

INSTRUCTIONS ONLINE ADMISSION PROCESS AT SVKM's PRAVIN GANDHI COLLEGE OF LAW

1. The **ONLINE ADMISSION PROCESS** at SVKM's Pravin Gandhi College of Law is **in addition to** the Pre-admission Registration Process of University of Mumbai.
2. Applicants can fill the on-line form from his/her residence or cyber café or any other location where computer, internet and printer facilities are available.
3. Applicants are required to fill separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category.
4. Applicants are requested to keep the following ready before they start filling the form
 - a. Photocopy of the mark-sheet of the SSC / Xth Std and HSC / XIIth Std. or its equivalent examinations
 - b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 kb
 - c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10 kb
 - d. Photocopy of any other certificate/s as required.
 - e. Adobe Reader installed on your machine. If not please download from the link provided.
 - f. Internet Connection.
 - g. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose Allowed Blocked Contents / Popup.
5. **The procedure for on-line submission form:**
 - i. Log on to the college website www.pgcl.ac.in or directly to the Portal <http://svkmepndbci.svkm.ac.in:50000/irj/portal>
 - ii. Click on the link "**Online Admission Form**" for admission to F.Y.B.L.S./LL.B.-2015. You will be directed to the portal.
 - iii. **Flow of the form filling process:**
 - a. On execution of step ii (above), you will be taken to a separate portal to fill the form.
 - b. You will be required to register yourself by creating and entering the User id and password which will be used by you for future logins to the system. Select/Click the "**Register Now**" button. A new screen will be displayed where the applicant has to enter the user-id, his/her name, and password and reconfirm the pass word. Select/Click the "**Log On**" button. Confirm the Registration. Log out of the system.
 - c. Log into the system again using the User-id and the Password that you have created in (b). This will launch the online application system form.
 - d. The applicant will be required to select the college, the course that he/she wants to apply for the academic year as 2015. Select/Click the "**Apply**" button. The screen will now display the admission form.
 - e. **THE ADMISSION FORM CONSISTS OF 6 SCREENS**
 1. **INSTRUCTIONS:** Please read the instructions very carefully before you proceed with filling the form online.
 2. **Eligibility:** Eligible candidates will enter their personal details like their Category, HSC Stream

Social category, MKCL Number and marks obtained should be the marks secured by the student in all the subjects offered at the HSC / equivalent examinations.

3. **Personal:** Eligible candidates will enter their personal details full name, date of birth, address data and educational details.
4. **PREVIEW:** This screen will generate the **DRAFT COPY** of application form in PDF format. Candidate can verify the information filled and make the corrections in the online application form before the form is submitted. Please note that this is the Draft Copy of the application form for admission and not the final copy. The Draft Copy of the Application form is generated without the application number.
5. **SUBMIT:** After verifying that all the information filled in the form is correct, the candidate must now click the "Submit" button to submit the form. Please note that no correction can be made in the form after submission. Also an **APPLICATION NUMBER** is generated on submission of the form. If the application number is not generated then it implies that the security instructions are not followed properly and in such cases the applicant must repeat all the steps stated above. Save the form and take the hard copy i.e. the printout of the form.
6. Please note that once the application number is generated, the payment of Rs. 100/- towards the application form is to be made. The payment can be made in two ways viz. by using the payment gateway provided on the website or through physical payment of the application fees at the college. Please note that submitting the hard copy of the application form along with the documents is mandatory irrespective of the mode of payment of the application fees. The fees can be paid at the college along with the submission of the hard copy of the form.

If the payment of Rs. 100/- is made and confirmed through the payment gateway, the applicant will receive an email confirming the payment. The applicant must submit the hardcopy of this mail along with the hardcopy of the application form along with the photocopy of the necessary documents to the college authorities for verification.

- iv. **IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEE,** The applicant will have to submit the hardcopy of the application form submitted online along with the necessary documents to the college within the prescribed time schedule and the applicant will be given an acknowledgement. If the name of the applicant appears on the merit list, the original copy of this acknowledgement along with all the necessary documents and fees must be provided at the time of confirming the admission.
- v. **APPLICANTS ARE REQUIRED TO NOTE THAT ONLY THOSE NAMES WHERE APPLICATION NUMBER ARE GENERATED AND RECEIPT OF ACKNOWLEDGEMENT** is issued on submission of the hardcopy of the uploaded online admission form **WILL BE CONSIDERED FOR ADMISSIONS.**
- vi. **Documents required while submitting the application form (PHOTO copy only) :**
 - Hardcopy of the Pre Admission Online Registration form (University of Mumbai)
 - Hardcopy of the College Admission Online Registration form (Pravin Gandhi College of Law)
 - One passport size photograph
 - H.S.C. Marksheet and H.S.C. Leaving Certificate
 - S.S.C. Marksheet
 - Gujarati Linguistic Community Certificate (in case of Gujarati Minority students)
 - **PROVISIONAL STATEMENT OF ELIGIBILITY** in case if the student has passed his HSC/Equivalent examination from **OTHER THAN** Maharashtra Board. (or the photocopy of the receipt of payment made for application of Provisional Statement of Eligibility, if available).

Hard Copy of the filled in forms i.e. the Pre-admission Online Registration Form (filled and downloaded from the university website <http://mum.digitaluniversity.ac>) and Online Admission Form (filled and downloaded from the college website www.pgcl.ac.in) along with the documents specified in **e (viii)** will be accepted as per the schedule to be displayed as and when we receive from University of Mumbai.
