



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat

24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

Ref. No : WBSU/Reg/UG-PG/Registration/Schedule/322/2022-23

Date : 17.08.2022

NOTIFICATION

I am directed by the Hon'ble Vice Chancellor to notify to all concerned, the Registration schedule for Under Graduate, Post Graduate and Professional courses for the session 2022-23 (Semester-I) as follows:

1)	Commencement of Online Registration by students Fees for UG Courses – Rs.400/-	20.08.2022
2)	Last Date of On-line Registration by the students	29.09.2022

The Student has to make **on-line payment** of the registration fees while filling the registration form. The distribution of registration fees under various heads will be as follows –

- a) For UG Courses–
i) Registration fee – Rs. 250/- ii) Sports Fee – Rs. 70/-
iii) Application fee- Rs.30/- iv) Processing Fee-Rs. 50/-

The Processing fee will be reimbursed by the University to Colleges after the registration process is complete. The college should enclose all relevant documents for each student while submitting registration forms in the University.

All UG students will be admitted and registered under the CBCS. All are hereby requested to strictly adhere to the time schedule specified. No fresh registration forms will be entertained after the last date. The University will in no way be responsible for delay by the students. The date of submission of the Registration forms upon verification by the concerned college will be intimated at a later date.

Sd/-

Registrar (Officiating), WBSU

Copy to the following for information and necessary action:

- 1) The V.C.'s Secretariat, WBSU
- 2) The Head/Co-ordinator of all the Academic Departments of WBSU
- 3) The Principal/Teacher-in-Charge/Officer-in-Charge of all Colleges affiliated to WBSU
- 4) The Finance Officer, WBSU
- 5) The Deputy Registrar, WBSU
- 6) Shri Ayan Kumar Ghosh, Registration Section, WBSU
- 7) Shri Sanjib Ruhi Das, Registration Section, WBSU
- 8) Shri Uttam Ray, Registration Section, WBSU
- 9) Shri Sanjay Das, Registration Section, WBSU
- 10) Smt. Luna Mitra, Registration Section, WBSU
- 11) The Registrar's Department, Guard File, WBSU


- Registrar (Officiating)
West Bengal State University
Barasat, Kolkata-700126

Correction in Registration Certificate

Submit the following documents:-

1. Application, duly forwarded by the Principal/TIC/OIC of the concerned College and (HOD, Co- Ordinator in case of University Campus students) to the Registrar, WBSU.
2. Photocopy of Admit Card of Class X Examination
3. Photocopy of Marksheet of Class X Examination
4. Photocopy of Admit Card of Class XII Examination
5. Photocopy of Marksheet of Class XII Examination
6. Photocopy of Registration of Graduation(For PG and Professional Courses)
7. Affidavit on Stamp Paper of Rs. 10/- from the Notary
8. Fees challan (for correction Rs.150/-)
9. Passport size photo (1copy)

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Duplicate Registration

Submit the following documents:-

1. Application, duly forwarded by the Principal/TIC/OIC of the concerned College and (HOD, Co-ordinator in case of University Campus students) to the Registrar, WBSU.
2. Photocopy of Admit Card of Class X Examination
3. Photocopy of Marksheet of Class X Examination
4. Photocopy of Admit Card of Class XII Examination
5. Photocopy of Marksheet of Class XII Examination
6. Photocopy of all Mark sheets of Graduation Examination
7. Photocopy of Registration of Graduation(For PG and Professional Courses)
8. Affidavit on Stamp Paper of Rs. 10/- from the Notary
9. Fees challan (Rs. 150/-)
10. Original G.D. of the Police Station
11. NOC from Migration Section
12. Passport size photo (1 copy)

Cancellation of Registration

Submit the following documents along with the application:-

1. Application, duly forwarded by the Principal/TIC/OIC of the concerned College and (HOD, Co-Ordinator in case of the University Campus students) to the Registrar, WBSU.
2. Original Registration Certificate issued by the University
3. Fees challan of (Rs.250/-)

SUBJECT CHANGE

Submit the following documents:-

1. Application, duly forwarded by the Principal/TIC/OIC of the concerned college to the Registrar, WBSU.
2. Photocopy of Registration form/ Registration certificate
3. Fees challan (for subject correction Rs.500/-)