

CITY COLLEGE

102/1, Raja Rammohan Sarani, Kolkata-700009
NOTICE (Sub: CU Registration of 1st Semester Students)

Dated: 30.07.2019

This is notified for the information of all students who took admission in 1st Semester classes (session 2019-20) that the College will initiate the CU registration process on and from **1st August, 2019**. The process shall consist of the following steps:

Step 1: Registration Form (in CU format) pre-printed with all relevant information to be printed and distributed to the student by the College (**1st August – 3rd August**) in case the student has uploaded the relevant documents correctly during online fill-up of forms.

In case of any error in uploading (detected by the College), they will be informed of such discrepancy and asked to furnish the correct documents **by 5th August**.

Step 2: Students to return the pre-printed form (**duly signed and authenticated by them in respect of accuracy**) back to the College after making the necessary correction, if any, in red/green ink (**2nd August – 5th August**). **IT MAY BE NOTED THAT OTHER THAN ERRORS IN SPELLING IN NAME, GENDER & DATE OF BIRTH, NO OTHER CHANGE/CORRECTION WILL BE ALLOWED AT THIS STAGE. IN OTHER WORDS, APPEAL FOR SUBJECT CHANGE WILL NOT BE ALLOWED AT THIS STAGE.**

Step 3: The College will upload the Registration Data as well as submit the pre-printed Registration Form (signed by the student) along with all testimonials to the university Portal.

In view of the extreme urgency and importance of the matter, all students are instructed to strictly follow the schedule (of form issue) mentioned below. The students should return the respective forms (after necessary corrections, if any, and duly signed) within one day of receiving the same. **NO FURTHER CHANGE WILL BE ENTERTAINED THEREAFTER.**

1st August: B.Com (All Honours students)

2nd August: B.Sc. (All Honours and General students) and B.Com (General students)

3rd August: B.A (All Honours and General students)

Sd/-

Principal

City College