

## **Revised Re-Registration Policy**

[Passed by the AC/19/2023 and Senate/23(b)/2023]

**This revised Re-registration policy shall be applicable to the candidates registered under the BD Regulations (Updated Edition 2022), BTH & BMISS Regulations 2018 with effect from the 2024-25 academic year. All other previous notifications, changes, circular etc., in relation to this effect stands cancelled with immediate effect.**

### **Cancellation of Registration:**

- a) If a candidate cannot complete his/her studies within the stipulated time or extension of time, his/her registration shall be cancelled
- b) If a candidate did not appear in any Senate and/or College paper examinations consecutively for **two years (2 Yrs.)**, his/her registration shall be cancelled
- c) If a candidate leaves the College or discontinues studies for various reasons, his/her registration shall be cancelled immediately.

### **Re-registration:**

- a) Re-registration can be considered only if the candidate applies within **five years (5 years)** after the lapse of registration;
- d) That the Re-registration shall be granted only to those candidates who have completed/passed at least **60%** of courses;
- e) That the Re-registration shall be granted for a maximum of **2 years**, after which no more extension;
- f) The candidate must be recommended by the registering Colleges.
- g) The candidate should stay **one year** in residence on the College campus and attend the classes or a period set by the Academic Council to complete the degree program.
- h) The re-registration session is from **May to June** every year.

The candidate must pay the Re-registration and other fees as stated below.

### **Re-registration fees details:**

1. Re-registration Fee	Rs. 3000/- mandatory
2. Late Re-registration Fee	Rs. 400/- per student
3. Examination Paper Registration Fee	Rs. 350/- for each subject, mandatory
4. Marks Fee	Rs. 250/- mandatory
5. Council Fee	Rs. 100/- mandatory
6. Degree Certificate Fee	Rs. 850/- In absentia
7. Transcript of Records Fee	Rs. 350/- mandatory
8. Graduation Fee	Rs. 200/- mandatory
9. 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----[finsenate@gmail.com](mailto:finsenate@gmail.com)

**University Office:**

**Senate of Serampore College (University)**

10, William Carey Road,

P.O. Serampore, Dist. Hooghly

Pin Code: 712201, West Bengal

Tel: 033 2662 2692

Email: [senoffice1@gmail.com](mailto:senoffice1@gmail.com) / [registrarsenate@gmail.com](mailto:registrarsenate@gmail.com)



**Registrar**

Date: 25-Apr-2024

Place: SSC, Serampore