

# **UMESCHANDRA COLLEGE**

**13, Surya Sen Street, Kolkata – 700012**

**&**

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

No: 148/SS-SM/2025-26

Date: 23.12.2025

## **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 **31<sup>th</sup> 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**



Principal

Umeshchandra College

**Copy to**

Notice Board(2)

Notice File(2)

Principal's file

Academic –in-Charge, Extended Campus

Registration Section

Head Clerk

College Website.