SHRI SHIKSHAYATAN COLLEGE

SEM – I 2023 (Under Graduate)
DOCUMENTS VERIFICATION

All Semester-I 2023 Undergraduate Students **who have not yet reported** will have to be present as per the schedule given below to complete the **Original Documents Verification** & for **CU Registration Process**.

Course	Date	Roll No	Reporting Timings
B.A. & B.Sc.	**28.08.2023**	**All**	**11:00 AM**
B.Com & BBA	**29.08.2023**	**All**	**11:00 AM**

All Students are required to report as per above date and time slots positively.

Online Procedure:

Please Note: Mobile photo upload is not allowed. All documents have to be scanned and uploaded properly.

1. Login to the **Students Portal with UID & Password**.
2. Please ensure that all documents mentioned below have been uploaded properly before coming for verification. (**Scanned 150 DPI**)
   a) Original Class XII Marksheet with Self Attested (Max size 150 KB)
   b) Original Class X / Equivalent Examination Admit Card / Birth Certificate (Issued by Govt. of WB) as age proof with Self Attested (Full Signature) (Self Attested) (Max size 150 KB)
   c) Formal Colour Photograph (Passport) (Max size 100 KB) (Other than formal photo may be rejected)
   d) Full running hand Signature (Max size 50 KB)
   e) Original Caste Certificate (If applicable) (Self Attested) (Max size 150 KB)

      * Caste Certificate must be issued by
      ✓ District Welfare Officer & Ex-Officio Jt. Director, BCW (Within Kolkata)
      ✓ Sub-Divisional Officer (Outside Kolkata)

*(Caste certificate issued by states other than West Bengal **will not** be considered. Students who will not be able to provide appropriate certificate will be treated as General Candidate)*

Students must to bring the following: - (Mandatory)

1. Admission Form - 2023 - Take print from Student portal.
2. Semester-I Admission Fees Challan - Take print from Student portal.
3. All Original Documents of Class XII & Class X and 1 set Photocopy.
4. Original Caste Certificate (If applicable) and 1 Photocopy.
5. Original Migration Certificate (If applicable).
6. Formal Colour Passport Size photograph (2 Copies).
7. Ball point Pen, Gum, Scissors.

N.B.:-

➢ *Students who have taken admission in other college before taking admission in Shri Shikshayatan College should cancel their Admission from that college positively and produce proof of cancellation to ensure smooth registration process.*

> **Admission is subject to verification of documents and registration by Calcutta University.**

Date: 26.08.2023   Principal

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