



**Shivaji University, Kolhapur**  
**Rules for Admission to Non professional**  
**Post Graduate courses**  
**(Regular and External Students)**

A.R.13 Admissions to non-professional post-graduate courses in the affiliated colleges/institutions and University departments shall be strictly based on :

- a) Eligibility criteria as prescribed by the University from time to time.
- b) Reservation rules as prescribed by the State Government from time to time and adopted by the University.
- c) (i) Merit, as measured by the aggregate marks scored in the principal subject in the final year of qualifying examination.

Provided the vacancies remain unfulfilled, the following criteria shall be followed :

- (ii) Merit as measured by the marks scored in minimum three papers of the same subject at the undergraduate level.
- (iii) Those who do not fulfil the above (c i & c ii) conditions shall have to appear for the Entrance Test conducted by the University. Merit in the entrance tests conducted by the University in the respective subject shall be the criterion for admission in such cases.
- d) The above admission rules shall strictly be followed in order of priority as mentioned in c i, c ii and c iii.
- e) While preparing the merit list for M.Com.admissions the aggregate marks of the final year degree course should be considered.

A.R.14 (a) In preparing the merit list of the students to be admitted, the Admission Committee shall consider the marks obtained in the principal subject at the third year examination. In case there are two or more students with the same marks, the total of marks obtained by these student at Part-I, II and III Examination shall be considered. Even after this if the student continue to obtain equal marks, the marks secured by the students in the second year examination in the same subject should be considered.

(b) In the case of students from other Universities applying for admission to post-graduate courses it shall be necessary to ensure equivalence of the degree course offered by the said students. The quota for the students from other Universities in the State of Maharashtra will be 10 percent of the intake capacity, and in the case of the students from other Universities the reservation rules shall apply in toto.

Any outside student admitted to post-graduate course shall not have a score less than the last student locally admitted, in the respective category.

In case any seats from this quota remain vacant, students in order of merit should be admitted from the waiting list.

A.R.15 In view of the problem of drop out, the additional 10 percent of the sanctioned intake capacity may be admitted in the post-graduate courses of the Affiliated Colleges/Recognised Institutes/University departments/Autonomous Institutions, subject to the general rules of the admission framed by the university from time to time.

A.R.16 In case of admissions to second and/or third year of the post-graduate courses, preference should be given to the students of the same department. However, if vacancies remain, other things being equal students from other post-graduate departments may be admitted.

A.R.17 a) In case of admissions to University Departments, there shall be an Admission Committee for proper monitoring of admissions. The Admission Committee shall be constituted as under :

1. Head of the Department (Chairperson)
2. One Senior Professor
3. One Senior Reader
4. One Senior Lecturer (Secretary)

b) In case of Affiliated Colleges/ Recognised Institutions/ Autonomous Institutions having post-graduate departments, the Admission Committee shall be constituted as under :

1. Principal/Director (Chairperson)
2. Head of the concerned Department
3. One Senior Teacher in the Department
4. Registrar/Superintendent/Head Clerk(Secretary)

A.R.18 The foreign students shall be admitted to any Post-Graduate Course in a Recognised Institution / Affiliated College/ Autonomous Institution or in the University Department in addition to sanctioned seats as per the directives of the UGC/ State Govt. on production of provisional eligibility certificate from the University.

For obtaining provisional eligibility certificate, the foreign student shall apply alongwith necessary certificates to the University in the form prescribed by the University and pay fees as prescribed by the University from time to time.

Every foreign student, except those students nominated by the Central Government for medical courses, shall have to appear for and pass the entrance examination conducted by the University and any other test including medical test as prescribed by the Govt. The fees for this examination as well as for re-examination will be as prescribed by the University from time to time.

A.R.19 Students participating in international sports competitions or students securing atleast fifth rank in the National, Inter-University sports events (Individual or Team) may be considered for admission as special cases subject to the approval of the Hon'ble Vice-Chancellor.

**A.R.20 Rules for cancellation of admission and refund of fees/ deposits**

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Cancellation of admission and refund of fees/deposits shall be made as under :

1. All Deposits such as Caution Money, Library Deposit, Laboratory Deposit etc. shall be refundable subject to such deductions as may be necessary on account of any damage to the property of the institution, such as breakages of laboratory equipment, loss of library books etc. for which a student may be responsible.

The application for refund of such deposits shall be made within six months either from the date he/she leaves the College / Institute / University Department or completes the course.

2. Only tuition fees and deposits shall be refundable.

3. Tuition fees shall be refundable as under :
  - a) The entire amount paid by the student after deducting 25% as administrative charges;
    - i) If a student gets his admission cancelled within three weeks after the commencement of the academic term.
    - ii) If a student gets his admission in another college or Institution providing courses different from those in the College or the Institution to which he had first sought admission and paid tuition fees provided that he has kept the authorities of such a college or the Institution informed in good time (within three weeks after the commencement of the academic term) about his application for admission to another College or Institution, the application for refund of tuition fees in such cases, must be forwarded through the Principal of the College or Institution which the student actually joins, giving pertinent details such as the course selected by him, the date of his application for admission to the College or Institution concerned.
  - b) 50 percent of the amount paid by a student as tuition fees, if he applies for cancellation of his admission and the refund of fees before the last date of admission to the College or the Institution fixed by the University.
4. A student shall not be entitled to claim refund of tuition fees if he leaves the College or the Institution, after the last date of admission to such College/Institution.
5. In the case of a student, who fails to inform the authorities of the College or the Institution to which he has been given admission, about his intention to leave or change the College or the Institution, such authorities shall be entitled to charge fees in proportion to the term/terms completed as the case may be.
6. These rules shall also be applicable to Colleges/ Institutions run by the State Government.

- A.R.21. a) In case of self supporting courses the claim for refund of fees etc. shall be as per the existing rules.  
b) In case of external courses the claim for refund of fees etc. shall be as per the existing rules.

A.R.22 **PROSPECTUS :**

The Affiliated College/Recognised Institution/Autonomous Institution conducting Post-Graduate Courses and University Departments shall make available a prospectus of various courses being offered with necessary relevant information mainly with reference to the fees and course structure, intake capacity etc. The prospectus should be reasonably priced.

Every prospectus shall make it clear in the beginning that the admissions are completely governed by rules and regulations made by the University from time to time. A copy of such rules and regulations should be displayed on the notice board of the College/Department in the University during the period of admission.

It shall be mandatory on the part of the Colleges/Recognised Institutions to effectively advertise the schedule of admissions for the benefit of all the students.

- A.R.23 Rules and regulations regarding admission fee, tuition fee and various other fees to be charged by the affiliated College/Institution at Post-Graduate levels shall be governed by the provisions of rules and regulations and ordinances as prescribed by the University from time to time.

It shall be the responsibility of the Principal/Director/Head of the Department to ensure that admissions made, are as per rules, regulations and ordinances as prescribed by the University, from time to time.

Chairman  
Admission Rules Committee.