



GOVERNMENT OF MAHARASHTRA  
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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No. CET CELL CAP -LLB 5/2021/ Round III INSTITUTIONAL LEVEL ROUND/702

Date: 18/03/2021

## Notice

### LLB-5: Round III- Institutional Round (ACAP Seats)

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

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

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

**Candidates who have been rejected by the colleges on various grounds in Round-1 and Round-2 and want to edit application form and/or edit the documents/update the documents and/or match the information filled in the online application form with the newly uploaded documents can do so as per the schedule given below:-**

#### Steps for editing the application/ documents or both

- 1) Login into portal <https://cetcelladmissions.mahait.org/>
- 2) Candidate has to click on Menu Button **LLB5 View Profile & Apply**

**Application form along with document uploaded by candidate will be enabled. At bottom of the application form, candidate will get 3 checkbox of undertaking which the candidate has to accept. The candidate who does not want to edit the application form or update the documents will click on the first check box**

I Accept

**I don't want to edit Application** form and I want to give Choices/ for Round-III I have verified my application form carefully. The information filled in my application form is correct and it is matching with the documents uploaded. Hence I am not editing the application form but only updating my choices

**The Candidates who want to Edit application form and change documents and give choices to the colleges will have to click on**

I Accept Edit

I want to edit Application form

I Accept Undertaking

Undertaking I am Making changes in the application form/documents for correcting the status of my application form I am aware that there will be no e-verification after I have edited my application form I am responsible for matching the information in the application form with the documents uploaded as per the provisions in the information brochure and various notices if the admitting college rejects me due to discrepancy in the application form/document I shall be solely responsible for the same.

**Candidate has to read the proper instructions mentioned before clicking on particular checkbox.**

**If candidate clicks on I don't want to edit in application form then candidate can directly click on Menu "Institutional Level Round" and select the Colleges for Institutional Level Round.**

**Once colleges are selected then click on final submit button. After final submit button application will redirect to payment screen if any applicable as per criteria has to be paid by candidate. If amount showing 0 then click on final submit button.**

**If candidate clicks on I want to edit in application form then Edit Application button will be enabled. Candidate to click on edit application button.**

**After click on edit button Tabs Basic Details, Social Category/Other information, Academic Details, Required Documents, Photo and Sign will be enabled. Candidate has to go to particular Tab and make the changes in the application form and/or upload the document. After all the changes made, candidate has to click on Submit Application button.**

**After final click on submit application button, Candidate has to click on Menu "Institutional Level Round" and select the Colleges for Institutional Level Round.**

**Once the colleges are selected then candidate has to click on Final Submit Button. After the click on the final submit button application will redirect to payment screen if any applicable as per criteria, candidate has to make the payment. If amount showing '0' then No amount is to be paid and the candidate has to click on final submit button.**

**After generation of Merit list, candidate can view the college wise merit no from candidate's login as per the schedule given below.**

**Candidate has to physically go to College for seeking admission as per the availability of the seats and the merit number of the candidate along with all the Original document.**

**College will process for the admission. Candidate has to pay seat acceptance fee of Rs.1000/- and download Provisional allotment letter from Candidate's log in/College log in and Admission Confirmation letter from College Log in.**

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

- a) Who have **NOT** been allotted any College in Round-I, & Round-II (Two On Line Rounds conducted by CET CELL)
- b) Who have been allotted college in Round-I & Round-II, 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 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, and Round-II 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 III.**
- a) If already Admitted candidates in Round-I & Round-II 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-III, **will have to cancel their earlier admission** through college login as per the Schedule given below. 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-III. 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.**
- b) 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 **27<sup>th</sup> January 2021** and Second Round Merit List dated **9<sup>th</sup> March 2021** to give fresh choices of the colleges and or edit the application form/documents if required.

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 Third 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.

3. **In spite of various instructions in Information Brochure and the various Notices and various formats provided the candidates have committed mistakes in On line application form and many cases have been rejected by the admitting colleges due to mismatch in the documents and the contents in the application form. This has solely happened due to casual approach of the candidates and such candidates have tried to pressurize and blame CET CELL. The editing facility in the round III is the Final chance to such candidates to verify the application and match with the documents especially with the Aggregate marks of all Years/ Semester. Mere uploading conversion certificate is not sufficient the candidate has to match it with the aggregate marks in the on line application form.**

**The candidates should visit the admission portal and from their own log in they should shortlist the college/s using Menu Button (Institutional Level Round)”**

It is being made clear that the candidates who have confirmed their admission in the First & Second 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.

4. **Steps involved in Filling On Line Form for Round III Institutional Level Round: -**

- 4.1 On the “On Line Admission portal” Candidate has to login into portal. Click on the **Menu Button (Institutional Level Round)**, list of colleges will be displayed. SELECT one or more colleges. The CET Qualified and CAP registered eligible candidates may select colleges he/she is interested in for **Third** 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 but as Choices
- 4.2 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/fill the choices/options for Institutional Level Round III.
- 4.3. 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. The forms once submitted will not be edited at any cost. Hence the candidate should submit the application form/choice form by reviewing carefully and then only finally submit the form. No request for allowing reediting will be considered.
- 4.4 On Line Merit Lists will be generated ONLY ONCE as per the options given by all the candidates to a particular college through the online system, **they will be displayed on the College Notice Board and on the College Web Site as well as on the CET CELL web site.** Candidate will physically go to the choiced colleges as per the seat availability and his position in the college merit list.
- 4.5 Each College will prepare own merit based on the General system based Merit list as per the vacancy position (Category, Candidature Type etc.) 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 ACAPSeats.

No scrutiny of the Application form data and the documents uploaded will be done. The College where 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 to 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.

- 4.6 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.
- 4.7 No reserved category candidate in MS candidature is to be admitted without verifying the original uploaded CVC-NCL-EWS certificate as is applicable in the case of a particular candidate.
- 4.8 Candidate not having CVC/NCL/EWS certificate as is applicable should convert their applications to the Open Category if they are eligible as per the criteria of Open Category.

4 The detailed schedule for Round III (Institutional Level Round) is given below: -

| Sr. No | Events Round III Institutional Round for ACAP Seats.  | From       | To                 | Site/Place   | Activity for   |
|--------|---|------------|--------------------|--|--|
| 1      | Display of Vacant Seat after Round-II.  | 19/03/2021 | 5.00 p.m. onwards  | <a href="http://www.mahacet.org">www.mahacet.org</a><br><a href="https://cetcelladmissions.mahait.org/">https://cetcelladmissions.mahait.org/</a>  | CET CELL   |
| 2      | Already admitted candidates can cancel their admission from the admitted college if they want to participate for Institutional Level Round <b>solely on their risk</b>  | 20/03/2021 | And 22/03/2021     | Candidate should Report to the Already Admitted college for Cancellation of Admission by submitting the written application to the college.<br><br>The College will provide the Admission Cancellation Acknowledgement to the Candidate through college Login after cancellation of Admission. | Candidates & Principals of the Law Colleges<br><br>The Principal of the Law College will provide the Admission Cancellation Acknowledgement to the Candidate after cancellation of Admission.<br><br><b>Candidates to take calculated risk of cancellation of earlier admissions once cancelled would not be Restored.</b>   |
| 3      | Updated vacant Seats After Cancellation of admission of Already Admitted candidates. Because of activity in row no. 2.above   | 23- 3-2021 | 5.00 p.m. onwards  | <a href="http://www.mahacet.org">www.mahacet.org</a><br><a href="https://cetcelladmissions.mahait.org/">https://cetcelladmissions.mahait.org/</a>  | Respective Colleges update the Vacancy position on the College Web site and the College Notice Board.  |
| 4      | 1) CET qualified CAP registered candidates whose names were in the First and the Second Merit List and who are NOT Admitted or who have cancelled their admission before the start of Round III as per the Schedule above can give choices to the Colleges of their Choice and if required can edit the Information of the on line application and or change the updated/corrected documents and match the information in the application form. | 24-3-2021  | 25-3-2021 11:59 PM | <a href="http://www.mahacet.org">www.mahacet.org</a><br><a href="https://cetcelladmissions.mahait.org/">https://cetcelladmissions.mahait.org/</a>  | <b>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 Verification will be done at the admitting college level and if it is found to be faulty the candidate and the admitting college will be held responsible.</b> |

|    |   |                            |                        |  |   |
|----|---|----------------------------|------------------------|--|---|
| 5  | Candidates select Colleges for Round III (Institutional Level Round). Candidate should shortlist the college/s using by clicking on <b>“Institute-level Round (Menu Button)”</b> on line through their log in   | 24-3-2021                  | 25-3-2021<br>11:59 pm. | <a href="https://cetcelladmissions.mahait.org/">https://cetcelladmissions.mahait.org/</a>              | Candidates & Principals of the Law Colleges   |
| 6  | Colleges can check the System Generated On line Merit List by Clicking on <b>“View Merit List”</b> button from the Collegelogin.<br><br>(Institute Level Round)<br>(ACAP Seats)<br>After all colleges have clicked on the Generate merit list the system will display the merit list on the CAP Portal. | 26-Mar-2021                | 11.00 a.m. onwards     | On College Notice Board and College web site   | Candidates & Respective Law Colleges.<br><br>1)Respective colleges will click on the button <b>“View Merit List”</b> button to view /download Merit list.<br>2) Candidate will be able to view the merit list generated for the colleges they have applied on line on the admission portal. |
| 7  | <b>The Candidate can view college wise merit No from own log in to which he has given choice.</b>   | 26-Mar-2021                | NA                     | Respective Law Colleges  |   |
| 8  | 1) Candidates seek admission in the College in the Third Institute level ACAP round.<br>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.  | 27 March - 2021            | 31 March 2021          | Respective Law college (excluding the days of holidays of 28 <sup>th</sup> and 29 <sup>th</sup> March) | Colleges to communicate to Candidates via E-mail/ SMS. Colleges update the admitted status on line<br><br>Candidate reports to the College of the choice as per the Schedule for seeking Admission. Colleges to verify documents and confirm the admission                                  |
| 9  | Colleges upload the admitted candidate details  | 1 <sup>st</sup> April 2021 |                        |  | <b>No Admission after the 1<sup>st</sup> April 2021 11:59PM.</b>  |
| 10 | <b>Cut Off Date</b><br><b>No Admission after the 1<sup>st</sup> April 2021 11:59PM</b>  | 1 <sup>st</sup> April 2021 |                        | Admission Process Ends.  | <b>Principals of Law Colleges to Note.</b>  |

**Very Important Instructions to the Colleges and Candidates: ---**

- After the end of admission process all admitting colleges will upload the Provisional allotment letter of all admitted candidate duly signed by the Candidate and the Admission committee of the college along with college Fee receipt and Candidate's College ID card before 15 April 2021 under any condition.
- CET CELL will provide Merit generation facility for the Management Quota Seats for Unaided and Unaided Minority Colleges. All the colleges eligible for filling the management quota should declare the schedule with in the frame work of this schedule and complete the process before 1<sup>st</sup> April 2021 11:59 PM.

**Institute Level Round Admission Guidelines**

1. Colleges should Admit the Candidates in their Colleges, as per the system generated Institute Level Common

Meritless per the Candidates' Eligibility & category Candidature Type -wise Vacancies

2. Priority Order Candidate's Admission:

- i. If vacancy is available in the college, then admit the candidates of same Quota (MS/OMS), as per Institute Level Merit List.
- ii. If there is vacancy in category allocate the seat to the same category n candidate as per the system generated merit list.
- iii. If the Candidate of the same category is not available in the Merit list, then the college can convert the seat to the nearest category as per the category groups mentioned in the information brochure. If all category candidates are exhausted, then all remaining seats are to be filled in though Inter SE Merit.
- iv. If there is vacancy and if same quota Candidate is not available, then convert the Quota (MS to OMS or OMS to MS these seats shall be filled in by Inter Se Merit considering all the candidates as open Candidates.) and admit the Candidate.

v. how to fill the NRI/OCI PIO vacant seats in Unaided and Unaided Minority Colleges: - The seats reserved for this NRI or Foreign Student or OCI or PIO quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates: Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Se-Merit.

- vi. How Fill in NRI seats in Government/ Aided/Aided Minority Institutions: -  
If the seats remain vacant from NRI, OCI, PIO Foreign Student Candidates Quota, it will be filled from the All India Candidature Candidates on the basis of Inter-Se-Merit by Competent Authority.
- vii. How to fill Vacant All India Quota (OMS) seats in government /Aided/ unaided Institutions. If the seats remain vacant from All India (OMS) Candidates Quota, it will be filled from the Maharashtra State (MS) Candidature from Open Category Candidates only strictly on the basis of Inter-Se-Merit by Competent Authority.
- viii. How to fill Vacant All India Quota (OMS) seats in government /Aided/ unaided Institutions. If the seats remain vacant from All India (OMS) Candidates Quota, it will be filled from the Maharashtra State (MS) Candidature from Open Category Candidates only strictly on the basis of Inter-Se-Merit by Competent Authority.
- ix. Economically Weaker Section (EWS) seats will be filled in by the EWS candidates only. If there are no EWS candidates available in the system generated merit list, the remaining seats will remain vacant and will not be transferred to any other category in any case.
- x. Minority Quota Seats: The stages of allotment are as follows, —  
Stage- I: The seats under minority quota in the minority institution linguistic or religious shall be allotted to the candidate belonging to respective Minority candidates.  
Stage- II: If the Seats remains vacant shall be allotted to the Maharashtra State candidature candidates.  
Stage- III: If the seats remains vacant shall be allotted to the all India candidature Candidates.

Sd/-

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