

CITY COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

ADMISSION 2025-26

VERIFICATION NOTICE (CENTRALISED ADMISSION PORTAL)

This is for the information of all concerned that the physical verification of documents of the provisionally admitted students through the West Bengal Centralized Admission Portal for the session 2025-26, will be conducted on the following dates as per the following schedule. 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	04.09.2025, 06.09.2025, 08.09.2025, 09.09.2025	04.30 PM to 08.00 PM	04.00 PM
3 - Year B.Com. Multidisciplinary	04.09.2025, 06.09.2025, 08.09.2025, 09.09.2025	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>



Shatish Chatterjee
02/09/2025
Principal
City College of Commerce
& Business Administration
13, Surva Sen Street, Kolkata-17

- **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
10	Antiragging Declaration duly signed by the student

- **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.
6. 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 for further updates.

Schedule of Events in Centralised Admission Portal 2025*		
	Date	Events
	17 June 2025	Launching of the Portal for 2025-26 by Bratya Basu, Hon'ble Minister-in-Charge, Higher Education Department, Government of West Bengal at 2.00 PM
Phase - 1	30 July 2025 (till 11:59 PM)	Registration Closes
	22 August 2025 (After 5 PM)	Publication of the College / Institute-wise & Course / Program-wise Merit list and Seat allotment
	22-25 August 2025	Admission against seat allotment
	23, 25 -27 August 2025	Physical verification of admitted candidates at the Institution Level
	29 August 2025	Class will start for new session 2025-26
	31 August 2025 (After 5 PM)	Publication of Institution-wise & Course / Programme-wise Seat allotment in the Upgrade round
	31 August -03 September 2025	Admission against Seat allotment in the Upgrade round
	4, 6, 8 & 9 September 2025	Physical verification of admitted candidates at the Institution Level
Phase - 2 (Mop-Up)	10 September 2025	Publication of Institute wise List & Course / Program-wise vacancy lists across the State after the completion of the 1 st phase of the centralized admission, 2025
	10-13 September 2025	Applications in the Mop-up Phase from (1) Fresh applicants (2) Existing applicants of Phase-I, who (a) were not allotted any seat in Phase-I, (b) cancelled their admission in Phase-I and (c) did not take admission after seat allotment in Phase-I
	16 September 2025 (After 4 PM)	Publication of Merit list and Allocation list
	16-17 September 2025	Admission against Seat allotment in the Mop-up round
	21 September 2025	Publication of Institution-wise & Course / Programme- wise Seat allotment in the upgrade round
	21-23 September 2025	Admission against Seat allotment in upgrade Round
	23-25 September 2025	Physical verification of admitted candidates at the institution level after Mop-up Round at Joining Classes.

*Schedule is subject to modification in case of exigencies.