



Ref. No.: _____

Date: 25/06/2026

Following is the schedule of physical verification of documents of the students who have taken admission in our college in Semester I (Session 2026-27)

For mandatory document verification purpose all students are directed to bring the following documents on the scheduled date of verification:

1. Print out of admission form in **Bond Paper** and two copies of fees payment receipt
2. Class **X Admit Card** in original and Xerox copy
3. Class **X and XII** Mark sheet and Admit Card in Original and Xerox Copy
4. Migration Certificate in Original
(Other than WBCHSE/ISC/CBSE/NIOS/Rabindra Mukta Vidyalaya)
5. SC/ST/OBC/PWD/BPL Certificates in Original and Xerox Copy (if applicable)
6. 01 copy recent passport size photograph
7. Registration Certificate in original and Xerox Copy (if previously registered)
8. **AADHAR Card Original and Xerox Copy**
9. **ABC ID Number Xerox Copy**
10. **Attendance Undertaking (Attached)**
11. **Affidavit by the Student & Parent on Anti-Ragging (Attached)**

Schedule for physical verification:

Sl No	Date	Time	Course	Room No
1.	27.06.2026 (Saturday)	5.00 p.m to 7.00 p.m	3 year B.Com MDC	19
			3/4 Year B.A Major and MDC	15
2.	29.06.2026 & 30.06.2026	5.30 p.m. to 7.30 p.m	4 Year B.Com Major	15 & 19



R.M.
Principal
Prafulla Chandra College
23/ 49, Gariahat Road
Kolkata-700029

ATTENDANCE UNDERTAKING

I,.....

S/o/D/o.Shri.....

Student of.....(course, branch, year) at Prafulla Chandra College

do solemnly undertake, for the session..... that

1. I have understood that as per the University of Calcutta norms, I am required to attain 100% attendance in each semester. However, in order to meet some contingencies which are unavoidable, 25% relaxation is given and I have to attain minimum 75% attendance to be eligible to take up all Internal examinations & Quizes / viva-voce etc. and end semester examinations conducted by University.
2. Since I shall be into the final year/semester of my course, I am required to take up or attend other career enhancement programs/exams/projects/placement interviews along with regular classes. But in any case, attendance will not fall short of 75%.
3. In case I fail to comply with the norms as mentioned above, I will be fully responsible for any loss resulting due to my non-compliance/debarred from sessional Test/University examination.
4. I am signing this undertaking with my sound mind and under no pressure from anyone.

Date:

(Signature of student)

Mob, No.....

I have read and understood the contents of undertaking signed by my ward as above.

Date:

(Signature of Parents/Guardian)

Name.....

Mob. No.....

Address.....

AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING

- I,(full name of student with admission/registration/enrolment number) S/o or D/o Mr./Mrs./Ms....., having been admitted to(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
 4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of month of..... year.

Signature of deponent
Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent

AFFIDAVIT BY PARENT/GUARDIAN ON ANTI-RAGGING

I, Mr./Mrs./Ms.....(full name of parent/guardian),
father/mother/guardian of.....(full name of student),
with admission/registration/enrolment number....., having been admitted to
.....(name of the institution)....., have received a copy of the
UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,
(hereinafter called the "Regulations"), carefully read and fully understood the provisions
contained in the said Regulations.

2). I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes
ragging.

3). I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of
the penal and administrative action that is liable to be taken against my ward in case he/she is
found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to
promote ragging.

4). I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging
under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or
omission that may be constituted as ragging under clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to
clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken
against my ward under any penal law or any law for the time being in force.

6). I hereby declare that my ward has not been expelled or debarred from admission in any
institution in the country on account of being found guilty of, abetting or being part of a
conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be
untrue, the admission of my ward is liable to be cancelled.

Declared thisday ofmonth ofyear.

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the
affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent