From: *Principal & Secretary*

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SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, WB, PIN-712302
Founded: 1976
Re-Accredited by NAAC (CGPA: 2.33) & Recognised Under UGC 2F&12B
WB Govt. Aided & The University of Burdwan Affiliated
e-Mail: saratcentenary@gmail.com ; principal_sccollegednk@rediffmail.com
Website: www.sccollegednk.ac.in

Date: 07/12/2020

NOTICE
Verification of original documents for 1st Semester Students

This is to inform all 1st semester admitted students (session: 2020-2021) of this college that verification of original documents shall be done as per the following schedule:

Date	Time	Subjects/Courses
BA/B.Sc./B.Com Honours Courses and B.Sc/B.Com General courses		
10-12-2020 (Thursday)	11.30 A.M-12-30 P.M	All students of Bengali (H), English (H), History (H)
	12.00 Noon-1.00 P.M	All students of Geography (H), Mathematics (H), Chemistry (H), Botany (H), Zoology (H), Accountancy (H)
	1.30 P.M-2.30 P.M	All students of Sanskrit (H), Political Science (H), Philosophy (H), Bio-Science (Genl) & Pure Science (Genl), B.Com (Genl)
B.A General Course		
12-12-2020 (Saturday)	11.30 A.M-12-30 P.M	Students having Registration ID **4122000005** to **4122000173**
	12.30 P.M-1.30 P.M	Students having Registration ID **4122000174** to **4122000361**
	2.00 P.M-3.P.M	Students having Registration ID **4122000362** to **4122000542**
14-12-2020 (Monday)	11.30 A.M-12-30 P.M	Students having Registration ID **4122000543** to **4122000744**
	12.30 P.M-1.30 P.M	Students having Registration ID **4122000745** to **4122001010**
	2.00 P.M-3.P.M	Students having Registration ID **4122001011** to **4122001269**
15-12-2020 (Tuesday)	11.30 A.M-12-30 P.M	Students having Registration ID **4122001270** to **4122001591**
	12.30 P.M-1.30 P.M	Students having Registration ID **4122001592** to **4122001983**
	2.00 P.M-3.P.M	Students having Registration ID **4122001984** to **4122002132** & **4122006004** to **4122006320**

Concerned students need to visit the college as per the above schedule with relevant documents as mentioned in the next page.

Sd/-
DR SANDIP KUMAR BASAK
Principal, Sarat Centenary College

Verification Procedure:

1. Arrange photocopy of the following documents serially and staple them

    a. copy of Application Form with recent passport size colour photo pasted on it and with candidate, Guardian's signature
    b. Admission Payment Receipt
    c. Copy of Madhyamik admit
    d. Copy of Madhyamik Marksheet
    e. Copy of HS Marksheet
    f. Copy of Caste/PH/VH Certificate (wherever applicable)
    g. Copy of School Leaving Certificate
    h. Copy of Aadhaar/ Govt. issued Photo Identity Card

N.B. :
- In the xerox copies (c to h above) write '**Self attested**' and then put your full signature
- Please keep a copy of items a & b mentioned above with you

2. Before reaching to the verification desk arrange original testimonials in the following order:
    a. Madhyamik Admit Card
    b. HS Marksheet
    c. Caste/PH/VH Certificate (wherever applicable)

3. Submit staple items mentioned in step 1 and show original documents mentioned in step-2 to the verification desk

4. Put your full signature in the record sheet and collect your original documents. Your verification process is complete

    If you require any correction of data (spelling/ date of birth etc.) as provided in the application form, visit college office desk and mention the correction required.

    N.B. :
        ❖ **Proper face mask is mandatory**
        ❖ **Student must enter the college in right time as notified**