

Mahatma Phule Vidya Pratisthan' s  
Vilasrao Deshmukh Law College, Pune

**STANDARD OPERATING PROCEDURES FOR  
ADMISSION**

- Procedure -

The students apply online on the University of Pune, admissions portal to the college and course of their choice within the period given by University of Pune.

They register with a unique ID and password. The students also upload the scanned images of all the certificates.

- Eligibility-

Under the leadership of a teacher representative working as the Coordinator of admissions, various departmental admission committees of Pune University formulate the cut-offs and other criterion for different courses and categories of students.

In this way, the First List is arrived at in the college, and communicated by the University.

If the student fulfils the admission criterion of the college and stream, he now downloads the admission form.

- Formation of Admission Cell –

After this, the eligible candidates approach the concerned admission committee of the college.

The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria.

Forms complete in all respects are sent by the admission committees to the coordinator of admissions.

After the coordinator is satisfied that all admission criteria have been adhered to, the forms are sent to the college office

- Scrutiny of the application-

The non-teaching staffs again examine the students form and physically verify the certificates.

The students' candidature is once again checked on the University portal and the admission is confirmed.

- **Provisional Admission -**

The confirmation of admission is duly notified to the candidate via a telephonic message as well as e-mail.

The student then submits the fees online and is now considered admitted provisionally to the college.

- **Cancellation Of Admission-**

In case a student wishes to cancel his/her admission, she/he is required to submit the printed cancellation form from University portal and get it signed from Admission in-Charge (TIC), S.O. Admin, Admission Committee Convener and Principal.

She/he will get her/his originals by giving receipt of the same after on-line cancellation on University portal. Then fee may be refunded as per University rules.

- **Round II and III –**

If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cutoffs.

This is the procedure of admissions followed by the college.

