UMESCHANDRA COLLEGE

13, Surya Sen Street, Kolkata – 700012
&
FC-129, Sector-III, Salt Lake, Kolkata – 700106

No: 140/SS-SM/2025-26   Date: 10.12.2025

Last reminder Notice

It is hereby notified that the following candidates of B.Com. Semester – I (4 year course & 3 year course) of both the campuses of session 2025-26 are **marked as Error** for their Scanned copy of original documents for University Registration. Hence, the following students (list attached herewith) are hereby directed to send the below mentioned **documents** as per the following instructions to the email id **reg.ucc.ccf2025@gmail.com** mentioning their respective **University Form no. as the subject of the email** within **13th December 2025.** For further queries candidates may contact to **College Office (Main Campus). Those who are not sent their required documents for University Registration within the stipulated time their admission will be cancelled and college will not be responsible for it.**

Instructions for sending scanned copy of original documents in JPG format:

1. **Create ABC ID Card**

    Name of the file should be **U<University Form no>.jpg** e.g. **U1260001.jpg**

    Size of file should be within **250 KB**

2. **Original 10+2 Mark sheet Scanned Image (Digitally Signed copy will not be accepted)**

    *   Name of the image-file should be **M<University Form no>.jpg** e.g. **M1260001.jpg**

    *   Size of file should be within **250 KB**.

3. **Original Age Proof Document Scanned Image**

    *   Original Class 10 Admit Card/Original Birth Certificate

    *   Size of file should be within **250 KB**.

    *   Name of the image-file should be **A<University Form no>.jpg** e.g. **A1260001.jpg**

4. **Photograph Image**

    *   Name of the image-file should be **P<University Form no>.jpg** e.g. **P1260001.jpg**

    *   Size of file should be within **100 KB.**

5. **Full Signature Image**

    *   Name of the image-file should be **S<University Form no>.jpg** e.g. **S1260001.jpg**

    *   Size of file should be within **100 KB.**

6. **Original Caste Certificate Document Image**

    *   SC/ST/OBC-A/OBC-B Caste Certificate issued by the competent authority of Govt. of West Bengal.

    *   Name of the image-file should be **C<University Form no>.jpg** e.g. **C1260001.jpg**

    *   Size of file should be within **250 KB.**

7. **PWD Certificate**

- PWD Certificate issued by the competent authority.
- Name of the image-file should be **D<University Form no>.jpg** e.g. **D1260001.jpg**
- Size of file should be within **250 KB.**

8. **EWS Certificate**

- EWS Certificate issued by the competent authority of Govt. of West Bengal.
- Name of the image-file should be **W<University Form no>.jpg** e.g. **W1260001.jpg**
- Size of file should be within **250 KB.**

9. **BPL Certificate**

- BPL Certificate issued by the competent authority of Govt. of West Bengal.
- Name of the image-file should be **B<University Form no>.jpg** e.g. **B1260001.jpg**
- Size of file should be within **250 KB.**

10. **Migration Certificate**

- **Migration** Certificate issued by the competent authority.
- Name of the image-file should be **G<University Form no>.jpg** e.g. **G1260001.jpg**
- Size of file should be within **250 KB.**

11. **Equivalent Certificate**

- **Equivalent** Certificate issued by the competent authority.
- Name of the image-file should be **E<University Form no>.jpg** e.g. **E1260001.jpg**
- Size of file should be within **250 KB.**

12. **Admission Form/CAP Admission Cancellation Receipt (if any)**

- Name of the image-file should be **F<University Form no>.jpg** e.g. **F1260001.jpg**
- Size of file should be within **250 KB.**

13. **Registration Certificate (already registered candidate at the University of Calcutta)**

- Name of the image-file should be **R<University Form no>.jpg** e.g. **R1260001.jpg**
- Size of file should be within **250 KB.**

14. **UG Council Letter (for already registered candidate)**

- Name of the image-file should be **L<University Form no>.jpg** e.g. **L1260001.jpg**
- Size of file should be within **250 KB.**

Besides those above mentioned following documents are also mandatory, as per required

Jhaquee
Principal
Umeschandra College

Copy to
Notice Board(2)
Notice File(2)
Principal's file
Academic –in-Charge, Extended Campus
Registration Section
Head Clerk
College Website.