



# UNIVERSITY OF CALCUTTA

Website: [www.caluniv.ac.in](http://www.caluniv.ac.in)

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Ref. No. Regn/1/2015-2016,dated: 23.06.2015

**From :Prof.Basab Chaudhuri  
Registrar  
University of Calcutta**

**Senate House  
Kolkata  
Date : 24/06/2015**

To The Principals/The Heads of Colleges/Institutions  
Affiliated to the B.A./B.Sc./B.Com./B.Mus./B.B.A.(Hons.) Degree  
Courses (under 1+1+1 yr. system) / to the courses other than  
those mentioned above, under the University of Calcutta.

Sir / Madam,

I am to draw your kind attention to the following schedule of dates regarding Registration of the students admitted for the academic session : 2015-2016 (under the 1+1+1 year system of Examination and other courses of studies under this University) along with requisite fees thereof:

1. (a) *In case of B.A./B.Sc./ B.Com/B. Mus. (Hons./Major/General)*

Last Date for Submission of Application Forms for Registration (from both Non-Migrating and Migrating Students of the courses mentioned above) and requisite fees thereof (Vide Ref. No. CS/1658/Adm.(Cir) dated 13 <sup>th</sup> May, 2015).	Without Late Fine	With Late Fine
	18.09.2015	30.09.2015

(b) In case of admission into other courses, within 1 (one) month from the date of admission without late fine, failing which, a fine of Rs.50/- only is to be paid as delay fine.

## 2. **Fees Structure**

- a) Rs. 100/- only as Migration sanction Fee in a challan and Rs. 100/- only as Registration Fee for General category students and Rs. 25/- only for SC/ST/OBC/BPL category students and for **students with physical disabilities** (Out of which Rs. 20/- per student shall be retained by the College as cost of e-processing of Student's Registration data and Specimen Photograph and Signature) in a separate Challan alongwith the Sports fee of Rs.60/- only per student for all the U.G. and P.G. Courses and other Programmes; however, in case of U.G. Students out of Rs. 60/-, Rs. 40/- to be deposited to the University Cash counter and Rs. 20/- to be retained by the College authority as per CSR Notification No. CSR/71/2003 dated 17.10.2003, at the time of submission of his/her application for Registration.

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***b) In case of downloaded form the cost of each form @ Indian Rupees Ten (INR Rs. 10/-) only has to be deposited alongwith the Registration Fees.***

- ❖ Admission should be made strictly as per latest CSR notifications.
- ❖ The registration form shall be available at University website [www.caluniv.ac.in](http://www.caluniv.ac.in) as well as from our University sales counter at a price of INR Rs. 10/- (Rupees ten) only per copy of form along with instruction sheets [total seven (7) pages].
- ❖ The downloaded copy of form must be printed at 100% zoom in A4 size paper or the same size as it is.
- ❖ From the seven pages registration form with instructions in first four pages, only the fifth page or the sixth page to be submitted to the University by the college. The seventh page must be retained by the candidate.

**Documents (duly attested by the Principal/Vice-Principal/TIC/Head of the Institution) to be submitted :**

- (i) In case of Non-Migrating U.G. students photocopies of (+2) level Marksheet, Admit Card and Certificate of Caste and Disability, wherever necessary;
  - (ii) (a) In case of Migrating U.G. students Migration Certificate, in original, and photocopies of all passed Marksheets, Admit Cards & Certificates of the previous qualifying Examination(s).  
  
(b) Photocopies of Certificate and Marksheets of different parts of Bachelor's Degree Examination, for admission into Post Graduate Courses, duly attested by the Secretary/ Asstt. Secretary of the concerned Faculty council of this University with office seal.  
  
(c) Photocopies of Marksheets and Certificate of the Master Degree Examinations and permission letter issued by the Registrar's Department for admission into Ph.D./other Post-Doctoral courses, duly attested by the Supervisor and the Head of the respective Department.  
  
(d) Attested photocopy of office permission, if any, in respect of admission into all other courses.  
  
(e) Attested photocopy of C.U. Registration Certificate for revalidation of the Registration (in case of previously registered and subsequently migrated students).
- ❖ The softcopy of Student-Registration data in given format may be submitted to the University in a CD, or the same can be emailed to our Email ID [calunivregn@gmail.com](mailto:calunivregn@gmail.com).
  - ❖ In case of downloaded form the form number will be DCollegecodeSerialnumber (e.g D9990001, Here college code=999 serial No=0001)
  - ❖ The CD will mandatorily contain the file in the format obtainable to the authorized College/Institution representative from Registration Section, C.U.; the soft copy of student photograph in one folder and a Soft copy of Student Signature in another folder. The scanned photograph and scanned signature file name will be same as form number and the same will have to be kept in the folders PHOTO and SIGNATURE respectively.

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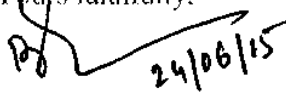
- **The CD will also contain scanned copy of +2 level exam document(s) bearing Student's name and his/her Guardian's name alongside.**
- ❖ For courses other than those mentioned above, the last date for submission of Application Form and Fees for Registration of names of Students (both Non-migrating & Migrating), however, remains unchanged [i.e. (a) within one month from the date of admission, without late fine, and (b) beyond the date of expiry of the period as mentioned in 1. (b) herein above with late fine]. You are requested to conform to the student strength for each subject according to your intake capacity as sanctioned by the University and to forward Applications for Registration of such students only, to the University.
- ❖ Further, you are requested to instruct your office to submit duly filled in Application Forms collected at your end alongwith CD of Registration-data or document of emailed transfer of Registration-data to the Registration Section of the University in the following manner:
- (1) Kindly, do not staple enclosures with the Application Form; instead, the student be directed to write his/her Application Form No. on the right-hand top corner of the enclosure(s) and submit the same alongwith his/her application; and the student concerned be insisted specifically to affix good quality passport-sized specimen coloured photograph of himself/herself in the space provided for the purpose on the face of his/her Application Form (taking sufficient care that the printed Form Serial No. is not eclipsed);
  - (2) Attach a Printout of the Soft Copy of Registration Data sent in the form of CD.
  - (3) Kindly, arrange Application Forms (duly filled in) in ascending order of form Serial Nos. Do not classify the Forms streamwise or sexwise.
  - (4) Adequate care may kindly be taken so as not to damage the edges/ends of duly filled in Application Forms; and kindly see that such Application Forms are not folded anywhere across their faces. Duly filled-in Application-Forms only, properly arranged in ascending order of Form Serial Nos. collected in lot-sizes of 50 forms each and corresponding enclosures arranged in the same ascending order of Form Serial Nos. collected separately in another lot of same size be submitted.

College authorities are requested to follow the above norms; otherwise, issuance of Registration Certificates will be delayed.

Looking forward to your kind co-operation to expedite the Registration process.

Thanking You,

Yours faithfully,

  
(Prof. Basab Chaudhuri)  
Registrar

