

UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade A

Prof. (Dr.) Pranab Ghosh
Registrar (Officiating)
Raja Rammohunpur
P.O. North Bengal University
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Ref. No. : **603** / R-2021

Dated : 18.11.2021

To
The Principal/Teacher-in-Charge/Lecturer-in-Charge/Officer-in-Charge/
All affiliated Colleges of University of North Bengal

The Head, Department of Law/Head, Department of Geology/ Head, Department of Anthropology/ Coordinator, Centre for Innovative Studies, University of North Bengal./ *Head Department of Tea Science, NBU.*

Sir/Madam,

Please find below the Guidelines for Registration of students for the session 2021-2022. You are requested to strictly adhere to the guidelines.

Guidelines for Registration of students of affiliated Colleges of NBU, for the session 2021-2022

1. Colleges will have to prepare Excel Sheet and then Convert it to CSV file containing students' data as per format given herewith (Annexure-I) for uploading.
2. Colleges must provide full name of the subject without using any code or abbreviation, v.i.z BENGALI instead of BEN.
3. NBU will ensure that Demo Registration file and Subject Code are uploaded in Members area and they will be sent via email to the Principals of the colleges.
4. The uploading of students' data shall be done by respective colleges in online mode at www.nbuexams.net (members' area).
5. Colleges will have to upload students' data, edit or correct them within the stipulated dates as mentioned below.
 - a) The link will remain open from **29/11/2021** (from 12:00 noon) to **06/12/2021** (up to 5:30 p.m.) for uploading excel sheet containing student's data.
 - b) Either colleges or students shall upload photos (within 50KB size limit), H.S mark sheet (within 60KB-100KB size limit) and caste certificate (within 60KB-100KB size limit).
 - c) Colleges will verify Students Photo, H.S mark sheet and Caste Certificate upto **16/12/2021**.
 - d) Registration numbers generated will be available college wise online on **23/12/2021**.
 - e) The hard copies of Registration Certificates shall be available at the Office of the Registrar from **03/01/2022 to 13/01/2022** which can be collected against payment of requisite fees. Fees can be deposited either by Demand Draft / Banker's Cheque in favour of University of North Bengal, payable at Siliguri or in cash mode at the University Cash Counter on working hours.
 - f) Colleges are to ensure that the admission of the students and uploading of data for Registration are done in conformity with the Regulation relating to B.A/B.Sc./B.Com./BBA/BCA etc. under CBCS.
6. Registration certificate in case of fresh admission by any candidate has to be uploaded by the colleges for cancellation of his/her previous registration.
7. The fee for each Registration is Rs. **250/- (Two hundred fifty only)**. Submission of Registration Fees will have to tally with the total number of Registration Forms submitted by each College. Principal/Teacher-in-Charge/Lecturer-in-Charge/Officer-in-Charge will ensure that no excess or insufficient Registration Fees are deposited.

Sd/-
Registrar (Offg.)
University of North Bengal

Copy to:

- i) The Hon'ble Vice Chancellor, NBU for his kind information.
- ii) The Controller of Examinations, NBU for information please.
- iii) The Finance Officer, NBU for information please.
- iv) The Secretary, U.G. Council, NBU for information please.

18/11/2021
Controller of Examinations
University of North Bengal

Registrar (Offg.)
University of North Bengal