



Phone : 2464-0349

Deshbandhu College for Girls

45/C, Rashbehari Avenue, Kolkata-700 026

NOTICE

All the newly admitted First Semester students of Deshbandhu College for Girls have to complete the registration process under the University of Calcutta. For this purpose Deshbandhu College for Girls is introducing a new portal in the College website, where

- Students have to login with application no and registered mobile number.
- One Form will appear with data populated from application data.
- Students can change some selected items like address, locality type and a few others.
- Students have to select the subject they want to study in AECC-1 (Compulsory language)
- Students cannot change the restricted data like name, DOB, etc. For any such changes, students must contact the college at dbcg.regn@gmail.com with relevant documents.
- Students have to upload documents as prescribed by CU rules (given below).
- Once completed, students have to click on the Update button.
- Once it is submitted successfully, one message will pop up on the screen.

Documents to be uploaded

Scanned copies of the self-attested testimonials of the students:

- (1) Marksheet of 10+2 level/equivalent
- (2) Age proof certificate
- (3) Caste certificate, if any, issued by the competent authority
- (4) PWD certificate, if any, issued by the competent authority
- (5) BPL certificate, if any, issued by the competent authority
- (6) Migration certificate, if required
- (7) Equivalence certificate, if required
- (8) CU Registration certificate, if already registered
- (9) Digitized photograph
- (10) Digitized signature

Particulars for uploading documents

Naming Convention and File Size of Documents and their Folder

Naming Convention to be followed as per Guidelines given below :

Before applying online an application is required to have a scanned (digital) image of his/her documents as per specifications given below:

1. Photograph Image

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI
- Name of the image-file is **P<Form no.>.jpeg e.g. P0110001.jpeg**

2. Signature Image

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **S<Form no.>.jpeg e.g. S0110001.jpeg**

3. Age Proof Document Image

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI
- Name of the image-file is **A<Form no.>.jpeg e.g. A0110001.jpeg**

4. Mark Sheet Document Image

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI
- Name of the image-file is **M<Form no.>.jpeg e.g. M0110001.jpeg**

All the above documents are mandatory.

Besides those mentioned above following documents are also mandatory, if applicable :

5. Caste Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **C<Form no.>.jpeg e.g. C0110001.jpeg**

6. Persons with Disabilities (PWD) Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **D<Form no.>.jpeg** e.g. **D0110001.jpeg**

7. BPL Certificate Document Image

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image is **B<Form no.>.jpeg** e.g. **B0110001.jpeg**

8. Migration Certificate Document Image

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **G<Form no.>.jpeg** e.g.: **G0110001.jpeg**

9. Equivalence Certificate Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **E<Form no.>.jpeg** e.g. **E0110001.jpeg**

10. Registration Certificate (for already registered candidates)

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI
- Name of the image-file is **R<Form no.>.jpeg** e.g. **R0110001.jpeg**

Please Note:

Please check all the spellings and all details carefully. As per CU Notice (Ref. No. R/627/2020) dt. 13/11/2020, if any false statement or discrepancy is found in Students' information, said student's Registration with this University should be treated as cancelled.



Principal

Deshbandhu College for Girls

18/11/2020