

CITY COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

ADMISSION 2025-26

VERIFICATION NOTICE (STANDALONE/COLLEGE ADMISSION PORTAL)

This is for the information of all concerned that the physical verification of documents of the provisionally admitted students through the Standalone/College Admission Portal for the session 2025-26, will be conducted on the following dates as per the following schedule. Students seeking Admission are requested to come to college directly on 3rd, 4th and 6th November 2025 between 4 pm to 6.30 pm for payment using DEBIT / CREDIT CARD or QR CODE SCANNER. NO CASH TRANSACTION WILL BE ENTERTAINED.

After payment, PHYSICAL VERIFICATION Process will commence for these Students. They should bring ALL REQUIRED DOCUMENTS as mentioned in the Admission Notice issued by Govt of West Bengal vide Ref No 710-Edn (CS)/10M-95 /14 dated September 25th for the Physical Verification. **The provisionally admitted students are hereby directed to report to the College at 04.00 PM each day.**

- **Verification Schedule:**

Courses	Dates	Time	Reporting Time
4 - Year B.Com. (H/H.& R.) in COMMERCE	03.11.2025, 04.11.2025, 06.11.2025	04.30 PM to 08.00 PM	04.00 PM
3 - Year B.Com. Multidisciplinary	03.11.2025, 04.11.2025, 06.11.2025	04.30 PM to 08.00 PM	04.00 PM

- **Place of Verification:**

Students' Common Room, City College of Commerce and Business Administration, 13, Surya Sen Street, Kolkata -12.

Location – Google Map - <https://maps.app.goo.gl/k1KRyPf3ZnJtqGE5A>

Documents Required for Verification

All students are hereby instructed to bring the following documents in original along with photocopies for verification.

The candidates must bring the following documents in the order mentioned below:

A	List of Original Documents to be produced at the time of Physical Verification
SL. NO.	Name of Documents
1	System Generated Application
2	System Generated Provisional Admission Certificate
3	10+2 level Mark sheet
4	10 level Mark sheet
5	Age Proof Certificate (Admit Card/Birth Certificate etc)
6	SC/ST/OBC Certificate, if applicable
7	PWD Certificate, if applicable
8	EWS Certificate, if applicable
9	AADHAAR and ABC ID if available
10	Registration Certificate, if applicable
11	Migration certificate, if applicable
B	Self-Attested copies of the following documents to be submitted at the time of Physical Verification
SL. NO.	Name of self-attested Documents
1	Copy of 10+2 level Mark sheet
2	Copy of 10 level Mark sheet
3	Copy Age Proof Certificate (Admit Card/Birth Certificate etc)
4	Copy of the SC/ST/OBC Certificate, if applicable
5	Copy of the PWD Certificate, if applicable

6	Copy of the EWS Certificate, if applicable
7	AADHAAR and ABC ID, if applicable
8	Copy of the Registration Certificate, if applicable
9	Copy of the Migration certificate, if applicable

• **Important Notes:**

1. Be present at the campus on time with the aforesaid documents, arranged in an orderly manner.
2. Candidates who will take provisional admission through the portal will report to the concerned HEI within the notified schedule for physical verification of documents. They must carry printed copies of their provisional admission slip and all academic and other relevant documents in original. If, during the physical verification of documents at the college/HEI, it is found that there is a discrepancy between the data provided in the portal and that found in the documents, which may have an impact on eligibility and/or Merit Rank / Position, the provisional admission may be summarily cancelled. Admission will be finally confirmed only after successful verification of all relevant documents by the concerned HEI, followed by registration with the affiliated university.
3. As a result of document verification, if a candidate is found not eligible for any course / programme because of any discrepancy in data and/or document (which may have an adverse impact on the merit index of the candidate), the provisional admission of the candidate will be cancelled.
4. Students must be physically present at the time of verification along with their documents. If any student fails to report due to some valid reason, his guardian must report to the Nodal Officer and Convener of the Admission Committee with an authorization letter from the student.
5. If any student or his guardian fails to report on the due date of verification, his admission will be cancelled without any intimation.

Students are advised to regularly visit the College website – www.cccba.ac.in for further updates.