



SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, WB, PIN-712302

Founded: 1976

Re-Accredited by NAAC (CGPA: 2.33) & Recognised Under UGC 2F&12B
WB Govt. Aided & The University of Burdwan Affiliated

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Website: www.scollegednk.ac.in

Date: 16/09/2022

ADMISSION NOTICE - 5

Verification of original documents for 1st Semester Students

This is to inform all 1st semester students (session: 2022-2023) of this college that **verification of original documents** shall be done as per the following schedule:

Date	Time	Subjects/Courses
BA/B.Sc./B.Com Honours Courses and B.Sc/B.Com General Courses		
20-09-2022 (Tuesday) (1 st Half)	11.30 A.M - 1-45 P.M	All students of Bengali (H), English (H), History (H), Geography (H), Sanskrit (H), Political Science (H), Philosophy (H), Mathematics (H), Chemistry (H), Botany (H), Zoology (H), Accountancy (H), Bio-Science (Genl) & Pure Science (Genl), B.Com (Genl)
B.A General Course		
20-09-2022 (Tuesday) (2 nd Half)	2.00 P.M - 4-30 P.M	B.A General Course Students having Registration ID 4122200004 to 4122200545
21-09-2022 (Wednesday) (1 st Half)	11.30 A.M - 1-45 P.M	B.A General Course Students having Registration ID 4122200547 to 4122201207
21-09-2022 (Wednesday) (2 nd Half)	2.00 P.M - 4-30 P.M	B.A General Course Students having Registration ID 4122201209 to 4122202016

Concerned students need to visit the college as per the **above schedule very strictly** with relevant documents as mentioned in the next page.

Sd/-

DR SANDIP KUMAR BASAK
Principal, Sarat Centenary College

Verification Procedure:

1. Arrange photocopy of the following documents serially and staple them
 - a. Copy of Application Form with recent passport size colour photo pasted on it and with candidate, Guardian's signature
 - b. Admission Payment Receipt
 - c. Copy of Madhyamik admit
 - d. Copy of Madhyamik Marksheet
 - e. Copy of HS Marksheet
 - f. Copy of Caste/PH/VH Certificate (wherever applicable)
 - g. Copy of School Leaving Certificate
 - h. Copy of Aadhaar/ Govt. issued Photo Identity Card

N.B.:

- In the xerox copies (c to h above) write 'Self attested' and then put your full signature
- Please keep a copy of items a & b mentioned above with you

2. Before reaching to the verification desk arrange original testimonials in the following order:
 - a. Madhyamik Admit Card
 - b. Madhyamik Marksheet
 - c. HS Marksheet
 - d. Caste/PH/VH Certificate (wherever applicable)
3. Submit staple items mentioned in step 1 and show original documents mentioned in step-2 to the verification desk
4. Put your full signature in the record sheet and collect your original documents. Your verification process is complete

If you require any correction of data (spelling/ date of birth etc.) as provided in the application form, visit college office desk and mention the correction required.

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- Proper face mask is mandatory and Covid-19 protocol should be maintained.
- Student must enter the college in right time as notified.

ডকুমেন্ট ভেরিফিকেশন এর সময় যে যে ডকুমেন্ট ছাত্র -ছাত্রীরা জেরক্স কপি পর পর জমা দেবে সেগুলি নিচে দেওয়া হল -----

1. নিজের এবং পিতা/মাতার সহী করা আবেদন পত্র, তাতে একটা ফোটো স্টেটে দিতে হবে।
2. ভর্তি হওয়া পেমেন্ট রসিদ।
3. মাধ্যমিকের অ্যাডমিট ও মার্কসশিট
4. উচ্চ মাধ্যমিকের মার্কসশিট।
5. কাস্ট/ পি.এইচ/ভি.এইচ সার্টিফিকেট (যদি থাকে)
6. স্কুল লিভিং সার্টিফিকেট।
7. নিজের পরিচয় পত্র (ভোটারকার্ড/ আধার কার্ড)।