



## **CHAIPAT SAHEED PRADYOT BHATTACHARYA MAHAVIDYALAYA**

**NAAC Accredited B+ Grade College**

◊Vill. & P.O. – Chaipat ◊P.S. – Daspur ◊Block. - Daspur-II ◊Sub.- Ghatal

◊Dist. – Paschim Medinipur ◊PIN – 721148

Phone: 03225 296562 \*\* E-mail – [chaipatspbm@rediffmail.com](mailto:chaipatspbm@rediffmail.com)

Date: 22-08-2025

### **বিজ্ঞপ্তি**

এতদ্বারা চাঁইপাট শহীদ প্রদ্যোগ ভট্টাচার্য মহাবিদ্যালয়ে 2025-2026 শিক্ষাবর্ষে (CCFUP, NEP - 2020) 1<sup>st</sup> Semester এ ভর্তি হতে ইচ্ছুক প্রার্থীদের উদ্দেশ্যে জানানো হচ্ছে যে, 22-08-2025 তারিখ শুরুবার তোমাদের Centralized Admission Portal-এ College / Institute wise ও Course / Program wise Merit List এবং Seat Allotment প্রকাশিত হয়েছে। এমতাবস্থায় 22-08-2025 তারিখ থেকে 25-08-2025 তারিখ পর্যন্ত Seat Allotment অনুযায়ী (Phase-I) তোমরা ভর্তি হয়ে নেবে।

আগামী 25-08-2025 থেকে 27-08-2025 তারিখ পর্যন্ত নিম্নলিখিত সূচি অনুযায়ী মহাবিদ্যালয়ে উপস্থিত হয়ে তোমাদের Admission-এর Physical Verification প্রক্রিয়াটি সম্পন্ন করে নেবে। তা নাহলে ভর্তি প্রক্রিয়াটি সুনির্ণিত হবে না।

Subject/Course	Date	Time	Room No.	Name of the Teacher
Sanskrit (Single Major)	25-08-2025	1:00 PM	08	Piyali Maity, Tina Duari
History (Single Major)	25-08-2025	1:00 PM	02	Moumita Dutta, Rina Dolai, Pranab Kumar Dian
English (Single Major)	25-08-2025	1:00 PM	09	Asit Bera, Goutam Manna, Prasanta Rang
Bengali (Single Major)	25-08-2025	1:00 PM	10	Dr. Kazi Tajuddin, Rantamala Naskar, Mira Parui (Sen), Dr. Samir Ghorai
Multidisciplinary	26-08-2025	12:00 Noon	07	Barnali Adak, Payel Maity, Biswajit Nayek
Rest of the Students	27-08-2025	12:00 Noon	07	Rantamala Naskar, Piyali Maity, Asit Bera, Payel Maity, Pranab Kumar Dian

তার সংগে আরও জানানো ঘায় যে নতুন শিক্ষাবর্ষের (2025-2026) 1<sup>st</sup> Semester এর

শ্রেণিকক্ষের পঠন-পাঠন শুরু হবে, আগামী 29-08-2025 তারিখ, শুরুবার থেকে।

নির্দেশ অনুসারে,

*Dr. Shela Chakraborty*  
Teacher-in-charge-Cum Secretary  
Chaipat Saheed Pradyot Bhattacharya Mahavidyalaya  
P.O.-Chaipat, :: Dt.-Paschim Medinipur





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**মহাবিদ্যালয়ে Admission -এর Physical Verification- এর সময় নিম্নলিখিত Document**

**গুলি Original ও 2 সেট Xerox Copy আনতে হবে।**

#### **A. List of Original Documents to be produced at the time of Physical Verification**

S/N	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**

S/N	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

NB. 1. Original School leaving Certificate  
2. Two Passport Size recent colour photo





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Steps	The flow Chart for physical verification of admitted students under CAP
Step-1	Login to <a href="http://www.wbcap.in">www.wbcap.in</a> to see the HOME page of CAP
Step-2	Click on Admin Login
Step-3	Enter User ID & Password
Step-4	Validate OTP
Step-5	Dashboard becomes visible
Step-6	Click on 'Course' button
Step-7	Enter University Name, College Name, District
Step-8	All courses appear
Step-9	Click on specific Course
Step-10	Click on '+' sign under 'Verification' column to see the admitted students in the specific course
Step-11	Click on 'EYE' button under View Column to see the details of a specific candidate
Step-12	Application pre-view page opens and the following aspects are visible: (1) Personal Information, (2) Address Details, (3) Additional Information, (4) Academic Information, (5) Documents
Step-13	College must check all the details as per criteria set by the college in tune with concerned University Rules
Step-14	Click of 'Document' button; different viewable documents appear such as (1) Identity Proof, (2) 10 Standard Mark Sheet, (3) 10+2 Standard Mark Sheet, (4) Age Proof Documents etc.
Step-15	Click on 'EYE' button to view specific document
Step-16	View the document and record its validity in separate sheet
Step-17	Close the page by clicking on 'X' sign on the upper right corner of the page
Step-18	Go to the Action Column (the 'EYE' sign against the candidate already viewd becomes highlighted.)
Step-19	Click on specific 'Action' button present on the right side of the highlighted 'EYE' button
Step-20	A new page opens showing (1) Application Status, and (2) 'Comment'
Step-21	Click on 'Application Status' button and then click on (1) 'Admission Confirmed' button if all credentials are in order OR click on 'Cancelled by college' button if the candidate is not fit to be admitted
Step-22	Click on 'Comment' button
Step-23	If Admission is confirmed, then the comment 'Admission Confirmed' will autopopulate by the system. If, admission is cancelled by the college then multiple reasons will appear which the college has to specify.
Step-24	The process to be repeated for the next candidate of the same subject/course (Step-9) again and repeat the process
Step-25	For verification of a different subject/course, the college has to go to 'Course'



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#### **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	<b>Class will start for new session 2025-26</b>
	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 <sup>st</sup> 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.