

GUIDELINES FOR REGISTRATION

Please go through the Registration form carefully and check the information therein.

1. You will be able to correct / change the following information ONLY, if necessary, in the form
 - a) Name of Father
 - b) Name of Mother
 - c) Mobile Number
 - d) Email id
 - e) Address
 - f) Annual income
2. Once you are satisfied, press the UPDATE button at the end of the form to make your final submission. **No revision is possible after the final submission.**
3. NOTE the General Elective subjects allotted according to your preference, merit and availability. **This selection is final.**
4. Note your Form Number in the draft registration form.
5. **Last date of Registration in the college portal is 14/11/2022.**
6. **Registration Link:**
<https://www.scottishadmissions.com/UG2022/CU Registration SCC 2022/retrievefreditInfo.php>

The applicant must check the following documents carefully and upload **self-attested photocopies** of the same along with his/her photo and signature [**in .jpg format**], if not uploaded at the time of admission:

1. **Mark Sheet of the Qualifying Examination** (Higher Secondary [10+2] or other equivalent examination). (150 KB)
Digi-locker / Internet downloaded copy of Mark Sheet will not be accepted.
2. **Age Proof Document** (Birth Certificate or Admit Card showing DOB). (150 KB)
3. **Caste Certificate** (if applicable), issued by the competent authority. (100 KB)

[Relevant certificates should be authorized by either of the following:

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- v. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. According to Section 5 of the **West Bengal Scheduled Caste and Scheduled Tribe (Identification) Rules, 1995**, certificate issuing authority includes the Sub-Divisional Officer of the Sub-Division in a District, and the District Welfare Officer, Kolkata and the Ex-officio Joint Director, BCW (within KMC jurisdiction).]

4. PWD Certificate (if applicable), issued by the competent authority. (100 KB)
5. BPL Certificate (if applicable), issued by competent authority. (100 KB)
6. CU Registration Certificate (if applicable). (100 KB)
7. Migration Certificate (if required). (100 KB)
8. Equivalence Certificate (if required). (100 KB)
9. Digitized Photograph. (50 KB)
10. Digitized Signature. (50 KB)