Government of West Bengal
Government General Degree College Kharagpur-II
Ambigeria, Madpur, Paschim Medinipur - 721149, West Bengal

Document verification of the newly admitted students 2021-2022

Notification No: *Admission/GGDCKGP-II/22/2021-22*   **Dated:** 26/09/2021

As per the order of the Vidyasagar University, it is hereby notified that the document verification of the newly and provisionally admitted students 2021-2022 of 1st semester under the affiliated colleges will take place in a no-contact mode. In this regard, Government General Degree College Kharagpur-II decides to verify the necessary documents of newly admitted students via online mode. The Schedule and procedure of verification are given below.

> Start Date of Verification: 27/09/2021
> End Date of Verification: **01/10/2021**

Procedure of Online Document Verification
Step-1

The admitted students are requested to send the scan copies of original documents to the respective E-mail ID within the stipulated time period. The following documents have to be submitted through E-mail.

(i) Scan copy of recent stamp size photograph in jpg format.

(ii) Scan copy of Original Admit card of Madhyamik/Proof of age in pdf format.

(iii) Scan copy of Original Marksheet of qualifying Examination at Secondary/Madhyamik level in pdf format.

(iv) Scan copy of Original Marksheet of qualifying Examination at (10+2) level in pdf format.

(v) Scan copy of Original Registration Certificate of qualifying Examination at (10+2) Level in pdf format.

(vi) Scan copy of Original Caste/Category (SC/ST/OBC-A/OBC-B) and PWD certificates (where applicable) in pdf format.

(vii) Scan copy of Original School Leaving Certificate from Head of the Institution from where he/she passed the (10+ 2) level Examination in pdf format

(viii) Scan copy of Original Registration Certificate of earlier passed out candidates (2018/2019) if registered previously to any University in pdf format.

(ix) Scan copy of Original Aadhar card in pdf format.

(x) Scan copy of Permission letter from Vidyasagar University if candidate has passed 10+2 on or before 2018 (where applicable) in pdf format.

(xi) Scan copy of Print copies of signed application form and payment slips (Online payments of Application and Admission Fees) in pdf format.

Department wise E-mail Ids

SN	Department	E-Mail ID
1	Bengali (H)	bengali.ggdckgp2@gmail.com
2	English (H)	english.ggdckgp2@gmail.com
3	History (H)	historyggdc@gmail.com
4	Political Science (H)	moumita.sng@gmail.com
5	Philosophy (H)	philoggdckgp@gmail.com
6	Botany (H)	ggdckgp2botany@gmail.com
7	Physiology (H)	ghoshdebo93@gmail.com
8	Zoology (H)	arpitaggdc2015@gmail.com
9	Chemistry (H)	chemistryggdc@gmail.com
10	B.A. (General)	ggdcmaths@gmail.com
11	B.Sc. (Pure General)	ggdcmaths@gmail.com
12	B.Sc. (Bio General)	ggdcmaths@gmail.com

Step-2

Once the documents are verified by the respective departments, an acknowledgment will be sent to the students to their E-mail IDs where they will be asked to send the following documents :

1. "Self-declaration by Student" form
2. "Declaration by student and parent/guardian regarding anti-ragging" form. (Format will be provided later with the acknowledgment mail)
3. "COVID Vaccination Data". (Annexure-I)

These documents should be duly filled in and signed by the students. After completion of Step-2 their admission will be confirmed into the College. The format of "self-declaration by student" and "Affidavit by student and parent/guardian regarding anti-ragging" are attached along with this notification. The candidate will have to fill it up after print out the format, and then mail scanned copy of the filled up application via the respective mail.

Candidates are strictly instructed not to report physically to the college for online document verification 2020-2021 under any circumstances. The photocopy of the documents will be collected from the applicants in due course.

Sd/-
Convener   **Sd/-**
Admission Committee   **Officer-In-Charge**
Govt. General Degree College Kharagpur-II   **Govt. General Degree College Kharagpur-II**

Format for "Self-Declaration by the Student"

To   Date: …………………..
The Principal
Government General Degree College Kharagpur-II
Ambigeria, Madpur, Paschim Medinipur-721149

I, ...… (Name) S/o/D/o Shri/Shrimati ..………...................................., having

been admitted to UG programme for ....…………….. (Subject) Course, for the Academic

Session 2021-2022 in Government General Degree College, Kharagpur -II, declare that I will abide by the

rules and regulations of this College. I hereby declare that I have not taken admission in any other Colleges.

Thanking you.

Yours faithfully,

(Candidate's signature)

Name :

Address:

Telephone / Mobile No: Email id.:

Annexure-I

Data regarding the Special Covid-19 Vaccination Camp for 1st Semester newly Admitted Students at College Campus on 04/10/2021

1	Name of the students:	
2	Form Number:	
3	Department:	
4	DOB (DD/MM/YYYY):	
5	Age on 04/10/2021:	
6	Aadhaar No:	
7	Mobile Number (WhatsApp No):	
8	E-mail ID:	
9	Covid-19 vaccination details (Please tick)	Not Vaccinated 1st Dose taken Both dose Taken
10	CoWIN Registration No. (If already registered) If not Vaccinated then please come at the college at 04/10/2021 along with proper documents	
11	Mention the date and Vaccine name if 1st dose already completed	a) 1st dose date: b) Type of Vaccine: (Covaxin/Covishield)
12	Mention if any serious health issue or taking any regular medication	
13	Signature of Student	