



SHRI SHIKSHAYATAN COLLEGE

SEM – I 2025 (Post Graduate)

DOCUMENTS VERIFICATION

All Semester-I 2025 M.A. English, M.Com. B.Ed Students will have to be present as per the schedule given below to complete the Original Documents Verification.

| <i>Course</i> | <i>Date</i> | <i>Roll No</i> | <i>Reporting Timings</i> |
|---------------------|-------------------|-------------------------|--------------------------|
| <i>MA - English</i> | <i>09/10/2025</i> | <i>Roll No: 1-30</i> | <i>11:00 AM</i> |
| <i>MA - English</i> | <i>10/10/2025</i> | <i>Roll No: 31-Rest</i> | <i>11:00 AM</i> |
| <i>M.Com</i> | <i>11/10/2025</i> | <i>Roll No: 1-30</i> | <i>11:00 AM</i> |
| <i>M.Com</i> | <i>13/10/2025</i> | <i>Roll No: 31-Rest</i> | <i>11:00 AM</i> |
| <i>B.Ed.</i> | <i>14/10/2025</i> | <i>Roll No: : 1-25</i> | <i>11:00 AM</i> |
| <i>B.Ed.</i> | <i>15/10/2025</i> | <i>Roll No: : 26-50</i> | <i>11:00 AM</i> |
| <i>B.Ed.</i> | <i>16/10/2025</i> | <i>Roll No: 51-75</i> | <i>11:00 AM</i> |
| <i>B.Ed.</i> | <i>17/10/2025</i> | <i>Roll No: 76-Rest</i> | <i>11:00 AM</i> |

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



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Online Documents Verification Procedure:

- All Semester-I 2025 M.A. English, M.Com. B.Ed students have to login to student portal and go to Student Console -> Student Data Verification option for verify / correction their information (if required).
- Field to be checked: Student's Name, Father's Name, Mother's Name, Address, Date of Birth, Blood Group, Year of Passing, University (Board), CU Registration No (Board Roll No.), Aadhar Card No, ABC ID No etc. (All names as per CU Registration or last mark sheet)
- 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 Mark sheet, with Self-Attested (Max size 150 KB)
 - b) Original Graduation all Semester Mark sheets, with Self-Attested (Max size 150 KB)
 - c) Original Post- Graduation All Semester Mark sheets with Self-Attested (if any) (For B.Ed) (Max size 150 KB)
 - d) 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)
 - e) Original CU Registration Certificate, with Self-Attested (Max size 150 KB)
 - f) Formal Colour Photograph (Passport) (Max size 100 KB) (Other than formal photo will be rejected)
 - g) Full running hand Signature (Max size 50 KB)
 - h) Aadhar Card
 - i) ABC ID / AAPAR ID (Max size 150 KB)
 - j) Anti-Ragging Consent form (Max size 150 KB)
 - k) 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 Graduation all Semester Mark sheets and Photocopy
6. Original Post- Graduation all Semester Mark sheets (if any) and Photocopy
7. Original Class X Admit Card and one Photocopy.
8. Original Birth Certificate (Issued by WB Govt. only)
9. Aadhar Card Original and one Photocopy.
10. ABC ID / AAPAR ID - Printout.
11. Anti-Ragging Consent form - Printout.
12. Original Caste Certificate (If applicable) and one Photocopy.
13. Original Migration Certificate (If applicable).
14. CU Registration Certificate (If applicable) and one Photocopy.
15. Formal Colour Passport Size photograph (**Four Copies**).
16. 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: 24/09/2025

***Dr. Tania Chakraverty
Principal***