

# SIVANATH SASTRI COLLEGE

## ADMISSIONS 2022-23

### UPLOAD AND SUBMISSION OF CORRECT DOCUMENTS BY ADMITTED STUDENTS

The Admission Helpline has been receiving a number of queries from students regarding the verification of documents and the process for upload of correct/updated documents. Students who have obtained admission since 14.8.2022 with full payment of fees are informed that the University of Calcutta has issued guidelines regarding the requirements to be fulfilled for registration with the University. A student must be registered under University of Calcutta to continue her education through Sivanath Sastri College. Hence the University's instructions are final and binding upon all students.

Students are required to ensure that –

- a. They have uploaded a scanned copy of their original HS/Class XII marksheet hard copy. If they had uploaded a screenshot of their marks on the Board website or a DigiLocker based marksheet, they are now required to obtain, scan and upload the scan of the hardcopy of the original marksheet.
- b. They are required to ensure that there are no discrepancies regarding the details of their names, their parents' names, gender, date of birth and other details.
- c. They are to ensure that their marksheet indicates that they have cleared their HS/Class XII examinations without any supplementary/backlog subjects or papers. If any candidate's marksheet is marked as "Fail" or she has any supplementary/backlog papers to be cleared at the HS/Class XII level, her admission is liable to be cancelled.
- d. They are to ensure that a scanned copy of the original Caste Certificate issued by Competent Authority (mentioned in the University of Calcutta guidelines) of the Government of West Bengal has been uploaded to the admission portal. This is applicable only in case of SC/ST/OBC-A/OBC-B students and is not applicable for General category students. Under no circumstances will any document other than the scanned copy of the original Caste Certificate be accepted for anyone taking admission to a Reserved Seat. If any other document had been uploaded in lieu of the Caste Certificate as stated above, the student must replace it with the scanned copy of the original Caste Certificate. If she fails to do this, her admission is liable to be cancelled.
- e. Under no circumstances will scans of photocopies, whether in black and white or colour, be accepted. All documents uploaded to the portal must be colour scans of the original.
- f. All documents must be clear and legible. Hazy/unclear/cropped scans will be considered as incomplete documentation and the student will be required to upload the relevant documents once more.
- g. In case any document has been updated since the time of upload and a newer version is available, the updated document is to be uploaded so that the document available in the admission portal is the latest version.

Only colour scans of the original physical documents mentioned above are to be uploaded. The College will not seek to retain any of the original documents mentioned above.

Since a substantial amount of time has passed since the results were declared, it is assumed that students have received all their original documents in physical/hard copy form. Hence, unavailability of any document will not be accepted as a reason for non-upload. The College will adhere to University guidelines strictly in this regard.

To upload correct document(s), the candidate must click on the below link

<https://173.230.131.185:8443/hrclIRP/startup.do> for login to her portal. For successful login, candidate must use the new UID which has been sent to the registered mobile number at the time of admission fees payment and also use their earlier password given at the time of submission of online application form. Candidate can also know the new UID from the link below

<https://173.230.131.185:8443/hrclIRP/ManageCheckDetailsAction.do?method=checkdetails>

After successful login to the student dashboard, candidate has to navigate the Menu titled “**Student Console -> Document Upload**” and then click on it to upload the required document(s). Students are to check whether their documents are in order as per the above directives and in case they are not, they can upload the correct documents as soon as possible. This applies to uploading of documents only. Details entered at the time of admission will not be available to modify at the student’s end.

However, students who have cleared their Class XII examination from Boards outside West Bengal are to submit their original [Migration Certificate](#) to the College Office. This is the only original document that is to be submitted to the College and it must be submitted physically. No online upload of the migration certificate is required as the original will be submitted to the College. Students who have passed from Boards outside West Bengal are required to submit their Migration Certificates positively between 19<sup>th</sup> and 28<sup>th</sup> September 2022 in the College Office. The Office will receive these documents between 8 AM and 11 AM. *This is applicable only for students who have taken admission and not to those who are waiting to take admission.*

Students who had previously been registered with any other College under the University of Calcutta or any other University are to contact the College Office helpline as soon as possible to inquire into how they can be registered under University of Calcutta through Sivanath Sastri College. If such students do not inquire at the College office helpline, their registration process will not be completed.

In this regard, students are informed that online verification of documents has been started by the Departments to which the students have taken admission. The process of verification is completely online and the student is not required to come to the College for any verification before the start of classes. However, students may receive calls from verifiers regarding necessity of uploading correct documents. In such cases, the calls will be made to the numbers given by the students at the time of application and the students will be required to upload the correct documents forthwith. In cases where the problems arising during verification cannot be solved via online upload of correct documents and physical verification of documents is required, the students will be informed by the relevant Department of the date and time at which they are to report to the College with their original documents. Any such date will be on or after the date of start of classes, to be notified soon.

Only students whose documents are found to be incomplete or problematic will be contacted by the verifiers. If a student’s documents are in good order as per University and College norms, she may not receive any call. There is no need to contact the Admission Helpline to inquire if and when any call will be made to the student regarding verification.

*The verifiers will never ask for the password of the student’s admission account. Neither will they accept any document via WhatsApp or email. Verifiers will not take responsibility of uploading any of the student’s documents.*

*Upload of correct documents as per the University guidelines is the sole responsibility of the student, and any dereliction of this responsibility may render the student ineligible for registration and to have her registration cancelled. If any student loses her seat in the College due to non-compliance with the instructions of the verifiers and the Admission personnel, the College will bear no responsibility in this regard and the student will have no claim to the seat which she forfeits as a result of her non-compliance.*

In all cases of doubt or confusion, the decision of the Principal will be final.

A copy of the University guidelines is attached below for ready reference and necessary action.

Dated: 4.9.2022

By Order  
Nodal Officer and Convenor, Admission Sub-Committee