Document Verification: College Portal Admission

This is to inform all the students, who have taken admission on 28.09.2024 and 29.09.2024 through College's Stand-alone Portal in 1ˢᵗ Semester Four Year B.A./ B.Sc/ B.Com. (Hons. with / without research) and Three Year Multidisciplinary Courses under CCF in Maulana Azad College in various subjects, that the newly admitted students are directed to report at their departments as per schedule given herewith for verification of following documents:

1. The clear printout of the Application form for Admission, duly signed by the candidate.

2. The Admission Fee Payment Receipt.

3. Class X Admit card / Madhyamik or equivalent examination certificate / Birth Certificate (Age proof, original & one self-attested photocopy)

4. Class X Marksheet (Original & one self-attested photocopy)

5. Class XII Marksheet (Original & oneself-attested photocopy)

6. Registration Certificate of (10+2) Board (Original & one self-attested photocopy).

7. One recent Passport size photograph

8. Caste Certificate (Original & one self-attested photocopy), if applicable.

9. PWD Certificate (Original & one self-attested photocopy), if applicable.

10. EWS Certificate (Original & one self-attested photocopy), if applicable.

11. University of Calcutta Registration certificate (if already registered with CU) (Original & one self- attested photocopy).

12. Migration certificate (Original & one self-attested photocopy), if applicable.

13. BPL Certificate (Original & one self-attested photocopy), if applicable.

Parents/ Guardians are not allowed to enter the college premises on the scheduled dates.
Candidates must report in person on the date mentioned in the schedule on the next page. If a candidate fails to report due to unavoidable circumstances, her/his guardian should report on her/his behalf with all the relevant documents mentioned above. The said person should bring a proper authorization letter.

Schedule for Document Verification: College Portal Admission 2024

Date	Subject	Room No.	Floor	Timings
30.09.2024 & 01.10.2024	BOTANY	Department	Ground	11 AM to 2 PM
	MATHEMATICS	Department	2nd (Annex building)	
	STATISTICS	Department	2nd (Annex building)	
	MICROBIOLOGY	Department	4th (Annex building)	
	ZOOLOGY	Department	1st	
	URDU	Department	1st	
	ENGLISH	Department	1st	
	COMMERCE	Department	2nd	
	SOCIOLOGY	Department	2nd	
	PHILOSOPHY	Staffroom	1st	
	ARABIC (Major. & MDC)			
	PERSIAN (Major. & MDC)			
	POLITICAL SCIENCE			
	HISTORY			
	ISLAMIC HISTORY & CULTURE			

Principal
Maulana Azad College