

SIVANATH SASTRI COLLEGE

ADMISSIONS 2026

MODALITIES FOR PHYSICAL VERIFICATION OF ADMITTED STUDENTS (FIRST ROUND AND UPGRADE ROUND)

This is to inform all students who have taken admission between 9.6.2026 and 23.6.2026 in either the First Round or the Upgrade Round that as per WBCAP guidelines, physical verification of documents will proceed on and from 27.6.2026 in the College premises. All students are required to adhere to the following instructions on 27.6.2026 and every working day thereafter until the last day of verification, i.e., 4.7.2026.

1. Students are to report at 7:15 AM at the College gate. No student will be allowed inside after 7:45AM.
2. Students may be accompanied by their parents/guardians up to the College gate. However, no parent/guardian will be allowed into the premises. Exceptions may be made in case of students who are severely ill or are suffering from injuries and require specialized assistance. In all such cases, permission must be obtained from the concerned authority (preferably via email) and the permission letter shown to the security personnel at the College gate. Students admitted under PWD category will be allowed to bring one parent/guardian with them into the College.
3. Students are to carry the following documents with them -
 - a. Print out of Application Form (2 copies) - one copy must be printed on 100GSM bond paper. Both copies must be duly signed by the student and her parent.
 - b. Printout of Admission Certificate (2 copies) - one copy must be printed on 100GSM bond paper. Both copies must be duly signed by the student and her parent.
 - c. Original Madhyamik/Class X Admit Card + 1 self-attested photocopy on good quality paper.
 - d. Original Higher Secondary/Class XII Marksheet + 1 self-attested photocopy on good quality paper. Students who have received revised marksheets are to carry the marksheet whose marks matches with those uploaded by the student at the time of application.
 - e. Original Migration Certificate in case the student has cleared her qualifying examination from a state other than West Bengal.
 - f. Original Category Certificate for all students admitted under SC, ST, OBC, EWS and PWD categories + 1 self-attested photocopy on good quality paper. Only

category certificates that have been issued by the competent government authority will be acceptable. Only category certificates issued by the Government of West Bengal will be acceptable.

- g. Original Aadhaar Card + 1 self-attested photocopy of both sides of the Aadhaar Card on good quality paper.
 - h. Original proof of ABC (Academic Bank of Credits) documentation.
 - i. Birth Certificate + 1 self-attested photocopy on good quality paper.
4. Students possessing DigiLocker verified versions of their documents may carry them in lieu of the original hard copies. However, these must be printed out on 100GSM bond paper and the QR codes must be verifiable for the document to be considered authentic.
 5. Students who do not have an ABC ID are required to create an ABC ID at the earliest and submit proof of such creation/possession at the time of verification.
 6. There is no provision for submission of soft copy/electronic copy of any document. Any student who comes with only soft copy of any document will be asked to obtain a printout and return for verification.
 7. The requirement for photocopies/print outs on 100GSM bond paper are for specific documents only. Other document photocopies are to be obtained on good quality paper. In all cases, A4 non-glossy copier paper is to be used. The College does not insist on any colour print out or photocopy. Monochrome or black-and-white photocopies are perfectly acceptable.
 8. Students are to furnish their admission certificate and application form at the College gate along with their Aadhaar Card in order to gain entry into the College.
 9. Once allowed into the College, the students are to proceed to the following rooms depending on the course into which she has been admitted -

Course	Room No.
B.A. English Honours/Major	39 and 40
B.A. Education Honours/Major	24
B.A. History Honours/Major	34
B.A. Political Science Honours/Major	15
B.A. Bengali Honours/Major	29
B.A./B.Sc. Economics Honours/Major	23
B.A./B.Sc. Geography Honours/Major	Geography Department
B.Com. Honours/Major in Accountancy	19 and 10 (for waiting) and Computer Lab (for verification)
B.A. Multidisciplinary (MDC)	17

Students of B.Com. Honours/Major in Accountancy will first proceed to their waiting rooms, i.e 10 or 19, and then proceed in an orderly manner to the Computer Lab on the ground floor for verification. No crowding outside the Computer Lab will be allowed.

In order to accommodate the large number of students admitted to B.Com. Honours in Accountancy, students will come for verification as per the following schedule -

Student name starting with	Date and Time
A to H	27.06.2026
I to R	28.06.2026
S to Z	30.06.2026
Students who cannot come on their allotted date	1.07.2026 till final date for verification

Students who do not come on their allotted date may come on 1.07.2026 to 4.07.2026 with proper explanation as to why they could not attend College on their allotted date.

For all other courses, all students who have taken admission are expected to report on and from 27.6.2026. There is no separate waiting room for these students – they will proceed to and wait for the verifiers in the Room Nos. allotted for their verification.

10. No student shall be allowed into a room other than that allotted for her course.
11. Verification shall begin at 8 AM sharp. Verification shall continue till 11AM on all days excepting those on which any University examinations are scheduled to be held. If there is any examination, the cut-off time for verification shall be 9AM.
12. Verifiers will require the students to show their original documents. Once verified, these will be returned to them. Students are to ensure that all original documents are returned since the College will not be responsible for any original document that is inadvertently misplaced or not taken back by the student.
13. Photocopies of original documents, duly self-attested (or printouts of DigiLocker documents, duly self-attested) will be retained by the College.
14. Migration Certificate for students who have passed out from other states shall be retained in the Original by the College Office. ABC documentation (printout) will be retained by the College.
15. One copy of duly signed Application Form and Admission certificate on 100GSM bond paper will be retained by the College.
16. The other copy of the Application Form/Admission certificate will be stamped and signed by the verifier and returned to the student. This stamped document shall serve as proof of admission until such time as the student is issued her Verification Certificate.
17. Verification is liable to be rejected and admission cancelled if –
 - a. Student is found to have obtained marks that do not match those uploaded in the portal. All marks-related disputes are subject to the final decision of the competent authority and the Nodal Officer will not be able to resolve any mismatches arising from the student's own errors.
 - b. Student has a date of birth that is different from that declared in the portal. In case of mismatch between the date of birth certificate and the Madhyamik/Class X admit card, the date specified on the admit card will be treated as correct.
 - c. Student's subject combination in HS/Class XII is deemed to be not eligible as per University of Calcutta norms.
 - d. Student has taken admission in a reserved category but fails to furnish relevant category certificate.

- e. Student has taken admission in a reserved category but furnishes a category certificate issued by a state government other than Government of West Bengal.
 - f. Student can furnish only DigiLocker document but the document cannot be verified via its QR Code or any other discrepancy is found.
 - g. The University decides that the student is ineligible for registration for any reason.
18. Verification Certificate will be issued by the verifiers themselves or by the College Office (but not both for the same student). The modalities for issuance of verification certificate shall be duly informed to the student in the verification room.
 19. Following physical verification of documents, students are to fill up the Anti-Ragging Declaration as mandated by UGC on www.antiragging.in. This is compulsory and relevant proof of compliance in the form of the declaration generated from the website may be required to be furnished by the competent authority.
 20. For any queries or difficulties, students may approach the Nodal Officer, Admissions or the Convenor, Admission Sub-Committee, who shall be seated in the Staff Room of the College. However, it is to be noted that students are not allowed inside the staff room. Therefore, security personnel seated outside the staff room may be alerted and they will inform the Nodal Officer or Convenor, who will then come outside and take up the relevant matter.
 21. Subject combinations chosen by the students are not subject to modification after admission. Therefore, the Nodal Officer and Convenor will not entertain any queries relating to subject combination modification. If the student desires, she may contact the College Office regarding the possibility of such changes after the start of offline classes. However, the College provides no guarantee as to whether any subject combination that a student has opted for while taking admission can be changed as per her preference. The decision of the University shall be final and binding in all such cases.
 22. Once verification is completed and verification certificate has been obtained, students are to return home. Individual departments will onboard the verified students into WhatsApp groups or email groups and provide further instructions regarding syllabus, course structure and class routine.
 23. Classes for Semester I shall begin on and from 6.7.2026 as per the routine to be shared with the verified students following verification. They are to come to the College at 6:15AM on the first day of classes with their stamped Application form or verification certificate.
 24. The College campus is a no-plastic, no-alcohol and no-smoking zone. Students found in violation of norms will be penalized under relevant norms.
 25. The College does not have any College Union and as per relevant orders, the College Union room is off limits for all students. Students and their parents are asked to be vigilant about any person/s claiming to be involved in the College Union and inform the same to the relevant competent authority. The College shall bear no responsibility for any parent/student following any advice from such person(s).

26. No loitering on the College premises is allowed after verification.
27. If any student fails to complete her verification or the verification is rejected due to any ground, her admission shall be cancelled. No request for verification after 11:30AM on 4.7.2026 shall be entertained. She may reapply in the Mop-up round in such cases.
28. In all cases, the relevant instructions from competent Higher authorities shall be complied with.

Nodal Officer, Admissions
Convenor, Admission Sub-Committee

Principal
Sivanath Sastri College