



## **Sarsuna College**

### **NOTICE**

**21.09.2024**

**All students of B.A./ B.Sc./ B.Com. Sem-1 class are hereby asked to upload the required documents as stated below**

A candidate is required to upload scanned (digital) images of his/her documents as per specifications given bellow:

The file format of all the scanned images must be JPG (No other file format is allowed, not even JPEG)

#### **1. Photograph Image**

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI

#### **2. Signature Image**

- Size of file should be within 50 KB
- Resolution of the image is 100 DPI

#### **3. Age Proof Document Image**

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

#### **4. Mark Sheet Document Image**

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

All the above documents are mandatory for all Candidates.

Besides those mentioned above following documents are also required, if applicable:

**5. Caste Certificate Document Image (For SC/ST/OBC category candidates)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**6. Persons with Disabilities (PWD) Certificate Document Image (For PWD candidates only)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**7. BPL Certificate Document Image (For BPL category candidates)**

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**8. Migration Certificate Document Image(For candidates from different boards other than National or West Bengal Boards)**

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**9. Equivalence Certificate Document Image (For foreign Candidates)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**10. Registration Certificate (for already registered candidates)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**They are further asked to update their general information along with H.S. (10+2) examination result details and to choose the IDC and AEC subjects in the college portal. This process must be completed by 24.09.2024.**

Steps to be followed to complete the process are described below-

1. Go to our college website and login as 'Applicant' using the userID and password sent to your registered mobile number. You may use forget userID/forget password option if required.
2. Go to 'Edit General Information' and update your information. You must provide your H.S. (10+2) details here.
3. Go to 'Upload documents' and upload the documents in JPG format.
4. Go to 'IDC/AEC Subject Selection' and choose the subjects.
5. After successful completion of the process, 'IDC/AEC Subject Selection process completed' will be displayed in the dashboard.



Principal  
Sarsuna College