

SHANKARRAO CHAVAN LAW COLLEGE,

Deccan Gymkhana, Pune.

Notice

for Online Admission Procedure

Admission procedure shall be online through college website -

<http://admission.scl.edu.in>. Students are directed to follow procedure for the admission as per the following steps:

- 1) **Register** your name and fill up all the details carefully. For registration, student need to have recent **soft copy of passport size photograph**, valid **email id** and your own **mobile number** for verification purpose. Once registration is complete, for **login in**, you need to remember your email id and password for filling up application form online. Student who have registered and opened account last year, they don't need to create again. They need to login with their password and user name for filling up admission form for the academic year 2022-23.
- 2) **Login**: Once student registered for admission, then he/she has to **login** for filling up application form online on the same website.
- 3) After login, students profile will open wherein he has to fill up his **name, email id, mobile no, proposed course** and **detail address** of the student. Student has to fill up all the details mentioned in profile accurately and which will not be changed later on after the submission of the form.
- 4) **NEXT PROCEDURE** is to fill up application form in detail online. Students are directed to fill up all the details carefully and correctly. Wrong

information submitted to the college will result in disqualification of being student from the college.

- 5) Student has to take care about course and the year which he/she intends to take admission for the academic year 2022-23. Local and Permanent address of the student is compulsory and in detail. Student needs to submit **Photo Copy of AADHAR CARD** of himself/herself or of AADHAR CARD of his/her parents for address verification purpose along with form and also Photo Copy of **PAN CARD** of himself/herself or Parents.

6) Regarding Photo of the Student:

Students are directed to upload only Passport Size photo which is clearly visible and without any mark, sign etc. on the photo. Otherwise student's online submitted form and hard copy of the form will not be accepted on any of the ground.

- 7) **For Clause No. 18 in application form**, Student has to fill up information about his/her parent's information in both columns in detail. If student is having local guardian, he/she has to give detail information in both the columns of his/her any of the parent as well as local guardian in detail.

- 8) **Submission of Online Application Form:** After filling up all the details, student need to click on submit option to reach application form to the admin. Once student submit application form, it cannot be edited for the same login.

- 9) **IMPORTANT NOTICE:** Student **must** take print out of the submitted form to web admin and same form along with all Photo copies of the necessary documents must be submitted to the **COLLEGE ADMINISTRATION**. Merely submission of online form to the web admin of the college shall not confirm the admission for the academic year 2022-23. Student has to pay fees through online payment. Payment through

Credit/Debit card will be accepted. After making online payment, student will take print out of the acknowledgment of payment and will submit application form and receipt of the payment to the college after the signature by **Dr. Pradip Tambe** or **Dr. Revati Naik**.

10) **Merely paying online fees and filling up online admission form will not result in any claim as a student in the college for the academic year 2022-23 for any course. Admission will be confirmed only after the acceptance of Online Printed Form, Online payment receipt Or Demand Draft and any other relevant Documents by the College Authorities.** For any query regarding online payment contact in the office.

11) Online Payment Facility is not available to the PROVISIONAL STUDENTS, Students who seek to get benefit from SOCIAL WELFARE DEPARTMENT and TRANSFER STUDENTS.

12) For offline payment of admission fees or installment, contact in the office.

13) **PROCEDURE FOR ONLINE ADMISSION FOR THE ACADEMIC YEAR 2022-23:**

1

Create your Account

Verify your Email and Mobile

2

SELECT COURSE AND FILL APPLICATION FORM

Complete your profile, select course and fill application form and submit.

3

PRINT YOUR APPLICATION FORM

Print your application form using laptop or desktop only on A4 size paper.

4

SUBMIT YOUR APPLICATION FORM IN COLLEGE

Take your printed Application and submit in MMSCLC College.

N.B.: Admission of the student shall be valid only when he/she submits hardcopy of the online submitted form to the college & after the payment of necessary online fees within stipulated time. Mere submission of online form and online payment to web-admin will not result to any right/ claim to the admission to the SCLC.

Dr. Kranti Deshmukh
Principal

Date: 26/7/2022