DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
UNIVERSITY OF CALCUTTA
CUCSE ALUMNI REGISTRATION FORM
(For New Application)

Paste your unsigned recent colour photograph.
Size: 3.5 x 3.5 cm

Please read the Registration Instruction Booklet carefully before filling the form, in CAPITAL LETTERS in blue/black ball point pen only:

(CAUTION: Please furnish correct information. Furnishing of incorrect information would lead to cancellation of registration).

For Official Use

Alumni ID: ☐☐☐☐☐☐☐☐☐☐

…………………………………...
Authorized Signatory

Fee Amount Rs.	DD/Cheque	Bank Code	DD/Cheque No.	Date of Issue of DD/Cheque
☐☐☐☐☐	☐☐☐☐☐☐	☐☐☐☐	☐☐☐☐☐☐☐	☐☐☐☐☐☐☐☐

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1. **SURNAME** (In Case Given Name exceeds 30 characters, part of the given name may be adjusted with Surname)

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2. **GIVEN NAME** (Initials not allowed)

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3. **SEX**

Male ☐   Female ☐

4. **DATE OF BIRTH** ☐☐☐☐☐☐☐☐

5. **PRESENT COMMUNICATING ADDRESS** (Please furnish detailed mailing address)

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PIN CODE ☐☐☐☐☐☐   **LAND MARK** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

6. **PERSONAL CONTACT NUMBER**

MOBILE ☐☐☐☐☐☐☐☐☐☐☐☐   (Please add a zero at the beginning if the number does not belong to West Bengal)

LANDLINE No. (Attach STD code) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

7. **E-MAIL ID**

Official ID ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Personal ID ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

8. **PERMANENT ADDRESS** (Please furnish detailed mailing address)

PIN CODE ☐☐☐☐☐☐ LAND MARK ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

9. **Courses studied in CUCSE** ('√' all those that you have studied)**:**

B.Tech ☐ M.Sc. ☐ M.Tech ☐ Ph.D ☐

10. **YEAR OF JOINING CUCSE** ☐☐☐☐

11. **YEAR OF PASSING CUCSE** ☐☐☐☐

12. **OCCUPATIONAL STATUS** (Please '√' the one that is applicable)

Self – Employed ☐ Salaried ☐ Retired ☐ Others ☐

13. **CURRENT PROFESSION**

14. **CURRENT DESIGNATION**

15. **NAME OF CURRENT COMPANY/COLLEGE/INSTITUTE/ORGANISATION** (Initials not allowed)

16. **COMPANY/COLLEGE/INSTITUTE/ORGANISATION ADDRESS** (Please furnish detailed mailing address)

PIN CODE ☐☐☐☐☐☐ LAND MARK ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

17. **COMPANY CONTACT NUMBER** (Attach STD code)

18. **COMPANY FAX NUMBER** (Attach STD code)

19. **If you have been an employee in a company for less than one year (unless you have joined the service in the current year), please furnish the last TWO company/college/institute/organization details for which you had been working:**

(a) **FROM** (Specify Year) ☐☐☐☐ **TO** (Specify Year) ☐☐☐☐

NAME OF THE COMPANY/COLLEGE/INSTITUTE/ORGANISATION (Initials not allowed)

(b) FROM (Specify Year) ☐☐☐☐ **TO** (Specify Year) ☐☐☐☐

NAME OF THE COMPANY/COLLEGE/INSTITUTE/ORGANISATION (Initials not allowed)

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20. PREFERRED WAY OF COMMUNICATION
PHONE ☐   **E-Mail** ☐

21. SELF DECLARATION

       I owe allegiance to the Department of Computer Science & Engineering, and have not purposely or mistakenly filled up the form with other identity. The information given by me in this form is true to the best of my believe and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information with a view to obtain the facilities of being an alumni and I agree that my registration may be withdrawn or cancelled if any false or suppressed information is produced.

Date:………………………..

Place:………………………

Signature of the Applicant

(For Office Use Only)

The information furnished by the applicant has been verified and the application form is correctly filled to the best of my knowledge.

_____
Authorized Signatory

Date:_____

INSTRUCTION BOOKLET

HELP US TO SERVE YOU BETTER BY FILLING THE FORM STRICTLY AS PER THE FOLLOWING INSTRUCTIONS

- **Use capital letters only.**
- **Use Black/Blue ball pen only.**
- **Don't fill the form with pencil or ink-pen.**
- **Write clearly within the box without touching the boundaries.**
- **Adjust the information to fit within the number of boxes provided.**
- **Do not write anything outside the box.**
- **Avoid over-writing.**
- **Signature should be strictly within box without touching the boundaries.**
- **Photograph should NOT be <u>manually</u> cut so as to fit exactly in the box provided and at least full face should be retained.**
- **In case of Male/ Female option, mark [M] or [F] only in the relevant box.**

COLUMN-WISE GUIDELINES FOR FILLING UP THE APPLICATION FORM

At the beginning of the Application Form there are boxes for affixing photograph and giving details of payment of the fee.

PHOTOGRAPHS

The photographs must be:
- Identical;
- In colour, not black and white;
- Taken within the last month;
- Taken against a light grey or cream background;
- 3.5 cm high x 3.5 cm wide (however, please do not trim your photographs to meet this condition);
- Undamaged, for example; not torn, creased, or marked;
- Free from shadows;
- Taken with your eyes open and clearly visible (with no sunglasses or tinted glasses, and no hair across your eyes);
- Free from reflection or glare on your glasses, and the frames must not cover your eyes (where possible, we recommend that you remove your glasses to avoid the possibility of rejections);
- Free from 'Redeye';
- Of you facing forward, looking straight at the camera;
- With a neutral expression, your mouth must be closed (no grinning, frowning or raised eyebrows);
- Of you on your own (no babies' dummies, toys or other people visible);
- Taken of the full head, without any covering, unless it is worn for religious beliefs or medical reasons;
- Taken with nothing covering your face;

- Free from copyright (for example, do not send school photographs as these are produced under copyright).

FEES STRUCTURE AND MODES OF PAYMENT

The following all-inclusive fee is to be paid along with the application form, either by **Cheque** or by **Demand Draft** (Payable in Kolkata) drawn in favour of:

ANNL GETTOGETHER COM CSCUNI

Cash payment is not accepted. The Bank Code of Issuing Bank, the Demand Draft Number or the Cheque number and date of issue of the Demand Draft/Cheque should be mentioned. Details of payment of fee may be mentioned in the relevant boxes in the application form. The fees structure is given below:

Column 1– SURNAME: Write your SURNAME in the boxes provided.

Column 2 – GIVEN NAME: Write the full name. No initials are allowed and they should be expanded. For example, RAJ KUMAR should not be written as RAJ KR. Leave a box after each complete word.

Column 3 – SEX: In case of Male/Female option, please write M or F as applicable in the box space provided.

Column 4 – DATE OF BIRTH: The date of birth is filled as dd/mm/yyyy.

Column 5, 6, 7 & 8 – Fill up these with current data. Do not leave any option as blank. Moreover do not forget to fill up the box space for PIN and LANDMARK. Fill up the box space for both present and permanent addresses. *Do not* write SAME/DO even if the present and permanent addresses are the same.

Column 9 – Courses studied in CUCSE: Mark all those boxes with a '√' that are applicable. For example, student doing both M.Sc. and M.Tech. should tick *both* the boxes.

Column 10, 11 – Year of Joining and Passing: Fill up the years in yyyy format.

Column 12 – Occupational Status: Please tick the one applicable. If the applicant is still a student, then tick the "OTHERS" box.

Column 13 – Current Profession: Mention your current profession. Students write STUDENT in the box space.

Column 14 – Current Designation: Write your current designation as there in your company's/institutes profile. Students write NOT APPLICABLE.

Column 15 – NAME OF CURRENT COMPANY/COLLEGE/INSTITUTE/ORGANISATION: Write the full name of your current COMPANY/COLLEGE/INSTITUTE/ORGANISATION. No initials allowed.

Column 16, 17 & 18 – Fill up the relevant columns with correct information. Students give the

address and phone number of your institute; FAX numbers are not required and write NA in the box space.

Column 19 – This applies for applicants who have changed their companies within the last year. For freshers (only who have not changed any company within a year) and for students this column is not applicable. Just write NOT APPLICABLE.

Column 20 - PREFERRED WAY OF COMMUNICATION: Please tick the box that is preferable to you.

Column 21 – Read the declaration and sign in the box provided there, without touching the boundaries. Also mention the date and place.