

**GOVERNMENT OF WEST BENGAL**  
**GOENKA COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION**  
**210, B.B.GANGULY STREET, KOLKATA-700012**  
Website: [www.goenkacollege.net](http://www.goenkacollege.net)

**B.Com. Admission Circular No. 5/2025-26**

**Date: 18<sup>th</sup> September, 2025**

This is to inform all concerned that the document verification for provisionally admitted students in the Mop-up round, as well as for those seeking provisional admission in the Mop-up upgrade round through the Centralised Admission Portal for the 2025-26 session, will be conducted on **Wednesday, 24<sup>th</sup> September 2025**. The provisionally admitted students are directed to report to the College Office on the above-mentioned date at 11:00 a.m.; the last entry will be allowed till 1 p.m. All students must bring the following original documents along with self-attested photocopies for verification.

The Students must bring the following documents arranged in the below-mentioned order:

1. Printout of the Application form duly signed;
2. Provisional Admission Letter (original+one self-attested photocopy);
3. Age proof (Class 10 Admit Card) (original + one self-attested photocopy);
4. Class 10+2 mark sheet (original [**Without lamination**] + one self-attested photocopy);
5. Class 10 mark sheet (original + one self-attested photocopy);
5. Caste certificate issued by the appropriate authority (if applicable) (original + one self-attested photocopy);
6. PWD Certificate issued by the appropriate authority (if applicable) (original + one self-attested photocopy);
7. EWS Certificate issued by the appropriate authority (if applicable) (original + one self-attested photocopy);
8. Migration certificate (if applicable) (original + one self-attested photocopy);
9. Printout of the Admission Fee Payment Receipt/Chalan (original+one self-attested photocopy);
10. Affidavits on Anti-ragging duly signed, one by the applicant and another by the parent/guardian of the applicant (need not be notarised) [Format of the same provided herewith];
11. Attendance Affidavit duly filled in and signed by the applicant (need not be notarised) [Format of the same provided herewith];
12. Aadhar Card (original + one self-attested photocopy);
13. Two passport size photographs (with full signature at the back of the photographs).



Principal  
Goenka College of Commerce & B. A.

## **AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING**

I, .....(full name of student with admission/registration/enrolment number) S/o or D/o Mr./Mrs./Ms....., having been admitted to .....(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this .....day of .....month of.....year.

\_\_\_\_\_  
**Signature of deponent**

**Name:**

### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the .....(day).....of.....(month).....(year).....

\_\_\_\_\_  
**Signature of deponent**

## **AFFIDAVIT BY PARENT/GUARDIAN ON ANTI-RAGGING**

I, Mr./Mrs./Ms.....(full name of parent/guardian),  
father/mother/guardian of.....(full name of student),  
with admission/registration/enrolment number....., having been admitted to  
.....(name of the institution)....., have received a copy of the  
UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,  
(hereinafter called the “Regulations”), carefully read and fully understood the provisions  
contained in the said Regulations.

2). I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes  
ragging.

3). I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of  
the penal and administrative action that is liable to be taken against my ward in case he/she is  
found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to  
promote ragging.

4). I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging  
under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or  
omission that may be constituted as ragging under clause 3 of the Regulations.

5). I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to  
clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken  
against my ward under any penal law or any law for the time being in force.

6). I hereby declare that my ward has not been expelled or debarred from admission in any  
institution in the country on account of being found guilty of, abetting or being part of a  
conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be  
untrue, the admission of my ward is liable to be cancelled.

Declared this .....day of .....month of.....year.

\_\_\_\_\_  
**Signature of deponent**

**Name:**

**Address:**

**Telephone/Mobile No.:**

### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the  
affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the .....(day).....of.....(month).....(year).....

\_\_\_\_\_  
**Signature of deponent**

## ATTENDANCE UNDERTAKING

I,.....

S/o/D/o. Shri.....

Student of.....(course, branch, year) at GCC&BA

do solemnly undertake, for the session..... that

1. I have understood that as per the University of Calcutta norms, I am required to attain 100% attendance in each semester. However, in order to meet some contingencies which are unavoidable, 25% relaxation is given and I have to attain minimum 75% attendance to be eligible to take up all Internal examinations & Quizes / viva-voce etc. and end semester examinations conducted by University.
2. Since I shall be into the final year/semester of my course, I am required to take up or attend other career enhancement programs/exams/projects/placement interviews along with regular classes. But in any case, attendance will not fall short of 75%.
3. In case I fail to comply with the norms as mentioned above, I will be fully responsible for any loss resulting due to my non-compliance/debarred from sessional Test/University examination.
4. I am signing this undertaking with my sound mind and under no pressure from anyone.

Date:

(Signature of student)

Mob, No.....

I have read and understood the contents of undertaking signed by my ward as above.

Date:

(Signature of Parents/Guardian)

Name.....

Mob. No.....

Address.....