



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]  
https://www.sanskritcollegeanduniversity.ac.in

Memo No: EST/R.O/SCU/042(Notice)/2024/ 0627

Date: 25.07.2024.

## Notice

**Attention: Students joined The Sanskrit College and University in UG Course this year through Centralized Admission Portal (Online) of Department of Higher Education, Government of West Bengal for the 2024-28 (4 YUGP) Academic Programme.**  
**Subject: Verification of Original Documents**

Students, who have applied online for admission to the first year of the particular Undergraduate course and deposited requisite admission fees, are advised to report The Sanskrit College and University Heritage Building, in person, **by 11-45 AM on respective date**, as stated below along with duly filled in **FORMAT (provided in next page)** and self-attested copies of following documents (in mentioned order) attached therewith:

1. Print out of ( a ) Online Application form. ( b ) Admission fees Payment receipt/s and ( c ) Provisional Admission Confirmation Certificate (from <https://wbcap.in>) \*
2. Mark sheet of Madhyamik/ Equivalent \*(Original with Duplicate)
3. Certificate of Madhyamik/ Equivalent
4. Pass Marksheet of H.S. / Equivalent \*(Original with Duplicate)
5. Certificate of H.S. / Equivalent
6. Caste Certificate issued by competent authority {If Applicable – (Not required for General Category)} \*(Original with Duplicate).
7. Disability Certificate (If Applicable) \*(Original with Duplicate)
8. Admit Card of Class X for D.O.B. Verification \*(Original with Duplicate)
9. Self-attested copy of Aadhaar Card \* ( or Passport and Visa copies for Foreign students) (Original with Duplicate)
10. Copy of Blood Group Certificate \*
11. Copy of EWS Certificate (issued within this year, i.e., 2023) \*(Original with Duplicate)
12. Copy of Sportsperson Certificate (minimum State Level and above) (If Applicable) \* (Original with Duplicate).

\* Marked items are mandatory

All documents listed above, as applicable, should be brought for physical verification.

Subject/Faculty	Date & Timing
English (Room No. 30) , AIWH (Room No. 18) , Bengali (Room No. 16),	1 <sup>st</sup> August, 2024 (Thursday) – 12 Noon onwards (At Vidyasagar Hall of Heritage Building)
Sanskrit (Room No. 13), Philosophy (Room No. 14) , Linguistics (Room No. 28), TOL (Room No. 27), Pali (Room No. 19)	2 <sup>nd</sup> August, 2024 (Friday) – 12 Noon onwards (At Vidyasagar Hall of Heritage Building)

- **Regular Classes will commence from 7<sup>th</sup> August, 2024 (Wednesday).**
- **Candidates allotted seats under both Reserved and Unreserved category, have to select only one option.**
- **Students getting admitted in Second Phase (if conducted) can visit the University on 6<sup>th</sup> August, 2024 from 12 Noon to 3 PM for all subjects prepared as per this Notification for their document verification work.**

Any clarification, please contact through e-mail at [regoffice.scu@gmail.com](mailto:regoffice.scu@gmail.com) (mentioning Name, Application ID, contact phone number & E-mail ID).

Or, one can contact over phone at Mobile No. **9007535132** between 11 am and 5 pm on working days (Monday to Friday except intervening notified holiday/s, if any).

  
(Srijib Bardhan)

Registrar

**Registrar**

**The Sanskrit College and University**

Document Verification of UG-2024 First Year Admission (4 YUGP)

The Sanskrit College and University

(University Copy)

- 1) Name of Student :  
(In Block Letters)
- 2) Application ID :
- 3) Aadhaar Number :  
Or,  
Passport/Visa Number (in case  
Foreign national) :
- 4) Name of Honours Subject :
- 5) Contact Phone Number/s :
- 6) E-mail ID :

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(Signature of Student)

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Acknowledgement Portion (4 YUGP)

Document Verification of UG-2024 First Year Admission

The Sanskrit College and University

(Student's Copy)

- 1) Name of Student :  
(In Block Letters)
- 2) Application ID :
- 3) Aadhaar Number :  
Or,  
Passport/Visa Number (in case  
Foreign national) :
- 4) Name of Honours Subject :
- 5) Contact Phone Number/s :
- 6) E-mail ID :

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(Signature of Student)

\*Both sections to be filled up by the student.

\*Copy of Online application with necessary supporting documents has to be enclosed.