



Ref. No.:2025/GGDCL/Admission/04

Date: 03.09.2025

**Notification**  
*for*  
**Necessary Instructions for Physical Document Verification for *the Upgrade Round* for the Newly Admitted Students for the Session 2025-26 through the Centralized Admission Portal (CAP)**

- ⊙ As per the instruction of the competent authority of the Department of Higher Education vide the Notification No. 617-Edn(CS)/10M-95/14 Dated: 22/08/2025 for the Upgrade Round Physical Verification of Documents for the Newly Admitted Students for the Session 2025-26 through the Centralized Admission Portal (CAP) will be held at our college on and from 04.09.2025 (Thursday) to 08.09.2025 (Monday) as per scheduled table given below.
- ⊙ Students are advised to strictly follow the following guidelines for the same:
1. Students have to come sit in the allotted room given in the schedule before due time. Verification will start from 11:00 am.
  2. Students have to arrange all the necessary documents: Original and Xerox copies) in following order and staple them: (Xerox copies must be self-attested by the candidates)
    - Admission Money Receipt (that you have downloaded at the time of payment of admission fees through online)
    - Copy of application Form
    - Madhyamik Admit Card
    - Madhyamik Marksheet
    - H.S. Registration Certificate
    - H.S. Marksheet (Xerox)
    - SC/ST/OBC/PWD/EWS Certificate (if / as applicable)
    - Aadhaar Card (Xerox)
    - Stamp size Color Photograph: 2 copies
    - Identity card and Festival fees : Rupees 120.00
    - ABC Id (ABC Id not mandatory during physical Verification but it is mandatory before University Registration process)

3. Student must sign in the box provided in the “Admitted Student List” before living the Verification Desk(s).
4. Students must wait patiently in the room to complete the verification process smoothly and correctly.
5. Students must check the Roll. No. and the Subject combination that have been mentioned in their Payslip (Student Copy) duly signed by the authority at the Verification Desks.
6. Students must note that after the physical document verification there is a “Registration Process” that will be conducted later by the college office, and without completion of registration process, you will not be a student of our college under Vidyasagar University.
7. Students must submit all the above-mentioned documents otherwise their candidature may remain pending. Their candidature will be canceled if any discrepancy is found in their submitted forms and their documents.

**☉ Provisional Verification Schedule:**

<b>Sl. No.</b>	<b>Date &amp; Time</b>	<b>Subject</b>	<b>Room No.</b>
<b>1</b>	<b>04.09.2025 Thursday Time: 02.30 pm</b>	<b>All Courses</b>	<b>103</b>
<b>2</b>	<b>06.09.2025 Saturday Time: 11:30 am</b>	<b>All Courses</b>	<b>103</b>
<b>3</b>	<b>08.09.2025 Monday Time: 11:30 am</b>	<b>All Courses</b>	<b>103</b>

**Any change in the above schedule will be notified and informed in due time. Students are asked to follow the College Website in regular basis for updated notifications.**

Sd/  
Officer-in-Charge  
Government General Degree College Lalgarh