

Serampore College

09, William Carey Road, Serampore, Hooghly, West Bengal, 712201

Faculty of Arts-Science-Commerce

Date: 19.06.2026


NOTICE FOR DOCUMENT VERIFICATION AFTER ADMISSION, 2026-2027 FOR B.VOC IN TOURISM AND HOTEL MANAGEMENT AND B.VOC IN RETAIL MANAGEMENT.

Verification of Original Documents of Candidates taken admission to various B.Voc courses for the session 2026-2027 will be held as per the following schedule:

1. **Date:** 29.06.2026
2. **Time:** 11:00 AM
3. **Venue of Document Verification:** Department of Vocation.

- ❖ **Document Verification is mandatory.**
- ❖ **Presence of student or his/her guardian(s) is compulsory, failing which leads to cancellation of admission.**

Admission will be cancelled automatically if a candidate fails to appear in the scheduled date and time. No one will be entertained beyond the notified date and time slot. List of documents to be produced during verification process is attached herewith.


Dr. Bithin Kumar Maji
Vice-Principal (ASC)
Serampore College

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Documents to be Produced at the Time of Verification After Admission

1) Print out of application form.

2) Money receipt through which admission fee has been submitted.

3) Original Marksheet of H.S or equivalent examination along with a photocopy.

4) Age Proof - Original admit card/ certificate of Madhyamik or equivalent examination or Birth Certificate together with a photocopy.

5) Migration Certificate for Boards other than WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya along with a photocopy.

6) For SC/ST/OBC Candidates - Original caste certificate from appropriate authority with a photocopy as per West Bengal Domicile Act.

7) For PWD (Persons with Disabilities) Candidates - Original Disability Certificate from appropriate authority together with a photocopy for those with 40% or more disability.

8) Document for BPL category – Original BPL Card along with a photocopy.

9) ABC ID Certificate (if available).

10) Calcutta University Registration Certificate (if already registered) along with a photocopy.

11) Anti-ragging declaration by both student and parent (Soft Copy is available in College Website).

Additional Documents for Christian Candidates

a. Baptism Certificate–Original

b. Letter from Presbyter/ Pastor/ Priest for certification (with seal)

AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING

I,.....(full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., having been admitted to(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared thisday ofmonth of..... year.

**Signature of deponent
Name:**

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent

AFFIDAVIT BY PARENT/GUARDIAN ON ANTI-RAGGING

I, Mr./Mrs./Ms.....(full name of parent/guardian), father/mother/guardian of.....(full name of student), with admission/registration/enrolment number....., having been admitted to.....(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared thisday ofmonth of..... year.

Signature of deponent
Name:
Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent