



UNIVERSITY OF CALCUTTA

SENATE HOUSE

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Dr. Debarati Das

Deputy Registrar (Acting)

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Ref No. – DR/25/2022

Dated: 02.09.2022

To

The Principals/ Vice-Principals/ T.I.C

of all the Affiliated Colleges under the University of Calcutta

(Offering B.A/ B.SC/B.COM/B.MUS/ B.B.A Degree Courses of Studies).

Sub: Criteria for Verification of UG Students' Documents for the session 2022-2023.

Sir/Madam,

This may kindly be noted here that in order to initiate UG Registration Process for the session 2022-2023 it is necessary to verify Students' documents at the time of uploading Students' information in regard to their submitted documents at Registration Portal. Verification of Students' documents on the basis of undermentioned criteria should be done by the respective Colleges.

Criteria for checking uploaded Student related documents: before uploading for Registration at Registration Portal:

- Copies of downloaded Students' documents will not be uploaded ;
- Students' Name and Guardians' Name should be identical with those appearing in their (10+2) level Mark-sheets and Admit-Cards respectively;
- Students' basic information related to their Gender, Physical Disability (in case of PWD students) and Nationality should be checked thoroughly;
- All the relevant documents for a student required for Registration shall have to be uploaded ;
- Mark-sheet of (10+2) level examination indicating "Fail" should not be uploaded in the Registration Portal;
- Students failing, in any Practical Paper of a specific subject & wishing to reappear at the examination in the said paper should be treated as failed candidates, despite being declared 'Pass' by the concerned Board/Institution & hence their Registration data should not be uploaded;
- In terms of Notifications issued by the BCW Department, Govt. of West Bengal, caste certificates of SC,ST,OBC students must have been issued by the competent authorities as mentioned below:

- ✓ Sub-divisional Officer of a Sub-Division in a District is Certificate issuing Authority. In Kolkata such certificate is issued by such an officer as the State Government by modification authorizes. According the District Welfare Officer, Kolkata and Ex-Officio Joint Director, BCW has been notified to act as the certificate issuing Authority in respect of Kolkata covering jurisdiction of the Kolkata Municipal Corporation vide Ref.No. 1203-BCW/MR-88/2014 Dated:27.07.2015 for SC and ST Candidates and vide ref. No. 1204-SBCW/MR-67/10 Dated:27.07.2015 for OBC candidates respectively.

Information of candidates failing to submit above mentioned document; issued by aforementioned Issuing Authority should not be uploaded in the Registration Portal.

Co-operation from all concerned will be highly appreciated for smooth functioning of Registration Process 2022-2023.

Thanking you,

Deputy Registrar (Acting)
University of Calcutta

Yours faithfully,

[Signature]
2.9.22
Deputy Registrar
University of Calcutta