



**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 /630/2020

Date: 13.11.2020

To  
The Principal/Vice-Principal/Teacher-in-Charge/Head of the Institutions  
of all affiliated College under University of Calcutta.

**Sub:** Verification of Registration Process for **Under Graduate Courses** [B.A. / B.Sc / B.Com. (Honours /Major /General), B.Mus.(Honours/General), BBA(Honours), BFA & BFAD] for the session 2020-2021.

**Sir/Madam,**

This may kindly be considered here that, to initiate **Registration Process for UG Students for the session 2020-21**, steps for verification of uploaded students' documents through online Registration portal in regards to the respective fields like Students' (10+2) Subjects and their opted marks, Student's name, Guardians name, Sex, Caste, Pwd and Nationality thereon; which should be verified by the College against Students' hard Copies within scheduled date as notified by the University here in under. During verification process following steps should be followed strictly otherwise, **if any student's uploaded documents are found fake and false, registration of that student's with this University stands to be cancelled.**

**Verification Rules:**

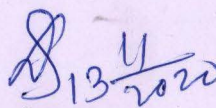
- Net Downloaded copies of the Students' documents will not be uploaded in any stage;
- Students' name and Guardians' name should be identical with their (10+2) level Marksheets and Admit Cards respectively;
- Fields like Sex, Caste Category, Pwd and Nationality will be checked thoroughly;
- Any shortcoming of documents should be blocked by the College at the Registration Portal from their side instantly;
- Failed HS Mark-sheet will not be uploaded by the college to the Registration Portal which is beyond rule;
- If a student fails in any Practical paper of a specific subject & wish to opt the same under the said course, he/she should be treated as failed candidate, despite being declared 'Pass' by the concerned Board/Institution, & hence his/her Registration data cannot be made through.

After verification process, a verification letter authenticated by the respective College Principal / Head of the Institutions, should be emailed at **ugverdoc20@caluniv.ac.in** positively, mentioning anomalies in Formno.(s)/Student(s) name/ Guardian(s) name etc. if found any against above mentioning rules of verification, otherwise this report will contains a declaration : "**All uploaded documents against students' hard copies are found correct**".

- Last date for submission of verification letter by the College to the University: 24.12.2020.

Looking forward for your heartiest co-operations for successful completion of the process.

Thanking You,

  
13/11/2020  
Registrar