

NOTICE

CALCUTTA UNIVERSITY REGISTRATION - 2018

ALL THE 1ST YEAR STUDENTS ARE DIRECTED TO FOLLOW THE STEPS AND SCHEDULE REGARDING CU REGISTRATION VERY CAREFULLY.

STEP - 1	LOG ON www.sarsunacollege.ac.in (THE OFFICIAL WEBSITE OF SARSUNA COLLEGE)
STEP - 2	CLICK ON THE LINK "REGISTRATION -2018 "BUTTON WHICH IS AVAILABLE ON THE WEBSITE ON AND FROM 24/08/2018 TO 27/08/2018.
STEP - 3	PUT YOUR COLLEGE ROLL NO AND DATE OF BIRTH AND PRESS SUBMIT BUTTON.
STEP - 4	NOW UPLOAD 1)YOUR RECENT COLOR PHOTO(15 - 20 KB) 2) SCAN COPY OF YOUR FULL SIGNATURE(10 - 15 KB) 3) 10+2 ADMITCARD CONTAINING STUDENTS GURDIAN'S NAME (40-50)KB.
STEP - 5	CLICK THE SAVE BUTTON AND GET YOUR REGISTRATION FORM NO. TAKE NOTE OF THE NO AND CLICK ON THE OK BUTTON.
STEP - 6	NOW AGAIN ENTER YOUR COLLEGE ROLL NO AND YOU WILL GET THE OPTION TO ENTER YOUR ADDHAR NO. NOW ENTER YOUR ADDHAR NO AND PRESS THE SUBMIT BUTTON .IF YOU HAVE NO ADDHAR NO THEN ENTER 12 NOS ZERO IN PLACE OF ADDHAR NO .
STEP - 7	NOW YOU WILL GET THE OPTION TO TAKE PRINT OF REGISTRATION FORM AND CHECK POINT CUM RECEIPT FORM. TAKE A PRINT OUT OF THIS FORM AND SEE THE FORM THOROUGHLY, IF EVERYTHING IS CORRECT THEN PUT YOUR SIGNATURE AT PROPER PLACE AND MAKE A COPY OF THE SAID FORM.
STEP - 8	SUBMIT THE FORM WITH THE FOLLOWING DOCUMENTS AT COLLEGE OFFICE AS PER GIVEN SCHEDULE. 1) COPY(X-EROX) OF 10+2 MARKSHEET 2) COPY OF SC/ST/OBC /PH CERTIFICATE (IF YOU BELONGS TO THESE CATEGORY) (PLEASE MENTION THE REGISTRATION FORM NO (D563XXXX) ON THE RIHGTEST TOP CORNER OF THE ABOVEMENTIONED DOCUMENTS.
STEP - 9	KEEP THE CHECK POINTS PAGE PROPERLY IN YOUR CUSTODY AFTER SIGNED BY OFFICE PERSONEL.
STEP - 10	FOLLOW THE NOTICE BOARD. A CHECKLIST CONTAINING YOUR REGISTRATION DATA WILL BE PUBLISHED WITHIN FEW WEEKS. GO THROUGH THE CHECKLIST VERY CAREFULLY IF ANY INDISCRIPENCY FOUND IMMEDIATELY CONTACT WITH COLLEGE OFFICE.

OHAVE YOU COMPLETED ALL THESE STEPS PROPERLY?

NOW YOUR APPLICATION FOR CALCUTTA UNIVERSITY REGISTRATION IS OVER .WAIT FOR REGISTRATION CERTIFICATE WHICH WILL BE ISSUED BY CALCUTTA UNIVERSITY IN DUE COURSE PROVIDED ALL RULES AND REGULATION OF CU ARE FULLFILLED.

REGISTRATION FORM SUBMISSION SCHEDULE (AT COLLEGE OFFICE)

DATE	25/08/2018(SATURDAY)	27/8/2018(MONDAY)	28/08/2018(TUESDAY)
TIME	SHARP 11.30 AM (NO STUDENT WILL BE ALLOWED AFTER THE SCHEDULED TIME)	SHARP 12.00 NOON (NO STUDENT WILL BE ALLOWED AFTER THE SCHEDULED TIME)	SHARP 12.00 NOON (NO STUDENT WILL BE ALLOWED AFTER THE SCHEDULED TIME)
PLACE	SEMINAR HALL	SEMINAR HALL	SEMINAR HALL
FORM NO AS MENTIONED IN THE REGISTRATION FORM (D563XXX)	D5630001 TO D5630500	D5630501 TO D5631200	D5631201 TO END

