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No. HEC -LLB 5/2019/ Round IV INSTITUTIONAL LEVEL ROUND/2651   **D**ate: 07th October 2019

Notice No: - 08
LLB-5: Round IV- Institutional Round ((ACAP Seats)

Admissions in Vacant seats after Centralized Admission Process and filling in Institutional Quota ACAP Seats

Read :- 1) Government Notification Extra ordinary Gazette No 113 dated 5th May 2017
2) Government of Maharashtra Gazette, Extra Ordinary Part-IV-B, N0. 182, dated: 14th June 2019 (Admission Rules Amendment)
3) Government of Maharashtra Gazette, Extra Ordinary, Extra Ordinary Part-IV-B, No.175, Dated: 4th June 2019.

Candidates are required to fill the form for Institutional Level Round On line through Candidate's login by selecting "SELELCT COLLEGES" Button and select/ key in the codes of your short listed college/s. By Clicking on the "SELECT COLLEGES" button, candidates will be able to select the colleges of their choice. This is to be very carefully done, since action executed by the candidate cannot be reverted or added to. It is mandatory for candidates to "SELELCT COLLEGS OF THEIR CHOICE" by clicking on "SELELCT COLLEGES" button to **be eligible for allocation in this round.**

1. **Last Institutional Level Round IV is being conducted only for the following Candidates: -**

a) Who have not been allotted any College in Round-I, Round-II & Round-III (Three On Line Rounds conducted by CET CELL)

b) Who have been allotted college in Round-I, Round-II & Round-III, but candidate has not confirmed their admission by paying Seat Acceptance Fess of Rs.1000/- on line & not Freezed their Admission & Candidate has not paid the fees of the college and college has not admitted them through college login.

c) Who have been allotted college of his/her First Preference in Round-I, Round-II, Round-III, but college has rejected their Admission due to wrong details filled in CAP Application form & college has not confirmed their admission through college login.

2. **Already admitted candidates in Round-I, Round-II & Round-III who have confirmed their admission by paying Seat Acceptance Fess of Rs.1000/- on line & Freezed their Admission & candidate has paid the fees of the college and college has confirmed their admission & admitted them through college login are not eligible to participate for Institutional Level Round IV.**

a) If already Admitted candidates in Round-I, Round-II & Round-III who have confirmed their admission by paying Seat Acceptance Fess of Rs.1000/- on line & Freezed their Admission & candidate has paid the fees of the college and college has confirmed their

admission & admitted them through college login & want to participate for Institutional Level Round-IV, will have to cancel their earlier admission through college login as per the Schedule Such candidates should report the college for cancellation of Admission by submitting the written Application for cancellation of Admission. Colleges will cancel the admission through college login and generate the on line Admission Cancellation Acknowledgment Receipt. The Principal of the Law colleges will provide the Print out of the on line Admission Cancellation Acknowledgment Receipt to the candidate & college will keep one copy with the college. Then only after cancellation of the earlier admission, candidate will be eligible to participate for Institutional Level Round-IV. Candidate should take a judicious decision before cancelling the Admission. If No college is Allotted in Institutional Level round, Candidate himself will be responsible for the same.

CET CELL is providing last opportunity to the CET qualified CAP Registered **unadmitted candidates** and candidates whose names appeared in the First Merit list dated 16th August 2019 and 3rd Round Merit List dated 21st September 2019 and **the candidates whose names are on hold** to edit their Application Form (Part I) and correct their credentials on line and upload the corrected documents before the start of the Fourth Institute Level Round.

Candidates whose Application form were incomplete will also be able to edit their application forms and upload the correct documents as per the schedule given below:

It is being underlined and brought to the notice of the Stake holders that there will not be document scrutiny/e-verification of the Application form and the uploaded documents for Fourth Round.

Hence candidates are advised to change the contents of application and change the documents if only it is necessary.

When new documents are uploaded, the new documents take the place of the old one. In view of this candidates are requested to upload all the documents in the section again when a particular document is being newly uploaded.

The candidates who want to participate in the Fourth Institutional Level Round will not be required to Edit or Fill Part II (Option Form).

The candidates should visit the admission portal and from their own log in they should short list the college/s using "SELELCT COLLEGES" **Button**

It is being made clear that the candidates who have confirmed their admission in the First/Second (Betterment Round) and or in the Third Round will not be eligible to apply for this round Unless the candidate cancels his admission confirmed in the earlier round as per the prescribed schedule given below.

3. Steps involved in Filling On Line Form for Round IV Institutional Level Round: -

3.1 On the "On Line Admission portal" a NEW TAB 'SELECT COLLEGE/S'   will be added to SELECT one or more colleges solely by the candidate from his own log in. The candidates should visit the admission portal and from their own log in they should short list the college/s using "SELELCT COLLEGES" button. The CET Qualified and CAP registered eligible candidates may select colleges he/she is interested in for Fourth Institutional level on line Round for ACAP seats. It is being clarified that the colleges marked by the candidates will **NOT** be considered as Preference.

3.2 CAP Application Forms of all the candidates with any preference having status:
 i) 'Application Accepted', ii) 'Application Accepted with Update' and iii) 'Discrepancy Reported' iv) Not Submitted will be allowed to be edited by the Candidate through candidate's own log in. Edit functionality for the CAP Application form will be same as Third Round Form editing except Preference Tab.

3.3 Already Admitted Candidates with any preference should CANCEL their admission first in order to participate in Institutional Round as per the Schedule. **After cancellation they will be able to edit the form and/or Mark Presenty for Institutional Level Round IV.**

3.4 If forms are reopened for Editing, Candidates MUST invariably "Submit" it, otherwise un-submitted Application forms will not be considered for generating Institutional Round Merit list.

3.5 Once Merit Lists will be generated ONLY ONCE **by the colleges from their own log in** candidate will physically go to his chosen college, he is interested in for seeking admission.

3.6 College wise Merit list will be generated ONLY ONCE after the period given for selection of colleges is over.

3.7 Each college will have its own Merit List Indicating Candidate's Rank as per the Inter-Se-Merit and also indicating his/her rank in the category displayed in its log in area for ACAP Seats.

3.8 No scrutiny of the Application form data and the documents uploaded. The College where the candidate is seeking admission will be responsible for the Physical Verification of the documents against those uploaded in the system and Application form data. Based on document scrutiny it will be admitting college's prerogative (a right or privilege exclusive) decide whether to or not admit the candidate. On this backdrop it is candidate's responsibility to upload the correct documents at correct place matching with the details filled in the CAP Application form and also carry the original documents at the time of admission.

3.9 It is recommended that all candidates should report to the college by 12 p.m. (noon)and colleges should start admission from 2 p.m. onwards ONLY for the first day. For the remaining two days' college should co-ordinate the timings based on the number of candidates who are physically present.

3.10 College can either Admit or Not admit the candidate through institutional round. If college does not admit the candidate. Reason for rejecting the admission should be mentioned by the college. Even if a particular college rejects admission, the candidate is still eligible to seek the admission in other colleges of her choice provided she has necessary documents.

3.11 If a college admits the candidate having status 'Discrepancy Reported', they will be doing so at their own responsibility. Any legal matter arising out of such wrongful admissions will be dealt by the college.

3.12 For First three days of institutional round, College should call upon the candidates in order of their merit and process the admissions as per rule. The system will display category wise quota available for the college for the particular candidate.

3.13 For last two days of institutional round, admissions will be given on the basis of the Inter -SE Merit. Candidates in the merit list should report to college by 10 AM on first day (of the last 2 days). Any MS candidate could be admitted to any MS quota based on the candidate being already part of the merit list and subject to available vacancy and verification of candidate's application form and documents by institution. Similarly, OMS candidates will be allowed to get admitted from OMS/ NRI quota based on the

Inter-SE merit and available vacancy and verification of candidate's application form and documents by institution.

4   The schedule for Round IV Institutional Round is given below:-

Sr. No	Events of the Round IV Institutional Round for ACAP Seats.	From Date	To Date	Site/Place	Activity for
1	Display of Vacant Seat after Round-III.	07-Oct-2019	5.00 p.m. onwards	www.mahacet.org www.mahllb5admission.in	
2	**Already admitted candidates can cancel their admission from the admitted college if they want to participate for Institutional Level Round <mark>solely on their risk</mark>**	**10-Oct-19**	**11-Oct-19**	**Candidate should Report to the Already Admitted college for Cancellation of Admission by submitting the written application to the college.** **The College will provide the Admission Cancellation Acknowledgement to the Candidate through college Login after cancellation of Admission.**	**Candidates & Principals of the Law Colleges** **The Principal of the Law College will provide the Admission Cancellation Acknowledgement to the Candidate after cancellation of Admission.** **<mark>Candidates to take calculated risk of cancellation of earlier admission since admissions once cancelled would not be restored,</mark>**
3	Updated vacant Seats After Cancellation of admission of Already Admitted candidates.	12-Oct-19	5.00 p.m. onwards	www.mahacet.org www.mahllb5admission.in	Respective Colleges update the Vacancy position on the College Web site and the College Notice Board.
4	**1) CET qualified CAP registered candidates whose application form were rejected in the First/ Second/ Third round by the Admitting College/ or whose application forms are On Hold can edit their CAP Application Form, and upload corrected/updated documents if any**	10-Oct-19	12-Oct-19 Up to Midnight	www.mahacet.org www.mahllb5admission.in	**<mark>Candidates to remember that they should edit the form and submit it carefully. Unsubmitted Forms will not be considered for Merit List generation. Candidates to remember that there will be no system verification to alert the candidates for this Round</mark>** **<mark>Verification will be done at the admitting college level and if it is found to be faulty the candidate</mark>**

					and the admitting college will be held responsible.
5	Candidates select Colleges for Round IV- Institutional Level Round. Candidate should short list the college/s using by clicking on "SELELCT COLLEGES" button on line through their log in	**10-Oct-19**	**14-Oct-19**	www.mahllb5admission.in	Candidates & Principals of the Law Colleges
6	Colleges can check the System Generated On line Merit List by Clicking on "View Merit List" button from the College login.\n\n(Institute Level Round) (ACAP Seats)	17-Oct-19	11.00 a.m. onwards	**On College Notice Board and College web site**	Candidates & Respective Law Colleges.\n\n1)Respective colleges will click on the button "View Merit List" button to view /download Merit list.\n\n2) Candidate will be able to view the merit list generated for the colleges they have applied on line on the admission portal.
7	**The Candidate Select the "Freeze" option from his log in before reporting to the college.**\n\n**Candidate Should Freeze the admission through his/her login**	**18-Oct-19**	**18-Oct-19**	**Respective Law Colleges (Excluding Assembly Election Holidays)**	**The candidate should exercise the freeze option through candidates login for the particular opted college in round Four The candidates not using the FREEZE option will not be considered for admission by the Colleges.**
8	**1) Candidates seek admission in the College in the Fourth Institute level ACAP round.**\n\n**2) The College will generate the Provisional Admission Letter verify the documents match with the original from the College Log in if candidate is to be admitted.**	**18-Oct-19**	**23-Oct-19**	**Respective Law college (excluding the days of holidays of Assembly Election)**	**Colleges update the admitted status on line**\n\n**Candidate reports to the College of the choice as per the Schedule for seeking Admission.**

9	Law Colleges admit candidates from Waiting List according to Inter-Se- Merit	24-Oct-19	26-Oct-19	Respective Law Colleges (Excluding Assembly Election result declaration day Holiday)	Colleges update the admitted status on line Candidate reports to the College of the choice as per the Schedule for seeking Admission.
	The Candidate Select the "Freeze" option from his log in before reporting to the college. Candidate Should Freeze the admission through his/her login	24-Oct-19	24-Oct-19		The candidate should exercise the freeze option through candidates login for the particular opted college in round Four **The candidates not using the FREEZE option will not be considered for admission by the Colleges.**
10	Revised Updated Date for Colleges to Upload the Admitted Students 'Status On Line Through Their Log In. and download the Admission Status Report.	18-Oct19	26-Oct-19	Respective Law Colleges	Candidates & Principals of the Law Colleges
11	Revised Updated Cut-off Date for Admission to LL.B-5 Yrs. 2019	31- Oct-19	NA	Admission Process Ends.	Principals of Law Colleges to Note.

- 18, 19 , 22 and 23 Oct-19 (excluding Election Holidays and Sundays.) will be first 3 days of Institutional round where college can admit candidates as per Quota.
- 24 and 26 Oct-19 will last 2 days (Excluding Election Result Declaration Holiday) Institutional round where waitlisted candidates are admitted on the basis of Inter-Se- Merit.

Sd/-
(Anand E. Rayate, IAS)
Commissioner & Competent Authority,
State CET CELL, Maharashtra, Mumbai.