



समानो मन्त्रः समितिः समानी

Office of the Secretary, Faculty Council for P.G. Studies in Science and Secretary, Faculty Council for P.G. Studies in Arts, Commerce and Law, Raja Rammohunpur, P.O. N.B.U, Dist. Darjeeling, West Bengal, India, Pin: 734013
E-mail: secretary_sc@nbu.ac.in, secretary_acl@nbu.ac.in

Ref. No. F. 10/FCS/582/2024
Ref. No. F.14/ACL/1st Sem/24/443

Date: 18.09.2024

NOTICE

Sub.: Class Commencement and Physical Verification of documents for M.A./M.Sc./M.Com./M.Lib.I.Sc. /LL.M. (Specialisation: Public Law) /B.Lib.I.Sc. for Semester-I for the Academic Session 2024-2025 under the Faculty Council for P.G. Studies in Science and Faculty Council for P.G. Studies in Arts, Commerce & Law, University of North Bengal

As directed, all provisionally admitted students of Post Graduate (P.G.) Semester-I under the Faculty Council for P.G. Studies in Science and Faculty Council for P.G. Studies in Arts, Commerce & Law, University of North Bengal, for the session 2024-2025 are hereby requested to present themselves **from 21.10.2024 to 29.10.2024 for physical verification of documents, failing which their provisional admission shall be liable to cancel and no further request shall be entertained.**

The detailed Department-wise schedule of Physical Verification of documents and venue will be notified after the commencement of the class.

Please note **The PG 1st semester class will start from 24.09.2024.**

Students admitted from Other Universities are instructed to submit MIGRATION CERTIFICATE positively within 30.11.2024 and complete the REGISTRATION procedure from this University.

The following measures have to be adopted by each student, during Verification of documents:

1. No attendant of the students shall be allowed inside the Venue. However, they can wait outside.
2. All stakeholders shall adhere to the COVID-19 norms/protocol issued by the Government from time to time.
3. **Kindly check below the list of Documents required.**

Sd/- Principal Secretary, FCSc

Sd/-Secretary, FCACL

Copy for information to the: -

1. Hon'ble Vice-Chancellor, NBU
2. Dean, Faculty Council for P.G. Studies in Science & Dean (Addl.) Faculty Council for P.G. Studies in Arts, Commerce & Law, NBU
3. Registrar (Offg.), NBU, also with a request to arrange to upload to the University website.
4. Controller of Examinations, NBU
5. All Academic Head/Director of the Departments/Centre, Faculty Council for P.G. Studies in Science & Faculty Council for P.G. Studies in Arts, Commerce & Law, University of North Bengal, *with a request to bring it to the notice of the students*
6. Director, NBU Jalpaiguri Campus
7. System Manager, CIRM, NBU, *with a request to arrange to upload in the University website*
8. Assistant Registrar, NBU Jalpaiguri Campus
9. Officer-in-Charge, W/W, NBU
10. Notice Board
11. Office File.

18.09.2024.

Principal Secretary
Faculty Council for P.G. Studies in Science
University of North Bengal

Rupak B
18.09.24

Secretary
Faculty Council for P.G. Studies in Arts, Commerce & Law
University of North Bengal.





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E-mail: secretary_sc@nbu.ac.in, secretary_acl@nbu.ac.in

The candidate will have to bring / submit ONE SET photocopies of the following documents (self-attested) along with its original copy at the time of verification of documents (after taking Online Admission):

- Print-out copy of the application form and Money Receipt payment details.
- Age Certificate (Admit Card of Secondary/Madhyamik Examination.)
- 1 copy of recent coloured passport-size photograph
- Caste Certificate and Domicile certificate (wherever necessary) issued by the appropriate authority under Govt. of West Bengal
- Marksheet of Secondary/Madhyamik Examination
- Marksheet of Higher Secondary (10+2) or Equivalent Examination
- Marksheet of the B.A./ B.Sc./B. Com./BBA/BCA with Honours/Major under 10+2+3 mode of study or equivalent
- Registration Certificate of Graduation / Migration Certificate.
- Authentic NSS / NCC-C / PWD / Sports Certificate (if applicable) for the Honours Graduate in 2024 of the University of North Bengal issued by the University/State/National Level, should be submitted.
- RATION CARD (in candidate's name) from competent authority for AAY candidates for West Bengal only
- AADHAAR and PAN cards in the name of the Candidate
- EWS Certificate as per notification uploaded in the admission portal
- OBC-A or OBC-B category certificate with issuing date not earlier than the preceding year, that clearly indicates (i) the category (A or B) they belong to; (ii) that they do not belong to creamy layer of the society (Non-creamy layer certificate).
- Filled-up Undertaking(s) of Anti-Ragging by both student and the Parent/Guardian (as given in the Prospectus), *see below*
- Filled in Library Membership Registration form (Hard copy) following the guidelines, *see below*

***For instructions related to Anti-Ragging affidavit and
RFID Card registration process
please check the following***



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UNDERTAKING BY THE STUDENT

[To be submitted at the time of admission only]

- I, _____ (Full Name) a student of semester 1st in _____ (subject), S/o or D/o Mr./Mrs./Ms. _____, having been admitted to the University of North Bengal, have received a copy of the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, carefully read and fully understood the provisions contained in the said Regulations.
- I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the panel and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- I hereby solemnly aver and undertake that
 - I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of Regulations
- I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal Law or any Law for the time being in force.
- I hereby declare that I have not been expelled or debarred from admission in any institution in Country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ of _____, _____.
Place day month year

Signature of deponent
Name:



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UNDERTAKING BY THE PARENT/ GUARDIAN

[To be submitted at the time of admission only]

1. I, Mr./Mrs./Ms. _____ (Full Name) Father / Mother / Guardian of _____
_____ (Full Name of student), having been admitted to the University of North Bengal, have received a copy of the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the panel and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of Regulations
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal Law or any Law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in Country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year

Signature of deponent

Name:
Address:

Ph.No./ Mob. No.

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ of _____
Place day month year

Signature of deponent

Name:

Faculty Council for Post Graduate Studies in Arts, Commerce & Law
and
Faculty Council for Post Graduate Studies in Science



University of North Bengal

Guidelines for filling the University Membership Registration Form (RFID Card)

Post Graduate Students: Academic Session 2024 - 2025

1. **Go to the University Website:** WWW.NBU.AC.IN

The screenshot shows the homepage of the University of North Bengal. At the top, there is a navigation menu with links for About NBU, Governance, Academics & Research, Central Facilities, Admission, Exams & Results, and Contact Us. Below the navigation is a main banner for Rabindra Bhanu Mancha. To the right, there is a 'Notices and Circulars' section with two notices. Below the banner, there are several boxes for 'NIRF and NAAC', 'National Service Scheme (NSS)', 'University Alumni', 'Administrative Documents', 'Chancellor', and 'Important Announcements'. A horizontal bar contains links for 'AFFILIATED COLLEGES', 'SERVICES & AMENITIES', 'DISTANCE EDUCATION', 'IQAC', 'MMTC (FORMERLY UGC-HRDC)', and 'UNIVERSITY PUBLICATIONS'. Below this, there are four columns: 'Forthcoming Events', 'Quick Links', 'Students' Zone', and 'Contact Us'. A blue arrow points to the 'LIBRARY' link in the 'Quick Links' section. At the bottom, there are logos for UGC, NAAC, WBHED, INFLIBNET Centre, swayam, and Centre for Innovative Studies.

2. **Click Here**



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University Library Website

3. Click Here

University Library Home Search Member Status Member Registration Journals Plagiarism Campus Apps Our Team

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BASIC SEARCH FREE-TEXT SEARCH BOOLEAN SEARCH ADVANCED BOOLEAN SEARCH ALPHABETIC BROWSE ACQUISITION SUGGESTION

Basic search

Select Title

Contains Exact Begins with Ends with

Material Type

Collection Type

Follow Us: [f](#) [t](#) [G](#) [@](#) [in](#) [v](#)

- HELP CENTER
 - » Library Holiday list
 - » Contact Us
 - » Have query? E-mail us
- USER INFORMATION
 - » Library rules
 - » Instruction for Information Hub
 - » Circulation / Membership rules
 - » Open access e-Resources
- PLAGIARISM CHECK
 - » Plagiarism Guidelines
 - » UGC Guidelines
 - » Plagiarism Circular
 - » ORIGINAL (formerly URKUND) Guidelines
- IMPORTANT LINKS
 - » INDICAT (NBU)
 - » Shodh Ganga
 - » e-ShodhSindhu
 - » Subscribed Online Journals

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4. Click Here

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MEMBERSHIP REGISTRATION

For Edit Application Enter Details Below

Enter Phone Number

Date of Birth

Enter Captcha

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- HELP CENTER
 - » Library Holiday list
 - » Contact Us
 - » Have query? E-mail us
- USER INFORMATION
 - » Library rules
 - » Instruction for Information Hub
 - » Circulation / Membership rules
 - » Open access e-Resources
- PLAGIARISM CHECK
 - » Plagiarism Guidelines
 - » UGC Guidelines
 - » Plagiarism Circular
 - » ORIGINAL (formerly URKUND) Guidelines
- IMPORTANT LINKS
 - » INDICAT (NBU)
 - » Shodh Ganga
 - » e-ShodhSindhu
 - » Subscribed Online Journals

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5. Whole page appears like this

UNIVERSITY LIBRARY

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① Instructions to fill Online Membership Form:

1. Fill all required details like Academic, Personal, Contact Details etc.
2. Upload the Photo, Signature, and the Required documents (See the list of Required Documents). All the documents size must be below 200kb.
3. After submitting the form have a look at all your submitted information in Preview Application and download the form.
4. After completing this procedure, applicant has to come to the Library along with Uploaded Documents and Printed submitted form to activate their library Membership.

▲ Note: Fields denoted by * are mandatory.

Academic Information :

*Category : *Institute : *Department : *Course/Designation :

Personal Information[-]

*Surname *First name

*Member Type Member ID

*Gender *Year of Joining
(If Feeless or leave it blank)

*Date of Birth

*Blood Group

ⓘ For Teacher Staff, Officer, R&D Joining Year will be the Current Year.
 ⓘ For UG, PG, and Course Work Students Joining Year will be the Admission Year.

② Enter details of Fee Receipt or Caution Money Deposit Receipt.

*Receipt No. *Fee Receipt Date

Contact Information[-]

*Permanent Address

*City : *PIN : *Mobile No. :

Present Address is Same as Permanent Address.

Present Address :

City : PIN : Phone :

*Email : ⓘ Please Verify the email before proceeding.

Upload Documents[-]

③ Only .jpg, .jpeg and .bmp files are allowed with file size less or equal 200kb.
 ④ Upload Caution Money Deposit Receipt if only available.

*Photograph: No file chosen

*Signature: No file chosen

Receipt Copy: No file chosen

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.



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সমানো মন্ত: সমিতি: সমানী

Instructions to fill Online Membership Form:

1. Fill all required details like Academic, Personal, Contact Details etc.
2. Upload the Photo, Signature, and the Required documents (See the list of [Required Documents](#)). All the document's size must be below 200kb.
3. After submitting the form have a look at all your submitted information in Preview Application and download the form.
4. After completing this procedure, applicant has to come to the Library along with Uploaded Documents and Printed submitted form to activate their library Membership.

▲ Note: Fields denoted by "*" are mandatory.

Academic Information :

*Category : *Institute : *Department : *Course/Designation :

6a. Fill this from Drop-down list Example -1 for LLM Student

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Instructions to fill Online Membership Form:

1. Fill all required details like Academic, Personal, Contact Details etc.
2. Upload the Photo, Signature, and the Required documents (See the list of [Required Documents](#)). All the document's size must be below 200kb.
3. After submitting the form have a look at all your submitted information in Preview Application and download the form.
4. After completing this procedure, applicant has to come to the Library along with Uploaded Documents and Printed submitted form to activate their library Membership.

▲ Note: Fields denoted by "*" are mandatory.

Academic Information :

*Category : *Institute : *Department : *Course/Designation :

6b. Fill this from Drop-down list Example -2 for MSc Botany Student

Personal Information[-]

*Surname	<input type="text"/>	*First name	<input type="text"/>
*Member Type	<input type="text" value="EWS"/>	Member ID	<input type="text"/>
*Gender	<input type="text" value="Male"/>	(If exists or leave it blank)	
*Date of Birth	<input type="text" value="DD/MM/YYYY"/>	*Year of Joining	<input type="text" value="2024"/>
*Blood Group	<input type="text" value="A+"/>	ⓘ For Teacher, Staff, Officer, RS Joining Year will be the Current Year. ⓘ For UG, PG, and Course Work Students Joining Year will be the Admission Year.	

7. Fill your Data; Member Type, Gender & Blood Group from Drop-down list; Member ID will remain blank



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Enter details of Fee Receipt or Caution Money Deposit Receipt.

8. Enter Money Receipt No of Provisional Admission

*Receipt No. *Fee Receipt Date

9. Fill this as provided in the Application form

Contact Information[-]

*Permanent Address

*City : *PIN : *Mobile No. :

Present Address is Same as Permanent Address.

Present Address :

City : PIN : Phone :

10. Provide a valid E-mail for OTP and all future purpose

*E-mail : Please Verify the email before proceeding.

11. Upload as instructed

Upload Documents[-]

- Only .jpg, .jpeg and .bmp files are allowed with file size less or equal 200kb.
- Upload Caution Money Deposit Receipt if only available.

*Photograph: No file chosen

*Signature: No file chosen

Receipt Copy No file chosen

12. Check the above information, Tick here and press SUBMIT REQUEST Button

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein , immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Note: Students must bring the Printed Copy generated after successful submission of this Membership Registration Form at the time of Physical Document Verification in the stipulated time failing which the Admission process will remain incomplete.