



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

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P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 555/UGB/DR-25

Date: 06.11.2025

To:

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

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

Respected Sir/Madam,

With due respect, this is to inform you that the Registration Process for Newly Admitted Undergraduate Students for the Academic Session 2025-2026 shall commence on **07.11.2025**.

In continuation of the discussions held with the Principals and representatives of all affiliated colleges, and in order to address the shortcomings observed in the existing undergraduate registration procedure, a revised mechanism has been developed. Based on the valuable feedback received from the affiliated colleges, an Excel template has been designed to capture the essential particulars of all newly admitted students. The information collected through this template is to be compiled and uploaded collectively by the respective college authorities.

The designated Excel file can be downloaded by the college authorities after logging into the UGB Registration Portal. Upon duly entering all requisite information in the prescribed format, the completed file must be uploaded again through the same portal.

All affiliated colleges are earnestly requested to exercise utmost care and vigilance while furnishing student data-particularly in maintaining adherence to the approved intake capacities for Major, Minor, and MDC subjects, as previously submitted by the respective colleges and incorporated into the online registration framework.

After the successful submission of institutional data, the final phase of the registration process will commence, during which individual students shall upload their photographs and signatures through the portal.

The schedule is as follows:

S.N.	Activity	Duration / Date
1.	Opening of Registration Portal (https://www.ugbexam.net/registration/) for downloading the prescribed Excel file by College Authorities	07.11.2025
2.	Last date for uploading the duly filled-in Excel file onto the Registration Portal by College Authorities	17.11.2025
3.	Opening of Registration Portal for students to upload photographs and signatures	18.11.2025
4.	Last date for students to upload photographs and signatures	23.11.2025
5.	Verification and online authentication of submitted registration forms by College Authorities	From 24.11.2025 to 30.11.2025
6.	Publication of the list of registered candidates	03.12.2025
7.	Submission of registration fees of newly admitted students by College Authorities	12.12.2025
8.	Distribution of Registration Certificates	To be notified later

Resolution of Disputes, if any:

In case of any dispute, discrepancy, or ambiguity arising in connection with the registration process or interpretation of related instructions, the matter shall be referred to the competent authority of the University of Gour Banga for appropriate resolution.

All concerned are hereby requested to extend their wholehearted cooperation to ensure the smooth and timely completion of the entire registration process.

This is for your information and necessary action please.

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.