

# **Department of Law, Guru Ghasidas Vishwavidyalaya, Bilaspur**

## **Standard Operating Procedure (SOP) for Admission to PG Programme (LL.M.) – 2025–26**

The admission to the LL.M. programme in the Department of Law, GGV, for the academic session 2025–26 will follow the schedule and process as outlined as notified through notification No. 298/Academic/2025, dated: 19-05-2025, which is as follows:

### **1. Online Registration**

- All aspirants must **register on the Samarth Admission Portal** of the university between **20th May 2025 to 5th June 2025**.
- Select the **LL.M. programme** and fill out the application form with accurate details.
- Upload the necessary documents and retain a copy of the submitted application and payment receipt.

### **2. Release of First Merit List**

- The **Department of Law will release the First Merit List on 10th June 2025** based on eligibility and merit.
- This list will be available on the [university website](#) and department notice board/portal.

### **3. Payment of Admission Fee (First Merit List)**

- Candidates whose names appear in the First Merit List must **pay the admission fee** on the Samarth Portal between **11th June 2025 to 14th June 2025**.
- Admission will be considered provisional until the fee is successfully paid.

### **4. Release of Second Merit List (Against Vacant Seats)**

- A **Second Merit List will be issued on 17th June 2025** for any seats remaining vacant after the first round.
- Candidates in this list must also **complete fee payment within the deadline** mentioned in the notification.

### **5. Document Verification**

- All candidates who have paid the admission fee in the First and Second Merit Lists must appear in person for **document verification** from **1st July to 3rd July 2025** at the Department of Law, GGV.
- Candidates must bring **original documents** along with a **set of self-attested photocopies** (as per instructions in the verification notice).

### **6. Release of Third Merit List & Offline Counseling**

- A **Third Merit List (if required)** will be published on **4th July 2025**.

- Candidates listed must appear for **offline counseling and document verification** on **14th July 2025** at the Department of Law.
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### **Important Notes**

- Admission is **provisional** and subject to successful **document verification** and **compliance with eligibility norms**.
- Candidates failing to **pay the fee** or **attend document verification** as per schedule will forfeit their claim to admission.
- Regularly visit the university website and department portal for updates and notifications.

# Department of Law, Guru Ghasidas Vishwavidyalaya, Bilaspur

## Standard Operating Procedure (SOP) for Admission to UG (B.A. LL.B. / B.Com. LL.B.) Programmes

### 1. Online Registration at University Admission Portal

All interested candidates must first **register online** on the *Samarth Admission Portal* of Guru Ghasidas Vishwavidyalaya.

- Choose the appropriate course (B.A. LL.B. / B.Com. LL.B.) for which admission is sought.
- Fill in the required details accurately and upload necessary documents as instructed.
- Pay the application fee, if applicable, and retain a copy of the submitted form and payment receipt for future reference.

### 2. Regular Monitoring for Counseling Notifications

- After registration, candidates must **regularly check the university website** and the admission portal for updates and counseling lists.
- The Department of Law will issue **counseling notifications** containing the list of shortlisted candidates, date of counseling, venue, and list of required documents.

### 3. Appearance for Counseling

- When the candidate's name appears in the **departmental counseling list**, they must appear **in person** at the Department of Law on the specified date and time.
- Candidates must bring **all original documents** and **a set of self-attested photocopies** as per the list provided in the counseling notification (e.g., mark sheets, transfer certificate, migration certificate, caste certificate if applicable, etc.).

### 4. Admission Formalities

- Upon successful document verification and selection, candidates will be directed to complete the **fee payment** and further formalities as per university guidelines.
- The admission will be confirmed only after successful fee deposition within the stipulated time.

### 5. Anti-Ragging and Other Formalities

- Admitted students must fill out the **online Anti-Ragging Affidavit** and complete any other procedural steps as directed by the Department/University.

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