SURENDRANATHLAWCOLLEGE 24/2,MahatmaGandhiRoad,Kolkata-700009 Phone No. 23503896

Email:snlcollege@gmail.comWebs

ite: www.snlawcollege.ac.in

Date:11.12.2025

Ref.No.SNLC/412/2025-26

VERIFICATIONNOTICE

This is for information that 3rd and 4th phase physical verification of admitted candidates will be held on 15.12.2025 from 11:00 AM to 1.30 PM.

Admitted Candidates must report to the office at 10.45am of 15.12.2025 for the Physical Verification process.

Fortheverification, candidatesmustbring alongthefollowing documents-

- 1. Originalfee receiptofSeat Booking, paidimmediatelyaftercounselling.
- 2. CULET-UGHallTicket
- 3. AdmissionSlipissuedbyUniversityofCalcutta.
- 4. DeclarationpartofAdmission slip.
- 5. DownloadedapplicationformofSurendranathLaw College.
- 6. OriginalFeeDepositSlip paidaftersubmittingadmission form.
- 7. PrintoutofAnti-Raggingdeclaration form.
- 8. Self-attestedCopiesofAllrelevantdocuments mentionedintheUSERMANUAL.

During physical verification, everyone will have to bring original documents and submitCopies of all documents which were submitted at the time of online admission.

Enclosure: User manual is also attached for necessary information regarding online admission.

Sagar Biswas Convenor, Admission Committee Surendranath Law College

ADMISSIONTO5-YEARSB.A.LL.B.COURSE2025-2026-UserManual

PLEASEFOLLOWTHEUSERMANUALTOCOMPLETEYOUR ADMISSION PROCESS

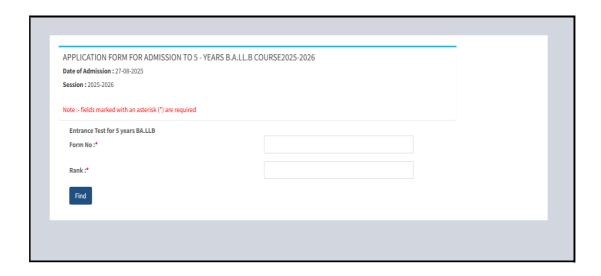
IMPORTANT

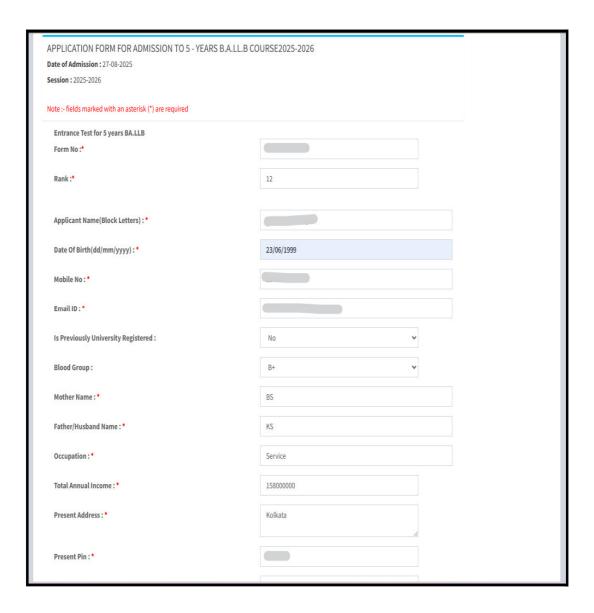
- ✓ READANDUNDERSTANDTHEFULLUSERMANUALCAREFULLYBEFORE STARTING THE ONLINE APPLICATION PROCESS.
- ✓ FILLUPTHEANTI-RAGGINGDECLARATIONFORMFROMTHECOLLEGE WEBSITE
- ✓ ANDTAKEAPRINTOUT.
- ✓ COMPLETEALLSTEPS1-5
 - 1. SUBMISSIONOFADMISSIONFORM
 - 2. LOGINANDCOMPLETIONOFPROFILEINERP
 - 3. FEEPAYMENT
 - 4. DOWNLOADANDPRINTPAYMENTRECEIPT
 - 5. DOWNLOADANDPRINTADMISSIONFORM
- ✓ <u>USE A COMPUTER/CYBER CAFÉ</u> WITH FAST AND STABLE INTERNET CONNECTION TO SUBMIT THE APPLICATION FORM. USING A MOBILE DEVICE CAN RESULT IN DELAY AND ERRORS.
- ✓ KEEP ALL NECESSARY DOCUMENTS TO BE UPLOADED READY IN <u>REQUIRED JPG FORMAT</u> AND REQUIRED <u>FILE SIZE</u> BEFORE FILLING UP THEFORM.
- ✓ FOLLOWSCREENSHOTSINTHEMANUALFORASSISTANCE
- ✓ FORADMISSIONRELATEDQUERIES-email: admission@snlawcollege.ac.in

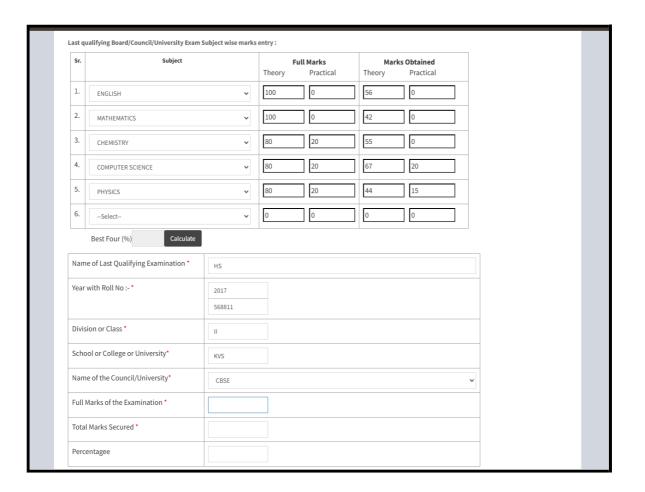
1. ADMISSION LINK:

https://snlawcollegeerp.in/BALLBRegForm.aspx

- ENTERYOURFORMNUMBERANDRANKACHIEVED
- CLICKONFINDBUTTON.
- FILLINALLREQUIREDDETAILSINTHEREGISTRATIONFORM.(Click onarrowtoseethedrop-downmenulistandselecttheappropriatedetails.)

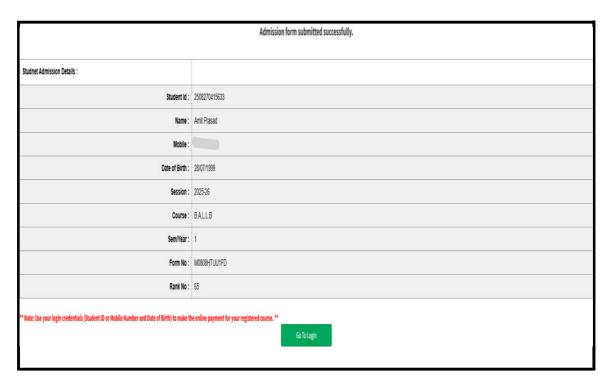






Document Upload Area:	<u> </u>
Downloaded Admission Slip – BELOW 150 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
PHOTO UPLOAD - BELOW 50 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
SIGNATURE UPLOAD- BELOW 30 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
FATHER PHOTO UPLOAD – BELOW 50 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
MOTHER PHOTO UPLOAD - BELOW 50 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
Age Proof(Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate) UPLOAD- BELOW 150 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
(10+2) Mark sheet or Equivalence marksheet Documents – BELOW 200 KB . FILE TYPE JPG(Mandatory)	Choose file No file chosen
Father Income Certificate(either ITR or Payslip) UPLOAD- BELOW 150 KB.	Choose file No file chosen
FILE TYPE JPG(Optional)	applicable :
FILE TYPE JPG(Optional) Besides those mentioned below following documents are also mandatory, if a Physically Challenged Certificate UPLOAD- BELOW 150 KB. FILE TYPE	applicable : Choose file No file chosen
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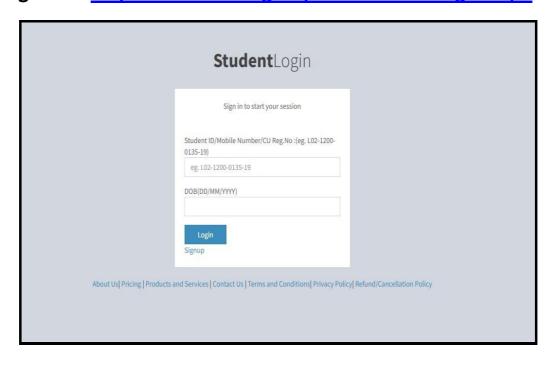
- ✓ **UPLOAD**THENECESSARYDOCUMENTSINAPPROPRIATE**FORMAT** AND**FILESIZE**ASPERINSTRUCTIONS.
- ✓ CLICKON**SUBMITBUTTON**.



-Aftersuccessfulsubmission, aconfirmation message will appear. Click Goto Login to continue.

2. LOGINTOYOURERPPROFILEANDCOMPLETETHEFORM

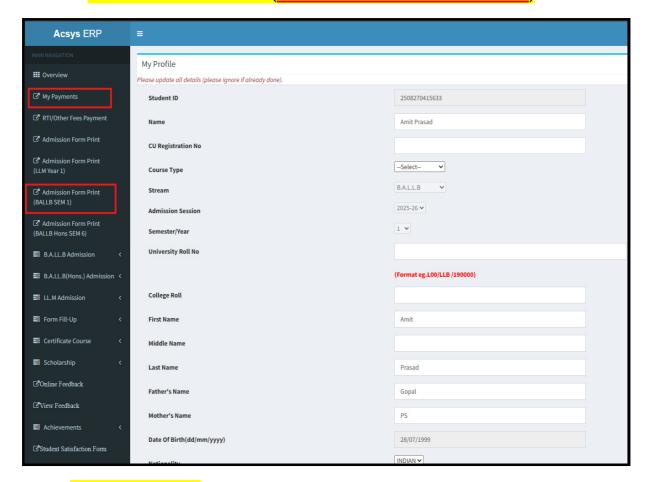
LoginURL: https://snlawcollegeerp.in/students/login.aspx



USETHEFOLLOWINGDETAILSTOLOGIN:

- MobileNumberORStudentID(generatedaftersubmissionof1stform)
- DateofBirth(DD/MM/YYYY)

COMPLETEYOURPROFILE(BEFOREPROCEEDINGTOPAYMENTS)

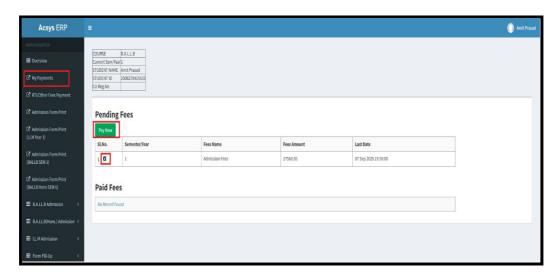


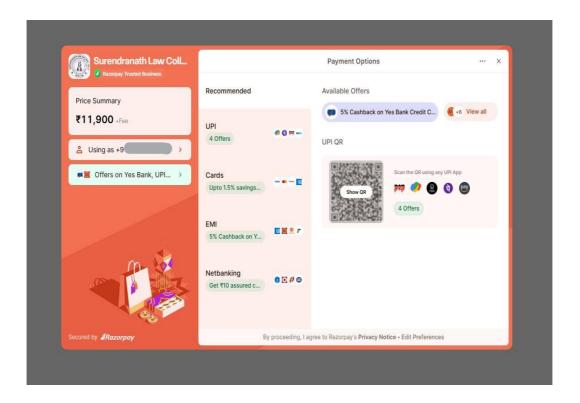
IMPORTANTNOTE-

- ✓ CURegistration, University Roll, and College Rollare optional fields, <u>if you</u> don't have the myet.
- ✓ In case you don't have necessary information for any field, enter 'o' if thequestion is asking for numerical information such as Mobile number/AadharNumber/Income.Mobilenumbermusthave1odigits.AadharN umbermusthave12digits.Incaseyoudon'thavenecessaryinformationfora nynon-numericalinformation,enter'NA'.
- ✓ Document upload is not required if you had already uploaded them during admission application.

3. FEEPAYMENT

Fromtheleft-sidemenu, click MyPayment Option. Select the checkbox, then click Pay





4. AFTERSUCCESSFULPAYMENT, DOWNLOADYOURPAYMENTRECEIPT FROM THE MY PAYMENTS SECTION.

5. PRINTYOURADMISSIONFORM

From the left-side menu, click Admission Form Print (BALLB Sem 1).

Download and print your admission form for future reference.

