



Prof. Tapas Biswas
Registrar

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No.: REG/3/L-34

Dated: May 12, 2026

NOTIFICATION

In order to streamline the processes of collecting semester fees and the process of recommending Scholarship applications, availed by the UG, M.Sc./M.Tech., and Ph.D. students of the University, the following processes need to be strictly adhered to -

- 1) **Necessity of Admit Card:** In continuation of earlier Notification No. REG/3/L-05 dated 06.04.2026 this is to notify that **Admit Cards will also be mandatory for the M.Sc./M.Tech. students** of the University, for appearing in End-Semester / End-Term Examinations. The Admit Cards will be issued to the M.Sc./M.Tech. students **by the Examination Section** of the University, only after collecting proof of **payment/clearance of all semester fees and mess dues (for hostellers)** up to that particular semester, **at least seven (07) working days before** the commencement of the End-Semester / End-Term Examination. **In case of day-scholars**, the concerned student will be required to submit **non-hosteller certificate** along with semester fee receipt.
- 2) **Necessity of Roster:** In case of **Ph.D. students**, **Roster** for each Semester (from 2nd Semester onwards) will be issued by **the concerned Head of the Department**, only after collecting proof of **payment/clearance of semester fee** (in advance) of that particular semester and **mess dues (for hostellers)** up to the previous semester, positively **within seven (07) working days from the date of commencement of the Semester**. **In case of day-scholars**, the concerned student will be required to submit **non-hosteller certificate** along with semester fee receipt.
Roster for each Semester must be submitted to the Dean, Post Graduate Studies by the concerned Head of the Department, **positively within one (01) month from the date of commencement of the Semester**, failing which the **registration** of the concerned Ph.D. student **will be cancelled by the Dean, Post Graduate Studies, BCKV**.
- 3) **Scholarship/Fellowship :**
 - (a) A student (UG, M.Sc./M.Tech. and Ph.D.) is entitled to avail **only one scholarship/fellowship at any point of time** during their studentship in the University. Furnishing false information or suppressing facts regarding scholarship/fellowship availed will be treated as misconduct. In this respect, each student will be required to submit **an Undertaking**, as per enclosed format.
 - (b) Scholarship/Fellowship applications of each student will be processed and authenticated only by the Deputy Librarian and the Admission & Scholarship Section of the University, as applicable. Hence, each scholarship/fellowship application must be forwarded to the Deputy Librarian or the Admission & Scholarship Section, routed through –

Concerned Head of the Department → Concerned Dean → Dean, Post Graduate Studies

Any violation of above regulations will attract penal actions.

The above rules and regulations **shall come into immediate effect**. All concerned are advised to strictly adhere to the rules.

By order of
the Vice-Chancellor, BCKV
Sd/-
Registrar

Contd.....p/2.

No.: REG/3/L-34/15

Date: 12.05.2026

Copy forwarded for information and necessary action to:

1. The Dean, Faculty of Agriculture/ Horticulture/ Agril. Engineering BCKV- **with a request to circulate this notification to the Heads of all concerned academic Departments.**
2. The Dean, Post Graduate Studies, BCKV, Mohanpur.
3. The Associate Dean, College of Agriculture, BCKV, Burdwan / Bankura.
4. The Secretary, Faculty Council, Faculty of Agriculture/ Horticulture/ Agril. Engineering, BCKV, Mohanpur.
5. The Dean, Students' Welfare, BCKV, Mohanpur, Nadia – **with a request to ensure collection of all mess dues before commencement of examination.**
6. The Librarian, Central Library, BCKV- **with a request to upload the Notification on the University website.**
7. The Deputy Librarian, BCKV, Mohanpur, Nadia.
8. The Superintendent, Admission & Scholarship Section, BCKV, Mohanpur.
9. The Superintendent, Examination Section, BCKV, Mohanpur – **with a request to make necessary preparations regarding issue of Admit Cards to M.Sc./M.Tech. students.**
10. Vice-Chancellor's Secretariat, BCKV, Mohanpur.
11. Office copy.


Registrar

UNDERTAKING BY STUDENT REGARDING AVAILMENT OF SCHOLARSHIP

I,, son of,
....., bearing University Registration No., currently enrolled
in(name of the course) of Bidhan Chandra Krishi
Viswavidyalaya, Mohanpur, Nadia, West Bengal, do hereby solemnly affirm and undertake as follows:

1. That I am aware of the rule that a student shall not avail more than one scholarship/fellowship at any point of time during his/her studentship in the University.
2. That I am currently availing (name of the Scholarship/Fellowship) during my period of study in (name of the course) of the University.
3. That I hereby declare that I am not availing more than one scholarship/fellowship at present.
4. That in the event I have, at any point of time, availed more than one scholarship/fellowship concurrently, I undertake to refund the excess amount received during the overlapping period to the concerned authority.
5. That if I have already refunded any such excess amount, I am submitting valid documentary proof of the same along with this undertaking.
6. That I understand that furnishing false information or suppressing facts regarding availing scholarship/fellowship will be treated as misconduct.
7. That I further understand that if I am found guilty of drawing excess scholarships/fellowships by concealing facts, I shall be liable for penal action as per the applicable rules and regulations of the University and/or concerned authorities. Such penal actions may include withholding of results and final mark sheet and/or cancellation of studentship.

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

I am executing this undertaking with full understanding of its contents, implications, and consequences, and without any coercion or undue influence.

Place:

Date:

Signature of the Student: _____

Name: _____

Registration No.: _____

Programme / Department: _____