

Appendix 'N'

Procedure for 'Spot Admission Round' regarding First Year admission

The 'Spot Admission Round' will be implemented by following the below mentioned procedure during **31th July,2017 and 01st August,2017** 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 **28th of July,2017**.

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 Spot Admission Process Center is advised to consider the following points for the '**Spot Admission Round**'.

- (1) Spot admission round will be convened only on Spot Admission Process Center. The spot admission round not convened on non aided colleges. The list of the Colleges whose spot round will be held on Spot Admission Process Center, the details regarding the Spot Admission Process Center is mentioned in Appendix "M".
- (2) The candidates are instructed to observe the **available vacant seats** displayed on the above websites and report personally to the Spot Admission Process Center related to concern College alongwith all necessary original documents and prescribed fees **between 9.00 hrs to 11.30 hrs during 31th July,2017 and 01st August,2017**.
- (3) The incharge of Spot Admission Process Center shall prepare the Merit List of reported eligible candidates categorywise **during 9.00 to 11.30 hrs and display the same on the Notice Board**. The KTPL, Pune will be provide suitable facility regarding to prepare the merit list in log-in of Spot Admission Process Center. Separate merit list will be generate for each day. These merit list's will be consider only for concern day.
- (4) After considering the above **merit** list of **eligible candidate**, operate the admission process for the **available vacant seats**. The Spot Admission Process Center **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.01.08.2017 only.** **However the 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'.

- (5) 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 Spot Admission Process Center.
- (6) Spot Admission Process Center is hereby informed to operate the Spot Admission Round during **31th July,2017 and 01st August,2017** up to **16.30 hrs everyday**.
- (7) 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**.
- (8) The Provisional admission allotment letter will be issued to Candidate from Spot Admission Process Center, if selected through the spot round.
- (9) **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.**
- (10) 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)
