

Rayat Shikshan Sanstha's
Ismailsaheb Mulla Law College, Satara
Admission Rules

INFORMATION ABOUT ADMISSION

TIMINGS: on all Working Days

- Class Timing:
 - LL.M. I and II - 07.00 am to 10.00 am
 - LLB. I to III- 08.00 am to 01.30 pm
 - NLC III to V- 08.00 am to 01.30 pm
 - NLC I and II- 10.30 am to 03.00 pm
 - DLL, DCL, DTL 01.30 pm to 03.30 pm
- Office Timing: 10.30 a.m. to 05.30 p.m.
- Financial Transactions: 10.30 a.m. to 01.30 p.m.
- Library Timing: 9.30 a.m. to 05.30 p.m.
- Weekly Holiday will be on Sunday.

ADMISSION RULES:

First year of Five-year law Course (NLC I) and First year of Three Year law course (LL.B.):

With effect from June 2016, Maharashtra Government has made CET compulsory for admission to both the Law courses. Without passing LAW CET henceforth, the admission is not possible. The entire admission process is made online and centralized, to be administered by Special Common Entrance Cell Established in Mumbai for this purpose. In exercise of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and fees) Act, 2015 and rules made there under and as per the G.R. of Higher & Technical Education Department No.TEM-2016/CR536/ TE4 dated 15th March, 2016, making these rules applicable for admission in Government and Government Aided professional educational institutions, admission to first year of three year law courses and first year of five year law course has been made subject to eligibility in Law CET and Centralized Admission process through State Common Entrance Test Cell, Mumbai. The Nodal Officer for this is Director, Higher Education, Maharashtra State, Central Building, Pune 411 001. All the Information about Centralized Admission Process is available online on the following websites. www.mahacet.org / www.dhepune.gov.in



The students should visit these websites and follow the online Registration and form filling procedure, after eligibility in LAW CET examination for first year the admission procedures are being carried out as per the rules and merit list published by LAW CET authorities. Admissions are given only on the basis of merit list given by CET.

For First Year LL.B. / NLC Students following Certificate shall be required

- All Educational marksheets and certificates from 10th onwards
- CET Score Card
- CET Hall Ticket
- CET Application Form
- Print out of On-line Application form & Option form of CAP
- Provisional Admission Allotment Letter
- Caste Certificate (If Applicable) (SC,ST,OBC, SBC, NT-A, NT-B, NT-C, NT-D)
- Caste Validity (If Applicable) (SC,ST,OBC, SBC, NT-A, NT-B, NT-C, NT-D)
- Non Creamy layer (if applicable)
- Certificate of Age, Nationality & Domicile
- Minority Proof (If Applicable)
- Change in Name (If Applicable)
- Aadhar Card, Election Card, Ration Card Xerox
- Attendance undertaking
- NOC of Employer (if applicable)
- Gap certificate from Tahsildar if applicable.
- Leaving certificate/ Transfer certificate/ Migration Certificate
- Three I Card size color photos.
- Anti ragging Declaration by Student and guardian in the given format.
- Physical Disability Certificate if applicable
- Income Certificate of previous year/ Form no 16 under Income Tax Act, of Parent/Guardian for students applying for Scholarship /Free ship/EBC
- Eligibility forms available at www.unishivaji.ac.in

Masters in Law I (LL.M.- I):

The admission for LL.M- I are also to be made in online mode. The student should then fill the online Provisional Admission Form and upload his photo (up to 1 mb) and signature (up to 1 mb) to be eligible for Provisional Admission through Merit Round.



The details of Merit List display and Admission Round will be displayed on the www.imlc.ac.in website. All the admissions are given only by merit.

For First Year LL.M. Students following Certificate shall be required

- All Educational marksheets and certificates from 10th onwards
- Caste Certificate (If Applicable) (SC,ST,OBC, SBC, NT-A, NT-B, NT-C, NT-D)
- Caste Validity (If Applicable) (SC,ST,OBC, SBC, NT-A, NT-B, NT-C, NT-D)
- Non Creamy layer (if applicable)
- Change in Name (If Applicable)
- Aadhar Card, Election Card, Ration Card Xerox
- Attendance undertaking
- NOC of Employer (if applicable)
- Gap certificate from Tahsildar if applicable.
- Transfer certificate/ Migration Certificate
- Three I Card size color photos.
- Anti ragging Declaration by Student and guardian in the given format.
- Physical Disability Certificate if applicable
- Eligibility forms available at www.unishivaji.ac.in

LL.B. II and III and NLC II to V and Masters in Law – II and Diploma in Labour Law / Diploma in Cyber Law / Diploma in Taxation:

From the admission for LL.B. II and III and NLC II to V, LL.M. II and Diploma in Labour Law / Diploma in Cyber Law / Diploma in Taxation Law are also to be made online. Admissions for diploma programmes are given on first come first serve basis.

ADMISSION PROCEDURE:

All the admissions shall be made online. The applicant should carefully read it before he fills up the online application form and uploads his photo and signature online in the form. The latter should be returned to the office with all the supporting documents. Any complaint from a student or parents about admission to be made to the principal.

- The procedure for filling online admission form is as follows;
 - Student should visit the website of college, www.imlc.ac.in and click on the link of Online Admission. Student will be redirected on admission website.
 - Student should create his User ID and Password to sign in.



- (Student should note that, this user ID and password should be remembered carefully and noted down safely, as it will be used for further admission procedures.)
- The student should then fill the online form and upload his photo (up to 1 mb) and signature (up to 1 mb).
- Free Online version of the Prospectus is available at www.imlc.ac.in
- Students should submit online admission form along with required documents to college within office time.
- After scrutiny of admission form and required documents, students should pay the admission fees and confirm their admissions.

RULES FOR FEES AND CANCELLATION OF ADMISSION AND REFUND OF FEES/ DEPOSITS:

Cancellation of admission and refund of fees/deposits shall be made as under :

As per UGC Circular No. D.O.No. 1-3/2007 (CPP-II) dtd. 6.12.2016 about Remittance and Refund of fees and University Circular No. Affiliation /T-2/197 dtd. 10/1/2017, if a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission, after deducting 10% of the aggregate fees as processing charges.
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

- In case of (1) in the table above, the HEI concerned shall deduct and amount not



more than 10% of the aggregate fees as processing charges from the refundable amount.

- Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard
- All deposits such as Caution Money, Library Deposit, Laboratory deposit etc. Shall be refundable subject to such deductions as may be necessary on account of administrative charges, any damage by the student to the property of the institution, such as loss of library books etc.
- The application for refund of such deposits shall be made within six months either from the date he/she leaves the College/Institute/University Department or completes the course.
- Only tuition fees and deposits shall be refundable on cancellation of admission as per the above rules.
- Other than the Fees, shown in the chart, additional fees will be taken for various activities run by the college, such as Tutorial Manual, Practical Manual, Breakage, computer Lab, Internet, Internship Diary, Practical file etc.
- While seeking the admission, all the fees as per chart and other fees will have to be paid in one installment. The principal may however, allow payment of fees in Instalments in exceptionally deserving cases.
- In case of any change in the fees, the same will be notified. If a change is made in the fees of the student either by the Govt. or the University, the Students will have pay the remaining balance accordingly.
- Eligible SC/ST/VJNT students should fill in the Govt. Free ship / Scholarship Form with necessary documents immediately on notification by the college, failing which they are liable to pay their full fees.

IDENTITY CARD

Every Student must have his identity card and borrow cards obtained from the college library.

The same will be issued to student on his paying the price thereof and his producing two passport size copies of the latest photograph.



W. Fadkar

Principal
Ismailsaheb Mulla Law College,
Satara