



*Marathwada Legal & General Education Society's*

**MANIKCHAND PAHADE LAW COLLEGE**

**Chhatrapati Sambhajinagar**

*Re-Accredited by NAAC with 'B++' Grade (2025)*

*ISO 21001: 2018*

# **STANDARD OPERATING PROCEDURE (SOP)**

**INSTITUTE LEVEL ROUND ADMISSION (ACAP SEATS)**

**ACADEMIC YEAR 2025-26**

## **Purpose**

To outline the clear, transparent, and standardized process for conducting Institutional Level Round admissions for vacant seats after completion of CAP rounds, in accordance with the rules and regulations prescribed by the CET Cell and the Competent Authority.

## **Applicable Programs**

- **LLB 3 years**
- **LLB 5 years**

## **Governing Rules & Guidelines**

- Admissions shall be conducted strictly as per norms set by CET Cell and the Competent Authority
- **Candidates are advised to read Notice no.4, Information Brochure and all rules and Notices of admission available on the official CAP Portal**
- The process of admission shall be free, fair and transparent and all the admissions shall be made on the basis of rules made by competent authority

## **Eligibility**

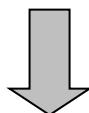
- Candidates who applied for Institutional Level Round within due time as per declared schedule and whose names appear in the system generated merit list of the Institution are only eligible

## Admission Procedure and Guidelines

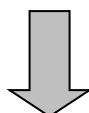
- Publication of system generated Common Merit List along with process of admission on **college official website and Notice Board**
- After publication of Merit List, Candidates should check vacancy position on the official CAP Portal and their merit in the common merit list published by the Institution and accordingly take the judicious decision to report the college
- Day wise Attendance of candidates by seeking their signature shall be taken during the reporting dates
- It is advisable to report the college on very first day of reporting day because the seats shall be filled out of reporting candidates only and there is possibility of non-availability of seats for subsequent days of reporting if all the vacant seats exhausted on very first day
- Candidates shall **personally (Physical Presence)** report to the college during reporting dates in between **09:00 AM to 01:00 PM** only by marking their attendance on a register kept for marking the day wise attendance of the candidates
- Candidates should submit his / her CET Score Card at the time of reporting
- On the basis of reporting by the candidates, Provisional Allotment List shall be published every day **at 02:00 PM** by the college as per the Category and Candidature type wise vacancy. If the candidate of the same category or quota is not available, then the seats shall be converted and filled in accordance with the rules set by CET Cell and Competent Authority
- Candidates whose names appear in the day wise Provisional Allotment List published shall have to take admission on the same date along with required documents and admission fee. If candidate fails to report or fails to submit required documents and admission fee on the same day, his/her claim for the allotted seat for that day shall be **forfeited**.
- **It is mandatory for the Candidate to submit all the Original required documents for verification purpose on the same day.**
- **There shall be no admissions after cut-off date as per the declared Schedule by Competent Authority**

## Admission Process Flow Chart

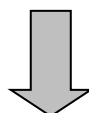
Publication of system generated Common Merit list on the College Website and Notice Board



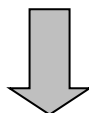
Day Wise Reporting by the Candidates **(09:00 to 01:00 PM)**



Publication of Day Wise Provisional Allotment List **(02:00 PM)**



Day Wise Verification of Documents of Allotted Candidates **(02:00 PM to 05:00 PM)**



Day Wise Finalization of admission of verified allotted candidates through college login  
**(02:00 PM to 05:00 PM)**