



# UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

## Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: deputyregistrar@ugb.ac.in  
P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 561/UGB/DR-25

Date: 17.11.2025

To:

The Principals/Teachers-in-Charge/Officers-in-Charge,  
All the Under Graduate Colleges,  
Affiliated under the University of Gour Banga.

### Sub: Continuation of Registration Process for Newly Admitted Undergraduate Students (Academic Session 2025-2026)

Respected Sir/Madam,

In continuation of the previous letter, vide Ref. No.: 555/UGB/DR-25; Dated: 06.11.2025 and repeated request from the Principals of the Affiliated Colleges this is to notify all concerned that the Registration process for the Under Graduate (UG) Courses for the Academic Session 2025-2026 will be continued as per below mentioned revised schedule.

The revised schedule is as follows:

S.N.	Activity	Duration / Date
1.	Last date for uploading the duly filled-in Excel file onto the Registration Portal by College Authorities	24.11.2025
2.	Opening of Registration Portal for students to upload photographs and signatures	25.11.2025
3.	Last date for students to upload photographs and signatures	29.11.2025
4.	Verification and online authentication of submitted registration forms by College Authorities	From 01.12.2025 to 05.12.2025
5.	Publication of the list of registered candidates	08.12.2025
6.	Submission of registration fees of newly admitted students by College Authorities	12.12.2025
7.	Distribution of Registration Certificates	To be notified later

As per Notice, vide Ref. No.: 036/UGB/DR-25; Dated: 24.01.2025, the Registration fee will be charged Rs. 500/- (Rupees five hundred only) per candidate. All remaining terms and conditions are the same of the previous letter, vide Ref. No.: 555/UGB/DR-25; Dated: 06.11.2025.

With regards,

(Dr. Rajib Patitundi)

Deputy Registrar (Addl. Charge)

**DEPUTY REGISTRAR (A/c)**  
**UNIVERSITY OF GOUR BANGA**

Copy forwarded to:

1. The Office of the Vice Chancellor, UGB.
2. The Registrar, UGB.
3. The Inspector of Colleges, UGB.
4. The Controller of Examinations, UGB.
5. Office File.