



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

A NAAC Accredited and ISO 21001 & ISO 14001 Certified College

Affiliated to Kazi Nazrul University

Recognised Under Section 2(f) & 12(B) of UGC & Exempted Under Section 12A & 80G

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal, India 713 331

Website: www.dbmcrj.ac.in

Email Id: principal@dbmcrj.ac.in

Ref. No.

Date: 11.06.2026

URGENT NOTICE - ADMISSION 2026

DOCUMENT VERIFICATION OF NEWLY ADMITTED STUDENTS

All the newly admitted students are directed to attend the document verification process to be held on 24th and 25th June, 2026 as per schedule given below.

Date	Time
24.06.2025	11:30 AM to 3:30 PM
25.06.2026	11:30 AM to 3:30 PM

Students are instructed to bring with them the following documents in original and a set of Photocopies. All original documents are to be produced at the time of verification.

Particulars of Document	Original	Photocopy
WBCAP generated Admission Form duly signed by the candidate	Yes	NO
WBCAP generated Payment Slip after making payment	Yes	No
Two Colour Passport size photograph	Yes	Yes
Class X Admit Card / Certificate	Yes	Yes
Class X Marksheet	Yes	Yes
Class XII Marksheet	Yes	Yes
Last School Leaving Certificate	Yes	Yes
Caste Certificate	Yes	Yes
Aadhar Card	Yes	Yes

(Tridib Santapa Kundu)
Principal

Principal
Deshabandhu Mahavidyalaya
Chittaranjan



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Schedule and Process for Physical Verification of Documents

Date of Physical Verification of Documents:

24th and 25th June, 2026

Time: 11:30 AM to 3:30 PM

Process

1. Students will report to the **main building reception area**.
2. There will be **four help desks**. Students may approach any desk.
 - o Each help desk will be managed by one non-teaching staff member.
 - o The staff will arrange the documents, staple them, and stamp a blank format containing the student's Roll Number, Major, and Minor subject.
3. The student will then be directed to the **department of their admitted Major subject**.
4. The **departmental faculty member**, seated in the department, will:
 - o Verify all original credentials.
 - o Fill in the stamped format (Roll Number, Major/Minor Subject).
 - o Put his/her signature.
 - o Record the assigned Roll Number, Name, and Subject of the student on a separate sheet (provided by the office).
5. After verification, the student will be directed to College Office (Next to Principal's Chamber) for:
 - o Submission of the admission form.

(Tridib Santapa Kundu)
Principal

Principal
Deshabandhu Mahavidyalaya
Chittaranjan