

Admissions to LL.M. Second Year (Post Graduate in Law)

2019-20

Instructions for Admission Process

1. The admission process for **LL.M Second Year Students** is Online.
2. The admission by following online process is provisional, subject to production of original self-attested photocopy of the Mark-list issued by SPPU.
3. As you are aware that the admission process has started today, Online link for admission process will close on **28th August 2019 at 11.59 pm**
4. Students are required to fill on line admission form during the above mentioned period when the link is open.
5. **Instructions to fill the Online Admission Form**
Steps to fill the Online Admission Form-
 - Click on “Admission” Tab.
 - Enter PR Number (PRN) to access online Admission Form. This number is printed on your last year mark-list.
 - Fill all the details appropriately.
 - Upload the Photograph if not uploaded last year.
 - Please verify the details you have filled.
 - Online admission Form cannot be submitted unless all the fields are filled.
 - No change can be made after the form is submitted.
 - Click on Submit.
6. After Submitting your form, you will get the “Success Page”.
7. Complete the following two Steps:-
 1. Download Your Application Form –Print on Ledger paper
 2. Proceed to “Pay your Fees”

Instructions for payment of Fees

- Payment of fees has to be made online.
- Steps to be followed for making payment online-

Step I: Payment window opens – with payment modes-

- (i) State Bank of India Internet Banking
- (ii) Other Bank's Internet Banking
- (iii) SBI Branch Option. - Please enter Mobile No and Date of Birth and Confirm. After Confirmation You will find the link in blue

Debit Card option is not available.

Please do not use debit Card Option, even if it is showing in the Payment modes.

Select any one mode and fill in the required details according to the nature of transaction.

Step II: After completion of step I, You will get success page, SBI website will be redirected to ILS Law College website with Download Fee Structure Option.

The completed admission form is to be printed on ledger paper.

8. Fee Structure is to be printed on Ledger Paper.

9. **Take two copies of Application Form and Fee Structure.**

10. The following documents are to be attached to the printed form.

- a) Last year's Identity Card.
- b) Photo copy of Caste Certificate in case of student belonging to Reserve Category. (Self Attested)
- c) Photo copy of Medical certificate in case of physically handicapped student. (Self Attested)
- d) Attach self-attested photocopy of mark-list of last examination issued by SPPU.
Downloaded Mark sheet will not be accepted.

11. The admission form and Fee Structure along with the documents attached are to be submitted in the college office between 10 am to 1 pm to get the roll number.

12. The admission process is completed and the admission is confirmed **only when the roll number is collected by the student** or any person on his behalf after submission of all the documents in the college office. Students who attend lectures without confirming admission are not entitled to any attendance.

13. Late Admissions :

Admission with late fee	Link will open between 29 th August 2019 to 30 th August 2019	Late fee – Rs. 100/- per day
Admission with Super Late Fee	Link will open between 31 st August 2019 to 1 st September 2019 till 12 noon	Super late Fee – Rs. 200 /- per day

14. The admission process will close on 1st September 2019 at 12 noon.

Mail to be sent to student after submission

Thank you for submitting Online Admission Form.

Please submit admission form and the two copies of Fee Structure, to College office between 10 am to 1 pm. For Confirmation of your admission please collect roll Number from College Office.

