

NOTICE

10/09/2026



All Semester -I 2026 Undergraduate Students 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 of CAP

(E.G. - SPGXXXXXXXX, KOLXXXXXXXX)

Password = Registered Mobile No.

Time Schedule – 12/09/2026 to 20/09/2026 (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 EXAMIAINTION (10+2)	o)	BOARD NAME (10+2)	p)	10+2 ROİL NO
q)	YEAR OF PASSING H.S or EQUIVALENT	r)	ABC ID	s)	AADHAR NO	s)	BLOOD GROUP
t)	AEC2 SELECTION	u)	IDC SELECTION				

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



Gopalchandra Mandal
10/9/26
Principal
Sarsuna College
Kolkata-61

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

Samrat Mahapatra

Samrat Mahapatra

Samrat Mahapatra



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)

Scanned copy Uploading of All the above documents are mandatory for all students. Beside those mentioned above following documents are also required if applicable.

h) Original Caste Certificate (100 KB & 100DPI)

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 12/09/2026 to 20/09/2026 positively and take a print out of the DATA FORM.

@#@ Report to the college office with all original documents and with the DATA FORM as per Schedule given below.



Gopal Chandra Mondal
10/9/26
Principal
Sarsuna College
Kolkata-61

REPORTING DATE	COURSE	ALLOTTED FOR	TIME
21/9/2026 (MONDAY)	3 YRAR B.A	NAME STARTS WITH A, B, C, D, E, F, G, H, I	11.00 AM TO 2.00 PM
22/9/2026 (TUESDAY)	3 YRAR B. A	NAME STARTS WITH J, K, L, M, N, O, P, Q, R	11.00 AM TO 2.00 PM
23/09/2026 (WEDNESDAY)	3 YRAR B.A	NAME STARTS WITH S	11.00 AM TO 2.00 PM
24/09/2026 (THURSDAY)	3 YRAR B.A	NAME STARTS WITH T, U, V, W, X, Y, Z	11.00 AM TO 2.00 PM
	3 YEAR B.SC	ALL CANDIDATE	
	3 YRAR B.COM	ALL CANDIDATE	
25/09/2026 (FRIDAY)	4 YEAR BCOM	NAME STARTS WITH A B C D E F G H I J K L M N O P Q R	11.00 AM TO 2.00 PM
26/06/2026 (SATURDAY)	4 YEAR BCOM	NAME STARTS WITH S T U V W X Y Z	11.00 AM TO 2.00 PM
28/09/2026 (MONDAY)	<u>4 YEAR B.A</u> BENGALI, EDUCATION ENGLISH	ALL CANDIDATE	11.00 AM TO 2.00 PM
29/09/2026 (TUESDAY)	<u>4 YEAR B. A/B.SC</u> HISTORY POLITICAL SCIENCE GEOGRAPHY ECONOMICS	ALL CANDIDATE	11.00 AM TO 2.00 PM
30/09/2026 (WEDNESDAY)	<u>4 YEAR B.SC</u> BIOCHEMISTRY, BOTANY CHEMISTRY, MATHEMATICS COMPUTER SCIENCE MICROBIOLOGY, PHYSICS ZOOLOGY	ALL CANDIDATE	11.00 AM TO 2.00 PM



Sapal Chandra Mandal
 10/9/26
 Principal
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