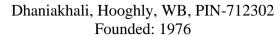# SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, WB, PIN-712302
Founded: 1976
Re-Accredited by NAAC (CGPA: 2.33) & Recognised Under UGC 2F&12B
WB Govt. Aided & Affiliated to The University of Burdwan
e-Mail: saratcentenary@gmail.com ; principal_sccollegednk@rediffmail.com
Website: **www.sccollegednk.org.in ; www.sccollegednk.ac.in**

Date: 03.08.2023

ADMISSION NOTICE - 5

Verification of original documents for 1 st Semester Students

Counselling and Document Verification Programme for the newly admitted Semester-I students will be held as per the schedule detailed below:

SUBJECT	Room	Date
ACCOUNTANCY	123	07/08/23
COMMERCE		

SUBJECT	Room	Date
BOTANY	Bot Lab 112, 113	07/08/23
ZOOLOGY	114, 115	

SUBJECT	Room	Date
MATHEMATICS	Phy Lab 107	07/08/23
CHEMISTRY		
PHYSICS		

SUBJECT	Room	Date
SANSKRIT	301, 302	07/08/23
ENGLISH	Eng Dept 209, 210	
SANTALI	117	
PHILOSOPHY	124	
EDUCATION	204	
GEOGRAPHY	205, 206	
PHYSICAL EDUCATION	119	

SUBJECT	Room	Date
BENGALI	Beng Dept 204, 205, 206	08/08/23
POLITICALLY SCIENCE	123, 124	
HISTORY	118, 119	

It is mandatory for all newly admitted Semester-I students to attend the Counselling and Document Verification Programme otherwise admission may not be confirmed.

S. k. Basu

Dr. Sandip Kumar Basak
Principal & Secretary

Principal & Secretary
Sarat Centenary College
Dhaniakhali, Hooghly

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.

   :
   □ 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 সই করা আবেদন পত্র, তাতে একটা ফোটো সেঁটে দিতে হবে।

2. ভর্তি হওয়া পেমেন্ট রসিদ।

3. মাধ্যমিকের অ্যাডমিট ও মার্কসসিট

4. উচ্চ মাধ্যমিকের মার্কসসিট।

5. কাস্ট/ পি.এইচ/ভি.এইচ সার্টিফিকেট (যদি থাকে)

6. স্কুল লিভিং সার্টিফিকেট।

7. নিজের পরিচয় পত্র (ভোটারকার্ড/ আধার কার্ড)।