

Senate of Serampore College (University)

Re-registration Form

[Applicable for the candidate under BD Regulations (Updated Edition 2022)
and 2018 BTH & BMISS Regulations]

[Applicable from 2024-25 Academic Year]

1.	Registration No./Student ID: [Previously Issued by the Senate]	
2.	Name of the Candidate: [In Capital Letter]	
3.	Father/Mother's Name:	
4.	Gender:	
5.	Mother Tongue:	
6.	Name of the College: [Studied Previously]	
7.	Course of Study:	
8.	Medium of Study:	
9.	Year of Leaving the College:	
10.	Reason of Leaving/Discontinuation of Studies [If any]:	
11.	Course Year Completed: [1 st Yr., 2 nd Yr., 3 rd Yr., 4 th Yr.]	
12.	No. of Senate Paper Passed:	
13.	No. of College Paper Passed:	
[Attached the Mark Sheet/Result etc. if any]		
14.	Name of the Course for Re-registration:	
15.	Name of the College wish to Re-registrar:	
16.	Consent Letter of the Registering College/Seminary:	
[Attached the Consent Letter]		
17.	Permanent Address for Communication with Pin Code, Mobile No. & E-mail ID in Capital Letters:	
18.	Re-registration Fee [Tick Mark]	Bank Demand Draft <input type="checkbox"/> Online Payment <input type="checkbox"/>
[Attached the payment receipt/photo copy etc., along with the Application Form]		

* The candidate should fill up the Re-registration Form (**through the College only**) as per the revised policy/rules passed by the Senate of Serampore College [AC/19/2023 and Seante/23(b)/2023].

Declaration/Undertaking from the Candidate

1. I hereby, declare that I have read all the rules and regulations of the Re-registration process, made the entries accordingly, and submitted the documents along with the application form, which are complete and true to the best of my knowledge and belief.
2. I hereby, promise to abide by the rules and regulations concerning admission, attendance, discipline, etc., and follow the Code of Conduct as in force from time to time and subsequent changes/modifications/amendments made by the University and College authority.
3. I hereby, undertake to inform the College about any changes in information submitted by me along with the Application Form and any other documents, including changes in address and phone nos., from time to time.
4. I will strictly adhere to the code of conduct laid down by the College and will not indulge in any indiscipline while inside or outside the College.
5. I hereby declare that I will neither join in any agitation/strike to force the College/Institute's authorities to resolve any problem nor participate in any activity that will disturb the peace of the academic environment of the College/Institute.
6. I further declare that my admission shall be cancelled, at any stage, if I am found ineligible and or the information, I provided is incorrect.

Full Signature of the Candidate

I recommended the name of the cited candidate for admission to the course through the College and certify that the above entries made by the candidate are correct to the best of my knowledge and understanding.

Signature of the Principal of the College

College Seal:

Date:

Re-registration fees details:

Re-registration Fee	Rs. 3000/- mandatory
Late Re-registration Fee	Rs. 400/- per student
Examination Paper Registration Fee	Rs. 350/- for each subject, mandatory
Marks Fee	Rs. 250/- mandatory
Council Fee	Rs. 100/- mandatory
Degree Certificate Fee	Rs. 850/- In absentia
Transcript of Records Fee	Rs. 350/- mandatory
Graduation Fee	Rs. 200/- mandatory
Migration Fee	Rs. 300/- optional

Payment of Fees by Bank Demand Draft:

Banks Demand Draft must be drawn in favour of "The Registrar, Senate of Serampore College". The Drawee Branch of the Demand Draft should be Kolkata.

Online Payment Details:

Name of the Bank: **INDIAN BANK**

Name of the Branch: **SERAMPORE**

Account No.: **501063619**

IFS Code: **IDIB000S043**

Beneficiary: **SENATE OF SERAMPORE COLLEGE EXTENSION EDUCATION PROGRAMME**

Send the Online fee transfer details (Screenshot or PDF copy etc.) after making payment to the following email address----fin senate@gmail.com

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