



J. D. BIRLA INSTITUTE

(A Vidya Mandir Society Venture)

Affiliated to Jadavpur University

DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT

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23rd July 2026

NOTICE

This is to inform all newly admitted students of **BBA (Hons.), B.Com (Hons.), B.Com (Hons.) Professional Accounting & Finance, and B.Sc. (Hons.) programs**, who are yet to get their document verified, that they must complete the document verification process **on 31st July 2026**, as per the schedule mentioned below.

Students whose document verification has been **partially completed** are also required to complete the remaining formalities on the same date, in accordance with the enclosed schedule.

1. **B.Com (Hons) and B.Com (Hons) Professional Accounting & Finance – 9.30 am** (Students must report by 9.00 am)
2. **B.Sc (Hons) – 11.30 am** (Students must report by 11.00 am)
3. **BBA (Hons) – 2.00 pm** (Students must report by 1.30 pm)

For this, students must "**personally**" visit the college with the required documentation **in original** along with one self-attested photocopy of each and photographs as mentioned below:

1. Proof of birth date
2. Aadhar certificate
3. Certificate for reserved status, if applicable
4. Class X passing certificate
5. Class X mark sheet
6. Class XII passing certificate
7. Class XII mark sheet
8. Supporting document for honours/awards received (as mentioned in the admission form)
9. Notarized attendance undertaking as mentioned in the merit list
10. 16 nos. passport sized (3.5 cm × 4.5 cm) coloured photographs (*not in school uniform*)

Apart from the above, the following will also be collected (format of which will be provided by the college):

1. Anti-ragging & Anti-bullying form
2. Parent's information
3. Fee Book will be handed over.

Admission will continue to be provisional until this process is completed within the declared time frame.

THE NEW SESSION (2026-2027) SHALL COMMENCE FROM TUESDAY, 4TH AUGUST 2026.

Attendance on the first day of the new session is mandatory for all students. Reporting time of respective departments shall be informed through a notice shortly.

Dr. Tapobrata Ray
Principal, J.D. Birla Institute