



**MAHARASHTRA COUNCIL OF AGRICULTURAL
EDUCATION AND RESEARCH, PUNE**

AN ISO 9001 : 2008 ORGANISATION

PROSPECTUS 2018-19

**ADMISSION TO DOCTOR OF PHILOSOPHY (Ph.D.) IN
AGRICULTURAL UNIVERSITIES
OF MAHARASHTRA STATE**

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PROSPECTUS 2018-19

ADMISSION TO DOCTOR OF PHILOSOPHY (Ph.D) IN AGRICULTURAL UNIVERSITIES IN MAHARASHTRA

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1. INTRODUCTION :

- 1.1 The Maharashtra Council of Agricultural Education and Research (**MCAER- Agriculture Council**), Pune is a **statutory organization constituted under Section 12** of the Maharashtra Agricultural Universities (**Krishi Vidyapeeths**) **Act, 1983**. The mandate of Agriculture Council is to coordinate four agricultural universities in Education, Research and extension. As per the Government Resolution, Department of Agriculture, Dairy development, Animal Husbandry and Fisheries No. संकीर्ण १५१७/प्र.क्र.६०/७अ, दि. ३०/५/२०१८, Agriculture Council is coordinating four Agricultural Universities in admission process of non-professional degree courses.
- 1.2 As per the decision No. 04/96/2018 taken in 96th meeting of Agriculture Council the procedure for non-professional degree courses is being followed.
- 1.3 As per the Government Resolution, Department of Agriculture, Dairy development, Animal Husbandry and Fisheries No. मकृवि २०१० / प्र.क्र. १५५ / ७ अ, दि.२०/१०/२०१९, the Government of Maharashtra has been finalized the strategy of **reservation of seats for the degree, postgraduate and Ph.D.** courses offered by Agricultural universities procedure for the distribution of social reservations and the admission procedure. The said GR is available at the website of MCAER.
- 1.4 As per the Subject no.12 of the 88th meeting of MCAER conducted on 22/05/2013, the common admission process should be implemented in an **‘online manner’**. In accordance with this, the responsibility of Online Admission Process has been bestowed upon Kalp Technologies Pvt. Ltd. (‘KTPL’), Pune.

1.5 JURISDICTION OF AGRICULTURAL UNIVERSITIES :

Sr. No.	Name of the Agricultural University	Districts
1.	Mahatma Phule Krishi Vidyapeeth, Rahuri-413 722 Dist.Ahmednagar [MPKV Rahuri]	Ahmednagar, Nasik, Dhule, Nandurbar, Jalgaon, Pune, Solapur, Satara, Sangli and Kolhapur.
2.	Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola-444 104 [Dr.PDKV Akola]	Akola, Amravati, Yavatmal, Washim, Buldana, Wardha, Nagpur, Bhandara, Gondia, Gadchiroli and Chandrapur.
3.	Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani-431 402 [MKV Parbhani]	Parbhani, Hingoli, Nanded, Latur, Osmanabad, Beed, Jalna and Aurangabad.

Sr. No.	Name of the Agricultural University	Districts
4.	Dr.Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli-415 712 Dist.Ratnagiri [Dr. BSKKV Dapoli]	Ratnagiri, Sindhudurg, Raigad, Thane, Palghar, Mumbai City and Mumbai Suburban.

1.6 Definitions:

1.6.1 **Agriculture University Quota ['U' Quota]**

The candidates who possess the Domicile Certificate of Maharashtra. If doesn't have domicile, the candidates with Maharashtra State as their birth place in Maharashtra mentioned on their College / School Leaving Certificates or Birth Certificate issued by competent authority of Maharashtra State and those who have passed the qualifying (degree) Examination conducted in the respective jurisdiction of the Agricultural University of Maharashtra, seats reserved for such candidates shall be referred to as 'Agriculture University Quota' [**'U' Quota**].

1.6.2 **Maharashtra Quota ['M' Quota]**

The candidates who possess the Domicile Certificate of Maharashtra. If doesn't have domicile, the candidates with Maharashtra State as their birth place in Maharashtra mentioned on their College / School Leaving Certificates or Birth Certificate issued by competent authority of Maharashtra, seats reserved for such candidates shall be referred to as "**Maharashtra Quota**' [**'M' Quota**]. Therefore, Candidates under the University Quota [**'U' Quota**] are also eligible for Maharashtra Quota [**'M' Quota**].

1.6.3 **Other State quota ['OS' Quota]**

The candidate or their parents are not staying in Maharashtra for at least three years in the period of past consecutive 10 years, and if a person has a Domicile Certificate from some other State of the country other than Maharashtra, then such candidates shall be referred to as Quota for Candidates from Other State.

1.6.4 **Spot admission -**

After the planned online rounds of admission are done, the candidate is expected to be present in person at the college / institute for the admission of seats that have become available / remained vacant; and the candidates who are present there are given admission based on reservation criteria and merit of the candidates, such an admission procedure should be referred to as 'Spot Admission'. In the case of spot admission, the candidate, who is not present at the respective college / institute during the admission process, shall not be eligible for spot admission.

1.6.5 **"Application Form"** means prescribed form filled up online by the Candidate for admission.

1.6.6 “Online Admission Allotment Round” means the process of allotment of admission to candidate under CAP on the basis of candidate merit, reservation and preference (Option).

2. DETAILS OF INSTITUTIONS AND DOCTORAL DEGREE COURSES :

For the University (‘U’ Quota) and Maharashtra (‘M’ Quota) quota for the Ph.D. degree courses mentioned in Paragraph 2.1, the interested candidates should submit only one application form.

The medium of instruction and examination is English for all the Ph.D. courses.

2.1 FACULTIES, DURATION, CREDIT LOAD AND ELIGIBILITY:

Ph. D admissions are strictly on merit basis on marks obtained in the Common Entrance Test (CET) of respective faculty for the current year conducted by Maharashtra Agricultural Universities Examination Board (MAUEB) and CGPA of the qualifying PG degree examination in the proportion of 70:30. Accordingly, Minimum 65 % (6.5 out of 10 point scale) total aggregate marks are compulsory for admission.

Sr. No.	Faculty	Duration	Credit Load	Eligibility
1	Agriculture	3 Years (6 Semesters)	70	M.Sc.(Agri.) / M.Sc.(Hort.) Degree in the concerned subject of the Agricultural Universities in Maharashtra or of any other Agricultural University recognized as equivalent thereto and having appearing the Common Entrance Test of concern subject in Agriculture / Horticulture faculty conducted by MAUEB, Pune for the year 2018-19 .
2	Home Science	3 Years (6 Semesters)	70	M.Sc.(Home Science) Degree in the concerned subject of the Agricultural Universities in Maharashtra or of any other Agricultural University recognized as equivalent thereto and having appearing the Common Entrance Test of concern subject in Home Science conducted by MAUEB, Pune for the year 2018-19 .
3	Fisheries	3 Years (6 Semesters)	70	M.F.Sc. Degree in the concerned subject of the Agricultural Universities in Maharashtra or of any other Agricultural University recognized as equivalent thereto and having appearing the Common Entrance Test of concern subject in Fisheries conducted by MAUEB, Pune for the year 2018-19 .

Sr. No.	Faculty	Duration	Credit Load	Eligibility
4	Food Technology	3 Years (6 Semesters)	75	M.Tech. (Food Technology) Degree of the Agricultural Universities in Maharashtra or of any other Agricultural University recognized as equivalent thereto and having appearing the Common Entrance Test of concern subject in Food Technology conducted by MAUEB, Pune for the year 2018-19 .
5	Agricultural Biotechnology	3 Years (6 Semesters)	70	M.Sc.(Agri. Biotech.) Degree in the concerned subject of the Agricultural Universities in Maharashtra or of any other Agricultural University recognized as equivalent thereto and having appearing the Common Entrance Test of concern subject in Agricultural Biotechnology conducted by MAUEB, Pune for the year 2018-19 .
6	Agricultural Engineering	3 Years (6 Semesters)	70	M.Tech. (Agricultural Engineering) Degree in the concerned subject of the Agricultural Universities in Maharashtra or of any other Agricultural University recognized as equivalent thereto and having appearing the Common Entrance Test of concern subject in Agricultural Engineering faculty conducted by MAUEB, Pune for the year 2018-19 .

Note:- The students will have to complete the deficiency courses as prescribed by respective University.

2.2 Other Conditions

- (i) The candidate should have passed the postgraduate degree examination with minimum 6.5 CGPA on 10.00 point Scale.
- (ii) Conversion formula for 4.00 to 10.00 point scale:

$$y = 1.5 + 2 x \text{ for } x = 2 \text{ to } 3.5 \text{ and}$$

$$y = 8.5 + 3 \{x (-) 3.5\} \text{ for } x = 3.51 \text{ to } 4.00$$

where y = points in 10.00 point scale and

x = points in 4.00 point scale

2.3 Ph.D. INTAKE CAPACITY :

2.3.1 (A) Agriculture :

Sr. No.	Subjects	Intake capacity				Total
		MPKV, Rahuri	Dr. PDKV Akola	VNMKV Parbhani	Dr.BSKKV Dapoli	
1.	Agronomy	6	3	3	2	14
2.	Agricultural Meteorology*	2	--	--		2
3.	Soil Science & Agricultural Chemistry	4	3	3	2	12
4.	Biochemistry	2	--	--	--	2
5.	Agricultural Botany					
	(a) Plant Physiology**	4	2	1	2	9
	(b) Genetics & Plant Breeding	6	3	3	2	14
	(c) Seed Technology	4	--	1	--	5
6.	Extension Education	4	3	3	2	12
7.	Agricultural Economics	4	3	3	2	12
8.	Agricultural Entomology	6	3	3	2	14
9.	Plant Pathology	6	3	3	2	14
10.	Agricultural Microbiology	4	--	--	--	4
11.	Animal Husbandry & Dairy Science					
	(a) Animal Husbandry	4	1	2	1	8
	(b) Dairy Science	4	1	1	1	7
12.	Horticulture					
	(a) Fruit Science	4	4	3	2	13
	(b) Vegetable Science	4	4	3	2	13
	(c) Floriculture and Landscaping	--	2	1	2	5
	(d) Spices, Medicinal and Aromatic Plants Cultivation	-	-	-	2	02
13.	Irrigation Water Management	2	--	--	--	2
14.	Land Resource Management	--	2	--	--	2
15.	Food Technology	2	--	--	--	2
	Total	72	37	33	26	168

* Course is offered at College of Agriculture, Pune.

** If the candidate for Plant Physiology is not available, the said seat may be allotted for Genetics & Plant Breeding.

(B) Home Science :

Sr. No.	Subject	Intake Capacity
		VNMKV, Parbhani
1.	Food and Nutrition	2

(C) Fisheries :

Sr. No.	Subjects	Intake capacity
		Dr.BSKKV, Dapoli
1.	Aquaculture	2
2.	Fish Processing & Technology	2
3.	Aquatic Environment Management	2
4.	Fisheries Resources Management	2

Sr. No.	Subjects	Intake capacity
		Dr.BSKKV, Dapoli
5.	Fish Nutrition and Feed Technology	1
6.	Fisheries Extension	2
	Total	11

(D) Food Technology:

Sr. No.	Subject	Intake capacity
		VNMKV, Parbhani
1.	Food Science and Technology	2 [#]

The Candidates appeared for CET of Food Science and Technology, Food Engineering, Food Chemistry & Nutrition, Food Trade and Business Management and Food & Industrial Microbiology will be eligible for admission.

(E) Agricultural Bio-Technology :

Sr. No.	Subject	Intake capacity
		Dr.PDKV, AKOLA
1.	Agricultural Biotechnology	3

(F) Agricultural Engineering :

Sr. No.	Subject	Intake capacity				Total
		MPKV Rahuri*	Dr.PDKV, Akola	VNMKV, Parbhani	Dr. BSKKV, Dapoli	
1.	Irrigation and Drainage Engineering	3	2	1	2	8
2.	Soil and Water Conservation Engg.	3	2	1	2	8
3.	Process and Food Engineering	3	2	1	2	8
4.	Farm Power and Machinery	3	2	1	2	8
5.	Renewable Energy Sources	-	2	--	2	4
	Total	12	10	4	10	36

* One seat in each subject will be filled in from in-service candidates working in Mahatma Phule Kirshi Vidyapeeth, Rahuri .

NOTE:

1. 25 % seats for all Ph.D courses shall be filled in all India basis through Common Entrance Examination to be conducted by I.C.A.R., New Delhi (It includes 10% seats over and above the sanctioned intake capacity).
2. The above said provision is applicable to government and aided colleges having accreditation from Indian council of Agricultural Research.
3. However, the vacant seats after consideration of the waiting list of ICAR, New Delhi, shall be filled in by the respective University after issuing state level advertisement by adopting the existing rules and regulations being used for the admission process.

2.3.2. UNIVERSITIWISE ABSTRACT OF THE Ph.D. INTAKE CAPACITY.

Sr. No.	Faculty	MPKV Rahuri	Dr.PDKV Akola	VNMKV Parbhani	Dr.BSKKV Dapoli	Total
1.	Agriculture	72	37	33	26	168
2.	Home Science	--	--	2	--	2
3.	Fisheries	--	--	--	11	11
4.	Food Technology	--	--	2	--	2
5.	Agricultural Bio-Technology	--	3	--	--	3
6.	Agricultural Engineering	12	10	4	10	36
	Total	84	50	41	47	222

Note:

- Subjectwise one seat for each subject over and above the intake capacity is reserved for the in-service candidates of Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola.
- One seat from the intake capacity in faculty of Fisheries in the subject of Fisheries Extension education is reserved for in-service candidate of Dr. Balasaheb Sawant Kokan Krishi Vidyapeeth, Dapoli. Also one seat for each subject in agriculture faculty over and above the intake capacity of other subjects is reserved for in-service candidates of Dr. Balasaheb Sawant Kokan Krishi Vidyapeeth, Dapoli.
- In Ph.D. Admission 11 seats for Agriculture (one seat in each subject), 4 seats for Agriculture Engineering, 4 seats for Food Technology and 1 seat for Home Science over and above the intake capacity is reserved for in-service candidate of Vasantnao Naik Marathwada Krishi Vidyapeeth, Parbhani.
- The desirous in-service candidates shall apply directly to the **Registrar of the respective university to get admission on the seats reserved for inservice candidates.**
- However, if among the intake capacity above seats are found to be vacant then those shall be filled in during spot round, if the vacant position are communicated by university to MCAER, Pune before the said round.

3. INSTRUCTIONS TO CANDIDATES :

3.1 The candidates are required to read the prospectus and application form carefully before filling in the application form 'ONLINE'.

- 3.2 (i) **Every applicant should fill only one application form** on the website of 'KTPL' – 'maha-agriadmission.in' in 'online' manner. If a candidate submits more than one application form, the latest filled in and the application form complete in all respects shall be considered as valid.
- (ii) Do not send the copy of the application form or any other documents by Post / courier or hand delivery to anyone including MCAER, Agriculture University or M/S. KTPL, Pune.
- (iii) After filling the application form on the website, the candidate should scan his / her signature, his / her passport-sized photograph and copies of all the necessary documents and upload them on the website. If a document is scanned in the

authorized centers of M/S. KTPL, Pune then a fee of Rs. 5/- will be charged for it. A list of such authorized centers is available on the website - 'maha-agriadmission.in'.

- (iv) The application form fees for the candidates from the Open category and all the candidates from Out of Maharashtra State shall be Rs. 2000/- whereas for candidates from the reserved categories of Maharashtra shall be Rs. 1000/-. The said fees shall be paid through Net banking, 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.

3.3 The candidates should scan the following original documents and upload it through their Log-in on web site.

- (a) **Mark sheet / Grade card of qualifying examination.**
- (b)
 - (i) **College (Last attended) Leaving Certificate** or if the candidate has been admitted into some other course (except agriculture universities in Maharashtra) then Bonafide Certificate from that particular college..
 - (ii) If the candidates from other States (out of Maharashtra) are unable to provide the College Leaving Certificate then in such a case provide the Migration Certificate from that particular college.
 - (iii) The candidate admitted in last academic year in any Agricultural University in Maharashtra if again applies to seek the admission for the current academic year for the First Year Ph.D. Course then the **'Bonafide Certificate' issued from the last attended respective College/Institute** will be considered.
 - (iv) **If such a candidate is given admission then it shall be necessary for him / her to submit the College Leaving Certificate within three months. If the said certificate is not submitted within the stipulated period then his / her provisional admission is liable to get cancelled.**
 - (v) **Some of the Agriculture Universities other than Maharashtra State does not provide the Transfer Certificate, but such certificate is being sent directly to Colleges where student admitted. In this case, letter from respective University's Registrar / Dean.**
- (c) Domicile Certificate of the candidate issued by competent authority from Maharashtra State or College / School Leaving Certificate or Birth

Certificate issued by competent authority of Maharashtra State mentioning the birth place from Maharashtra State.

- (d) **Certificate of Agriculturist** issued by the Tehsildar or Naib Tehsildar for the year 2016-17 or 2017-18. The format of this certificate has been attached in **Appendix 'A'**. It is necessary to mention in the certificate that the candidate or his / her parents or grandmother / grandfather (father's parents) are agriculture land owners or farmers (those cultivating the land) and the main source of income for that family is the income generated from cultivating this land or certificate issued by the Tehsildar or Naib Tehsildar in the prescribed format available with them.
 - (e) **Caste Certificate** issued by the competent authority of the State in the prescribed format.
 - (f) With reference to the order given by Hon'ble Supreme court Civil appeal No. 11234-48/2017, candidates from SC, ST, VJ(a), NT(b), NT(c), NT(d), Other backward class (OBC) and Special Backward Category (SBC) should provide **Caste validity certificate**. In case validity certificate is not issued, receipt of concern office for the issue of validity certificate.
 - (g) Candidates from VJ(a), NT(b), NT(c), NT(d), Other backward class (OBC) tribes and Special Backward Category (SBC) should provide **'Non-Creamy Layer' Certificate** issued by a competent authority on 1 April, 2018 or issued after that date or valid till the day the application is submitted. In case **Non-Creamy Layer' Certificate'** is not issued, receipt of concern office for the issue of **Non-Creamy Layer' Certificate**.
- (Important Notice to candidates with regards to above Point No. f & g : -** The candidates submitting online application form with receipt for issue of Validity certificate /Non- Creamy Layer Certificate will get temporary admission in respective category. It will be compulsory for such candidates to submit Validity certificate/ Non-Creamy layer Certificate up to **23rd October 2018** to college where he will admitted. Otherwise the allotment of admission to such candidates is automatically cancelled and the candidates will be considered in open category. Such vacant seats will be filled during spot admission round)
- (h) Certificate of **'Project Affected Person'** by the **District Resettlement Officer** or an officer authorized by the Government of Maharashtra (if authorized then with the letter about the authorization from a competent authority) stating that the

candidate / candidate's parents'/grand parents' is project-affected and the farmland of their parents or grandfather has been acquired by Agricultural Universities / Irrigation / Electricity / Defense Projects of Maharashtra. It is necessary that the name of the person who should get the benefits of the concessions should be clearly mentioned on the certificate issued by the competent authority.

- (i) **Certificate of 'Freedom Fighter' signed by the Hon. Prime Minister / Chief Minister, Maharashtra State** stating that the mother / father of the applicant is a Freedom Fighter. Son / daughter of the Freedom Fighter or their son / daughter shall get the benefit of this certificate. An affidavit with on Rs. 100/- stamp paper covering the following points should be given by the freedom fighter or if the freedom fighter is no longer alive by the husband / wife of the freedom fighter.
- (1) The candidate is the son's/daughter's son/daughter of the freedom fighter.
 - (2) **The freedom fighter has not availed this concession for any of his / her relatives earlier**, and after using it now, shall not do so in the future.

If there are any doubts, complaints, difficulties regarding the above-mentioned points then refer to the prevailing government resolution in order to get clarification.

- (j) Defence Personnel Certificate from Zilla Sainik Board or Discharge Certificate from Commanding Officer of the regiment or Serviceman Certificate from competent authority.
- (k) **'No-Objection Certificate'** of current academic year from the employer in case of inservice candidates.
- (l) Candidates applying through the Physically-disabled category should submit the **Certificate of Physically Handicapped** issued by the competent authority (District Civil Surgeon or equivalent Government Hospital / Medical Board designated in behalf).
- (m) The candidate willing to take admission from orphaned category are required to submit Orphaned certificate issued from Commissioner, Women and Child Development on his/her letter head with the signature of Deputy Commissioner (Child Development), Pune/ Commissioner, Women and Child Development, Pune.

3.4 Only such an application shall be considered as acceptable for admission, which has been filled completely in all respects and has been upload on or before the last date notified in the admission schedule.

3.5 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.

Upload the self declaration certificate in **Appendix ‘B’** regarding authenticity of uploaded documents.

3.6 Applications shall be rejected on any one or more of the following deficiencies.

- (a) (i) **If the self attested photo copy of Domicile Certificate/School Leaving Certificate containing place of birth from Maharashtra/birth Certificate issued by the competent authority from Maharashtra is not uploaded.**
- (ii) If the domicile certificate is not enclosed by the Other State Candidate.
- (b) If the candidate has not uploaded the **latest passport-sized photograph and own signature** on the website.
- (c) If the **scan copy of the Mark Sheet / Grade Card** of the qualifying examination is not uploaded.
- (d) If the **scan copy of the college (last attended) Transfer Certificate / Leaving Certificate / Migration Certificate** is not uploaded. (If the Candidate has secured admission for Ph.D. degree elsewhere, Bonafide Certificate of that Institute will be accepted. However, the Candidate should submit the original Leaving Certificate after securing admission within a period of three months.)
- (e) If **‘No Objection Certificate’ of the Employer** is not uploaded by the in-service candidate.
- (f) **If the prescribed fees is not paid.**
- (g) **If not attached self declaration regarding authenticity in case of uploaded copies.**

3.7 In case of a ‘Tie’ for admission, the following criteria will be applied in the following sequence for deciding the merit number.

- (a) Higher Marks in MAUEB Common Entrance Test for Ph.D.
- (b) **Higher CGPA** in Post Graduate Examination.
- (c) No of years required to complete postgraduate degree programme.
- (d) The candidate **elder** in age.
- (e) First Online application Number.

- 3.8 Additional documents will not be accepted through courier, post, by hand after submission of application form on web site.**
- 3.9 (i) The candidates seeking admissions are required to give their options in the application form for various Colleges / Institutes offering Ph.D. courses by using the College code Numbers.
- (ii) **Candidates are advised to give maximum preferences in the option form.**
- (iii) **Options once exercised cannot be changed.**
- 3.10 (i) The candidates are advised to fill in accurate information in all the columns.
- (ii) The KTPL or the MCAER, Pune shall **not be responsible for any discrepancy appearing in the application form** which may result in **deciding disadvantageous merit position** of the applicant.
- 3.11 After publication of Final Merit List, the admissions to all courses shall be given after taking into consideration, availability of seats, merit of the student in terms of marks, applicable reservations and the options exercised by the candidate(s).
- 3.12 Preferences given in the application form shall be first considered for allocation of seats from 'M' Quota at the State Level and subsequently for admission from 'U' Quota i.e. University Level Quota.
- 3.13 The list of candidates selected for admission from 'M' Quota and 'U' Quota will be available on the websites **www.mcaer.org** and **maha-agriadmission.in** on the dates specified in the admission schedule.
- 3.14 **Important instructions to candidates** for seeking admission are given in **Appendix 'C'**
- 3.15 As per Government Circular, Higher and Technical Education Department, No.संकीर्ण-2011/(103) /11/ मशि-3, Dt. 18/04/2011 the Candidate desirous of seeking admission for Ph.D. Degree Programme has to give the written promise regarding cleanliness in the **Appendix 'D'**
- 3.16 As per the G.R.No. संकीर्ण-1517/प्र.क्र.185/6-A, dt.5/6/2017 the Candidate 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.

3.17 In case of any litigation as regards the admission process, the English Version of the prospectus shall be considered as valid.

4. ADMISSION PROCEDURE :

4.1 The candidate should read all the information about the admission process given in the prospectus carefully.

4.2 The admission process for the State Agricultural Universities will be conducted by 'KTPL', Pune.

4.3 As per provisions of Article 5 of the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act 1983, the candidate, who is aspiring to get admission to the Undergraduate courses, and his parents should be residing in Maharashtra State for at least 3 years in the past 10 years from the date of submitting the application form, and such candidates shall be deemed as eligible for admission. Hence, the candidates and their parents who have been residing in the State for less than 3 years in the past 10 years shall be considered as Out of State candidates and for them the admission capacity shall remain limited to 2% of the admission seats.

4.4 Out of the seats remaining after the reserved seats for Indian Council of Agricultural Research, New Delhi and candidates from other States

(a) First Seats for all the candidates of the State Agricultural Universities.	}	50% Seats
(b) After Seats from amongst the students who have passed the qualifying examination from the Colleges / Institute situated in the University area		'M' Quota.
	}	50% Seats
		'U' Quota.

4.5 **Admission to all Ph.D. courses shall be on the basis of 70% of Marks obtained in Ph.D. Common Entrance Test conducted by Maharashtra Agriculture University Examination Board (MAUEB) and 30% marks of CGPA in graduation and weightages if any.**

4.6 The candidates who have a Domicile Certificate from Maharashtra State or the candidate on whose College Leaving Certificate the place of birth has been shown as from Maharashtra State or who has a birth certificate from a competent authority of

Maharashtra State, but has cleared the qualifying examination from out of the State, such a candidate can be considered only for the 'M' Quota.

- 4.7 **All the admissions shall be as per merit and shall be of temporary / provisional type. In case of Postgraduate courses roaster will be applied for allotment of subject as per constitutional reservation.**
- 4.8 (i) The merit list will be published on the maha-agriadmission.in and www.mcaer.org websites. Candidates can view the merit list on these websites.
- (ii) The candidates shall not be communicated about the merit list separately through Post.
- 4.9 (i) The applicants who have complaints about the merit list should present their grievance 'online' using their 'Login ID' and 'Password' on or before the date mentioned in the Admission Programme.
- (ii) If the applications for grievance from the candidates are not received in online format within the stipulated time period then his / her grievance shall not be taken into consideration.
- 4.10 The candidate should get the printed copy of the provisional admission allotment letter being issued on the website using his / her 'Log in' and "Password", and he / she should be present at the college where he / she has been allotted admission, with the original copies of all the documents and enclosures, on or before the designated date; If Candidate is unable to attend allotted college physically due to serious medical reason, such candidate register their presents as per **Appendix 'E'**. Otherwise, such a candidate shall be termed as absent for admission and his / her admission shall be considered as cancelled. Such a candidate shall not be eligible for the consecutive 'online' admission rounds, but he / she can be considered for the 'Spot Admission' round.
- 4.11 (a) As per the merit list, the candidate shall be given admission for the available seat on the date mentioned in the admission prospectus.
- (b) If it is found anytime after taking the admission that the candidate has taken admission by furnishing false information, such an admission shall be cancelled by the University.
- (c) If it is noticed that some University has not taken action in such a case then the Director General, MCAER shall be empowered to cancel such an admission.
- (d) If it is found anytime during the admission rounds or after the admission that the admission has been given because of some technical problem in the computer system, admission of such a candidate shall be cancelled by the Director General, MCAER.

- 4.12 (i) If while scrutinizing the original documents and certificates submitted during admission, it is found that the additional marks given are wrongly depicted then the admission of the candidate shall not be considered as valid by the respective college / institute.
- (ii) Dean / Associate Dean should immediately communicate about such a situation to 'KTPL' / MCAER Office via e-mail, phone or fax.
- (iii) After 'KTPL' has modified the final list, the said candidate then becomes eligible for admission into a new college / institute as per the marks secured by him / her.
- 4.13 (i) If any candidate has any grievance regarding the admissions then the candidate can send a complaint while the respective admission round is going on, to the Director General, MCAER.
- (ii) The Director General, MCAER will be capable of taking appropriate action after immediate verification of such grievances.
- 4.14 Admission taken for various courses shall be the final ones. A candidate who has taken admission in such a way shall not be eligible for any change in the University / College / course / subject.
- 4.15 If any candidate desires to refuse his / her admission and wishes to be considered for the next round of admissions then he / she should refuse the admission by paying Rs. 200/- online through Debit Card / Credit Card / Net Banking on the website Log-in.**
- 4.16 If a candidate does not refuse his / her admission by paying fees of Rs. 200/- then he / she shall not be considered in the later rounds of admission other than for 'Spot Admission Round'.**
- 4.17 If Candidate cancelled / refused his admission then such Candidate will be eligible for other options in next online admission round except cancelled / refused option. Such admission will be cancelled during the period of refusal of admission.
- 4.18 The refund of the Admission Cancellation Fees will be as mentioned below :**
- (i) If the student cancels his / her admission after the registration of admission and before the classes start then a minimum amount of Rs. 1,000/- shall be deducted in lieu of Admission Process Fees.
- (ii) If the student cancels his / her admission after the registration of admission and after the classes have started then from the month the classes have started till the month when the admission was cancelled, session-based education fees and hostel charges on a per month basis (if hostel facility has been made available) for those many months shall be recovered from the respective student.

- (iii) If a student, after getting the registration done, cancels his / her admission, which he / she has got in the admission round that was conducted after the classes had started then from the date the registration of admission was done till the month the admission was cancelled, session-based education fees and hostel charges on a per month basis (if hostel facility has been made available) for those many months shall be recovered from the respective student

4.19 The information about the admission procedure, the merit list of State level ('M' Quota) and University level ('U' Quota), and the current situation of the admissions as per the admission rounds shall be available on the websites - maha.agriadmission.in and www.mcaer.org

4.20 Important instructions for the Dean / Associate Dean of the college institutes regarding the admission procedure have been mentioned in **Appendix 'F'**.

4.21 If for any reasons such as ignorance, delay, any kind of technical failure or his / her any other personal reasons, the candidate stays deprived of admission then no grievance of any kind shall be taken into consideration.

5 DETAILS ABOUT THE RESERVED SEATS:

As per the provisions made in the Indian Constitution, provisions made under the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act, 1983, and also as directed by government resolutions from time to time, specific seats have been reserved for admission in the colleges / institutions –

Sr. No.	Reserved Category	Percentage	Sr. No	Special Reservation	Percentage
(1)	Scheduled Castes/ Nav-Budha (SC)	13	(1)	Children of Freedom Fighter (FF)	2.00
(2)	Scheduled Tribes (ST)	07	(2)	Physically Handicapped Candidates (Low Vision, Hearing Impairment, Locomotor Disability or Cerebral Palsy (PH)	5.00
(3)	Vimukta Jati (VJ)(a) (14 and others)	03	(3)	Children of Defence Personnel / Ex-serviceman (DP)	2.00
(4)	Nomadic Tribes (NT)(b) (28 & others as listed prior to 1990)	2.5	(4)	Project Affected Person and their children as defined in the Maharashtra Resettlement of Project Displaced Act,1976 (PAP)	4.00
(5)	Nomadic Tribes(NT)(c)	3.5	(5)	Agriculturist and those Children of Agriculturist who possess minimum qualification or experience in Agriculture. (AG)	6.00
(6)	Nomadic Tribes(NT)(d) (Vanjar, Vanjari, Vanjara)	02	(6)	Female Candidates	30.00
(7)	Other Backward Classes (OBC)	19	(7)	Candidates and their parents who have not resided in the State of Maharashtra at least 3 years during the period of 10 years immediately preceding the date on which admission is sought. (OS)	2.00
	Total	50	(8)	Orphan Child	1.0

NOTE :

- 5.1 Under the other reservation, Social Reservation in “Sr.no.1 to 6” are **inclusive of merit** in both Open and Reserved Categories.
- 5.2 As per the procedure described in Govt. Circular, General Administrative Department No. SRV-1097/प्र.क्र.३१/१८/१६-अ, dt. 16/3/1999 as appended in **Appendix ‘I’** to get and assure the categorywise percentage under female reservation under other reservation at Sr. No.6. The said GR is available on MCAER website.
- 5.3 The Candidates belong to the Special Backward Class category will be consider under Other Backward Class category those candidates previously included in Other Backward Class.
- 5.4 The distribution of seats shall be done college-wise and subjectwise
- 5.5 The above-mentioned reservations shall be implemented as per the guiding principles given by the Government of Maharashtra from time to time.
- 5.6 During the admission process, if a candidate is not found for any one of the reserved categories then the said seat shall be filled in as per the procedure mentioned in the Government Resolution, Agriculture and Animal Husbandry, Dairy Development and Fisheries Department, No. MAD 2010/P.No. 155 / 7A dated 20/10/2011.

6 WEIGHTAGES :

0.05 points weightage will be granted for each research paper in 10 point scale which have been published only in NAAS (National Academy of Agricultural Science) accredited reputed journal. It is Mandatory to attached Front Page and Index Page of the Journal in which the Research Paper is published.

Maximum limit of weightage shall not be more than 0.24 points.

7 SYSTEM OF EDUCATION:

- ❖ The State Agricultural Universities have adopted course ‘Credit System’ under the ‘Semester Pattern’. In this system each academic year is divided into Two Terms not shorter than 20 weeks, called as ‘semester’. Subjects to be taught are divided into self contained units called Courses.
- ❖ These are taught in a semester through lectures, practicals, library reading, field work, assignments, etc.
- ❖ The choice of courses, number of credits to be taken by a student are decided in consultation with advisory committee, keeping in view the existing rules and the performance of the students. If the performance of a student in a particular course is not upto the mark, he may repeat the course whenever, it is offered as per the course layout.

- ❖ Academic rules and regulations updated time to time due to necessity changes. Such updated rules and regulations will be applicable to students.

8 REGISTRATION :

After verification of application form and original certificates by the Dean of the Post Graduate Institute / College or the Associate Dean of the College, candidate will be allowed to register. Registration shall consist of the following steps:-

- (1) Payment of fees in the office of the Dean, Post Graduate Institute or Associate of the concerned college.
- (2) Enrolment of students in various courses in consultation with the advisory committee & Heads of the Departments.
- (3) Deposition of roster form duly filled in and signed by the student, teacher, the advisors and Head of the Department on the same day or within the prescribed time with the Dean, Post Graduate Institute or Associate Dean of the college, failing which the registration shall be invalid.

9 MEDICAL EXAMINATION :

- ❖ Medical Examination is compulsory for all the students admitted during the first year and the same should be got done from the Civil Surgeon at the district headquarter / Medical Officer at the Rural Hospital / Primary Health Centre as directed by the University/Dean/Associate Dean before the end of first semester.
- ❖ If a student is medically unfit, the Dean / Associate Dean will inform the concerned student and his parent/guardian for rectification of the defects.
- ❖ **If a student is found medically unfit, he is liable to be discontinued from the University.** Such cases would be reported to the Registrar for taking necessary action.
- ❖ If a student fails to appear for the Medical Examination arranged by the University / Dean / Associate Dean, concerned student will have to get himself medically examined from the above medical authority at his own expenses and produce examination report within the period specified by the college authorities.
- ❖ **In case he fails to produce the medical examination report within the specified time, his result shall not be declared.**

10. ATTENDANCE :

- ❖ Every student shall attend all lectures, practicals, library work, extension education visits, study tours and the meetings with advisory committee and concerned teachers.

❖ **If a student fails to attend 80% of the total number of lectures, laboratory practicals or field tutorial classes in a course held and deemed to have held during a semester irrespective of his date of registration, he shall not be eligible to appear for semester end examination and shall be awarded 'F' grade.**

❖ Such students shall repeat the course when offered.

11. SPORTS AND ALLIED ACTIVITIES :

Facilities for sports and allied activities are available at all the colleges.

12. HOSTEL ACOMMODATION :

Hostel accommodation for a limited number of students is available at the hostels of the colleges of the Universities on merit basis. Every student admitted to Colleges is not necessarily given or promised admission to the hostel attached to that College.

13. MEDALS, CASH PRIZES AND AWARDS :

The medals, awards, and cash prizes are awarded to the meritorious students who top at the various Master degree examinations as per the University regulations as approved by the Executive Council.

14. SCHOLARSHIP AND CONCESSIONS :

As Ph.D courses in Agricultural Universities are not declared as professional courses, the facilities available to students of professional degree i.e. Educational discount/ Scholarship/ Reimbursement of Education fees will not be available for students admitted to Ph.D degree courses.

15. DISCIPLINE :

(i) The cases of unfair means and the cases of misbehavior will be dealt with as per the Rules and Regulations of the University in vogue and as amended from time to time.

(ii) **In accordance with the provisions made under University Statutes, 1990, a student while studying in the College if allegedly found involving in the activities like ragging, bullying or kidnapping and any other act of indiscipline shall immediately be suspended from the College as well as the Hostel without any notice by the Dean / Associate Dean of the College and liable to be expelled from the College by the Vice-Chancellor on the detailed report of the Director of Instruction of the University, as per the instructions of the Dy. Director General (Education), ICAR, New Delhi vide letter No. 6(29)/2007-A. and P., dt. 18/1/2008 regarding the directives issued by the Hon'ble Supreme Court of India on**

Special Leave to appeal (C) [24295 & 24296-99 of 2004] vide judgment dt. 10/12/2007 and also vide letter No.AGU-2009/pr.a.kra.58/7-A, Dt.06/05/2009 from Dept.of Agriculture, Animal Husbandry, Dairy Development and Fisheries, Mantralaya, Mumbai.

- (iii) Student shall abide by the rules & regulations enforced and approved by the State Council.
- (iv) **Any kind of indiscipline and misbehavior amounting to ragging activities is an offence punishable under the provisions of UGC Regulations on curbing the means of Ragging in higher education institution 2009.**
- (v) **Anti Ragging Act** : In case of ragging, for **24 X 7 Anti Ragging help line contact toll free No. 1800-180-5522**, Email:**helpline@antiragging.net** and web site : '**http://www.ugc.ac.in**'.
- (vi) Each student and his parent / guardian shall have to furnish an affidavit in **Appendix 'G'** to follow scrupulously the provisions of **UGC Regulations on curbing the means of Ragging in higher education institution 2009** and ensure that absolute discipline is maintained in the premises of educational Institute, Hostel campus and University campus etc.

16. FEES :

Fees payable by the students for Ph.D. programmes. (In Rupees)

Sr. No.	Item	Semester I	Semester II
	A) College / Institute fees.		
1	Tuition Fee	12000	12000
2	Registration fee	500	500
3	Eligibility Fee #	500 / 800 ⊗	--
4	Caution Money	2000 [⊙]	--
5	Library fees	1000	1000
6	Subscription towards Students' Council Activities		
	i) Sports, Gymkhana and allied activities.	1000	1000
	ii) Co-operative Society (Share + Membership fee)	200 [#]	--
	iii) Annual Prize Distribution Function	800	--
	iv) College / Institute magazine	400	--
	v) 'Krida Mahotsav' Sport Fee	100	--
7	Medical Examination Fee.	200	--
8	Identity Card	100 [#]	--
9	Student's Aid Fund	200 [#]	--
10	Grade Card	200	200
11	Examination Fee	3500	-
12	Students Safety Insurance Premium.	100	--
13	Thesis checking Fee	--	5000
	Total (A)	22800 + [300 [⊗]]	19700

Sr. No.	Item	Semester I	Semester II
	(B) Hostel		
1	Hostel Caution money	3000 [⊙]	--
2	Maintenance charges	3000	3000
3	Electricity Charges	3000	3000
4	Mess deposit.	2000 [⊙]	--
	Total (B)	11000	6000
	Grand Total (A+B)	33800 + [300[⊗]]	25700

Note:-

- ⊗ The fees will be collected from students who passed qualifying examination from out of Maharashtra State.
- ⊙ The fees to be refundable whenever the student leaves the College/ Institute /Hostel.
- # The fees to be charged only once during the student's stay at the College/ Institute.

Special Instructions :

- (1) Besides the above fees, Transcript fees of Rs.100/- will be collected at the time of registration at the end of last Semester by the University.
- (2) Various concessions / relaxations offered by the Govt. of Maharashtra to Female students & students of various reserved category shall be applicable *mutatis mutandis*.
- (3) Fees for Grade Card/examination are to be deposited to the respective University.

17. ADMISSION SCHEDULE (2018-19):

17.1 Admission schedule for 2018-19 is as under

Sr. No.	Programme	Date
1.	Availability of online application form on website	24-09-2018
2.	Last date of submitting the application form and along with that uploading the scanned copies of the necessary documents	01-10-2018
3.	Display of provisional Merit List on KTPL & MCAER Web site	03-10-2018
4.	Period of Grievances.	04-10-2018 to 06-10-2018
5.	Display of Final Merit List on KTPL & MCAER Web site	10-10-2018
6.	(i) Display of First Round allotment list	14-10-2018 (After evening)
	(ii) Period of reporting	15-10-2018 and 16-10-2018 (up to 5.30 pm)

Sr. No.	Programme	Date
7.	(i) Display of Second Round allotment list (with conversion)	20-10-2018 (After Evening)
	(ii) Period of reporting	22-10-2018 and 23-10-2018
8.	Display of Vacancy positions for spot round	24-10-2018
9.	Spot Admission Round (As per procedure mentioned in Appendix 'K')	25-10-2018 and 26-10-2018
10.	Commencement of classes	25-10-2018

NOTE-

- (1) **Admission process will be continued at concerned Colleges / Institute even on Sundays and Government holidays.**
- (2) **All the vacancies created by various reasons after Second round of admission will be filled in through the Spot Admission Round by the concerned Institute from the Final Merit list published by the KTPL Pune.**
- (3) No call letters will be sent to the candidates for the admission programme.

17.2 The prospectus contains only the gist of the Admission Rules and also of Academic Regulations for different Ph.D. Degree Programmes. For more details, the Rules and Regulations for admission and education regulations shall be referred.

18. The website maha-agriadmission.in shall be active from 24th September,2018.

(Sachindra Pratap Singh)
Director General
Maharashtra Council of Agriculture
Education & Research,
Pune-411 007.

CHECK LIST OF DOCUMENTS FOR ADMISSION

Sr. No.	Details of Certificate / Documents	Yes (✓) / No (✗)
1.	a) Domicile Certificate/School Leaving Certificate containing place of birth from Maharashtra/birth Certificate issued by the competent authority from Maharashtra.	
	b) Domicile certificate / Residential certificate / Community, Nativity and Date of birth certificate from Other State Candidate.	
2.	Mark sheet / Grade Card of qualifying examination.	
3.	College/ Institute Leaving/ Transfer Certificate (last attended)/ Bonafide certificate of the college where admission has already been taken.	
4.	Caste Certificate issued by competent Authority designated in the State.	
5.	Caste validity certificate for candidates belonging to SC, ST, VJ(a), NT (b), NT(c), ND(d), Other Backward classes (OBC) and Special backward Classes (SBC). In case , validity certificate is not issued, receipt of concern office for the issue of validity certificate.	
6.	Non Creamy Layer Certificate issued on or after 1st April 2018 or valid upto the date of submission of application form by the Competent Authority. In case, Non-Creamy Layer' Certificate' is not issued, receipt of concern office for the issue of Non-Creamy Layer' Certificate.	
7.	(A) Whether the 'Certificate of the Freedom Fighter' issued in favour of parents / Grandparents of the Candidate is issued under the signature of the Hon. Prime Minister / Chief Minister, Maharashtra State.	
	(B) If yes, whether an Affidavit of the Freedom Fighter and if the Freedom Fighter is not alive then his/her wife/husband on the Stamp Paper of Rs.100/- has been enclosed?	
	(C) If yes, whether the following points have been mentioned in it ?	
	(1) The candidate is son/daughter of the Freedom Fighter or son/daughter of son/daughter of the Freedom Fighter.	
	(2) The Freedom Fighter has not used this concession for any relative here before.	
	(3) The Freedom Fighter shall not use the concession for any relative hereafter, if the benefit is availed at this time.	
8.	'Certificate of Defense Personnel (DP)' issued by the Zilla Sainik Welfare Officer/ Discharge Certificate issued by the Officer Commanding the Regiment or Serviceman Certificate issued by the Competent Authority.	
9.	'Certificate of Physically Handicapped (PH)' issued by District Civil Surgeon or equivalent Government hospital/ Medical board. [The percentage of disability shall not be less than 40% in case of candidate seeking reservation for physically handicapped category.]	
10.	'Certificate of Project Affected Person (PAP)' issued by District Resettlement Officer/ Rehabilitation Officer / OR the competent officer, empowered (with letter of competent officer if empowered) of Government of Maharashtra in the prescribed form that his/her parents'/grand parents' land has been acquired by the Government for Agricultural University/ Irrigation/ Power/ Defence Project having the name of beneficiary.	

Sr. No.	Details of Certificate / Documents	Yes (✓) / No (✗)
11.	‘Certificate of Agriculturist (AG)’ for the year 2016-17 or 2017-18 issued by the Tahsildar/ Naib Tahsildar OR issue in the format available with Tahasildar / Naib Tahasildar showing that the applicant or his/her parents or grand parents (Paternal) is/ are owner or tenant, holds agricultural land and whose main source of income is derived from personal cultivation of land.	
12.	Research paper published only in NAAS (National Academy of Agricultural Science) accredited reputed journal. (With Front Page and Index Page of the Journal)	
13.	‘No objection Certificate’ of current academic year from employer if employed.	
14.	Self-Declaration letter in the prescribed format (Appendix ‘B’) confirming the authenticity of the uploaded copies of documents.	
15.	Undertaking in Appendix ‘D’ regarding cleanliness habits	
16.	As per Government Resolution Women and Child Development Department No. Amuja2011/Pra.kra.212/ka-3, dated 02/04/2018 the certificate of orphan child issued by Commissioner, Women and Child Development, Pune on their letter head.	

APPENDIX 'A'

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) is 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.

Signature :

Place : _____

Name:

Date : _____

SEAL

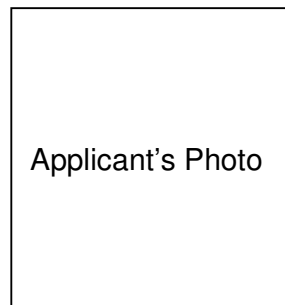
Designation :

NOTE :

- (1) * Mentioned full name of concern Act here.
- (2) The sign and seal should be of authorized certifying officer.
- (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 'B'

'Self-Declaration related to uploaded Original documents'



I Son / Daughter of aged,
Occupation resident of with Aadhar Card
No. (If Available)..... hereby declare that the originals of documents
uploaded on website are factual. I 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 'C'

'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 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. 2000/- whereas for candidates from the reserved categories of Maharashtra shall be Rs.1000/-. 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 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 along with 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 hospitalized 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 along with all the necessary documents, fees and authority letter while attending the College. Prescribed format of the Authority Letter is given in **Appendix 'E'**. 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 fill up the body parts donation form given in **Appendix 'I'**.
- (17) Upload the self declaration certificate in **Appendix 'B'** regarding authenticity of uploaded 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.
-

APPENDIX 'D'

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) manage to construct the W/C (Toilet and manage to construct the W/C (Toilet) within a period of three months (If not available) and I promise that all my family members will use W/C (Toilet) regularly.

Date

Signature

APPENDIX 'E'

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,

APPENDIX 'F'

'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 hospitalized and can't move to attend the allotted College to take admission/refuse, personally during the scheduled time period. In such case if the authorized 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 fill up the body parts donation form given in **Appendix 'I'**.
- (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 'G'

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 'H'

Procedure for 'Spot Admission Round'

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during dated 25th and 26th Oct. 2018 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 and maha-agriadmission.in on **24th October, 2018**.

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 along with all necessary original documents and prescribed fees **between 10.00 hrs to 13.00 hrs during 25th and 26th Oct. 2018**.
- (2) The Associate Dean/Principal of the respective College/Institute shall prepare the Merit List of reported eligible candidate's category wise **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**.
- (4) 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. 26.10.2018 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. The said Government Resolution is available on MCAER website.
- (5) 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.

- (6) 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.
- (7) The Associate Dean/Principal of the College/Institute is hereby informed to operate the Spot Admission Round during dated **25th and 26th October 2018** up to **16.30 hrs every day**.
- (8) 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**.
- (9) The KTPL will make available the **Provisional Allotment Letter** to the admitted Candidate during **Spot Admission Round, for the administrative purpose**.
- (10) 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)

Appendix 'I'

'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. _____