



Ref: BPP/Slt/Notice/Admin/324/2024

Date : 21/09/2024

Notice for University Registration for Academic Year 2024-2025, PHASE I

All Students of 1st year BBA, BBA(BA) & BCA are advised to bring following original documents to the Institute for certification by the college/department on photocopy with official seal/stamp as per schedules as mentioned:

1. Student Photo (Soft Copy – Passport Size)
2. Student Signature (Soft Copy)

Documents to be certified by the College authority for upload:

3. Copy of Student DOB (Birth Certificate / Class X Admit Card)
4. Student Allotment (Only for Allotted Students)
5. Anti-ragging (**please find the Step by Step process in Annexure**)
6. Domicile Document (For students who belong from West Bengal)
7. Copy of Caste Certificate (when applicable)
8. Copy of Last Qualifying Exam Mark sheet (10 + 2)

Schedule:

Date	Stream	Timings
27/09/2024	BBA	11:00 AM – 04:00 PM
	BBA(BA)	
28/09/2024	BCA (Roll 2520001 – 2520040)	
01/10/2024	BCA (Roll 2520041 – 2520075)	

Requisite Registration and University Development Fees (500/- + 2200/- = 2700/-) are to be payable by cash at the Campus.

Note: Students must carry android mobile along with Adobe Scan application.

Partha Sen

Administration (Add.Charge)

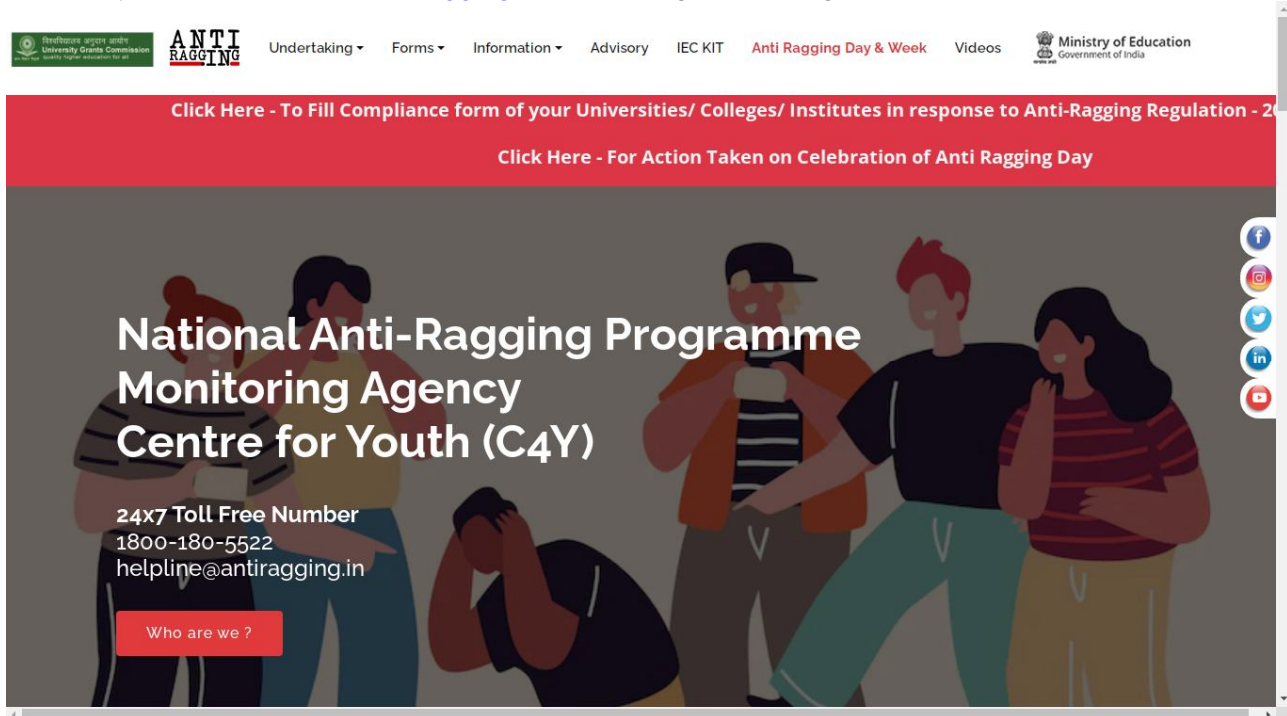
- Copy to:
- 1) Principal
 - 2) Web Site
 - 3) Students through Mail

Annexure

Steps are to be followed to fill up Online Student Anti-Ragging Affidavit in UGC Portal

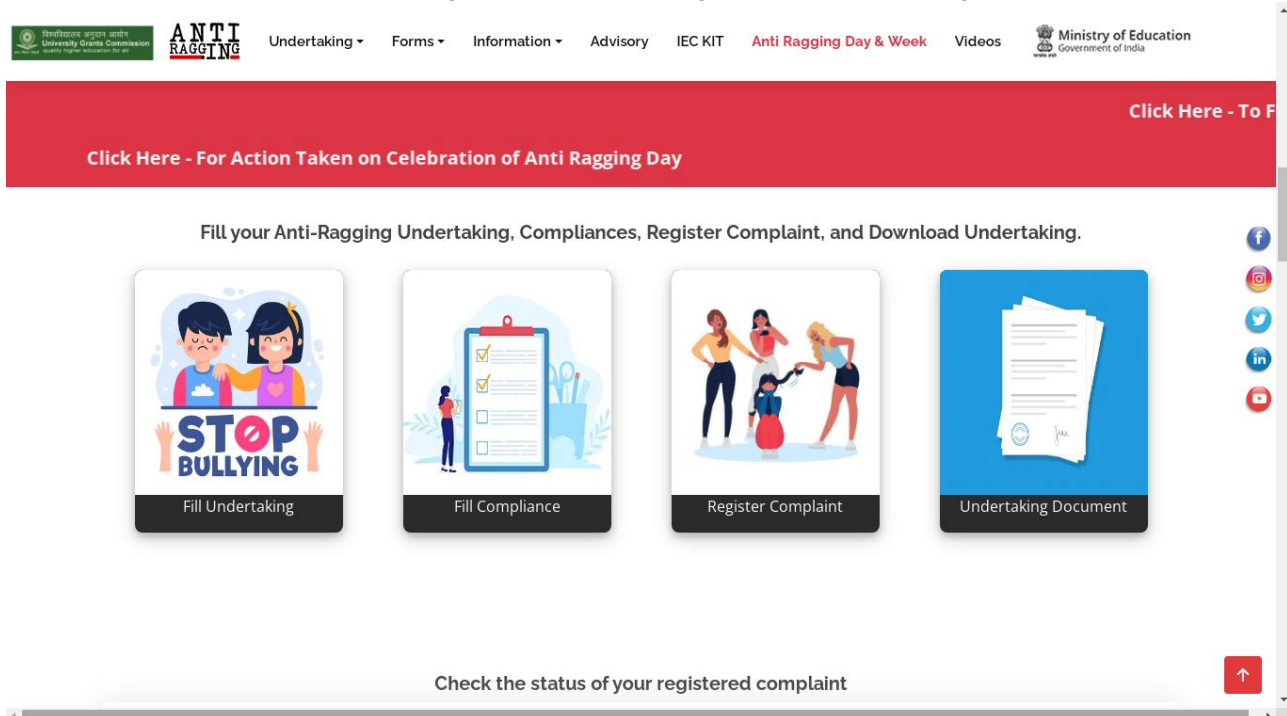
Step 1:

Type the URL: <http://antiragging.in/> , following Home Page will be opened.



Step 2:

Then scrolled down the page and click on “Register for Undertaking”





Step 3:

Following screen will appear with three Buttons. Click on “Affiliated College” Button.



YOU ARE GOING TO FILL AN UNDERTAKING FOR ANTIRAGGING

TO BE FILLED BY A STUDENT

Fields marked with * are Mandatory.

- If you do not have an E mail address please create one before you fill this form.
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers or email of their friends or relations or neighbours.
- If you do not have a mobile number, then please give the mobile number of your friend of the same college.

After filling out this form successfully, you can download the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking from Website. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.

Please note that the student will not receive pdf undertaking and he/she is not required to print & sign them as it used to be in the earlier case

In Case, You have not received Email from Antiragging after filling the Form, You can get the
Choose your Educational Institution Type
(Follow " For Help)



After successfully submission of your Undertaking Form, you will receive your **REFERENCE NUMBER**

You can use that to

- o **VERIFY UNDERTAKING**
- o **DOWNLOAD YOUR UNDERTAKING**

Step 4:

An Online Form will open; fill you details carefully and correctly accordingly and the college details are to be entered as given below. Enter Course Details. Enter the No. of Students in your class will be for BCA: 90,BBA: 60 and BBA(Business Analytics): 60



College and Course Details

State in which college is based* College name (Select College state first)*

Your College Details

College Code	C-6317
College Name	B. P. Poddar Institute of Management & Technology 301
University Code	U-0592
University Name	Maulana Abul Kalam Azad University of Technology West Bengal

Select College first and then fill the following as per the College details

College Director's Name * College Phone Number (+91)* College Landline Number (Optional)

Details of the course (UG/PG/Diploma)* Name of the Course * Number of students in your class

Current year of study* Nearest Police Station to yourcollege*



Step 5:

You will be received a Mail (it may takes some time) where you find two PDF Attachments of Affidavit on behalf of Student and Guardian

Step 6:

Take a hardcopy print of both PDF Attachments and Full Signature(Student and Guardian) on respective Affidavit.

Antiragging Phone Number: 1800-180-5522

All students are advised to submit both Affidavit duly signed along with the other documents which are to be uploaded during registration.