

## APPENDIX 'B'

### PROFORMA FOR CERTIFICATE OF BEING AN AGRICULTURIST

(To be signed by an Officer not below the rank of Naib Tahsildar)

This is to certify that Shri / Smt. \_\_\_\_\_ (Name of land holder) father / mother, grandfather / grandmother (Paternal side) of Shri / Miss \_\_\_\_\_ (Name of candidate) of \_\_\_\_\_ Village \_\_\_\_\_ Tahsil \_\_\_\_\_ District holds \_\_\_\_\_ hectare of land in the capacity as owner and the area of the land held by him/her does not exceed the economic holding as defined in \_\_\_\_\_ as per the provision in Section \_\_\_\_\_ of \_\_\_\_\_ Act\* of 19\_\_\_\_\_. Further certified that his/her main source of income is derived from cultivation of land held by him/her.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature :

Name:

Designation :

SEAL

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#### NOTE :

- (1) \* Mentioned full name of concern Act here.
- (2) The seal and designation of certifying officer should be legible.
- (3) 'Agriculturist' means a person who owns agricultural land, the area of which does not exceed the economic holding as defined in the Tenancy and Agricultural Land Act of the Revenue Region he/she belongs to.
- (4) In case candidate himself holds land, his name will appear as landholder.

APPENDIX – ‘C’

**Undertaking for Candidates whose proposal of Caste Validity  
Certificates are pending towards Scheduled Tribe Caste Certificate  
Scrutiny Committee**

I, \_\_\_\_\_ s/o \_\_\_\_\_ age\_\_\_\_ resident of\_\_\_\_\_ here by undertakes that, I already applied for the course of \_\_\_\_\_for the academic year of \_\_\_\_\_. I state that, I belong to \_\_\_\_\_ Scheduled Tribe category. My Scheduled Tribe Certificate number is\_\_\_\_dated\_\_\_\_, which is issued by\_\_\_\_\_. I state that, I already applied with Scheduled Tribe Certificate Scrutiny Committee at \_\_\_\_\_ for Tribe Validity Certificate. My application number is\_\_\_\_\_dated\_\_\_\_\_ which is pending with the Scheduled Tribe Certificate Scrutiny Committee till date. Since I want to take the benefit of Scheduled Tribe reservation for higher education, I hereby undertakes as below:-

- 1) I undertakes that, I read all the provisions of "Maharashtra Scheduled Castes, Scheduled Tribes, De-notified Tribes (*Vimukta Jatis*), Nomadic Tribes, Other Backward Classes and Special Backward Category (Regulation of Issuance and Verification of) Caste Certificate Act, 2000 (Mah.XXIII of 2001) (hereinafter refer as “Act”) and Maharashtra Scheduled Tribes (Regulation of Issuance and Verification of) Certificate Rules, 2003 (hereinafter refer as “Rule”).
- 2) I undertakes that, in case if my tribe claim will be invalidate by the Scheduled Tribe Certificate Scrutiny Committee\_\_\_\_\_ as per the provision of Section 10 of the Act, I shall be liable to be debarred from the education institute and my admission will be liable to be cancelled. I under takes that, I am bound to vacate the said reservation seat with immediate effect without any dispute/condition.
- 3) I am very well aware that I am taking the admission on the Scheduled Tribe reservation seat and if my tribe claim will be invalidate by the Scheduled Tribe Certificate Scrutiny Committee, I will surrender/give up all the Scheduled Tribe benefits without any complaint/conditions.

- 4) I further under takes that, in case of invalidation of the tribe claim by the Scheduled Tribe Certificate Scrutiny Committee\_\_\_\_, whatever the amount paid by the state government or any other agency by way of scholarship, grant, allowance, or other financial benefits of Schedule Tribes to me, I shall be liable to refund immediately to the government or to the concern authority. I shall not create any dispute / conditions in this regards.
- 5) I hereby solemnly affirm that, in case of invalidation of the tribe claim by the Scheduled Tribe Certificate Scrutiny Committee\_\_\_\_, I shall be liable for the penal action as per the Sections 10, 11, and 12 of the Act and any other criminal action that may be taken against me under any penal law or any law for the time being in force.

Hence this undertaking is sign by me without any undue influence, coercion.

Declared this \_\_\_\_day of month of \_\_\_\_ year\_\_\_\_\_.

Signature of Student.

Name -----

Address -----

Mob./Tel.No. -----

I Shri/Smt.----- hereby undertakes that, I read above undertaking given by my ward. I agree with this undertaking given by him/her. This undertaking is equally applicable and binding to me. Hence undersign without any undue influence, coercion.

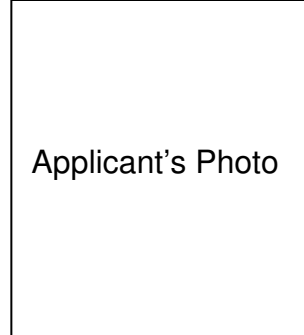
Signature of Parents/Guardian of the Student

Declared this \_\_\_\_day of month of \_\_\_\_ year\_\_\_\_\_.

Sign and Seal with registration number  
of the Executive Magistrate/Notary

APPENDIX – ‘D’

**‘Self-Declaration related to uploaded Original documents’**



I ..... I Son / Daughter of .....  
aged ....., Occupation ..... resident of .....  
with UID No..... hereby declare that the information provided  
above is true and correct to the best of my personal knowledge, information and  
belief. If fully understand the consequences of giving false information. If the  
information is found to be false, I shall be liable for prosecution and punishment  
under Indian Penal Code and / or any other law applicable thereto.

Place : .....

Applicant's Signature .....

Date : .....

Applicant's Name : .....

## APPENDIX 'E'

### 'Important Instructions to Candidates'

- (1) Before filling up the application form candidate shall check the '**Application Flow Chart**' of admission process available on **maha-agriadmission.in** website.
- (2) Understand properly the admission schedule given at Point No. 17 in the prospectus.
- (3) Candidate is required to fill up personal and academic information in the online application form which is available on websites **www.mcaer.org** and **maha-agriadmission.in**
- (4) After filling the application form on the website, the candidate should scan his / her signature, his / her passport-sized photograph and original copies of all the necessary documents and upload them on the website. If a document is scanned in the authorized centres of M/S. KTPL, Pune then a fee of Rs.5/- will be charged for it. A list of such authorized centres is available on the website - 'maha-agriadmission.in'.
- (5) The scanned and uploaded documents should be readable; upload the documents only after ensuring this. If the uploaded documents are not readable then they shall not be considered as valid and the responsibility of the same shall completely be with the candidate.
- (6) The application form fees for the candidates from the Open category and all the candidates from Out of Maharashtra State shall be Rs. 1000/- whereas for candidates from the reserved categories of Maharashtra shall be Rs.500/-. The said fees shall be paid through Net banking, RTGS, NEFT, Debit Card or Credit Card. Once the application form is filled, the facility of paying such a fee is made available on the website. The said fees are non-refundable.
- (7) The Candidate should scan and upload Passport size photograph on online application form.
- (8) Press the submit button after confirming the information in the application form is correct, the original documents are uploaded and admission fee is paid. The candidate should take note that, once the application form is submitted, no changes and corrections will be made in the application form.
- (9) (a) After publication of the 'Provisional Merit List', every candidate shall check online and confirm whether his/her Name, Category, Marks, Weightages etc. are correct or otherwise.  
(b) In case of any discrepancies, the candidate shall send the required certificates /scanned copy as proof within the prescribed time limit by using his/her 'Log in ID' & 'Password'.
- (10) (a) Every candidate shall peruse the 'Admission List' on the dates as per the time table of admission.  
(b) **The candidate whose name appears in the Allotment List' shall collect the 'Provisional Allotment Letter' through his/her log in.**

- (11) (a) The candidate who are allotted & has desire to confirm their admission such candidate will have to report in respective collage with allotment letter, original documents & prescribed fees on or before the last date & within time specified on allotment letter.
- (b) The admission of such candidate will be confirmed by collage authorities only after checking & verifying the original documents.
- (12) (a) The candidate desiring for admission has to produce all original documents alongwith required fees .
- (b) **The candidate eligible to get refund of fees from the State Government is advised not to pay the necessary fees.**
- (c) If any candidate desires to refuse his / her admission then he / she should refuse the admission by paying Rs. 200/- online through Debit Card / Credit Card / Net Banking on the website Log-in.
- (13) (a) If the Candidate **desires to cancel his admission after registration he/she has to submit the request application addressed to the Associate Dean / Principal.**
- (b) In such case, the Candidates are advised to collect the fees as per Point 4.19 given in Prospectus and all original documents from respective College/Institute.
- (14) If the Candidate is hospitalised and can't move to attend the allotted College to take admission, personally during the scheduled time period. In such case the Candidate shall get his/her admission in his/her absentia if the Candidate authorises the person to take the admission. The authorised person is advised to produce provisional allotment letter, medical certificate alongwith all the necessary documents, fees and authority letter while attending the College. Prescribed format of the Authority Letter is given in Appendix 'G'. This provision will be also applicable for candidate, who is admitted in hospital during the spot round.
- (15) While filling up the online application form the candidate is advised to fill the correct information as per his/her original documents or otherwise his/her provisional allotment letter for admission shall be rejected.
- (16) The candidate desires to donate his/her body parts after his/her death has to fillup the body parts donation form given in Appendix 'L'.
- (17) Upload the self declaration certificate in Appendix 'D' regarding authenticity of uploaded original documents is compulsory
- (18) As per the G.R.No. संकीर्ण-1517/प्र.क्र.185/6-A, dt.5/6/2017 the Candidate admitted to the Undergraduate courses and whose name had not been included in the voters list are required to submit the undertaking and fill in the form No. 6, 7 , 8 and 8-A at the time of admission and submit to the respective college at the time of admission.

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## APPENDIX 'F'

Form for filling up the information by the candidate desirous of seeking admission regarding the habit of cleanliness and facilities available at his/her home

1	Name	.....
2	Permanent Residential Address	..... .....
3	Family information	No. of family members. : No. of members utilising the W/C (Toilet) - :
4	Availability of W/C (Toilet)	Yes <input type="checkbox"/> No <input type="checkbox"/> If the W/C (Toilet) is not available give the specific reason. .....
5	Habit of Handwash	Before Food- Yes <input type="checkbox"/> No. <input type="checkbox"/> If yes- With Soap <input type="checkbox"/> With Water <input type="checkbox"/> Other <input type="checkbox"/> If Toilet- Yes <input type="checkbox"/> No <input type="checkbox"/> If yes- With Soap <input type="checkbox"/> With Water <input type="checkbox"/> Other <input type="checkbox"/>
6	Undertaking	I have read the appeal made by the Organisation regarding importance of W/C (Toilet) and its day to day use. I will convince all my Family Members regarding importance of W/C (Toilet) <b>manage to construct the W/C (Toilet</b> and manage to construct the W/C (Toilet) <b>within a period of three months (If not available)</b> and I promise that all my family members will use W/C (Toilet) regularly.

Date

Signature

**APPENDIX 'G'**

**AUTHORITY LETTER**

I the undersigned Shri./Smt.. .....  
Application Form No. .... for Postgraduate admission process for the  
year 2017-18, am in receipt of provisional allotment letter for ..... admission  
round to be scheduled from ..... to .....

I would like to bring to your kind information that I am hospitalised since  
..... in the .....  
..... (Name and address of  
hospital) and unable to attend physically the said admission round in the .....  
..... (Name of college and address).

Therefore authorising Shri./ Smt. ....  
who is my ..... to attend for the said allotment round who has  
signed before me and having his identity proof too.

The necessary medical certificate and all other documents alongwith fees I have  
handed over to him.

Requested for permission and kind consideration.

Yours,

(Signature and Name of  
authorised person)

(Signature and Name of the  
Candidate)

To,

Associate Dean / Principal,

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## APPENDIX 'H'

### 'Important Instructions to Associate Dean / Principal'

- (1) The original documents regarding candidate's category, marks, Transfer Certificate / Leaving certificate etc. shall be checked thoroughly by ensuring last date of admission strictly.
- (2) (a) If all the original documents are found to be correct, the name of the candidate shall be registered for admission.  
(b) Communicate the name of the candidate whose admission is confirmed to KTPL through 'College log in'.  
(c) **The fees shall not be collected from the eligible Candidates in whose case the said fees is to be refunded by the Government.**
- (3) If the candidate desires to cancel his admission after registration the procedure mentioned in the prospectus at point No.4.18 shall be adopted and immediately upload the information regarding cancellation of admission through college 'log in' and send by e-mail to the KTPL and by fax to Director (Education), MCAER, Pune.
- (4) If the Candidates fails to produce/submit required document(s) at the time of admission then the Associate Dean/Principal shall reject his/her admission and mention the ground for rejection of admission by using log-in ID and password.
- (5) The Associate Dean/Principal has to update the information regarding admission/rejection and cancellation of the candidate(s) upto a period of continuously five months from the commencement of first round of admission by using log-in ID and password.
- (6) If the Candidate is hospitalised and cant move to attend the allotted College to take admission/refuse, personally during the scheduled time period. In such case if the authorised person produced allotment letter of that Candidate, medical certificate along with all the necessary original documents, fees and authority letter at the time of admission/refusal.
- (7) The candidate desires to donate his/her body parts after his/her death has to fillup the body parts donation form given in Appendix 'L'.
- (8) The Candidate whose name had not been included in the voters list, take undertaking and fill in Form, No. 6, 7, 8 and 8-A from such candidate for including their name in voter list and take action as per circular, Department of Agriculture and Animal Husbandry, Dairy Science and Fisheries No. संकीर्ण-1517 / प्र.क्र.185 / 6-अ, dt.5/6/2017.

## APPENDIX 'J'

### AFFIDAVIT BY THE STUDENT

I, (full name of student with admission / registration / enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the institution) \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name :

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) . after reading the contents of this affidavit.

OATH COMMISSIONER

## Appendix 'K'

### **Procedure for 'Spot Admission Round'**

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during dt. 13, 14 & 16 of **August, 2017** in the respective Colleges / Institute for the available vacant seats due to such Candidate who have not reported / registered even after receipt of Provisional Allotment Letter.

The details regarding the category wise **last merit** and up to date category wise vacant positions available during the every earlier admission round will be displayed by **KTPL, Pune** on the website, [www.mcaer.org](http://www.mcaer.org) and [maha-agriadmission.in](http://maha-agriadmission.in) on 11<sup>th</sup> of **August,2017**.

The name of candidate appeared in the **State/University merit list but not admitted during the current academic year for the any degree course are eligible for the 'Spot Admission Round'**. The eligible candidate and Associate Dean of the College/Institute is advised to consider the following points for the '**Spot Admission Round**'.

- (1) The candidates are instructed to observe the **available vacant seats** displayed on the above websites and report personally to the respective College/Institute alongwith all necessary original documents and prescribed fees **between 10.00 hrs to 13.00 hrs during** dt. 13, 14 & 16 of **August, 2017**.
- (2) The Associate Dean/Principal of the respective College/Institute shall prepare the Merit List of reported eligible candidates categorywise **during 10.00 to 13.00 hrs and display the same on the Notice Board**.
- (3) After considering the above **merit** list of **eligible candidate**, operate the admission process for the **available vacant seats**. **The Associate Dean / Principal shall note that, the seats reserved for the reserved category shall be filled in from the reserved category candidates only**. If it is noticed that the candidate from the reserved category is not available then as per guidelines given in Appendix 2 'Admission Process' in the Government Resolution of Department of Agriculture, Animal Husbandry, Dairy Development and Fisheries Department No. मकृवि-२०१०/प्र.क्र.१५५/७अ, dated 20/10/2011 the available vacant seats should be filled in on Merit from the other eligible and reported candidates **on the last day of the 'Spot Admission Round' i.e. 16.08.2017 only**. However the Associate Dean/Principal

**must take care not to give any chance to register any grievance/complaint by the candidate from the reserved category under any circumstances that he/she did not get admission on the vacant seat reserved for that reserved category.** For reference the said Government Resolution is placed at **Appendix 'A'**.

- (4) In case of **high meritorious but late reported candidate**, the admission shall be given on priority on the **available vacant seat at that time only** in that respective College/Institute.
- (5) After confirming the selection of the suitable candidate for admission, the admission shall be given to that Candidate and the same shall be reported '**online**' by **operating the website of KTPL, Pune**. The KTPL, Pune is responsible for creating the facility in the **log-in** of the respective College/Institute.
- (6) The Associate Dean/Principal of the College/Institute is hereby informed to operate the Spot Admission Round during dt. 13, 14 & 16 of **August, 2017** up to **16.30 hrs everyday**.
- (7) The Associate Dean/Principal must furnish the information of admitted candidate by fax / email to the **Director (Education), MCAER, Pune and KTPL, Pune** everyday before **17.00 hrs**.
- (8) The KTPL will make available the **Provisional Allotment Letter** to the admitted Candidate during **Spot Admission Round, for the administrative purpose**.
- (9) The vacant seat(s) created due to cancellation of admission by the candidate or any other reason during spot admission round should be displayed on the website at the same time and day. However it should be made available for admission and filled on the next day. (On the last day of spot admission round the aforesaid point is not applicable)

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**Appendix 'L'**

**'Body Parts Donation Form'**

**Name - Mr. /Ms. ....**  
**..... Application No. .... hereby voluntarily**  
**declared that I wish to donate my body parts after my death.**

Place:

Signature : \_\_\_\_\_

Date :

Name \_\_\_\_\_

Form No. \_\_\_\_\_