

UMESCHANDRA COLLEGE

13, Surya Sen Street, Kolkata – 700012

&

FC-129, Sector-III, Salt Lake, Kolkata – 700106

No: 138/SS-SM/2025-26

Date: 06.12.2025

NOTICE

It is hereby notified that the following candidates of B.Com. Semester – I (4 years course & 3 years course) of both the campuses of session 2025-26 are **marked as Error and Block** for not uploading 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 **11th December 2025**. For further queries candidates may contact to **College Office (Main Campus)**.

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


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.