

RAIGANJ UNIVERSITY

Dr. Diganta Biswas
Secretary, PG Council



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Ref. No. SPG.4/17/2023/2023

NOTICE

Date 09/10/2023

All the newly admitted students, who recently got admitted to the various PG Programs, are directed to report to the respective Departments to undergo the *process of verification of documents* during **12 Noon to 4 PM** on **12th October, 2023 to 13th October, 2023**.

Documents Required for Verification:

Self- attested Documents	Original Documents
<ul style="list-style-type: none">Print out of application form (Duly signed and Self-Attested)Money Receipt / Confirmation Receipt stating submission of admission fees. (Self-Attested)One self-attested photocopy of each of the documents.	<ul style="list-style-type: none">Original Age proof as per Madhyamik (Secondary) examination / ICSE / CBSE Admit card or Birth certificate.Original Mark Sheet of the 10th Class Examination.Original Mark Sheet of the 10+ 2 Examination.Original Final Mark Sheet of the UG Honours Examination and the Complete Marksheet displaying the candidate passed the UG Course. (For Candidates other than the RGU).Original SC/ST/OBC-A/OBC-B/PWD/PH and EWS Certificates (if applicable)Original BPL Card (if mentioned in the application form)Original Migration Certificate of UG, if available (for the candidates other than Home Category candidates)Anti- Ragging AffidavitNoC (For working candidates)

Guidelines for the verification of Documents:

- ✓ All the candidates got provisionally admitted must verify their original documents as per the schedule. Any candidate failing to take part in the documents verification process without any valid reason is subjected to the cancellation of admission for the Session 2023- 24 at Raiganj University.
- ✓ The candidates are instructed to approach the respective Departments for the verification of the all the relevant testimonials alongwith one copy the *duly signed printed application form and payment receipt*.
- ✓ A set of photocopies of the documents as mentioned above to be submitted by all the candidates to the Office of the HoD during verification
- ✓ During the time of verification, if any issue (*filling up of admission form without complying with the admission criteria, wrong entry of marks etc.*) is reported, The University will cancel the admission forthwith in accordance with the **Raiganj University Rules**.
- ✓ *All the students are required to complete the verification process on due time strictly adhering to the Covid- 19 Protocol. Wearing of face mask is compulsory and they must carry the vaccination certificate to enter into the premises where verification of documents is to be carried on.*

Diganta Biswas 09/10/2023
Secretary, PG Council, Raiganj University.
Raiganj.

Copy to:

1. Secretary to the Hon'ble Vice Chancellor, Raiganj University;
2. The Dean, Faculty of Science and Management, Raiganj University;
3. The Dean, Faculty of Arts, Commerce and Law; Raiganj University;
4. The Registrar, Raiganj University;
5. The Finance Officer, Raiganj University;
6. All HoDs/ Coordinators, Raiganj University;

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