



Date: 19<sup>th</sup> August, 2024

## NOTICE

### ADMISSION FOR FIRST YEAR LL.B. [3 YEAR COURSE] A.Y. 2024-25

- Timings: 11:00 noon to 4:00 pm
- Token will be issued from 11:00 am
- Lunch Break 1:00 pm to 1:30 pm

Log on to the following three websites. Fill the forms, download and take printouts of the completed form.

**1) JCCL ADMISSION FORM LINK –**

[https://sdcwdapp.svkm.ac.in/sap/bc/webdynpro/sap/zsvkm\\_jccl\\_frm\\_cap\\_appl?sap-client=300](https://sdcwdapp.svkm.ac.in/sap/bc/webdynpro/sap/zsvkm_jccl_frm_cap_appl?sap-client=300)

(Printout on **110 gsm** white paper will only be accepted)

(Put your CET Applicant Number – L324..... before filling Application Form)

**2) PRE-ONLINE ADMISSION ENROLMENT FORM LINK for University of Mumbai -**

<http://www.mum.digitaluniversity.ac>

**3) Online Anti-Ragging Undertaking from [www.antiragging.ac.in](http://www.antiragging.ac.in) Or [www.ugc.ac.in](http://www.ugc.ac.in)**

- Take a printout of screenshot as shown under confirming the students Anti-Ragging Reference No. as illustrated under:

This Page confirms that you have successfully submitted the form. Click Home button This will return the homepage of Anti-Ragging web portal (<https://antiragging.in>)

**You are successfully register with following Detail**

Your Reference No.	2843112
Your Name	
Your Email Id	
Your Mobile No.	

Please note your details correctly. These details will used further for duplicate Undertaking/Affidavits

4) **Identity Card Form Link** - <https://forms.gle/7fzNztetWX38Zcht8>

5) **Signature Image** - Applicant has to sign on white paper with Black Pen. Signature image Size file should be between 10KB to 20KB. The Image file should be in **JPG or JPEG** format.

6) **Personal Details** – The candidates are required to update their credentials such as email id, phone number etc. along with recent photograph.

**7) Photograph Specification:**

- Height 25 mm and Width 20 mm (file size not to exceed 150 kb).
- A very clear colour image.
- Recent photograph to reflect current appearance.
- Taken in front of a plain white or off-white background.
- Taken in full-face view directly facing the camera (No side view will be accepted).
- With a neutral facial expression and both eyes open.
- Taken in formal wear (avoid T-shirts etc.)
- Photo taken in a closed environment (not in open area).
- Do not wear a hat or anything that covers head, unless worn daily for religious purpose. Please note that the same photograph (as visible on the screen) will be printed on your grade/marks card.

**8) Provisional Allotment letter (during the admission process):**

The Provisional Allotment Letter duly signed by the Admitted student and further signed & stamped by College office should be scanned & submitted in PDF format (**below 500 kb**) to the college.

**9) List of the Originals / Documents**

**[Scanned, saved in PDF format (500KB) as a folder & submitted at the time of Admission in soft copy]**

The Scanned documents should be Legible else will not be considered as valid and the responsibility of the same shall completely rests with the candidate.

**List of Documents -**

1	CET Provisional Allotment Letter (Last page duly signed by Student & Admission Committee).
2	CAP Application Form
3	CET Score Card
4	CET Admission Confirmation Letter (Second page duly signed by student & Admission Committee).
5	CET Hall Ticket (Optional)
6	Domicile Certificate / Birth Certificate / School Leaving Certificate mentioning Place of Birth
7	SSC (Std. X) Mark sheet / Passing Certificate
8	HSC (Std. XII) Mark sheet / Passing Certificate
9	Mark sheets and Passing Certificate of all the years of the Degree Course (along with the Conversion Certificate)
10	Degree Convocation Certificate
11	Mark sheets and Passing Certificate of Post-Graduation Course (Along with the Conversion Certificate) (If applicable)
12	Post-Graduation Convocation Certificate (If Applicable)
13	Scanned copy of recent Photograph & Signature [ Refer point No. 4 & 6]

The following original documents (for verification) along with 3 sets of photocopies are required to be submitted in a legal size folder at the time of admission. Photocopies should be SELF ATTESTED by the Candidate and will be verified by the Admission Authority (College) during Admission process.

<b><u>MAHARASHTRA STATE TYPE - A CANDIDATE</u></b>	
<b><u>OPEN CATEGORY</u></b>	
<b>Sr. No.</b>	<b>List of Documents</b>
1.	Online JCCL Admission Form (Printout) [Refer to point no.1 on page 1 of this notice]
2.	Attendance Undertaking (Printout)
3.	Provisional Allotment Letter, CAP Application Form & Candidate Registration Form (Printout from CET Login of students)
4.	MAH-LL.B.-3 Years - CET Score Card - 2024 (Printout)
5.	Hall Ticket of LL.B - 3 Year MAH-CET-2024 Exam (Optional)
6.	Domicile Certificate / Birth Certificate / School Leaving Certificate mentioning Place of Birth ( <b>Any One</b> )
7.	SSC (Std. X) Marksheet (Conversion certificate required for <b>other than SSC Board</b> ) / Passing Certificate
8.	Std. XI Marksheet or Bonafide Certificate stating that the candidate has passed Std. XI from the college for those who <b>passed XI prior to 1975.</b>
9.	HSC (Std. XII) Marksheet <b>or</b> Equivalent (Conversion certificate required for <b>other than HSC Board</b> ) / HSC (Std. XII) Passing Certificate or Equivalent
10.	<b>First Year, Second Year, Third Year and Fourth Year</b> (as applicable) Degree Graduation Marksheets & (Annexure DM - Semester / Yearly Pattern & Conversion Certificate from your earlier College) OR Equivalent
11.	Passing Certificate of Graduation / Degree Certificate ( <b>Any One</b> )
12.	Marksheets of Post-Graduation Degree - If applicable (Annexure PGM – Semester / Yearly Pattern)
13.	Passing Certificate of Post-Graduation Degree (If applicable)
14.	Marriage Certificate <b>or</b> Copy of Government Gazette (if name change) <b>If applicable.</b>
15.	Proof of residence address like Aadhar Card / Passport / Recent Telephone Bill (Landline) / Recent Electricity Bill ( <b>Any One</b> )
16.	One latest passport size photograph as per point no. 6 on page 2 of this notice.
17.	Anti-Ragging Form (Printout).
18.	Pre-Online Admission Enrolment Form (Printout).
19.	Copy of online payment receipt (Rs. 1000/-) for confirmation of seat [Refer to Law 3 Years CAP Information Brochure page no. 39, (Point No. 9.6)].

In case the candidates are awarded Grades / CGPA instead of marks, the conversion of Grade / CGPA of Percentage of marks would be based on the formula / procedure certified by the Board / University / Institution who has awarded the same. It is obligatory on the part of the candidate to bring the Conversion Certificate from the Board / University / Institution (**Refer to Law 3 Years CAP Information Brochure – Pg. No. 39 (Point No. 9.6).**)

The following original documents (for verification) along with 3 sets of photocopies are required to be submitted in a legal size folder at the time of admission. Photocopies should be SELF ATTESTED by the Candidate and will be verified by the Admission Authority (College) during Admission process.

<b><u>GUJARATI LINGUISTIC MINORITY CATEGORY (Only Maharashtra State)</u></b>	
<b>Sr. No.</b>	<b>List of Documents</b>
1.	Online JCCL Admission Form (Printout) [Refer to point no.1 on page 1 of this notice]
2.	Attendance Undertaking (Printout)
3.	Provisional Allotment Letter, CAP Application Form & Candidate Registration Form (Printout from CET Login of students)
4.	MAH-LL.B.-3 Yrs. - CET Score Card - 2024 (Printout)
5.	Hall Ticket of LL.B - 3 year MAH-CET -2024 Exam (Optional)
6.	Domicile Certificate of the students belonging to the State of Maharashtra <b>or</b> Birth Certificate Mentioning Place of Birth within Maharashtra <b>or</b> School Leaving Certificate mentioning Place of Birth which is in Maharashtra State ( <b>Any One</b> )
7.	SSC (Std. X) Marksheet (Conversion certificate required for <b>other than SSC Board</b> ) / Passing Certificate
8.	Std. XI Marksheet <b>or</b> Bonafide Certificate stating that the candidate has passed Std. XI from the college for those who passed XI prior to 1975.
9.	HSC (Std. XII) Marksheet <b>or</b> Equivalent (Conversion certificate required for <b>other than HSC Board</b> ) / HSC (Std. XII) Passing Certificate <b>or</b> Equivalent.
10.	<b>First Year, Second Year, Third Year and Fourth Year</b> (as applicable) Degree Graduation Marksheets & (Annexure DM - Semester / Yearly Pattern & Conversion Certificate from your earlier College) <b>or</b> Equivalent
11.	Passing Certificate of Graduation / Degree Certificate ( <b>Any One</b> )
12.	Marksheet of Post-Graduation Degree - If applicable (Annexure PGM – Semester / Yearly Pattern)
13.	Passing Certificate of Post-Graduation Degree (If applicable)
14.	Declaration of the candidate for the respective Linguistic Minority Community in Proforma ‘O’ <b>and</b> Leaving Certificate having Information pertaining to Religion / Mother tongue.
15.	Declaration from the Community (registered), on the letter head stating “ <b>Gujarati Speaking Linguistic Minority</b> ”
16.	Marriage Certificate <b>or</b> Copy of Government Gazette (if name change) If applicable.
17.	Proof of residence address like Aadhar Card / Passport / Recent Telephone Bill (Landline) / Recent Electricity Bill ( <b>Any One</b> )
18.	One latest passport size photograph as per point no. 6 on page 2 of this notice.
19.	Anti-Ragging Form (Printout).
20.	Pre-Online Admission Enrolment Form (Printout).
21.	Copy of online payment receipt (Rs. 1000/-) for confirmation of seat [Refer to Law 3 Years CAP Information Brochure page no. 39, (Point No. 9.6)].

In case the candidates are awarded Grades / CGPA instead of marks, the conversion of Grade / CGPA of Percentage of marks would be based on the formula / procedure certified by the Board / University / Institution who has awarded the same. It is obligatory on the part of the candidate to bring the Conversion Certificate from the Board / University / Institution (**Refer to Law 3 Years CAP Information Brochure – Pg. No. 39 (Point No. 9.6).**)

The following original documents (for verification) along with 4 sets of photocopies are required to be submitted in a legal size folder at the time of admission. Photocopies should be SELF ATTESTED by the Candidate and will be verified by the Admission Authority (College) during Admission process.

The originals will have to be submitted to the college at the time of admission. They will be returned after confirmation of admission by Joint Director Higher Education, Pune & University of Mumbai, Mumbai.

<b><u>ALL INDIA STUDENTS CATEGORY / OTHER THAN MAHARASHTRA</u></b>	
<b>Sr. No.</b>	<b>List of Documents</b>
1.	Online JCCL Admission Form (Printout) [Refer to point no.1 on page 1 of this notice]
2.	Attendance Undertaking (Printout)
3.	Provisional Allotment Letter, CAP Application Form & Candidate Registration Form (Printout from CET Login of students)
4.	MAH-LL.B.-3 Yrs. - CET Score Card - 2024 (Printout)
5.	Hall Ticket of LL.B - 3 year MAH-CET -2024 Exam (Optional)
6.	Domicile Certificate / Birth Certificate / School Leaving Certificate mentioning Place of Birth ( <b>Any One</b> )
7.	SSC (Std. X) Marksheet (Conversion certificate required for <b>other than SSC Board</b> ) / SSC (Std. X) Passing Certificate
8.	Std. XI Marksheet <b>or</b> Bonafide Certificate stating that the candidate has passed Std. XI from the college for those who <b>passed XI prior to 1975</b> .
9.	HSC (Std. XII) Marksheet <b>or</b> Equivalent (Conversion certificate required for <b>other than HSC Board</b> ) / HSC (Std. XII) Passing Certificate or Equivalent
10.	<b>First Year, Second Year, Third Year and Fourth Year</b> (as applicable) Degree Graduation Marksheets & (Annexure DM - Semester / Yearly Pattern & Conversion Certificate from your earlier College) <b>or</b> Equivalent.
11.	Passing Certificate of Graduation / Degree Certificate ( <b>Any One</b> )
12.	Marksheet of Post-Graduation Degree - If applicable (Annexure PGM – Semester / Yearly Pattern)
13.	Passing Certificate of Post-Graduation Degree (If applicable)
14.	Marriage Certificate <b>or</b> Copy of Government Gazette (if name change) If applicable.
15.	Proof of residence address like Aadhar Card / Passport / Recent Telephone Bill (Landline) / Recent Electricity Bill ( <b>Any One</b> )
16.	One latest passport size photograph as per point no. 6 on page 2 of this notice.
17.	Anti-Ragging Form (Printout).
18.	Pre-Online Admission Enrolment Form (Printout).
19.	Copy of online payment receipt (Rs. 1000/-) for confirmation of seat [Refer to Law 3 Years CAP Information Brochure page no. 39, (Point No. 9.6)].

In case the candidates are awarded Grades / CGPA instead of marks, the conversion of Grade / CGPA of Percentage of marks would be based on the formula / procedure certified by the Board / University / Institution who has awarded the same. It is obligatory on the part of the candidate to bring the Conversion Certificate from the Board / University / Institution (**Refer to Law 3 Years CAP Information Brochure – Pg. No. 39 (Point No. 9.6)**).

## **PAYMENT OF FEES AND RULES FOR REFUND OF FEES**

### **FEE STRUCTURE:**

Fees applicable to First Year LL.B. (3 Years Course) for the Academic Year 2024-25.

(N.B.: The following fee structure is subject to revision)

<b>No.</b>	<b>Particulars</b>	<b>Amount</b>
1	Tuition Fees	1500
2	Library Fees	450
3	Gymkhana Fees	400
4	Other Fees	250
5	Extra-Curricular Activities	250
6	Magazine Fees	100
7	Identity & Library Card Fees	60
8	Students Welfare Fund	50
9	Moot Court Fees	500
10	Development Fees	500
11	Stationery & Examination Fees	600
12	Mark Sheet	50
13	Court Visits	500
14	Caution Money	250
15	Library Deposit	300
16	Group Insurance	125
17	Disaster Relief & E. Connectivity	50
18	Sports & Cultural Activities	36
19	N. S. S.	10
20	E Service Charges	50
21	Utility Fees	300
22	Vice Chancellors Fund	20
23	Document Verification Fees	600
24	Bar Council Registration Fees	100
25	University Enrolment & Form fees	220
26	Examination Fees	2308
27	Admission and Processing Charges	100
<b>TOTAL FEES</b>		<b>9679/-</b>

### **PAYMENT OF FEES:**

After the final registration of admission process, students will receive a system-generated mail on their registered email id, which will trigger to the student with payment amount, due date and payment link. The student should pay the fees immediately & take a screenshot for their record.

### **FEE RECEIPT:**

Students will receive Fee Receipt via registered E-mail id within 15 working days.

### **Eligibility Fees:**

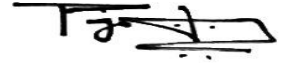
Students who have completed Graduation from any University other than University of Mumbai are required to pay additional amount in cash for eligibility process of University of Mumbai.

- 1) University in the State of Maharashtra Rs.200/-
- 2) University out of State of Maharashtra Rs.300/-
- 3) For Foreign Nationals Rs.730/-

## **REFUND RULES OF FEES:**

As per page no. 48, point no. 15 of the Information Brochure by Directorate of Higher Education, Maharashtra State, the Refund of Tuition, Development and Other fees, after cancellation of admission secured through CAP rounds is as under:

1. Request received before cut-off date of Admission and if a seat is filled before the cut-off date of Admission **Entire fee minus Rs. 1000/- towards processing charges will be paid by the college within one month from date of application.**
2. Request received before cut-off date but 'a seat' could not be filled before cut-off date **No Refund (Except Security Deposit and Caution Money Deposit).**
3. Request received after cut-off date for cancellation of Admission - No Refund.

  
**Dr. Priya J. Shah**  
**(I/c Principal)**