Instructions for filling of Application Form

I. Registration Process

1.   For Registration of 2017-18 admission process applicant will have to visit the website www.maha-agriadmission.in.
2. Applicants will have to ensure that while registering, use a mobile no. which is preferably personal or which he/she can easily access.
3. Following are the inputs taken for registration of applicant:

- **Mobile Number** - Please enter mobile number. It will be your user ID for further admission process
- **First Name** - Please enter Your Name
- **Middle Name** - Please enter your Father's or Husband's Name
- **Last Name -** Please enter Your Surname
- **e-Mail** - Please Enter your Email ID
- **Gender-** Please select Gender Male or Female
- **Date Of Birth** - Please Enter Date of Birth According to Birth Certificate / Leaving Certificate
- **City** - Please Enter City
- **Password** - Please enter the Password, it will be used for further process
  Confirm password - Please re-enter the Password for confirmation
- **Register -**Select Register button to get successfully registered.

Please note that the registered mobile no. and password gives you an individual login on http://maha-agriadmission.in. Please access your student login regularly and ensure it is accessible

II. Application Form Filling

Applicants are to use the User ID and password created by him/her to fill the online application form using the login.

Please access your student login regularly and ensure it is accessible

At frequent intervals, you need to check for any new information pertaining to the admission process on www.maha-agriadmission.in.

The online application form consists of Personal, Academic, Preferences, Payment and Summary tabs provided to be filled by applicant as follows:

Instructions for filling of Application Form

Personal Tab: वैयक्तिक

Field Name	Description
Application No: MCAER-PUG17-XXXXXX	Application number is Auto Generated.
* Student Photo (विद्यार्थ्यांचा फोटो):	Upload the scanned Photo, the size should not exceed more than 50 kbs.
* Student Sign (विद्यार्थ्यांची सही):	Upload the scanned sign; the size should not exceed more than 20 kbs.
Aadhaar No (आधार क्रमांक):	Enter the Aadhaar No, if available
Pan No (पॅन क्रमांक):	Enter the PAN No, if available
* Candidate's Name (विद्यार्थीचे पूर्ण नाव):	The Candidates name will be taken from the registration data.
* Gender (लिंग):	The gender will be considered as entered during registration.
*Birth Date (जन्म तारीख):	Date of Birth will be considered as entered during registration.
E-Mail (इ-मेल):	E mail Id will be considered as entered during registration.
* Mobile No (दूरध्वनी क्र 1):	Mobile No entered during registration will be considered.
Mobile No2 (दूरध्वनी क्र 2):	Enter additional mobile number if available
*Address1 (पत्ता 1):	Enter the detail address
Address2 (पत्ता 2):	Enter the detail address
* Pin Code (डाक कोड):	Enter the PINCode
* State (राज्य):	Select the State
* District (जिल्हा):	Select the District
* Taluka (तालुका):	Select the Taluka
* City/Village (शहर/गाव):	The City/Village name entered during registration will be considered.
* Father's Occupation (व्यवसाय):	Select the Fathers Occupation
* Parents Annual Income:	Enter the Annual income of Parents
* Father's Name(वडिलांचे पूर्ण नाव):	Enter Fathers Name, Middle Name and Surname
* Mother's Name (आईचे लग्नाआगोदर चे नाव):	Enter Mothers Name, Middle Name and Surname

Instructions for filling of Application Form

* Domicile State (अधिवास राज्य):	Select the state of your domicile and upload the document
*Domicile Document (अधिवास प्रमाणपत्र प्रकार):	Upload your domicile document and select the domicile type. If the document gets uploaded you will seen Upload button in blue color
*Religion (धर्म):	Enter your religion
Category (प्रवर्ग):	Select the category you belong to and upload the documents. If the document gets uploaded you will see Upload button in blue color.
* Caste (जात):	Enter the caste you belong to
Student's Bank Name: (बँक खाते असल्यास बँकेचे नाव)	Enter the Bank Name of Applicant
Branch Name: (शाखा)	Enter the Applicants Bank Branch
Account No: (बँक खाते क्रमांक)	Enter the Bank Account Number
*Do you belong to Economically Backward Class (EBC)? (ई बी सी प्रमाणपत्र आहे का ?)	Select if you belong to Economical Backward Class. If the document gets uploaded you will see Upload button in blue color.
*Is Student/Applicant Employed? (NOC): (विद्यार्थी नोकरी करत आहे का ?)	Select if applicant is employed. If yes then upload the employers Copy of NOC. If the document gets uploaded you will see Upload button in blue color.
Next Button	Select the next button to save and proceed to next tab
	Used for Compulsory Fields
	Button is used for uploading the document
	Button is displayed if document is uploaded

Academic Tab:

In the Academic tab applicant will have to provide the academic details as follows:

Field Name	Description
* Previous faculty	Select previous faculty

Instructions for filling of Application Form

* Degree College Name (महाविद्यालयाचे नाव)	Enter the Degree College Name
* College State(राज्य)	Select the State of College
* College District (जिल्हा)	Select the College located District
* College Taluka (तालुका)	Select the College located Taluka
* College City (महाविद्यालयाचे गाव/शहर)	Enter the College located
* LC/TC Documents	Select the Document type
* LC/TC Documents Upload	Upload the document

Degree

*Degree marks (CGPA)	Enter the degree(CGPA) marks as given in your mark sheet.
Degree Mark sheet Upload	Upload the Degree Mark sheet
Degree Seat No. (कृषी तंत्र निकेतन आसन क्रमांक)	Enter the seat number as given on Degree Mark sheet
Month & Year (उत्तीर्ण झालेला महिना व वर्ष)	Enter the month and year of passing as given on Degree Mark sheet
Years Required For graduation (परीक्षा किती वेळा दिली)	Enter the Years Required to complete graduation course

Other Reservation and Weightages

Certificate of the Freedom Fighter (FF) (स्वातंत्र्य सैनिकाचे पाल्य असल्यास)	Select and Upload the document if you are eligible
Certificate of Physically Handicapped (PH) (अपंग असल्यास)	Select and Upload the document if you are eligible
Certificate of Defense Personnel (DP) (आजी व माजी सैनिकांची मुले असल्यास)	Select and Upload the document if you are eligible
Certificate of Project Affected Person (PAP) (प्रकल्पामुळे विस्थापित झालेल्या व्यक्तींची मुले)	Select and Upload the document if you are eligible
Certificate of Agriculturist (AG) (शेतकरी असल्याचा दाखला)	Select and Upload the document if you are eligible

Instructions for filling of Application Form

N.C.C. B or C Certificate(Air/ Naval/Army wings. राष्ट्रीय छात्रसेना 'बी' किवा 'सी' प्रमाणपत्र.	Select and Upload the document if you are eligible
N.S.S. Certificate of 240 hrs./N.S.S. Special Camp (राष्ट्रीय सेवा योजनेमध्ये किमान २४० तास काम केलेले)	Select and Upload the document if you are eligible
Sport Certificate (District, State, National, International) level (जिल्हा, राज्य,राष्ट्रीय, आंतरराष्ट्रीय क्रीडा स्पर्धामध्ये सहभाग घेतल्याचे प्रमाणपत्र)	Select and Upload the document if you are eligible
Certificate of Debate/Essay/ Elocution of State Level Competition issued by concerned Organization वादविवाद, निबंध स्पर्धा, वक्तृत्व या राज्यास्थर स्पर्धामध्ये भाग घेतल्याबाबतचे प्रमाणपत्र.	Select and Upload the document if you are eligible
Submit	Select the submit button to save and proceed to next tab

Preferences Tab

In the Preference tab applicant can check his eligibility score and can give the preferences for the PG per his/her eligibility.

Field Name	Description
Eligible Faculty	Select to check the Weightages
Preferences List	Select the college preference as per subject code and save the preferences.
Selected Preferences	The selected Preferences can be viewed and applicant can shuffle the preferences
Next	Select the save button to proceed to next tab

Payment Tab

In the Payment tab applicant can make payment of application fee using any of the online payment modes provided.

Instructions for filling of Application Form

Summary Tab:

In the Summary tab applicant can view the summary report of application filled by applicant:

Summary	Summary is the view of entire report having data entered by applicant
Declaration	Candidate is required to select and check the declaration. And Further click on Submit Admission Form
Submission of Admission Form	Once applicant has checked the details filled and verified he can Further click on Submit Admission Form. Once the form is submitted applicant cannot make any changes if any.