



GOVERNMENT OF MAHARASHTRA

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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### Instruction to Colleges / Institutes for Following Fool-Proof Admission Process.

Preamble: some newly opened colleges have sent mail to CET CELL for procedure to be followed during admission process.

Some renowned college of Law are following established system for verification. Based on the inputs, we are sharing some tips which may be useful to the colleges/ institutes.

**This is not the final document. The academic and Administrative people working in the field can add to this.**

- 1) Officially form the Admission Committee with minimum two teachers, one technical person and Principal.
- 2) Kindly download the information brochure.
- 3) Kindly study the eligibility criteria for all candidates and candidature Type.
- 4) Kindly study the documents required section of the information brochure and study the documents required to be verified for each candidature type and category.
- 5) kindly open the college log in and download the admitted allocated candidate list.
- 6) The college can view the documents uploaded by the candidate.
- 7) Ask the committee to verify original documents and match it with the uploaded one.
- 8) No candidate who has discrepancy in Merit/ marks becoming less is to be admitted he is to be rejected
- 9) Such rejected candidates are to be guided to edit the application form before the start of the second round.
- 10) Kindly keep in touch with Admission portal and keep tab on the latest schedule
- 11) No candidate without Caste validity and NCL is to be admitted in the second round.
- 12) Candidate having receipt of NCL, Caste validity Certificate, EWS is to be considered for admission till the last date of admission of round I.
- 13) College has the facility to upload Original NCL, Caste validity Certificate & EWS certificate till the last date of admission confirmation of First Round from college login.
- 14) If such candidates fail to submit the documents their admissions in round I are to be cancelled.
- 15) In the case where there is **NO CHANGE IN THE MERIT/** No change in **Candidature Type** of the allotted candidate, then colleges/institutes are at liberty to upload the required documents where the candidate has erred, through college login.
- 16) Colleges admission committee should maintain the logs of daily admissions