



## **SHRI SHIKSHAYATAN COLLEGE** **DOCUMENTS VERIFICATION**

- 1) Login to the portal and upload the following positively. (**Scanned Documents 150 DPI resolution**)
  - a) Colour Photo (JPG format and within 50KB size).
  - b) Full running hand Signature (JPG format and within 50KB size).
  - c) Class X Admit Card / Certificate of Madhyamik / Equivalent Examination / Birth Certificate as age proof. (JPG format and within 150 KB size).
  - d) Class XII Mark-sheet (JPG format and within 150 KB size).
  - e) Migration Certificate (Only for Other State Boards & Rabindra Mukta Vidyalaya Students only).
  - f) Caste certificate (SC/ST/OBC-A/OBC-B) in JPG format and within 100 KB size. (if applicable)

➤ **Caste Certificate must be issued by**

- ✓ *District Welfare Officer & Ex-Officio Jt. Director, BCW (Within Kolkata)*
- ✓ *Sub-Divisional Officer (Outside Kolkata)*
- ✓ *Caste certificate issued in states other than West Bengal will not be considered*

- 2) After uploading of documents as per above list you will be able to download your Admission Form. **Mobile photo upload is not allowed. You have to scan all documents and upload properly.**
- 3) **Students are to report at the time specified time slots. Students will not be permitted beyond/before their specified slots.**
- 4) **If any data is found incorrect or documents are false at the time of documents verification, your admission stands cancelled. Admission fees paid will be forfeited.**
- 5) You have to bring Printout of Admission Form, Admission Fees Challan and **all original documents along with attested photocopies by last school principal / gazetted officer.**

Documents Required:

- a) Class X Admit Card / Certificate of Madhyamik / Equivalent Examination / Birth Certificate as age proof.
- b) Class XII Admit Card
- c) Class XII Mark-sheet
- d) Caste certificate (SC/ST/OBC-A/OBC-B) (if applicable) (Issued by WB Govt. only)
- e) Migration Certificate (Only for Other State Boards & Rabindra Mukta Vidyalaya Students only).

Principal  
Shri Shikshayatan College  
11, Lord Sinha Road  
Kolkata - 71