



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar - 736101, West Bengal, India
Ph. : (03582) 230218, Ph. & Fax : (03582) 230833, E-mail : info@cbpbu.ac.in Website : www.cbpbu.ac.in

OFFICE OF THE REGISTRAR

Ref. No.: F26.V1/AREG/03-25

Date: 07.01.2025

To
The Principal/Teacher-in-Charge/Officer-in-Charge
All the Colleges affiliated to
Cooch Behar Panchanan Barma University
Cooch Behar

Subject: UG (NCCF) Registration process for the Session: 2024-2025

Sir/Madam,

In reference to our earlier letters (Ref. No.: F26.V1/AREG/0334-24, dated 09.12.2024, F26.V1/AREG/0340-24, dated 16.12.2024, and F26.V1/AREG/0352-24, dated 26.12.2024), all concerned are requested to note the updated schedule for the **Final round of the UG (NCCF) Registration Process for students admitted in 2024**. This additional step has been introduced to assist students who were unable to complete their registration during the initial schedule. It is expected that you have already collected the ABC ID of all admitted students.

The mandatory unique fields required during the registration process are as follows:

- ABC ID
- Year of passing Class XII and the Roll Number of Class XII
- Mobile number of the student.

Final Schedule for UG (NCCF) Registration Process:

SL.NO	PARTICULARS	From/on	To
1.	Complete CSV uploaded by colleges	10.01.2025	11.01.2025
2.	Student portal live	13.01.2025	15.01.2025
3.	College end verification	13.01.2025	16.01.2025
4.	Submission of registration form along with requisite documents by the colleges to the university	27.01.2025	29.01.2025

Students shall have to upload the following documents:

- Recent Passport size photo (10KB-50KB size limit) in JPG format,
- Higher Secondary/ equivalent examinations Mark Sheet (60KB -100KB size limit) in JPG format
- Caste certificate if any in JPG format (60KB-100KB size limit).
- Kindly fill all the columns of the CSV (without failure)


Assistant Registrar
Cooch Behar Panchanan Barma University



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➤ **Requisite fee to be paid:**

- The fee for Registration is Rs. 500 per student (Five Hundred only). [for 4 years Under Graduate Program under NCCF]
- The fee for Registration is Rs. 1,000 per student (One Thousand only). [for LL.B. & B.A. LL. B.]

➤ **The details of the bank account in which registration fee to be deposited is as under:**

ACCOUNT NAME: COOCH BEHAR PANCHANAN BARMA UNIVERSITY

BANK NAME: STATE BANK OF INDIA

ACCOUNT NUMBER: 32741316141

IFSC CODE: SBIN0000058

- *Colleges are to ensure that admission of the students and uploading of data for Registration are done in conformity with the registration relating to 4 Years Under Graduate Program Under NCCF rule/s. Failing which college Principal / Teacher-in-Charge shall have to take the responsibility of the student.*

So, all the Principal / Officer-in-Charge are requested to take necessary steps from your end.


Assistant Registrar
Assistant Registrar
Cooch Behar Panchanan Barma University

In communication to:

1. The Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.
2. The Registrar, Cooch Behar Panchanan Barma University.
3. The Finance Officer, Cooch Behar Panchanan Barma University.
4. The Controller of Examination, Cooch Behar Panchanan Barma University.
5. The Inspector of College, Cooch Behar Panchanan Barma University.
6. Guard File.

Assistant Registrar