





The Bhawanipur Education Society College

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA

RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROCESS FOR APPLYING FOR DUPLICATE REGISTRATION CERTIFICATE

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| The duplicate Registration certificate is issued by the University of Calcutta. The process is as follows. | |
| 1. | Download the form from the following link or you may scan the QR Code. https://www.caluniv.ac.in/imp-notice/useful_notice/DUPLICATE%20REGISTRATION%20FROM.pdf  |
| 2. | Take a printout of the form in a white A4 size paper in portrait mode. Fill up the details in the form and make your full signature in the place of the <u>Applicant Signature</u> on the first page of the application form. |
| 3. | Submit the signed form to the College office, Room No. 28, along with the following documents. Photocopy of anyone marksheet, admit card and one passport size photograph. |
| 4. | The college office will get it forwarded by the principal within 2 working days from the date of submission. |
| 5. | A payment of Rs.55/- to be paid online to university through the following link or you may scan the QR Code. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm  a) Search for Calcutta University in the search box and select "Calcutta University – Online Payment." b) Under the payment category, select "Payment for Misc Fees". c) Fill up the details. d) Amount shall be Rs.55/- e) Once paid, print the receipt. |
| 6. | The signed form along with the required documents is to be submitted to the University of Calcutta, Registration Department, <u>DARBHANGA BUILDING</u> 1 st Floor. |

Please note: Once the documents are submitted to the University along with the required application form and fee, follow-ups are to be made with University only as college has no role to play further into it.