

# Application procedure

DOWNLOAD ADMISSON SLIP AND GO THROUGH THE DECLARATION AND PUT YOUR SIGNATURE  
WITH DATE

## DECLARATION

I AM UNDERSIGNED HEREBY DECLARING

1. I HAVE PASSED AND OBTATNED 45%(AS GENERAL CATEGORY CANDTDATE) / 40% (AS SC/ ST/ OBC-A/ OBC-B/ PWD CANDIDATE) MARKS IN 10 +2 LEVEL IN BEST OF FOUR SUBJECTS AND THE BOARD IS RECOGNISED BY THE UNIVERSITY OF CALCUTTA.
2. SC/ ST/ OBC-A/ OBC-B CERTIFICATE OBTAINED FROM GOVT OF WEST BENGAL, BCW DEPARTMENT.
3. I HAVE PWD CERTIFICATE WITH MORE THAN 40% DISABILITY FROM COMPETENT AUTHORITY.
4. I HAVE RELATIONSHIP CERTIFICATE FOR WOP QUOTA (WARD OF POLICE MEANS ONLY THE PARENT WORKING/WORKED AS POLICE PERSONEL IN KOLKATA POLICE/WEST BENGAL POLICE).
5. FOR ANY WRONG INFORMATION MY ADMISSION WILL BE CANCELLED INSTANTLY

*SIGNATURE WITH DATE*

Go to website - [www.southcalcuttalawcollege.ac.in](http://www.southcalcuttalawcollege.ac.in)

Click on link - [\*\*BALLB ONLINE ADMISSION FORM FILLUP 2022-23\*\*](#)

Fill the form and submit (follow the instructions)

Generate the form in PDF format and Print

Also Keep the form in Soft Copy

Now click the link for payment -

<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

**NOTE: Enter Admission Form No/Student ID properly as mentioned in your application form.**

After payment complete a payment receipt will be generating. ([follow the instructions](#))

After completion of online admission procedure it is mandatory for each and every student to

Send

- 1) Signed Application form**
- 2) Self attested Payment receipt**
- 3) Self attested Downloaded admission slip with declaration**

In the following e-mail id

[admissiontoscl1@gmail.com](mailto:admissiontoscl1@gmail.com)

At time of sending mail student must mention their respective,

- i) Name**
- ii) Entrance Roll**
- iii) Entrance Rank**
- iv) Mobile no**
- v) Email id**

Students are further instructed to complete all the above mention steps before 5 P.M. of that particular day. Otherwise college admission process will be hampered.

**\* After e – mail the application, Keep the ADMISSION FORM printout in A4 paper along with self attested all supporting documents and 3 (Three) passport size Colour photograph. And will be submit to college drop box on schedule date. The date will be announced later.**

## **Documents required for Admission**

### **1. Photograph Image (Student and Guardian both)**

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI

### **2. Signature Image**

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI

### **3. Age Proof Document Image**

- Madhyamik (10<sup>TH</sup>) Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

### **4. (10+2) Mark Sheet Document Image**

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

### **5. Downloaded admission slip (from cu admission portal) Image**

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

**All the above documents are mandatory.**

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

**6. Caste Certificate Document Image**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**7. Persons with Disabilities (PWD) Certificate Document Image**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**8. BPL Certificate Document Image**

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**9. Migration Certificate Document Image**

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**10. Equivalence Certificate Document Image**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

**11. Registration Certificate (for already registered candidates)**

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

Helpdesk regarding admission

M:- 7980675680 (10a.m. to 2 p.m.)

Mail id- [admissiontoscl1@gmail.com](mailto:admissiontoscl1@gmail.com)

