

Appendix 'N'

Procedure for 'Spot Admission Round' regarding Direct Second Year admission

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during **07th to 09th August, 2015** 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 **06th of August, 2015**.

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 07th to 09th August, 2015**.
- (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. **ÉÉÉÉÉ-2010/É.Gò.155/7+ä**, 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. 09.08.2015 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 **07th to 09th August, 2015** 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)

Appendix 'O'

Procedure for 'Spot Admission Round' regarding First Year admission

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during **25th to 28th August, 2015** 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 of August, 2015**.

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**'.

- (9) 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 25th to 28th August, 2015**.
- (10) 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**.
- (11) 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. **ÉÉÞðÊÉ-2010/|É.Gð.155/7+ä**, 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.28.08.2015 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'.

- (12) 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.
- (13) The Associate Dean/Principal of the College/Institute is hereby informed to operate the Spot Admission Round during **25th to 28th August, 2015** up to **16.30 hrs everyday**.
- (14) 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**.
- (15) The **KTPL** will make available the **Provisional Allotment Letter** to the admitted Candidate during **Spot Admission Round, for the administrative purpose**.
- (16) 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 'P'

AUTHORITY LETTER

I the undersigned Mr./Ms... ..
Application Form No. for Undergraduate admission process for the
year 2013-14, 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 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 'O'

'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. _____