

# RAIGANJ UNIVERSITY

Dr. Diganta Biswas  
Secretary, PG Council



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Ref. No. SP4C/N/81/2024

Date 15/6/2024

## NOTICE

All the candidates, who **recently got admitted** to the Ph.D. Programme (**Session 2023- 24**) at Raiganj University, are directed to report to the respective department on **14<sup>th</sup> June, 2024** to undergo the **process of verification of documents**.

**Venue for Verification of Documents:** Respective Department, Raiganj University

**Time:** 12 Noon to 4 PM

**Documents Required for Verification:**

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

### 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/ Coordinator during verification.
- ✓ The **candidates working in different capacities** are required to submit the **NoC from the employer**. It's mandatory to complete the document verification process.
- ✓ The **foreign candidates** are required to produce the **Certificate of Equivalence** from the AIU, New Delhi and the candidates already working in different capacities are required to submit the NoC from the employer. It's mandatory to complete the document verification process.
- ✓ **\*\*Migration Certificate** to be submitted to **Mr. Hiranmoy Mitra**, Registrar Branch and email at [hiranmay77976008@gmail.com](mailto:hiranmay77976008@gmail.com).

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- ✓ 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, will strictly be dealt in accordance with the **Raiganj University Rules**.
- ✓ *All the candidates appearing for the Documents Verification process are required to complete the verification process on due time strictly adhering to the Covid- 19 Protocol.*

Diganta Biswas

Secretary, PG Council, Raiganj University.

Copy to:

1. Hon'ble Vice Chancellor, Raiganj University;
2. Dean, Faculty of Science and Management, Raiganj University;
3. Dean, Faculty of Arts, Commerce and Law; Raiganj University;
4. The Registrar, Raiganj University;
5. All HoDs/ Coordinators, Raiganj University;
6. Mr. Hiranmoy Mitra, Registrar Branch, Raiganj University

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