

SIVANATH SASTRI COLLEGE

ADMISSIONS 2025

PHYSICAL VERIFICATION OF STUDENTS ADMITTED IN STANDALONE MODE

In continuation of previous notices relating to physical verification of documents, it is hereby informed that students who took admission in standalone mode in any course/category, that they have to appear for physical verification when they come to attend classes after the reopening of the College. The College shall reopen on 29.10.2025.

As such, students are advised to carry all documents relating to their admission in both original and photocopy. If the document is a printout, then it must be a printout in good quality paper.

The documents are as follows –

1. Admission Challan (proof of payment of admission fees) generated through Online Admission portal. (printout)
2. Application Form – 2 copies printout with signature of parent and student.
3. Proof of completion of “Subject Selection” in the Online Admission Portal - printout
4. Class X/ Madhyamik Admit Card – Original + Photocopy
5. Class XII/ Higher Secondary Marksheet – Original + Photocopy
6. Aadhaar Card – Original + Photocopy
7. Category Certificate (for categories other than UR) – Original + Photocopy
8. Letter relating to Local Guardian (if parent is living outside Kolkata and student is staying in PG/local guardian’s home). – Original with signatures of parent and local guardian.
9. Migration Certificate (if student has cleared HS/Class XII from a school outside West Bengal) – original to be submitted in the College Office.
10. Cancellation Certificate from Previous College (if the student has migrated from or taken admission another College prior to being admitted in Sivanath Sastri College). – original only.
11. Anti-Ragging Declaration (form will be provided by the verifier at the time of the verification, and student will have to compulsorily read, fill out, sign and submit the declaration in the verification room. Pre-filled declarations obtained from other institutions will not be acceptable).

One copy of printout and photocopies will have to be submitted by the student. Only migration certificate, in applicable cases, will have to be submitted in original. In all other cases, the student must ensure that the original documents are returned to her after verification is completed as the

College verifiers will not retain and will not be responsible for any original document that is left behind by the student.

If the student's name, address or father/mother's name as entered in the admission portal does not match her documents, relevant affidavit before competent court has to be produced in original as well as photocopy attesting to the correct spelling/details.

The College reserves the right to cancel the admission of any student found unable to produce relevant documents or having mismatch in details inputted at the time of application, including but not limited to date of passing HS/Class XII, reservation category or marks in Class XII. Following verification, all students' data will be sent to the University for registration. The University reserves the right to refuse registration, and if the University issues such a rejection, the College will be obliged to cancel admission.

Exact date and time of verification shall be intimated to the students at the time of their start of classes. As such, they are to report to their relevant Head of Department in case of all Honours subjects. In case of Multidisciplinary students, they are to report to the Nodal Officer, Shri. Aritra Majumdar, for further instructions.

Students will be added to relevant WhatsApp groups prior to the start of classes. They will be given relevant link/email for such onboarding.

There is no need to report to the College before 29.10.2025. Students are to attend classes as per regular schedule from 29.10.2025 onwards. Once verified, the document stamped with the verifier's stamp will function as the proof of verification until ID Cards are issued at a later date.

Dated: 24.10.2025

By Order

Principal