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FALAKATA COLLEGE

NAAC Accredited with B+ Grade

(Affiliated under University of North Bengal
And

Included under Section 2(f) & 12B of the UGC Act.)

ESTD. : 1981

P.O. FALAKATA - 735211 ♣ DIST. ALIPURDUAR (W.B.)

Memo No.

Date

23	08	2025
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Notice No.111/2025

The physical verification for the first phase will take place from 25th- 27th August 2025.
The teachers/office staff are requested to follow the instructions below for the physical verification of students.

Process of Physical Verification

1. There is no need to separately calculate the merit index. The teachers have to match the marks in the original mark sheet with the marks entered in the application form.
2. The teachers will be given a copy with Sl No., Application ID, Student's **NAME** (in Capital Letters) which have to be filled then.
3. Check/collect the documents mentioned in the list.
4. Students will wait in the room till the receipt for admission confirmation are provided from the office.
5. The physical verification will take place from 12 pm – 3 pm.

Teacher-in-Charge

Teacher-in-charge
FALAKATA COLLEGE
Falakata, Alipurduar



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Notice

A. List of Original Documents to be produced at the time of Physical Verification:

- 1 System Generated Application
- 2 System Generated Provisional Admission Certificate
- 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 (HS)
- 11 Migration certificate, if applicable

B. Self Attested copies of the following documents to be submitted at the time of Physical Verification:

- 1 Copy of 10+2 level Mark sheet
- 2 Copy of 10 level Mark sheet
- 3 Copy Age Proof Certificate (Admit Card/Birth Certificate etc)
- 4 Copy of the SC/ST/OBC Certificate, if applicable
- 5 Copy of the PwD Certificate, if applicable
- 6 Copy of the EWS Certificate, if applicable
- 7 AADHAAR and ABC ID, if applicable
- 8 Copy of the Registration Certificate, if applicable
9. Anti-ragging affidavit

Teacher-in-Charge

Teacher-in-charge
FALAKATA COLLEGE
Falakata, Alipurduar