

UNIVERSITY OF CALCUTTA
FACULTY OF LAW

B.A.LL.B. ADMISSION FOR THE SESSION 2017-2018.

GUIDELINES FOR COLLEGES TO ADMIT ENLISTED CANDIDATES

1. First copy and paste the **Provisional Admission List in an EXCEL SHEET** after each phase for your college by Login (Collect **User ID and Password from office of the SECRETARY, FACULTY OF LAW, C.U.**) at ***www.caluniv-ucsta.net/law_system/index.php***
2. At the time of admission ask the candidate for downloaded ADMISSION SLIP & B.A.LL.B. ENTRANCE TEST, 2017 ADMIT CARD and match with your college list.
3. Verify original SC/ST certificate whether applicable. Check the Name in Certificate, issuing state must be West Bengal. Applied for the Certificate or Caste Certificate from MLA, MP & LOCAL BODY will not be accepted, then please ask to contact Faculty Office to get a chance as General.
4. Verify original PWD certificate whether applicable. Check the Name and disability % 40 or more in the said Certificate.
5. Verify Original Mark Sheet of 10+2 Level
 - a) Check the **Year of Passing 10+2 Level**. (GEN: 2015 TO 2017; SC & ST : 2013 TO 2017; PWD: 2010 TO 2017)
 - b) **Name of the Board or Council**, ask for **Equivalence Certificate** for Board other than WBCHSE, ISC, CBSE AND RABINDRA MUKTO VIDYALAY.
 - c) **Result**, if Compartmental/Incomplete then not admit.
 - d) Check the Best of Four % of Marks with Admission Slip.
6. Verify photograph and specimen signature with Admit Card/Admission Slip.
7. Ask for 'Aadhaar Card'.
8. Immediately (**before 4 p.m. on last date**) after completion of each phase of admission Head/Principal/Teacher-in-Charge have to submit the Admission Status by Login at ***www.caluniv-ucsta.net/law_system/index.php***
9. and take a print out by copy and paste in excel sheet for record.
10. Kolkata Police Law Institute has to check the 'Ward of Police' authenticity for the reserved seats.

SPECIAL NOTE: College concern is requested to *publish the requisites at the time of admission including fees at the college website and notice board well in advance.*

(Prof.(Dr.) J. K. Das)
DEAN & SECRETARY
Faculty of Law
University of Calcutta