

SURENDRANATH LAW COLLEGE
24/2, Mahatma Gandhi Road, Kolkata-700009
Phone No. 23503896
Email: snlcollege@gmail.com
Website: www.snlawcollege.ac.in

Ref. No. SNLC/ 303 /2025-26

Date: 03.11.2025

ADMISSION NOTICE

This is for information of the candidates who choose to get admission in the 5 Year B.A.LL.B. course in Surendranath Law College as per the merit list (Dated 26.10.2025) published by the University of Calcutta. Candidates who have not completed the verification process till today must report to the office of Surendranath Law College with all relevant documents tomorrow (04/11/2025) between 8.30am to 12.30 pm.

For the verification, candidates must bring along the following documents-

1. Original fee receipt of Rupees 2400/- paid immediately after counselling.
2. CULET-UG Hall Ticket
3. Admission Slip issued by University of Calcutta.
4. Declaration part of Admission slip.
5. Downloaded application form of Surendranath Law College.
6. Original Fee Deposit Slip paid after submitting admission form.
7. Print out of Anti-Ragging declaration form.
8. Self-attested Copies of All relevant documents mentioned in the USER MANUAL.

To complete the process smoothly, Students are required to strictly follow all the steps and links outlined in the User Manual attached herewith.

 3/11/25

Dr Mohammadi Tarannum
Vice Principal,
Surendranath Law College
Vice-Principal
Surendranath Law College

ADMISSION TO 5 - YEARS B.A.LL.B. COURSE 2025-2026 - User Manual

**PLEASE FOLLOW THE USER MANUAL TO COMPLETE YOUR
ADMISSION PROCESS**

IMPORTANT

- ✓ READ AND UNDERSTAND THE FULL USER MANUAL CAREFULLY BEFORE STARTING THE ONLINE APPLICATION PROCESS.
- ✓ FILL UP THE ANTI-RAGGING DECLARATION FORM FROM THE COLLEGE WEBSITE
- ✓ AND TAKE A PRINT OUT.

- ✓ COMPLETE ALL STEPS 1-5
 1. SUBMISSION OF ADMISSION FORM
 2. LOGIN AND COMPLETION OF PROFILE IN ERP
 3. FEE PAYMENT
 4. DOWNLOAD AND PRINT PAYMENT RECEIPT
 5. DOWNLOAD AND PRINT ADMISSION FORM

- ✓ USE A COMPUTER/CYBER CAFÉ 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 REQUIRED JPG FORMAT AND REQUIRED FILE SIZE BEFORE FILLING UP THE FORM.

1. ADMISSION LINK:

<https://snlawcollegeerp.in/BALLBRegForm.aspx>

- ENTER YOUR FORM NUMBER AND RANK ACHIEVED
- CLICK ON FIND BUTTON.
- FILL IN ALL REQUIRED DETAILS IN THE REGISTRATION FORM. (Click on arrow to see the drop-down menu list and select the appropriate details.)

APPLICATION FORM FOR ADMISSION TO 5 - YEARS B.A.LL.B COURSE 2025-2026

Date of Admission : 27-08-2025

Session : 2025-2026

Note :- fields marked with an asterisk (*) are required

Entrance Test for 5 years BA.LLB

Form No : *

Rank : *

Find

APPLICATION FORM FOR ADMISSION TO 5 - YEARS B.A.LL.B COURSE 2025-2026

Date of Admission : 27-08-2025

Session : 2025-2026

Note :- fields marked with an asterisk (*) are required

Entrance Test for 5 years BA.LLB

Form No : *

Rank : *

Applicant Name(Block Letters) : *

Date Of Birth(dd/mm/yyyy) : *

Mobile No : *

Email ID : *

Is Previously University Registered :

Blood Group :

Mother Name : *

Father/Husband Name : *

Occupation : *

Total Annual Income : *

Present Address : *

Present Pin : *

Last qualifying Board/Council/University Exam Subject wise marks entry :

Sr.	Subject	Full Marks		Marks Obtained	
		Theory	Practical	Theory	Practical
1.	ENGLISH	100	0	56	0
2.	MATHEMATICS	100	0	42	0
3.	CHEMISTRY	80	20	55	0
4.	COMPUTER SCIENCE	80	20	67	20
5.	PHYSICS	80	20	44	15
6.	--Select--	0	0	0	0

Best Four (%)

Calculate

Name of Last Qualifying Examination *	HS
Year with Roll No :- *	2017 568811
Division or Class *	II
School or College or University *	KVS
Name of the Council/University *	CBSE
Full Marks of the Examination *	
Total Marks Secured *	
Percentagee	

Document Upload Area:

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
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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 . FILE TYPE JPG(Optional)
Choose file
No file chosen

Besides those mentioned below following documents are also mandatory, if applicable :

Physically Challenged Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional)
Choose file
No file chosen

EWS Certificate UPLOAD- BELOW 150 KB . FILE TYPE JPG(Optional)
Choose file
No file chosen

Cast Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)
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No file chosen

BPL Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)
Choose file
No file chosen

Migration Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)
Choose file
No file chosen

Equivalence Certificate UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)
Choose file
No file chosen

Registration Certificate (for already registered candidates) UPLOAD- BELOW 100 KB . FILE TYPE JPG(Optional)
Choose file
No file chosen

Submit

- ✓ **UPLOAD THE NECESSARY DOCUMENTS IN APPROPRIATE FORMAT AND FILE SIZE AS PER INSTRUCTIONS.**
- ✓ **CLICK ON SUBMIT BUTTON.**

Admission form submitted successfully.

Student Admission Details :	
Student ID :	2508270415633
Name :	Amit Prasad
Mobile :	
Date of Birth :	28/07/1999
Session :	2025-26
Course :	B.A.L.L.B
Sem/Year :	1
Form No :	IM0808HTUU1FD
Rank No :	65

**** Note: Use your login credentials (Student ID or Mobile Number and Date of Birth) to make the online payment for your registered course. ****

[Go To Login](#)

✓ After successful submission, a confirmation message will appear. Click Go to Login to continue.

2. LOGIN TO YOUR ERP PROFILE AND COMPLETE THE FORM

Login URL: <https://snlawcollegeerp.in/students/login.aspx>

StudentLogin

Sign in to start your session

Student ID/Mobile Number/CU Reg.No : (eg. L02-1200-0135-19)

DOB(DD/MM/YYYY)

[Login](#)

[Signup](#)

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USE THE FOLLOWING DETAILS TO LOG IN:

- Mobile Number OR Student ID (generated after submission of 1st form)
- Date of Birth (DD/MM/YYYY)

COMPLETE YOUR PROFILE (BEFORE PROCEEDING TO PAYMENTS)

Acsys ERP

My Profile

Please update all details (please ignore if already done).

Student ID	2508270415633
Name	Amit Prasad
CU Registration No	
Course Type	--Select--
Stream	B.A.L.L.B
Admission Session	2025-26
Semester/Year	1
University Roll No	
(Format eg.L00/LLB /190000)	
College Roll	
First Name	Amit
Middle Name	
Last Name	Prasad
Father's Name	Gopal
Mother's Name	PS
Date Of Birth(dd/mm/yyyy)	28/07/1999
Nationality	INDIAN

IMPORTANT NOTE-

- ✓ CU Registration, University Roll, and College Roll are optional fields, if you don't have them yet.
- ✓ In case you don't have necessary information for any field, enter '0' if the question is asking for numerical information such as Mobile number/Aadhar Number/Income. Mobile number must have 10 digits. Aadhar Number must have 12 digits. In case you don't have necessary information for any non-numerical information, enter 'NA'.
- ✓ Document upload is not required if you had already uploaded them during admission application.

3. **FEE PAYMENT**

From the left-side menu, click **My Payment** Option. Select the **checkbox**, then click **Pay**

Acsys ERP

MAIN NAVIGATION

- Overview
- My Payments**
- ETU/Other Fees Payment
- Admission Form Print
- Admission Form Print (LLM Year 1)
- Admission Form Print (BALLB SEM 1)
- Admission Form Print (BALLB Hons SEM 6)
- B.A.L.L.B Admission
- B.A.L.L.B(Hons.) Admission
- LL.M Admission
- Form Fill Up

COURSE: B.A.L.L.B
Current Sem/Year: 1
STUDENT NAME: Amit Prasad
STUDENT ID: 2508270435633
CU Reg.No:

Pending Fees

Pay Now

SL.No.	Semester/Year	Fees Name	Fees Amount	Last Date
1	1	Admission Fees	27560.00	07 Sep 2025 23:59:00

Paid Fees

No Record Found

Surendranath Law Coll...
Razorpay Trusted Business

Price Summary
₹11,900 +Fee

Using as +91

Offers on Yes Bank, UPI...

Secured by Razorpay

Payment Options

Recommended

- UPI: 4 Offers
- Cards: Upto 1.5% savings...
- EMI: 5% Cashback on Y...
- Netbanking: Get ₹10 assured c...

Available Offers

- 5% Cashback on Yes Bank Credit C...

UPI QR

Scan the QR using any UPI App

Show QR

4 Offers

By proceeding, I agree to Razorpay's Privacy Notice • Edit Preferences

4. AFTER SUCCESSFUL PAYMENT, **DOWNLOAD YOUR PAYMENT RECEIPT** FROM THE MY PAYMENTS SECTION.

5. PRINT YOUR ADMISSION FORM

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

Download and print your admission form for future reference.

The screenshot displays the Acsys ERP web application. The left-hand navigation menu is visible, with 'My Payments' selected and highlighted by a red box. The main content area is divided into two sections: 'Pending Fees' and 'Paid Fees'. The 'Pending Fees' section includes a 'Pay Now' button. The 'Paid Fees' section contains a table with the following data:

SL.No.	Fees Name	Semester	Fees Amount	Paid On	Receipt
1	Admission Fees	1	27560.00	27/08/2025	View

The 'View' link in the 'Receipt' column of the 'Paid Fees' table is highlighted by a red box.