

# DINABANDHU ANDREWS COLLEGE

Notice No. DAC/ADMISSION-N\_26/2023-2024, dated 25.08.2023

**ONLY FOR NEWLY ADMITTED CANDIDATES (UG, 2023-2024)**

The verification of the applications (entered data & uploaded documents) of the candidates who have taken admission to Semester-I of B.A./B.Sc./B.Com courses for the academic session 2023-2024 have been started in on-line mode.

During the verification, it has been found that some uploaded documents of a large number of applicants are either not legible or not in conformity with the declaration in the forms submitted (on-line) by the candidates.

In this context, we are sending email through registered email ID (email id entered by the applicants and printed on their money receipt) to such candidates asking them to re-upload the required correct and clear documents (list of required document(s) is available from the dropdown list in the portal) without fail **during the period 29.08.2023 to 31.08.2023** by clicking on the link given below.

## **Important Notes:**

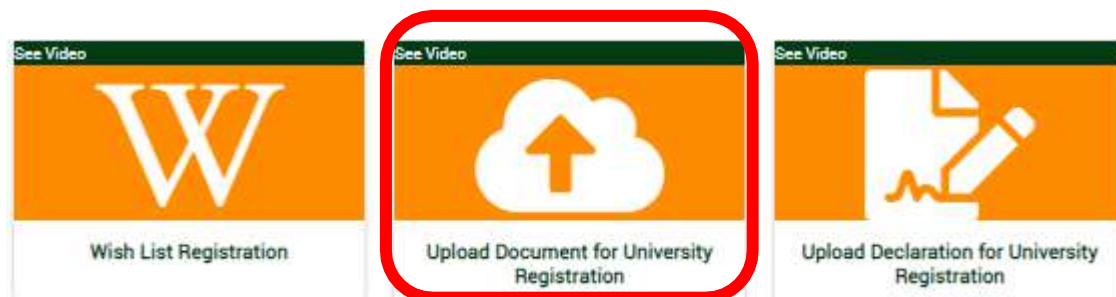
- 1) Check your registered E-mail ID regularly.**
- 2) Document(s) re-uploading period: 29.08.2023 to 31.08.2023.**
- 3) Do not try to re-upload the required document(s) beyond this period.**
- 4) Those who will not receive the mail for re-uploading the document(s) need not re-upload the documents.**
- 5) Those who do not re-upload the required document(s) despite receiving the mail, their previously uploaded documents will be sent to the University for Registration. In that case college authority will not responsible for any kind of problem related to the University Registration.**

For re-uploading the document(s), the candidate is to follow the below mentioned steps:

**Step-1: Click on the following Link.**

**[Click here to re-upload the required documents](#)**

A new page will open where the candidate will find an OPTION “Upload documents for University Registration” at the bottom of the page as shown below.



**Step-2: Click on “Upload documents for University Registration”.**

A new page will open.

**Step-3: Enter the Application Number in the specified box and click on “SEARCH” button.**

At the bottom of the page they have to **select the document type to upload** from the dropdown list (where the required documents are listed) then “upload” and “submit” each of the documents listed in the dropdown box one after another individually. For submission of each individual document, the system will send OTP for each document separately to the registered email ID of the applicant.

Example: If a candidate is asked to upload three documents (signature, Age proof & Caste certificate) that particular candidate will find only these three documents in the dropdown list. In that case, the candidate have to select each document at a time and upload the correct document as per his/her selection and submit the same with the individual OTP sent to his/her email one after another.

**For problem regarding re-uploading, contact Helpline No. 91 6291408365**

Officer-In-Charge  
Dinabandhu Andrews College