



SREE CHAITANYA MAHAVIDYALAYA

P.O. Habra-Prafullanagar, North 24 Parganas, Pin 743268

Website: www.scmhabra.org Email: srchma@gmail.com

NOTICE

For B.A./B.Sc./B.Com (Hons & General) of 1st Semester in Session 2020-21

Documents required during Admission Verification:-

1. Print - Filled-up Application Form (Two Copy)
2. Print- Admission Fee Payment receipt copy from payment gate-way or Bank Challan for Admission with Bankers' stamp (college copy) (One Copy)
3. School Leaving Certificate (original)
4. Original of Age Proof, HS Mark Sheet & Certificate & Caste Certificate
5. Two (2 copy) copy Stamp size photo.
6. Xerox Documents (All the Xerox document self-attested by the Student)
 - a. Age Proof of Madhyamik Admit Card/Certificate (One Copy)
 - b. Higher Secondary Mark sheet (One Copy)
 - c. Higher Secondary Certificate (One Copy)
 - d. Cast Certificate (only for SC/ST/OBC/OBC/OBC-A/OBC-B) (One copy)
 - e. Physically Challenged Certificate (One Copy) (If applicable)
 - f. Registration Cancelled Letter / University Permission Letter (One Copy) (if applicable)

Documents required during Registration verification:-

1. Print -Un-verified Filled-up Registration Form (Two Copy)
2. OTP (One Time Password)
3. Original of Age Proof, HS Mark sheet & Certificate & Caste Certificate
4. Three (3 copy) copy Stamp size photo
5. Xerox Documents (All the Xerox document self-attested by the Student)
 - a. Photocopy of Madhyamik Admit Card (Two Copy)
 - b. Photocopy of Higher Secondary Marksheet (Two Copy)
 - c. Photocopy of Cast Certificate (only for SC/ST/OBC/OBC/OBC-A/OBC-B) (Two copy)
 - d. Photocopy of Physically Challenged Certificate (Two Copy)
 - e. Photocopy of Passport, Bonafide Certificate, Visa Permission, High-Commission Letter (for Foreign Students) (Two Copy) (if applicable)
 - f. Photocopy of Registration Cancelled Letter/University Permission Letter (Two Copy) (if applicable)
6. Filled up declaration Form regarding Class Attendance. (Form available in College website- www.scmhabra.org)

N.B: For Change of General subjects Apply to Principal before the date of Registration Verification by the college.

Date: 07.12.2020

Principal