

Appendix 'H'

Procedure for 'Spot Admission Round'

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during dated 25th and 26th Oct. 2018 in the respective Colleges / Institute 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 **24th October, 2018**.

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 Associate Dean** of the College/Institute 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 above websites and report personally to the respective College/Institute along with all necessary original documents and prescribed fees **between 10.00 hrs to 13.00 hrs during 25th and 26th Oct. 2018**.
- (2) The Associate Dean/Principal of the respective College/Institute shall prepare the Merit List of reported eligible candidate's category wise **during 10.00 to 13.00 hrs and display the same on the Notice Board**.
- (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**.
- (4) 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. 26.10.2018 only**. However the Associate Dean/Principal 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. The said Government Resolution is available on MCAER website.
- (5) In case of **high meritorious but late reported candidate**, the admission shall be given on priority on the **available vacant seat at that time only** in that respective College/Institute.

- (6) 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 College/Institute.
- (7) The Associate Dean/Principal of the College/Institute is hereby informed to operate the Spot Admission Round during dated **25th and 26th October 2018** up to **16.30 hrs every day**.
- (8) The Associate Dean/Principal must furnish the information of admitted candidate by fax / email to the **Director (Education), MCAER, Pune and KTPL, Pune** everyday before **17.00 hrs**.
- (9) The KTPL will make available the **Provisional Allotment Letter** to the admitted Candidate during **Spot Admission Round, for the administrative purpose**.
- (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)
