



University Of Calcutta
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Ref No:Regn/1(Cir) / 2018-2019 Dated 06/06/2018

Senate House
Kolkata

From :Dr.Santanu Paul
Deputy Registrar
University of Calcutta

To
The Principals/The Head of the Colleges/Institutions
Affiliated to the B.A./B.Sc/B.Com/B.Mus Degree
Courses (under CBCS) / 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 2018-2019 (under CBCS 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 (for both Non-Migrating and Migrating Students of the courses mentioned above) and requisite fees thereof (Vide Ref. No. CUS/328/18 dated 18.05.2018).	Without Late Fine	With Late Fine
	06.08.2018	16.08.2018

(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 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 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 Notification No. CSR/3/18 dt.07.05.2018 and CSR/4/18 dt.07.05.2018 containing new Admission & Examination Regulations for semester-wise three-year (six semester) B.A./B.Sc/B.Mus.(Hons/Gen.)and B.A./B.Sc./B.Com.(Major) Course of Studies and CSR/26/2017 dated 26.05.2017 and CSR/64/2017 dated 14.09.2017 for B.Com. (Honours/General)Course of Studies.

Contd.....

- The Registration Form shall be available at University Website i.e. www.caluniv.ac.in under the link of Forms & Download (Ph.D/D.Sc/Regulations/Registration/Migration etc.),
- The downloaded copy of form must be printed at 100% zoom in A4 size paper or the same size as it is.
- **The Eight pages Registration Form with instructions in first five pages, only the 6th page and continuation of this 6th page, must be printed in back side of the same, and 7th page for P.G. and Professional Courses(as required) to be submitted to the University by the College.**
- **So, the total pages of the Registration Form for the session 2018-2019 will be Seven(7) in a batch.**

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

- (1) In case of Non-Migrating 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 .
 - The CD will 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 format) file name will be same as form number and same will have to be kept in the folder PHOTO and SIGNATURE respectively.
- Another CD / CDs will contain scanned copy of Registration Forms both Migrating & Non-Migrating duly attested by the College Principal/Vice-Principal/TIC/Head of the Institution/ Secretary Faculty Council.

- 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 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 31.05.2018, and also duly updated Intake list may be taken into consideration, along with CD of scanned soft-copy of Registration-data or documents emailed 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)


- ❖ Keeping in Mind the CBCS Exam Procedure, kindly classify the Students Registration Forms and documents Stream wisewithout breaking continuous Form Serial No.(s)[i.e. course code 8: form no.1-10, course code 9: Form no. 11-20, course code 10: Form no. 21-30..... and so on] etc.


- ❖ 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 a lot containing 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,


Signature of the Sr. Superintendent


Signature of the Jr. Superintendent

Yours faithfully,


(Dr.Santanu Paul)
DeputyRegistrar

Date:06.06.2018



[Sheet1 : For Hons /Major Students
2018-19 under CBCS]

UNIVERSITY OF CALCUTTA

SKELETON OF THE EXCEL FORMAT FOR THE ACADEMIC SESSION 2018-2019

College Name	Form_No	Student's Name	Father's Name	Mother's Name	Gender(M/F/T)	Category (G/SC/ST/OBC/OBC-A)	Nationality
	1	2	3	4	5	6	7
In Continuation							
PWD(Y/N) if [Y] then see **	Annual Family Income	Religion	Course Code	Hons Sub./Major	Generic Elective	Generic Elective	AECC1
8	9	10	11	12	13	14	15
In Continuation							
Phone No./Mobile No.	Address	State	Country	Location ***	Roll No.(10+2)	AAdhar No	APL_BPL
16	17	18	19	20	21	22	23
In Continuation							
YOP							
24							

Note: ** PWD : If [Y] then specify the Category as stated [Visually Handicapped(VH) / Hearing Impaired (HI) / Orthopedically Handicapped (OH)

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

Date 06.06.2018

Paw
7/6/18
Deputy Registrar, C.U.



[Sheet2 : For General Students
2018-19 under CBCS]

UNIVERSITY OF CALCUTTA

SKELETON OF THE EXCEL FORMAT FOR THE ACADEMIC SESSION 2018-2019

College Name	Form_No	Student's Name	Father's Name	Mother's Name	Gender(M/F/T)	Category (G/SC/ST/OBC/OBC-A)	Nationality		
	1	2	3	4	5	6	7		
In Continuation									
PWD(Y/N) if [Y] then see **	Annual Family Income	Religion	Course Code	General	General	General / Generic Elective *	LCC1 *	LCC2*	AECC1
8	9	10	11	12	13	14	15	16	17
In Continuation									
Phone No./Mobile No.	Address	State	Country	Location ***	Roll No.(10+2)	AAdhar No	APL_BPL		
18	19	20	21	22	23	24	25		
In Continuation									
YOP									
26									

Note: ** PWD : If [Y] then specify the Category as stated [Visually Handicapped(VH) / Hearing Impaired (HI) / Orthopedically Handicapped (OH)

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

* For B.A. General Only

Date 06.06.2018

(Signature)
Deputy Registrar, C.U.

To
The Principal /Vice-Principal/
Teacher-In-Charge/Head of the Institution
Affiliated to the B.A/B.Sc/B.Com/B.Mus (Hons./Genl.)
Courses of Studies under CBCS.

Sir/Madam,

Please furnish the following details, along with the covering letter at the time of submission of Application Forms for Registration for the session 2018-2019, to the concerned section.

College Name :

No. of Students admitted in the academic Session 2018-2019 under the following Courses of Studies (whichever applicable)	
B.A-(Hons.)	
B.A-Gen	
B.A -Major	
B.Sc-(Hons.)	
B.Sc-Gen	
B.Sc-Major	
B.Com-(Hons.)	
B.Com-Gen	
B.Com-Major	
B.Mus-(Hons)	
B.Mus-Gen	
Total No. of Students	

Date: 23.05.2018

(Signature)
23/5/18
Deputy Registrar, C.U.

SESSION----2018—19

To
The Deputy Registrar,
University Of Calcutta

Sir,
Enclosed please find _____ no.(s) of Application Form for UG Student Registration as per details given hereunder

FOR (NON-MIGRATING) students

Descriptions	Caste Category	No. Of Forms /Students	Rate in(Rs.)	Amount Rs.
NET REGISTRATION FEE (REGN.FEE-- COST OF e-PROCESSING Charges @20/-Per Student)	GENERAL		@80/-	
	SC		@ 5/-	
	ST		@ 5/-	
	PH		@.5/-	
	BPL		@ 5/-	
	OBC		@ 5/-	
	OBC -A		@ 5/-	
	Others (If any)			
COST OF FORMS (Only For Downloaded Copy)			@10/-	
SPORTS FEE			@ 40/-	
LATE FINE (If Applicable)			@ 50/-	
TOTAL (Rs.)				

FOR (MIGRATING) students

Descriptions		NO.of Forms/Students	Rs.	Amount.
MIGRATION FEE (Only For Migrating Students)			@ 100/-	
NET REGISTRATION FEE	GENERAL		@80/-	
REGN.FEE — COST OF e-PROCESSING@20/-Per Student	SC		@ 5/-	
	ST		@ 5/-	
	PH		@ 5/-	
	BPL		@ 5/-	
	OBC		@ 5/-	
	OBC -A		@ 5/-	
COST OF FORMS (Only For Downloaded Copy)			@10/-	
SPORTS FEE			@ 40/-	
LATE FINE (If Applicable)			@ 50/-	
TOTAL (Rs.)				

Principal/Vice-Principal/Teacher-In-Charge/Head of the Institution