ONLINE ADMISSION PROCESS AT
SVKM's PRAVIN GANDHI COLLEGE OF LAW
INSTITUTE LEVEL SEATS (A.Y.2025-26)

Candidates who have successfully passed the MH-CET 2025 and registered for Institutional Level Round of Common Admission Process (CAP) are eligible for Institute Level Seats.

1. Applicants can fill the on-line form from his/her residence or cyber café or any other location where computer, internet and printer facilities are available.

2. Applicants are requested to keep the following details ready before they start filling the form
   a. MH-CET Scorecard issued by Maharashtra State CET, Cell
   b. Photocopy of the mark-sheet of the SSC/Xth Std and HSC/XIIth Std. or its equivalent examinations
   c. Photocopy of any other certificate/s as required.
   d. Adobe Reader installed on your machine. If not please download from the link provided.
   e. Internet Connection.
   f. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose Allowed Blocked Contents / Popup.

3. **The procedure for on-line submission form:**

Log on to the Portal: **https://sdcappscs.svkm.ac.in:44300/irj/portal**

   i. **Flow of the form filling process:**

   a. You will be required to register yourself by creating and entering the User id and password which will be used by you for future logins to the system. Select/Click the "**Register Now**" button. A new screen will be displayed where the applicant has to enter the user-id, his/her name, and password and reconfirm the password. Select/Click the "**Log On**" button. Confirm the Registration. Log out of the system.

   b. Log into the system again using the User-id and the Password that you have created in (a). This will launch the online application system form.

   ii. Click on the link "**Online Admission Form**" for admission to F.Y.B.A./LL.B.-2025. You will be directed to the portal.

   a. The applicant will be required to select the college, the course that he/she wants to apply for the academic year as 2025. Select/Click the "**Apply**" button. The screen will now display the admission form.

4. **The Admission Form consists of 6 Screens**

   1. **INSTRUCTIONS:** Please read the instructions very carefully before you proceed with filling the form online.

   2. **ELIGIBILITY:** Eligible candidates will enter their personal details like their Category, MH-CET Score Card, HSC Stream, Social category and marks obtained should be the marks secured by the student in <u>all the subjects</u> offered at the HSC / equivalent examinations.

   3. **PERSONAL:** Eligible candidates will enter their personal details full name, date of birth, address data and educational details.

4. **PREVIEW:** This screen will generate the DRAFT COPY of application form in PDF format. Candidate can verify the information filled and make the corrections in the online application form before the form is submitted. Please note that this is the Draft Copy of the application form for admission and not the final copy. The Draft Copy of the Application form is generated without the application number. **Do not print the application form in preview section**.

5. **SUBMIT:** After verifying that all the information filled in the form is correct, the candidate must now click the "Submit" button to submit the form. Please note that <u>no</u> correction can be made in the form after submission. Also an APPLICATION NUMBER is generated on submission of the form. If the application number is not generated then it implies that the security instructions are not followed properly and in such cases the applicant must repeat all the steps stated above. **<u>Save the form and take the hard copy i.e. the printout of the form</u>**.

6. **PAYMENT:** Please note that once the application number is generated, the payment of Rs.100/- towards the application form is to be made. The payment can be made through physical payment of the application fees at the college. Please note that submitting the hard copy of the application form in person along with the documents is mandatory irrespective of the mode of payment of the application fees. The fees can be paid at the college along with the submission of the hard copy of the form.

The applicant will have to submit the hardcopy of the application form submitted online along with documents mentioned below **on or before 16th September, 2025 till 5.00 pm (Except Sunday)** to the college office and the applicant will be given an acknowledgement. If the name of the applicant appears on the merit list, the original copy of this acknowledgement along with all the necessary documents and fees must be provided at the time of confirming the admission. **Please note that application to the Institutional Round does not mean admission in the college.**

Please note that candidate has to visit in person to the college office with submitted applications along with the following documents. Incomplete applications will not be considered for merit list.

Documents required while submitting the application form in person (**<u>PHOTOCOPY</u>** only) :

➢ MH-CET Scorecard issued by Maharashtra State CET Cell, Mumbai
➢ CAP Application Form by State CET Cell

INSTRUCTIONS FOR USER REGISTRATION:-

A link for admissions will be put on the institute website.

1. The candidate will have to click on this link.
2. Internet Explorer is the preferred browser
3. After clicking on the link, he/she will be directed to the screen for user registration.
4. First time the candidate will have to create a user id (maximum length 20 characters) for filling the online application form.
5. From next time they can use the earlier registered id.
6. For creating the user id he / she has to follow the following steps:-

Step 1 : After Clicking on admission link on website

SAP NetWeaver
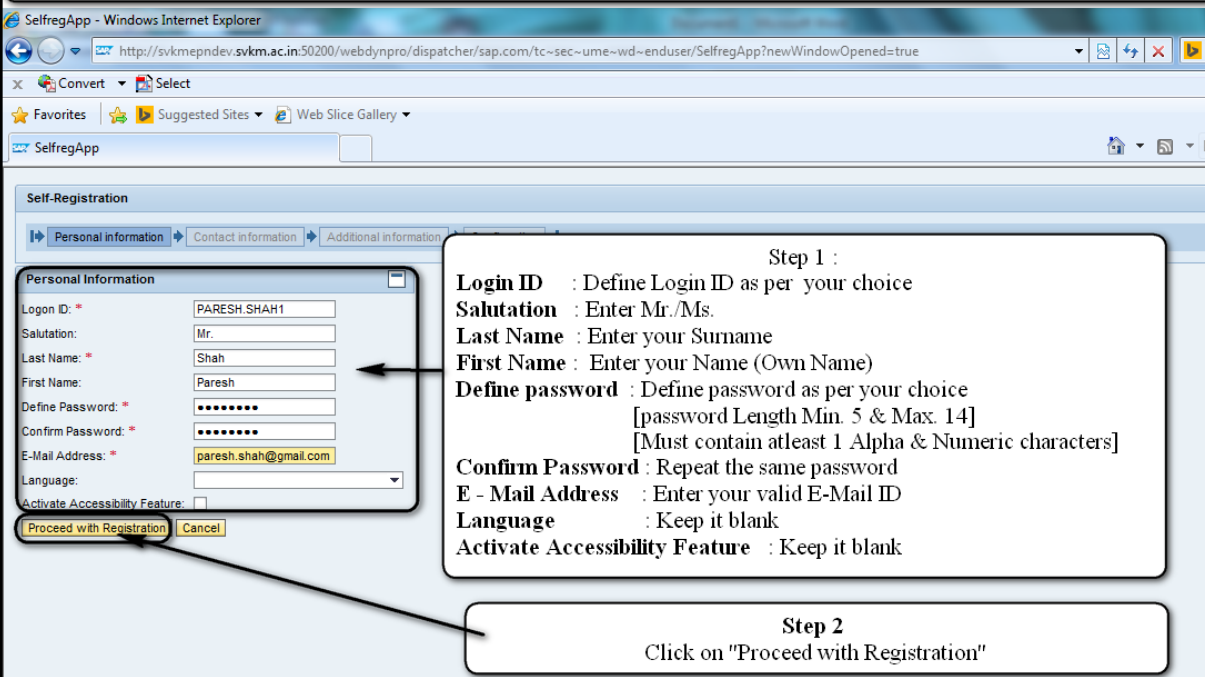
Step 1
Click on Register Now

New Here? Register Now
User *
Password *

Log On

Logon Problems? Get Support

Copyright © SAP AG. All Rights Reserved.

Step 2 : After Clicking on "Register Now" follow below mentioned steps

Personal Information

Logon ID: *	PARESH.SHAH1
Salutation:	Mr.
Last Name: *	Shah
First Name:	Paresh
Define Password: *	••••••••
Confirm Password: *	••••••••
E-Mail Address: *	paresh.shah@gmail.com
Language:	
Activate Accessibility Feature:	☐

Proceed with Registration   Cancel

Step 1 :
Login ID   : Define Login ID as per your choice
Salutation   : Enter Mr./Ms.
Last Name   : Enter your Surname
First Name : Enter your Name (Own Name)
Define password : Define password as per your choice
                          [password Length Min. 5 & Max. 14]
                          [Must contain atleast 1 Alpha & Numeric characters]
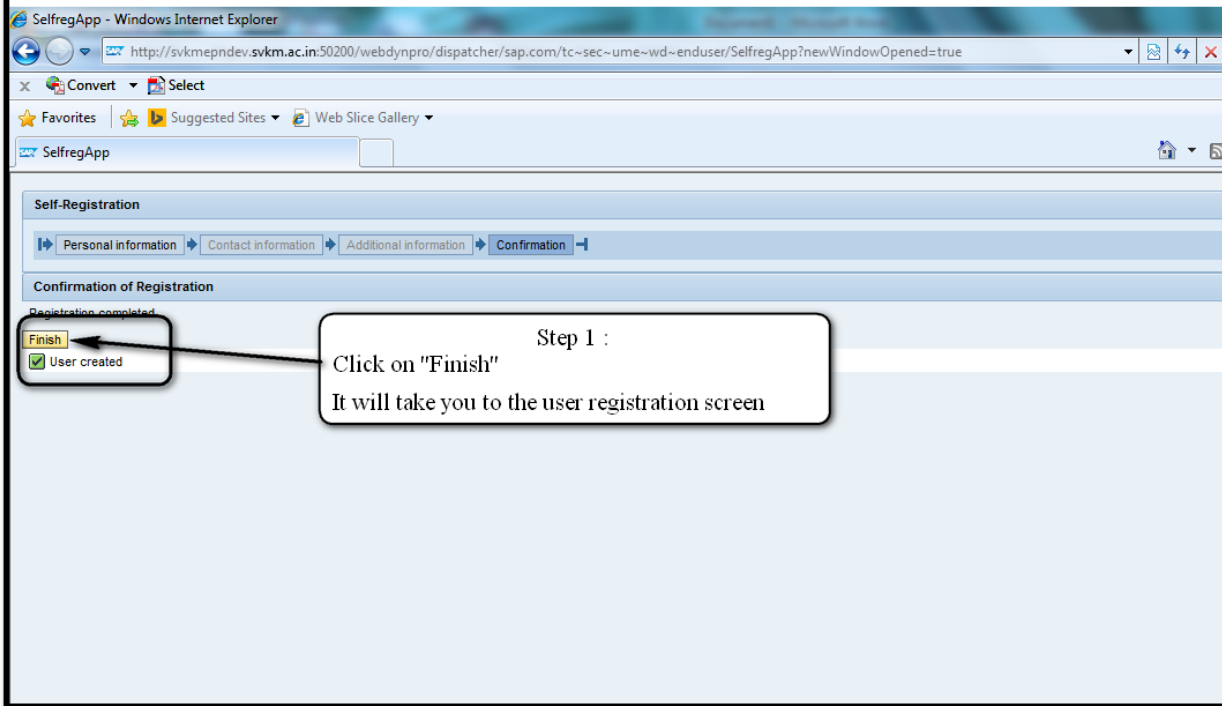**Confirm Password** : Repeat the same password
E - Mail Address   : Enter your valid E-Mail ID
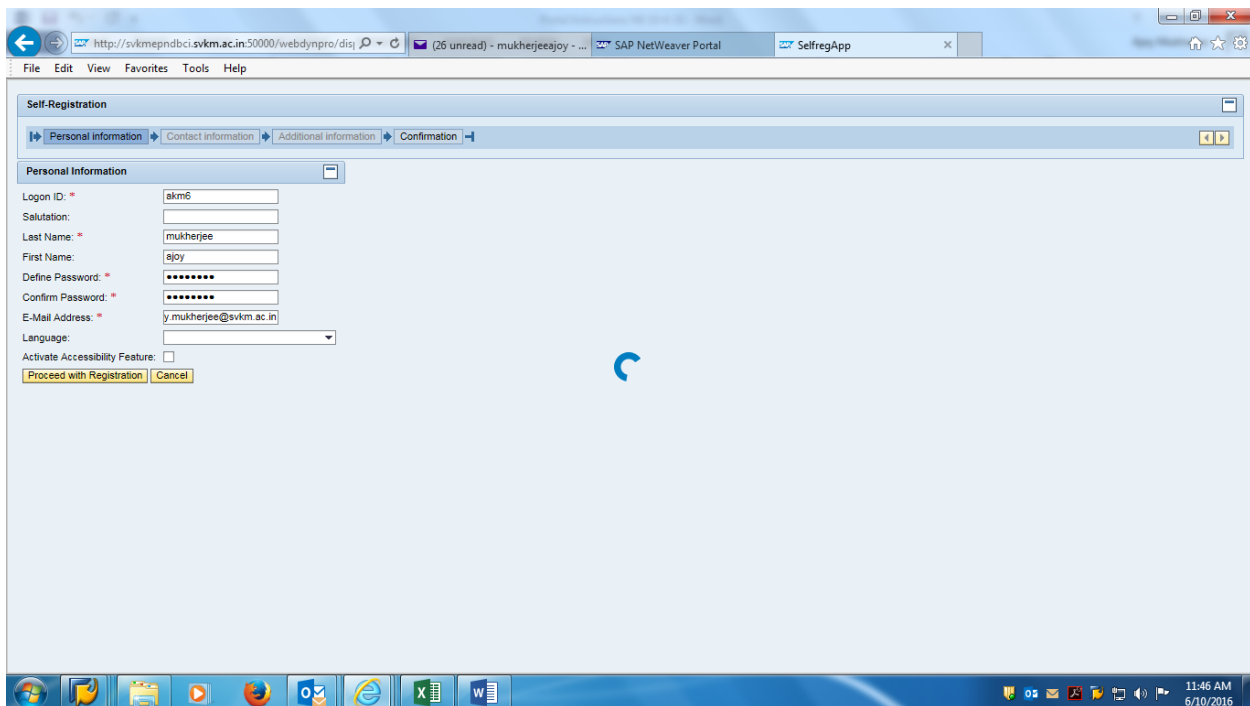**Language**   : Keep it blank
Activate Accessibility Feature   : Keep it blank

Step 2
Click on "Proceed with Registration"

Step 3 : After clicking on "Proceed with Registration" follow the step mentioned

Sometimes you may see the following screen. Please check the e-mail id that you have provided for the registration if you have received a mail confirming that the id has been created. Then please come out of the below screen login with the user-id password and continue with filling up of the form.

Step 4 : After Clicking on "Finish" Button follow below mentioned step

SAP NetWeaver

Enter your User ID & Password & click on Logon button for filling the application form

New Here? Register Now...

User * PARESH.SHAH1

Password * ••••••••

Log On

Logon Problems? Get Support

Click on "Get Support" incase you have forgotten your password

Copyright © SAP AG. All Rights Reserved.

SAP

After clicking on "Get Support" follow below mentioned steps

LogonHelpApp - Windows Internet Explorer

http://svkmepndev.svkm.ac.in:50200/webdynpro/dispatcher/sap.com/tc~sec~ume~wd~enduser/LogonHelpApp?newWindowOpened=true

Convert ▾ Select

Favorites | Suggested Sites ▾ Web Slice Gallery ▾

LogonHelpApp

Logon Help

▮▸ Personal information ➤ Security question ➤ Confirmation ◂▮

Having trouble logging in?

Provide the following information to receive a new password

Logon ID: * PARESH.SHAH1
E-Mail: * SUREKAR@YAHOO.COM

Submit   Cancel

Step : 1
Enter Login ID (User ID) & E-Mail ID which was entered initially while creating the User ID

Step 2
Click on "Submit" button

After cliking on "submit" button following message will be displayed

LogonHelpApp - Windows Internet Explorer

http://svkmepndev.svkm.ac.in:50200/webdynpro/dispatcher/sap.com/tc~sec~ume~wd~enduser/LogonHelpApp?newWindowOpened=true

Convert ▾ Select

Favorites | Suggested Sites ▾ Web Slice Gallery ▾

LogonHelpApp

Logon Help

▮▸ Personal information ➤ Security question ➤ Confirmation ◂▮

Confirmation of Password Reset

New password was assigned and sent by e-mail

Continue

New password will be sent to the registered e-mail ID

Clik on "Continue"