



# University Of Calcutta

87/1 College Street, Kolkata-700073

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

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Phone No: 22410071 / 22410072 / 22410073 / 22410074 / 22410075 Ext -207

Ref No. : Regn / 1 / 2017-2018 dated 23.06.2017

Senate House  
Kolkata

Date: 27/06/2017

From : Prof. Rajagopal Dhar Chakraborti  
Registrar  
University of Calcutta

To  
The Principals/The Head of the 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 2017-2018 (under 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/1081/Adm.(Cir) dated 05 <sup>th</sup> May 2017).	Without Late Fine	With Late Fine
	05.09.2017	15.09.2017

(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 the Student's Registration- data and Specimen Photograph and Signature) in a separate Challan along with the Sports fee 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. 3. CSR/71/2003 dated 17.10.2003, at the time of his/her application for Registration.)

**b. In case of downloaded form the cost of each form @ indian rupees ten (INR Rs. 10 only) has to be deposited along with the registration fees.**

- Admission should be made strictly as per latest CSR Notifications i.e. CSR/21/16 dt.06.05.2016. also new CSR/26/17 dated 26/05/17 and CSR/28/17 dated 30/05/17

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- The Registration form shall be available at University Website i.e. [www.caluniv.ac.in](http://www.caluniv.ac.in) under the link of **News and Announcement**, 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 Eight (8) pages].
- The downloaded copy of form must printed at 100% zoom in a4 size paper or the same size as it is.
- From the Eight pages registration Form with instructions in first five pages, only the sixth page or the seventh page to be submitted to the University by the College. The Eighth Page must be retained by the candidate.

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

- (1) In case of Non-Migration U.G. students photocopies of (+2) level Mark Sheet, Admit Card and Certificate of Caste and Disability, Wherever necessary;
- (2) In case of Migrating U.G. Students Migration Certificate, in Original, and photocopies of all passed Mark sheets, Admit Cards & Certificates of the Previous qualifying Examination(s).
  - (a) Photocopies of Certificate and Mark Sheets of different parts of Bachelor's Degree Examination, for admission in Post Graduate Courses, duly attested by the Secretary/Asstt. Secretary of the concerned Faculty council of this University with Office Seal.
  - (b) Photocopies of Mark sheets and Certificate of the Master Degree Examination 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.
  - (c) Attested photocopy of office permission, if any, in respect of admission into all other courses.
  - (d) Attested photocopy of C.U. Registration Certificate for revalidation of the Registration (in case of previously registered and subsequently migrated students).
    - The softcopy of students Registration data in given format may be submitted to the University in a CD, or the same can be emailed to our given Email ID i.e. [calunivregn@gmail.com](mailto:calunivregn@gmail.com) .
    - In case of downloaded form or the form purchased from our University Sales Counter the form number will be strictly maintained as described ( D College Code Serial Number (e.g. D9990001, here 999=respective college Code and 0001=Student serial No.)
    - The CD will mandatorily contain the file in the format obtained to the authorized College/Institution representative from Registration Sec., C.U. , the soft copy of student photograph in one folder and soft copy of Student signature in another folder. The scanned photograph and scanned signature (in .tiff/in .jpg format) file name will be same as form number and same will have to be kept in the folder PHOTO and SIGNATURE respectively.
    - The CD will also contain scanned copy of +2 level exam documents duly attested by the College Principal/Vice-Principal/TIC/Head of the Institution bearing Students name and his/her Guardian's name alongside.

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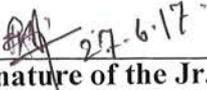
- For courses other than those mentioned above, the last date for submission of Application Form and Fees for Registration of names of Students (both Non-Migrating & Migrating), however, remains unchanged [ i.e. (a) within one month from the date of admission, without late fine, and (b) beyond the date of expiry of the period as mentioned in 1.(b) hereinabove 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 strictly as per intake capacity duly imposed by University of Calcutta vide Circular No. C/292/Circular dated 30.05.2017 along with CD of Registration-data or document of emailed transfer of Registration data to the Registration Section of the University in the following manner:
  - ❖ 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 along with 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);
  - ❖ Attach a Printout of the Soft Copy of Registration Data (in two copies) sent in the form of CD.
  - ❖ Kindly, arrange Application Form (duly filled in) in ascending order of College Code Serial Nos.
  - ❖ classify the Forms stream wise only.
  - ❖ 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 Forms 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.

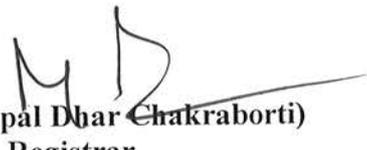
Thanking You,

Yours faithfully,

  
Signature of the Jr. Superintendent

  
Signature of the Sr. Superintendent

Date: 27/6/17

  
( Prof. Rajagopal Dhar Chakraborti)  
Registrar

# UNIVERSITY OF CALCUTTA

## PROPOSED REGISTRATION DATABASE IN PRE-DEFINED FORMAT FOR UNDER GRADUATE STUDENTS FOR THE SESSION 2017-2018

College/ Deptt. Name	Form_ No.	Student Name	Father's Name	Mother's Name	Gender (M/F/T)	Category (G/SC/ST/ OBC/OBC-A)	Nationa lity	PWD (Y/N) if [Y] see **	Annual Family Income	Religion	Course Code	Hons. Sub/ Sub-1	Sub- 2	Sub- 3	Mil	Phone No/M obile No.

IN CONTINUATION

Address	State	Country	Location ***	Roll No. (10+2)	Aadhar Card No.	Ist Sub.	Marks Obtained	2 <sup>nd</sup> Sub.	Marks Obtained	3 <sup>rd</sup> Sub.	Marks Obtained	4 <sup>th</sup> Sub.	Marks Obtained	Total Best of Four
					1									

Note : \*\* PWD: if Y then specify the category as stated [ Visually Handicapped(VH)/ Hearing Impaired(HI)/ Orthopedically Handicapped(OH)

\*\*\* Location: [Urban / Semi-Urban / Rural ]

Slno 1 ;, not mandatory, but if possible please provide along with a photocopy of the same.

## FORMAT OF CHALLAN (WITH C.D)

FOR (NON-MIGRATING) **U.G** CANDIDATES only

*****		NO.	Rs.	Amount.
NO.OF FORMS	*****		@ 10/-	
		NO.	Rs.	
REGISTRATION FEE	GENERAL		@80/-	
	S.C		@ 5/-	
	S.T		@ 5/-	
	P.H		@ 5/-	
	B.P.L		@ 5/-	
	OBC -A		@ 5/-	
	OBC -		@ 5/-	
	OTHER			
SPORTS FEE	*****		@ 40/-	
LATE FINE	*****		@ 50/-	
ANY OTHER FEE	*****			
TOTAL (NET)	*****	*****		

FOR (MIGRATING) CANDIDATES

*****		NO.	Rs.	Amount.
NO.OF FORMS			@ 10/-	
MIGRATION FEE			@ 100/-	
		NO.	Rs.	
REGISTRATION FEE	GENERAL		@80/-	
	S.C		@ 5/-	
	S.T		@ 5/-	
	P.H		@ 5/-	
	B.P.L		@ 5/-	
	OBC -A		@ 5/-	
	OBC -		@ 5/-	
	OTHER			
SPORTS FEE	*****		@ 40/-	
LATE FINE	*****		@ 50/-	
ANY OTHER FEE	*****			
TOTAL (NET)	*****	*****	*****	