DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

No. BCR/PR/23.1/   September 20, 2021

N O T I C E

This is for information to all concerned that Registration Process of all students admitted in the year 2021-22 will commence from 21st September, 2021. Students of 1st year of all programs, B.Tech, M.Tech, MBA, MCA as well as lateral entry B.Tech are advised to visit the college physically as per the schedule of the department (to be communicated through phone/sms) with **following documents**. They must bring the originals and a set of Xerox copy. Concerned officials of the department will verify the Xerox documents with originals.

Sl. No.	Original and Xerox copy of Scanned documents	Format	Kilo byte (KB)
1	Class X, XII marksheets and Graduation Final year marksheet (for PG courses) & Diploma Final year Marksheets for B.Tech lateral entry students	PDF	300 KB
2	Student's Photo	JPEG	300 KB
3	Student's Signature	JPEG	300 KB
4	Proof of date of birth (Class X Admit Card)	JPEG	300 KB
5	Allotment Card/Rank Card (WBJEE/JEE Mains/MAT/JEMAT/JELET/JECA)	JPEG	300 KB
6	Domicile Certificate issued by the authorities as explained below	JPEG	300 KB
7	SC/ST Certificate	JPEG	300 KB
8	Aadhar Card (both pages)	JPEG	300 KB
9	Anti-Ragging Declaration	JPEG	300 KB

Departmental officials entrusted with the said job are requested to scrutiny the documents **carefully** and should bring to the notice of the office of Registrar, if any discrepancy is found. Any lapse on this account will be seriously considered by higher authorities of the college.

Students who are not in a position to produce the class XII or final year degree marksheet issued from the Council/Board/University at the present, **must submit the same at the earliest without which they will not be registered with MAKAUT.** PG students should also submit the **Migration Certificate** as soon as possible.

Students are advised to note that without Domicile Certificate and SC/ST Certificate, scholarship applications of the students will not be verified from the college-end.

Prof. (Dr.) Narendra Nath Pathak
Principal
Dr. B. C. Roy Engineering College, Durgapur
Copy to: General Secretary…for kind information
            Dean (Academics)/Dean (Students' Welfare & Alumni)
            All HODs/Incharges
            Registrar/Head-Admn./Campus Administrator/Sr. Manager
            (Admn)/Sr.Manager(Finance)

category certificates in lieu of domicile certificate. But in that case if the category certificate is rejected during verification, their domicile status is also converted to NON-West Bengal.

3.4.2	**Competent authority to issue domicile certificate**

A. **Proforma 'a1' or 'b'** must be signed and certified by any of the following competent authorities from Central Government or State Government *having local jurisdiction over the place of the permanent residence of the concerned candidate or his/her parents* viz.

  a) District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub – Divisional Officer, Block Development Officer.

  b) Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police,

  c) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate.

  d) Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Hon'ble High Court at Calcutta or Hon'ble Supreme Court of India.

  e) Corporation Area - Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.

  f) Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.

  g) Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

B. **Officials issuing domicile certificates MUST provide his/her full name, designation, place of posting with address, land line/mobile number. He/she should also provide his/her identity card number if**