

# Scottish Church College

Kolkata – 700 006.

Date : 23/06/2025

No : P/2025/06/133

## NOTICE

### **SUBJECT : VERIFICATION PHASE - I**

#### **ATTENTION : SCIENCE STUDENTS ADMITTED IN SEMESTER - I (2025)**

**Verification of documents** for Semester-I Science Students will be held in the college on **26<sup>th</sup> & 30<sup>th</sup> June & 1<sup>st</sup> July, 2025** as per the schedule given below.

All **original documents** are to be produced for verification.

Only **One** parent is to accompany each student.

#### **VERIFICATION SCHEDULE**

Date	Department	Time	Class-room/ Venue
26/06/2025	Economics Microbiology Chemistry	11.00 a.m.	Room No. 28 Department Department
30/06/2025	Botany Zoology	11:00 a.m.	Department Department
01/07/2025	Maths Physics Computer Science	11:00 a.m.	Department Department Department

*M. Mendel*  
Dr. Madhumanjari Mandal

Principal

Principal  
Scottish Church College  
Kolkata

## Verification Check Points

- 1) **Name of the candidate against any of the original documents** (Valid Documents: Voter Card, PAN Card, Birth Certificate, Aadhar Card, Madhyamik Admit Card, Driving License, etc ).
- 2) **Date of birth** (Birth Certificate, Admit Card or Aadhar card etc. showing DOB).
- 3) **Year of passing** (Valid for admission: 2021, 2022, 2023, 2024, 2025).
- 4) **Check Marks entry with Original Marksheet** (Higher Secondary [10+2] or other equivalent examination).
- 5) **Caste Certificate (if applicable)**, issued by competent authority. **Domicile status (West Bengal only)** of SC/ ST candidates is to be checked.

Relevant caste Certificate certificates should be authorized by either of the following:

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
  - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
  - Revenue Officer not below the rank of Tehsildar.
  - Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
  - Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. According to Section 5 of the West Bengal Scheduled Caste and Scheduled Tribe (Identification) Rules, 1995, certificate issuing authority includes the Sub-Divisional Officer of the Sub-Division in a District, and the District Welfare Officer, Kolkata and the Ex-officio Joint Director, BCW (within KMC jurisdiction).
- 6) **PWD Certificate (if applicable)**, issued by competent authority.
  - 7) **Migration Certificate (if required)**. The candidate is required to produce a **Migration Certificate** if the candidate has passed out from any Board/University **OTHER than WBCHSE / WBBME / CISCE / CBSE / NIOS / Rabindra Mukta Vidyalyaya**. In such cases please report.
  - 8) **Equivalence Certificate (if required)**. The candidate is required to produce an **Equivalence Certificate** if the candidate has passed out from foreign accredited/ approved/ recognized Universities. In such cases please report.
  - 9) **The department does not need to verify the Baptism Certificate etc. of Christian candidates.**