



Ref. No.: _____

Date: 31/07/2026

Following is the schedule of physical verification of documents of the students who have taken admission (Mop-up round) 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)**

Schedule for physical verification:

Sl No	Date	Time	Course	Room No
1.	03.08.2026 & 04.08.2026	5.00 p.m to 7.00 p.m	All Four Year/Three Year B.A/B.Com Major and MDC students	19



R.P.
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.....