

## APPENDIX 'E'

### 'Important Instructions to Candidates'

- (1) Before filling up the application form candidate shall check the '**Application Flow Chart**' of admission process available on **maha-agriadmission.in** website.
- (2) Online application form should be filled carefully on the basis of original documents. Admission allotment will be cancelled if variation in information were noticed.
- (3) Understand properly the admission schedule given at Point No. 19 in the prospectus.
- (4) 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**
- (5) 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 centre of M/S. KTPL, Pune then a fee of Rs.5/- will be charged for it. A list of such authorized center's is available on the website - 'maha-agriadmission.in'.
- (6) 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.
- (7) The Candidate should scan and upload Passport size photograph on online application form.
- (8) Press the submit button after confirming the information in the application form is correct, the original documents are uploaded and admission fee is paid. The candidate should take note that, once the application form is submitted, no changes and corrections will be made in the application form.
- (9) (a) After publication of the 'Provisional Merit List', every candidate shall check online and confirm whether his/her Name, Category, Marks, Weightages etc. are correct or otherwise.  
(b) In case of any discrepancies, the candidate shall send the required certificates /scanned copy as proof within the prescribed time limit by using his/her 'Log in ID' & 'Password'.
- (10) (a) Every candidate shall peruse the 'Admission List' on the dates as per the time table of admission.  
(b) **The candidate whose name appears in the Allotment List' shall collect the 'Provisional Allotment Letter' through his/her log in.**
- (11) The candidate who has allotted college & has desire to confirm their admission such candidate will have to follow procedure given in this prospectus at point No 4.13 to secure admission.

- (12) After completion of all online admission rounds, candidates securing allotment will have to report concern college to submit original documents and pay fees as per predetermined time table. Candidates having fee reimbursement from government should not have to pay the fees.
- (13) If the Candidate is hospitalized and unable 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 authorizes the person to take the admission. The authorised person is advised to produce provisional allotment letter, medical certificate along with all the original documents, fees and authority letter while attending the College. Prescribed format of the authority Letter is given in **Appendix 'G'**. This provision will be also applicable for candidate, who is admitted in hospital during the spot round.
- (14) (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 4.18 given in Prospectus and all original documents from respective College/Institute.
- (15) The candidate desires to donate his/her body parts after his/her death has to fillup the body parts donation form given in **Appendix 'L'**.
- (16) As per the G.R.No. संकीर्ण-1517/प्र.क्र.185/6-A, dt.5/6/2017 the Candidate admitted to the Undergraduate courses and whose name had not been included in the voters list are required to submit the undertaking and fill in the form No. 6, 7 , 8 and 8-A at the time of admission and submit to the respective college at the time of admission.

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