

APPENDIX 'B'

PROFORMA FOR CERTIFICATE OF BEING A LANDLESS AGRICULTURAL LABOURER (To be signed by an officer not below the rank of Naib Tahsildar)

This is to certify that Shri / Smt. _____ (Name of father / mother of candidate) is the of _____ Village _____ Tahsil _____ District father / mother of _____ (Name of Candidate) **and he/she does not agricultural holds no land.**

His/Her principal means of livelihood is manual labour on agriculture land of _____ (owner of land) of Village _____.

Place : _____	SEAL	Signature : Name: Designation :
Date : _____		

NOTE : This certificate should not be in the name of the Candidate.

APPENDIX 'C'

PROFORMA FOR CERTIFICATE OF BEING AN AGRICULTURIST (To be signed by an Officer not below the rank of Naib Tahsildar)

This is to certify that Shri / Smt. _____ (Name of land holder) father / mother, grandfather / grandmother (Paternal side) of Shri / Miss _____ (Name of candidate) of _____ Village _____ Tahsil _____ District holds _____ hectare of land in the capacity as owner and the area of the land held by him/her does not exceed the economic holding as defined in _____ Act of 19 . Further certified that his/her main source of income is derived from cultivation of land held by him/her.

Place : _____	SEAL	Signature : Name: Designation :
Date : _____		

NOTE :

- (1) The seal and designation of certifying officer should be legible.
- (2) 'Agriculturist' means a person who owns agricultural land, the area of which does not exceed the economic holding as defined in the Tenancy and Agricultural Land Act of the Revenue Region he/she belongs to.
- (3) In case candidate himself holds land, his name will appear as landholder.

APPENDIX 'H'

'Important Instructions to Candidates'

- (1) Before filling up the application form candidate shall check the '**Application Flow Chart**' of admission process available on <http://oasis.mkcl.org/agriug> 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 <http://oasis.mkcl.org/agriug>
- (4) Candidate shall choose **any one of the 'Application Receipt Center' (ARC)** from one of these cities viz. **Nagpur / Akola / Beed / Jalgaon / New Panvel (Dist.Raigad) / Pune.**
- (5)
 - (a) Collect the printout of application form duly filled in '**ONLINE**'.
 - (b) Candidate shall sign at the appropriate space provided in the application form.
 - (c) Enclose all necessary true copies of the Certificates with the application form.
 - (d) **Attach D.D. amounting to Rs. 600/- for Open Category and Rs.300/- for Reserved Category candidates.**
- (6)
 - (a) Affix a recent passport size photograph in the appropriate box provided in the application form.
 - (b) The Candidates are advised to submit the completed application form alongwith all necessary attested true copies of the certificates and required D.D. payable any of the selected ARC city by **RPAD / Courier Service.**
 - (c) No application form shall be received if delivered personally.
- (7)
 - (a) **The candidate has to draw the D.D. in the name of 'MKCL' payable at the selected ARC City.**
 - (b) **The out of State Candidate of all the Categories has to attach D.D. of Rs.600/-.**
- (8)
 - (a) After publication of the 'Provisional Merit List', every candidate shall check online and confirm whether his/her Name, Category, Marks, Weightages 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'.
- (9)
 - (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 log in.**
 - (c) Candidate shall affix his/her photograph on the 'Provisional Allotment Letter' at the appropriate place and get it attested by the Competent Authority.
- (10) 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.
- (11) (a) The candidate desiring for admission has to produce all original documents alongwith required fees .
- (b) **The candidate eligible to get refund of fees from the State Government is advised not to pay the necessary fees.**
 - (c) The candidate who does not desire to seek admission is required to fill up the Form for Refusal the Admission given in the prospectus at **Appendix 'K' alongwith required fees of Rs. 200/- and submit it to the Associate Dean/Principal** of any Constituent / Government aided College/Institute only. The candidate is also required to enclose original copy of the 'Provisional Allotment Letter' duly attested by the Competent Authority having affixed the passport size photograph.
- (12) (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 4.18 given in Prospectus and all original documents from respective College/Institute.

APPENDIX 'I'

Form for filling up the information by the candidate desirous of seeking admission for Undergraduate Degree Programme regarding the habit of cleanliness and facilities available at his/her home

1	Name
2	Permanent Residential Address
3	Family information	No. of family members. : No. of members utilising the W/C (Toilet) - :
4	Availability of W/C (Toilet)	Yes <input type="checkbox"/> No <input type="checkbox"/> If the W/C (Toilet) is not available give the specific reason.
5	Habit of Handwash	Before Food- Yes <input type="checkbox"/> No. <input type="checkbox"/> If yes- With Soap <input type="checkbox"/> With Water <input type="checkbox"/> Other <input type="checkbox"/> If Toilet- Yes <input type="checkbox"/> No <input type="checkbox"/> If yes- With Soap <input type="checkbox"/> With Water <input type="checkbox"/> Other <input type="checkbox"/>
6	Undertaking	I have read the appeal made by the Organisation regarding importance of W/C (Toilet) and its day to day use. I will convince all my Family Members regarding importance of W/C (Toilet) manage to construct the W/C (Toilet and manage to construct the W/C (Toilet) within a period of three months (If not available) and I promise that all my family members will use W/C (Toilet) regularly.

Date

Signature

APPENDIX 'K'

ADMISSION REFUSAL FORM

To,
Associate Dean / Principal

Subject : Refusal of Undergraduate Admission for Academic
Year 2011-12.

Sir,

I _____, the undersigned state that I have been declared eligible for admission to the _____ degree programme of the _____ Krishi Vidyapeeth through MCKL Online admission process in the _____ Round, held on dated _____. I have obtained the Provisional Allotment Letter on _____.

Now due to following reasons I wish to refuse the said admission.

- (1) _____
- (2) _____
- (3) _____
- (4) _____

For refusal of my admission, I hereby remit the Refusal Fees of Rs. 200/-

Place: _____ Signature : _____

Date : _____ Name _____

Form No. _____

[This form is to be submitted to the Associate Dean / Principal of any Constituent / Aided College. The concerned College shall inform refusal of the admission to the MKCL,Pune on the same day, without fail.]

APPENDIX 'L'

'Important Instructions to Associate Dean / Principal'

- (1) The original documents regarding candidate's category, marks, Transfer Certificate / Leaving certificate etc. shall be checked thoroughly by ensuring last date of admission strictly.
- (2) (a) If all the original documents are found to be correct, the name of the candidate shall be registered for admission.
(b) Communicate the name of the candidate whose admission is confirmed to MKCL through 'College log in'.
(c) **The fees shall not be collected from the eligible Candidates in whose case the said fees is to be refunded by the Government.**
- (3) Only the Associate Dean/Principal of the Constitutional / Government aided Colleges/Institute or his authorised officer is empowered to operate the process of refusal of admission.
- (4) (a) If the Candidate desire to refuse his/her admission, the Candidate may be asked to submit the application form for the refusal, as prescribed in the prospectus at **Appendix 'K'**. The candidate is also instructed to produce the attested copy of the allotment letter affixed with passport size photograph.
(b) Collect Rs.200/- from such candidate as the refusal charges for the admission.
(c) Communicate to the MKCL immediately for such refusal through 'College Log in'.
(d) **From the collected amount of Rs. 200/- as the admission refusal fees, Rs.100/- shall be sent to the MCAER, Pune by D.D. (On completion of all admission rounds, within period of seven days, the collected amount in respect of cancellation charges should be sent to the MCAER in the name of the 'Financial Advisor, MCAER, Pune' payable at Pune by D.D. on any Nationalised Bank.)**
- (5) If candidate does not appear / attend on or before the last date of particular round as mentioned in his allotment letter, **on the very next day before 12.00 noon, his absentee shall be reported to the MKCL and Director (Education), MCAER, Pune by 'log in' and e-mail respectively as 'Not Reported.'**
- (6) If the candidate desires to cancel his admission after registration the procedure mentioned in the prospectus at point No.4.18 shall be adopted and immediately upload the information regarding cancellation of admission through college 'log in' and by e-mail to the MKCL and Director (Education), MCAER, Pune respectively.

Appendix 'O'

Name of Institute / College : _____

**Undertaking from the students as per the provisions of anti-ragging
Verdict by the Hon'ble Supreme Court**

I, Mr./Ms. _____ SR/Roll
No. _____ Course _____ Degree programme _____
student of _____ (college name) on this day _____
month _____ year _____ do hereby state on solemn affirmation and
undertake that-

- (1) I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above reference (available at <http://www.hbti.ac.in>); and
- (2) That I understand the meaning of 'ragging' and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- (3) I have not been found or charged for my involvement in any kind of ragging in past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future; and
- (4) I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the Institute authorities for the purpose from time to time.**

Date:

Signature of Student

I hereby fully endorse the undertaking made by my child/ward.

Signature of Mother/Father and or Guardian

Witness:

Appendix 'P'

Procedure for 'Spot Admission Round'

The '**Spot Admission Round**' will be implemented by following the below mentioned procedure during **11th of August, 2011 to 18th of August, 2011** 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 **MKCL, Pune** on the website, www.mcaer.org and <http://oasis.mkcl.org/agriug> on **8th of August,2011**.

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 alongwith all necessary original documents and prescribed fees up to 10.00 hrs during 11.08.2011 to 18.08.2011.
- (2) The Associate Dean/Principal of the respective College/Institute shall prepare the Merit List of reported eligible candidates categorywise **during 10.00 to 11.00 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**. If it is noticed that the candidate from the reserved category is not available then as per guidelines given in the Government Resolution of Higher and Technical Education Department No. TEM 3397/12926/ (9086)/Tech. Edu-1 dated. 11.07.1997 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.18.08.2011 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. For reference the said Government Resolution is placed at **Appendix 'M'**.

- (4) 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.
- (5) 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 MKCL, Pune**. The MKCL, Pune is responsible for creating the facility in the **log-in** of the respective College/Institute.
- (6) The Associate Dean/Principal of the College/Institute is hereby informed to operate the Spot Admission Round during 11.08.2011 to 18.08.2011 up to **16.30 hrs everyday**.
- (7) The Associate Dean/Principal must furnish the information of admitted candidate by email to the **Director (Education), MCAER, Pune and MKCL, Pune** everyday before **17.00 hrs**.
- (8) The MKCL will make available the **Provisional Allotment Letter** to the admitted Candidate during **Spot Admission Round, for the administrative purpose**.

CHECK LIST

1.	Domicile Certificate issued by the Competent Authority for Maharashtra and other State candidates too.	
2.	HSSC [XII- Std.] Mark Sheet / Statement of Marks	
3.	SSC (X) Std. Mark sheet / Statement of marks	
4.	(i) College Leaving/ Transfer Certificate (last attended)/ Bonafide certificate of the college where admission has already been taken.	
	(ii) The candidate admitted in last academic year in any Agricultural University in Maharashtra if again applies to seek the admission for the current academic year for the first year degree course, then the Bonafide Certificate issued from the last attended respective College/Institute will be considered.	
5.	Caste Certificate issued by competent Authority designated in the State.	
6.	‘Caste Validity Certificate’ issued by the Competent Authority.	
7.	Non Creamy Layer Certificate issued after 1 st April 2011 or valid as on date of admission.	
8.	(A) Whether the ‘Certificate of the Freedom Fighter’ issued in favour of parents / Grand parents of the Candidate is issued under the signature of the Hon. Prime Minister / Chief Minister, Maharashtra State.	
	(B) If yes, whether an Affidavit on the Stamp Paper of Rs.100/- has been enclosed?	
	(C) If yes, whether the following points have been mentioned in it ?	
	(1) The candidate is son/daughter of the Freedom Fighter or son/daughter of son/daughter of the Freedom Fighter.	
	(2) The Freedom Fighter has not used this concession for any relative here before.	
	(3) The Freedom Fighter shall not use the concession for any relative hereafter, if the benefit is availed at this time.	
9.	‘Certificate of Defense Personnel (DP)’ issued by the Zilla Sainik Welfare Officer/ Discharge Certificate issued by the Officer Commanding the Regiment or Serviceman Certificate issued by the Competent Authority.	
10.	‘Certificate of Physically Handicapped (PH)’ issued by District Civil Surgeon or equivalent Government hospital/ Medical board. The percentage of disability shall not be less than 40% in case of candidate seeking reservation for physically handicapped category.	
11.	‘Certificate of Project Affected Person (PAP)’ issued by District Resettlement Officer/ Rehabilitation Officer of Government of Maharashtra in the prescribed form that his/her parents’/grand parents’ land has been acquired by the Government for Agricultural University/ Irrigation/ Power/ Defence Project having the name of beneficiary.	
12.	‘Certificate of Agriculturist (AG)’ issued by the Tahsildar/ Naib Tahsildar showing that the applicant or his/her parents or grand parents (Paternal) is/ are	

	owner or tenant, holds agricultural land and whose main source of income is derived from personal cultivation of land.	
13.	<p>(i) Village form 7/12 extract / Khasara for the year 2008-2009 or 2009-10 issued by the Talathi / Patwari showing that the land is in his/her name or in the name of parents/ grand parents.</p> <p>(ii) In case parents are not alive, the 7/12 extract should be in the name of his/her brother/ paternal uncle and the candidate must attach an affidavit on stamp paper of Rs.20/- (Twenty only) of the land holder stating that the applicant has legitimate share in the land.</p> <p>(iii) In case the extract is not in Marathi/Hindi or English, a certified translation should be attached.</p> <p>(iv) Affidavit of mother of the Candidate her father on stamp paper of Rs. 20/- (Twenty only) stating ancestral land in her name alongwith 7/12 extract thereof.</p>	
14.	‘Certificate of Landless Agricultural Labour’ issued by the Tahsildar/ Naib Tahsildar stating that the principal means of livelihood of the parent is manual labour on agricultural land. (This certificate should not be in the name of applicant.) However, “Agriculturist” (AG) category will not be given to Landless Agricultural Labour.	
15.	‘Certificate of Fisherman’ issued by Tahsildar / Naib Tahsildar stating that the source of income is from fishing only.	
16.	‘NCC ‘B’ or ‘C’ Certificate’ (Air/ Naval/ Army wing) issued by the Commandant (Passed during XI or XII Standard).	
17.	<p>(a) Certificate of participation in Sports/ Games issued by the District Sports Officer that the applicant has participated the College at XI and / or XII Std. in International, National, State, District competition. In case of international Competition, certificate issued by concerned competent authority of Organiser.</p> <p>(b) International games competition :</p> <p>(i) Olympic games,</p> <p>(ii) Common wealth games,</p> <p>(iii) Common wealth youth games,</p> <p>(iv) Asian games.</p> <p>(c) National /State / District games competition :</p> <p>(i) Sport competition organised by recognised Sport Association and Sponsored by Indian Olympic Federation</p> <p>(ii) Sport Competition organised by School Game Federation of India</p>	
18.	‘NSS Certificate’ issued by the competent authority in respect of Jr. College or Student’s Welfare Officer or Programme coordinator for admission to under graduate courses.	

19.	'Employers Certificate' being of Ward of Agricultural University/ MCAER employee.	
20.	Mark sheet / Certificate of Diploma in Agriculture Science or Rural Institute Amravati or Wardha.	
21.	'Mark Sheet / Certificate' of Diploma in Agricultural Technical School.	
22.	'Economical Backward Class (EBC) Certificate' issued on or after 1 st January,2011 issued by the concerned Tahsildar. (This provision is only for the students admitted through centralised admission process in non grant Colleges.)	
23.	'Migrant/ Displaced Students from Jammu and Kashmir State' should submit Certificate from the competent authority as mentioned in Government Resolution No. AGU-2095/23106/CR-181/19-A, dated 5/9/1996. Affidavit regarding displacement will not be entertained.	
24.	'No objection Certificate' from employer if employed	
25.	Undertaking in ' Appendix I ' regarding cleanliness habits	

Application form completed in all respects and received on or before the last date of submission of the application shall only be considered for admission.