

# SURENDRANATH LAW COLLEGE

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Ref. No. SNLC/162/2024-2025

Date : 22.08.2024

To,  
Esteemed Alumni  
Surendranath Law College  
24/2, M.G. Road  
Kolkata 700009

Dear Alumni,

I hope this letter finds you in good health and high spirits. As proud members of the Surendranath Law College family, you have always been an integral part of our institution's legacy of excellence and commitment to legal education.

As you may be aware, the college is currently in the process of preparing for the National Assessment and Accreditation Council (NAAC) accreditation. This is a critical milestone for us, as it will not only enhance our reputation but also open up new avenues for growth and improvement in our academic offerings and infrastructure.

In this regard, we are compiling detailed records of our alumni, particularly focusing on your current employment status or any other academic or professional engagements or academic progress (e.g., LL.M./Ph.D./MBA/Diploma etc.). This data is vital for us to showcase the success and impact of our alumni network, which in turn strengthens our case for accreditation. It also helps us in identifying areas where we can provide further support to our current students in terms of career guidance and placements.

We kindly request you to share the following details with us:

- Current Employment: Name of the organization, designation, and a brief description of your role.
- Academic Progress: If you are pursuing further studies (e.g., LL.M./Ph.D./MBA/Diploma etc.), details of the institution, course, and your area of research or specialization.
- Professional Achievements: Any significant accomplishments or milestones in your career that you would like to share.
- Contact Information: Updated email address and phone number for further correspondence.
- In case you are practising under any advocate, kindly provide your details countersigned by the respective advocate in the given format attached herewith.
- In case you are working in a govt. or private organisation, kindly provide your engagement letter or an experience certificate issued by your employer in the given format attached herewith.
- In case you are pursuing higher education (including LL.M./Ph.D./MBA/Diploma etc.), kindly share any document related to your admission/registration to that course.

Please rest assured that the information you provide will be kept confidential and will be used solely for the purpose of updating our records and enhancing the college's standing in the NAAC accreditation process.

You can submit the details through the attached form or directly via email at : [principal@snlawcollege.ac.in](mailto:principal@snlawcollege.ac.in)

We sincerely appreciate your time and effort in helping us with this crucial task. Your contributions will go a long way in ensuring that Surendranath Law College continues to be a beacon of excellence in legal education.

Thank you once again for your continued support and for being an ambassador of our college's values and mission.

Warm regards,



Dr. Mohammadi Tarannum  
Vice-Principal  
Surendranath Law College

Vice Principal  
Surendranath Law College  
Kolkata - 700 009



**ON THE LETTER HEAD OF ADVOCATE**

**TO WHOM IT MAY CONCERN**

This is to certify that Mr./Ms./Mrs....., S/o/D/o/W/o  
....., residing at.....  
..... is engaged with me as an Jr. Advocate/Intern since..... to  
the Court of.....

His/Her Bar Council Registration Number is .....

I wish him/her success in life.

\_\_\_\_\_  
**Signature of Advocate  
with Enrolment Number**

**Enclosure :**    **1. Xerox copy of Enrolment Certificate**  
                  **2. Xerox copy of Passed Out Certificate**

**ON THE LETTER HEAD OF ORGANISATION**

**TO WHOM IT MAY CONCERN**

This is to certify that Mr./Ms./Mrs....., S/o/D/o/W/o  
....., residing at.....  
..... is working with our organization as..... in the  
department of.....

I wish him/her success in life.

\_\_\_\_\_  
**Signature of the Authority with Seal**

**ON THE LETTER HEAD OF INSTITUTION**

**TO WHOM IT MAY CONCERN**

This is to certify that Mr./Ms./Mrs....., S/o/D/o/W/o  
....., residing at.....  
..... is working with our institution as..... in the  
department of.....

I wish him/her success in life.

\_\_\_\_\_  
**Signature of the Authority with Seal**