



SILIGURI COLLEGE OF COMMERCE

A Govt. of West Bengal Aided General Degree College Recognised by The U.G.C. U/S 2(f) & 12 (B) of U.G.C. Act. 1956

Affiliated to The University of North Bengal

College Para, P.O. : Siliguri
Dist. : Darjeeling, Pin 734001
West Bengal

Email ID : principalsiliguricc@gmail.com/
siliguricollegeof_commerce@yahoo.com
Website : www.siliguricollegeofcommerce.org
Phone : (0353) 2432594, 2526702 (Extn. Campus)

Office of the Principal _____

Ref. No.

Date

NOTICE

Dated 22nd September, 2025

Subject: Physical Verification of Academic Documents for the newly admitted students Session, 2025-26 (3rd phase)

This is to inform all the students who have been admitted to Siliguri College of Commerce for the Session, 2025-26 through Centralized Admission Portal of Dept. of Higher Education, Govt. of West Bengal. The mandatory Physical Verification of the Academic Documents will be held on College Administrative Building.

The Date wise Schedules are as follows:-

Date	Time
23/09/2025	02.30 pm to 05.00 pm
24/09/2025	02.30 pm to 05.00 pm
25/09/2025	11.00 am to 01.00 pm (Only defaulter Candidates)

Students are directed to bring the Original Documents and Self Attested Photocopy of the followings for the Physical Verification of Academic Documents (Follow the attached page)

It is mandatory for all the students to attend the Physical Verification of Academic Documents with the original documents for inspection and the required self attested photocopies for submission. Failure to participate the verification process on the scheduled date, i.e. given in the above schedule will result in Cancellation of Admission. Your timely Cooperation is expected.



(Dr. Ranjan Sarkar)
Principal
Siliguri College of Commerce

PRINCIPAL
Siliguri College of
Commerce





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DOCUMENTS WILL BE REQUIRED DURING PHYSICAL VERIFICATION

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

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. Pw D 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 S/N Name of self-attested Documents
12. Transfer Certificate issued by School

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

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. Anti-ragging Declaration duly signed by the student

NOTE: - Candidates have to carry the print outs of the application form, the last payment receipt, and the provisional admission confirmation certificate generated from the portal (<https://wbcap.in>) during physical verification along with other relevant original documents.



