



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
**Maulana Azad College**



NAAC 'A+' Grade (Cycle-3)

8, RAFI AHMED KIDWAI ROAD, KOLKATA-700013, INDIA

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ISO Certified: 14001:2015, 50001:2018, 9001: 2015

**NoticeNo.115**

**Date: 02/09/2025**

In pursuance of the G. O. No. 617-Edn (CS)/10M-95/14 dated 22.08.2025, it is hereby notified for all concerned that the Physical Verification of documents of the students seeking admission to the Undergraduate Courses for the Academic Session 2025–26 (**Upgrade Round**) will be conducted as per the following schedule:

Date	Timings
04.09.2025 (Thursday)	11A.M. to 5 P.M.
06.09.2025 (Saturday)	11A.M. to 2:30 P.M.
08.09.2025 (Monday)	11A.M. to 5 P.M.
09.09.2025 (Tuesday)	10A.M. to 12 P.M.
Programme	Venue
B.Sc. Major in Physics, Chemistry, Mathematics, Statistics, Zoology, Botany, Microbiology, and B.A. Major in Sociology, English & Urdu	Respective Departmental Staff Rooms
B.A. Major in Islamic History & Culture	Room for Entry into Service at 2 <sup>nd</sup> Floor
B.A. Major in Bengali, Sanskrit, Philosophy and B.Sc. Economics	Teachers' Room at 1 <sup>st</sup> Floor
B.A. Major in Arabic, Persian and MDC in Arabic & Persian	Central Library Reading Room at 1 <sup>st</sup> Floor
B.A. Major in History	Physics Department
B.A. Major in Political Science	Central Computer Room, 3 <sup>rd</sup> Floor Annex Building
B.Com. Major	Departmental Staff Room (2 <sup>nd</sup> Floor)

Students are directed to report the above mentioned venues on the scheduled dates with the following documents (in original and one self-attested photocopy).

1. Admission Form (print copy)
2. Admission Payment Receipt
3. 10<sup>th</sup> Std. Admit Card/ Birth Certificate (for age proof)
4. Mark sheet of 10<sup>th</sup> and 12<sup>th</sup> Std.
5. Caste Certificate (if applicable)
6. PWD Certificate (if applicable)
7. EWS Certificate (if applicable)
8. University of Calcutta Registration Certificate (if already registered with CU)
9. Migration Certificate (if applicable)
10. Anti-ragging declaration in prescribed format following the link given [Anti-ragging declaration submission online](#) . For more information [Accessing the UGC Anti-ragging website](#) & [Filling up the Anti-ragging Undertaking](#)

Admission is subject to cancellation if any information provided by the candidate is found to be incorrect. **Parents or guardians will not be permitted to enter the college premises on the scheduled reporting dates.** In the event that a candidate is unable to report in person due to unavoidable circumstances, a parent or guardian may report on their behalf. In such cases, they must carry all the required documents along with a valid authorization letter issued by the candidate.

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**Principal**  
**Maulana Azad College**  
**Kolkata**