

Appendix 'K'

Procedure for 'Spot Admission Round'

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during 19th to 22st August, 2018 in the Spot Admission Process Center 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 17th of August, 2018.

The name of candidates 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 Spot Admission Process Center 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 websites and report personally to the Spot Admission Process Center related to concern College along with all necessary original documents and prescribed fees between **9.00 hrs to 11.30 hrs during 19th to 22nd August, 2018.**
- (2) Concern colleges will have to register the names of students who report at the center between 9.00 am to 11.30 am in the online software system. KTPL, Pune will generate a merit list of these registered students by 1.30 pm for the concern center. There will be a separate merit list for each day of '**Spot Admission Process**'. This merit list will be valid only for the day on which it is generated.
- (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. 30.08.2018 only.** However Spot Admission Process Center **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 concern college.
- (5) The Provisional admission allotment letter will be issued to Candidate from Spot Admission Process Center, if selected through the spot round.

- (6) Spot Admission Process Center must furnish the information of admitted candidate by email to the **Director (Education), MCAER, Pune and KTPL, Pune** everyday before **17.00 hrs.**
- (7) **One representative from the College have to be present at respective Spot Admission Process Center during the spot round schedule. These representatives of Colleges will have to collect necessary documents and fees as per rule from students.**
- (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 only on the next day. (On the last day of spot admission round the aforesaid point is not applicable)
