

From the Desk of Vice Chancellor



Prof. (Dr.) Devanand B. Shinde
Vice Chancellor

Dear Researchers,

Greetings!

It is indeed great pleasure to extend you warm welcome to Shivaji University. This university is carrying ahead a legacy of remarkable achievements and milestones on research front. It has created young researchers and scientists, who have been contributing research and development, in different areas.

Research is known to be the thrust of university education system, in creation of new knowledge, exploring new ideas and finally using the research outcome towards betterment of society and mankind.

Our university looks upon research as a potential to development of that particular spacialization and ultimately taking it to further advancements like Intellectual Property Rights (IPR), generation of patents, etc.

Our university is keen in undertaking research in upcoming areas and inspire the researchers for taking research in interdisciplinary areas, as well. Here, we offer the infrastructure and expertise that will definitely go hand in hand, for capacity building and support of our research students. The University provides a research platform to our researchers to bring global access and opportunities.

My best wishes to you all for your successful research endeavors and I am sure that you will come up with new innovations and new techniques on need based research front .

Prof. (Dr.) Devanand B. Shinde
Vice Chancellor

Rule	Particulars	Page No.
R.R.D. 1	Date of Application	04
R.R.D. 2	Eligibility	05
R.R.D. 3	Duration of Programme	06
R.R.D. 4	Procedure for Admission to M.Phil. and Ph.D.	07
R.R.D. 5	Entrance Test	09
R.R.D. 6	Departmental Research Committee (DRC) And Central Research Committee	09
R.R.D. 7	Registration Procedure after the Interview And the Research Proposal / Synopsis	11
R.R.D. 8	Research Advisory Committee and its functions	12
R.R.D. 9	Change in Title	13
R.R.D. 10	Research Supervisor / Guide	13
R.R.D. 11	Course Work	15
R.R.D. 12	Evaluation and Assessment Methods, Minimum Standards / Credits for award of Degree etc.	16
R.R.D. 13	Size, Style and Binding of Dissertation / Thesis	18
R.R.D. 14	Submission	19
R.R.D. 15	Open Defence (O.D.)	20
R.R.D. 16	Declaration of Result	20
R.R.D. 17	Additional M.Phil. / Ph.D. Degree	21
R.R.D. 18	Cancellation of M.Phil. / Ph.D. Registration	21
R.R.D. 19	Treatment of M.Phil. / Ph.D. through distance mode / part time	22
R.R.D. 20	Award of M.Phil. / Ph.D. degree prior to Notification of these regulations, or degrees awarded by Foreign Universities	22
R.R.D. 21	Depository with Inflibnet	23
R.R.D. 22	Provisional Certificate	23

Annexure I	Eligibility Norms and Guidelines	24
Annexure II	Admission Policy and Rules for foreign students	26
Annexure III	Part A : Regulations for Prevention of Plagiarism	33
	Part B : Prevention of Plagiarism through a Plagiarism detection tool.	41
Annexure IV	Input Sheet	42
Annexure V	Broad guidelines for preparation of synopsis	43
Annexure VI	Format of the cover page of the thesis	44
Annexure VII	Declaration and undertaking by Student	45
Annexure VIII	Certificate by Research Guide/Supervisor	46
Annexure IX	Progress Report	47
Annexure X	Fee Structure	48
Annexure XI	Rules for imposing fine	49
Annexure XII	Circular of Special Cell about Reservation Policy guidelines	50

Shivaji University, Kolhapur

Regulations for M.Phil./ Ph.D. Programme

(University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degrees) Regulations, 2016 : Notification dated 5th May 2016)

R.R.D. 1. DATE OF APPLICATION:

A candidate seeking admission to the M.Phil./ Ph.D. Degree shall apply to the University in the prescribed application form, on or before the date, as notified by Shivaji University, Kolhapur.

R.R.D. 2. ELIGIBILITY:

For admission to the M.Phil./Ph.D programme in a related subject of concerned faculty, the applicant shall fulfill the following conditions:

1. Eligibility criteria for admission to the M.Phil programme:

- 1.1 Candidates seeking admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's Degree by Shivaji University or by statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 1.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories (SC/ST/VJNT/OBC) and/or Differently-abled candidates as per policies of the Government prescribed from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

2. Eligibility criteria for admission to Ph.D. programme:

Subject to the conditions prescribed from time to time under the rules, the following persons are eligible to seek admission to the Ph.D. programme:

2.1 Candidates seeking admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's Degree by the Shivaji University or by statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to reserved categories (SC/ST/VJNT/OBC) and/or Differently-abled candidates as per policies of the Government prescribed from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

2.2 Candidates who have cleared the M.Phil. course work (Theory Examination) of Shivaji University with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) shall be eligible to proceed to do research work leading to the Ph. D. Degree in Shivaji University in an integrated programme, provided the candidate joins such programme without any break.

2.3 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending shall be eligible for admission to the Ph.D. programme of Shivaji University, Kolhapur.

2.4 Candidates possessing a M.Phil Degree of Shivaji University, Kolhapur or any other Statutory University or Degree considered equivalent to M.Phil. Degree of an Indian institution or from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

2.5 i) A candidate fulfilling the eligibility criteria mentioned in R.R.D. 2 and qualified GATE (valid score) of that particular year, will be considered for exemption from entrance examination. It is further provided that the seats to be allotted for admission to Ph.D. from GATE qualified candidates will be 10% of the total vacancy of respective subject / branch or 1 seat, whichever is more. The merit for admission form amongst GATE qualified candidate will be decided on the basis valid GATE score.

ii) A Candidate fulfilling the eligibility criteria mentioned in R.R.D. 2 and qualified JRF / SRF will be considered for exemption from entrance examination. It is further provided that the seats to be allotted for admission to Ph.D. from JRF / SRF qualified candidates will be 10% of the total vacancy of respective subject / branch or 1 seat, whichever is more. The merit for admission from amongst JRF / SRF candidates will be decided on the basis of marks scored in masters degree.

(iii) A Candidate fulfilling the eligibility criteria mentioned in R. R. D. 2 and qualified GPAT(its score is valid for three years) will be considered for exemption from entrance examination. It is further provided that the seats to be allotted for admission to Ph.D. from GPAT qualified candidates will be 10 % of the total vacancy of respective subject or 1 seat, whichever is more. The merit for admission from amongst GPAT qualified candidate will be decided on the basis valid GPAT score.

2.6 Candidates admitted through QIP-Ph.D. scheme of AICTE at the QIP research centre, after satisfying all the requirement, of the QIP scheme are exempted from the entrance test and interview, to enable them to register for the respective Ph.D. programme of the University.

2.7 Conversion of M.Phil. in to Ph.D.:- A candidate who is admitted to M.Phil. Programme can apply for conversion of M.Phil admission into Ph.D. However, the candidate will have to clear the Ph.D. entrance examination as per rules. The DRC/CRC will go through all the details and will process the said case for conversion of M.Phil. into Ph.D. The candidate will have to resubmit the synopsis for Ph.D. The remaining procedure will be carried out as per the rules prescribed for Ph.D. after conversion of M.Phil into Ph.D.

R.R.D. 3. DURATION OF PROGRAMME:

3.1. M.Phil. programme shall be of a minimum duration of two consecutive semesters/ one year and a maximum of four consecutive semesters / two years.

3.2. Ph.D. programme shall be of a minimum duration of three years, including course work and a maximum of six years.

3.3. If the M.Phil thesis/ Dissertation of the candidate is ready, after the expiry of 2 (Two) years, the candidate may be allowed to submit his/her thesis by an extension of registration for two years, after paying the prescribed fee. He/she may submit his/her M.Phil thesis/ Dissertation within two years from the date of extension of registration. If the candidate fails to submit his/her thesis/ Dissertation within two years from extension of registration, his/her performance as well as registration will automatically stand cancelled and no separate communication shall be made by the university to the respective candidate.

- 3.4. If the Ph.D. thesis of the candidate is ready, after the expiry of 6 (six) years, the candidate may be allowed to submit his/her thesis by an extension of registration for two years, after paying the prescribed fee. He/she may submit his/her thesis within two years from the date of extension of registration. If he/she fails to submit his/her thesis within two years from extension of registration, his/her performance as well as registration will automatically stand cancelled and no separate communication shall be made by the university to the respective candidate.
- 3.5. For extension of registration of M.Phil/ Ph.D. Programme, the candidate shall apply to the University through the Research Guide/ Research Supervisor in the prescribed application form signed by concerned Head of the university Department/Principal /Director.
- 3.6. The women candidates and persons with disability (more than 40% disability) may be allowed an additional relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave once in the entire duration of M. Phil. /Ph.D. for up to 180 days, and this period will not be counted as course period.
- 3.7. Candidates applying to the University as per Provisions mentioned above at 3.3, 3.4 and 3.6 shall apply to the University before 3 Months of the expiry of the maximum Duration. Delayed applications will not be entertained under any circumstance.

R.R.D. 4. PROCEDURE FOR ADMISSION TO M.PHIL. AND PH.D. :

- 4.1. Concerned Section of Shivaji University, Kolhapur shall notify on an annual basis a predetermined and manageable number of M.Phil. and/or Ph.D. scholars to be admitted depending on the vacancies available with Research Supervisors [as prescribed under UGC norms with respect to the Scholar – Research Supervisor ratio] and other academic and physical facilities available.
- 4.2. The Shivaji University, Kolhapur shall publish the Notification for admission to M.Phil and Ph.D. well in advance on its website and through advertisement in at least two national newspapers, of which one shall be a Marathi newspaper. The detailed information including the number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates, shall be made available on University official website (www.unishivaji.ac.in).
- 4.3. The admission to M.Phil./Ph.D. programme shall be based on the criteria notified by Shivaji University, Kolhapur, keeping in view the guidelines/norms in this regard issued by the University Grants Commission and other statutory bodies

concerned, and taking into account the reservation policy of the Central/State Government prescribed from time to time.

- 4.4. All admissions for M.Phil. and Ph.D. programmes shall be through a Common Entrance Test conducted by Shivaji University, Kolhapur, except for those who have been specifically exempted under these rules. However the Merit list of M.Phil. and Ph.D. shall be prepared as per the eligibility criteria of respective programmes.
- 4.5. Foreign candidates complying the eligibility criteria (for those who have obtained Master's Degree from foreign Universities OR eligible Foreign National) are exempted from appearing for entrance test, however, they should appear for Interview in person / online.
- 4.6. Candidates appearing for the Post Graduate final year examination may appear for the entrance test. He / She should submit the result of qualifying examination at the time of M.Phil. admission. Failure to which, shall disqualify the concerned candidate from further process.
- 4.7. Employed candidate shall have to submit No Objection Certificate (NOC).
- 4.8. The merit list for the M.Phil./Ph.D. Programme, except those candidates, who have been exempted from entrance test shall be prepared by the University, solely on the basis of performance of the candidate in the entrance test. However, if more than one candidate score equal marks in entrance test then the marks scored at Post Graduate Degree shall be considered to prepare the order of merit.
- 4.9. The merit list of selected candidates and the waiting list (for vacant seats, if any) in order of merit shall be prepared by the DRC/CRC. It will be valid for that particular academic year only.
- 4.10. All admissions shall be processed through the DRC/CRC.
- 4.11. The candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee/Central Research Committee at the time of the interview/viva-voce
- 4.12. The interview/viva-voce of the selected meritorious candidates shall be organized by the Shivaji University. Based on the number of vacant seats available in the concerned subject as notified by the university, qualified candidates shall be called for interview.
- 4.13. The following aspects shall be considered during the interview/ viva-voce :-
 - a. whether the candidate possesses the competence for the proposed research;
 - b. whether the research work can be suitably undertaken at the university /research centre;

- c. whether the proposed area of research can contribute to new/additional knowledge.

The candidate shall appear for interview /viva-voce along with the inputs in given proforma **(Please see annexure IV)**

- 4.14. The Shivaji University, Kolhapur shall maintain the list of all the M.Phil / Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration

R.R.D. 5. ENTRANCE TEST:

- 5.1 An Entrance Test shall be a qualifying test. For admission to M.Phil/Ph.D. programme. The Entrance Test will be of 100 marks (50 questions of two marks each with multiple choices). The qualifying marks for Entrance test shall be 50% marks. Negative scheme of marking shall not be applicable.

Provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non- Creamy layers)/ Differently- abled category in the entrance examination .

Provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC(Non- Creamy layers)/ Differently - abled categories remain unfilled, the University shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admission of General Category.

- 5.2 The Entrance Test shall consist of 50% questions, based on Research Methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the centre(s) to be notified in advance. The details of syllabus for the Entrance Test shall be made available on University Website.
- 5.3 Entrance Examination will be offline/online.
- 5.4 The duration for the examination will be two hours.
- 5.5. Qualifying the Entrance Test does not essentially mean the confirmation of M. Phil/Ph.D. admission.
- 5.6. The quota for admission shall be 90% for Home University students and 10% for other university students. The reservation rules shall be applicable to 90% quota and 10% quota, separately. The candidate who has obtained the qualifying degree of Shivaji University (for admission to M.Phil / Ph.D. programme) shall be treated as Home University student.

R.R.D. 6. DEPARTMENTAL RESEARCH COMMITTEE (DRC) AND CENTRAL RESEARCH COMMITTEE:

- 6.1. The constitution of DRC

1	The Head of the Department	Chairperson
2	Two Subject Experts (One from Department Concerned and one from outside university jurisdiction) nominated by the Pro Vice Chancellor	Members
3	Two Nominees of the Pro Vice Chancellor (One General and One Reservation)	Members
4	Chairman of Board of Studies concerned	Member

All the above members necessarily shall be the research Guides/Supervisors for Ph.D. and one of them shall be from reserved category and one must be a woman member. It is responsibility of the member from the reserved category to observe and ensure the execution of the reservation policy of Government of Maharashtra during admission process.

If DRC cannot be constituted as above, due to the small size of the Department, then the recognized research Guides/Supervisors from the affiliated colleges / recognized institutes may be nominated by the Pro Vice Chancellor for the formation of DRC.

- 6.2. The Central Research Committee [CRC] to conduct Interview in the subject where University Department does not exist will be constituted by the Hon. Pro Vice-Chancellor as follows:

1.	Senior Professor	Chairperson
2.	Chairperson, Board of Studies in the concerned subject.	Member
3.	Two subject experts to be nominated by the Hon. Pro Vice-Chancellor	Members
4.	One subject expert from research centre, by rotation	Member

All the above members necessarily shall be the research Guides/Supervisors for Ph.D. and one of them should be from reserved category and one must be a woman member. It is responsibility of the member from the reserved category to observe and ensure the execution of the reservation policy of Government of Maharashtra during admission process.

- 6.3. The Quorum for DRC/CRC meeting will be three.
- 6.4. The tenure of the DRC/CRC will be of two academic years.
- 6.5. The approval to the formation of the DRC/CRC shall be obtained from the Hon. Pro Vice-Chancellor.

R.R.D. 7. REGISTRATION PROCEDURE AFTER THE INTERVIEW AND THE RESEARCH PROPOSAL / SYNOPSIS :

- 7.1. A selected applicant seeking admission to the M.Phil./Ph.D. programme shall apply to the Shivaji University, Kolhapur in the prescribed form along with the following documents :
 - i. A self attested copy of the statement of marks / degree/ passing certificate (Post Graduation degree, M. Phil. / NET / SET /SLET/ GATE / BET/JRF etc.)
 - ii. Migration and Transfer Certificate (whichever is necessary).
 - iii. The registration form duly filled in and signed along with registration fee as prescribed by the university from time to time, through the Head of the University Department / Principal / Director of Recognized Institution.
 - iv. Authenticated copy of professional experience along with copies of the published research work in the proposed area, wherever necessary.
 - v. Sponsorship letter from the Institution or Company, wherever necessary.
 - vi. No objection certificate from the employer, if the candidate is employed.
 - vii. The eligibility form along with requisite documents and fee shall be submitted to the concerned university section. The registration of the M.Phil./ Ph.D. candidates shall not be confirmed unless the final eligibility certificate is issued by University.
- 7.2. The synopsis of M.Phil/ Ph.D. candidates will not be placed before the Research and Recognition Committee, unless the final eligibility process is completed.
- 7.3. The applicant shall submit the application along with eight copies of M.Phil. / Ph.D proposal/synopsis.
- 7.4. A selected applicant shall be required to make a brief presentation before the Research Advisory Committee about the proposed research.
- 7.5. The presentation will be arranged by the respective Head of the University Department or chairman of the Research Advisory Committee.
- 7.6. In case of any suggestions given by the Research Advisory Committee (RAC) for improvement of the topic, the candidate shall make changes accordingly and submit the same to the Head / Chairman of RAC within a period of not more than fifteen days from the date of presentation.

- 7.7. The Research Advisory Committee shall prepare a report on the basis of the presentation. The chairman of Research Advisory Committee shall send a report along with the proposal, within a period not more than 20 days, from the date of presentation to the concerned Section of Shivaji University, Kolhapur to place the same before the Research and Recognition Committee for final approval.
- 7.8. The constitution of Research and Recognition Committee shall be as prescribed in Maharashtra Public Universities Act, 2016.
- 7.9. The registered M.Phil./ Ph.D candidate shall not be allowed to register simultaneously for any other degree course/ programme in regular mode.
- 7.10. The admission will be confirmed after the Research and Recognition Committee approves the topic.

R.R.D. 8. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS:

- 8.1. There shall be a Research Advisory Committee for each M.Phil. and Ph.D. scholar. Research Advisory Committee shall consist of :-

1.	The Head	Chairperson
2.	Two experts nominated by the Hon. Pro Vice-Chancellor in consultation with the Dean of the concerned Faculty. [The two experts necessarily shall be the research Guides/Supervisors]	Member
3.	Guide /Supervisor of the Research Student	Member

- 8.2. Where University Department does not exist, the Research Advisory Committee will be constituted by the Hon. Pro Vice-Chancellor consisting of Chairperson, Research Guide/ Research Supervisor, two experts.
- 8.3. The Research Advisory Committee shall have the following responsibilities, namely:-
- 8.3.1. To review the research proposal and finalize the topic of research;
- 8.3.2. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he / she may have to do;
- 8.3.3. To periodically review and assist the research scholar in the progress of the research work.
- 8.4. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for

evaluation and further guidance. The six monthly progress reports of the concerned research scholar shall be submitted by the Research Advisory Committee to the University, with a copy to the research scholar.

- 8.5. In case, the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend the University with specific reasons for cancellation of the registration of the research scholar.
- 8.6. After the approval of the title and synopsis by the Research and Recognition Committee, a confirmation letter will be issued and the candidate will be asked to remit the necessary fees within a period of one month.
- 8.7. After final registration, the title of the topic with details of the student, the Research Guide/ Research Supervisor and institute will be displayed on the University website to avoid duplication.

R.R.D. 9. CHANGE IN TITLE :

- 9.1. If the candidate desires to modify the title and / or the proposed plan of the research, he/she shall submit his application duly recommended by the Research Guide/ Research Supervisor, through the concerned Head of the Department of University Department / the Chairman RAC.
- 9.2. The Research and Recognition Committee concerned may approve such changes on recommendation of the Research Advisory Committee.

R.R.D. 10. RESEARCH SUPERVISOR/GUIDE:

- 10.1. The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC/CRC. A candidate will work under recognized research Guide/ Supervisor of the University allotted by DRC/CRC provided that he / she is not relative (such as husband / wife / daughter / son / brother / sister) of the Guide/ Supervisor/Co-Guide/Co-Supervisor.
- 10.2. If the Research Advisory Committee is of the opinion that the proposed study or research work is of interdisciplinary nature or the research work needs to be supplemented with the expertise from outside, it may appoint a Co-Guide from outside the Department/Faculty/college/university/institution, who has proven the expertise in the required field. Such Co-Guide/Co-Supervisor shall be allotted to the student with due consent of the Research Guide.
- 10.3. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, shall guide up to a maximum of three M.Phil. and eight Ph.D. scholars. An Associate Professor, as Research Supervisor shall guide up to a maximum of two M.Phil. and six Ph.D. scholars and an Assistant Professor, as Research Supervisor shall guide up to a maximum of one M.Phil. and four Ph.D. scholars.

10.4. A seat will be considered vacant for admission purpose after the declaration of final result of the student by Shivaji University, Kolhapur or after six months from the date of submission of final Thesis/Dissertation, whichever is earlier.

10.5. Guidance by Co-Guide/Co-Supervisor / Research New Guide/ Research Supervisor:

- a. In case of demise or ineligibility of the Guide/Supervisor on any grounds, the concerned section on recommendation of the RAC will allocate new Research Guide/ Research Supervisor to candidate. This may be placed before the next meeting of RRC for information.
- b. If 50% or more work has been completed by the candidate under the deceased Research Guide/ Research Supervisor, the name of the deceased Guide/ Supervisor be printed on the thesis along with the name of Co-Guide/Co-Supervisor.

10.6. Transfer of Research Guide/ Research Supervisor

- a. In case of transfer of Research Guide/ Research Supervisor from the institution, where the candidate is registered and has worked for minimum 3 terms with him/her shall continue to work under the same Research Guide/ Research Supervisor.
- b. A candidate who has worked for less than 3 terms will be transferred to a new Research Guide/ Research Supervisor on the recommendation of the RAC.
- c. If the research guide is not available for such candidate then the candidate shall continue his/her research work under the same guide, till the new guide is allotted or till completion of the research work, whichever is earlier.

10.7. Change of the Research Guide/ Research Supervisor

A research student shall submit his/her application for change in research guide through the Research Guide and the Head of the Department. If the research guide and /or the Head of the Department deny to forward the said application, the research student may submit his/her application to the concerned section.

The Research and Recognition Committee, on hearing the Research Guide shall take decision on such application. In case of dispute, the Hon. Vice-Chancellor's decision will be final.

- 10.8. In case of relocation of an M.Phil. /Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

10.9. Redressal of Grievance

- 10.9.1. In case of any dispute regarding admission or any other dispute that may arise between a Research Scholar and his/her Research Supervisor, the Deans Committee shall examine the matter and report to the Pro Vice Chancellor of the Shivaji University, Kolhapur, whose decision shall be final.
- 10.9.2. The report shall include, among other things, specific recommendations. The report shall be submitted to the Pro.Vice Chancellor of Shivaji University, Kolhapur.
- 10.9.3. In case of the complaint regarding sexual harassment, the research scholar shall submit a complaint to the Internal Coimplaints Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

R.R.D. 11. COURSE WORK :

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc. for M.Phil./Ph.D. programme shall be as under:

- 11.1. M.Phil or Ph.D. course work shall be a minimum of 08 credits and maximum of 16 credits.
- 11.2. The course work shall be treated as prerequisite for M.Phil./Ph.D. programme.
- 11.3. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil/Ph.D. degree.
- 11.4. All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council of the Shivaji University, Kolhapur.
- 11.5. The University Department/ recognized research centre at affiliated college or recognized institution/ recognized research institution where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.
- 11.6. All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work, as approved by the Academic Council of Shivaji University, Kolhapur during the initial one or two semesters.
- 11.7. Candidates already holding M. Phil. Degree of Shivaji University and admitted to the Ph.D. programme, or those who have already completed the course work of Shivaji University in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, shall be exempted from the Ph.D. course work. All other

candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work approved by the Academic Council of the Shivaji University, Kolhapur.

- 11.8. Grades in the course work, including research methodology courses submitted by the examination section, shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the concerned administrative section of the Shivaji University, Kolhapur.
- 11.9. M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade / CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the Dissertation / thesis.
- 11.10. The syllabus and other details of course work shall be made available on university website www.unishivaji.ac.in.
- 11.11. The pattern of M.Phil course work and Ph.D course work shall remain the same.
- 11.12. The medium of the course work shall be English except the papers in languages.
- 11.13. The student should write the answers in English except language subjects.

R.R.D. 12. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/ CREDITS FOR AWARD OF DEGREE, ETC.:

- 12.1. The overall credit requirement, including credit for the course work, for the award of M.Phil. Degree shall not be less than 24 credits.
- 12.2. Upon satisfactory completion of course work, and obtaining the marks /grade prescribed under these rules, the M. Phil/ Ph.D. scholar shall be required to undertake research work and produce a draft dissertation within a reasonable time, as stipulated by Shivaji University Kolhapur.
- 12.3. M.Phil scholars shall present at least one research paper in a conference/seminar and Ph.D. scholars shall publish at least one research paper in refereed journal (approved by concerned BoS) and make two paper presentations in conferences/ seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints/ acceptance letter from the publisher / editor. Guidelines for research publications issued by Shivaji University, Kolhapur from time to time and displayed on the official website of Shivaji University, Kolhapur will be followed.
- 12.4. The research and Recognition Committee in the subject concerned shall suggest the names of eight experts to the Vice Chancellor, out of which four shall be from the State (outside the jurisdiction of Shivaji University) and remaining four shall be from outside the State/ Country. The Guide/Supervisor shall be the internal referee.

- 12.5. The external referees shall communicate their willingness or otherwise to evaluate the M.Phil./Ph.D. thesis within one month of the receipt of University letter. The internal and external referees shall submit their evaluation reports within one month of the receipt of the thesis in a prescribed proforma along with a detailed report.
- 12.6. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the Shivaji University where the work was carried out. It is mandatory for the research scholar to obtain and submit the report on plagiarism from Knowledge Resource Centre of Shivaji University, Kolhapur.
- 12.7. The M.Phil. Dissertation submitted by a research scholar shall be evaluated by his/her or Research Supervisor and one external examiner who is not in the employment of Shivaji University, Kolhapur or recognized research centre at affiliated college or recognized institution/ recognized research institution. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the University department, other research scholars and other interested experts/ researchers.
- 12.8. The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Supervisor and two external examiners, who are not in employment of Shivaji University, Kolhapur or recognized research centre at affiliated college or recognized institution/ recognized research institution, of whom one examiner may be from outside the State/Country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the university department, other research scholars and other interested experts/researchers.
- 12.9. The Viva-Voce/ Open Defence of the research scholar to defend the dissertation/ thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conduction of the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil. dissertation, or one of the evaluation reports of the external examiner in case of Ph.D. Thesis is unsatisfactory, the Shivaji University shall send the dissertation/ thesis, to another external examiner out of the approved panel of examiners. In such cases, the viva-voce examination shall be held only if the report of the latest examiner

is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree. The thesis rejected by both the external referees will not be considered for resubmission.

12.10. If revision of the thesis is suggested by one of the external referees, the thesis shall be revised by the candidate for resubmission as suggested by the referee. The revised thesis shall be sent to the same referee (who has suggested the revision) for evaluation.

12.11. If revision of the thesis is suggested by both the external referees, the thesis is considered for resubmission provided that the following conditions are fulfilled.

- a. Half the tuition fee is to be paid by the candidate for resubmitting the thesis after revision along with examination fee.
- b. Laboratory and examination fees are to be paid fully by the candidate for conducting research in the University Departments.
- c. The revised thesis will have to be submitted by the candidate within the maximum period of two years.
- d. The revised thesis shall be sent to the same referees for evaluation along with both the previous reports.

12.12. The Shivaji University shall develop appropriate method/ procedure so as to complete the entire process of evaluation of M.Phil Dissertation/ Ph. D. Thesis within a period of six months from the date of submission of the Dissertation/ Thesis.

12.13 The university shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation / thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree / diploma of the same university where the work was carried out, or to any other University / Institution. (Please see Annexure III)

R.R.D. 13. SIZE, STYLE & BINDING OF DISSERTATION /THESIS:

13.1. A candidate submitting M.Phil./ Ph.D. Dissertation/ Thesis for the award of M.Phil./ Ph.D. Degree is required to follow the rules regarding the font, style and binding of thesis, except in special case in which the Guide/Supervisor or Head of the Department recommends that it will not be possible to comply with the requirements of these rules by giving reasons and with the approval of RAC.

13.2. The Thesis shall be written with following Specifications.

- i. For Dissertation/ Thesis writing “Times New Roman” font shall be used. Size of the paper shall be A-4 size, except for drawings, graphs, photographs and maps on which no restriction is placed. A margin of 3.5 cms be maintained with a line spacing of 1.5. A thesis shall be bound in a standardized form and shall be printed on both sides.
- ii. The title, degree, year, subject, faculty, name of the student and the Guide/ Supervisor shall be printed neatly and legibly on the front cover as indicated in Annexure-VI
- iii. A thesis which consists of a collection of pamphlets or excerpts / published papers or a single pamphlet must be bound in a similar manner as said above.
- iv. The candidate shall submit four hard bound copies (black cover with golden embossed letters) of Dissertation/ Thesis along with ten copies of the abstract in case of M. Phil, twenty copies of the abstract in case of Ph.D and four CD containing soft copy in PDF format. A candidate may be permitted to submit the abstract and final thesis separately.
- v. The M.Phil./ Ph.D. Dissertation/ Thesis shall contain:-
 - a. Results of the research stating whether the work is based on the discovery of new facts by the candidate or of new relations of facts observed by others and how the work contributes to the general advancement of knowledge.
 - b. The candidate shall indicate the sources from which his/her information has been derived and the extent to which his/her work is based on the work of others and shall indicate which portion or portions of his/her thesis he/she claims to be original
 - c. The candidate’s Declaration.
 - d. The Guide/Supervisor’s Certificate.
 - e. The language of Ph.D. thesis shall be English except for the theses in modern European and Indian languages.
 - f. A candidate submitting his / her thesis in the subject relating to Social sciences, Education, Physical education, Arts & Fine arts may write his / her thesis in Marathi provided the same is recommended by the Guide/Supervisor submitted through Head of the Department and is approved by the RRC. However a candidate has to submit a synopsis of thesis in English.
 - g. The language used in the thesis should be grammatically correct and of appropriate standard with no typographical mistakes.

R.R.D. 14. SUBMISSION:

- 14.1.** The candidate will not be allowed to submit his/her Dissertation/ Thesis unless he/she completes the course work as prescribed under these rules.

- 14.2. A candidate may submit one copy of draft thesis (spiral bound) after the completion of minimum prescribed period mentioned above and the passing certificate of course work to the Head of the Department for scrutiny by RAC.
- 14.3. Prior to the final submission of the dissertation/thesis, the research scholar shall make a presentation before the Research Advisory Committee of the Shivaji University, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft Dissertation/thesis in consultation with the Research Advisory Committee.
- 14.4. Then the final thesis shall be submitted to the university office through Head of the Department / Chairman of RAC.

R.R.D. 15. OPEN DEFENCE:

There shall be a viva-voce with open defence. The open defence shall be conducted only after receiving the positive reports from the referees. One of the external referees nominated by the Hon. Vice-Chancellor and the internal referee shall conduct the open defence of the candidate within one month. The Head of the Department or the Dean of the concerned faculty or the senior teacher in the subject concerned nominated by the Hon. Vice-Chancellor shall act as Chairperson for the open defence. The other external referee may send questions in writing alongwith the evaluation report to seek clarification on any point in the thesis at the viva-voce. The queries raised by the external referees in their reports be placed before the open defence committee. The open defence of the candidate shall be conducted as follows.

- 15.1. After the receipt of positive report from external referees, the date and time for open defence shall be arranged in consultation with one external referee by the Chairperson, who is to conduct the open defence along with the internal referee (Research Guide/ Research Supervisor).
- 15.2. The Chairperson, external referee and the Guide/Supervisor shall prepare a joint report of the open defence and forward it to the concerned section of Shivaji University. They shall recommend either the award of the degree to the candidate or a fresh open defence within six months, if the performance of the candidate is unsatisfactory.
- 15.3. If both the external referees communicate unwillingness to conduct the open defence, Hon. Vice-Chancellor will nominate the next referee from the list provided by the Research and Recognition Committee.

R.R.D. 16. DECLARATION OF RESULT :

- 16.1. The Viva-Voce/ Open Defence will be held only after fulfillment of the all essential requirements.

16.2. The date of Viva-Voce/ Open Defence shall be considered to be the date of declaration of result.

16.3. On the final approval of the Hon. Vice-Chancellor, the Director of Examinations and Evaluation shall declare the result after the fulfillment of all conditions.

16.4. Along-with the degree, the concerned section shall certify to the effect that the Degree has been awarded in accordance with the provisions of the UGC rules and regulations as published in the Gazette of India dated 5th May, 2016.

R.R.D. 17. ADDITIONAL M.PHIL./ PH.D. DEGREE :

17.1. A candidate seeking admission for the additional M.Phil./ Ph.D. degree he/she will have to complete the admission process in the subject for which the candidate wishes to register for M.Phil/ Ph.D.

R.R.D. 18. CANCELLATION OF M.PHIL./ PH.D. ADMISSION AND REFUND POLICY

RRD18.1 A student can cancel his/her admission by submitting an application through his/her Reserch Guide, by paying the outstanding fees as prescribed under these rules. The following conditions will be applicable for cancellation of admission.

- (a) In case, a student applies for cancellation of admission within six months after receiving provisional admission letter:- The Student will have to apply along with processing fee of Rs. 2000/-.
- (b) In case, a student applies for cancellation of admission within one year after receiving registration letter:- The candidate will have to apply along with the annual fee with effect from the date of registration.
- (c) In case, a student applies for cancellation of admission after completion of the coursework successfully:- The candidate will have to apply along with the annual fee with effect from the date of registration.
- (d) In case, a student applies for cancellation of admission after completion of two years duration of M.Phil programme (with effect from the year of admission) **or** three years duration of Ph.D. Programme (with effect from the date of registration):-
 - i. The M.Phil student will have to apply along with the receipts of entire fee paid for two years duration.

OR

- ii. The Ph.D. student will have to apply along with the receipts of entire fee paid for three years duration.

RRD 18.2. The university shall cancel the admission of a candidate if he/ she fails to fulfill the necessary conditions/requirements, as prescribed by rules or the conditions mentioned in the allotment letter/provisional admission letter. The student's admission for M.Phil/Ph.D. will stand automatically cancelled if he/she

doesn't fulfill the terms and conditions as mentioned above. However, the student will have to pay required fee as per rules, to get T.C./ Migration Certificate, as the case may be. The student will have to submit no dues certificate from respective Sections/ Department for cancellation of admission or after completion of M.Phil/Ph.D. Successfully.

RRD 18.3. Refund Policy in case of Admission Cancellation.

Sr. No.	Status of Admission	Refund Policy
1.	If admission is cancelled in accordance with the provisions of RRD18.1 (a) and in case the concerned student has remitted the annual fee of M.Phil./Ph.D. programme for that the particular academic year	Refund the fee except registration fee and eligibility fee. However the Student will have to apply along with processing fee of Rs. 2000/-.
2.	If admission is cancelled in accordance with any other provisions under these rules, except the provision of RRD 18.1.(a)	<ul style="list-style-type: none"> i. Refund the amount of Deposits(Laboratory/Library/ other): To be refunded 100% ii. Tution and other fees will not be refunded.

R.R.D. 19. TREATMENT OF M.PHIL. / PH.D. THROUGH DISTANCE MODE/PART TIME:

19.1. Shivaji University does not offer M.Phil and Ph.D. Programme through distance education mode.

19.2. Part-time Ph. D. will be allowed, provided all the conditions mentioned in these rules and the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/ Ph.D. Degrees) Regulations, 2016 are complied with.

R.R.D. 20. AWARD OF M.PHIL./ PH.D. DEGREES PRIOR TO NOTIFICATION OF UGC REGULATIONS 2016, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES:

20.1. Award of Degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of Notification of the UGC Regulations 2016 shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil/Ph.D. Degree) Regulation, 2009.

20.2. If the M.Phil./Ph.D. Degree is awarded by a Foreign University, the Shivaji University, Kolhapur shall refer the issue to a Standing Committee constituted for the purpose of determining the equivalence of the Degree awarded by the foreign University.

R.R.D. 21. DEPOSITORY WITH INFLIBINET:

21.1. Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. Degree, the Shivaji University, Kolhapur shall send the CD of M.Phil. Dissertation/ Ph. D. thesis to Barrister Balasaheb Khardekar Library of Shivaji University, to submit an electronic copy of the M.Phil. Dissertation /Ph. D. Thesis to the INFLIBNET, for hosting the same so as to make it accessible to all institutions/colleges.

R.R.D. 22. PROVISIONAL CERTIFICATE:

22.1. Prior to the actual award of the Degree, the Shivaji University, Kolhapur shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure Award of M.Phil/Ph.D. Degrees) Regulations, 2016.

ANNEXURE – I

Eligibility Norms and Guidelines

The candidate shall have to fulfill the eligibility norms prescribed by the university for registration to Ph. D./ M. Phil programme. Such candidate shall have to go through the following instructions carefully and submit all the relevant documents alongwith the eligibility form without fail.

The respective candidate shall have to confirm their educational qualifications in view of the following instructions or get clearance of the Eligibility Section for admission to the prescribed programme (i.e.M.Phil./Ph.D.) as mentioned here under.

1. The candidate must complete the first degree as per minimum standards prescribed by the U.G.C., New Delhi. In that, the first degree i.e.Bachelors.degree in Arts/Science/Social Sciences/Commerce/Humanites shall be of 3 years duration. The Bachelors degree in Engineering and Pharmacy shall be of 4 years duration. The Bachelor degree in Architecture shall be of 5 years duration. Bachelor in Law after 10+2 shall be of 5 years duration and Bachelor in Law after graduation or after possessing first degree shall be of 3 years duration.
2. The Masters degree persued after first degree (i.e. Bachelors degree) shall be of 2 years duration whereas Masters degree in Computer Appliation (M.C.A.) shall be of 3 years duration
3. The U.G.C. in its regulations has specifically prescribed that the Bachelors or the Masters degree in respective discipline must be in accordance with the nomenclature specified by the UGC under specification of Degrees.
4. The respective candidate shall submit the following documents alongwith the eligibility form. The respective documents shall be photocopied and attested, except T.C. & Migration Certificate.

Sr.No.	Home University Students	Other University Students
	Ph. D./ M.Phil	
1	Eligibility Form	Eligibility Form
2	Provisional Admission Letter	Provisional Admission Letter
3	Eligibility Fee Receipt	Eligibility Fee Receipt
4	10th Marklist Attested Photo Copy	10th Marklist Attested Photo Copy
5	(10+2 Pattern) 12th Marklist Attested Photo Copy	(10+2 Pattern) 12th Marklist Attested Photo Copy

7	(10+2+3+2 Pattern) Master degree (All Parts) Marklist Attested Photo Copies	(10+2+3 +2Pattern) Master degree (All Parts) Marklist Attested Photo Copies
8	Another Last Exam, if any, All Parts Marklist Attested Photo Copies	Another Last Exam, if any, All Parts Marklist Attested Photo Copies
9	M. Phil / Pre Ph. D Result Or M.Phil CourseWork Result	M. Phil / Pre Ph. D Result Or M.Phil CoruseWork Result
10	All Degree Certificate. Attested Photo Copies	All Degree Certificate. Attested Photo Copies
11	T. C. Photo Copy	T. C. Photo Copy (Original) / MigrationCertificate. (Original)
12	Caste Certificate, if applicable	Caste Certificate, if applicable

1. A candidate whose admission to M.Phil/Ph.D. has been finalised by the respective DRC/CRC, shall have to submit the Eligibility form alongwith fee and required documents directly to Eligibility section through the Head of the Department or through P.G.B.U.T.R. section (for the subjects for which University department does not exist). Those candidate who fail to submit the documents within stipulated time, shall have no claim on eligibility process and the University office shall not be responsible for any academic or legal complications that may raise in future.
2. It shall be the prime responsibility of the candidate to check whether his/ her eligibility has been cleared by the eligibility section of Shivaji University within period of two months from the date of submission of eligibility form and fee. The candidates shall have to inquire the eligibility norms with the Eligibility section befor taking admission.
3. The candidate with the qualifications/degrees of Foreign Universities shall have to apply (alongwith the documents and transcripts) to the Registrar (Eligibility Section), Shivaji University, Kolhapur through the Director, international Students Cell, for getting equivalence to the respective degree from Association of Indian Universities, New Delhi. This process needs to be completed before finalizing the admission. In case, the candidate fails to complete such process, the university shall not accept any claim or shall not entertain any grievance against pursuation of M.Phil/Ph.D studies and shall not be responsible any loss on the counter part of the respective student
4. As per eiligibility rules, the M.Phil/Ph.D. eligibility shall be finalised on the basis of subject/specialization/branch of respective Masters degree. However horizontal mobility has been granted by the University authorities to the candidates having following degree for M. Phil/Ph.D registration.

(M.Sc.-Bio.Techonology/M.Sc.-Microbiology/M.Sc.-Enviromental,Bio.Techonology/M.Sc.-Bio.Chemistry)

ANNEXURE – II

Admission Procedure and Policy for Foreign Students for Seeking Admission in Shivaji University/Affiliated Colleges of Shivaji University, Kolhapur

A) Online Application :-

I) Online Application for seeking admission to Bachelors degree programme or Masters Degree programme :-

Foreign students seeking admission to under graduate (UG) programme or post graduate programme (PG) (**Bachelors Degree (UG) / Masters Degree (PG) Programme**) at Shivaji University, Kolhapur or affiliated Colleges of Shivaji University, Kolhapur need to apply online for the specified course and by uploading requisite documents for the same. The hardcopy of the application along with the documents duly attested should be sent by post to the **Director, International Students Affairs Cell, Shivaji University, Kolhapur-416004 Maharashtra, India**. There will be no entrance test for admission to UG/PG programmes. The provisional admission will be granted in absentia, based on the merit of the student, after screening the documents and as per the eligibility criteria.

For more details, please visit the University Webpage: [IAC Link] <http://www.unishivaji.ac.in/> and/or write to pgadmission@unishivaji.ac.in

II) Online Application for seeking admission to M.Phil./Ph.D. programme:-

Foreign students seeking admission for M. Phil. (Master of Philosophy) or Ph.D. (Doctor of Philosophy) programs at Shivaji University, Kolhapur need to apply online for the specified course by filling the online form and by uploading requisite documents for the same. The hardcopy of the application along with the documents duly attested should be sent by post to the **Director, International Students Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India**.

[Note : The students of foreign origin seeking admission for M.Phil. or Ph.D. will be exempted from the entrance exams. The selection of the students would be based on the merit, English proficiency and considering the eligibility criteria laid down by the University from time to time. However, prior consultation of the prospective guide/supervisor of specific subject on the research plan and procuring the consent letter is mandatory.]

For more details, please visit the University Webpage: [ISAC Link] <http://www.unishivaji.ac.in/>

B) Admission :-

Admissions will be granted under following different category:

1. Self-financing Students (Full programme)
2. Cultural Exchange Fellowship Programmes (Government of India)
3. Cultural Exchange Fellowship Programmes (Government of Parent country)
4. Students -under Memorandum of Understanding (MoU)
5. Students-not under Memorandum of Understanding (MoU) but from SAARC countries

C) Admission Procedure:

(I) For undergraduate programmes :

For admission procedure, please visit:- <http://www.unishivaji.ac.in/> [Link IAC]

(II) For postgraduate programmes under Self-financing category:

The Foreign Students, who wish to seek admission under Self-financed Category are required to submit their application to the **Director, International Students Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India**. The applications received at ISAC office would be passed to the respective department of Shivaji University, Kolhapur, where those would be scrutinized and subsequently verified by the eligibility section. On screening, the respective meritorious student and Embassy will be informed about the decision on his/her admission at Shivaji University/ Colleges Affiliated to Shivaji University.

(III) Foreign Students with ICCR Scholarship (Government of India)

The Candidates seeking admission under this Fellowship Programme are required to apply through the Indian High Commission/Embassy as the case may be, in their respective Countries. They will send the application to ICCR Government of India and then ICCR will forward the application/s to various University / Institute in India as the case may be for consideration. In case the applicant is found suitable for admission, admission offer letter will be sent to him/her through Indian Council for Cultural Relations, New Delhi. **For more details, visit Indian Embassy (High Commission) website.**

D) Visa requirements:

Foreign students admitted to Shivaji University, Kolhapur for respective course in University Department/Affiliated College to Shivaji University for UG/PG/M.Phil/ Ph.D. must have valid VISA as applicable (**Student Visa or Research Visa**).

[Note: The Academic Rules & Regulations of the respective programmes of Shivaji University, Kolhapur are applicable to Foreign Students.]

E) General medical check up:- It is advisable that the foreign student must get a general health check up done before the departure to ensure that he/she do not suffer from any major ailments.

F) Medical Facilities:

Finally admitted the foreign students, will be provided with On Campus Health Center facilities Obtaining personal Health Insurance is mandatory for foreign students.

G) Documents required :

Foreign students seeking admission for the UG/PG/M.Phil./Ph.D. programme are required to submit the following documents as applicable:-

- 1) Duly filled application form as available on Shivaji University homepage: **(No other format will be considered)**
- 2) Copy of the transcripts.
- 3) Statement of purpose.
- 4) Curriculum vitae / Resume
- 5) Financial undertaking.

(A certificate of financial support from sponsorers or as applicable Funding Agency or Government.)

OR

- a) A letter of recommendation from the Govt. certifying that the fee will be paid by the Govt.,

OR

- b) A copy of the student's bank statement showing a balance of US \$ 4000 (in case of UG/PG) or US \$ 6000 (in case of a M. Phil /Ph. D. program) for self-financed students.
- 6) Three recommendation letters – at least two recommendations highlighting the student's academic Performance, by faculty members be attached. **(Applicable to PG/Post PG Programmes / M.Phil / Ph.D. Programmes)**
- 7) Documentary proof illustrating fluency in English language is necessary. If English is not the first language or language of medium of instruction, qualifying TOEFL or IELTS is necessary.
- 8) Copy of the passport (showing nationality, date of issue-expiry and personal details).
- 9) Accommodation request in University International Hostel should be made in advance along with the application form.
- 10) The provisional admissions will be granted in absentia based on the merit of the student after screening the documents and checking the eligibility.

H) Post Admission Requirements:

(i) Payment of Fees:-

The fee structure for the UG/PG/M.Phil./Ph.D. be paid in Indian Currency(INR). Payments in cash should be only in INR. In case the payment is made in INR, the exchange rate* applicable at that time would be considered excluding the processing charges in the banks if done via wire transfer. Bank charges, if any, should be borne by the sender.

[Note: The students joining UG/PG/ Visiting Students/Transfer Students should note that the formal academic year in India begins in 1st/2nd week of June every year and thus for their applications to be considered favorably the best period for submitting the application is between February and May 15 every year. Application received thereafter would be considered for the next subsequent academic year. In this particular case, updated documents can be requested by the University officials.]

(ii) Fee structure for UG/PG/M.Phil./Ph.D. program for Foreign Students (2017-18) varies with the choice of the courses and will be intimated case by case on request.

(iii) Fee structure for M.Phil/ Ph.D. program for Foreign Students (2017-18) (INR) Indian Currency.

Particulars/Details	Fees for Foreign Students (Rs.)
Admission and Registration	Rs. 13000/-
Laboratory Fees (Science/Engineering)	Rs. 5000/- (Only for Sci./Engg. Candidates)
Library Deposit	Rs. 5000/- (One time-Refundable on completion)
Library Fees	Rs. 1500/-
Internet Fees	Rs. 1500/-
Tuitions Fees	Rs. 30,000/-
Lab. Development Fees	Rs. 1500/-
Examination Fees	Rs. 1500/-
Medical Fees	Rs. 500/-
Gymkhana Fees	Rs. 500/-
Student Benevolent Fund	Rs. 500/-

E-service/Single Window Fees	Rs. 1000/-
International Hostel Seat Rent @ 3000 pm *12	Rs.36,000/-
International Hostel Devevelopment Fees	Rs. 1500/-
International Students Association Fees	Rs. 3000/-
International Students Alumni Association	Rs. 500/-
Thesis evaluation and Viva-Voce	Rs. 6500/- (One time for the course)
Total	Rs. 1,09,000/- (INR)

Note:

1. Issuance of Health Insurance is mandatory extending throughout the duration of the course.
2. There will be increase in fees by 10% every year.

- ❖ ***SUK Economic Scholarships of 40 % on the annual tuition fee will be awarded for students from African countries^x, Iraq, Iran, Myanmar, Brunei, Cambodia, Fiji, Mauritius, Indonesia, Vietnam, PNG, Malaysia & SAARC[^] countries and Children of Indians working in Gulf or South East Asia/PIO/OCI.[£] Application received from Indian Council for Cultural Relations (ICCR)[^]**
- ❖ ***African Countries^x**-Algeria, Angola, Benin, Burkina Faso, Central African Republic, Cape Verde, Cote d'Ivoire, Comoros, Chad Djibouti, Libya, Liberia, Nigeria, Ghana, Kenya, Tanzania, Rwanda, Uganda, Malawi, South Sudan, Africa, Egypt, Burundi, Somalia, Guinea, Cameroon, Zambia, Gambia, Mauritius, South Africa, Zimbabwe, Seychelles, Reunion, Mali, Niger, Congo, Mozambique, Namibia & Senegal
- ❖ *** SAARC Countries[^]**- Nepal, Bhutan, Sri Lanka, Bangladesh, Afghanistan & Maldives
- ❖ *** Children of Indians National working in Gulf or South East Asia/PIO/OCI.**
- ❖ *** Application received from Indian Council for Cultural Relations (ICCR)[^] -**
 [Note: Applications for M.Phil and Ph.D. program will be accepted throughout the year. However admissions will be made as per the academic calendar declared by the University.]

(I) CODE OF CONDUCT

- **Dress Code:** Boys and girls should be in formals with decent outfit.

(J) Discipline

- **In-campus Discipline**

At Shivaji University, Kolhapur, international students are expected to abide by all the rules of the University and the code of conduct as applicable to Indian Students doing the same course. Any act within the campus that may violate or spoil the academic atmosphere in the University (e.g. Plagiarism, cheating on exams, other dishonesty, Abuse of electronic resources, Acts or threats involving the safety of others, Damaging property, Sexual or other harassment, Abuse of alcohol or illicit drugs, Ragging etc.) will not be appreciated and the student found guilty of such offence will be dismissed and sent back to their country without any cost to Shivaji University, Kolhapur.

- **Outside the campus**

Any complaint or reporting of misbehavior, violence, anti-social, anti-national, unethical and immoral activities involving, International students will be dealt with in accordance with state and central laws that are in force. Shivaji University will not take any responsibility for any criminal or non-criminal acts done outside the campus, when the students are in the rolls of the University.

(K) International Affairs Cell

All activation related to extracurricular programs, forums, clubs, community service, and entrepreneurship cell and students council are managed by the International Affairs Cell, Shivaji University, Kolhapur. The students can approach the Director for guidance and share personal issues.

(L) Housing and Dining

Accommodation for foreign students is on the campus at **Sir. C. V. Raman, International Students Hostel** and will be provided on first come first serve. There are separate hostels for men and women on the campus, with all facilities for study and recreation. Kitchen facilities are provided in the hostel for foreign students. Besides, there is a consumer store, food outlets and cafes too within the campus.

(M) SUPPORT SERVICES

(i) Student support services

1. International students wishing to avail pick-up facilities from the airport or nearest stations would be arranged on request, the expenses for which will be borne by the student.
2. Help would be rendered to the students in availing the Health Insurance at competitive premiums.

(ii) Campus life

Atmosphere in Shivaji University campus is friendly, lively and safe. Diversity of the campus is justified from the fact that students from all parts of India and different countries study on the campus. Most of the students and working class speak in English, Marathi and Hindi. Nearly 70% of the students stay on-campus in hostels and the remaining outside the campus, in nearby private residences or commute daily from

the city. Indian students are very sociable, friendly and helpful in nature among the student community. The campus is self-sufficient with department stores, health center, gymnasium, sit outs, eateries, restaurant, food courts, book stall, banks and ATMs, Post Office, bus shuttles (public transport), and security services. There is a huge auditorium for weekend entertainments. Kolhapur is a historical places and the campus is well connected, students prefer to do week end shopping and entertainment at downtown. Personal counseling is available to all students to enhance mental health, interpersonal relationships, academic performance, and career development.

(iii) Security Registration

It is part of the normal mandatory process that within the stipulated timeframe of arrival in India, the student has to register his/ her name with the police in the Foreigner Regional Registration Office (FRRO). The timeframe may vary from 24 hours to 14 days of arrival depending on the country of origin. A student with a PIO card also must register at the FRRO. Only OCI card holders need not register. Director, International Affairs, Shivaji University would only provide necessary assistance in this regard. The applicable immigration processing fees and other related expenses have to be additionally borne by the student

ADMISSION PROCEDURE : (Flow Chart)

- ❖ Apply Online
- ❖ Fill the Application Form
- ❖ Attach/Upload the Documents
- ❖ Document Submission
- ❖ Acknowledgement
- ❖ Deadlines
- ❖ Eligibility check- Students need to be in touch with the International Affairs Cell (email :- dir.iac@unishivaji.ac.in) to clarify any discrepancy in the document until they get their Final Eligibility Letter.
- ❖ Provisional Admission
- ❖ Fee Payment- One-time fees should be paid at the beginning of every academic year.
- ❖ Payment Intimation
- ❖ Confirmation of Admission
- ❖ Pre-enrolment
- ❖ Registration
- ❖ Medical Examination
- ❖ Security Registration
- ❖ Course Program
- ❖ Examination and Award of Degree

ANNEXURE – III

Part A:- Regulations for Prevention of Plagiarism

(UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018)

P.P. 1. Scope, application and commencement :

- i. These regulations are mandated to coordinate and determine the standards of higher education;
And whereas, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by University.
- ii. These Regulations shall apply to the students, faculty, researchers and staff of Shivaji University and its affiliated colleges/recognized Institutes.
- iii. These regulations shall come into force with effect from 31 July, 2018 and shall be applicable for submission from 31 July, 2018 onwards.

P.P. 2. Definitions :

In these regulations, unless the context otherwise requires—

- a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. “Author” includes a student or a faculty or a researcher or staff of University who claims to be the creator of the work under consideration;
- c. “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. “Common Knowledge” means a well known fact, quote, figure or information that is known to most of the people;
- e. “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;

- g. “Faculty” refers to a person who is teaching and/or guiding students enrolled in an University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. “Higher Educational Institution (University)” means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i. “Information” includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j. “University Academic Integrity Panel” shall mean the body constituted at University level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the University level;
- k. “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- l. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- m. “Programme” means a programme of study leading to the award of a masters and research level degree;
- n. “Researcher” refers to a person conducting academic / scientific research in University;
- o. “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of University; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);

- q. “Staff” refers to all non-teaching staff working in University in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t. “Year” means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

P.P. 3. Objectives :

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of University committing the act of plagiarism.

P.P. 4. Duties of University:

University should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

P.P. 5. Awareness Programs and Trainings :

- (a) University shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

- (b) University shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) University shall :
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the University.
 - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

P.P. 6. Curbing Plagiarism

- a) University shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- e) University shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

- g) University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) University shall create Institutional Repository on University website which shall include dissertation / thesis / paper / publication and other in-house publications.

P.P.7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.
- iv. Author's own published work.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

P.P.8. Levels of Plagiarism :

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

P.P.9. Detection/Reporting/Handling of Plagiarism :

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the University.

The authorities of University can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

P.P.10. Departmental Academic Integrity Panel (DAIP) :

- i. All Departments in University shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of the University.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

P.P.11. University Academic Integrity Panel (UAIP) :

- i. University shall notify a UAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Dean/Senior Academician of the University.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Head of University.
 - c. Member - One member nominated by the Head of University from outside the University
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the University.

The Chairman of DAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).
- ii. The UAIP shall consider the recommendations of DAIP.
- iii. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.

- v. The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the University within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

P.P.12. Penalties :

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations :

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% -** Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% -** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% -** Such student shall be debarred from submitting a revised script for a period of one year.
- iv. Level 3: Similarities above 60% -**Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications :

- I. Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- II. Level 1: Similarities above 10% to 40%**
 - i) Shall be asked to withdraw manuscript.
- III. Level 2: Similarities above 40% to 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual manuscript.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M. Phil, Ph.D. Student/ Scholar for a period of two years.
- IV. Level 3: Similarities above 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual manuscript.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M. Phil, Ph.D. Student/ Scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Head of the Institution.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 5: If there is any complaint of plagiarism against the Head of Department/ Authorities at the University level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

Part B:- Prevention of Plagiarism through a Plagiarism detection tool

1. B. B. K. Library is supposed to check plagiarism and generate report from the -Anti - Plagiarism software as a central control section.
2. The similarity checks for plagiarism shall exclude the following:
 - i. All quoted work reproduced with all necessary permission and/or attribution.
 - ii. All references, bibliography, table of content, preface and acknowledgements.
 - iii. All generic terms, laws, standard symbols and standards equations.
 - iv. Author's own published work.
3. Similarities upto 10% Minor Similarities no penalty.
4. Financial norms for plagiarism checking per research student.
 - i. 1st submission free of cost per research student
 - ii. 2nd submission for Rs.1000/- per submission
 - iii. 3rd submission for Rs. 2000/- per submission and
 - iv. 4th submission for Rs. 5000/- per submission per research student .

ANNEXURE – IV INPUT SHEET

(To be submitted by the candidate at the time of interview before DRC / CRC)

1. Name of the Candidate :
2. Course: M.Phil / Ph.D. :
3. Subject :
4. Merit List Number :
5. Topics of interest in the order of preference with area of broad specialization ,
i)
ii)
iii)
iv)
6. Name(s) of the Guide(s) (in order of preference) alongwith the area of broad specialization with whom the candidate is interested to undertake research work, if selected.

The DRC / CRC reserves the right to allot a guide, other than the guides' preference submitted by the candidate.

- i)
- ii)
- iii)
- iv)

I understand that the input sheet provided by me is indicative and is submitted to provide information and my research interest.

Date :

Signature of Candidate

(Note : Please bring this filled form along with print out of application form and original and photocopy of all essential documents related to educational qualifications, failing which your interview will not be conducted.)

ANNEXURE – V

Broad guidelines for preparation of synopsis

While preparing the synopsis for the M.Phil. / Ph.D. work, following points shall be noted and followed carefully :

- A. The proposed synopsis for research should be self contained and should cover the rationale for carrying out research.
- B. There should not be repetition of the work or topic or theme.
- C. The synopsis of the proposed research shall contain the following points :
 1. Title of the Research Proposal
 2. Choice of the topic with reasoning or significance
 3. Statement of the problem
 4. Review of the relevant literature (noted works should be considered. The text book reviews not allowed)
 5. Objectives of the study
 6. Hypothesis of the study
 7. The methodology comprising
 - a. Methods of research
 - b. Sampling design and assumptions
 - c. Conceptual framework if any
 - d. Research design (explanation of how research is being conducted and the tools used for the same)
 - e. Methods of data collection
 - f. Methods of data analysis (use of parametric and non-parametric tools and techniques as the case may be)
 8. The chapter scheme : (objectives must be reflected in the scheme)
 9. Select Bibliography / Weblography.

ANNEXURE – VI

Format of the cover page of the thesis

Title in Block letters

A thesis submitted to

Shivaji University, Kolhapur

for the Degree of Master of Philosophy / Doctor of Philosophy

in

Subject

under the Faculty of.....

by

Name of the Candidate

under the Guidance of

Name of the Guide/Supervisor

Name of the Co-Guide/Co-Supervisor : (If any)

Name of the Department / College / Institution:

Year

ANNEXURE - VII

Declaration and Undertaking by Student

I hereby declare that the thesis/dissertation entitled

.....
completed and written by me has not formed earlier the basis for the award of any degree or similar title of this or any other university or examining body. Further, I declare that I have not violated any of the provisions under the acts of Copyright/Piracy/Cyber/IPR etc. amended from time to time.

In view of university Grants Commission (Promotion of Academic Integrity and Prevention of plagiarism in Higher Educational Institutions) Regulations, 2018 dated 31st July 2018, I hereby submit an undertaking that this thesis/dissertation is my original work and it is free of any plagiarism. Further, it is also to state that this thesis/dissertation has been duly checked through a Plagiarism detection tool approved by Shivaji University.

Place :

Name & Signature of Research Student

Date

ANNEXURE - VIII

Certificate by Research Guide/Supervisor

This is to certify that the dissertation/thesis entitled

.....

being submitted herewith for the award of Master of Philosophy/Doctor of Philosophy in (subject) under the Faculty of..... of Shivaji University, Kolhapur is the result of the original research work completed by Shri./Smt. under my /our supervision and guidance and to the best of my / our knowledge and belief, the work embodied in this Dissertation / thesis has not formed earlier the basis for the award of any degree or similar title of this or any other University or examining body.

In view of university Grants Commission (Promotion of Academic Integrity and Prevention of plagiarism in Higher Educational Institutions) Regulations, 2018 dated 31st July 2018, this is also to certify that the work done by the Shri./Smt is plagiarism free.

Place :

Date :

Co-Guide/Co-Supervisor (if any)
(Signature with Name & Designation)

Research Guide/Supervisor
(Signature with Name & Designation)

ANNEXURE - IX

Progress Report

1. Name of the student :
2. Date of Registration :
3. Faculty Subject
4. Whether the candidate is regular student/
Independent student / JRF /SRF/ DRF/ UGC
Teacher Fellow/ Teacher/ Employed person
5. Whether the candidate is attending course work regularly
If not, give reason
6. Name of the Guide/Supervisor :
7. Title of the research work :
8. Period of report :
9. Details of the work done :

Signature of the student

Signature of the Guide/Supervisor

Signature of the Co-Guide/Co-Supervisor

Date :

Place :

ANNEXURE - X

Fee structure

Particulars/Details	Fee for Regular Student & DRF	Fee for JRF/SRF/Teachers & Employed Person
Registration Fee	976	2925
Lab- Fees. (Sci/Engg.)	2926	5845
Library Fee	976	1948
Internet Fee	1948	1948
Tuition Fee	7405	7405
Lab. Dev Fee	1948	1948
Medical Charges	195	195
Total (INR)	16374	22214

- ⚙ For an academic year the fee structure will be as above.
- ⚙ For Thesis evaluations & Viva-voce Rs. 4000/- will be charged.
- ⚙ There will be increase in fee by 10% every year.
- ⚙ Separate fee will be charged for registration and eligibility for admission, as per rule.

ANNEXURE - XI

Rules for imposing fine

All students registered for M.Phil. / Ph.D. will have remit annual and other fee within stipulated period. Accordingly, the concerned student will have to pay annual fee as mentioned below :-

- i. In case, the date of registration is 1st January, then the student will have to remit annual fee on or before 31st January every year.
- ii. In case, the date of registration is 1st July, then the student will have to remit annual fee on or before 31st July every year.

If a student fails to remit fee within stipulated period mentioned above, then fine will be imposed as under.

1. Rs. 500/- For one month delay
2. Rs. 700/- For two months delay
3. Rs. 1000/- For three months delay
4. For every additional delayed month Rs. 1000/-



SHIVAJI UNIVERSITY, KOLHAPUR – 416 004

Phone : EPABX –2609000 Special Cell – 2609148

Website : www.unishivaji.ac.in

शिवजी विद्यापीठ, कोल्हापूर-४१६ ००४.

फोन : इपीबीएक्स २६०९००० विशेष कक्ष : २६०९१४८

Ref .No. SU/Special Cell Section/

Date :

To,

1. The Principals,

All Affiliated Colleges,
Shivaji University, Kolhapur.
Shivaji University, Kolhapur.

3. The Head

All Post Graduate Department and
Department of Technology

2. The Director,

All Recognized Institutions,
Shivaji University, Kolhapur.

Sub: I) About reservations in admission in the affiliated colleges/Institutes and the Departments in the University Campus for Backward Class Students in all Courses and Faculties in the academic year 2018-2019.

II) About admissions in Hostels of the affiliated colleges/Institutes and the Departments in the University Campus in the academic year 2018-2019.

Sir/Madam,

The Government of Maharashtra has been prescribed the percentage of reservation for students admission in Educational Institutions/Hostel for the various courses as mentioned below :

Sr. No.	Category		Percentage of Reservation
1	Scheduled Caste	(SC)	13 %
2	Scheduled Tribe	(ST)	7 %
3	Vimukta Jati "A"	(VJA)	3 %
4	Nomadic Tribe "B"	(NTB)	2.5 %
5	Nomadic Tribe "C"	(NTC)	3.5 %
6	Nomadic Tribe "D"	(NTD)	2 %
7	Other Backward Classes	(OBC)	19 %
8	Open	Open	50 %
		Total	100 %

The College/Institution admission authority has to reserve the seats for admission for Backward class candidates as per rules of the Govt. of Maharashtra up to the last date of admission.

Parallel Reservation

- 1 For Female candidates 30% seats are reserved at graduate level as per G.R.No.GEC-2000 (123/2007)/T.E. I dated 17/4/2000.
 - 2 For disabilities candidate 3% seats are reserved as per Govt. letter No.Misc.1003/(510/2003) Est. dated 27/10/2003.
 - 3 For Orphan candidates 1 % seats are reserved as per G.R. No.2011/Pra. Kra.2012/ka-3, dated 02/4/2018.
 - 4 For Ex-servicemen and their children 10 % seats are reserved as per circulars as under-
- * महाराष्ट्र राज्य सामान्य प्रशासन विभागाचे क्र. एसआरव्ही१०१२/प्र.क्र.१६/१२/१६-अ, दि-१३ ऑगस्ट २०१४ रोजीचे शासन परिपत्रक.
 - * महाराष्ट्र शासनाचे क्र.औचिमु२०१२/प्रक्र.१८७/विशि-३ उच्च व तंत्र शिक्षण विभागाचे दि-१६/०८/२०१२ रोजीचे शासन पत्र.
 - * महाराष्ट्र शासन, मा.शिक्षण संचालक, (उच्च शिक्षण), महाराष्ट्र राज्य यांचे क्र. युएनआय/२०१२/मा.सैनिक/अवि/विशि-८ १८७११ दि-०६/१२/२०१२ रोजीचे शासन पत्र
 - * महाराष्ट्र राज्य, उच्च व तंत्र शिक्षण विभागाचे क्र. माजीसै-२००६/(२४१/०६)/मशि-६ दि-१०/०९/२००७ रोजीचे शासन पत्र
 - * महाराष्ट्र राज्य, शिक्षण व सेवा योजन विभागाचे क्र.टी.सी.एम.१२०४/१६७/८५/मा.शि दि-१३/०६/१९८५ रोजीचे शासन पत्र
 - * महाराष्ट्र राज्य, शिक्षण व सेवा योजन विभागाचे क्र.टी.सी.एम.१९८४/१८५/८४३/मा.शि-४ दि-२८/०६/१९८४ रोजीचे पत्र
 - * महाराष्ट्र राज्य, सैनिक कल्याण विभागाचे क्र.१८१६४/शै.स/सैकवि-१७ दि-२८/०२/२०१७ रोजीचे पत्र

The above all documents are available on university website- www.unishivaji.ac.in.

General instructions for admission Process -

- i) A consolidated list arranging all the applications irrespective of caste of categories in the order of merit is to be prepared.
- ii) Initially 50% open seats as per merit list are to be filled in.
- iii) There after 50% reserved seats are to be filled in from reserved category students as per prescribed percentage.
- iv) The students from reserved categories, who are selected on merit, have to be treated as open category students. As such there will not be any objection if the

percentages of reserved category students exceeds 50% (Govt. No.UGC-1493/(2428)WS-4 dated 7/2/1996)

- v) (Note ; As per G.R. No.TEM/3397/12926/(9086)/TE-1 dated 11/7/1997 the constitutional reservation should not exceed 50% and hence the necessary adjustment is to be made for giving reservation to S.B.C.as per G.R.)

If students belonging to particular B.C. category are not available for admission as per quota of that particular category, other students belonging to B.C category should be considered for admission. If the seats are still vacant due to non-availability of students belonging to B.C category then students from open category should be admitted with prior approval from the College/Sanstha Special Cell Standing Committee.

- vi) Students belonging to creamy layer amongst the categories (except SC/ST) are not entitled to take reservation facilities as per Government Order No.CBC/2006/VK/15/Mavak 5 dated 30 June, 2006.

The guidelines issued by the University Grants Commission vide its letter No. D.O.F.1-6/99/SCT dated 11/5/2000 circulated vide outward No. SU/Special Cell/F.20/305 dated 4/7/2000 should also be taken into consideration for admission process.

- vii) No fees should be charged to the eligible and applied reserved category candidates for Scholarship/Freeship as per the Govt Resolution (महाराष्ट्र शासन सामाजिक न्याय, सांस्कृतिक कार्य, क्रिडा व विशेष सहाय विभाग) छव इबीसी. २००३/प्र.क्र/३०१/मावक-२ दि-०१/११/२००३.

The Separate Circular/Letter with Proforma about implementation reports of admissions given to reserved category students will be issued from the Statistical Information Unit of the University as per the directions of the University Grants Commission.

Thanking you,

Yours faithfully,
Sd/-

I/c Registrar

Encl : As above.

Copy to: 1. P.G Admission Section
2 P.G(BUTR) Section
3 Statistical Information Unit
For information & necessary action.