

CITY COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION
13, Surya Sen Street, Kolkata – 700012

Ref. No. 21/ISS-SE/2024-2025

Date: 30/07/2024.

ADMISSION 2024-25
VERIFICATION NOTICE

This is for information of all concerned that, the verification of documents of provisionally admitted students through the Centralized Admission Portal for the session 2024-25, will be conducted on following dates as per the below mentioned table. The provisionally admitted students are hereby directed to report to the College at 04.00 P.M. each day as per the programme given below.

• Verification Program:

Courses	Dates	Time	Reporting Time
4 - Year B.Com. (H/H.& R.) in COMMERCE	31.07.2024, 01.08.2024, 02.08.2024, 03.08.2024	04.30 PM to 07.30 PM	04.00 PM
3 - Year B.Com. Multidisciplinary	05.08.2024, 06.08.2024	04.30 PM to 07.30 PM	04.00 PM

• Place of Verification:

College Campus City College of Commerce and Business Administration, 13, Surya Sen Street, Kolkata -12.

Location – Google Map - <https://maps.app.goo.gl/k1kRyPf3ZnJtqGE5A>

• Verification Schedule:

Students must come for verification as per the dates mentioned in the verification schedule.

• 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 below-mentioned order:

1. Printout of the Application form duly signed by the applicant.
2. Provisional Admission Letter (original + one self-attested photocopy) (System Generated Provisional Admission Slip)
3. Age proof (Class X Admit Card) (original + one self-attested photocopy)
4. Class X mark sheet (original + one self-attested photocopy)
5. Class XII mark sheet [Without lamination] (original + one self-attested photocopy)
6. Class XII admit card [Without lamination] (original + one self-attested photocopy)
7. Class XII registration certificate [Without lamination] (original + one self-attested photocopy)
8. Caste certificate (if applicable) issued by the appropriate authority (original + two self-attested photocopies)
9. PWD Certificate (if applicable) issued by the appropriate authority (original + one self-attested photocopy)
10. EWS Certificate issued by the appropriate authority (if applicable) (original + one self-attested photocopy)
11. Migration certificate (if applicable) (original + two self-attested photocopy)
12. Two passport size photographs (with full signature at the back of the photographs)
13. Printout of the Admission Fee Payment Receipt/Challan (original + one self-attested photocopy)
14. Aadhar Card (original + one self-attested photocopy).
15. BPL certificate (if applicable) issued by the appropriate authority (original + one self-attested photocopies)

• **Important Notes:**

1. Be present at the campus on time with the aforesaid documents, arranged in 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.



provided in the portal and that found in the documents, which may have had 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. For any query regarding provisional admission, you can contact the help line at 1800-102-8014 or e-mail support@wbcap.in, query@wbcap.in, or writeto@wbcap.in

Students are advised to regularly visit the Centralised Admission Portal Website – <https://wbcap.in> and College website – www.cccba.ac.in regularly for further updates.



**Principal
City College of Commerce
and Business Administration**