



**UNIVERSITY OF CALCUTTA**  
**Senate House, 87/1, College Street, Kolkata – 700 073**

**Prof. (Dr.) Debasis Das**  
**Registrar**

**Phone : 033-2219-0092**  
**E-Mail : registrar@caluniv.ac.in**

**Ref: No. : R /627/2020**

**Date: 13.11.2020**

**Notice**

**Registration process for Undergraduate Courses (2020-21)**

To initiate Registration Process in this pandemic situation, the colleges affiliated to this University are requested to make provisions such that the information needed for 'Registration' can be retrieved from their 'Admission Database'.

The College authority shall upload (on the University portal) all the relevant information of the students in Excel format designed by the University. The scanned copies of the self-attested testimonials of the student, such as, (1) Marksheet of 10+2 level / equivalent, (2) Age proof certificate, (3) Caste certificate, if any, issued by the competent authority, (4) PWD certificate, if any, issued by the competent authority, (5) BPL certificate, if any, issued by the competent authority, (6) Migration certificate, if required, (7) Equivalence certificate, if required, (8) CU Registration certificate, if already Registered, and (9) digitized photograph and (10) digitized signature are also to be uploaded.

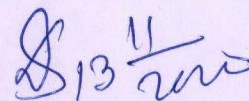
Downloaded Registration Form, taken from the Registration Portal, shall contain auto populated relevant Students' information along with digitized photo and signature, and digitally authentication (as noted below) done by the Principal / Teacher-in-Charge / Officer-in-Charge / Vice-Principal of the concerned College. The said downloaded Registration Form from Registration Portal with Student's Registration Fees details along with Fees Payment receipt(s) are to be sent to the concerned department **through email: [ugdoc20@caluniv.ac.in](mailto:ugdoc20@caluniv.ac.in)** in (.zip / .rar format) under respective college name positively.

**N.B. :**

- Digital authentication means, digitally uploading scanned image (in.jpg/png/tiff format) of the Principal/Teacher-in-Charge/Officer-in-Charge/Vice-Principal of the concerned College's with designation in the appropriate space
- Hard copies of Registration Form along with Student's Fees receipt(s) & Fees Detail(s) are to be send to the office of the Registrar, University of Calcutta, 87/1, College Street, Kolkata-700073 as and when required by the C.U. for verification. Considering the present pandemic situation the date for sending hard copies shall be notified later depending upon restoration of normalcy.
- **If any false statement or discrepancy found in Students' information either it is by online/offline verification, said student's Registration with this University should be treated as cancelled.**
- **Uploading Process for this session 2020-21, should be followed in same manner as it was done in the last year i.e. 2019-20.**
- **Excel Format should be downloaded from Registration Portal 2020-21 before uploading data.**

**Annexures: 1) Excel Format 2) Updated Board Master 3) 10+2Subject Master(updated)  
4) Naming Convention**

Co-operation from all concerned will be highly appreciated.

  
**Registrar**

## Annexure - 2 : Excel Format

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Form_Number	Aadhar_Number	CU_Reg_Number	College_Name
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
Course_Name	Date_of_Admission	Session_of_Admission	Non_Formal_Education
<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>
Student_Name	Father's_Name	Mother's_Name	Guardian's_Name
<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>
Date_of_Birth	Gender	Religion	Caste_Category
<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>
Nationality	Differently_Abled	Disability_Code	Disability_Percentage
<b>U</b>	<b>V</b>	<b>W</b>	<b>X</b>
Contact_Mobile_Number	Email_Id	BPL	Annual_Family_Income
<b>Y</b>	<b>Z</b>	<b>AA</b>	<b>AB</b>
Locality_Type	Present_Address	Present_Pin	Present_State
<b>AC</b>	<b>AD</b>	<b>AE</b>	<b>AF</b>
Present_Country	Permanent_Address	Permanent_Pin	Permanent_State
<b>AG</b>	<b>AH</b>	<b>AI</b>	<b>AJ</b>
Permanent_Country	Honours_or_major_Subject	1st_Generic_Elective	2nd_Generic_Elective
<b>AK</b>	<b>AL</b>	<b>AM</b>	<b>AN</b>
Hons_Aecc_1	Hons_Aecc_2	GE_1	GE_2
<b>AO</b>	<b>AP</b>	<b>AQ</b>	<b>AR</b>
GE_3	GE_4	General_Subject_1	General_Subject_2
<b>AS</b>	<b>AT</b>	<b>AU</b>	<b>AV</b>
General_Subject_3	Gen_Aecc_1	Gen_Aecc_2	Generic_Elective
<b>AW</b>	<b>AX</b>	<b>AY</b>	<b>AZ</b>
Lcc_1	Lcc_2	Non_Migrating_Board	Migrating_Board
<b>BA</b>	<b>BB</b>	<b>BC</b>	<b>BD</b>
Last_Exam_Name	Last_Exam_Board	Last_Exam_Roll	Last_Exam_YOP
<b>BE</b>	<b>BF</b>	<b>BG</b>	<b>BH</b>
Top_Four_Subject_1	Top_Four_Subject_2	Top_Four_Subject_3	Top_Four_Subject_4
<b>BI</b>	<b>BJ</b>	<b>BK</b>	<b>BL</b>
Top_Four_Full_Marks_1	Top_Four_Full_Marks_2	Top_Four_Full_Marks_3	Top_Four_Full_Marks_4
<b>BM</b>	<b>BN</b>	<b>BO</b>	<b>BP</b>
Top_Four_Marks_Obt_1	Top_Four_Marks_Obt_2	Top_Four_Marks_Obt_3	Top_Four_Marks_Obt_4
<b>BQ</b>	<b>BR</b>	<b>BS</b>	<b>BT</b>
Top_Four_Marks_Prcntg_1	Top_Four_Marks_Prcntg_2	Top_Four_Marks_Prcntg_3	Top_Four_Marks_Prcntg_4
<b>BU</b>	<b>BV</b>	<b>BW</b>	<b>BX</b>
Total_of_Top_Four_Full_Marks	Total_of_Top_Four_Marks_Obtained	Total_of_Top_Four_Marks_Percentage	Others_Subject_1
<b>BY</b>	<b>BZ</b>	<b>CA</b>	<b>CB</b>
Others_Subject_2	Others_Subject_3	Others_Subject_4	Others_Full_Marks_1
<b>CC</b>	<b>CD</b>	<b>CE</b>	<b>CF</b>
Others_Full_Marks_2	Others_Full_Marks_3	Others_Full_Marks_4	Others_Marks_Obt_1
<b>CG</b>	<b>CH</b>	<b>CJ</b>	<b>CJ</b>
Others_Marks_Obt_2	Others_Marks_Obt_3	Others_Marks_Obt_4	Others_Marks_Prcntg_1
<b>CK</b>	<b>CL</b>	<b>CM</b>	
Others_Marks_Prcntg_2	Others_Marks_Prcntg_3	Others_Marks_Prcntg_4	

## Annexure -3 : Item Wise Explanation of Registration Data

**University of Calcutta**  
Item Wise Explanation of Registration Data

Sl. No.	Item	Excel Sheet			Appearance in Form	Table Name	Remarks
		Column No.	Column Name	Content			
	Form No.	A	Form_Number	3 Digit College Code + 4 Digit Serial Number	3 Digit College Code + 4 Digit Serial Number		
	Aadhar No. (optional)	B	Aadhar_Number	12 digit Aadhar Number or Blank	12 digit Aadhar Number or Blank		
1	CU Registration No. (For already Registered candidate)	C	CU_Reg_Number	CU Registration Number or Blank	CU Registration Number or Blank		
2	Name of the College	D	College_Name	3 digit College Code	Full name of College(College Code)	College_Master	
3	Course of Study	E	Course_Name	2 digit Course Code	Full Name of Course	Course_Master	
4	Date of Admission	F	Date_of_Admission	Date (dd/mm/yyyy)	Date (dd/mm/yyyy)		
5	Session of Admission	G	Session_of_Admission	Academic Year	Academic Year	Academic_Year	
6	Whether passed (10+2) level or equivalent examination from Non Formal Education System (Approved by Distance Council of India or UGC)	H	Non_Formal_Education	Yes/No	Yes/No	Lov_Master	
7	Name	I	Student_Name	Full Name	Full Name (In Capital)		Full Name to be entered as mentioned in 10+2 Level Exam
8	Father's Name	J	Father's_Name	Father's Full Name (In Capital)	Father's Full Name (In Capital)		Father's Full Name to be entered as mentioned in 10+2 Level Exam
9	Mother's Name	K	Mother's_Name	Mother's Full Name (In Capital)	Mother's Full Name (In Capital)		
10	Guardian's Name	L	Guardian's_Name	Guardian's Full Name (In Capital)	Guardian's Full Name (In Capital)		
11	Date of Birth	M	Date_of_Birth	Date/Month/Year	Date/Month/Year		Date of Birth to be entered as mentioned in Admit / Certificate of 10 Level Exam / Birth Certificate
12	Gender	N	Gender	Male/Female/Transgender code	Male/Female/Transgender	Lov_Master	
13	Religion	O	Religion	Religion	Religion		
14	Caste Category	P	Caste_Category	Gen/ST/SC/OBC-A/OBC-B	Gen/ST/SC/OBC-A/OBC-B	Lov_Master	
15	Nationality	Q	Nationality	Nationality Code	Nationality	Nationality_Master	
16	Differently Abled	R	Differently_Abled	Yes/No	Yes/No	Lov_Master	
16(a)	Disability Code	S	Disability_Code	2 digit Disability Code	2 digit Disability Code	Lov_Master	
16(b)	Percentage	T	Disability_Percentage	3 digit Disability Percentage	3 digit disability percentage		For example, 99.9
17	Contact mobile Number	U	Contact_Mobile_Number	Contact mobile Number	Contact mobile Number		
18	Email	V	Email_Id	Email Id	Email Id		
19	Whether belongs to BPL	W	BPL	Yes/No	Yes/No	Lov_Master	
20	Annual Family Income (In Rs.)	X	Annual_Family_Income	In Rs.	In Rs.		
21	Locality Type	Y	Locality_Type	Urban / Semi-Urban / Rural code	Urban / Semi-Urban / Rural	Lov_Master	

**22(a). Present Address**

<b>(a)</b>	Present Address	<b>Z</b>	Present_Address	Address	Address		
	Pin	<b>AA</b>	Present_Pin	6 digit PIN	6 digit PIN		
	State	<b>AB</b>	Present_State	State Name	State Name		
	Country	<b>AC</b>	Present_Country	Country Name	Country Name		

**22(b). Permanent Address**

<b>(b)</b>	Address	<b>AD</b>	Permanent_Address	Address	Address		
	Pin	<b>AE</b>	Permanent_Pin	6 digit PIN	6 digit PIN		
	State	<b>AF</b>	Permanent_State	State name	State Name		
	Country	<b>AG</b>	Permanent_Country	Country Name	Country Name		

**23. Subject Details [For B.A./ B.Sc. ( Honours) & B.A./ B.Sc. / B. Com. (Major)]**

<b>(a)</b>	Honours / Major	<b>AH</b>	Honours_or_Major_Subject	Honours or Major Subject Code	Honours Subject Code	Subject_Master	
	1st Generic Elective	<b>AI</b>	1st_Generic_Elective	1st Generic Elective Code	1st Generic Elective Code		
	2nd Generic Elective	<b>AJ</b>	2nd_Generic_Elective	2nd Generic Elective Code	2nd Generic Elective Code		
	AECC 1	<b>AK</b>	Hons_Aecc_1	AECC 1 Subject Code	AECC 1 Subject Code		
	AECC 2	<b>AL</b>	Hons_Aecc_2	<b>ENVS</b>	<b>ENVS</b>		

<b>(b)</b>	GE 1	<b>AM</b>	GE_1	GE 1 Code	GE 1 Code	Subject_Master	
	GE 2	<b>AN</b>	GE_2	GE 2 Code	GE 2 Code		
	GE 3	<b>AO</b>	GE_3	GE 3 Code	GE 3 Code		
	GE 4	<b>AP</b>	GE_4	GE 4 Code	GE 4 Code		

**24(a). Subject Details [For B.A. / B. Sc. (General Stream)]**

<b>(a)</b>	General Subject 1	<b>AQ</b>	General_Subject_1	General Subject 1 Code	General Subject 1 Code	Subject_Master	
	General Subject 2	<b>AR</b>	General_Subject_2	General Subject 2 Code	General Subject 2 Code		
	General Subject 3 (for B.Sc. Only)	<b>AS</b>	General_Subject_3	General Subject 3 Code	General Subject 3 Code		
	AECC 1	<b>AT</b>	Gen_Aecc_1	AECC 1 Subject Code	AECC 1 Subject Code		
	AECC 2	<b>AU</b>	Gen_Aecc_2	<b>ENVS</b>	<b>ENVS</b>		

**24(b). Only For B.A. General Students**

<b>(b)</b>	Generic Elective	<b>AV</b>	Generic_Elective	Generic Elective Code	Generic Elective Code		
	LCC 1	<b>AW</b>	Lcc_1	ENGC	ENGC		
	LCC 2	<b>AX</b>	Lcc_2	LCC 2 Subject Code	LCC 2 Subject Code		

**25. Migration Status**

<b>(a)</b>	Non-Migrating Student	<b>AY</b>	Non_Migrating_Student	Yes / No	Yes / No	Lov_Master	Both Column can not be filled up as 'Yes' or 'No' at the same time
<b>(b)</b>	Migrating Student	<b>AZ</b>	Migrating_Student	Board / University code	Name of the Board for Migrating Student (Passed from other Board / University)		

**26. Last Qualifying Examination**

<b>(a)</b>	Name of the Examination	<b>BA</b>	Last_Exam_Name	Full Name of Examination	Full Name of Examination		
<b>(b)</b>	Board	<b>BB</b>	Last_Exam_Board	Board Code	Full Name of Board	10_2_Board_Master	In case of other Board, equivalent certificate will have to be submitted
<b>(c)</b>	Roll / Index Number	<b>BC</b>	Last_Exam_Roll	Roll / Index Number	Roll / Index Number		
<b>(d)</b>	Year of Passing	<b>BD</b>	Last_Exam_YOP	Year	Year		

**27. Details of subjects and marks obtained at the (10+2) level Examination / Details of previous qualifying examination under any Board / University**

<b>(a)</b>	Subject(s) [Top Four Subjects (Excluding the Compulsory paper on Environmental Education)]	<b>BE</b>	Top_Four_Subject_1	Subject Code 1	Subject Name 1	10_2_Subject_Master	
		<b>BF</b>	Top_Four_Subject_2	Subject Code 2	Subject Name 2		
		<b>BG</b>	Top_Four_Subject_3	Subject Code 3	Subject Name 3		
		<b>BH</b>	Top_Four_Subject_4	Subject Code 4	Subject Name 4		
	Full marks	<b>BI</b>	Top_Four_Full_Marks_1	Subject 1 Full Marks	Subject 1 Full marks		
		<b>BJ</b>	Top_Four_Full_Marks_2	Subject 2 Full Marks	Subject 2 Full Marks		
		<b>BK</b>	Top_Four_Full_Marks_3	Subject 3 Full Marks	Subject 3 Full Marks		
		<b>BL</b>	Top_Four_Full_Marks_4	Subject 4 Full marks	Subject 4 Full marks		
	Marks Obtained	<b>BM</b>	Top_Four_Marks_Obt_1	Subject 1 Marks Obtained	Subject 1 Marks Obtained		
		<b>BN</b>	Top_Four_Marks_Obt_2	Subject 2 Marks Obtained	Subject 2 Marks Obtained		
		<b>BO</b>	Top_Four_Marks_Obt_3	Subject 3 Marks Obtained	Subject 3 Marks Obtained		
		<b>BP</b>	Top_Four_Marks_Obt_4	Subject 4 Marks Obtained	Subject 4 Marks Obtained		
	% of Marks	<b>BQ</b>	Top_Four_Marks_Prcntg_1	Subject 1 Marks Percentage	Subject Marks 1 Percentage		
		<b>BR</b>	Top_Four_Marks_Prcntg_2	Subject 2 Marks Percentage	Subject 2 Marks Percentage		
		<b>BS</b>	Top_Four_Marks_Prcntg_3	Subject 3 Marks Percentage	Subject 3 Marks Percentage		
		<b>BT</b>	Top_Four_Marks_Prcntg_4	Subject 4 Marks Percentage	Subject 4 Marks Percentage		
Aggregate of top Four Subjects	<b>BU</b>	Total_of_Top_Four_Full_Marks	Total of top four Full Marks	Total of top four Full Marks			
	<b>BV</b>	Total_of_Top_Four_Marks_Obtained	Total of top four Marks obtained	Total of top four Marks obtained			
	<b>BW</b>	Total_of_Top_Four_Marks_Prcntg	Total of top four Percentage	Total of top four Percentage			
<b>(b)</b>	Subject(s) [others Subjects]	<b>BX</b>	Others_Subject_1	Subject Code 1	Subject Name 1	10_2_Subject_Master	
		<b>BY</b>	Others_Subject_2	Subject Code 2	Subject Name 2		
		<b>BZ</b>	Others_Subject_3	Subject Code 3	Subject Name 3		
		<b>CA</b>	Others_Subject_4	Subject Code 4	Subject Name 4		
	Full marks	<b>CB</b>	Others_Full_Marks_1	Subject 1 Full marks	Subject 1 Full marks		
		<b>CC</b>	Others_Full_Marks_2	Subject 2 Full Marks	Subject 2 Full Marks		
		<b>CD</b>	Others_Full_Marks_3	Subject 3 Full Marks	Subject 3 Full Marks		
		<b>CE</b>	Others_Full_Marks_4	Subject 4 Full Marks	Subject 4 Full Marks		
	Marks Obtained	<b>CF</b>	Others_Marks_Obt_1	Subject 1 Marks Obtained	Subject 1 Marks Obtained		
		<b>CG</b>	Others_Marks_Obt_2	Subject 2 Marks Obtained	Subject 2 Marks Obtained		
		<b>CH</b>	Others_Marks_Obt_3	Subject 3 Marks Obtained	Subject 3 Marks Obtained		
		<b>CI</b>	Others_Marks_Obt_4	Subject 4 Marks Obtained	Subject 4 Marks Obtained		
% of Marks	<b>CJ</b>	Others_Marks_Prcntg_1	Subject 1 Marks Percentage	Subject 1 Marks Percentage			
	<b>CK</b>	Others_Marks_Prcntg_2	Subject 2 Marks Percentage	Subject 2 Marks Percentage			
	<b>CL</b>	Others_Marks_Prcntg_3	Subject 3 Marks Percentage	Subject 3 Marks Percentage			
	<b>CM</b>	Others_Marks_Prcntg_4	Subject 4 Marks Percentage	Subject 4 Marks Percentage			

## Annexure 7: Board Master

Sl.No	Code	Name
1	AHSEC	ASSAM HIGHER SECONDARY EDUCATION COUNCIL
2	BEM	BOARD OF EDUCATION MANIPUR
3	BIEAP	BOARD OF INTERMEDIATE EDUCATION ANDHRA PRADESH
4	BIEC	BIHAR INTERMEDIATE EDUCATION COUNCIL
5	BSE	BOARD OF SECONDARY EDUCATION
6	BSEA	BOARD OF SECONDARY EDUCATION ASSAM
7	BSEAP	BOARD OF SECONDARY EDUCATION ANDHRA PRADESH
8	BSEB	BIHAR SCHOOL OF EXAMINATION BOARD
9	BSEO	BOARD OF SECONDARY EDUCATION ORRISA
10	BSER	BOARD OF SECONDARY EDUCATION RAJASTHAN
11	CBPBU	COOCH BEHAR PANCHANAN BARMA UNIVERSITY
12	CBSE	CENTRAL BOARD OF SECONDARY EDUCATION
13	CHBSE	CHHATISGARH BOARD OF SECONDARY EDUCATION
14	CHSEM	COUNCIL OF HIGHER SECONDARY EDUCATION MANIPUR
15	CHSEO	COUNCIL OF HIGHER SECONDARY EDUCATION ORISSA
16	GBSHSE	GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
17	GSHSEB	GUJRAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD
18	HBSE	HARYANA BOARD OF SCHOOL EDUCATION
19	HOST	HOSPITALITY AND TOURISM MANAGEMENT
20	HPBSE	H.P. BOARD OF SCHOOL EDUCATION
21	IBQ	IB QUALIFIED
22	ICSE	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS
23	IGCSE	IGCSE PROGRAMME FROM UNIVERSITY OF CAMBRIDGE (International Exam)
24	JACR	JHARKHAND ACADEMIC COUNCIL RANCHI
25	JKSBSE	J&K STATE BOARD OF SCHOOL EDUCATON
26	KBHSE	KERLA BOARD OF HIGHER SECONDARY EDUCATION
27	KBPE	KERALA BOARD OF PUBLIC EXAMINATION PAREEKSHA BHAWAN
28	KNU	KAZI NAZRUL UNIVERSITY
29	KPUE	GOVERNMENT OF KARNATAKA DEPT. OF PRE-UNIVERSITY EDUCATION
30	KSEEB	KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD
31	MBSE	MEGHALAYA BOARD OF SCHOOL EDUCATION
32	MIBSE	MIZORAM BOARD OF SCHOOL EDUCATION
33	MPBSE	BOARD OF SECONDARY EDUCATION, MADHYA PRADESH
34	MSHSE	MAHARASTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
35	NBSE	NAGALAND BOARD OF SCHOOL EDUCATION
36	NEB	GOVERNMENT OF NEPAL NATIONAL EXAMINATIONS BOARD

Sl.No	Code	Name
37	NIOS	NATIONAL INSTITUTE OF OPEN SCHOOLING
38	OTHER	OTHERS
39	PRESU	PRESIDENCY UNIVERSITY
40	PSEB	PUNJAB SCHOOL EDUCATION BOARD
41	RETM	RETAIL MANAGEMENT
42	RMV	RAVINDRA MUKTA VIDYALAYA
43	STXV	ST.XAVIER'S UNIVERSITY
44	TBHSE	TAMILNADU BOARD OF HIGHER SECONDARY EDUCATION
45	TBSE	TAMILNADU STATE BOARD OF SCHOOL EXAMINATIONS
46	TECHNO	TECHNO INDIA UNIVERSITY
47	TESBIE	TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION
48	TIBSE	TRIPURA BOARD OF SECONDARY EDUCATION
49	UPBHSIE	U. P. BOARD OF HIGH SCHOOL & INTERMEDIATE EDUCATION
50	USEPP	UTTRANCHAL SHIKSHA EVM PARIKSHA PRISHAD
51	WBCHE	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
52	WBCROS	THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING
53	WBME	WEST BENGAL BOARD OF MADRASAH EDUCATION
54	WBPE	WEST BENGAL BOARD OF PRIMARY EDUCATION
55	WBSE	WEST BENGAL BOARD OF SECONDARY EDUCATION
56	WBVET	WEST BENGAL STATE COUNCIL OF VOCATIONAL EDUCATION AND TRAINING

## Annexure 8: 10+2 Subject Master

Subject Code	Subject Name
ACCT	ACCOUNTANCY
ACT2	Accountancy-II
ADDM	Additional Mathematics
ADEN	ADDITIONAL ENGLISH
AGEO	Additional Geography
AGNM	AGRONOMY
AGRI	AGRICULTURE
AHPF	Animal Husbandry including Poultry Farming
ALEN	ALTERNATIVE ENGLISH
ANTH	ANTHROPOLOGY
APCA	AP COMMERCIAL Art
APHY	Applied Physics
ARBC	ARABIC
ARTS	ART
ASMR	Art & Science of Makeup & Retail
ASMS	ASSAMESE
ATMV	AUTOMOBILE
AUTP	Auto shop Repair and Practice
BAEL	Basic Electricity
BAHO	Basic Horticulture
BANK	BANKING
BANU	Basic Nutrition
BEBM	BUSINESS ECONOMICS INCLUDING BUSINESS MATHEMATICS
BELC	Basic Electronics
BEN2	BENGALI
BENE	BENGALI (ELECTIVE)
BENG	BENGALI
BIOG	BIOLOGY
BIOH	Biology
BIOS	BIOLOGICAL SCIENCES
BITY	BIOTECHNOLOGY
BKAC	BOOK KEEPING & ACCOUNTANCY
BMAS	BUSINESS MATHS & STATISTICS
BMCO	Business Method and Correspondence
BNGA	BENGALI (A)
BNGB	BENGALI (B)
BOAD	Business Operation & Administration
BOKG	BOOK KEEPING
BOMG	BUSINESS ORGANISATION AND MANAGEMENT
BOTN	BOTANY
BS22	Combined Math & Physics
BSM2	Business Studies and Management-II
BSTA	BUSINESS STATISTICS
BSTD	BUSINESS STUDIES
BSTU	BUSINESS STUDIES
BUEC	BUSINESS ECONOMICS
BUMA	BUSINESS MATHEMATICS
BUOR	BUSINESS ORGANIZATION
BUSN	BUSINESS
CAPM	COST ACCOUNTANCY & PRINCIPLE OF MANAGEMENT
CCMT	Civil Construction & Maintenance Technology
CEMT	Civil estimation & material testing



Subject Code	Subject Name
CHEM	CHEMISTRY
CHNW	Computer Hardware and Networking
CLPA	COMMERCIAL LAW AND PRELIMINARIES OF AUDITING
CMAP	COMMERCIAL APPLICATIONS
CMAT	APP/COMMERCIAL ARTS
CMNT	BASIC COMPUTER MAINTANCE AND NETWORKING
CMOP	CAPITAL MARKET OPERATIONS
CMST	COMMERCIAL STUDIES
CNSA	COMMERCIAL MATHS & STATISTICS
COAP	COMPUTER APPLICATIONS
COMA	MODERN COMPUTER APPLICATION
COMC	COMMERCE
COMS	COMPUTER SCIENCE
CONU	COMMUNITY NUTRITION
CSAC	COST ACCOUNTING
CSAP	COMPUTER SCIENCE APPLICATION
CSTG	Costing
CSTX	COSTING AND TAXATION
CVCS	CIVICS
DEOP	DATA ENTRY OPERATIONS
DINN	Design & Innovation
DMOP	DERIVATIVE MARKET OPERATION
DNCE	DANCE
DTC2	DIETETICS
EAGH	Element of Agriculture and Horticulture
ECAA	ELEMENTS OF COST ACCOUNTANCY & AUDITING
ECAC	ELEMENTS OF COST ACCOUNTANCY
ECAP	ECONOMIC APPLICATIONS
ECCE	Early Childhood Care & Education
ECCV	Economics & Civics
ECOG	ECONOMIC GEOGRAPHY
ECON	ECONOMICS
EDCN	EDUCATION
EGGH	ENGINEERING GRAPHICS
EGSC	ENGINEERING SCIENCE
ELJR	Elements of Journalism
ELTD	Element of Textile Design
ELTS	ELECTRONICS
EMAC	ELEMENTS OF ACCOUNTANCY
ENED	Environmental Education
ENET	ENGLISH ELECTIVE
ENG2	ENGLISH
ENGA	ENGLISH (A)
ENGB	ENGLISH (B)
ENGL	ENGLISH
ENSC	Engineering Science
ENST	ENVIRONMENTAL STUD
ENTD	Enterprenership Development
ENTM	Enterprenership Management
ENTR	ENTREPRENEURSHIP
ENVE	ENVIRONMENTAL EDUCATION
ENVS	ENVIRONMENTAL STUDIES
EOCE	Elements of Civil Engineering
ETEL	ELECTRICITY AND ELECTRONICS

Subject Code	Subject Name
ETEN	ELECTIVE ENGLISH
ETGA	ELECTIVE GARO
EVSC	Environmental Science (Compulsory)
EWAI	Electrical Wearing
FACC	Financial Accounting
FACR	FINE ARTS AND CRAFTS
FADG	FASHION DESIGNING
FARD	Farad
FART	FINE ARTS
FAST	FASHION STUDIES
FATC	FINE ART & CRAFT
FBMA	FUNDAMENTALS OF BUSINESS MATHEMATICS
FCEN	FUNCTIONAL ENGLISH
FDMT	Force Deployment Management Tool
FIAC	FINANCIAL ACCOUNTING
FNDT	Food Nutrition & Dietetics
FOFM	Foundation of Financial Market
FOUT	Foundry Technology
FPAP	Food Processing & Preservation
FRNC	FRENCH
GACO	Garment Construction
GEGR	GEOGRAPHY
GEMD	Geometrical & Mechanical Drawing
GEOL	GEOLOGY
GEOT	Geospatial Technology
GJRT	GUJARATI
GMDG	Garment Design
GNHI	GENERAL HINDI
HGMA	HIGHER MATHEMATICS
HICR	HINDI CORE
HIET	HINDI ELECTIVE
HIMV	HIND.MUSICAL VOCAL
HINA	HINDI (A)
HINB	HINDI (B)
HIND	HINDI
HIST	HISTORY
HMFM	Home Management & Family Resource Management
HMFR	HOME MANAGEMENT AND FAMILY RESOURCE MANAGEMENT
HMHN	HOME MANAGEMENT & HOME NURSING
HMPI	Hindustan Mimic Percution Instrument
HMSC	HOME SCIENCE
HOLH	Holistic Health
HOMG	Home Science for Girls
HOMN	HOME MANAGEMENT AND HOME NURSING
HPED	Health And Physical Education
HPMG	HOSPITAL MANAGEMENT
HRGS	HUMAN RIGHTS & GENDER STUDIES
HUDV	Human Development
IHMT	INTRODUCTION TO HOSPITALITY MANAGEMENT
IHST	Islamic History
INCT	Information & Communication Technology
INDC	Interior Decoration
INFP	Informatics Practical
INPT	INFORMATICS PRACTICES

Subject Code	Subject Name
INSU	Insurance
INTL	INFORMATION TECHNOLOGY
IPAR	Islam Parichay
ISLS	Islamic Studies
ITEV	IT & ITES
JMCN	JOURNALISM AND MASS COMMUNICATION
LEPH	LEPCHA
LEST	LEGAL STUDIES
LISC	LIBRARY AND INFORMATION SCIENCE
LISM	Management Organization and reference service in library and Information Centre
LITE	LITERATURE IN ENGLISH
LOGC	LOGIC
LSCM	Logistic Operation and Supply Chain Management
MACM	MASS COMMUNICATION
MAMS	MASS MEDIA STUDIES
MANI	MANIPURI
MAT2	MATHEMATICS
MATH	MATHEMATICS
MCAP	Master of Computer Application
MIZO	MIZO
MLYM	MALAYALAM
MMRM	Marketing Management
MMSP	MASS MEDIA STUDIES & PRODUCTION
MMWT	Multimedia and Web Technology
MRCL	Mushroom Culture
MRED	Maintenance & Repairing
MRTH	MARATHI
MTBN	MODERN TIBETAN
MTH2	Mathematics
MUSC	MUSIC
MVMI	Minute Virus of Mice
NEPA	NEPALI (A)
NEPB	NEPALI (B)
NEPL	NEPALI
NUTN	NUTRITION
OCMT	ORGANISATION OF COMMERCE AND MANAGEMENT
ODIA	ODIYA
OFFC	Office Communication
OFFP	Office Procedure & Practices
OPPT	OFFICE PROCEDURES & PRACTICES
ORTV	ORGANISED RETALLING
ORYA	ORIYA
OTHERS	OTHERS
PADM	PUBLIC ADMINISTRATION
PALI	PALI
PFAT	PERFORMING ARTS
PHED	HEALTH AND PHYSICAL EDUCATION
PHFA	PUBLIC HEALTH & FIRST AID
PHHY	Physiology & Hygiene
PHIL	PHILOSOPHY
PHYS	PHYSICS
PISC	Pisciculture
PNJB	PUNJABI
PNTG	PAINTING

Subject Code	Subject Name
POLS	POLITICAL SCIENCE
PRAC	PRINCIPLES OF ACCOUNTS
PROJ	PROJECT
PRSN	PERSIAN
PSYC	PSYCHOLOGY
PYED	PHYSICAL EDUCATION
RBNH	R B NON-HINDI
REOP	Retail Operations
RETM	Retail Management
SAAD	SALESMANSHIP & ADVERTISING
SALM	Salesmanship
SANT	SANTALI
SCLP	SCULPTURE
SECP	SECRETARIAL PRACTICE
SECR	Security
SEUV	SECURITY
SNCR	SANSKRIT CORE
SNET	SANSKRIT ELECTIVE
SNSK	SANSKRIT
SOCG	SOCIOLOGY
SOCW	Social Work
SOSC	SOCIAL SCIENCES
SPED	SPORT & PHYSICAL EDUCATION
SSOM	Sec science & Office Management
STAT	STATISTICS
SWNE	Sewing & Needle Works
TAML	TAMIL
TAXT	TAXATION
TCTA	Television and Cable TV application
TEDG	Technical Drawing
TELG	TELUGU
THEO	Theology
TRIN	Tourism Resources in India
TYCA	Typography & Computer Application
URCR	URDU CORE
URDU	URDU
URET	URDU ELECTIVE
VIAT	Visual Arts
VISA	VISUAL ARTS
WAPP	Web Application
WEPE	WORK EDN. & Physical Education
WPDV	WEB PAGE DEVELOPMENT

## Annexure - 9

### Naming Convention and File Size of Documents and their Folder

Naming Convention to be followed as per Guidelines given below :

Before applying online an application is required to have a scanned (digital) image of his/her documents as per specifications given below:

#### 1. Photograph Image

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI
- Name of the image-file is **P<Form no.>.jpeg** e.g. **P0110001.jpeg**

#### 2. Signature Image

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **S<Form no.>.jpeg** e.g. **S0110001.jpeg**

#### 3. Age Proof Document Image

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI
- Name of the image-file is **A<Form no.>.jpeg** e.g. **A0110001.jpeg**

#### 4. Mark Sheet Document Image

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI
- Name of the image-file is **M<Form no.>.jpeg** e.g. **M0110001.jpeg**

All the above documents are mandatory.

**Besides those mentioned above following documents are also mandatory, if applicable :**

#### 5. Caste Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **C<Form no.>.jpeg** e.g. **C0110001.jpeg**

## 6. Persons with Disabilities (PWD) Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **D<Form no.>.jpeg e.g. D0110001.jpeg**

## 7. BPL Certificate Document Image

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image is **B<Form no.>.jpeg e.g. B0110001.jpeg**

## 8. Migration Certificate Document Image

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **G<Form no.>.jpeg e.g.: G0110001.jpeg**

## 9. Equivalence Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **E<Form no.>.jpeg e.g. E0110001.jpeg**

## 10. Registration Certificate (for already registered candidates)

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **R<Form no.>.jpeg e.g. R0110001.jpeg**

## Naming convention of different Folders to be created for saving scanned images of different types of document :

	<b>Name of the Sub-folder</b>	
All Photos may be saved in a sub-folder	"Photo"	
All signatures may be saved in a sub-folder	"Signature"	
All Age Proofs may be saved in a sub-folder	"Age"	
All Mark Sheets may be saved in a sub-folder	"Marksheet"	
All Caste Certificate may be saved in a sub-folder	"Caste"	
All PWD certificates may be saved in a sub-folder	"PWD"	
All BPL certificates may be saved in a sub-folder	"BPL"	
All Migration certificates may be saved in a sub-folder	"Migration"	
All Equivalence certificates may be saved in a sub-folder	"Equivalence"	
Registration certificates for already Registered candidate may be saved in a sub-folder	"Registration"	