



UNIVERSITY OF CALCUTTA

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Prof. (Dr.) Debasis Das
Registrar

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Ref.No: R/367/2025

Dated: 09.10.2025

To
The Principals/Vice-Principals/TIC/Head of the Institutions
of all affiliated Colleges to the University.

Sub: Addendum for UG Online Registration Process for the session 2025-26 vide
Ref.No.R/356/2025 dated 22.09.2025.

Sir/Madam,

In reference to the notification regarding Online Registration Process for the session 2025-26, you are requested to instruct your good office to follow following issues as stated;

- ✓ No Subject Change for CAP Students: Students admitted through the Central Admission Process(CAP) will not be allowed to change their subject combinations at the time of uploading respective student's information for Registration from concerned College.
- ✓ Uploading Cancellation Receipt: For those Students who have cancelled CAP admission in such cases concerned colleges are requested to upload said Online admission cancellation receipt on the the Registration Portal while uploading students' information.
- ✓ Document upload Nomenclature: Colleges should upload exact documents in proper area at the portal with exact nomenclature while uploading respective student's documents. Any misleading information at the Registration Portal will led to cancellation of said student's registration for the academic session 2025-26.

Implementation Consideration:

- Colleges should ensure adherence to these guidelines for the UG Online Registration Process 2025-2026.
- Accurate uploading of documents and Cancellation Receipts(where applicable) is necessary for students registration.

Thanking You,

 09/10/2025
Registrar

REGISTRAR
UNIVERSITY OF CALCUTTA

Annexure 9

Naming Convention and File Size of Documents and their Folder

Naming convention to be followed for scanned images of various documents.
These documents are mandatory:

- | | | | |
|---------------------------------|---|----------------|---------------------|
| 1. Photo | : | P<Form No>.jpg | (Size within 100KB) |
| 2. Signature | : | S<Form No>.jpg | (Size within 100KB) |
| 3. Age Proof | : | A<Form No>.jpg | (Size within 250KB) |
| 4. Mark Sheet | : | M<Form No>.jpg | (Size within 250KB) |
| 5. Admission Form/CAP Admission | | | |
| Cancellation Receipt (if any): | | F<Form No>.jpg | (Size within 250KB) |
| 6. ABC ID Card | : | U<Form No>.jpg | (Size within 250KB) |

Besides those following documents are optional but the Naming convention will be as follows:

- | | | | |
|--|---|----------------|---------------------|
| 7. Caste Certificate | : | C<Form No>.jpg | (Size within 250KB) |
| 8. PWD Certificate | : | D<Form No>.jpg | (Size within 250KB) |
| 9. EWS Certificate | : | W<Form No>.jpg | (Size within 250KB) |
| 10. BPL Certificate | : | B<Form No>.jpg | (Size within 250KB) |
| 11. Migration Certificate | : | G<Form No>.jpg | (Size within 250KB) |
| 12. Equivalence Certificate | : | E<Form No>.jpg | (Size within 250KB) |
| 13. Registration Certificate | : | R<Form No>.jpg | (Size within 250KB) |
| (For already registered candidates) | | | |
| 14. UG Council Letter | : | L<Form No>.jpg | (Size within 250KB) |
| (For already registered candidates) | | | |

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

- 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 Admission Form may be saved in a sub-folder "Admission".
- All ABC ID Card may be saved in a sub-folder "ABCID".
- All Caste Certificate maybe saved in a sub-folder "Caste".
- All PWD certificates may be saved in a sub-folder "PWD"
- All BPL certificates maybe saved in a sub-folder "BPL".
- All Migration certificates maybe saved in a sub-folder "Migration"
- All Equivalence certificates maybe saved in a sub-folder "Equivalence".
- All Registration certificates may be saved in a sub-folder "Registration".