

4. ADMISSION PROCEDURE :

- 4.1 The candidate should read all the information carefully about the admission process given in the prospectus.
- 4.2 The admission process for the CET cell and State Agricultural Universities will be conducted by 'KTPL', Pune.
- 4.3 In the Common Entrance Test conducted by the competent authority (MHT-CET/JEE/NEET/AIEEA-UG) the merit of admission will be determined by considering total percent/percentile marks obtained in the respective group (PCB/PCM) and the other weightages.
- 4.4 If candidate appears for more than one entrance exam. or appears for both groups (PCB / PCM group) in entrance examination, then the maximum percentile/percent marks obtained in concern entrance exam. or group will be considered.
- 4.5 As per provisions of Article 5 of the Maharashtra Agricultural Universities (Krishi Vidyapeeths) Act 1983, to get admission to the Undergraduate courses, the parents of candidate should be residing in Maharashtra State for at least 3 years during past 10 years and such candidates shall be deemed as eligible for admission. But, 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 these candidates 2% seats of intake capacity will be reserved (The said criteria is not applicable for non-aided affiliated colleges).
- 4.6 Excluding the reserved seats for Indian Council of Agricultural Research, New Delhi and candidates from other States, the remaining seats will be filled as follows
- (a) First of all, seats for the candidates from } 30 percent seats –
the State of Maharashtra } 'M' Quota.
- (b) Then, such candidates who have passed } 70 percent seats -
the qualifying examination from schools/ } 'U' Quota.
colleges/institutes under the }
jurisdiction of respective Agricultural }
Universities of Maharashtra }

In case of non-aided Colleges except minority colleges, the allocation of seats shall be as follows:

- (a) **20% of intake capacity for Institutional Quota,**
- (b) **Out of remaining 80% seats of intake capacity,**
 - **30% for Maharashtra Quota and**
 - **70% for Agriculture University Quota.**

- 4.7** Non minority Institutions intending to surrender the Institutional Quota (in part or full) of specified colleges to the CAP shall communicate competent authority before last date of online submission of admission form and the same shall be allotted as per the rules of CAP.
- 4.8** The candidate having a Domicile Certificate from Maharashtra State or the place of birth from Maharashtra mentioned in College Leaving Certificate of the candidate 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.
- 4.9** As per Government Resolution, Agriculture, Animal Husbandry, Dairy Development and Fisheries Department, No. AGU-2095/23106/cr-181/19-A dated 5th September, 1996, and No. AGU-1197/28688/cr-94/97/19-A, dated 27th October, 1997, **one seat over and above the intake capacity at each College for undergraduate course shall be filled from the wards of displaced citizens and wards of officers/staff of military and paramilitary forces / All India services posted to combat terrorists activities in Jammu and Kashmir State.** The said GR is available on MCAER website. (Applicable to all Institutes except affiliated non-grant institutions). Such candidate shall apply online at www.maha-agriadmission.in and have to collect copy of the application form from KTPL, Pune by e-mail. The one copy of said application shall be sent to the Chief Secretary, Government of Jammu and Kashmir. Government of Jammu and Kashmir will arrange to verify the Migration Displacement Certificate of the Candidates and **only valid applications may be forwarded by the State Government of Jammu and Kashmir to the M/s. 'Kalp Technologies Pvt. Ltd., Third floor, Gopal House, Near Hotel Kimaya, Karve Road, Kothrud, Pune 411 029, Maharashtra'.**

4.10 All the admissions of degree courses shall be as per merit and shall be of temporary / provisional type.

4.11 The merit list will be published on the websites. Candidates can view the merit list on these websites. The candidates shall not be communicated about the merit list separately through Post or telecommunication.

4.12 The applicants who have complaints about the provisional merit list should present their grievance 'online' using their 'Login ID' and 'Password' which is received at the time of registration of admission on or before the date mentioned in the Admission Programme. 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.

4.13 Centralized Admission Process (CAP) –

As per the Government Resolution, Agriculture, Animal Husbandry, Dairy Development and Fisheries Department, No. Makruvi 2010/Pra.Kra. 155/7-A, dated 20-10-2011, considering social and special reservation and also reservation mentioned in Sr. No. 5 of this prospectus , the allocation of seats under centralized admission process / priority of allocation of benefits of reservation and procedure for conversion of vacant seats is implemented as per the said GR Appendix -1 and Appendix-2.

Before accepting the seat allotted during CAP, a candidate can opt to 'Freeze', 'Float' or refuse the allotted seat option for college as per the procedure given below:

- (a) **Freeze-** Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission.
- (b) **Float-** Candidate accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such Candidates will be considered in second round of admission. Float option shall not be available for the seats allotted in Round III (means, the Float option will be available for candidates who has been allotted seat but not allotted with first option through first allotment round only).
- (c) For candidates who choose the Float option, and secure a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round.

- (d) Float options will not be available to a candidate who is offered admission as per first choice.
- (e) Candidates who are offered admission as per the first choice / selected freeze or float option, they will get admission allotment letter through their login and they shall remain present in allotted college with original documents within stipulated time period mentioned on admission allotment letter during office hours. The admission of such candidate will be confirmed by collage authorities only after checking and verifying the original documents on which basis the admission is given and take entry on website. Concerned College will return original documents to the candidate by keeping photocopy of the same with them.
- Also the concern college shall **check and verify the other documents** which are mentioned in their online form. If they do not match, the college will take such entry online and modified the information in application form.
- (f) If candidate selects float option in first round and receives nearest preference in second round then there is no need to verify the documents at concern College again.
- (g) After verification of documents by the colleges related to admission allotment, 'Seat acceptance fee' of Rs.1000 shall be deposited by the candidate through online process. The said facility is available on candidate's login. The said fees will be non-refundable. It is mandatory to deposit '**Seat acceptance fees**' for those candidates who have selected the float option during first admission allotment round. Once the candidate deposited 'Seat acceptance fees' during first admission allotment round, thereafter no need to deposit fees again at the time of second admission allotment round.
- (h) If the required documents are incomplete, the respective college will reject such admission and mention the ground for rejection of admission on website. On the basis of information updated by college on website, the information in admission form will be updated. By considering the modified information and modified merit list, said candidates shall be considered in next admission process.
- (i) Other than Candidate who have not been allotted the first choice or not interested in the option Freeze or Float, such candidates shall refuse the allotted admission. For this purpose, such candidates should have to update the information regarding cancellation of admission through his login. Such candidates are eligible for next admission rounds for options other than the refused option.

- (j) Candidate who have been allotted the seats and shall not take action as per above clause (e) or (f) or (g) such candidates should not be eligible for next round of online admissions. Such candidates are only eligible for spot admission allotment round.
- (k) Candidate securing admission through online admission allotment round and after completing freeze/float process, such candidate has to submit original documents and required fees to the concern college. If candidates fail to do so, such seats will be treated as vacant and will be filled by spot admission allotment round.

4.14 Reporting and confirming of admission in concerned Colleges personally –

After seeking admission through online CAP round, the candidates shall report to the institutions allotted and submit the Original Documents and pay education fees for first semester within stipulated time period mentioned in admission schedule. The concern college will give the authentic receipt to the candidate.

4.15 Admission through spot admission round:

Vacant seats after online centralized admission process will be filled at ‘Admission Process Centre’ given in ‘**Appendix-G**’ as per the procedure given in ‘**Appendix –H**’.

4.16 General instructions regarding admissions:

- (a) 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 shall register their presence as per **Appendix ‘I**’.
- (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 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 or any other mistake, admission of such a candidate shall be cancelled.
- (d) 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.

- (e) The Associate Dean / Principal will record this fact on their website via their login. Accordingly, the final list will be re-updated by KTPL and the said candidate will be **eligible for admission during next admission rounds as per his revised merit list.**
- (f) If a Candidate wants to report the complaint for allotment of admission, then the candidate can file **a complaint within the stipulated time of respective allotment round** to the Commissioner, State Common Entrance Examination Cell. The Commissioner, State Common Entrance Examination Cell is Competent Authority to hear such complaints after immediate confirmation and necessary action.
- (g) The admission for the degree course will be final. Such candidate will not be eligible to make any change in the University / College / Course.
- (h) Admitted students will not be eligible for admission in the next admission round. However, after taking admission as per allotment of admission during stipulated time period of admission process, if student cancels his admission / rejected admission allotment i.e. candidate cancels admission / students will be eligible for admission in any other option during next online admission round, except for previous cancelled options. Admission can be cancelled within given period.
- (i) **No complaint will be entertained** regarding ignorance, deferment by the candidate or any kind of technical failure or any other personal reasons.
- (j) The information related to the admission process and the merit list of state level ('M' Quota) and Agriculture university level ('U' Quota) and admission status of admission rounds will be available on the website.
- (k) The important instructions for the college's Associate Dean / Principal are available in **'Appendix J'**.

4.17 Admission Cancellation Process :

- (a) The candidate who has been allocated with admission through the online admission round, cancellation facility will be available in such candidate's login during the period mentioned in the schedule, after attending the concerned college after submission of original documents and necessary fees.
- (b) Candidates will apply for online cancellation and submit a signed copy of the application form for cancellation of admission to the institution.