



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DEAN OF STUDENTS' AFFAIRS
CALCUTTA NATIONAL MEDICAL COLLEGE

32, Gorachand Road, Kolkata-700 014

Memo No. CNMC/Std/

/D

Dated:

NOTICE

The 1st year MBBS STUDENTS who have been admitted in the academic year 2023-24 are directed to complete the online registration in the WBUHS online registration portal that will be opened from 16.12.2023 as per the circular of Assistant Registrar WBUHS vide No OG/WBUHS/2023/1349 dated 13/12/2023.

The students are broadly divided in two categories for the registration purpose: registration process will be in the following manner:

Category -1

The Students who have admitted in this academic year without perusing any course under WBHUS before admission in MBBS should complete the online registration as stated above.

Category -2

The Students who have already registered in WBUHS for pursuing other courses (e.g. Dental, Nursing or any other course what so ever) before the admission in MBBS should upgrade the existing registration for pursuing MBBS in online registration portal of WBUHS.

Students with year gap exceeding three years between their MBBS admission year and H.S. passing year, without pursuing any other university recognized courses during that period, must provide a notary certificate on Rs.10/- (Rupees Ten only) Non-Judicial stamp paper to justify the delay in MBBS admissions for the authentication for their registration.

Students who have a gap not exceeding 3 years between their MBBS admission year and H.S. passing year, without pursuing any other university recognized courses during that period should write an application addressing the Registrar, WBUHS for the authentication for their registration.

Students in Category I and II must upload either their last school leaving certificate or migration certificate from the University/Institute where they last studied, as applicable.

The students with Category -1 submit the online registration details with all attachments as stated in the Annexure -A. (Attached herewith)

The students with Category -2 submit the online registration details with all attachments as stated in the Annexure -B. (Attached herewith).

All the students have to submit of all the connecting documents they have uploaded during online registration to the Students Section within 31/01/2024 positively in the Annexure A/ Annexure B as stated above for college level approval of registration.

sd/

Dean of Students' Affairs
Calcutta National Medical College, Kolkata

Memo No. CNMC/Std/1060 /D

Dated: 18/12/23

Copy forwarded for information and necessary action to:

1. The Principal, CNMC
2. The HoD of Anatomy /Physiology/ Biochemistry, CNMC
3. Notice Board, CNMC

Sahattacharya
Dean of Students' Affairs
Calcutta National Medical College, Kolkata
18/12/23
DEAN OF STUDENTS' AFFAIRS
CALCUTTA NATIONAL MEDICAL COLLEGE
32, GORACHAND ROAD, KOLKATA-14

Annexure – A

To
The Dean of Students' Affairs
Calcutta National Medical College
32, Gorachand Road
Kolkata - 700014

Subject: Application for University Registration for the students of MBBS course for the academic session 2023-2024

Sir,

This is for your kind information that I, _____, took admission to MBBS course at Calcutta National Medical College in the admission session 2023-24. I have filled the details in the WBUHS registration portal for University registration for the session. My particulars are given below. I am submitting the following documents with this application. Please do the necessary action from your end.

1	Name in full (IN CAPITAL LETTERS)	
2	Date of admission in MBBS course	
3	College Roll No.	
4	Year of passing 10+2 Examination	
5	Date of birth	
6	Phone No.	
7	Email ID	

Thanking you,

Yours faithfully,

(Signature of the candidate with date)

Attachments:-

1. Printout of Acknowledgement.
2. Copy of Admission letter.
3. Original Migration/ school leaving certificate (as applicable)
4. Original Notarize declaration of break in studies (for gap of exceeding 3 years)/ Declaration for break in studies addressing to Registrar, WBUHS, Salt Lake, Kolkata - 700064 on plain paper for gap not exceeding 3 years.

Annexure - B

To
The Dean of Students' Affairs
Calcutta National Medical College
32, Gorachand Road
Kolkata - 700014

Subject: Updating UG student's registration details in the WBUHS registration portal

Sir,

This is for your kind information that I, _____, took admission to MBBS course at Calcutta National Medical College in the academic session: **2023-24**. I am **already registered with the WBUHS online**. Details of my **WBUHS** registration are mentioned below. I, therefore, request you to update my registration details in the **WBUHS** Registration portal.

1	Name in the full (IN CAPITAL LETTERS)	
2	College Roll No.	
3	Old WBUHS Registration No.	
4	Previous course	
5	Previous College Name	
6	Current Course	
7	Current College Name	
8	Date of admission in the current course	
9	Phone No.	
10	Email ID	

Thanking you,

Yours faithfully,

(Signature with date)

Attachments: -

1. Copy of old registration certificate
2. Copy of Admission letter
3. Original Notarize declaration of break in studies (for gap of exceeding 3 years)/ Declaration for break in studies addressing to the Registrar, WBUHS, Salt Lake, Kolkata - 700064 on plain paper for gap not exceeding 3 years (if any).