Ref. No. ....

Date 02.09.2024

NOTICE FOR PHYSICAL VERIFICATION OF DOCUMENTS

It is hereby notified that the students who have been admitted in the in the 1st Semester in the Mop-up Round of the Online UG Admission process under the Centralised Admission Portal of the Department of Higher Education, Government of West Bengal, for the academic session 2024-25 are required to present themselves at the designated verification desk on 04.09.2024 as per the scheduled time and with the following documents:

Courses	Verification Desk	Date	Time
B.Com. (H/H. & R and MDC)	Administrative Building (Main Campus of the college, College Para, Siliguri)	04.09.2024	3.00 P.M. to 5.00 P.M.
B.B.A.	Extension Campus of the college (Court More, Near: Siliguri Municipal Corporation, Behind: Rukmani Dwarika Plaza)	04.09.2024	11.00 A.M. to 01.00 P.M.

ORIGINAL documents which are to be produced:

1. Proof of Date of Birth (Birth Certificate/ Admit Card of Class X examination) which is uploaded with the application form
2. Mark Sheet of Class 10th Standard (Secondary Examination)
3. Mark Sheet of Class 12th Standard (Higher Secondary Examination)
4. Caste/ EWS/ BPL/ Disability Certificate (if applicable)
5. AADHAAR Card

Documents to be submitted:
(*Arrange the documents in the following order and staple them together before submission*):

1. One recent passport-sized photograph (4 cm x 3.5 cm) with the applicant's name written on the reverse side of the photo.
2. Printed copy of the online application form
3. Printed copy of the Provisional Admission Fee Receipt
4. Printed copy of the Provisional Admission Confirmation Certificate
5. School Leaving Certificate [ORIGINAL]
6. Migration Certificate [ORIGINAL] in case of students passing from the board other than the WBCHSE
7. Self-attested photocopy of the Proof of Date of Birth which is uploaded with the application form
8. Self-attested photocopy of the Mark Sheet of Class 10th Standard
9. Self-attested photocopy of the Mark Sheet of Higher Secondary Examination (+2)
10. Self-attested photocopy of the Caste/ EWS/ BPL/ Disability Certificate (if applicable)
11. Self-attested photocopy of the AADHAAR Card
12. Self-attested photocopy of the University Registration Certificate for the already registered students.

Principal
Siliguri College of Commerce

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Siliguri College of Commerce
Siliguri, Darjeeling