

## APPENDIX 'C'

### 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.

Signature :

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

Name:

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

SEAL

Designation :

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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 'D'

### **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 undertake 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 concerned authority. I shall not create any dispute / conditions in this regard.
- 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 signed 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 undersigned without any undue influence, coercion.

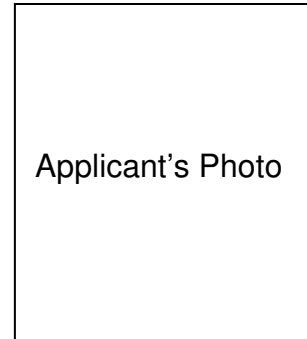
Signature of Parents/Guardian of the Student

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

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

**APPENDIX – ‘E’**

**‘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 'F'

### '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. 19 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 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.**
- (c) The candidate whose name appears in the Allotment List' shall collect the 'Provisional Allotment Letter' through his/her log in.
- (11) The candidate should attend the respective College with all necessary original documents and required fees **on or before the last date** mentioned on his/her Provisional Allotment Letter.
- (12) (a) The candidate desiring for admission has to produce all original documents along with required fees.
- (b) 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 4.14 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/refuse, personally during the scheduled time period. In such case the Candidate shall get and also can refuse his/her admission in his/her absentia if the Candidate authorizes the person to take the admission/ refuse. 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 'L'. This condition will be also applicable if candidate 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 'M'.
- (17) Self-Declaration letter in the prescribed format (**Appendix 'E'**) confirming the authenticity of the uploaded original copies is compulsory.

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## APPENDIX 'G'

Form for filling up the information by the candidate desirous of seeking admission for  
Second Year Undergraduate Degree Program 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 utilizing 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 Hand wash	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 Organization 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 'H'

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

- (1) The original documents regarding candidate's Category, Marks, Transfer Certificate / Leaving certificate / Transference 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) Only the Associate Dean/Principal of the Constitutional / Government aided Colleges/Institute or his authorised officer is empowered to operate the process of refusal of admission.
- (4) If the candidate desires to cancel his admission after registration the procedure mentioned in the prospectus at point No. 4.14 shall be adopted and immediately upload the information regarding cancellation of admission through college 'log in' and by e-mail to the KTPL.
- (5) 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.
- (6) 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.
- (7) If the Candidate is hospitalized 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. This condition will be also applicable if candidate is admitted in hospital during the spot round.
- (8) The student desires to donate his/her body parts after his/her death and if body parts donation form is given in Appendix 'M'. College has to mention "Donor of Body Parts" on his/her ID Card.



**APPENDIX 'J'**

Name of Institute / College : \_\_\_\_\_

**Undertaking from the students as per the provisions of anti-ragging**  
**Verdict by the Hon'ble Supreme Court**

I, Mr./Ms. \_\_\_\_\_ SR/Roll No. \_\_\_\_\_  
Course \_\_\_\_\_ Degree program \_\_\_\_\_ student of  
\_\_\_\_\_ (college name) on this day \_\_\_\_\_ month  
\_\_\_\_\_ year \_\_\_\_\_ do hereby state on solemn affirmation and undertake that-

- (1) I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above reference (available at <http://www.hbti.ac.in>); and
- (2) That I understand the meaning of 'ragging' and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- (3) I have not been found or charged for my involvement in any kind of ragging in past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future; and
- (4) I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the Institute authorities for the purpose from time to time.**

**Date:**

**Signature of Student**

I hereby fully endorse the undertaking made by my child/ward.

**Signature of Mother/Father and or Guardian**

**Witness:**

## APPENDIX 'K'

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

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during 1<sup>st</sup> to 3<sup>rd</sup> **July, 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).

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 1<sup>st</sup> to 3<sup>rd</sup> July, 2017.**
- (2) The Associate Dean/Principal of the respective College/Institute shall prepare the Merit List of reported eligible candidates 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.** 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. 3<sup>rd</sup> July, 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) 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.
- (5) The Associate Dean/Principal of the College/Institute is hereby informed to operate the Spot Admission Round during 1<sup>st</sup> to 3<sup>rd</sup> **July, 2017** up to **16.30 hrs everyday**.
- (6) The Associate Dean/Principal must furnish the information of admitted candidate by email to the **Director (Education), MCAER, Pune and KTPL, Pune** everyday before **17.00 hrs**.
- (7) The KTPL will make available the **Provisional Allotment Letter** to the admitted Candidate during **Spot Admission Round, for the administrative purpose**.
- (8) 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'**

**AUTHORITY LETTER**

I the undersigned Mr./Ms... ..  
Application Form No. .... for Undergraduate 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 hospitalized 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 authorizing Mr./Ms.. ..... 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 along-with 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 'M'**

**'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. \_\_\_\_\_