

APPENDIX 'L'

'Important Instructions to Associate Dean / Principal regarding Admission process'

- (1) The original documents regarding candidate's category, marks, Transfer Certificate /Leaving certificate etc. shall be checked thoroughly by ensuring last date of admission noted on provisional allotment letter. After confirmation of documents, the may be confirmed on website and original documents will be returned to the candidate by keeping Xerox copies of the same.
- (2) Similarly, according to information in admission form verify concerned original documents. If information found incorrect, the same will noted college login. Accordingly, other information in admission form can also be updated.
- (3) If the Candidates fails to produce/submit required document(s) on which he gets admission, admission to such candidate will be rejected and the same will be noted on college login along with ground for rejection.
- (4) If the candidate desires to cancel his admission after registration the procedure mentioned in the prospectus at point No.4.15 shall be adopted and immediately upload the information regarding cancellation of admission through college 'log in' and by e-mail to the KTPL.
- (5) If the Candidate is hospitalized and can't move to attend the allotted College to take admission, personally during the scheduled time period. In such case admission to such candidate is allowed if the authorized person produced allotment letter of that Candidate, medical certificate along with all the necessary original documents, fees and authority letter at the time of admission. This condition will be also applicable if candidate is admitted in hospital during the spot round.
- (6) The student desires to donate his/her body parts after his/her death and if body parts donation form is given in Appendix 'O'. College has to mention "Donor of Body Parts" on his/her ID Card.
- (7) The Candidate whose name had not been included in the voters list, undertaking from such candidate will be taken along with Form No. 6, 7, 8 and 8-A for including their name in voter list and take action as per circular, Department of Agriculture and Animal Husbandry, Dairy Science and Fisheries No. संकीर्ण- 1517 / प्र.क्र.185 / 6-अ, dt.5/6/2017
- (8) After the completion of all online admission rounds, the candidates securing admission are need to remain present at concern college in-person along with original documents and required fees within stipulated time period given in admission schedule. During this period, original documents and required educational fees should be collected from the candidate. Receipt of collected fees should be given to the candidate. Such a fees should not be collected from the candidates which is reimbursed from government.
- (9) The Associate Dean/Principal has to update the information regarding admission/rejection and cancellation of the candidate(s) upto a period of continuously five months from the commencement of first round of admission by using log-in ID and password.
- (10) After completion of admission process, each unaided private education institute/college should submit proposal for recognition of admissions as per point No. 3.6 to Director General, MCAER, Pune and Admission Regulatory Authority.