

# MCAER 2020-21 Admission Process

## General Information for Applicants

1. The Admission Process for 2019-20 for Agricultural Universities in Maharashtra is conducted online by Maharashtra Council of Agricultural Education and Research, Pune. From 2019-20 Admission process only the scanned copy of documents will be accepted.
2. Applicants are hereby informed to read the instructions from the prospectus and appendix carefully before filling the application form. If Applicants have any doubts they can call to our call center to clear their doubts on call center number – 020-67635999. Applicants are suggested to keep their original documents like – Mark sheet, Certificates etc ready before filling the application form and get scanned.
3. Applicants have to ensure that the document scanned is readable they have scanned their all documents and preserved in a folder properly. Further they can store in pen drive or on email, as while filling the application form applicants have to ensure they are carrying the scanned documents along with the scanned copy of their recent photo and signature. This will help them in filling the application form correctly and in less time.
  - 3.1 The documents scanning will cost Rs.5 (Rupees Five) per page at the [listed centers](#).
  - 3.2 For scanning the documents the resolution should be of 100 dpi , file size of 100 kb and the document should be in **.pdf** format only. The applicant will have to confirm with the scanning center about the document scanned dpi, size and file format.
  - 3.3 The applicants should take care of their original documents (hard copy), It is their responsibility to preserve their original documents. As the Original documents are further required during the admission and the college can reject their admission if original documents not provided.
4. Application shall not be considered and shall stand rejected if the Application form processing fees is not paid. Application form processing fees is to be paid through **online system**. Applicant has to ensure that they are having any of the following modes of payment option with them like - Debit Card / Credit Card / Internet Banking. This fee is non-refundable under any circumstances
5. It is the responsibility of Applicant to filling the application form correctly and should upload the scanned documents in specific upload option only. **MCAER or KTPL will not be responsible if the applicant does not upload scanned document or uploaded scanned document in wrong upload option.**

6. As the Admission process is carried online applicants shall not send any type of document hard copy by post or by courier to MCAER or University or KTPL. Hard copy's of documents will not be accepted.
7. At frequent intervals, applicant needs to check for any new information pertaining to the admission process on [www.maha-agriadmission.in](http://www.maha-agriadmission.in).
8. It is the responsibility of Applicant to remember and keep secured their User ID and Password.
9. The mobile number provided while registration is students User ID. And the communication related to admission process will be sent by SMS. Applicant should ensure that it is preferably personal or which he/she can easily access.

## General Information for Centers

1. Provide information and general instruction for reading to applicants who want to apply for various agricultural courses.
2.
  - i. Applicants will provide his/her required documents for scanning. Ask them to provide original documents. For scanning the documents the resolution should be of 100 dpi, file size of 100 kb and the document should be in **.pdf** format only. The documents scanning will cost Rs.5 (Rupees Five) per page for applicant. The scanned document must be readable.
  - ii. Applicants will provide his/her recent photo and sign for scanning. For scanning the photo and signature the resolution should be of 100 dpi and file size 50kb for photo and 20kb for signature
3. The Service provided for filling of application form at center are charged Rs. 75/- per application form.
4. The centre should return all the original documents after scanning to the applicants. Especially for female candidates return the photos after scanning. As the Original documents are further required during the admission and the college can reject their admission if original documents not provided.
5. As the fees are to be paid online. If the candidate requests to pay his fee online, you can pay candidate fees in reasonable rates or if possible provide the service free.

# Instructions for filling of Application Form

## Registration Process

1. For Registration of 2020-21 admission process applicant will have to visit the website [www.maha-agriadmission.in](http://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

## Student Login

1. Applicants can use the User ID and password created by him/her to fill the online application form using the login.
2. Please access your student login regularly and ensure it is accessible.
3. Please note that the registered mobile no. and password gives you an individual login on <http://maha-agriadmission.in/>
4. At frequent intervals, you need to check for any new information pertaining to the admission process on [www.maha-agriadmission.in](http://www.maha-agriadmission.in).

# Application Form Filling

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

## Personal Tab:

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

Field Name	Description
ApplicationNo: SYBFSc-UG-20-XXXXXX	Application number is Auto Generated.
* Student Photo (विद्यार्थ्याचा फोटो):	Upload the scanned Photo, the size should not exceed more than 50 kbs.
* Student Sign (विद्यार्थ्याची 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 while registration form 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
* 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 see 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 Banks Branch of Applicant
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
* S.S.C Percentage	Enter the SSC Percentage as given in your mark sheet.
* S.S.C Marksheet Upload	Upload the SSC Mark sheet.
AgriL. Polytechnic College (महाविद्यालयाचे नाव)	Enter the Diploma 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
*Home University	On the options provided the home university will be selected by default
* LC/TC Documents (अधिवास प्रकार)	Select the Document type
* LC/TC Documents Upload	Upload the document

## AgriL. Polytechnic Diploma (डिप्लोमा)

Diploma Seat No. (डिप्लोमा आसन क्रमांक)	Enter the seat number as given on Diploma Mark sheet
Month & Year (उत्तीर्ण झालेला महिना व वर्ष)	Enter the month and year of passing as given on Diploma Mark sheet
No. of Attempts (परीक्षा किती वेळा दिली)	Enter the number of attempts to complete Diploma course
Marks Obtained (प्राप्त गुण)	Enter the Marks Obtained
Out of Marks (एकुण गुण)	Enter the out of Marks
Percentage (प्राप्त टक्के)	The Percentage will get auto calculated from the Obtained and out of marks
Polytechnic Mark sheet Upload	Upload the Polytechnic Mark sheet

## Other Reservation and Weightages

Certificate of the Freedom Fighter (FF)	Select and Upload the document if you are eligible
Certificate of Physically Handicapped (PH)	Select and Upload the document if you are eligible
Certificate of Defense Personnel (DP)	Select and Upload the document if you are eligible
Certificate of Project Affected Person (PAP)	Select and Upload the document if you are eligible
Certificate of Agriculturist (AG)	Select and Upload the document if you are eligible

N.C.C. B or C Certificate( Air/ Naval/Army wings)	Select and Upload the document if you are eligible
N.S.S. Certificate of 240 hrs./N.S.S. Special Camp	Select and Upload the document if you are eligible
Sport Certificate (District, State, National, International)level	Select and Upload the document if you are eligible
Certificate of Debate/Essay/ Elocution of state Level Competition issued by concerned Organization	Select and Upload the document if you are eligible
Submit	Select the submit 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

### **Preferences Tab:**

**In the Preference tab applicant can check his eligible points and can give the options for the B.Sc. Direct Second year or First Year as his eligibility is.**

<b>Field Name</b>	<b>Description</b>
Eligible Faculty	Select to check the Weightages
Second year Preference	Select the college preference of Second year and save the preference
First year Preference	Select the college preference of First year and save the preference
Selected Preferences	The selected Preferences can be viewed and applicant can shuffle the preference
Next	Select the save button to proceed to next tab

### **Payment Tab:**

**In the Payment tab applicant can make payment of application fee using various payment options provided.**

<b>Field Name</b>	<b>Description</b>
Net Banking	Select the Net banking payment option to make the payment. Kindly keep the details of payment Transaction used for Payment of Fees

**\*\*\*\*\* Incomplete\*\*\*\*\***

### **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.