Ref.No: R/211/2023   Dated: 29.09.2023

To
The Director/Secretaries of Faculty Councils/Principals/
Vice-Principals/T.I.C./Head of the Institutions/Officer-in-Charge of
P.G Colleges affiliated to the University of Calcutta
(Offering Various P.G. Courses)

<u>Sub:</u> <u>Notice relates with Students' PG Registration Process 2023-2024 through online mode.</u>
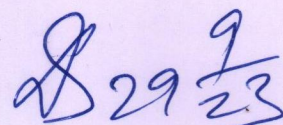
Sir/Madam,

I, the undersigned has been directed to inform you that <u>students' Online P.G. Registration process 2023-2024 will start on and from 30.09.2023 at 12.00p.m</u>. In this circumstances this may also be noted that submission of hard copies students' Registration Form(s) with Original Migration Certificate(s), Fees Receipt(s) along with all other testimonials which are required for Registration will be send to the 87/1, College Street Kolkata-700073 after being endorsed by the respective Head of the Institutions. <u>Process of submission of students' Registration Forms will commence on and from 9th October,2023 in all working days</u>.

This may also be requested to the respective College Principals/Secretaries of all University Faculty Councils/Head of the concerned C.U. Departments <u>not to send any student individually to submit their hard copies to the concerned section</u>. To maintain this Submission process smooth you should instruct your office to submit students' testimonials of all P.G. Students' 2023-2024 in a bunch; being forwarded by the Head of the Institutions/ C.U. Departments. If any problem arises at the time of uploading students' information for Registration, you may instruct them to fill up query form (annexed herewith); and duly submit that form to the concerned College/Campus/ C.U. Department(s)

Total PG Registration Process for the current academic session should be completed through online mode. No physical presence of any student(s) is required at the University premises regarding such issues.

Co-operation from all concerned will be highly appreciated.

Thanking you,

Registrar
REGISTRAR
UNIVERSITY OF CALCUTTA

PG Query Form 2023-2024

Name of the Student:

Applicant's Guardian's name:

College/Campus Code:

Name of the College/Campus:

Applicant's Email

Applicant's Contact No.

Course applied for

CU Registration no.(if any)

Problem(s) found at the time of uploading student's Information/Printing his/her Registration Form 2023-2024 in details.

Date: _____
                                             Signature of the Student

Date: _____
                                             **Forwarded by the Head of
                                             the Institution with Office Seal**