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Serampore Girls College

13, T.C. Goswami St., Serampore, Hooghly- 712201

UNIVERSITY REGISTRATION NOTICE 2017-18

1st Year B.A./B.Sc. Hons and General students

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STUDENTS WHO HAVE BEEN ADMITTED FOR THE SESSION 2017-18 HAVE TO REGISTER WITH THE UNIVERSITY.

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www.seramporegirlscollege.org

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Students are required to upload recent scanned Passport Size Photograph, Signature and 10 +2 Level Admit Card.

STEP 1:

Login using your Full Application No. and Password.

STEP 2:

Applicant should have a scanned copy of recent Passport Size Photograph, Signature and 10+2 Level Admit Card.

- **The Photograph, Signature and 10+2 Level Admit Card must be in .JPG format only.**
- **The file size of each image (i.e. Photograph and Signature) must be less than 100 KB.**
- **The file size of 10+2 Level Admit Card must be less than 250 KB.**

STEP 3:

Click on 'UPLOAD DOCUMENT'

STEP 4:

Upload 1. Photo   2. Signature   and   3. Class XII Admit Card
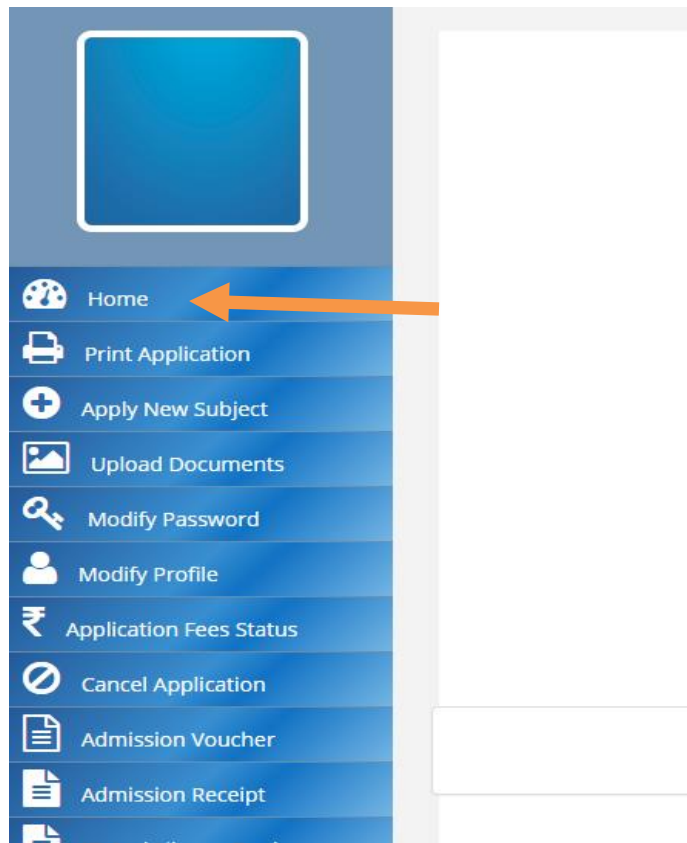
IMAGE/DOCUMENT UPLOAD PANEL

ONLY .JPG/.JPEG/.PNG files of maximum 100 kb are allowed to upload.

Image	Signature	XII Admit Card

Choose File No file chosen   Choose File No file chosen   Choose File No file chosen

Upload   Upload   Upload

Continue

STEP 5:

CLICK HOME LEFT SIDE

- Home
- Print Application
- Apply New Subject
- Upload Documents
- Modify Password
- Modify Profile
- ₹ Application Fees Status
- Cancel Application
- Admission Voucher
- Admission Receipt

STEP 6:

CLICK on 'Student Registration'

Important Links

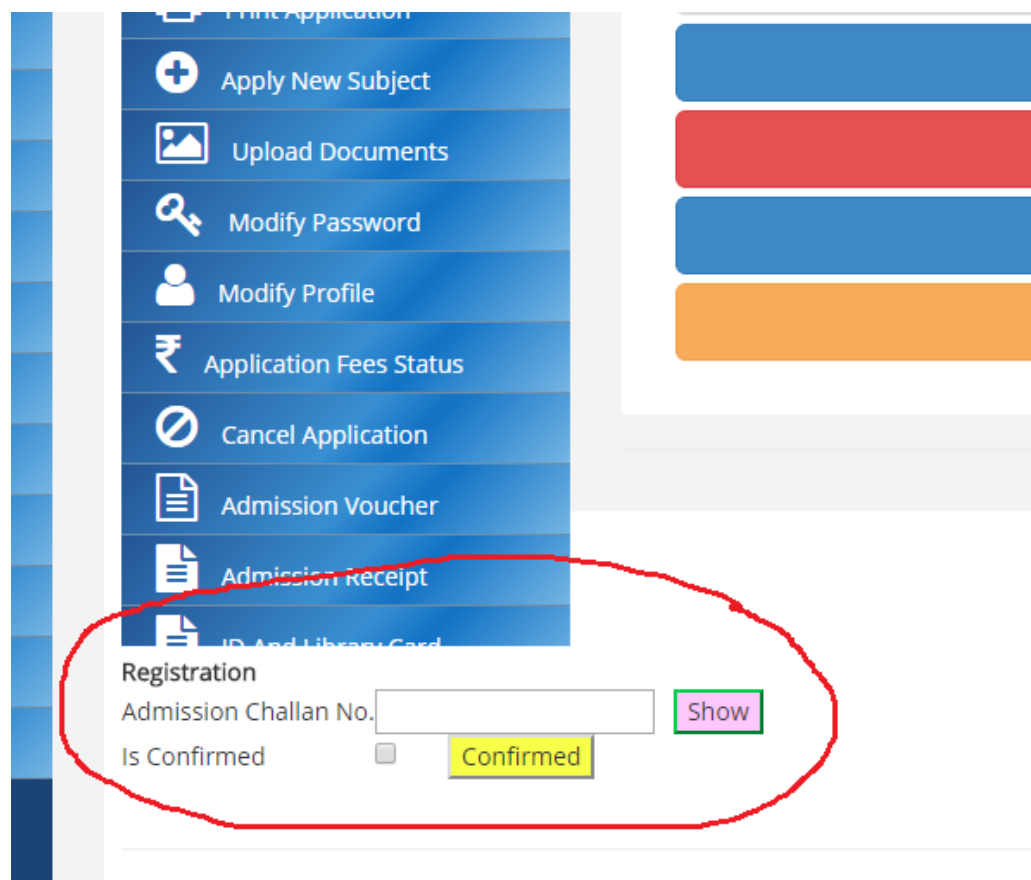| |
|---|
| Apply New Subject |
| Application Fees Status |
| Admission Status |
| Student Registraion |
| Help Desk |
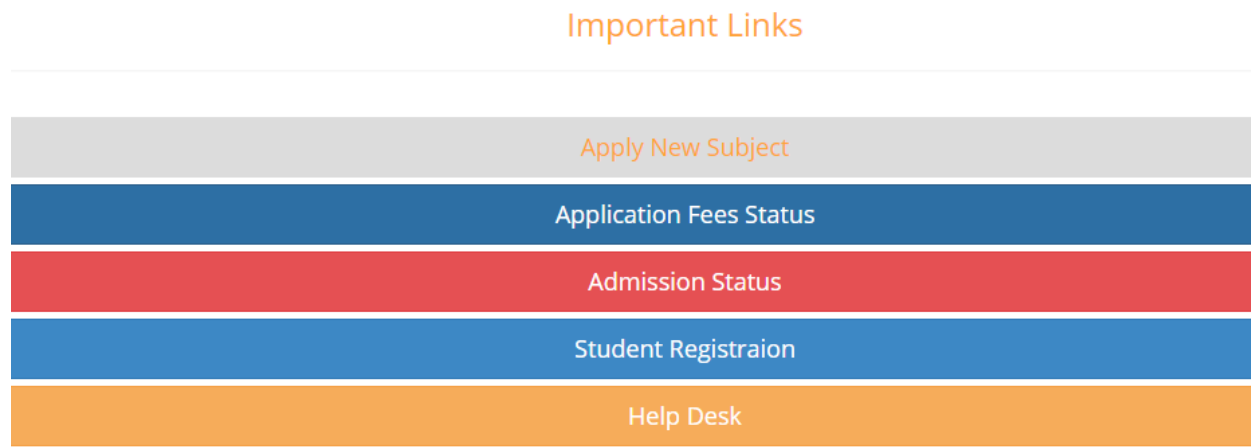
STEP 7:

Enter your admission challan number and put a tick on 'confirmed' button.

And press Show Button

STEP 8:

Take a print out of the registration form on an A4 page on both sides.

After submitting the above you must take the print out of the registration form. Also affix the color passport photograph (same as uploaded) on the printed application and sign the form.

If there are any incorrect information on the printed registration form, correct it with pen.

REGISTRATION FORM SHOULD BE PRINTED ON BOTH SIDES ON A SINGLE A4 PAGE.

Submit the form including the following documents in photo copies (Xerox copies).

1. **10th or madhyamik admit card**
2. **10+2 or HS admit card**
3. **HS marksheet**
4. **Caste certificate for SC, ST, OBC-A, OBC-B**
5. **Certificate of disability**

IMPORTANT DATES

University Registration of BA & BSc. (2018-19) 1st year students
Important Schedule to follow

College website opens for registration according to following schedule

ONLINE UPLOAD AND PRINT OUT OF REGISTRATION FORM

Schedule for uploading photo, signature and 10+2 admit card to web portal

Course	Date & Duration
All BA and BSc Hons	6.8.18 (4 PM) to 9.8.18 (12 night)
All BA and BSc General	10.8.18 (12 Noon) to 14.8.18 (12 night)

SUBMISSION TO COLLEGE

Course	Date & Time
All BA and BSc Hons	7.8.18 to 10.8.18 (11 am to 2 pm)
All BA and BSc General	11.8.18 to 16.8.18 (11 am to 2 pm)