SC/ST/OBC) as applicable
  - c) 2 photocopies of PwD certificate, as applicable
  - d) 2 photocopies of Migration Certificate and **Original**

**Note 1:** *In case of Migrating Students all passed Marks Sheet, Admit Card and Certificate of the previous examination (10+2 level) are required*

**Note 2:** No Migration Certificate is required who passed Class XII from the State of West Bengal from any Board/Council (like WBCHSE, West Bengal Council of Rabindra Mukta Vidyalaya, CBSE, ISC, NOSI )

**4. One CD with scan copies of following Original documents in following different folders which itself to be kept in **one common folder ( named Registration Form Number, if possible )****

- a) File 1 “PHOTO”-Scanned copy of recent Colour Photo (good quality) in JPG format (30 KB) –
  - b) File 2 “SIGNATURE” -Scanned copy of Signature in JPG format (20 KB) –  
File Name : REGISTRATION FORM NUMBER
  - c) File 3 ‘XII MARKS SHEET’ -Scanned copy of Class XII Marks Sheet in JPG format (KB as required )
  - d) File 4 ‘XII ADMIT Card’ - Scanned copy of Class XII Admit Card in JPG format (KB as required)
  - e) File 5 ‘CASTE CERTIFICATE’ - Scanned copy of Caste Certificate in JPG format (KB as required), as applicable –
  - f) File 6 ‘PWD CERTIFICATE’ - Scanned copy of PwD Certificate in JPG format (KB as required)
- 5. File 7 “MIGRATION CERTIFICATE” - Scanned copy of Migration Certificate in JPG format (KB as required) for Other State’s students only, except the students of CBSE, ISC, and NOSI Board/Council.**
- 6. College Acknowledgement Card and Paid-Admission Challan / Money Receipts of 1<sup>st</sup> year admission is required at the time of Registration.**

**Note 3: Scan shall be done of the above documents from the originals.**

**Note 4: In the top of CD, you must write i) Name of the student, ii) Guardian’s Name, iii) Student ID No. iv) Stream ( B.A./B.COM./ B.SC.) v) REGISTRATION FORM NUMBER vi) College Roll No. vii) Student’s Mobile No.**

**7. Black Ball point Pen is required**