Ref. No.:2025/GGDCL/Admission/02   **Date: 23.08.2025**

Notification
for
Necessary Instructions for Physical Document Verification for the Newly Admitted Students for the Session 2025-26 through the Centralized Admission Portal (CAP)

As per the instruction of the competent authority of the Department of Higher Education vide the Notification No. 617-Edn(CS)/10M-95/14 Dated: 22/08/2025 the 1st phase physical Verification of Documents for the Newly Admitted Students for the Session 2025-26 through the Centralized Admission Portal (CAP) will be held at our college on and from 23.08.2025 (Saturday) to 26.08.2025 (Tuesday). For all the Single Major (Honours) Courses on ,it will be held on 23.08.2025 (Saturday) and 25.08.2025 (Monday) including the courses in Santali Medium and all the Multidisciplinary Courses and B.Sc. including the courses in Santali Medium on 26.08.2025 at the College.

Students are advised to strictly follow the following guidelines for the same:

1. Students have to come sit in the allotted room given in the schedule before due time. Verification will start from 11:00 am.

2. **Students have to arrange all the necessary documents: Original and Xerox copies) in following order and staple them: (Xerox copies must be self-attested by the candidates)**

   - **Admission Money Receipt (that you have downloaded at the time of payment of admission fees through online)**
   - **Copy of application Form**
   - **Madhyamik Admit Card**
   - **Madhyasmik Marksheet**
   - **H.S. Registration Certificate**
   - **H.S. Marksheet (Xerox)**
   - **SC/ST/OBC/PWD/EWS Certificate (if / as applicable)**
   - **Aadhaar Card (Xerox)**
   - **Stamp size Color Photograph: 2 copies**
   - **Identity card and Festival fees : Rupees 120.00**
   - **ABC Id (ABC Id not mandatory during physical Verification but it is mandatory before University Registration process)**

3. Student must sign in the box provided in the "Admitted Student List" before living the Verification Desk(s).

4. Students must wait patiently in the room to complete the verification process smoothly and correctly.

5. Students must check the Roll. No. and the Subject combination that have been mentioned in their Pay slip (Student Copy) duly signed by the authority at the Verification Desks.

6. Students must note that after the physical document verification there is a "Registration Process" that will be conducted later by the college office, and without completion of registration process, you will not be a student of our college under Vidyasagar University.

7. Students must submit all the above-mentioned documents otherwise their candidature may remain pending. Their candidature will be canceled if any discrepancy is found in their submitted forms and their documents.

8. **The newly admitted students *must attend* a *course induction programme* will be held on 29.08.2025 (Friday) at 1.30 pm for the students of the Major Courses and 2.30 pm for the students of the Multidisciplinary Courses at the College Hall Room.**

Provisional Verification Schedule [Single Major Programme / Honours Courses: both Arts & Science]:

Date and Time 23.08.2025 12 noon to 2 pm	All Admitted Students who took admission upto 11 AM of 23.08.2025 in all the Major Subjects/ Courses		

Sl. No.	Date & Time	Subject (Honours)	Room No.
1.	25.08.2025 Monday Time: 11:00 am	Bengali	205
2.	25.08.2025 Monday Time: 11:00 am	Philosophy & Political Science	206
3.	25.08.2025 Monday Time: 11:00 am	Santali & Sanskrit	G-3
4.	25.08.2025 Monday Time: 11:00 am	Philosophy (Santali Medium) & Geography(Santali Medium)	G-4

Sl. No.	Date & Time	Subject (Honours)	Room No.
5	25.08.2025 Monday Time: 11:00 am	English and Sociology	209
6	25.08.2025 Monday Time: 11:00 am	History	206
7	25.08.2025 Monday Time: 11:00 am	History (Santali Medium) & Computer Science (Santali Medium)	G-1
8	25.08.2025 Monday Time: 11:00 am	Political Sci. (Santali Medium) & Nutrition(Santali Medium)	G-2

Verification Schedule for the 3-year Multidisciplinary Courses both Arts & Science:

Sl. No.	Date & Time	Course	Room No.
1.	26.08.2025 Tuesday Time: 11:00 am	3 year multidisciplinary Course B.A & 3 year multidisciplinary Course B.A ((Santali Medium)	G-2
2.	26.08.2025 Tuesday Time: 11:00 am	3 year multidisciplinary Course B.Sc. And 3 year multidisciplinary Course B.Sc. Santali Medium	G-4

Any change in the above schedule will be notified and informed in due time. Students are asked to follow the College Website in regular basis for updated notifications.

Sd/
Officer-in-Charge
Government General Degree College Lalgarh