

JHARGRAM RAJ COLLEGE

O/C No. 69

14.08.2023.

All esteemed faculties of our college are duly requested to follow the duty roster for physical reporting and document verification of B.A./B.Sc./B.Com 1st Semester 4-Yr Major (H/H&R) and 3-Yr Multidisciplinary programmes as follows:-

Date	Subject / Stream	Time	Hall/Room	Name of Teacher
16.08.2023. (Wednesday)	Accounting Finance (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Brahma Chaudhuri
	Botany (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Arabinda Samanta
	Chemistry (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Tarun Mistri
	Mathematics (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Abhoy De
	Physics (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Tapas Ghosh
	Physiology (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Md. B. Arefin
	Zoology (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Md Shariful Islam Krishnendu Sinha
	B.Sc. in Life Sciences & B.Sc. in Physical Sciences	11:00 a.m. to 02:00 p.m.	LH7	Amitabha Bhattacharya Pratap Kumar Singha Sanchita Pan
	B.A. in Humanities Roll No: 23241 - 2324150	11:00 a.m. to 02:00 p.m.	LH2	Debasis Majumdar Surajit Biswas Debashree Mahapatra Chandrani Ray
17.08.2023. (Thursday)	Bengali (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Tanmoy Singha Mahapatra Surajit Biswas Abhoy De
	English (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Srijita Saha Priya Tamang Chhatradhar De Debasish Manna
	Economics (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Brahma Chaudhuri
	History (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Rajesh Kumar Pandey Milan Kumar Mal
	Philosophy (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Sujan Pramanik Jharna Mahata
	Political Science (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Sikandar Ansari Sridam Ghosh Pravanjan Jana
	Sanskrit (H/H&R)	11:00 a.m. to 02:00 p.m.	Respective Dept	Debanjan Das Biswajit Dutta
	B.A. in Humanities Roll No: 2324151 – 2324300	11:00 a.m. to 02:00 p.m.	LH2	Naba Kumar Bera Daliya Mahato Ajoy Gopal Bera
18.08.2023. (Friday)	B.A. in Humanities Roll No: 2324301 – 2324450	11:00 a.m. to 02:00 p.m.	CH10	Bhabesh Mahata Sankhadip Maity Tufan Kapat (Office Staff)
	B.A. in Humanities Roll No: 2324451 – 2324600	11:00 a.m. to 02:00 p.m.	LH2	Ranjit Kumar Kapat Prabir Das Srimani Saren (Office Staff)
	B.A. in Humanities Roll No: 2324601 – 2324750	11:00 a.m. to 02:00 p.m.	LH7	Sudip Kumar Das Sk Manowar Ali Sandip Mudi (Office Staff)

Procedure to be followed for Reporting and Physical Document Verification of newly admitted 1st Semester students :-

Step 1: All concerned students must take their seats in the designated Halls maintaining COVID-19 protocol norms and safety guidelines.

Step 2: The Department would be provided with (a) *Cover File*, (b) *Attendance Sheet for Reporting of newly admitted 1st Sem students – 2 copies* and (c) *List of documents required for physical document verification*.

Step 3: The *List of documents required for physical document verification* should be displayed in the Hall.

Step 4: The students would be required to sign on the *Attendance Sheet for Reporting of newly admitted 1st Sem students*.

Step 6: The students must submit the following documents for physical document verification:-

1. Application /Admission Form duly signed by candidate and guardian (2 copies)
2. Anti-Ragging Declaration of Students duly signed by candidate and Anti-Ragging Declaration of Parent duly signed by guardian (available in UG Admission portal)
3. Admission Pay-in-Slip (2copies)
4. Print out of NAD-Digilocker – ABC-ID (Academic Bank of Credits)
5. Colour Stamp size photograph (2copies)
6. School-leaving Certificate (Original)
7. Madhyamik Pariksha/ Equivalent Examination Admit Card (Original and 2self-attested photo copies)
8. Higher Secondary Mark sheet (Original and 2 self-attested photo copies)
9. Higher Secondary Registration (Original and 2 self-attested photo copies)
10. Caste/EWS Certificate, if any (Original and 2 self-attested photo copies)
11. PH/PWD Certificate, if any (Original and 2 self-attested photo copies)

Step 7: Two sets of the aforesaid documents would be collected by the Department – Office Copy and University Copy. *Original School Leaving Certificate* would be attached with the Office Copy only.

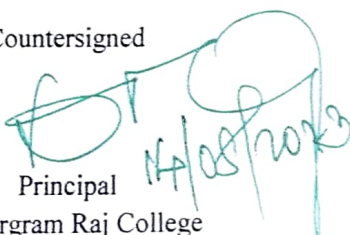
Step 8: At the time of physical document verification, proper care should be taken to verify original MP Admit Card, HS Marksheet, HS Registration, Caste/EWS Certificate, PH/PwD Certificate etc with the Application/Admission Form of candidates. Dispute, if any, must be immediately reported to UG Admission Sub-Committee for resolving the same.


Step 9: After verification of HS Marksheet, the Department should affix **Admitted** stamp on H.S. Marksheet of the duly verified student.

Step 10: After the physical document verification, every student should be handed over a copy of the *Admission Pay Slip/Receipt* duly stamped and signed by the Departmental HoD or departmental faculty.

Step 11: After completion of the entire physical document verification of all concerned students, the Department must submit the (a) *Cover File* containing (b) *Attendance Sheet for Reporting of newly admitted 1st Sem students (office Copy only)* and two sets of (c) *List of documents required for physical document verification*.

Countersigned


Principal
Jhargram Raj College

 14/08/2023
Convenor, U.G. Admission Sub-Committee
Jhargram Raj College