University of Calcutta
B.A. LL.B. Admission – 2026

❄ Role of the Colleges/Institutes after 4th Selection lists

1. Institute/College authorities are advised to follow the **University admission portal**.
2. Institute/College authorities are advised to **login into** the Centralized Admission Portal (**CAP**) using respective Institute/College **USER ID & Password**.
3. Find list of applicants along with Application Form, all relevant documents, contact number, email id etc. selected for your Institute/College. You are advised to contact the applicants as record. Besides email id applicant may be communicated through contact number given in the list.
4. All college authorities are advised to create a student friendly atmosphere so that all the interested applicants may get admission smoothly without any hurdle. Accordingly sensitize all the persons involved in admission process in your Institute/College.
5. Follow carefully the "**Instructions to the Candidates of 4th Selection Lists"** published on the admission portal**.**
6. Institute/College authorities are advised to upload the Fees structure, Seat Matrix, contact persons' name, email ID and contact number on the respective Institute's/College's website, so that selected candidate may contact the Institute/College authority easily.
7. Before taking admission, Institute/College authorities must verify all necessary documents for **eligibility of the course**. **Only after the college authorities are satisfied with the candidate's eligibility** candidate be allowed to pay the **residual admission fees**.
8. For the purpose of smooth and hassle-free admission**, Institute/College** authorities are advised to complete the admission process of the selected **candidate of 4th Selection List** through their own competent admission mechanism. Candidate must be referred to the university admission authority, if there is any dispute or problem of verification.
9. Institute/College authorities are advised to **update the candidate admission data into** the Centralized Admission Portal (**CAP**) using respective Institute/College **USER ID & Password**.
10. Institute/College authorities are advised to submit the following lists to the Admission Office through registered email ID:
    a) An additional list of the candidate admitted mentioning application number and category.
    b) Category wise vacancy list.
    c) Admission pending, if any, due to equivalence clearance.
11. **Next e-Counseling** will be done on the basis of information updated by the Institutes/Colleges in the Centralized Admission Portal (**CAP**).
12. Further instruction will also be intimated after **Next e-Counseling.**
13. **Physical verification of all documents in original will be done after admission as per schedule to be notified in due course.**
14. **Institute/College authorities are requested to take only Residual Admission Fee. Not to take Semester Fee until further notification on the Admission Portal.**

Joint Convenors
Law Admission Committee 2026
University of Calcutta