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)   Understand properly the admission schedule given at Point No. 19 in the prospectus.

(3)   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**

(4)   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 centres of M/S. KTPL, Pune then a fee of Rs.5/- will be charged for it. A list of such authorized centres is available on the website.

(5) 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.

(6) The application form fees for the candidates from the Open category and all the candidates from Out of Maharashtra State shall be Rs. 1000/- whereas for candidates from the reserved categories of Maharashtra shall be Rs. 500/-. The said fees shall be paid through Net banking, RTGS, NEFT, Debit Card or Credit Card. Once the application form is filled, the facility of paying such a fee is made available on the website. The said fees are non-refundable.

(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 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 <u>log in.</u>**

   (c) The candidate whose name appears in the Allotment List' shall collect the 'Provisional Allotment Letter' through his/her <u>log in.</u>

(11) The candidate should attend the respective college with all necessary original documents and required fees **on or before the last date** mentioned on his/her Provisional Allotment Letter.

(12) (a) The candidate desiring for admission has to produce all original documents along with required fees.

(b) If any candidate desires to refuse his / her admission then he / she should refuse the admission by paying Rs. 200/- online through Debit Card / Credit Card / Net Banking on the website Log-in..

(13) (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 4.14 given in Prospectus and all original documents from respective College/Institute.

(14) If the candidate is hospitalized and can't move to attend the allotted college to take admission/refuse, personally during the scheduled time period. In such case the candidate shall get and also can refuse his/her admission in his/her absentia if the candidate authorizes the person to take the admission/ refuse. The authorized person is advised to produce provisional allotment letter, medical certificate along with all the necessary documents, fees and authority letter while attending the college. Prescribed format of the Authority Letter is given in Appendix 'K'. This condition will be also applicable if candidate is admitted in hospital during the spot round.

(15) While filling up the online application form the candidate is advised to fill the correct information as per his/her original documents or otherwise his/her provisional allotment letter for admission shall be rejected.

(16) The candidate desires to donate his/her body parts after his/her death has to fill up the body parts donation form given in Appendix 'L'.

(17) Self-Declaration letter in the prescribed format (**Appendix 'D')** confirming the authenticity of the uploaded original copies is compulsory.