SIVANATH SASTRI COLLEGE

ADMISSIONS 2025

NOTICE REGARDING VERIFICATION OF STUDENTS ADMITTED BETWEEN 22.8.2025 AND 25.8.2025

This is to inform all students who have taken admission (or have been allocated Sivanath Sastri College and intend to take admission) that the College will conduct physical verification of documents of the candidates as per the following rules and schedule –

1. All rules specified by the Competent Higher Authority will be strictly adhered to. No deviation will be allowed under any circumstances.

2. Documents to be presented in original as well as self-attested photocopies are listed out in a table. The table is annexed to this notice.

3. All documents specified must be presented to the concerned verifier at the time of verification. Any document that is missing or incomplete must be procured and furnished by the student within 27.8.2025. In case any document is missing/incorrect/mismatched with data entered in the system, the College authority reserves the right to cancel the admission of the student as per the norms specified by Competent Higher Authority.

4. Original documents must be presented. These will be verified and returned to the student immediately. Students are advised to check their original documents before departing the verification room and/or College premises as the College will not take any responsibility for any original documents that the student may misplace during the verification process. AADHAAR IS MANDATORY, ABC ID TO BE PRESENTED IF AVAILABLE.

5. Self-attested photocopies of all original documents must be submitted to the verifier at the time of verification. These must be exact photocopies on good quality paper with legible print quality.

6. Students are instructed to bring TWO copies of the application form to the College. These must be duly signed by both the student as well as her parent. The verifier will retain one copy of the form. The other will be returned to the student after making necessary notations regarding whether the student's documents have been verified or not.

7. Once students have received back their original documents and the duly stamped copy of application form, they are advised to leave the College immediately as University examinations are in progress. No student will be allowed to stay in the College premises after 9 AM under any circumstances during the verification days.

8. Verification will be conducted as per the following schedule –

Department	Category	Room No.	Date
B.Com (Accountancy) Honours	UR admitted until 24.8.2025	10 and 24 (waiting rooms) Computer Lab (verification room)	25.8.2025
B.Com (Accountancy) Honours	UR admitted on 25.8.2025 SC, ST, OBC-A, OBC-B, EWS and PWD admitted till 25.8.2025	10 and 24 (waiting rooms) Computer Lab (verification room)	26.8.2025 – 27.8.2025
B.A./B.Sc. Multidisciplinary	ALL	17	25.8.2025 – 27.8.2025
B.A./B.Sc. Honours in Geography	ALL	21	25.8.2025 – 27.8.2025
B.A./B.Sc. Honours in Economics	ALL	23	25.8.2025 – 27.8.2025
B.A. Honours in Political Science	ALL	15	25.8.2025 – 27.8.2025
B.A. Honours in Bengali	ALL	29	25.8.2025 – 27.8.2025
B.A. Honours in English	ALL	39 and 40	25.8.2025 – 27.8.2025
B.A. Honours in History	ALL	19	25.8.2025 – 27.8.2025
B.A. Honours in Education	ALL	18	25.8.2025 – 27.8.2025
Queries/Problematic Cases from all Departments	ALL	Outside Staff Room	25.8.2025 – 27.8.2025

9. Verification will proceed as per the following timings on all days (25.8.2025 to 27.8.2025)

Entry of Students – 7AM to 7:45AM

Verification Begins in Respective Rooms – 7 AM

Verification Closes in Respective Rooms – 9 AM

10. Students whose documents are verified will be informed about the date on which they would be provided with their admission certificate from the College office. A separate notice will be prepared in this regard.

11. Any student who does not come for verification by 7:45AM on 27.8.2025 will have her admission automatically cancelled. No appeal will be entertained in this regard.

12. Every student must appear in person for the verification. No request for verification from the parents/relatives/friends of the student will be entertained.

13. Every student will be provided with an Anti-Ragging Declaration form. She will have to fill up the form and sign it. The duly signed form will be submitted by the student to the verifier along with the other documents specified. The Anti-Ragging Declaration is mandatory as per relevant norms and any student who declines to sign and submit it is liable to have her admission cancelled on these grounds.

14. Students who were availing of scholarships or are desirous of availing scholarships like Kanyashree, Aikyashree, Swami Vivekananda, OASIS, etc. are informed that they are to make their queries in the Kanyashree Office near the College entrance between 8 AM and 10 AM on any Monday, Wednesday or Friday.

15. Students will need to furnish their proof of admission at the college entrance in order to be allowed into the College for verification. No "allotted in higher preference" or "not allotted" student will be allowed into the College.

16. Verifiers will only answer queries relating to the verification process itself. For academic queries, the relevant Departmental HODs or Coordinators (in case of B.A./B.Sc. Multidisciplinary) will provide assistance. For general admission related queries, the Nodal Officer and Convenor, Admission Sub-Committee will provide necessary information.

17. The College has a strict No-Smoking, No-Drinking policy.

18. No document will be verified through mobile phone, etc.

Dated: 23.8.2025

By Order

Principal
Sivanath Sastri College

Admission to the UG Courses under CAP_2025-26

The Principals, Vice Principals, TICs, OICs are requested to ensure that the students must produce the documents listed under categoty A in the original, and must carry the self attested documents listed under category B at the time of physical verification in connection with the Centralised Online Admission to the UG Courses in the Academic session 2025-26.

A. List of Original Documents to be produced at the time of Physical Verification

S/N	Name of Documents
1	System Generated Application
2	System Generated Provisional Admission Certificate
3	10+2 level Mark sheet
4	10 level Mark sheet
5	Age Proof Certificate (Admit Card/Birth Certificate etc)
6	SC/ST/OBC Certificate, if applicable
7	PwD Certificate, if applicable
8	EWS Certificate, if applicable
9	AADHAAR and ABC ID if available
10	Registration Certificate, if applicable
11	Migration certificate, if applicable

B. Self Attested copies of the following documents to be submitted at the time of Physical Verification

S/N	Name of self attested Documents
1	Copy of 10+2 level Mark sheet
2	Copy of 10 level Mark sheet
3	Copy Age Proof Certificate (Admit Card/Birth Certificate etc
4	Copy of the SC/ST/OBC Certificate, if applicable
5	Copy of the PwD Certificate, if applicable
6	Copy of the EWS Certificate, if applicable
7	AADHAAR and ABC ID, if applicable
8	Copy of the Registration Certificate, if applicable
9	Copy of the Migration certificate, if applicable
10	Antiragging Declaration duly signed by the student