UNIVERSITY OF CALCUTTA
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Ref. No. Regn/2/2013-2014, dated. 12/09/2013

From : Prof.BasabChaudhuri
Registrar
University of Calcutta

Senate House
Kolkata
Date : 12/09/2013

To
The Principals/The Heads of Colleges/Institutions
Affiliated to the B.A./B.Sc./B.Com./B.Mus./B.B.A.(Hons.) Degree Courses (under 1+1+1 yr. system) / to the courses other than those mentioned above, under the University of Calcutta.

Sir / Madam,

With reference to our earlier Notification. No. Reg./1/2013-2014. dt. 19/07/2013.I am to draw your kind attention to the following rescheduling of dates regarding Registration of the students admitted for the academic session : 2013-2014 (under the 1+1+1 year system of Examination and other courses of studies under this University) :

Subject	Without Late Fine	With Late Fine
Last Date for Submission of Application Forms for Registration (from both Non-Migrating and Migrating Students of the courses mentioned above) And requisite fees there of	**30.09.2013**	**03.10.2013**
Date of issuing of checklist from University to college	11.11.2013 to 15.11.2013	
Date of check list submitted by the college to the university after signing by the student.	25.11.2013 to 29.11.2013	
Issuing of Registration certificate to the college representatives	From 30.12.2013 onwards.	

- **Admission should be made strictly as per latest CSR notifications.**
- The registration form is available at university website www.caluniv.ac.in as well as from our university sales counter at a price of INR Rs. 10/-(Rupees ten only) per copy of form along with instruction sheets (total six pages).
- The **downloaded copy of form must be printed at 100% zoom in A4 paper or the same size** as it is .
- From the six pages registration form with instructions in first four pages, the **fifth page to be submitted to the university by the college only**.The sixth page must be retained by the candidate.
- The softcopy in given format may be submitted to the university in a CD or the same can be emailed to our email id **calunivregn@gmail.com**

- In case of downloaded form the form number will be **DCollegecodeSerialnumber(e.g D9990001 , Here collegecode=999 serial No=0001**)
- The CD will contain the file in the format enclosed as annexure. The softcopy of student photograph in a folder and another folder with the Signature of student name. The scanned photograph and scanned signature file name will be same as form number and the same will have to be kept in the folders PHOTO and SIGNATURE respectively.

- 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 B (a) hereinabove with late fine).
- You are requested to conform to 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 along with CD of Registration-data or document of emailed transfer of Registration-data to the Registration Section of the University in the following manner :
  (1) 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);

  (2) kindly,arrange Application Forms (duly filled in) in ascending order of form Serial Nos. (as printed thereupon beside the space for pasting specimen passport-sized coloured photograph) only; do not classify the Forms streamwise or sexwise.

  (3) 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 and corresponding enclosures arranged in the same ascending order of Form Serial Nos. collected separately in another lot 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, Yours faithfully,

(Prof.BasabChaudhuri)
Registrar