



SHRI SHIKSHAYATAN COLLEGE

SEM – I 2026 (Under Graduate)

DOCUMENTS VERIFICATION

All Semester - I 2026 Undergraduate Students those who have not completed the Physical Documents Verification will have to report as per following schedule positively without fail:

Course	Date	Reporting Timings
B.Com Major (Morning & Evening) / BBA Major B.A. Major / B.Sc. Major / B.A. & B.Sc. MDC	04/08/2026	11:00 AM

NB:

- **Those who have already completed their Physical Document Verification process are not required to come to college again on the above mentioned date.**
- Students who have completed the physical verification process with **PENDING STATUS** due to incomplete documentation must complete their verification at the earliest.
- **Please note that physical document verification is mandatory for all undergraduate students. Students who are not completing the document verification process, will not be registered under University of Calcutta.**



SHRI SHIKSHAYATAN COLLEGE

SEM – I 2025 (Under Graduate)

DOCUMENTS VERIFICATION

Online Documents Verification Procedure:

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

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 are uploaded properly **before coming for verification. (Scanned 150 DPI Resolution)**
 - a) Original Class XII Marksheet with Self-Attested (Max size 250 KB)
 - b) Original Class X / Equivalent Examination Admit Card / Birth Certificate (Issued by Govt. of WB) as age proof with Self Attested (Full Signature) (Max size 250 KB)
 - c) Formal Recent Colour Photograph (Passport) (Max size 100 KB) (Photo should be formal dress)
 - d) Full running hand Signature – Single line (Max size 100 KB)
 - e) Aadhar Card – Original (Max size 250 KB)
 - f) ABC ID / AAPAR ID (Max size 250 KB)
 - g) Anti-Ragging Consent form (Max size 250 KB)
 - h) Original Caste Certificate (If applicable) (Self Attested) (Max size 250 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**)

All Students are required to report as per above date and time slots without fail.

Students must bring the following: - (Mandatory) (Original & Photocopy)

1. Admission Form - 2026 - Take one print from Admission portal. (Student & Guardian Signature is mandatory in Admission form)
2. Semester-I Admission Fees Challan - Take one print from Admission portal.
3. Student Data Verification Form - Take a print out 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) (If Class X Admit not proper)
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. Colour Passport Size photograph in formal dress [**Four (04) 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: 03/08/2026

**Dr. Tania Chakraverty
Principal**