



SHRI SHIKSHAYATAN COLLEGE

SEM – I 2025 (Under Graduate)

DOCUMENTS VERIFICATION

All Semester-I 2025 Undergraduate Students will have to be present as per the schedule given below to complete the **Original Documents Verification & CU Registration**.

Course	Date	Roll No	Reporting Timings
B.Com Major - Morning	02/07/2025	Roll No: 1-60	10:30 AM
B.Com Major - Morning	03/07/2025	Roll No: 61-120	10:30 AM
B.Com Major - Morning	04/07/2025	Roll No: 121-180	10:30 AM
B.Com Major - Morning	05/07/2025	Roll No: 181-240	10:30 AM
B.Com Major - Morning	07/07/2025	Roll No: 241-300	10:30 AM
B.Com Major - Morning	09/07/2025	Roll No: 301-350	10:30 AM
B.Com Major - Morning	10/07/2025	Roll No: 351-400	10:30 AM
B.Com Major - Morning	11/07/2025	Roll No: 401-450	10:30 AM
B.Com Major - Morning	12/07/2025	Roll No: 451-500	10:30 AM
B.Com Major - Morning	14/07/2025	Roll No: 501-550	10:30 AM
B.Com Major - Morning	15/07/2025	Roll No: 551-Rest	10:30 AM
B.Com (H) - Evening - MKT	16/07/2025	All	10:30 AM
B.Com Major - Evening - AF	16/07/2025	Roll No: 1-20	12:30 PM
B.Com Major - Evening - AF	17/07/2025	Roll No: 21-70	10:30 AM
B.Com Major - Evening - AF	18/07/2025	Roll No: 71-Rest	10:30 AM

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



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<i>Course</i>	<i>Date</i>	<i>Roll No</i>	<i>Reporting Timings</i>
<i>Education Major</i>	<i>19/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>Hindi Major</i>	<i>19/07/2025</i>	<i>All</i>	<i>12:30 PM</i>
<i>English Major</i>	<i>21/07/2025</i>	<i>Roll No: 15 - 75</i>	<i>10:30 AM</i>
<i>English Major</i>	<i>22/07/2025</i>	<i>Roll No: 76 - Rest</i>	<i>10:30 AM</i>
<i>Geography Major</i>	<i>23/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>Chemistry Major</i>	<i>24/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>History Major</i>	<i>24/07/2025</i>	<i>All</i>	<i>12:30 PM</i>
<i>Political Science Major</i>	<i>25/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>BA / BSC MDC</i>	<i>26/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>Botany Major</i>	<i>26/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>JMC Major</i>	<i>28/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>Mathematics Major</i>	<i>29/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>Sociology Major</i>	<i>29/07/2025</i>	<i>All</i>	<i>11:30 AM</i>
<i>Economics Major (BA & BSC)</i>	<i>30/07/2025</i>	<i>All</i>	<i>10:30 AM</i>
<i>BBA (H)</i>	<i>31/07/2025</i>	<i>All</i>	<i>10:30 AM</i>

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Online Documents Verification Procedure:

- All students have to login to student portal and go Student Console -> Student Data Verification option for verify / correction their information (if required).
- Field to be check: Student's Name, Father's Name, Mother's Name, Address, Date of Birth, Blood Group, Year of Passing, Class-XII Board, Class-XII Roll No, Aadhar Card No, ABC ID No etc.
- After verification submit the form and generate PDF. Take two copies print out of the form.

Online Documents Uploading 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 will be rejected)
 - d) Full running hand Signature (Max size 50 KB)
 - e) Aadhar Card
 - f) ABC ID / AAPAR ID (Max size 150 KB)
 - g) Anti-Ragging Consent form (Max size 150 KB)
 - h) 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**)



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Students must bring the following: - (Mandatory)

1. Admission Form - 2025 - Take one print from Admission portal.
2. Semester-I Admission Fees Challan - Take one print from Admission portal.
3. Student Data Verification Form - Take one print from Student portal after data verification.
4. Original Class XII Marksheet and one Photocopy.
5. Original Class X Admit Card and one Photocopy.
6. Original Birth Certificate (Issued by WB Govt. only)
7. Aadhar Card Original and one Photocopy.
8. ABC ID / AAPAR ID - Printout.
9. Anti-Ragging Consent form - Printout.
10. Original Caste Certificate (If applicable) and one Photocopy.
11. Original Migration Certificate (If applicable).
12. CU Registration Certificate (If applicable) and one Photocopy.
13. Formal Colour Passport Size photograph (**Four Copies**).
14. Ball point Pen, Gum, Scissors and stapler.

N.B.:-

- ***Students who have taken admission in another 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: 25/06/2025

***Dr. Tania Chakraverty
Principal***