



Marathwada Legal & General Education Society's  
**MANIKCHAND PAHADE LAW COLLEGE**  
**CHHATRAPATI SAMBAJINAGAR**


Re-Accredited by NAAC with '**B+**' Grade (2019)  
ISO 9001 : 2015

**STANDARD OPERATING PROCEDURE (SOP) FOR ADMISSION TO BA.LLB -  
5 YEARS COURSE AT INSTITUTE LEVEL ROUND (ACAP SEATS)**

**ACADEMIC YEAR 2024-25**

- Candidates fill in on line Options/ College choices for Institute level Admissions on CAP Portal (31/08/2024 to 02/09/2024) .
- Generating on line Merit list through CAP portal College Log in (03/09/2024).
- Uploading the Merit list on the College Notice Board and College Web site (03/09/2024).
- Candidates Seek Admission as per declared Merit list in the Institute Level round and colleges confirm admission through college log in (03-09-2024 to 05/09/2024)
- **Candidates are advised to read Information Brochure and all rules of admissions available on CAP Portal.**
- During this Round every day candidate's attendance will be taken.
- **Candidates are directed to report every day in between 09:00 AM to 12:00 PM and mark their attendance.**
- Candidates are directed to submit their Score Card at the time of reporting.
- On the basis of Reporting and Score Card submitted by the candidates, List will be published every day as per the Category wise vacancy **at 01:00 PM.**
- Candidates whose name appeared in the day wise merit List published shall have to take admission on the same date along with required documents and admission fee. If candidate failed to take admission, his claim for the seat shall be **forfeited.**
- **All the admissions shall be given on the basis of merit and as per the rules contained in the Information Brochure basing on the SOP (Standard Operating Procedure mentioned as above).**



  
**Principal**  
Principal  
M.P. Law College  
Chhatrapati Sambhajinagar