



# ST. JOSEPH'S COLLEGE

North Point, Darjeeling, West Bengal -734104, India

ACCREDITED BY NAAC WITH GRADE B+ (2019, CYCLE 3)

Date: 20 July, 2026

## NOTICE

The Heads of Departments and all faculty members are requested to take note of the following schedule and extend their cooperation in ensuring the smooth commencement of the First Semester (2026–2027).

### 1. Verification of Admission Documents

All Heads of Departments are requested to facilitate and supervise the verification and collection of certificates and other relevant documents required to complete the admission formalities of the newly admitted First Semester students.

**Dates:** 22 & 23 July 2026 (Wednesday & Thursday)

**Time:** 10:00 a.m. – 3:00 p.m.

**Venue:** Respective Departmental Spaces

The documents and stationery required for this exercise may be collected from the Principal's Staff Office.

### 2. General Induction Programme

All Heads of Departments and faculty members are requested to be present at the **General Induction Programme** to be held as per the following schedule:

**Date:** 24 July 2026 : Forenoon and Afternoon (Friday)

**Venue:** Campion Hall

### 3. Departmental Orientation Programme

All Departments are requested to conduct their **Departmental Orientation Programme** on **25 July 2026 (Saturday)** for the newly admitted First Semester students.

### 4. Commencement of Classes

Regular classes for the **First Semester** will commence on **28 July 2026 (Tuesday)**.

All concerned are requested to adhere to the above schedule ensuring the successful completion of the admission and orientation process.

  
Vice Principal (Academic)



## **DOCUMENTS REQUIRED FOR ADMISSION / DOCUMENT VERIFICATION**

| <b>FOR PHYSICAL VERIFICATION<br/>ORIGINALS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>FOR SUBMISSION IN COLLEGE OFFICE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"><li>A. Admission Fee Payment Receipt in original</li><li>B. Transfer Certificate (TC) in Original</li><li>C. Character Certificate in Original</li><li>D. Migration Certificate in original (for Boards other than WBCHSE)</li><li>E. Class-XII Marksheet Original</li><li>F. Class-XII Admit Card / Hall Ticket Original</li><li>G. Date of birth Certificate original (Class X Admit card)</li><li>H. Caste certificate Original (for SC / ST / OBC candidates)</li><li>I. PWD certificate from a competent authority for Persons with Disability</li><li>J. College Uniform Order Receipt (original) from the authorized outfitter - Chandu Cloth Bhandar, Darjeeling.</li></ul> | <ul style="list-style-type: none"><li>A. 1 copy of Admission Fee Payment Receipt</li><li>B. Transfer Certificate (TC) in Original</li><li>C. Character Certificate in Original</li><li>D. Migration Certificate in original (for Boards other than WBCHSE)</li><li>E. 1 copy of Class-XII Marksheet (both sides)</li><li>F. 1 copy - of Class-XII Admit Card / Hall Ticket (both sides)</li><li>G. 1 Copy of Date of birth Certificate (Class X Admit card)</li><li>H. 1 copy of Caste certificate (for SC / ST / OBC candidates)</li><li>I. 3 Passport Size Photographs and 1 Stamp Size Photograph</li><li>J. 1 Copy of College Uniform Order Receipt from the authorized outfitter - Chandu Cloth Bhandar, Darjeeling.</li></ul> |