

# SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

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Ref. No. SNLC/IQAC/ACA/109/2025-26

Date: 03.07.2025

## Notice

This is to notify all the students of Surendranath Law College that the College ERP has - launched a new provision for downloading all necessary certificates (Bonafide Certificate, Internship Certificate, Recommendation Letter). After logging into their respective profiles, the students can find the tab "Certificates" under which "Apply" link is available. For better understanding the process students are requested to follow the User Manual attached with the notice.

Students may log in their profiles by clicking the following link  
<https://acsyserp.snlawcollege.ac.in/Students/Login.aspx>

All the students are requested to apply for any kind of certificate **Only** through the ERP.

After applying for the certificate, the concerned student will have to wait 3-4 working days and after the status of the certificate is "Approved", he/she will have to come to college to collect the physical signed copy of the certificate. Certificates will be issued only during office hours on working days. If any student requires any special recommendation letter/ certificate for academic/professional purpose, he/she must write to [students.welfare@snlawcollege.ac.in](mailto:students.welfare@snlawcollege.ac.in) describing the matter along with all supporting documents.

In case of selection to any particular programme like Internship Programme, the concerned candidate will have to submit the certificate to the college after successfully completing the programme.

*Sarani Roy*

Dr. Sarani Roy.

Assistant Professor

Convener, Students' Welfare Committee.

Surendranath Law College.



*Dr. Mohammadi Tarannum*

Dr. Mohammadi Tarannum

Vice Principal

Surendranath Law College

Vice Principal  
Surendranath Law College  
Kolkata 700 009

# SURENDRANATH LAW COLLEGE

## Certificate Manual

**Step 1 :Log in to the ERP portal.**

StudentLogin

Sign in to start your session

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

eg. L02-1200-0135-19

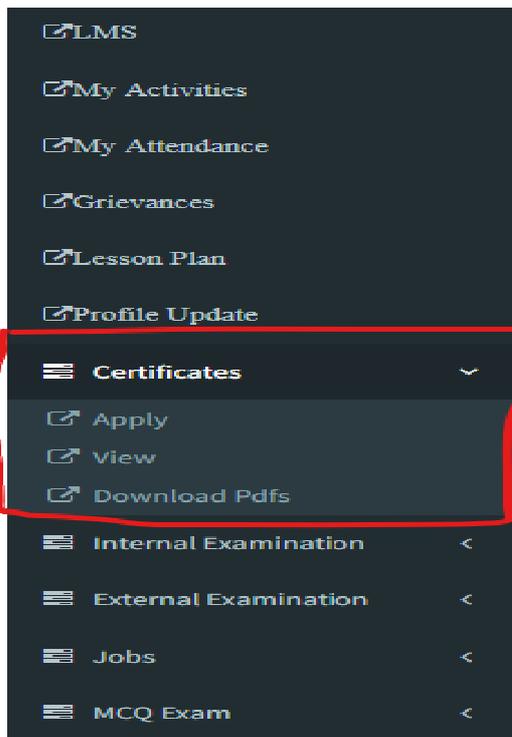
DOB(DD/MM/YYYY)

Login

Signup

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**Step 2 :Navigate to the **Certificate** section on the left-hand menu and click on the **Apply** option.**



**Step 3 :Select the desired Certificate Type.**

Certificate

**Certificate Type** --Select Certificate--

Applicant Details

**Semester\*:**

Apply



**Step 4 :Carefully fill in all required details.**

Once completed, click the **Apply** button to submit your application.

Certificate

**Certificate Type** Character Certificate

Applicant Details

Serial No.	Student ID	Applicant Name	Applicant Father/Mother Name	University Roll No	Residential Address	Pin Code	Current Semester	Date of Admission	Mai
1				1102L	Kolkata, DistHooghly		2		rud

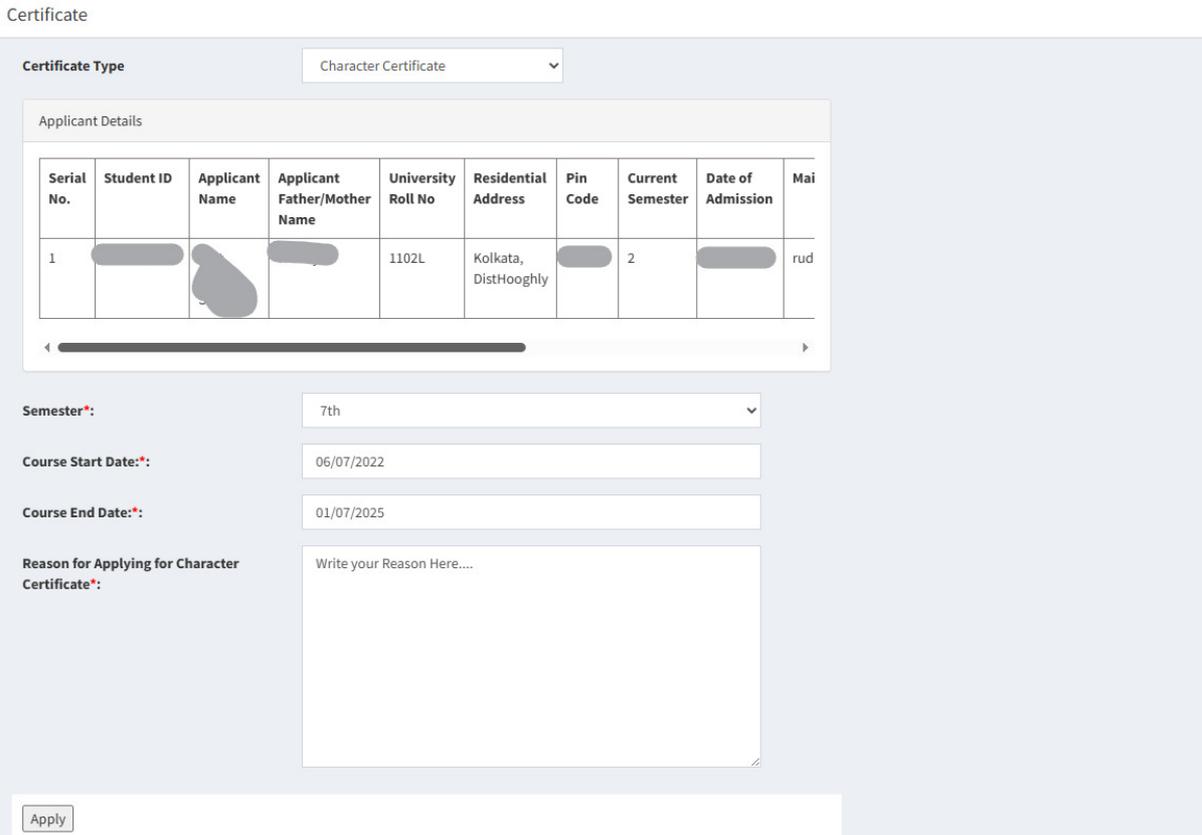
**Semester\*:** 7th

**Course Start Date\*:** 06/07/2022

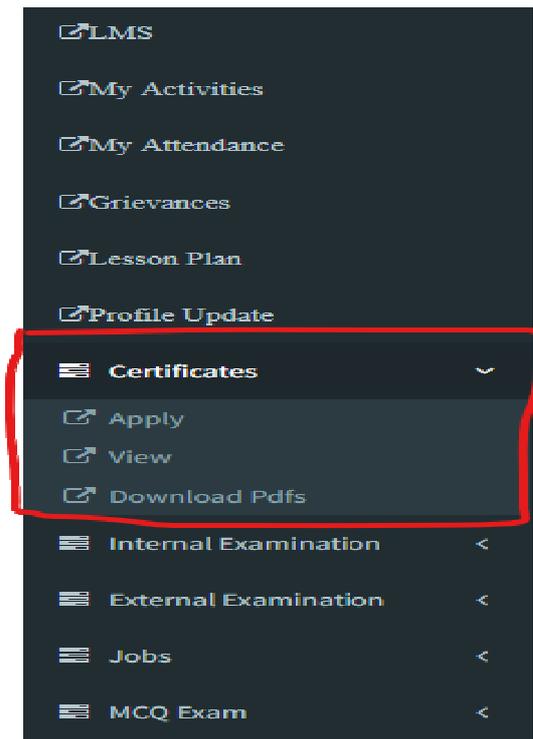
**Course End Date\*:** 01/07/2025

**Reason for Applying for Character Certificate\*:** Write your Reason Here....

Apply



**Step 5 :** To view or download your submitted certificate, click on the **View** option.



#### Certificate Details

Serial No.	Certificate Name	Applicant Name	Applicant Father/Mother Name	University Registration No	University Year of Registration	University Roll No	Applicant Residential Address	Applicant Current Semester	Reason	Status	Updates	Action
1	Character Certificate			1111111	2024-25	1102L	Kolkata, DistHooghly	7th	Write your Reason Here....	Approved	Your Certificate is Ready download now	<a href="#">Download</a>

**All updates related to your certificate applications will be available in this section.**

**You can download your certificate once it has been approved by the college authorities by clicking on the Download button.**