

## REGISTRATION NOTICE M.COM. SEM-I 2024 SHRI SHIKSHAYATAN COLLEGE

**M.Com. Semester-I**, 2024 students have to login to C.U. Registration Portal to upload Registration Data within 17.11.2024 without fail

## <u>Procedure</u>

- Login to <u>www.calunivreg.in</u>
- Click PG Registration
- Fill PG ONLINE REGISTRATION portion and click REGISTER
- Submit the **OTP** received in the Mobile number provided.
- > Log in(Top right corner) using User Id (e-mail id) and Password
- > Read the instructions carefully and click **Enrol Yourself**
- > Select Academic Session 2024 and click College/Institution
- > Fill up the Registration Form and upload required documents.
- Check all data entered and click Submit to complete the submission process.
- Save the generated Registration Form for future use.

## Instruction to be followed while filling up the Registration Form Online

- Form is to be filled up in Capital Letters only.
- Use Laptop / Desktop (Browser: Google Chrome or Mozilla Firefox, Internet Speed 4 Mbps or Higher) (Do not use mobile)
- Only CU registered candidates are required to input the CU Registration number as in Registration Certificate. Other University candidates will leave the column blank.
- Select "SHRI SHIKSHAYATAN COLLEGE(034)" in the Name of the College/Institution block
- Select Course of Study: M.Com.
- Select Department : COMMERCE (COLLEGE)
- Select **Date of Admission** (refer College admission fee challan)
- Select Migration Status: Migrating Student → Candidates from Other University Non-Migrating Student → Candidates from Calcutta University (w.r.t. last qualifying Examination)

• Fill up the Marks details as shown below (example For CU candidates)

Subject(s)	Full Marks	Marks Obtained(example)
B.Com.(Hons) Semester-I	500	461
B.Com.(Hons) Semester-II	500	462
B.Com.(Hons) Semester-III	400	357
B.Com.(Hons) Semester-IV	400	360
B.Com.(Hons) Semester-V	400	350
B.Com.(Hons) Semester-VI	400	365

Other University Candidates will fill the marks asper their Marksheets.

## List of Documents to be uploaded:

- 1. Colour Passport size Photograph (.JPG format, size of document within 50KB)
- 2. Student's Signature (Full signature, one line Running Hand, Crop Signature Portion Only). (.JPG format, size of document within 50KB)

List of Documents (Self Attested Scanned Copies):

(.JPG format, size of document within 100 KB)

- 3. D.O.B Proof: Admit Card /Marksheet of Class X/ Birth Certificate
- 4. Final Marksheet of Last Qualifying Examination. (E-marksheet / Provisional Marksheet not acceptable)
- 5. Caste Certificate [Students belonging to SC/ST/OBC-A/OBC-B (issued by Govt. of West Bengal only)]
- 6. C.U. Registration Certificate. (for previously C.U. registered candidates)
- 7. *Migration Certificate ( for Other University candidates)*
- 8. Equivalence Certificate. (If applicable)
- 9. BPL Certificate (If applicable))

10. PWD Certificate (If applicable))

Date: 14.11.2024

Dr. Papiya Chaudhury Teacher-In-Charge

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