



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956


INSTRUCTIONS TO BE FOLLOWED FOR PHYSICAL SUBMISSION OF CALCUTTA UNIVERSITY REGISTRATION DATA SHEET & DOCUMENTS (PART 2 OF 2) (APPLICABLE ONLY FOR THE STUDENTS ADMITTED IN ACADEMIC YEAR 2024-25)

- Please read the instructions given below carefully before reporting to the Venue for Physical Submission of your Data Sheet & Documents.
- The Calcutta University registration procedure is divided into two parts, and it is mandatory for students to complete both for successful registration. If you have not yet completed Part 1 of the registration procedure, [Click Here](#) to read the notice related to it before proceeding with the Physical Submission of required documents (Part 2).

Step 1 Once you have completed Part 1 of the procedure, take a printout of the Data Sheet you submitted online for your Calcutta University registration. You can download and print the Data Sheet by either clicking on the **Download Registration Data Sheet** option available under the **CU Registration Process** (under Student Console) in your [Campus Login](#) or by accessing the link sent to your institutional email ID upon successful completion of your Online Registration process.

Note: You must print the form on an A4 size, white coloured paper in portrait mode only. Both side printing is mandatory to save paper.

Step 2 On the second page of the Registration Data Sheet, you must provide your FULL SIGNATURE in running hand (**DO NOT SIGN IN BLOCK/ CAPITAL LETTERS**) within the designated box, ensuring you avoid the borders. Please refer to the picture shown below for clarification.

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Full Signature of the Student (Do not sign in BLOCK LETTERS)	Date

Step 3 **Attach the following documents exactly in the same order along with the Calcutta University Registration Data Sheet that you have printed by following the instructions given in Step 1 above:**

- 1 (One)** photocopy of the Original Class XII Board marksheet. In case you have not collected your original marksheet and uploaded the Digi Locker/ Internet copy of the marksheet, please make sure to get your original marksheet by 30/09/2024. **(Net copy/ Digi Locker version will not be accepted).**
- 1 (One)** photocopy of Original Class X Board Admit Card/ Class X Board Marksheet/ Birth Certificate (having Date of Birth mentioned in it), issued by Government authority or Municipality.
- 1 (One)** photocopy of the Student's Aadhar Card, **(Mandatory for Indian Citizens. Foreign Nationals MUST provide a photocopy of their Passport).**
- 1 (One)** photocopy of Original SC/ ST/ OBC Certificate, issued by Government of West Bengal **(Required only if applied under SC/ ST/ OBC category).**
- Original** Migration Certificate issued from the Board **(NOT applicable for students belonging to WBCHSE/ ISC/ CBSE/ NIOS)**. In case you have not collected your migration certificate yet please make sure to get it by 30/09/2024.
- 1 (One)** photocopy of Original EWS Certificate issued by Government of West Bengal **(Required only if applied under EWS category).**
- 1 (One)** photocopy of the PWD (Person with Disability) Certificate **(Required only if applied under the Physically Handicap category).**
- 1 (One)** photocopy of Calcutta University Registration Certificate (only applicable to students registered with Calcutta University in the year 2023 or before).

Please Note:

- **DO NOT STAPLE any of the Documents, instead use a bell clip to attach the photocopies.**
- **Apart from Migration Certificate, students are not required to submit any original documents along with the Registration Data Form (as applicable).**



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Step 4
Once you have arranged the Data Sheet along with the documents mentioned above, it is mandatory to write the Calcutta University registration form number (starting with 017XXXX, located on the first page of the registration data form, as shown in the picture below) in the top right-hand corner of each document listed above (from sr. no. a to h, as applicable).



The Bhawanipur Education Society College
5, Lala Lajpat Rai Sarani, Kolkata – 700020
Registration Data Sheet for UG Courses (Session 2024-2025)

Application No.	000001	UID	0101241622
Course	4 Year BBA	Shift	Day
Admission Date	26/07/2024	CU Form No.	017XXXX
Gujarati	Yes	Sports Quota	Yes

Please Note:

- ❖ You **MUST** carry valid College ID Card, in Original, as you will have to produce the same to enter the Venue.
- ❖ In case you have opted for rectification in your data, you are required to inform the College office executive in the Registration Form Submission Tables about the same at the time of Physical submission of your Calcutta University Data Sheet at college.
- ❖ Make sure that on submission of your Registration Form, your College ID Card is scanned by the College Office Executive in the Registration Form Submission Tables.
- ❖ It is mandatory for the student to be present personally at the time of Calcutta University Registration Process.
- ❖ Requests for any changes in the Registration Form submission schedule will not be entertained under any circumstances.
- ❖ The admission process is incomplete until you complete both the parts (Part 1 - Online Submission Of Data and Part 2- Physical Submission Of Registration Data Sheet And Documents) of your Calcutta University Registration process.