URGENT NOTICE

28/10/2026

LAST CHANCE FOR C.U REGISTRATION PROCESS

STUDENTS ADMITTED THROUGH CAP (CENTRALISED ADMISSION PORTAL) BUT MISSED THE PREVIOUS REGISTRATION PROCESS & ALL STUDENT ADMITTED NEWLY THROUGH DECENTRALISED ADMISSION PORTAL in Sem I ,2026 are directed to go through the process to complete the

documents Verification, Data Input for C.U Registration.

Step I – All Students have to login to Student portal at college Website using User ID and Password.

User ID = Applicant Code **Password = Registered Mobile No.**

(E.G. - SPGXXXXXXX, KOLXXXXXXX)

Time Schedule – 2/11/26 to 12/11/26 (Round the clock/24 Hours)

Step – 2 – Mandatory Field for Data Input/ Checking / Data Correction. (Where Required/If required)

a)	STUDENTS NAME ACCORDING TO 12TH CLASS MARK SHEET.	b)	FATHER'S NAME	c)	MOTHER'S NAME	d)	GURDIAN'S NAME
e)	DATE OF BIRTH ACCORDING TO CLASS 10 ADMIT.	f)	GENDER	g)	RELIGION	h)	CASTE CATEGORY
i)	NATIONALITY	j)	CONTACT NO	k)	E-MAIL ID	l)	ANNUAL INCOME
m)	LOCALITY TYPE	n)	NAME OF EXAMIANTION (10+2)	o)	BOARD NAME (10+2)	p)	10+2 ROLL NO
q)	YEAR OF PASSING H.S or EQUIVALENT	r)	ABC ID	s)	AADHAR NO	s)	BLOOD GROUP
t)	AEC2 SELECTION	u)	IDC SELECTION				

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Step -3 Online Documents Uploading Procedure:

NOTE –1) Mobile Photo upload is not allowed. All documents have to be scanned and upload properly.

2) All file format of the scanned Images must be in JPG FORMAT.

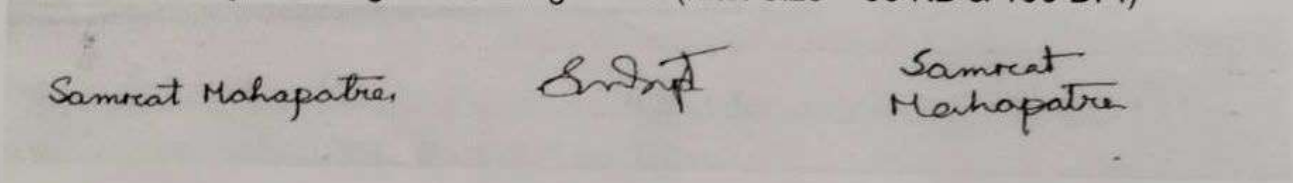
a) Formal Recent Colour Photograph (Passport) (Max size 50 KB & 100 DPI) (Photo Should be in formal Dress)





X ✓

b) Full running hand Signature -Single Line (Max Size – 50 KB & 100 DPI)



✓ X X

c) Original 10th Standard Examination Admit Card/Birth Certificate (issued by Govt. of WB) as age Proof. (150 KB & 150 DPI)

d) Original Class XII marksheet (150KB & 150 DPI)

e) Admission Receipt of CAP (100 KB & 100 DPI)

f) ABC ID (50 KB & 100 DPI)

g) ANTI RAGGING DECLARATION FORM (Available in College website) (100 KB & 100 DPI)

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Caste Certificate must be issued by

- District welfare Officer & Ex Officio,Jt. Director,BCW(within Kolkata)
- Sub Divisional Officer (Outside Kolkata)

(Caste Certificate issued by other than west Bengal will not be considered.)

i) PWD Certificate (100KB & 100DPI) (Applicable for Person with disabilities)

j) BPL Certificate (100KB & 100DPI) (for BPL Category Students

k) Migration Certificate (100KB & 100DPI)

l) Equivalence Certificate (100 KB & 100DPI)

m) C U Registration Certificate (100 KB & 100DPI)

n) U.G council Permission Letter (100 KB & 100 DPI)

@#@ All Students are directed to complete the entire process within the period

2/11/2026 to 12/11/2026 positively and take a print out of the DATA FORM.

@#@ Report to the college office with all original documents and with the DATA FORM ON 13/11/26 & 14/11/26

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