WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
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Memo No. **COE/UHS/ 1488 /2026** **Date: 14.09.26**

SOP for late enrollment & reopening of College portal for Undergraduate and Post graduate/Diploma Nursing Courses under the WBUHS:

SOP for processing late enrolment of Candidates

This SOP shall apply to the candidates who have failed to complete enrollment for the examination within the prescribed time mentioned by WBUHS considering fulfilment of the following requirements-

1. The enrollment can only be done 48 hours before(Official working days)the examination day from University premises. After that , no such requests will be entertained except some technical issues.
2. Student should attend University with a forwarding letter from the Principal of the concerned College along with either the Principal or authorized faculty of the College for completion of the enrolment process.
3. A primary guardian (father/mother/brother/sister) should accompany the student, carrying a valid ID proof.
4. Proof supporting the cause of late enrollmentshould be produced along with the application. No verbal request or oral explanation shall be accepted in place of required written documents.

SOP for reopening College portal for marks upload

1. If any corrections to be made in College portal related to marks uploading, after the stipulated time period mentioned by WBUHS, Principal madam of the concerned College should send a mail to the Controller of Examinations specifying the reason behind the said fault and then either the Principal or authorised faculty meet the Controller of Examinations physically for seeking necessary permissions for reopening the portal and uploading the marks at WBUHS premises only.

14/9/26

The Controller of Examinations(In Charge)

The West Bengal University of Health Sciences