



# SAGAR MAHAVIDYALAYA

Affiliated to the University of Calcutta, Under 2 (f) & 12 (B) of UGC, NAAC Accredited.

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Memo No.-

52/PRIN/SAGAR(M)/OFFICE/2025-26

Date 26.9.2025



## Notice

It is hereby informed to all the students who have taken admission at Sagar Mahavidyalaya for the session 2025-26 at 1<sup>st</sup> Semester of B.A./B.Sc. (HONOURS & MDC) course in **Phase-2(Mop-Up)**, that the **Physical Verification of Documents** will be carried out from 11:30 A.M. to 3:30 P.M. on the revised date **9<sup>th</sup> October 2025**. Students whose **Physical Verification of Documents** are **not yet completed** should be present physically at college along with the original and one self-attested copy of documents as applicable ( Referred to Annexure- I) on **9<sup>th</sup> October 2025** .

*Dr. Surajit Bari*  
26.9.2025

Dr. Surajit Bari  
Principal  
Sagar Mahavidyalaya

Principal  
Sagar Mahavidyalaya  
Harinbari, Sagar, South 24 Pgs., Pin-743373



**Annexure-I**

**SAGAR MAHAVIDYALAYA**

**PHYSICAL VERIFICATION OF DOCUMENTS OF STUDENTS ADMITTED IN**  
**1<sup>ST</sup> SEMESTER, 2025-26**

<b>A. List of Original Documents to be produced at the time of Physical Verification</b>	
<b>S/N</b>	<b>Name of Documents</b>
1	System Generated Application
2	System Generated Provisional Admission Certificate & Last Payment Receipt
3	10+2 level Mark sheet
4	10 level Mark sheet
5	Age Proof Certificate (Admit Card/Birth Certificate etc)
6	SC/ST/OBC Certificate, if applicable
7	PwD Certificate, if applicable
8	EWS Certificate, if applicable
9	AADHAAR and ABC ID if available
10	Registration Certificate, if applicable
11	Migration certificate, if applicable
<b>B. Self-Attested copies of the following documents to be submitted at the time of Physical Verification</b>	
<b>S/N</b>	<b>Name of self-attested Documents (XEROX COPIES)</b>
1	Application Form (System Generated Application)
2	System Generated Provisional Admission Certificate & Last Payment Receipt
3	Copy of 10+2 level Mark sheet
4	Copy of 10 level Mark sheet
5	Copy Age Proof Certificate (Admit Card/Birth Certificate etc)
6	Recent colour passport size photograph ( One Copy)
7	Copy of the SC/ST/OBC Certificate, if applicable
8	Copy of the PwD Certificate, if applicable
9	Copy of the EWS Certificate, if applicable
10	AADHAAR and ABC ID, if applicable
11	Copy of the Registration Certificate, if applicable
12	Copy of the Migration certificate, if applicable
13	Antiragging Declaration duly signed by the student

*Shri*  
26.9.2025

Principal  
Sagar Mahavidyalaya  
Saginagar, Saginagar, 24 Feb (ST)