

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

Phone No. 23503896

Email: snlcollege@gmail.com

Website: snlawcollege.ac.in

To,
The Vice Principal,
Surendranath Law College,
24/2, Mahatma Gandhi Road,
Kolkata-700009.

Sub: Report of Certificate Course on Client Counselling, Career Counselling and Legal Drafting cum Practical Classes.

Respected Madam,

I Subashna Tamang (Asst. Prof. of Law), a convenor of the Certificate Course on “Career Counselling, Client Counselling, and Legal Drafting” organized by Surendranath Law College from 18.03.25 to 11.04.25 with assistance of the Co-convenor and Faculties of the College and Guest Lecturers (Resource Persons), therefore after successful completion and for further record, would like to submit a report along with other documents as annexures enlisted below.

Thanking you,

Yours faithfully,



Subashna Tamang
(Asst. Prof. of Law)
Convenor

LISTS OF ANNEXURES:

- I. Report
- II. Poster of the Certificate Course.
- III. Notice of the Certificate Course.
- IV. Syllabus of the Certificate Course.
- V. Schedule of Certificate Course.
- VI. Sample of Attendance Sheet/ List of Attendees.
- VII. Photographs.
- VIII. Sample of remuneration disbursed to resource person.
- IX. Specimen of Certificate awarded.
- X. Feedback of the Course.

ANNEXURE-I

REPORT

CERTIFICATE COURSE: CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING

Course organized by	: Surendranath Law College.
Date	: 18th March-11th April, 2025.
Venue/Mode	: Offline Mode, Seminar Room (Surendranath Law College).
Chairperson	: Prof. Dr. Mohammadi Tarannum.
Convenor	: Subashna Tamang (Asst. Prof. of Law).
Joint-Convenor	: Debjani Ojha (Asst. Prof. of Law).

ABOUT THE COLLEGE AND COURSE:

Surendranath Law College as an esteemed law institution affiliated to the University of Calcutta and recognized by the Bar Council of India, is regarded as one of the oldest law colleges of the country., where presently, College imparts 5 years B.A.LL.B. course, 5 years B.A. LL.B. (Hons.) course and two years LL.M. course. With further commitment of enhancement of Institution in academic area, considering the need of the final year students, certificate course on career counselling, client counselling and legal drafting was extended with elaborate knowledge to cope up with dilemma of the final year students. Thus, certificate course intended to extend the knowledge on professional ethics and way of communication with clients which shall be followed by the advocates which reflects the shadow of responsible professionals towards society and nation at large.

Hence, understanding the sheer need of the young minds in the fields of law, Surendranath Law College offered the course and thus endeavored to spread an insight on the importance of career counselling, client counselling and legal drafting in legal area. Therefore, certificate course provided a detail understanding of the subject with practical knowledge and draft offered in specimen on different issues by the institution.

OBJECTIVES AND OUTCOMES OF CERTIFICATE COURSE:

The Participating students were benefitted in various ways with core objectives of the Certificate Course as mentioned below:

- A skillful knowledge of drafting to meet the needs of future professional career;
- To bridge the skill gaps and enhance knowledge of law among students for upcoming challenges within legal area;

- To learn how to draft a legal document;
- To provide knowledge and stimulate participants for drafting petitions, applications, deed in different subject matters under law and real-life situations;
- To broaden knowledge, skills and abilities;
- To improve decision making skills;
- To increase self-esteem and motivation;
- To build interpersonal effectiveness;
- Understanding of clients' need and to point out the relief/reliefs effectively.

PROGRAMME DETAILS OF CERTIFICATE COURSE:

Certificate Course on “Career Counselling, Client Counselling and Legal Drafting” mainly concentrated on the existing needs and utility of the course for the final year students thereby endeavored to provide a skill to enhance their ability on legal drafting, client counseling along with career counseling providing them guidance for near future.

Certificate Course was started from 18th March to 11th April, 2025 (offline mode) at Seminar Hall, Surendranath Law College, with proposed syllabus and assigned faculty and guest lecturers as resource persons for 15 days with two hours per day.

Certificate Course contained following guest lecturers as a resource person as listed below:

- Adv. Imtiaz Ahmed (Advocate)
- Sukumar Roy (Principal Secretary)
- Adv. Md. Ammar Zaki (Advocate)
- Asit Dey (Retired District Judge)
- Adv. Suranjan Dasgupta (Advocate)
- Adv. Sreemoyee Mitra (Advocate)
- Arindam Saha (Asst. Prof.)
- Amit Ghosh (Asst. Prof.)

This certificate course cum practical classes was open for final year students i.e., 5th year/ 10th semester students for 15 days. The manner of assessment/evaluation was submission of Final Project and MCQ, MCQ (online mode) was opened for evaluation on 29th April 2025. Final project is based on course syllabus, submission of which was taken offline on 30th April, 2025. Total sixty-eight (67) students successfully registered for the certificate course and appeared for evaluation process as well. After due evaluation of final Project and MCQ, sixty-seven (67) students successfully passed the evaluation and therefore, were awarded them with certificate. Certificate was issued to each and every successful participant and sample of certificate is enclosed herewith report.

ANNEXURE-II

POSTER OF THE CERTIFICATE COURSE

SURENDRANATH LAW COLLEGE
Affiliated to
University of Calcutta
24/2, M.G. ROAD, KOLKATA, 700009

ORGANISES

**CERTIFICATE COURSE ON CAREER
COUNSELLING,
CLIENT COUNSELLING AND LEGAL
DRAFTING**

Chairperson
Dr. Mohammadi Tarannum
(Vice-Principal)

Course-Convenor
Mrs. Subashna Tamang
(Asst. Prof. of Law)

Joint-Course Convenor
Mrs. Debjani Ojha
(Asst. Prof. of Law)

Venue: Seminar Hall
Surendranath Law College

The poster features a background with a colorful wavy design at the top. Below the college name is a circular logo with a scale of justice and the text 'ESTD. 1985'. The central image shows a wooden gavel on a desk with books and a scale of justice. The bottom section includes a pen and a notepad.

ANNEXURE-III

NOTICE OF THE CERTIFICATE COURSE

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

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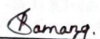
Ref. No. SNLC/IQAC/ACA/150/2024-25

Date: 05.03.2025

NOTICE

Surenranath Law College is going to organize an offline Certificate Course (Value-added Course) on "Career Counselling, Client Counselling and Legal Drafting" from 18th March- 11th April, 2025 for 15days (2hrs per day) for final year law students of the Institution. Each and every student are encouraged to participate in this certificate course. Participating candidates will be provided with certificate at the end of the course. Students are advised to register for the certificate course using Student login ID.

The brochure and schedule of the classes/program are attached herewith.

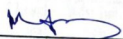


Mrs. Subashna Tamang
Course Convenor
Surenranath Law College



Mrs. Debjani Ojha
Joint-Course Convenor
Surenranath Law College





Dr. Mohammadi Tarannum
Vice Principal
Surenranath Law College

Vice Principal
Surenranath Law College
Kolkata - 700 009

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Ref. No. SNLC/IQAC/ACA/ 16 /2025-26

Date:17/04/2025

NOTICE

The final examination for Certificate Course on "Career Counselling, Client Counselling and Legal Drafting" will be held in accordance with course syllabus provided earlier. Module of examination will be divided into two parts i.e.; MCQ examination and Legal Drafting.

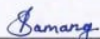
MCQ examination will be conducted on 29/04/25 in online mode and the exam link will remain open from 06:00pm to 07:00pm. An assignment on legal drafting on (any one topic of the Module-IV) is to be submitted in hard copy to the Course Convenor on 30/04/25 within 10am-12noon.

Examination (MCQ and legal drafting) is compulsory for all students/participants. Students/Participants of the Certificate Course must attend MCQ examination using the link below:

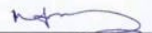
<https://forms.gle/C4tfmnKVM5b371nEA>

Every participant is also requested to provide valuable feedback using the following link:

<https://forms.gle/rAwVGP1ckJuJ54cf9>



Mrs. Subashna Tamang
Course Convenor
Surenranath Law College



Dr. Mohammadi Tarannum
Vice Principal
Surenranath Law College
Vice Principal
Surenranath Law College
Kolkata 700 009



ANNEXURE-IV

SYLLABUS OF THE CERTIFICATE COURSE

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**COURSE STRUCTURE OF THE CERTIFICATE COURSE
ON
CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING**

MODULE I

1. Career Counselling:

- What is career counselling?
- Why career counselling?
- Scope of career in law.

MODULE II

2. Client Counselling:

- Concept of Client Counselling
- Components of effective client counselling
- Professional ethics
- Code of conducts of Advocates
- Privilege Communication

MODULE III

3. Legal Drafting:

- Introduction
- Principles and Rules of Legal Drafting
- Importance of Drafting in Civil and Criminal pleading
- Drafting of petition under Article 226 and Article 32 of the Indian Constitution
- Miscellaneous Drafting: Deed of Adoption, Affidavit, Agreement, Assignment, Gifts, Lease, License, Mortgage, Negotiable Instruments, Partition, Family Settlement, Partnership, Power of Attorney, Sale, Wills, Trust.

MODULE IV

4. Drafting of Writ Petition:

- Habeas Corpus
- Mandamus
- Certiorari
- Prohibition
- Qua Warranto
- Form and Contents of Writ Petition
- Drafting of Public Interest Litigation.



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MODULE V

5. Civil Pleading:

- History of Pleading
- Meaning of Pleading: Plaint and Written Statement
- Object of Pleading
- Significance of Pleading
- General and Fundamental Rules of Pleadings
- a. Plaint:**
 - Introduction
 - Essential and Formal Parts of Plaint(Cause of Action, Body of Plaint, Claim, Relief and Miscellaneous)
- b. Written Statement:**
 - Introduction
 - Essential and Formal Parts of Written Statement(Counter Claim, Legal and Equitable Set-off and Miscellaneous)
- c. Amendment or Revision of Pleadings:**
 - Introduction
 - General Power of amend
 - Compulsory Amendment
 - Voluntary Amendment
 - Amendment under Inherent Powers
- d. Interlocutory Applications:**
 - Injunction
 - Permanent, Mandatory, Temporary Injunctions including Application for interim injunction, Interlocutory Petitions,
 - Kinds of Interlocutory Petitions under the Supplementary Proceedings (Arrest for judgment, Application for attachment before judgment)
- e. Execution of Decree:**
 - Introduction
 - Application for Execution
 - Precepts
- f. Reference, Review and Revision**



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g. Appellate Courts and Appeals:

- Introduction
- Appellate Courts
- Appeal from Orders, Original Decrees, Appellate Decrees or Second Appeals
- Stay of Execution
- Memorandum of appeal

MODULE VI

6. Criminal Pleading:

- Classes of Criminal Courts
- Power of Criminal Courts
- Drafting of Complaint
- Distinctions of Criminal and Civil Pleadings
- a. Application in Criminal Courts:**
 - Introduction
 - Contents of Applications
 - Application for Bail
 - Application for Maintenance
 - Application for surety
- b. Appeals and Revisions:**
 - General understanding of Appeal and Revision under Criminal proceedings
 - Drafting of Petition of Appeal




ANNEXURE-V

DUTY ROSTER FOR CERTIFICATE COURSE OF RESOURCE PERSON AND FACULTIES

<p align="center">SURENDRANATH LAW COLLEGE 24/2, Mahatma Gandhi Road, Kolkata-700009 Phone No. 23503896 Email : snlcollege@gmail.com Website : www.snlawcollege.ac.in</p> <p align="center">SCHEDULE FOR CERTIFICATE COURSE 2025</p>			
Sl. No	Date & Time	Topic	Resource Person (Speaker)
01.	18.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	History, Meaning, Scope and Classification of Alternative Dispute Resolution, Negotiation, Conciliation, Mediation and Arbitration as a mode of Alternative Dispute Resolution, Arbitration and Conciliation Act, 1996.	Dr. Amit Ghosh (Asst. Prof.)
02.	19.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Lok Adalat Legal Services Authority Act, 1987.	Dr. Amit Ghosh (Asst. Prof.)
03.	20.03.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Interviewing techniques and Pre-trial Preparation.	Dr. Amit Ghosh (Asst. Prof.)
04.	21.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Observation of Trial in Civil and Criminal Cases.	Dr. Arindam Saha (Asst. Prof.)
05.	24.03.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts and Appeal	Asit Dey (Retired District Judge)
06.	25.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting: Principles and Rules of Legal Drafting, Importance of Drafting in Criminal Pleading, Drafting of Complaint.	Adv. Intiaz Ahmed (Advocate)
07.	26.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Writ and PIL under Constitution: Drafting of Petition under Article 32 and Article 226 of the Constitution of India.	Adv. Intiaz Ahmed (Advocate)
08.	28.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Miscellaneous Drafting and Application in Criminal Courts (Bail, Maintenance, Surety)	Adv. Intiaz Ahmed (Advocate)
09.	02.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting in Civil Pleading: Plaintiff and Written Statement (Essential and Formal Parts thereof). Amendment or revision of Pleadings Injunctions and Application for Interim injunction, interlocutory petition.	Adv. Md. Ammar Zaki (Advocate)



10.	03.04.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Bar Bench Relation, Amicus Curiae.	Adv. Sreemoyee Mitra (Advocate)
11.	04.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Concept and components of Moot Court, Moot Problems Importance and Purpose of mootng. Differences between Moot Court and Mock Court	Adv. Sreemoyee Mitra (Advocate)
12.	07.04.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts: Appeal and Revisions under Criminal Proceedings & Drafting of petition of appeal.	Sukumar Ray (Principal Secretary)
13.	08.04.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Career Counselling and Client Counselling, Components of effective Client Counselling.	Adv. Suranjan Dasgupta (Advocate)
14.	09.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Professional Ethics, Code of Conducts of Advocates, Privilege Communication, Accountancy for Lawyers	Adv. Suranjan Dasgupta (Advocate)
15.	11.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Execution of Decree, Application for Execution, Stay of Execution and Precepts, Reference, Review and Revision.	Adv. Md. Ammar Zaki (Advocate)


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**SCHEDULE FOR
CERTIFICATE COURSE ON
"CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING"**

2025

Sl. No.	Date & Time	Topic	Resource Person (Speaker)	Assigned Faculty/Faculties
01.	18.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	History, Meaning, Scope and Classification of Alternative Dispute Resolution, Negotiation, Conciliation, Mediation and Arbitration as a mode of Alternative Dispute Resolution, Arbitration and Conciliation Act, 1996.	Dr. Amit Ghosh (Asst. Prof.)	Mrs. Subashna Tamang & Mrs. Debjani Ojha
02.	19.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Lok Adalat Legal Services Authority Act, 1987.	Dr. Amit Ghosh (Asst. Prof.)	Ms. Sanhita Mukherjee
03.	20.03.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Interviewing techniques and Pre-trial Preparation.	Dr. Amit Ghosh (Asst. Prof.)	Mrs. Subashna Tamang
04.	21.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Observation of Trial in Civil and Criminal Cases.	Dr. Arindam Saha (Asst. Prof.)	Mrs. Avirupa Chatterjee
05.	24.03.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts and Appeal	Asit Dey (Retired District Judge)	Mr. Sagar Biswas
06.	25.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting: Principles and Rules of Legal Drafting, Importance of Drafting in Criminal Pleading, Drafting of Complaint.	Adv. Imtiaz Ahmed (Advocate)	Mrs. Sudeshna Mukherjee Poddar
07.	26.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Writ and PIL under Constitution: Drafting of Petition under Article 32 and Article 226 of the Constitution of India.	Adv. Imtiaz Ahmed (Advocate)	Mrs. Mafuza Yasmin
08.	28.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Miscellaneous Drafting and Application in Criminal Courts (Bail, Maintenance, Surety)	Adv. Imtiaz Ahmed (Advocate)	Mrs. Salma Begum



09.	02.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Legal Drafting in Civil Pleading: Plaint and Written Statement (Essential and Formal Parts thereof). Amendment or revision of Pleadings Injunctions and Application for Interim injunction, interlocutory petition.	Adv. Md. Ammar Zaki (Advocate)	Dr. Rukmini Thapa
10.	03.04.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Bar Bench Relation, Amicus Curiae.	Adv. Sreemoyee Mitra (Advocate)	Mr. Sagar Biswas
11.	04.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Concept and components of Moot Court, Moot Problems Importance and Purpose of mootng. Differences between Moot Court and Mock Court	Adv. Sreemoyee Mitra (Advocate)	Mr. Angshu Roy
12.	07.04.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Appellate Courts: Appeal and Revisions under Criminal Proceedings & Drafting of petition of appeal.	Sukumar Roy (Principal Secretary)	Mrs. Sreyashi Roy Ghosh
13.	08.04.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Career Counselling and Client Counselling, Components of effective Client Counselling.	Adv. Suranjan Dasgupta (Advocate)	Mrs. Sreyashi Roy Ghosh
14.	09.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Professional Ethics, Code of Conducts of Advocates, Privilege Communication, Accountancy for Lawyers	Adv. Suranjan Dasgupta (Advocate)	Mrs. Debjani Ojha
15.	11.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Execution of Decree, Application for Execution, Stay of Execution and Precepts, Reference, Review and Revision.	Adv. Md. Ammar Zaki (Advocate)	Mrs. Subashna Tamang


Dr. Mohammadi Tarannum
Vice Principal
Surendranath Law College

Vice Principal
Surendranath Law College
Kolkata - 700 009



ATTENDANCE SHEET OF CERTIFICATE COURSE OF RESOURCE PERSON AND FACULTIES

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CERTIFICATE COURSE

ON

"CAREER COUNSELLING, CLIENT COUNSELLING AND LEGAL DRAFTING"

2025

ATTENDANCE SHEET FOR RESOURCE PERSON

SL. NO	DATE & TIME	RESOURCE PERSON	SIGNATURE
01.	18.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Dr. Amit Ghosh (Asst. Prof.) H.O.D., Dept. of Law MAKAS, WB	<i>Amit Ghosh</i> 18/3/25
02.	19.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Dr. Amit Ghosh (Asst. Prof.)	<i>Amit Ghosh</i> 19/3/25
03.	20.03.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Dr. Amit Ghosh (Asst. Prof.)	<i>Amit Ghosh</i> 20/3/25
04.	21.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Dr. Arindam Saha (Asst. Prof.)	<i>Dr. Arindam Saha</i> 21/03/2025
05.	24.03.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Asit Dey (Retired District Judge)	<i>Asit Dey</i> 24.03.25
06.	25.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Adv. Imtiaz Ahmed (Advocate)	<i>Imtiaz Ahmed</i> 25.03.2025
07.	26.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Adv. Imtiaz Ahmed (Advocate)	<i>Imtiaz Ahmed</i> 26.03.2025
08.	28.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Adv. Imtiaz Ahmed (Advocate)	<i>Imtiaz Ahmed</i> 28.03.2025
09.	02.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Adv. Md. Ammar Zaki (Advocate)	<i>Md. Ammar Zaki</i>

10.	03.04.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Adv. Sreemoyee Mitra (Advocate)	<i>Sreemoyee Mitra</i>
11.	04.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Adv. Sreemoyee Mitra (Advocate)	<i>Sreemoyee Mitra</i>
12.	07.04.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Sukumar Ray (Principal Secretary)	<i>Sukumar Ray</i> 07/04/25
13.	08.04.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Adv. Suranjan Dasgupta (Advocate)	<i>Suranjan Dasgupta</i> 8/04/2025
14.	09.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Adv. Suranjan Dasgupta (Advocate)	<i>Suranjan Dasgupta</i> 9/04/2025
15.	11.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Adv. Md. Ammar Zaki (Advocate)	<i>Md. Ammar Zaki</i>

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**CERTIFICATE COURSE ON CAREER COUNSELLING, CLIENT COUNSELLING
AND LEGAL DRAFTING
2025****FACULTY ATTENDANCE SHEET**

Sl. No	Date & Time	Assigned Faculty/Faculties	Signature
01.	18.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Mrs. Subashna Tamang & Mrs. Debjani Ojha	Tamang Ojha
02.	19.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Ms. Sanhita Mukherjee	Sanhita Mukherjee 19/03/25
03.	20.03.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Mrs. Subashna Tamang	Tamang.
04.	21.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Mrs. Avirupa Chatterjee	A. Chatterjee 21/03/25
05.	24.03.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Mr. Sagar Biswas	Sagar Biswas 24/03/25
06.	25.03.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Mrs. Sudeshna Mukherjee Poddar	Sudeshna Mukherjee Poddar 25.03.25
07.	26.03.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Mrs. Mafuza Yasmin	Mafuza Yasmin 26/3/25
08.	28.03.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Mrs. Salma Begum	Salma Begum 28/03/25
09.	02.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Dr. Rukmini Thapa	Dr Rukmini Thapa. RThapa - 2 nd April/25.
10.	03.04.2025 (Thursday) (8.00 A.M. to 10.00 A.M.)	Mr. Sagar Biswas	Sagar Biswas 03/04/25
11.	04.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Mr. Angshu Roy	Angshu Roy
12.	07.04.2025 (Monday) (8.00 A.M. to 10.00 A.M.)	Mrs. Sreyashi Roy Ghosh	Sreyashi Ghosh

13.	08.04.2025 (Tuesday) (8.00 A.M. to 10.00 A.M.)	Mrs. Sreyashi Roy Ghosh	Sreyashi Ghosh
14.	09.04.2025 (Wednesday) (8.00 A.M. to 10.00 A.M.)	Mrs. Debjani Ojha	Ojha
15.	11.04.2025 (Friday) (8.00 A.M. to 10.00 A.M.)	Mrs. Subashna Tamang	Tamang.

ANNEXURE-VI

SUMMARY OF ATTENDANCE

Name of the College : Surendranath Law College.
Actual Date of Implementation : 18th March- 11th April, 2025.
Total No. of Students benefitted : 67 Students.

DATES OF COURSE CLASSES	TOTAL ATTENDEES PER DAY	TOTAL PARTICIPANTS APPEARED FOR EXAMINATION (MCQ)	TOTAL PARTICIPANTS APPEARED FOR ASSIGNMENT SUBMISSION	TOTAL PARTICIPANTS AWARDED WITH CERTIFICATE
18-03-2025	32	67	40	67
19-03-2025	28			
20-03-2025	30			
21-03-2025	34			
24-03-2025	34			
25-03-2025	20			
26-03-2025	12			
28-03-2025	20			
02-04-2025	25			
03-04-2025	19			
04-04-2025	22			
07-04-2025	12			
08-04-2025	30			
09-04-2025	12			
11-04-2025	33			

SAMPLE OF ATTENDANCE SHEETS OF CERTIFICATE COURSE

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

Phone No. 23503896

Email: snlcollege@gmail.com

Website: snlawcollege.ac.in

ATTENDANCE SHEET

DATE: 03rd April, 2025
08a.m. -10a.m.

SL. NO.	NAME	STUDENT ID	SIGNATURE
1	MONONITA DEY	A/18/2020	
2	SIMA MONDAL	A/006/2020	
3	ANANYA BISWAS	A/039/2020	
4	PAYEL MAJI	C/125/2020	
5	JIT DUTTA	A/56/2020	
6	NAMITA CHOUDHARY	B/092/2020	<i>Namita Choudhary</i>
7	PRIYA CHOUDHARY	B/99/2020	<i>Priya Choudhary</i>
8	SHANKHINI ROY CHOWDHURY	B/118/2020	<i>Shankhini Roy Chowdhury</i>
9	PRITHA MUKHERJEE	B/068/2020	
10	UPAL MANDI	B/83/2020	
11	AMARTYA ANAND	B/61/2020	
12	RUPSA DAS	C/126/2020	
13	AYANIL DAS	A-020-2020	<i>Ayanil Das</i>
14	ARPITA MONDAL	B/082/2020	
15	SREEMOYEE PATRA	A/008/2020	
16	AYANTIKA DUTTA	B/077/2020	<i>Ayantika Dutta</i>
17	ALTAMASH SULTAN	C/129/2021	
18	ABHISEK SINGH	A/57/2020	
19	ATUFA SHAGUFA	B/064/2020	

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

Phone No. 23503896

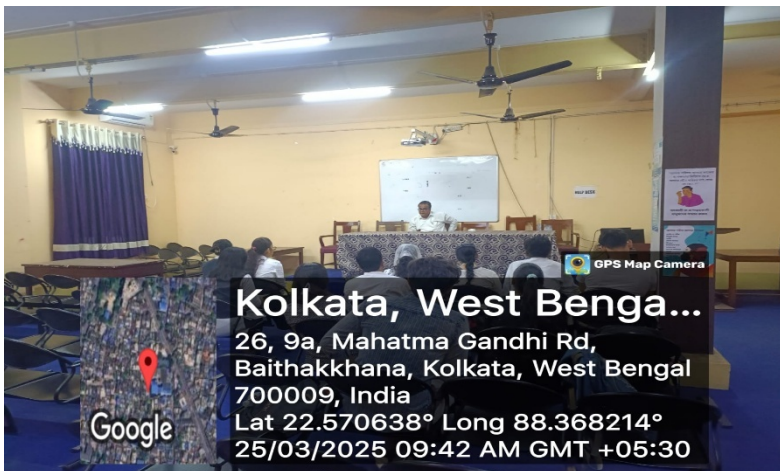
Email: snlcollege@gmail.com

Website: snlawcollege.ac.in

20	ABUL FARHAN AKTAR	A/037/2020	<i>Abul Farhan Aktar 3/4/25</i>
21	ANKAN MONDAL	B/76/2020	<i>Ankan Mondal 3/4/25</i>
22	TUSI NASKAR	A/44/2020	
23	SNEHA HAZRA	B/110/2020	<i>Sneha Hazra 3/4/25</i>
24	MOONTAHA SADAR	B/119/2020	<i>Moontaha Sadar 03/04/2025</i>
25	SUPRIYA NASKAR	A/07/2020	<i>Supriya Naskar 3/4/25</i>
26	KRISHNAKALI DEY	B/104/2020	<i>Krishnakali Dey 03/04/2025</i>
27	SENJUTI RAY	A/50/2020	
28	SARFARAZ KHAN	C/166/2022	
29	RANITA MANNA	C/124/2020	
30	MARIA SHARWARI	A/27/2020	<i>Maria Sharwari 3/04/25</i>
31	SAMRIDDIH SARKAR	B/63/2020	
32	ATRI MUHURY	C/123/2020	
33	SUBHRANIL DUTTA	A/14/2020	<i>Subhranil Dutta</i>
34	TUHIN SUBHRA NAIYA	B/80/2020	<i>Tuhin Subhna Naiya</i>
35	AKASH SARKAR	B/84/2020	
36	PRODIP SARKAR	A/022/2020	
37	RUDRANIL PRAMANIK	A/43/2020	<i>Rudranil Pramanik</i>
38	PRITIKA DAS	A/004/2020	
39	DEBATRI SUR	A/040/2020	<i>Debatris Sur</i>
40	DEBOJYOTI KUMAR	A/001/2020	<i>Debojyoti Kumar</i>
41	SNEHA DAS	B/097/2020	<i>Sneha Das</i>

ANNEXURE-VII

PHOTOGRAPHS





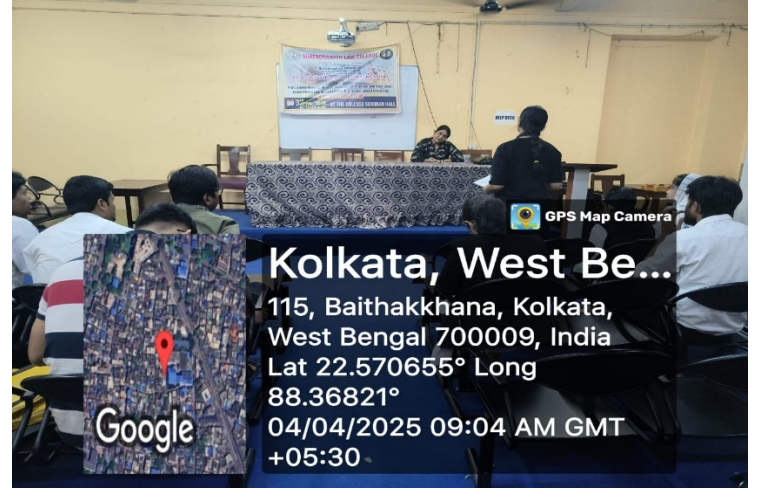
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 Bengal 700009, India
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 88.368412°
 28/03/2025 08:33 AM GMT
 +05:30



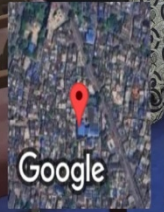
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 113, Baithakkhana, Kolkata, West Bengal
 700009, India
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 02/04/2025 08:57 AM GMT +05:30



GPS Map Camera
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 Baithakkhana, Kolkata, West Bengal
 700009, India
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 03/04/2025 08:32 AM GMT +05:30



GPS Map Camera
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 115, Baithakkhana, Kolkata,
 West Bengal 700009, India
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 04/04/2025 09:04 AM GMT
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GPS Map Camera
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 Baithakkhana, Kolkata, West Bengal
 700009, India
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 07/04/2025 08:23 AM GMT +05:30



Geo-Tagging Camera
Kolkata
 কলকাতা
 Google
 2025/04/08 08:42
 Kolkata, West Bengal, India
 113, Baithakkhana, Kolkata, West
 Bengal 700009, India
 Lat 22.570631 Long 88.368281

ANNEXURE-VIII

REMUNERATION DISBURSED TO RESOURCE PERSON

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

Phone No. 23503896

Email: snlcollege@gmail.com

Website: snlawcollege.ac.in

To,
The Vice Principal,
Surendranath Law College,
Kolkata- 700009.

Date: 13/05/2025

SUB: Requisition for disbursement of remuneration to resource persons.


Dear Madam,


With due respect, I would like to draw your attention that the remuneration to the resource persons for delivering series of lectures on Certificate Course, "Client Counselling, Career Counselling and Legal Drafting", organized by Surendranath Law College, from 18th May- 11th April 2025, is to be credited as per the class schedules as attached herein as annexure.

Therefore, I request your good office for a grant of permission to disburse the remuneration to the resource persons.

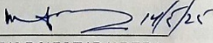
Thanking you,

Yours faithfully,


Mrs. Subashra Tamang
(Asst. Prof. of Law)
Course Convenor
Surendranath Law College


Mrs. Debjani Ojita
(Asst. Prof. of Law)
Joint Course Convenor
Surendranath Law College

Approved by


DR. MOHAMMADI TARANNUM
(Vice Principal)
Surendranath Law College

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

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ANNEXURE

SL. NO.	NAME OF RESOURCE PERSON	DATE OF CLASSES	ACCOUNT DETAILS
1	Amit Ghosh (Asst. Prof.)	18.03.2025 19.03.2025 20.03.2025 (3 Days) 3*1500=Rs 4500/-	Name-Amit Ghosh Bank-Axis Bank (Barasat Branch) A/c No.-918010077598506 IFSC-UTIB0001695
2	Arindam Saha (Asst. Prof.)	21.03.2025 (1 Day) 1*1500=Rs 1500/-	Name-Arindam Saha Bank-SBI Kalyani Branch Branch Code-01082 A/c No.-31026485214 IFSC-SBIN0001082
3	Asit Dey (Retired District Judge)	24.03.2025 (1 Day) 1*1500=Rs 1500/-	Name- Asit Kumar Dey Bank- State Bank of India A/C No.-10297593971 IFSC-SBIN0001772
4	Adv. Imtiaz Ahmed	25.03.2025 26.03.2025 28.03.2025 (3 Days) 3*1500=Rs 4500/-	Name-Imtiaz Ahmed Bank-HDFC BANK A/c No.-10151000021281 IFSC-HDFC0001015
5	Adv. Md. Ammar Zaki	02.04.2025 11.04.2025 (2 Days) 2*1500=Rs 3000/-	Name-Md. Ammar Zaki Bank-BANK OF BARODA A/c No.-05910100011002 IFSC-BARB0PARKCI
6	Adv. Sreemoyee Mitra	03.04.2025 and 04.04.2025 (2 Days) 2*1500=Rs 3000/-	Name-Sreemoyee Mitra Bank-ICICI Bank Ltd. (Ballygunge Branch) A/c No.-003401531378 IFSC-ICIC0000034

SURENDRANATH LAW COLLEGE

24/2, Mahatma Gandhi Road, Kolkata-700009

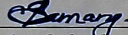
Phone No. 23503896

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Website: snlawcollege.ac.in

7	Sukumar Ray (Principal Secretary)	07.04.2025 (1 Day)	
8	Adv. Suranjan Dasgupta	08.04.2025 and 09.04.2025 (2 Days) 2*1500=Rs 3000/-	Name-Suranjan Dasgupta Bank-HSBC A/c No.-025584061006 IFSC-HSBC0700005

Total amount of remuneration to be disbursed- Rs.21,000/-.

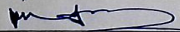


Mrs. Subashina Tamang
(Asst. Prof. of Law)
Convenor
Surendranath Law College



Mrs. Debjani Ojha
(Asst. Prof. of Law) Course
Joint- Course Convenor
Surendranath Law College

Approved by



DR. MOHAMMADI TARANNUM
(Vice Principal)
Surendranath Law College

ANNEXURE-IX

SPECIMEN OF CERTIFICATE

7/2/25, 10:09 AM

E-Certificate

