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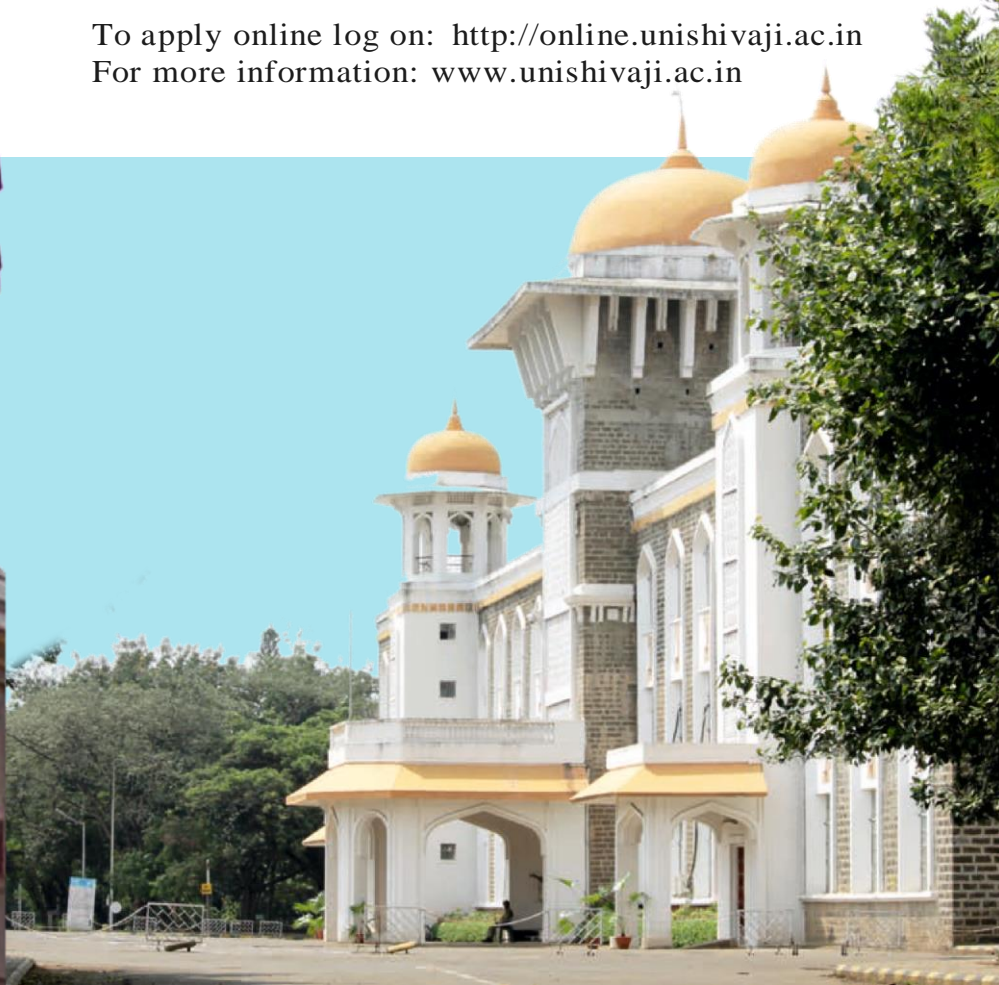
SHIVAJI UNIVERSITY KOLHAPUR

Ph.D.

Prospectus

For the Academic Year: 2025-26

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From the Desk of Vice-Chancellor



Prof. (Dr.) D. T. Shirke
Vice-Chancellor

Dear Researchers,
Greetings!

It is indeed a 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, across various disciplines.

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 look ahead to research as a potential for development of particular specialization and ultimately taking it to further advancements like Intellectual Property Rights (IPR), Generation of Patents, etc.

This university is keen in undertaking research in upcoming areas and inspire the researchers for taking up 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.) D. T. Shirke
Vice-Chancellor

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Regulations for Ph.D. Programme

University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 dated 7th November, 2022

R.R.D. 1. APPLICATION: A candidate seeking admission to the Ph.D. programme shall apply to the university in the prescribed application form, on or before the application deadline as prescribed by Shivaji University Kolhapur.

R.R.D. 2. ELIGIBILITY:

For admission to the Ph.D. programme in a related subject of concerned faculty, the applicant shall fulfill the following eligibility criteria.

2.1 Candidates who have completed:

- i. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by Shivaji University or by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/VJNT/OBC (non-creamy layer)/Differently-Abled/ Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/VJNT/OBC (non-creamy layer)/Differently-Abled/ Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- 2.2 Candidates who have completed the M.Phil. programme of Shivaji University, Kolhapur or any other Statutory University or degree considered equivalent to M.Phil. Degree of an Indian institution with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or an equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/VJNT/OBC (non-creamy layer)/Differently-Abled/ Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- 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 The candidates with following qualifications shall be assigned with the marks shown against the qualification. However the total marks shall not exceed seven. The order of merit for admission to Ph.D. shall be decided on the basis of the total sum (T) [Refer R.R.D. 5.8(v)].

M.Phil.	7
NET/SLET/SET/GATE/GPAT/BET	7
Regular Fellowship (State/National Level)	7
Full time approved teacher having Minimum 10 years experience.	7
Total marks of above shall not exceed seven.	

R.R.D. 3. DURATION OF THE PROGRAMME –

- 3.1** Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 3.2** A maximum of an additional two (2) years can be given through a process of re-registration as per the regulations of Shivaji University; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 3.3** Female Ph.D. Scholars may be eligible for Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.
- 3.4** If the Ph.D. thesis of the candidate is ready, after the expiry of six (6) years, the candidate may be allowed to submit his/her thesis by an extension of registration for two (2) years, after paying the prescribed fee. 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 Ph.D. Programme, the candidate shall apply alongwith the prescribed fee to the University through the Research Guide/ Research Supervisor in the prescribed application form duly signed by concerned Head of the university Department/Principal /Director.
- 3.6** Candidates applying to the University as per provisions mentioned above at 3.3 and 3.4 shall apply to the University before 3 Months of the expiry of the maximum Duration. Delayed applications will not be entertained under any circumstances.

R.R.D. 4. PROCEDURE FOR ADMISSION TO Ph. D. :

- 4.1** The admission 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.
- 4.2** The University shall notify on an annual basis number of seats for admission to Ph. D. Programme, depending on the vacancies availed by Research Supervisors [as prescribed under UGC norms with respect to the Scholar – Research Supervisor ratio] and other academic and physical facilities available.
- 4.3** The University shall publish the Notification for admission to Ph. D. well in advance on its website and through advertisement in at least one national and in one 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).

- 4.4** All admissions for Ph. D. programmes shall be through a Common Entrance Test and Interview conducted by Shivaji University, Kolhapur, except foreign candidates.
- 4.5** Foreign candidates complying the eligibility criteria 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 of Ph. D. programme to be conducted in the next academic year. He / She should submit the result of qualifying examination at the time of Ph.D. admission. Failure to which shall disqualify the concerned candidate from further process.
- 4.7** Employed candidate shall have to submit No Objection Certificate (NOC) issued by the employer at the time of interview to the RAC committee.
- 4.8** All admissions shall be processed through the Research Advisory Committee (RAC). For selection of candidates, a weightage of 70% for the entrance test and 30% for the performance in interview shall be given.
- 4.9** The interview shall be organized by RAC. The candidates who have qualified in entrance test (Refer R.R.D. 5.1) shall be called for interview of 30 marks. The document verification of respective candidate shall also be carried out before conducting the interview.
- 4.10.** The general merit list for the Ph.D. Programme (except foreign candidates) shall be prepared by the University, on the basis of performance of the candidate in the entrance test and the interview. A weightage shall be given as per provisions of R.R.D. 4.8 to prepare general merit list.
- If more than one candidate score equal marks (in entrance test and the interview) then the marks obtained by candidates in Post Graduate Degree shall be considered to prepare the order of merit by respective RAC.
- 4.11.** The list of selected candidates and the waiting list (for vacant seats, if any) in order of merit shall be prepared by the RAC. It will be valid for the respective academic year only.
- 4.12.** The candidates are required to discuss their research interest/area through a presentation before RAC at the time of the interview.
- 4.13.** The following aspects shall be considered for the interview :
- 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.

Based on the above, the scheme of marking for interview shall be as mentioned below :-

A	Subject knowledge and research methodology	09 marks
B	Research interest	07 marks
C	Research competencies	07 marks
D	As per RRD 2.4	07 marks
	Total	30 Marks

The candidate shall appear for interview along with the inputs in given proforma (Please see annexure- III)

- 4.14. The University shall maintain the list of all the 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.
- 4.15. At the time of admission interview, eligible candidates must submit the caste certificate $\frac{1}{4}$ along with non-creamy layer certificate, if applicable $\frac{1}{2}$ corresponding to the category selected in the application form. It should be noted that if the caste certificate is not presented at the time of the interview, the application will be considered under the Open (General) category

R.R.D. 5. ENTRANCE TEST:

- 5.1. An Entrance Test shall be a qualifying test for admission to Ph.D. programme. The Entrance Test will be of 100 marks (50 questions of two marks each with multiple choices). Negative scheme of marking shall not be applicable. Students who have secured 50% marks in the entrance test are eligible to be called for the interview. Provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/VJ-NT (Non- Creamy layers)/OBC (Non- Creamy layers)/EWS/SEBC/SBC Differently- abled category in the entrance examination. The respective candidate should produce valid Non-Creamy layers certificate.
- 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 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 Ph.D. programme) shall be treated as Home University student.
- 5.7 i) The Candidate who qualify NET in category 1,2 or 3 is exempted to appear for the

university's Ph.D. entrance (PET) test. The marks obtained by the candidate in such NET will be considered for admission to Ph.D. in place of score of the entrance test.

However he/she has to appear for the interview.

ii) In case candidates qualify in NET, 70% weightage will be given for test scores and 30% weightage for the interview for admission to Ph.D. programmes. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview/viva-voce.

iii) The marks obtained in the NET by the candidates will be valid for a period of one year for admission to Ph.D.

iv) To prepare the merit list the total number of marks should be equated & converted to 70%.

v) NET score for admission to the Ph. D. programmes shall be utilized in place of entrance tests marks from academic year 2024-2025. Such score is to be considered from those NET which are conducted after UGC public notice dated 27th March, 2024.

5.8. (i) The Examination Section shall process the result of the entrance test and prepare a list of qualified candidates as per the provisions of R.R.D. 5.1 and 5.7. However the marks scored in entrance test/ NET score shall not be disclosed.

(ii) The list of qualified candidates (without disclosing marks) shall be provided to the respective department for further process with reference to interview.

(iii) Those candidates who are qualified in entrance test (as per provisions of R.R.D. 5.1 and 5.7) shall be called for interview.

(iv) The concerned department shall organize interview through the RAC and communicate the marks out of 30 for each candidate to examination department. The RAC shall also communicate the additional marks, if any of the candidates as per provisions of RRD 2.4.

(v) The general merit list shall be prepared by using following formula for each candidate.

$$T = (0.7 \times M) + V$$

Where, T= Total Score of the candidate.

M= Marks obtained out of 100 (in entrance test) or NET score.

V= Marks obtained in interview/viva-voce as per RRD 4.13

(vi) The RAC shall prepare list of selected candidates as per provisions of RRD 4.8, 4.9, 4.10, 4.11, 4.12 and 4.13 after verifying eligibility criteria of respective programme.

(vii) Students who have qualified NET and have been exempted from the entrance exam as per the UGC Public Notice dated 27 March, 2024, will be awarded an additional seven (7) marks for the NET qualification.

R.R.D.6 REGISTRATION PROCEDURE AND RESEARCH PROPOSAL / SYNOPSIS :

- 6.1. A selected applicant seeking admission to the 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 certificate, 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 Ph.D. candidates shall not be confirmed unless the final eligibility certificate is issued by University.
 - (viii) All the candidates should follow the procedure through online portal for Ph.D. Students.
- 6.2. The synopsis of Ph. D. candidates will not be placed before the Research and Recognition Committee, unless the final eligibility process is completed. and candidate found eligible.
- 6.3. The selected candidate shall submit the application along with three hard copies of Ph.D. proposal/synopsis and the soft copy should be uploaded on portal after presentation before RAC and after incorporating revisions suggested by it.
- 6.4. The selected candidate shall be required to make a brief presentation before the RAC about the proposed research.
- 6.5. The presentation will be arranged by the chairperson of the RAC.
- 6.6. In case of any suggestions given by the RAC for improvement of the topic, the candidate shall make changes accordingly and submit the same to the Chairperson of RAC within a period of not more than fifteen days from the date of presentation.
- 6.7. The RAC shall prepare a report on the basis of the presentation. The chairperson of RAC shall send a report along with the proposal, within a period not more than 20 days, from the date of presentation to the PGBUTR Section of the University to place the same before the Research and Recognition Committee for final approval.
- 6.8. The constitution of Research and Recognition Committee shall be as prescribed in Maharashtra Public Universities Act, 2016.
- 6.9. The registered Ph. D. candidate shall not be allowed to register simultaneously for any other degree programme in regular/distance mode.
- 6.10. The candidate will have to successfully complete the pre-registration course work on Research and Publication Ethics (RPE) as per UGC guidelines.
- 6.11 The admission will be confirmed after the Research and Recognition Committee approves the topic.
- 6.12 The registration date will be the earliest possible date after the entrance examination of each academic year, either 1st July or 1st January,.

R.R.D.7 RESEARCH ADVISORY COMMITTEE (RAC) AND ITS FUNCTIONS:

7.1. There shall be a Research Advisory Committee for each Ph.D. scholar. RAC shall consist of :-

1.	The Head of the Department (Please refer clause 7.2 where ever applicable)	Chairperson
2.	Two experts nominated by the Pro-Vice-Chancellor in consultation with the Dean of the concerned Faculty [The two experts necessarily shall be the research Guides/Supervisors]	Member
3.	Two Nominees of the Pro-Vice-Chancellor (One General and One Reservation)	Member
4.	Chairperson, Board of Studies in the concerned subject	Member
5.	Guide/Supervisor of the concerned research student	Member

- (i) All RAC 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.
- (ii) The Quorum for RAC meeting will be three.
- (iii) If a member is absent for three consecutive meetings, then his membership shall automatically stand cancelled.
- (iv) The research guide shall attend the RAC meetings concerning to his/her research scholar.

7.2. Where University Department does not exist, the RAC will be constituted as above. The Chairperson (Dean OR Chairperson, Board of Studies) will be nominated by the Hon. Pro-Vice-Chancellor.

7.3. The RAC shall have the following responsibilities :-

- 7.3.1. To review the research proposal and finalize the topic of research;
- 7.3.2. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he / she may have to do;
- 7.3.3. To periodically review and assist in the progress of the research work of the Ph.D. scholar;
- 7.3.4 Such other responsibilities as prescribed under these regulations.

- 7.4. Each semester, a Ph. D. scholar shall appear before the RAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The RAC shall submit its recommendations along with a copy of Ph. D. Scholar's progress report to PGBUTR Section through the concerned department. A copy of such recommendation shall also be provided to the Ph. D. scholar.
- 7.5. In case, the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend the University with specific reasons for cancellation of the registration of the research scholar for Ph. D. programme.

- 7.6. 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.
- 7.7. With considering UGC guidelines for pursuing Two Academic Programmes simultaneously, a student admitted to Ph.D. Should not admit to other academic programme simultaneously.
- 7.8 If the candidate desires to modify the title and / or the proposed plan of the research, he/she shall submit his/her application duly recommended by the Research Guide/ Research Supervisor, through the concerned Head of the University Department / the Chairman RAC.
- 7.9. The Research and Recognition Committee concerned may approve such changes on recommendation of the RAC

R.R.D.8 RESEARCH AND RECOGNITION (RRC) AND ITS FUNCTIONS:

The Board of Deans shall appoint a Research and Recognition Committee for each Board of Studies,—

a) The Research and Recognition Committee shall consist of the following members, namely:

1.	The Pro-Vice-Chancellor, Ex-officio Chairman	Chairperson
2.	Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any	Member
3	Chairperson, Board of Studies in the concerned subject	Member
4.	two experts in the subject, to be nominated by the Vice-Chancellor, not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (Ph.D.) students and have published research work in recognized or reputed national or international journals, anthologies, etc., one of whom shall be from outside the university	Member

(b) the Research and Recognition Committee shall have the following powers and duties, namely :—

- (i) to approve the topic of thesis or dissertation in the subject;
- (ii) to recommend to the Vice-Chancellor a panel of referees for thesis or dissertations for awarding post-graduate, doctorate and higher degrees, based on the criteria as approved by the Academic Council;
- (iii) to recommend to the Board of Deans, by following appropriate process, names of post-graduate teachers, research scientists in the recognized research and other institutions, active research and development experts having of not less than ten years" experience in research and development laboratories or centers in variety of industries, for recognition as approved research guides; (iv) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council. (As per Maharashtra Public Universities Act, 2016)

R.R.D. 9. RESEARCH GUIDE/ SUPERVISOR :-

Allocation of Research Supervisor- Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

9.1 Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes.

[Note: i) Maharashtra Public Universities Act, 2016 section 2(61) “teacher” means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, principal, Director of an institution, Director of Knowledge Resource Centre, Director of Centre of Lifelong Learning and Extension, deputy or assistant librarian in the university, college librarian, Direct or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognized institution of the university.

ii) Eligible permanent faculty members can guide Ph.D. scholars during their probation period also. (UGC Public Notice ref. no. F.9-1/2020 (ps/misc.) dated 6th March, 2023)

ii) Eligible permanent faculty members can guide Ph.D. scholars during their probation period also [UGC Public Notice ref. no. F.9-1/2020 (ps/misc.) dated 6th March, 2023].

9.2 Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post- graduate Colleges/institutes would be in violation of these Regulations.

9.3 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

9.4. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.

9.5 Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

9.6 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

9.7 (i) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

(ii) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the predetermined number of Ph.D. scholar as specified in above clause.

(iii) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or co-supervisor, shall not exceed the number prescribed in above clause (i) and (ii).

9.8. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

9.9. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

9.10 The allocation of Research Supervisor for a selected research scholar shall be decided by the RAC. A candidate will work under recognized Research Guide/Supervisor of the University allotted by RAC provided that he / she is not relative (such as husband/ wife/ daughter/ son/ brother/ sister) of the Guide/ Supervisor/ Co-Guide/ Co-Supervisor.

9.11 If the RAC 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.

9.12 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.

9.13. Guidance by Co-Guide/Co-Supervisor / New Research 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.

9.14. 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.
- d. The research center cannot be changed once admission to the Ph.D. program is confirmed.

9.15. 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.

9.16. Redressal of Grievance

9.16.1. In case of any dispute regarding admission or any other dispute that may arise between a Research Scholar and his/her Research Supervisor, the committee consisting of the Dean, Chairperson, Board of Studies and the Head of the Department shall examine the matter and report to the Pro-Vice Chancellor of the Shivaji University, Kolhapur, whose decision shall be final.

9.16.2. The report shall include, among other things, specific recommendations. The report shall be submitted to the Pro-Vice Chancellor of Shivaji University, Kolhapur.

9.16.3. In case of the complaint regarding sexual harassment, the research scholar shall submit a complaint to the Internal Complaints Committee (ICC) as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

R.R.D. 10. COURSE WORK :

Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

10.1. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

10.2. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

10.3. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

10.4. The course work shall be treated as prerequisite for Ph.D. programme.

- 10.5. 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 Ph.D. degree.
- 10.6. All courses prescribed for 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.
- 10.7. 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 RAC.
- 10.8.** All candidates admitted to the 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.
The course work shall contain following papers:
- a. Research Methodology ,Quantitative Methods and Computer Application for 100 marks
 - b. Recent Trends in the subject concerned for 100 marks
 - c. Optional papers (based on Specialization) for 100 marks
with 80 marks of University examination + 20 marks for presentation of a review on published research papers from national/international journals on the concerned specialized areas. The Departments should identify some specialized research papers and prepare their syllabi. The same should be approved by the BOS /Adhoc Boards as the case may be.
Kindly refer to Shivaji University Circular Ref.N/SUK/BOS/580 dated 03/08/2023 for Ph.D. course work structure and standard of passing.
- 10.9.** 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 and have been permitted to proceed to the Ph.D. in integrated course, shall be exempted from the Ph.D. course work.
- 10.10** The syllabus and other details(**Credit requirements, number, duration, syllabus, minimum standards for completion, etc.**) of course work shall be made available on university website (www.unishivaji.ac.in.)
- 10.11.** (i) The medium of the course work shall be English for Faculty of Science and Technology, Faculty of Commerce and Management and Faculty of Interdisciplinary Studies.
(ii) The medium of the course work shall be English/Marathi for Faculty of Humanities except the papers in languages.
- 10.12** In view of provisions of R.R.D. 10.11, the student should write the answers in English/Marathi, as the case may be.

R.R.D. 11. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS / CREDITS FOR AWARD OF DEGREE, ETC.:

- 11.1.** Upon satisfactory completion of course work and obtaining the marks/grade prescribed in R.R.D. 10.3 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- 11.2.** Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation in front of the Research Advisory Committee concerned, which shall also be open to all faculty members and other research scholars/students.
- 11.3.** The University has a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.
- 11.4.** A Ph.D. scholar shall submit the thesis for evaluation, along with
- (a) an undertaking from the Ph.D. scholar that there is no plagiarism and
 - (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- 11.5.** The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Higher Educational Institution concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/ research scholars, and students.
- 11.6.** The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Higher Educational Institution concerned shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D. The thesis rejected by both the external referees will not be considered for resubmission.
- 11.7.** The Higher Educational Institution concerned shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 11.8.** Ph.D. scholars shall publish at least one research paper in refereed journal (approved by concerned BOS) and make minimum one paper presentation in conference/seminar 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 applicable.

A research publication and a paper presentation so made by research scholar shall be during the tenure of Ph. D Programme. and shall be based on the proposed research topic of his/her Ph.D

- 11.9.** 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.
- 11.10.** The external referees shall communicate their willingness as early as possible and shall submit their evaluation reports within one month of the receipt of the thesis in a prescribed proforma along with a detailed report.
- 11.11.** 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 shall be from outside the State. Such examiner(s) should be academics with a good record of scholarly publications in the relevant field. Wherever possible, one of the external examiners should be chosen from outside India.
- 11.12.** (a) 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.
- (b) The university may conduct the Ph.D. Viva-Voce Examinations through Video Conferencing using Google, Skype, Microsoft Technologies or any other reliable and mutually convenient technology. While conducting the Viva-Voce Examination through Video Conferencing using electronic means, it may be ensured that it will be open to be attended by the members of the Research Advisory Committee, all faculty members of the department, research scholars and interested experts/ researchers, besides the Research Supervisor and Expert (s)/Examiner (s), as applicable.
- (c) It is also imperative on the part of the University to maintain due record of the same, including the report signed by Expert (s)/Examiner (s) appointed for conducting the same.
- [Note: The Head of the respective academic department shall ensure and coordinate all the necessary arrangements of Open Defence/ Viva-Voce Examination through Video Conferencing. In case, there is no department of the concerned subject then the Research Guide/Internal Referee shall ensure and coordinate the abovementioned arrangements.]
- 11.13.** The Open Defense of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conduction of the viva-voce examination. If the evaluation reports of the external examiner in case of Ph.D. thesis is unsatisfactory, the University shall send the 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.

- 11.14.** 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.
- 11.15.** 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 three months.
 - d. The revised thesis shall be sent to the same referees for evaluation along with both the previous reports.

R.R.D. 12. SIZE, STYLE & BINDING OF THESIS:

12.1. A candidate submitting thesis for the award of 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.

12.2. The thesis shall be written with following specifications :-

- i. For thesis writing, "Times New Roman" font shall be used. Size of the paper shall be A-4, 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-V.
- 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 one hard-bound copies (black cover with golden embossed letters) of thesis along with five copies of the abstract and one CDs containing soft copy in PDF format. A candidate may be permitted to submit the abstract and final thesis separately.
- v. The Ph. D. 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. Non plagiarism/ similarity certificate issued by the University.
- f. The language of Ph.D. thesis shall be English except for the theses in other languages.
- g. 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.
- h. The language used in the thesis should be grammatically correct and of appropriate standard with no typographical mistakes

R.R.D. 13. SUBMISSION:

- 13.1.** The candidate will not be allowed to submit his/her thesis unless he/she completes the course work as prescribed under these rules.
- 13.2.** (a) A candidate may submit one copy of pre-final thesis after the completion of two years six months from the date of registration; along with the passing certificate of course work, to the Head of the Department for scrutiny by RAC. However, a candidate can submit final thesis after completion of three years from the date of registration.
- (b) A research student will remit annual Ph. D fee up to submission of pre- final thesis, provided he / she submits the final thesis within 6 months from the date of scrutiny of pre-final thesis. Otherwise a research student will have to remit annual tuition fee for the delayed submission of final thesis beyond six months duration.
- 13.3.** Prior to the final submission of the thesis, the research scholar shall make a presentation before the RAC, 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 pre-final thesis in consultation with the RAC.
- 13.4.** The final thesis shall be submitted to the university office through Head of the Department / Chairman of RAC.
- 13.5** If a Ph.D. student fails to submit the final copy of thesis within six months after the presentation of pre-final draft of thesis, double the tuition fee will be charged for the delay.

R.R.D. 14. OPEN DEFENCE:

The open defence shall be conducted only after receiving the satisfactory reports from the referees. One of the external referees nominated by the 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 teacher in the subject concerned nominated by the 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:

- 14.1.** After the receipt of satisfactory 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).

14.2. 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.

14.3. 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. 15. DECLARATION OF RESULT:

15.1. The Open Defence will be held only after fulfillment of the all essential requirements.

15.2. The date of Open Defence shall be considered to be the date of declaration of result.

15.3. 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.

15.4. 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 7th November, 2022.

R.R.D. 16. ADDITIONAL Ph. D. DEGREE :

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

R.R.D. 17. CANCELLATION OF Ph. D. ADMISSION AND REFUND POLICY

17.1 A student can cancel his/ her admission by submitting an application through his/ her Research 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 three years duration of Ph. D. Programme (with effect from the date of registration):- The Ph.D. student will have to apply along with the receipts of entire fee paid for three years duration.

17.2. 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 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 at the time of submission of final Ph.D thesis.

17.3. 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 R.R.D.17.1. (a) and in case the concerned student has remitted the annual fee of 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 R.R.D. 17.1. (a)	i. Refund the amount of Deposits(Laboratory/Library/other): To be refunded 100% ii. Tuition and other fees will not be refunded.

R.R.D. 18. TREATMENT OF Ph. D. THROUGH DISTANCE MODE/PART TIME:

Shivaji University does not offer Ph.D. Programme through distance education/online/part time mode.

RRD 19. AWARD OF Ph. D. DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS.-

Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.

R.R.D. 20. DEPOSITORY WITH INFLIBINET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

R.R.D. 21. PROVISIONAL DEGREE CERTIFICATE:

Prior to the actual award of the Degree, the Shivaji University, Kolhapur shall issue a provisional degree 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, 2022.

ANNEXURE –I

Definitions.-

(1) In these Regulations, unless the context otherwise requires,-

- a) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- b) “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational Institution;
- c) “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- d) “Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- e) “College” means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- f) “Commission” means the University Grants Commission established under Section 4 of the UGC Act 1956;
- g) “Course” means one of the specified units which go to comprise a programme of study;
- h) “Course Work” means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- i) “Degree” means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act;
- j) “External examiner” means an academician/researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programme;
- k) “Foreign Educational Institution” means—
 - (i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and
 - (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- l) “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale;
- m) “Guide/Research Supervisor” means an academician/researcher recognized by Higher Educational Institution to supervise the Ph.D. scholar for his/her research;
- n) “Higher Educational Institution” means a university or institution specified under clause 2 of Regulation 1 of these Regulations;
- o) “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines;

- p) “Open and Distance Learning Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- q) “Online Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- r) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own;
- s) “Programme” means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;
- t) “Prospectus” means any document, whether in print or otherwise, issued for providing fair and transparent information relating to a Higher Educational Institution and programmes, to the general public (including to those seeking admission in such Higher Educational Institutions) by the Higher Educational Institutions;
- u) “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;
- v) “University” means a Higher Educational Institution established or incorporated by or under a Central Act, a Provincial Act, or a State Act, and shall include any institution for higher education deemed to be a University under Section 3 of the Act.

ANNEXURE –II

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 increment.

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 manuscripts.

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:- Identification & 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 up to 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 – III

INPUT SHEET

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

1. Name of the Candidate :
2. Course: 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.
 - i)
 - ii)
 - iii)
 - iv)

(Note : RAC reserves the right to allot a guide, other than the guides' preference submitted by the candidate.

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 – IV

Broad guidelines for preparation of synopsis

While preparing the synopsis for the 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 / Weblogography.

ANNEXURE – V

Front page and cover 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 – VI

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 – VII

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/Research Supervisor
(Signature with Name & Designation)

ANNEXURE - VIII

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 – IX

Fee structure for academic year 2025-26

Particulars/ Details	Fee for Regular Student & DRF	Fee for JRF/SRF/Teachers & Employed Person
Registration Fee (one time)	500	500
Library Deposit (one time)	500	500
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	100	100
Student Development Kalyan Nidhi	100	100
Accident/Medical Help Fund Scheme	20	20
Youth Festival	50	50
Total (INR)	16,473	20,364

- ❖ Separate fee will be charged for eligibility as per rules.
- ❖ Fee for evaluation of thesis should to be remitted separately at the time of submission of thesis.
- ❖ If any changes for above fee structure it is applicable for time to time.

ANNEXURE – X

Rules for imposing Fine

All students registered for 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.

A] If a research 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/-

B] If the research student does not avail scholarship/fellowship/salary of full time employment and fails to remit fee within stipulated period mentioned above, then fine will be imposed as under

1. 50% of yearly tuition fee.

ANNEXURE – XI



SHIVAJI UNIVERSITY, KOLHAPUR

Department of -----

OR

Subject: -----

Report of Open Defence for award of Ph.D. Degree.

The Open Defence of -----was conducted
(through VIDEO CONFERENCING/INPERSON) on----- at----- am/pm
for the thesis entitled -----

The Following members were present.

- 1.----- Chairman
- 2.----- External Referee
- 3.----- Guide
- 4.-----Co-Guide (if
any)

A brief report:- -----

Recommendation:- -----

**Chairman,
Open Defence**

External Referee

Research Guide

Research Co-Guide

ANNEXURE – XII

 <p>Estd. 1962 "A++" Accredited by C[2021] With CGPA 3.52</p>	SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA		
	PHONE : EPABX - 2609000,	Special Cell- (0231) 2609148	
	Website - www.unishivaji.ac.in	E-mail- spcell@unishivaji.ac.in	
	शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र विशेष कक्ष		
दूरध्वनी - ईपीएबीएक्स - २६०९०००, विशेष कक्ष - (०२३१)२६०९१४८ वेबसाईट- www.unishivaji.ac.in, ई-मेल - spcell@unishivaji.ac.in			

जा.क्र.विशेष कक्ष/२०२५-२६/९१०/

दिनांक : 28 MAR 2025

प्रति,

No-0070

१. प्राचार्य,
सर्व संलग्नित महाविद्यालये,
शिवाजी विद्यापीठ, कोल्हापूर.
३. अधिविभागप्रमुख,
सर्व पदव्युत्तर अधिविभाग,
शिवाजी विद्यापीठ, कोल्हापूर.

२. सचिव,
सर्व संलग्नित शैक्षणिक संस्था,
शिवाजी विद्यापीठ, कोल्हापूर.

विषय : १. सन २०२५-२६ या शैक्षणिक वर्षामध्ये संलग्नित महाविद्यालये/शैक्षणिक संस्था तसेच विद्यापीठाच्या विविध पदव्युत्तर अधिविभागातील विद्यार्थी प्रवेशामधील आरक्षण.

२. सन २०२५-२६ या शैक्षणिक वर्षातील विद्यार्थी वसतिगृह (हॉस्टेल) प्रवेशाबाबत..

महोदय/महोदया,

उपरोक्त विषयासंदर्भात राज्य शासनाने अकृषी विद्यापीठे व संलग्नित महाविद्यालये/संस्था यांच्यामधील विद्यार्थी प्रवेशासाठी विहित केलेल्या सामाजिक आरक्षणाची टक्केवारी खालीलप्रमाणे आपणांस योग्य त्या कार्यवाहीसाठी कळविण्यात येत आहे.

अ. क्र.	मागास प्रवर्ग	आरक्षणाची विहित टक्केवारी
१.	अनुसूचित जाती	SC १३ %
२.	अनुसूचित जमाती	ST ७ %
३.	विमुक्त जाती (अ)	VJA ३ %
४.	भटक्या जमाती (ब)	NTB २.५ %
५.	भटक्या जमाती (क)	NTC ३.५ %
६.	भटक्या जमाती (ड)	NTD २ %
७.	इतर मागासवर्ग	OBC १९ %
८.	सामाजिक आणि शैक्षणिक मागास वर्ग	SEBC १० %
९.	आर्थिकदृष्ट्या दुर्बल घटक	EWS १० %
१०.	खुला	OPEN ३० %
	एकूण	१०० %

- टीप :** १) संस्था/महाविद्यालयातील प्रवेशासाठी सक्षम अधिकाऱ्यांनी शासनाच्या विहित आरक्षण धोरणानुसार मागासवर्गीय विद्यार्थ्यांना प्रवेशामध्ये आरक्षणाबाबत अंमलबजावणी, प्रवेश प्रक्रीयेच्या शेवटच्या दिनांकापर्यंत करावयाची आहे. त्याचप्रमाणे त्या-त्या वेळी लागू होणारे शासन धोरणातील बदल लागू राहतील.
- २) सामाजिक आणि शैक्षणिक मागास वर्ग (SEBC) याकरिता आरक्षण हे महाराष्ट्र राज्यातील सामाजिक आणि शैक्षणिकदृष्ट्या मागास (एसईबीसी) वर्गाकरिता आरक्षण अधिनियम, २०२४ (सन २०२४ चा महाराष्ट्र अधिनियम क्र. १६) अन्वये लागू करण्यात आले आहे. यानुसार प्रवेशाकरिता लागू करण्यात आलेले निकष व टक्केवारी वरील प्रमाणे नमूद केले आहे. तथापि यासंदर्भात शासन धोरणात/निर्णयात सुधारणा लागू झाल्यास, त्याप्रमाणे सदर सुधारणा लागू राहतील.

❖ प्रवेश प्रक्रियेसंदर्भातील इतर सर्वसाधारण सूचना :

१. संलग्नित महाविद्यालये/संस्था तसेच विद्यापीठातील विविध अधिविभागांनी गुणवत्ता यादी (Merit list) तयार करून खुल्या किंवा अराखीव संवर्गातील जागांवर प्रथमतः विद्यार्थी/विद्यार्थीनींना त्यांच्या गुणवत्तेनुसार (खुल्या किंवा मागास प्रवर्गाचा विचार न करता) खुल्या प्रवर्गातून प्रवेश द्यावा.

(सोबत पृष्ठ क्र. १९)

२. वरीलप्रमाणे कार्यवाही करत असताना मागासवर्गीय विद्यार्थी/विद्यार्थीनींना गुणवत्तेनुसार खुल्या प्रवर्गातील जागांवर प्रवेश दिला गेल्यास, आरक्षणाची विहित मर्यादा अथवा टक्केवारीचे उल्लंघन होण्याचा प्रश्न निर्माण होत नाही. तेव्हा गुणवत्तेनुसार प्रवेशाची कार्यवाही करण्यात यावी.

३. सामाजिक आरक्षणाचा लाभ घेऊ इच्छिणाऱ्या मागासवर्गीय विद्यार्थी/विद्यार्थीनी यांनी (अनु.जाती/अनु.जमाती व्यतिरिक्त) विहित मुदतीतील शासनाच्या सक्षम प्राधिकाऱ्याचे नॉन-क्रिमिलेअर प्रमाणपत्र प्रवेशासाठी सादर करणे आवश्यक आहे. तसेच आर्थिक दुर्बल घटकासाठीच्या १० टक्के आरक्षणांतर्गत प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थी/विद्यार्थीनी यांनीही त्याबाबतचे शासनाच्या सक्षम प्राधिकाऱ्याचे प्रमाणपत्र प्रवेशासाठी सादर करणे आवश्यक आहे.

(सोबत पृष्ठ क्र.२० ते २२)

४. विद्यार्थी प्रवेशातील आरक्षणाची पदे ज्या मागास प्रवर्गासाठी राखीव आहेत त्याच मागास प्रवर्गातून सर्व नियमांचे काटेकोर पालन करून भरणे आवश्यक आहे. संबंधित मागास प्रवर्गातील विद्यार्थ्यांच्या उपलब्धते अभावी प्रवेश रिक्त रहात असतील तर अन्य मागास प्रवर्गातून रिक्तप्रवेश पूर्ण करण्याबाबत महाराष्ट्र शासनाच्या दि. ११/७/१९९७ रोजीच्या शासन निर्णयातील तरतूदीनुसार कार्यवाही करावी.

(सोबत पृष्ठ क्र.२३ ते २४)

५. उच्च व तंत्रशिक्षण विभागाच्या दि. ११/७/१९९७ रोजीच्या शासन निर्णयात विद्यार्थी प्रवेशातील आरक्षणाच्या जागा रिक्त राहिल्या तर त्याबाबत पदवी व पदव्युत्तर अभ्यासक्रमांच्या प्रवेशासाठी करावयाची कार्यवाही, शासन निर्णयातील मुद्दा क्र. ३ व क्र. ४ येथे नमूद केली आहे. ते खालीलप्रमाणे :

मुद्दा क्र. (३) : गुणवत्ता यादीनुसार प्रवेश प्रक्रिया केल्यानंतर जर कोणत्याही मागासवर्गीय प्रवर्गासाठी आरक्षित असलेल्या जागापैकी काही जागा रिक्त राहिल्या तर त्या जागेवर एकूण प्रवेश क्षमतेच्या जास्तीत जास्त २ टक्के पर्यंत प्रवेशासाठी विशेष मागास प्रवर्गीय उमेदवारांना प्रवेशासाठी प्राधान्य देण्यात यावे.

मुद्दा क्र. (४) : रिक्त जागांवर विशेष मागास प्रवर्गातील उमेदवारांना कमाल २ टक्के जागांवर प्रवेश दिल्यानंतर जर जागा रिक्त राहिल्या तर त्या जागा इतर सर्व मागासवर्गीय प्रवर्गातील उमेदवारांची गुणवत्तेनुसार सरमिसळ करून भरण्यात याव्यात.

वरीलप्रमाणे कार्यवाहीसाठी संबंधितांनी दि. ११/७/१९९७ रोजीचा मूळ शासन निर्णयही कृपया सविस्तर अवलोकनी घ्यावा.

६. विद्यापीठातील पीजीबीयुटीआर विभागाद्वारे नियंत्रित होणाऱ्या एम.फिल./पीएच.डी प्रवेशासंदर्भात युजीसी वा अन्य शिखर संस्थानी विद्यार्थी प्रवेशाबाबत सूचना जारी केल्या असतील तर सदर प्रवेशासाठी त्या विचारात घेणेच याव्यात. संबंधितांनी यासंदर्भात पीजीबीयुटीआर विभागाच्या माहितीपुस्तिकेचे (Prospectus) सूक्ष्म अवलोकन करावे.
- सदर एम.फिल./पीएच.डी अभ्यासक्रमासाठीच्या प्रवेशातील मागासवर्गीय विद्यार्थ्यांसाठी राखीव असलेल्या जागा विद्यार्थ्यांच्या उपलब्धतेऐवजी रिक्त राहिल्या तर वरील अ.क्र. ५ येथे नमूद केलेल्या दि. ११/७/१९९७ रोजीच्या शासन निर्णयातील तदतुदीनुसार रिक्त जागा भरण्यात याव्यात.
७. दिव्यांग (अपंग), अनाथ, माजी सैनिक इ. समांतर आरक्षणांतर्गत प्रवेशासाठी अर्ज करणाऱ्या विद्यार्थी/विद्यार्थीनी यांनी सदर आरक्षणाबाबत शासनाच्या संबंधित सक्षम प्राधिकार्याचे प्रमाणपत्र सादर करणे आवश्यक आहे.
८. विद्यापीठातील विविध अधिविभागांनी विद्यार्थी प्रवेशातील दिव्यांग (अपंग), अनाथ, माजी सैनिक इ. समांतर आरक्षणांतर्गत प्रवेश देत असताना, विशेष कक्ष (विद्यापीठ प्रशासन व पदव्युत्तर अधिविभाग) स्थायी समितीच्या उपसमितीने दि. २९/६/२०१८ रोजीच्या बैठकीतील मुद्दा क्र.२ बाबत नमूद केलेल्या अ,ब आणि क या टप्प्यानुसार कार्यवाही करावी. दि. २९/६/२०१८ रोजीच्या बैठकीचा कार्यवृत्तांत सोबत देण्यात येत आहे.
- (सोबत पृष्ठ क्र.२५ ते २६)
९. मा. सर्वोच्च न्यायालयाने सिव्हिल अपिल नं.३१२३/२०२० या प्रकरणी दि.०५ मे २०२१ रोजी दिलेल्या “सामाजिक व शैक्षणिकदृष्ट्या मागास वर्गाच्या” (एसईबीसी) आरक्षणसंदर्भातील निर्णयास अनुसरून, “आर्थिकदृष्ट्या दुर्बल घटक” (ईडब्ल्यूएस) आरक्षणसंदर्भात निर्गमित केलेल्या महाराष्ट्र शासन, सामान्य प्रशासन विभागाच्या दि.३१/०५/२०२१ रोजीच्या शासननिर्णयातील सूचनांची काटेकोरपणे अंमलबजावणी करावी.
- (सोबत पृष्ठ क्र.२७ ते ३४)
१०. सामाजिक आणि शैक्षणिक मागास वर्ग (SEBC) याकरिता आरक्षण हे महाराष्ट्र राज्यातील सामाजिक आणि शैक्षणिकदृष्ट्या मागास (एसईबीसी) वर्गाकरिता आरक्षण अधिनियम, २०२४ (सन २०२४ चा महाराष्ट्र अधिनियम क्र. १६) अन्वये लागू करण्यात आले आहे. तथापि यासंदर्भात शासन धोरणात/निर्णयात सुधारणा लागू झाल्यास त्याप्रमाणे सदर सुधारणा लागू राहतील. (सोबत जोडले आहे)
११. महाविद्यालय/संस्था यांच्या स्तरावर विद्यार्थी प्रवेशातील आरक्षणाच्या अनुषंगाने काही विशेष बाबी निर्माण झाल्यास अथवा तक्रारी प्राप्त झाल्यास त्यांचे निराकरण संबंधित महाविद्यालयातील/संस्थेतील प्रवेश समितीने, दंडक १५८ नुसार संबंधित महाविद्यालयात/संस्थेत गठित केलेल्या स्थायी समितीच्या माध्यमातून करावयाचे आहे. विद्यापीठ स्तरावरील यासंदर्भातील कार्यवाही संबंधित अधिविभागातील प्रवेश समिती आणि विशेष कक्ष स्थायी समिती (विद्यापीठ प्रशासन व पदव्युत्तर अधिविभाग) अथवा स्थायी समिती गठित उपसमिती यांचेद्वारे करण्यात येईल.
१२. स्कॉलरशीप अथवा फ्रिशीपसाठी अर्ज करणाऱ्या पात्र मागासवर्गीय विद्यार्थ्यांकडून, शासनाच्या सामाजिक न्याय व सांस्कृतिक कार्य, क्रीडा व विशेष सहाय विभागाच्या क्र. इबीसी.२००३/प्र. क्र./३०१/मावक-२ दि. १/११/२००३ रोजीच्या शासन निर्णयानुसार कोणतेही शैक्षणिक शुल्क घेता येणार नाही.

१३. शासनाने विद्यार्थी प्रवेशासाठी लागू केलेल्या सामाजिक आरक्षणापैकी ज्या मागास प्रवर्गाच्या आरक्षणासंदर्भातील बाबी न्यायप्रविष्ट आहेत त्यासंदर्भातील पुढील कार्यवाही मा. न्यायालयाचे निर्णय, व सदरबाबत शासनाकडून ज्या-त्या वेळी प्राप्त होणारे शासन निर्णय/परिपत्रके इ. नुसार करणे बंधनकारक आहे.
१४. विद्यार्थी प्रवेशामध्ये सामाजिक अथवा समांतर आरक्षण लागू करण्यासंदर्भात शासनाने शासन निर्णय/परिपत्रके/शासन पत्रे इ. द्वारे विहित केलेल्या सर्व शर्ती आणि अटी या आरक्षणांतर्गत प्रवेश घेण्यासाठी लागू आहेत.
१५. महाविद्यालय/शैक्षणिक संस्था तसेच विद्यापीठातील विविध अधिविभागातील विद्यार्थी प्रवेशातील आरक्षणाबाबत उपरोक्त प्रमाणे सर्वसाधारण सूचना करण्यात येत आहेत. तथापि, त्यामध्ये मा. न्यायालयाचे न्यायनिर्णय, शासनाकडून वेळोवेळी जारी करण्यात येणारे नियम, अधिनियम, अधिसूचना, शासन आदेश, परिपत्रके, शुध्दीपत्रके, विद्यापीठ नियम इ. द्वारे बदल करण्यात आल्यास त्या अनुषंगाने योग्य ती पुढील कार्यवाही करून सन २०२५-२६ मधील विद्यार्थी प्रवेश प्रक्रिया विहित पध्दतीचा अवलंब करून नियमानुसार करण्यात यावी.

महाविद्यालय/शैक्षणिक संस्था तसेच विद्यापीठातील विविध अधिविभागांमध्ये सन २०२५-२६ करिता देण्यात येणाऱ्या विद्यार्थी प्रवेशातील आरक्षणाची माहिती विद्यापीठाच्या सांख्यिकी विभागाद्वारे स्वतंत्र परिपत्रकान्वये मागविण्यात येईल. त्यानुसार संबंधित विभागाकडे विहित प्रपत्रातील माहिती महाविद्यालये/शैक्षणिक संस्था तसेच विद्यापीठातील विविध अधिविभागानी तात्काळ देणे अत्यावश्यक आहे याची नोंद घेण्यात यावी.

कळावे.

आपला विश्वासू,



कुलसचिव,
शिवाजी विद्यापीठ, कोल्हापूर

सोबत : वरीलप्रमाणे

प्रत : माहितीसाठी व आवश्यक त्या कार्यवाहीसाठी

१. पदव्युत्तर प्रवेश विभाग
२. पीजी बीयुटीआर विभाग
३. सांख्यिकी विभाग

ANNEXURE – XIII
SHIVAJI UNIVERSITY
INTERNATIONAL AFFAIRS CELL

PROCEDURE, RULES, REGULATIONS AND APPLICATION FORM FOR
FOREIGN NATIONALS SEEKING ADMISSION TO REGULAR FULL-TIME

PROGRAMMES

A. Procedure for admission to Shivaji University, Kolhapur:

Thank you very much for your interest in applying and choosing Shivaji University for your academic career. Kindly read the rules, regulations and conditions carefully before signing and submitting your application and documents. No changes in the application form would be allowed once the final application is submitted. Please note that your signature comes as an undertaking as part of the process, and it is mandatory to follow all the rules and regulations laid down by the University from time to time. Please remember that you are supposed to fill out the application form carefully and submit all the required documents as specified in the application. All the procedures will be entirely online, so please provide your contact number and email where needed while filling out the application form. Maintaining the same email and telephone number throughout and during the application process is compulsory.

Any inconvenience or loss of communication will be the responsibility of the applicant. No excuse or complaint in this regard would be entertained. We request that all international students follow the procedure strictly. Admission will not be accepted for those who refuse to follow the rules. Please note that provisional admission does not guarantee final admission to the course. The admissions will be granted based on merit and the number of seats available for the said course. Your admission will be confirmed only upon reporting to the University and Department with original documents, filling out your eligibility form, and clearing eligibility by verifying the documents (academic and visa stay documents). Acquiring an appropriate visa is the student's responsibility, and reporting without a proper visa will not be considered for enrolment.

Kindly complete the online application with your documents uploaded as a PDF file. Please ensure that all your documents match the name on your passport and academic records. Enclose all required documents as specified in their original form or as certified copies. Documents must be written in English or be officially certified translations approved by the authorities. Please read the rules, regulations, and conditions carefully before signing and submitting your application and documents. Once the final application

is submitted, no changes to the application form will be allowed. Please submit the hard copy of the online application submitted to the International Affairs Cell via post within 20 days from the last date of filling out and submitting the application form.

Please write to dir.iac@unishivaji.ac.in or oiac@unishivaji.ac.in for any doubts or questions regarding submitting the application form and the documents.

Procedure to Submit Application

1. Please remember to fill out the application form carefully and submit all the required documents as specified in the application.
2. Kindly complete the online application with your documents uploaded as a PDF file.
3. Enclose all required documents as specified in their original form or as certified copies. Documents must be written in English or be officially certified translations approved by the authorities.
4. Please submit the hard copy of the online submitted application to the International Affairs Cell, Shivaji University, Kolhapur via post within 20 days from the last date of filling and submitting the application form.

B. Rules and Regulations:

1. Provisional admission letter would be issued with the condition that the final admission letter would be given only after confirmation of eligibility. A provisional admission letter and required documents could be used to obtain an appropriate research visa from the Indian Embassy in your country. It is to be noted that final admission will be considered and granted only when you report with an appropriate visa endorsed for Shivaji University, Kolhapur, i.e., for Ph. D. Program, a Research Visa is required. Please note that your admissions will be considered only from the day you report with the appropriate visa. A research visa is mandatory for reporting to the University in case of a Ph.D. student. It is to be noted that final admission will be considered and granted only when you report with an appropriate visa endorsed for Shivaji University, Kolhapur.
2. Certificate of Financial Responsibility (Financial Undertaking Letter) is compulsory to submit to the Embassy of India in your country for a visa, and a copy of that certificate has to be submitted along with other documents to the IAC office, Shivaji University, Kolhapur.
3. Please note that a provisional admission letter does not warrant admission to the said course. Upon arrival at Shivaji University, Kolhapur, India, you must submit and verify your original documents (including your passport, student visa, and academic documents) at the IAC office to initiate the admission process.
4. International students coming to India for the first time to study at Shivaji University,

Kolhapur, should note and verify that their visa is endorsed for Shivaji University, Kolhapur. Admission will not be processed or granted to those with an organization/institute other than Shivaji University, Kolhapur.

5. Please note that, for international students whose last degree is in foreign country (outside India), it is necessary to produce AIU equivalence certificate for the qualifying degree which could be obtained from (Association of Indian university, AIU) either before applying or after reporting to the University within two months or else the admission will be deemed cancelled. If students are migrating/transferring from other universities in India, it is necessary to produce the Migration Certificate within two months of reporting to be considered for final admission. Submitting appropriate documents in time is the students' responsibility, and no complaints or excuses will be entertained thereafter;

the University will not be responsible for any losses incurred in any case or form.

6. Students are responsible for submitting appropriate documents on time. No complaints or excuses will be entertained thereafter, and the University will not be responsible for any losses incurred in any case or form.

7. Please note that you must complete the Foreigners Registration Office (FRRO) registration process within 14 days of your arrival in India. IAC will only provide the required documents upon reporting with original documents and verification. The university will not be responsible for any delay in reporting and registering with the FRRO, Kolhapur.

8. Unless otherwise specified, the academic year is usually from June to May, and the courses typically start in July. Thus, it is essential to report to IAC within the stipulated time.

9. One-time full payment of academic annual fees must be made at the time of joining or within one months from the beginning of the academic year for enrolled students. Late fees will be applicable for any delay in payment. Please note that the fees, including tuition fees, once paid, will not be refunded in any case.

10. Medical insurance from the date of reporting until the valid period of the course is mandatory and must be procured within two months from the date of arrival in India.

11. All international students must strictly follow the rules and regulations stipulated by the University from time to time. Violating rules and regulations will result in strict action against the concerned student, which might lead to cancellation of the admission. No excuses/objections in this matter will be entertained, and the student will be responsible for the consequences.

12. For changes in residence, address, residential permit, etc., it is the student's

responsibility

to inform IAC and submit the corresponding documents.

13. Prior permission from the concerned Guide/Head of Department and Director, IAC, is necessary for a student or research Scholar to visit another city for academic or personal reasons during the academic year. Any discrepancy in the record will be reported to the

nearest police station, FRRO Mumbai, and the respective Embassy for record purposes as per the provisions of the law.

14. Once admitted for a particular course in Shivaji University, Kolhapur, the student must maintain the attendance and ensure the attendance percentage is more than 75% as stipulated by UGC and the University's rules and regulations. Please note that the Biometric Attendance is compulsory for all Ph.D. students. It is mandatory to provide monthly attendance for the research scholars to the DSP Office, FRRO, ICCR, and respective embassies as per the office orders from the DSP Office and FRRO Mumbai. The attendance will be shared with the DSP Office, FRRO Kolhapur, ICCR, the concerned department, and the embassy of the country of the student's origin. It is important to note that admission through transfer cases would not be granted in any case, and it is mandatory for the Research Visa for Shivaji University (Ph. D. course). The date on which the appropriate Visa (Research Visa) was issued or the date of reporting to the University (whichever is later), with all the valid and attested documents would be considered the joining date and a valid student. The vacation period will be 1-2 months per year, in line with the university's announced vacations. Vacation for over two months

will not be granted without a valid reason and permission. Admissions will be cancelled for students not following the University rules and those absent from campus or on vacation for more than 5 months without valid consent.

15. An International student wishing to undertake Ph. D. or any other research degree in the University or any other affiliated college or institute recognized by the University, must have prior security clearance from the Ministry of Human Resource Development, New Delhi and MUST BE on "RESEARCH" visa endorsed to Shivaji University, Kolhapur only.

16. All applications of foreign students will be processed from the University admission portal. No admission will be granted, and eligibility documents will not be processed if the applications are not processed through the proper channel. The IAC office will issue a provisional admission letter for Ph. D. admission on pre-screening the eligibility and only

when the candidate is found provisionally eligible. Processing the eligibility application within two months of reporting to the University is mandatory to get eligibility clearance from the University office. Any delay in submitting and processing the eligibility application due to unprecedented circumstances would be the responsibility of the concerned applicant. Late fees will be charged as Rs. 1000 per semester for each semester delayed. Foreign students with a provisional admission letter from the IAC office should contact the IAC/concerned department for further processing of the documents, completing the admission process, and for FRRO registration and visa extensions.

17. International Students not registered with the International Affairs Cell shall not be permitted to appear at the University examinations and activities conducted under the University umbrella.

18. Foreign student applicants below the age of 18, when applying for admission to Shivaji University, Kolhapur, must also obtain the signatures of their parents or legal guardians as parental consent. Admission will not be confirmed without valid documents and consent from the parents. Tampering with/fabricating, or producing false documents is an offence in India. If found guilty, admission would be cancelled, and strict action would be taken against the offender as per the laws of the land.

19. A Medical Certificate from the government hospitals regarding the health of international students is compulsory. A medical check-up and certificate with all relevant test reports from authorized and recognized government hospitals should be provided. It is also mandatory to undergo a health check-up in India in hospitals prescribed by the University Health Centre on reporting to Shivaji University, Kolhapur. Final admission would not be granted if found unfit.

20. It is mandatory for all international students to follow up on the Department/ University/ IAC Notices/ Circulars/ Instructions displayed on the notice boards or uploaded on the University webpage from time to time. No excuses or complaints will be entertained in case the student misses any academic activity due to their gross negligence.

SHIVAJI UNIVERSITY KOLHAPUR-416004, MAHARASHTRA, INDIA
APPLICATION FORM FOR ADMISSION TO REGULAR FULL-TIME
PROGRAMMES OF STUDY FOR FOREIGN NATIONALS

Application is being submitted for _____(Course/Program) in the
Department of _____ for the Academic Year _____
Date of Joining/Reporting: _____(To be filled by Office)

1. Name in full (in block letters, same as in the passport)

1(a) Date of Birth: _____(DD/MM/YYYY)

1(b) Gender:

1(c) Blood Group: 1(d). Physically handicapped: YES/NO

2(a). Father's/Husband's/Guardian's Name:

2(b). Occupation (Father/Guardian):

2(c) Contact No.: E-mail:

2(d). Mother's Name:

2(e). Mother's Occupation:

2(f). Contact No.: E-mail:

3(a). Address for Correspondence (in block letters)

Country:

E-Mail: Telephone No.: Mobile No.:

3(b). Permanent Address (in block letters):

Country:

E-Mail: Telephone No.: Mobile No.:

4(a). Nationality: 4(b) Country of Residence:

5. Permanent Unique ID of your country:

6. (a) Passport Number:

(b) Place of issue:

(c) Passport Issue Date:

(d) Passport Expiry Date:

7. (a) Visa Number (If already in India):

(b) Place of issue:

(c) Visa Issue Date:

(d) Visa Expiry Date:

8. (a) Residential Permit (RP) (If already in India):

(b) Place of issue:

(c) RP Issue Date:

(d) RP Expiry Date:

9.(a) Programme of Study (Course applied for): Ph.D.

(b) Name of the Course/Program you wish to study:

(c) School/Department:

(d) Hostel accommodation required (YES/NO):

10.(a) Knowledge of English (Proficient/ Good/Average/Poor)

Written: Reading: Spoken:

10(b) TOEFL, GRE, IELTS/any other English Proficiency (qualifying) exam score:

10(c)** Write an Essay on any topics listed below (include an additional page as an attachment).

(i) Myself and my educational journey

(ii) My present and future goals

(iii) Good, inspiring incident/experience in the past

(iv) Education and social life

(v) Contribution of technology in education

11. The candidate should state the source of funds (duly supported by documentary evidence) and how they propose to meet the total expenses for studies at the University in the event of admission.

****Note: Allotment is done by the International Affairs Cell, Shivaji University, Kolhapur. Once the admission is confirmed, the university will not permit a change in either course/college/institute.

12. Employment and Employment History (Please note that, if employed, a NOC from the previous employer is mandatory)

12(a) Present employment, if employed:

12(b) Organization and address:

12(c) Position held:

12(d) Period:

12(e) Nature of duties:

12(f) Salary per month:

13(a). Scholarship/Fellowship/Funds currently drawn with details of funding agency
(Amount equivalent to Indian rupees):

13(b). Whether interested in applying for the scholarship in India (National/Shivaji
University Scholarship)

14. Academic Record

Note: Consider only marks in the subjects counted for awarding the class/division.

Examination Passed Year of passing Class/Division of CGPA % age of marks or grade

Name of the

School/College/

Institution/

University

Subject/Papers

offered

*High School (10 th Grade)

*Sr. High School (10+2)

Intermediate or equivalent

*Bachelor's Degree

*Master's Degree

TOEFL, GRE, IELTS etc.

Any other examination

*Strike off the name of the examination that is not applicable. Preference will be given to
candidates qualifying for the TOEFL/ IELTS/GREs and those securing higher ranks in their
qualifying degree.

Please indicate the Pattern of Education in the country where you qualified for the last
examination.

(For example: in India: High School Certificate in 10 years + Sr. School Certificate in 2
years + Bachelor's Degree in 3 years + Master's Degree in 2 years)

15. Details of close relatives or friends in India (if any)

16. Emergency contact details: (for contacting in case of emergency)

17. Have you travelled/lived in India in the past? YES/NO

18. Are you currently residing in India? YES/NO

19. Are you married to an Indian National? YES/NO

If yes, please provide details of the Spouse

Name:

Address:

Passport no:

Mobile No.

20. Do you have an international driving license? YES/NO

If yes Specify

a) license number (India) and Date of Issue

b) license number (International) and Date of Issue

Checklist: All candidates must submit certificates and documents along with this form when seeking admission to various programmes of study.

a) Duly attested copies of Junior, Senior School Certificate, Bachelor's Degree, Master's

Degree, etc. and relevant mark sheets/transcripts.

b) Candidates who have passed the qualifying examination from a foreign university should submit all the relevant information/documents that may justify the equivalence of their qualifications. (An AIU equivalence certificate is essential to prove that the qualifying degree

is equivalent. The equivalence certificate should be produced at admission or within two months of

joining. The admission will be deemed cancelled if the equivalence certificate is not made within the

specified time. No excuses would be entertained unless otherwise recommended by the Shivaji University

authority under crucial circumstances.)

c) Mark-sheets/Degrees in a language other than English should be translated into English, and a copy of the same, duly attested, should be attached along with the original documents. You must carry your original certificates/documents when reporting/joining. Please note that this is a mandatory requirement; otherwise, your admission will be cancelled, and the University will not be responsible.

d) A Character Certificate from the Head of the Institution last attended

e) Details of Personal Bank account

f) A certificate from the applicant's bank to the effect that sufficient funds are available

in the applicant's account to sustain their studies in India for the duration of the programme.

g) Copy of Passport

h) Medical Insurance document(s). Candidates are required to submit medical insurance documents for the duration of the programme at the time of admission/registration

i) Intent letter/Statement of purpose

j) Two recommendation letters- direct link for upload/email.

k) Medical certificate to be produced from authorized/recognized Government Hospitals.

l) For Candidates seeking admission for research programs, their applications will be accepted throughout the year, but admission will be granted only at the beginning of each academic year.

m) Details of Bank account for payment of fees (admission/tuition/miscellaneous, etc. Cheque/ Draft favours Finance and Accounts Officer / Online transfer through Payment Gateway.

n) Complete application and the essential attachments should be compiled as a single PDF file and emailed to the Office of International Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India. Office E-mail: (oiac@unishivaji.ac.in).

Declaration by the Candidate

I declare that I fulfil the minimum eligibility requirements as prescribed by the University for admission to the programme of study for which I have applied. I further declare that entries made by me in this form and the documents submitted in support of the information furnished by me in the Application Form are true in all respects and in case any entry or information or documents are found to be false, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the University may deem proper. I note that my admission to the University and my continuance on its rolls are subject to the provisions of the Statutes of the University. In the event of my selection/joining the University, I will pay the required tuition fee and incidental charges. I shall not ask for any financial assistance or fee waiver during the Programme of Study tenure. I shall abide by the rules of discipline and proper conduct that may be framed in this regard.

Name and Signature of the candidate

Email:

Mobile Number:

Date:

Place:

Admission Procedure and Policy for Foreign Students

Admission Procedure and Policy for Foreign Students Seeking Admission in Shivaji University, Kolhapur

A) Online Application:-

I) Online Application for seeking admission to Ph. D. Programme:-

Foreign students seeking admission to Ph. D. (Doctor of Philosophy) programs at Shivaji University, Kolhapur, must apply online for the specified course by filling out the form and uploading the requisite documents. The hard copy of the application and the documents duly attested should be sent by post to the Director, International Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India. Consulting with a prospective Guide and procuring a consent letter is mandatory.

[Note: The students of foreign origin seeking admission for Ph.D. will be exempted from the entrance exams. The selection of the students would be based on merit, English proficiency and considering the eligibility criteria laid down by the University from time to time.

However, prior consultation with the prospective guide/supervisor of the specific subject on the research plan and the provision of the consent letter are mandatory.]

For more details, please visit the University Webpage: [IAC Link]

<http://www.unishivaji.ac.in/>

B) Admission:-

Admissions will be granted under the following categories:

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

C) Admission Procedure:

(I) For postgraduate programmes under the Self-financing category:

The Foreign Students seeking admission under the Self-financed Category must submit their application to the Director, International Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India. The applications received at the IAC Section would be passed to the respective department of Shivaji University, Kolhapur, where those would be scrutinized and subsequently verified by the eligibility section. Upon screening, the respective meritorious student and the Embassy will be informed of the decision on their admission to Shivaji University/ Colleges Affiliated to Shivaji University.

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

The candidates seeking admission under this Fellowship Programme must apply through the Indian High Commission/Embassy in their respective Countries. They will send the application to the ICCR Government of India. Then, ICCR will forward the application(s) to various universities/institutes in India, as the case may be, for consideration. If the applicant is found suitable for admission, an admission offer letter will be sent to them through the Indian Council for Cultural Relations, New Delhi. For more details, visit the Indian Embassy (High Commission) website.

D) Visa requirements:

International students admitted to the Shivaji University, Kolhapur, for the respective course in the Department/Affiliated College to Shivaji University for UG/PG/ Ph.D. must have a valid VISA as applicable (Student Visa or Research Visa) marked for Shivaji University, Kolhapur. No other visa will be considered.

Note: The Academic Rules and Regulations of the respective programmes of Shivaji University, Kolhapur, apply to international students.

E) General medical check-up: The international student should get a general health check-up before departure to avoid major ailments.

F) Medical Facilities: -

Finally, it was admitted that the international students will be provided with the on-campus health centre facility. Obtaining personal Health Insurance is mandatory for international students.

G) Documents required:

International students seeking admission for the Ph.D. programmes are required to submit the

following documents as applicable: -

- 1) Duly filled application form as available on the Shivaji University homepage: (No other format will be considered)
- 2) Copy of original mark sheets and a copy of the transcripts. Copies of the original degree certificates.
- 3) Statement of purpose.
- 4) Curriculum vitae / Resume
- 5) Financial undertaking

(A certificate of financial support from sponsors or an applicable Funding Agency or Government.)

OR

a) A letter of recommendation from the government certifying that the Government will pay the fee.

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 Ph. D. program) for self-financed students.

6) Documentary proof illustrating fluency in the English language is necessary. If English is not the first language or the language of instruction, qualifying for the TOEFL or IELTS is required. Appearing for the English Proficiency Test conducted by the university is mandatory as part of the eligibility criteria.

7) Copy of the passport (showing nationality, date of issue-expiry and personal details).

8) Accommodation requests for the University International Hostel, along with the application form, should be made in advance.

9) Provisional admissions will be granted in absentia based on the student's merit after screening the documents and checking eligibility. Mere submission of the application and/or provisional admission letter does not warrant admission to the said course. Final admission will be considered or granted only upon fulfilling the eligibility criteria.

H) Post Admission Requirements:

i) Payment of Fees:-

The Ph. D. fee is to be paid in Indian Currency (INR) if done via wire transfer. Bank charges, if any, should be borne by the sender.

ii) Fee structure for Ph.D. program for Foreign Students (INR) Indian Currency

Particulars/Details Fees for Foreign Students (Rs.)

Admission and Registration Rs. 14300/-

Laboratory Fees (Science/Engineering) Rs. 5500/- (Only for Sci./Engg. Candidates)

Library Deposit Rs. 5500/- (One-time refundable on completion)

Library Fees Rs. 1650/-

Internet Fees Rs. 1650/-

Tuitions Fees Rs. 53,147/-

Lab. Dev Fees Rs. 1650/-

Examination Fees Rs. 1870/- (One time for the course)

Medical Fees Rs. 550/-

Gymkhana Fees Rs. 550/-

Student Benevolent Fund Rs. 550/-

E-service/Single Window Fees Rs. 1100/-

International Hostel Seat Rent (Annual) Rs. 47,500/-

International Hostel Dev. Fees Rs. 1650/-

International Students Association Fees Rs. 3300/-

International Students Alumni Association Rs. 550/-

Eligibility Fees Rs. 2000/-

Thesis evaluation and Viva-Voce Rs. 7865/- (One time for the course)

Total Rs. 1,50,882/-

Note: 1. Issuance of Health Insurance is mandatory, extending throughout the course.

2. There will be an increase in fees by 10% every year.

I) CODE OF CONDUCT

Dress Code: Boys and girls should wear formal and decent outfits.

Discipline

J) In-campus Discipline

At Shivaji University, Kolhapur, international students are expected to abide by all the university rules and the code of conduct applicable to Indian students taking 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, Smoking etc.) will not be appreciated. The student found guilty of such an offence will be dismissed and sent back to their country without any cost to Shivaji University, Kolhapur.

K) Outside the campus

Any complaint or reporting of mis-behaviour, violence, anti-social, anti-national, unethical and immoral activities involving international students will be dealt with by 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 on the university's rolls.

L) International Affairs Cell

The International Affairs Cell, Shivaji University, Kolhapur, manages all activities related to extracurricular programs, forums, clubs, community service, the entrepreneurship cell, and the students' council. Students can approach the Director of the International Affairs Cell for guidance and to share personal issues.

M) Housing and Dining

Accommodation for international students is on the campus at the International Students Hostel and will be provided on a first-come, first-served basis. 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 within the campus.

N) SUPPORT SERVICES

(i) Student Support Services

1. International students wishing to avail themselves of 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 to avail themselves of health insurance at competitive premiums.

(ii) Campus life

The atmosphere on the Shivaji University campus is friendly, lively, and safe. The campus's

diversity is justified because students from all parts of India and different countries study on the campus. Most students and the working class speak 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 to the student community. The campus is self-sufficient with department stores, health centre, 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 entertainment. Kolhapur is a historical place, and the campus is well-connected. Students prefer to do weekend shopping and entertainment in the downtown. Personal counselling is available to all students to enhance mental health, interpersonal relationships, academic performance, and career development.

Security Registration

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

ADMISSION PROCEDURE

- ☐ Apply
- ☐ Fill out the Online Application Form
- ☐ Attach/Upload the documents
- ☐ Document Submission (Print and submit the form to the IAC office along with all the documents)
- ☐ Acknowledgement
- ☐ Deadlines
- ☐ Eligibility check- Students must contact the International Affairs Cell to clarify any document discrepancies 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
- ☐ Confirmed Admission
- ☐ Pre-enrolment
- ☐ Registration
- ☐ Medical Examination
- ☐ Security Registration
- ☐ Course Program

ANNEXURE – XIII

SHIVAJI UNIVERSITY

INTERNATINAL AFFAIRS CELL

PROCEDURE, RULES AND REGULATIONS AND APPLICATION FORM FOR FOREIGN NATIONAL SEEKING ADMISSION TO REGULAR FULL TIME PROGRAMMES

A. Procedure for Admission to Shivaji University, Kolhapur:

Thank you very much for your interest to study at Shivaji University, Kolhapur. Please note that your signature comes as undertaking as part of process and it is mandatory to follow all the rules and regulation laid down by the University from time to time. The entire admission process is online therefor please mention your contact number and email address while filling the application form. It is compulsory to maintain the same email address and telephone number throughout and during the application process. Any inconvenience or loss of communication due to incorrect Email address will be responsibility of the applicant. No excuse or complaint in this regard would be entertained. All International Students should strictly follow the procedure. Admission will not be accepted for those who refuse to follow the rules. Please note that provisional admission does not guarantee final admission to course. The admissions will be granted based on the merit and the number of seats available for the said course. Your admission will be confirmed only on reporting to the University and Department with original documents, your eligibility form is filled and eligibility is cleared by verifying the documents (academic and visa stay documents). Acquiring appropriate visa is the responsibility of the student and reporting without appropriate visa will not be considered for enrolment.

Please make sure that all your documents bear your name exactly as written in your passport and academic records. Documents must be written in English or be official certified translations approved by the authorities. Kindly read the rules, regulation and conditions carefully before signing and submitting your application and documents. No changes in application form would be allowed once the final application is submitted.

Please write to dir.iac@unishivaji.ac.in or oiac@unishivaji.ac.in for any doubts and or questions regarding submission of the application form and the documents.

Procedure to Submit Applications

1. Please remember that you are supposed to fill the application form carefully and submit all the required documents carefully specified in the application.
2. Kindly complete the online application with your documents uploaded as PDF file.
3. Enclose all required documents as specified in their original form or as certified copies. Documents must be written in English or be official certified translations approved by the authorities.
4. Please submit the hard copy of the online submitted application to International Affairs Cell, Shivaji University, Kolhapur via post within 20 days from the last date of filling and submitting application form.

B. Rules and Regulations:

1. provisional admission letter would be issued with the condition that the final admission letter would be given only after confirmation of the eligibility. Provisional admission letter along with required documents could be used for obtaining appropriate student/research visa from the Indian Embassy in your country. It is to be noted that final admission will be considered and granted only when you report with appropriate visa

endorsed for Shivaji University, Kolhapur i.e. for UG and PG Students: Student Visa is required and for Ph. D. Program Research Visa is required. Please note that your admissions will be considered only from the day you report with appropriate visa. Research visa is mandatory for reporting to the University in case of Ph. D. student. It is to be noted that final admission will be considered and granted only when you report with appropriate visa endorsed for Shivaji University i.e. for U.G. and P.G. Student: Student Visa is required and for Ph.D.

2. Certificate of Financial Responsibility (Financial Undertaking Letter) is compulsory to submit to embassy of India in your country for visa and the Xerox of that certificate has to be submitted along with other documents to IAC office.
3. Please note that provisional admission letter does not warrant admission to the said course. On your arrival in India and to Shivaji University, Kolhapur you need to submit and verify your original documents (including your passport, student visa, academic documents) at IAC office for initiating the admission process.
4. International students coming for the first time in India for study and at Shivaji University, Kolhapur should note and verify that their visa is endorsed for Shivaji University, Kolhapur. Admission will not be processed or granted for those with Organization/ Institute other than Shivaji University, Kolhapur. Students transferring from other Universities in India for UG/PG program will have to produce "No Objection Certificate" from last university attended and it is a mandatory requirement.
5. Please note that, for international students migrating/transferring from other Universities in India, it is necessary to produce the Migration Certificate within the two months of reporting to be considered for final admission.
6. Submitting appropriate documents in time is the responsibility of the students and no complaints or excuses will be entertained thereafter, and the University will not be responsible for any losses incurred in any case and in any form.
7. Please note that, on your arrival in India, it is necessary to complete the registration process in the "Foreigners Registration Office" (FRRO) within 14 days from the date of arrival. IAC will only provide the required documents for the process only on reporting with original documents and verification of the same. University will not be responsible for any delay in reporting to and registration in FRRO, Kolhapur.
8. Usually the academic year is considered from June till May unless otherwise specified, and the courses usually start from July, and thus, it essential to report to IAC in stipulated time.
9. One-time full payment of academic annual fees will have to be made at the time of joining or within two months from the beginning of the academic year for enrolled students. Late fees will be applicable for any delay in payment of fees. Please note that, the fees including tuition fees once paid would not be refunded in any case.
10. Procuring medical insurance from the date of reporting till valid period of the course is mandatory and has to be procured within two months from the date of arrival in India.
11. It is mandatory for all the foreign students to strictly follow the rules and regulation stipulated by the University from time to time. Violation of rules and regulations would result in strict action against the concerned student which might lead to cancellation of the admission and no excuses/objection in this matter would be entertained and the student would be responsible for the consequences.
12. It is responsibility of the students to inform and submit the corresponding documents in IAC for change in residence, address, residential permit etc.
13. Prior permission from concerned Guide/ Head of Department and Director, IAC is necessary for student / Research Scholar to visit other city for academic/personal reasons during the academic year. Any discrepancy in the record will be reported to the nearest police station, FRRO Mumbai and respective Embassy for record purpose as per the provisions of the law.
14. Once admitted for particular course in Shivaji University, Kolhapur, it is the responsibility of the student to maintain the attendance report and make sure the

percentage attendance is more than 75% as stipulated by UGC and University rules and regulations. Please note that the Biometric Attendance is compulsory to all the UG, PG and Ph. D. students. It is mandatory to provide monthly attendance of the students and Research scholars to DSP Office, FRRO, ICCR and respective embassies as per the office orders from DSP office and FRRO Mumbai. The attendance will be shared with DSP Office, FRRO Kolhapur, ICCR, concerned department and embassy of the respective countries of the origin of the student. It is important to note that the admission through transfer cases would not be granted in any case and it is mandatory for the students to procure Student Visa for Shivaji University (UG and PG Courses) and Research Visa for Shivaji University (Ph. D. course). The date on which the appropriate Visa (Student/Research Visa) was issued or the date of reporting to the University (whichever is late) with all the valid and attested documents would be considered the joining date and valid student. Vacation period will be 1 months per year in line with vacations announced in the University. Vacation more than two months will not be granted without valid reason and permission. Admissions will be cancelled for students not following the University rules and those who are absent on campus or vacation for more than 1 months without valid permission.

15. Once an international student has taken admission in a particular College/ Institution he/ she shall not be allowed to change the College/ Institution if the name of that College/ Institution is endorsed/ mentioned in the students visa. In other words, he/ she shall be required to study in the College/ Institution which is mentioned in the student's visa. In special circumstances, an International student seeking a transfer from one college to another must apply to the International Affairs Cell for such a transfer with NO OBJECTION LETTER from the Principal of the College where he/she was originally admitted and an ACCEPTANCE LETTER from the Principal of the college where he/she wishes to join. The student can join the new college only after he/ she is issued a TRANSFER LETTER by the International Centre.
16. Admissions to all the postgraduate courses being offered in the PG Centres have been centralized and admission letters to International Students shall be issued by the Office of the Director, International Affairs Cell. In other words, Principals of affiliated colleges where UG and PG centres are located shall not grant admission to International students directly. An International student wishing to undertake M. Phil./ Ph. D. or any other research degree in the University or any other affiliated college or institute recognized by the University, MUST have prior security clearance from the Ministry of Human Resource Development, New Delhi and MUST BE on "RESEARCH" visa endorsed to Shivaji University, Kolhapur only.
17. All International Students who are already registered under Shivaji University, Kolhapur and want to continue their next degree under Shivaji University, Kolhapur will have to pay eligibility and registration fees.
18. International Students who have passed the qualifying examination from outside of India and require fresh "Students Visa" for admission to various general courses and courses in the Faculties of Management and Pharmaceutical Science. For such students, the admissions have been centralized and it is the office of the Director, International Affairs Cell, which will issue the letter of provisional admission as per the procedure and rules laid down in this regard. Fresh International Students are required to pay registration fees in addition to other fee (Application form and Eligibility fees).
19. International Students who are not registered with the International Affairs Cell shall not be permitted to appear at the University examinations and activities conducted under the University umbrella.
20. Foreign student applicants below the age of 18 years at the time of submitting the application for admission in Shivaji University, Kolhapur must also procure the signature of their parents or legal guardians as parental consent. Admission will not be confirmed without the valid documents and consent from the parents. Tampering/fabricating documents and or producing false documents, is an offense in India. If found guilty,

admission would be cancelled and strict action would be taken on the offender as per the laws of the land.

21. Undergraduate courses (UG programs) are usually organized in affiliated colleges of Shivaji University, Kolhapur. All applications of the foreign student applicants will be processed from the University admission portal. No admission will be granted or eligibility documents processed if the applications are not processed through proper channel. Provisional admission letter for UG/ PG admission will be issued by the IAC office on pre-screening the eligibility and only when the candidate is found provisionally eligible. Processing eligibility application within two months from the date of reporting to College/ University is mandatory to get eligibility clearance from the University office. Any delay in submitting and processing the eligibility application for unprecedented circumstances would be responsibility of the concerned applicant. Late fees will be charged as Rs. 1000 per semester for the number of semester delayed. Foreign students with provisional admission letter from IAC office should contact the respective admitted college for further processing of the documents and completing the admission process and also for FRRO registration and visa extensions.
22. Medical check-up and medical certificate with all relevant test report obtained from authorized and recognized government hospitals should be provided. Medical Certificate from government hospitals regarding to health of international students is compulsory. It is also mandatory to undergo health check-up in India in hospitals prescribed by the University Health Centre on reporting to Shivaji University, Kolhapur. Final admission would be not be granted if found unfit.
23. It is mandatory for all the international students to take the follow up of the Department/ University/ IAC Notices/ Circulars/ Instructions being displayed on the notice boards/ uploaded on the College/ Institution/ University/ webpage from time to time. No excuse or complaints would be entertained in case the student misses any academic activity owing to his gross negligence.

SHIVAJI UNIVERSITY
KOLHAPUR-416004, MAHARASHTRA, INDIA

**APPLICATION FORM FOR ADMISSION TO REGULAR FULL TIME
PROGRAMMES OF STUDY FOR FOREIGN NATIONAL**

**Application is being submitted for _____ (Course/Program) in the
Department of _____ for the Academic Year _____
Date of Joining/Reporting: _____ (To be filled by Office)**

1. Name in full (in block letters same as in the passport)

1(a) Date of Birth: _____ (DD/MM/YYYY)

1(b) Gender:

1(c) Blood Group:

1(d). Physically handicapped: YES/NO

2(a). Father's/Husband's/Guardian's Name:

2(b). Occupation (Father/Guardian):

2(c) Contact No.:

E-mail:

2(d). Mother's Name:

2(e). Mother's Occupation:

2(f). Contact No.:

E-mail:

3(a). Address for Correspondence (in block letters)

Country:

E-Mail:

Telephone No.:

Mobile No.:

3(b). Permanent Address (in block letters):

Country:

E-Mail:

Telephone No.:

Mobile No.:

4(a). Nationality:

4(b) Country of Residence:

5. Permanent Unique ID of your country:

6. (a) Passport Number :

(b) Place of issue:

(c) Passport Issue Date:

- (d) Passport Expiry Date:
7. (a) Visa Number (If already in India):
 (b) Place of issue:
 (c) Visa Issue Date:
 (d) Visa Expiry Date:
8. (a) Residential Permit (RP) (If already in India):
 (b) Place of issue:
 (c) RP Issue Date:
 (d) RP Expiry Date:
- 9.(a) Programme of Study (Course applied for) : Bachelor/Master/ Ph.D.
 (b) Name of the Course/Program you wish to study:
 (c) School/College/Department:
 (d) Hostel accommodation required (YES/NO):
- 10.(a) Knowledge of English (Proficient/ Good/Average/Poor)
 Written: Reading: Spoken:
- 10(b) TOEFL, GRE, IELTS/any other English Proficiency (qualifying) exams score:
- 10(c)** Write Essay on any one of the topics listed below (**include additional page as attachment**).
- Myself and my educational journey
 - My present and future goals
 - Good inspiring incidence/experience in past
 - Education and social life
 - Contribution of technology in education
11. The candidate should state the source of funds (duly supported by documentary evidence) as to how he/she proposes to meet the total expenses for studies at the University in the event of admission.
- ****Note:** Allotment of the Colleges/Department is done by International Affairs Cell, Shivaji University, Kolhapur. Once the admission is confirmed, no change in either course/college/institute will be permitted by the University.
- 12. Employment and Employment History** (Please note that, if employed, **NOC** from the previous employer is mandatory)
- 12(a) Present employment, if employed:
 12(b) Organization and address:
 12(c) Position held:
 12(d) Period:
 12(e) Nature of duties:
 12(f) Salary per month:
- 13(a). Scholarship/Fellowship/Funds currently drawn with details of funding agency (Amount equivalent to Indian rupees):
 13(b). Whether interested in applying for scholarship in India (National/Shivaji University Scholarship)
14. Academic Record
- Note:** Take into account only marks in the subjects which are counted for awarding class/division.

Examination Passed	Year of passing	Class/Division of CGPA	% age of marks or grade	Name of the School/ College/ Institution/ University	Subject/Papers offered
*High School (10 th Grade)					
*Sr. High School (10+2) Intermediate or equivalent					
*Bachelor's Degree					
*Master's Degree					
TOEFL, GRE, IELTS etc.					
Any other examination					

**Strike off the name of the examination which is not applicable. Preference will be given to candidates qualifying TOEFL/ IELTS/GRE exams and those securing higher ranks in qualifying degree.*

Please indicate Pattern of Education in the country from where you have qualified the last examination

(For example: in India: High School Certificate in 10 years + Sr. School Certificate in 2 years + Bachelor Degree in 3 years + Master Degree in 2 years)

15. Details of close relatives or friend in India (if any)

16. Emergency contact detail: (for contacting in case of emergency)

17. Have you travelled/lived in India in the past? YES/NO

18. Are you currently residing in India? YES/NO

19. Are you married to Indian National? YES/NO

IF yes, please provide details of Spouse

Name:

Address:

Passport no:

Mobile No.

20. Do you have international driving license? YES/NO

If yes Specify

a) license number (India) and Date of Issue

b) license number (International) and Date of Issue

Check List: Certificates and documents required to be submitted by all candidates along with this form while seeking admission to various programmes of study.

- a) Duly attested copies of Junior, Senior School Certificate, Bachelor's Degree, Master Degree etc. and relevant mark sheets/transcripts.
- b) Candidates who have passed the qualifying examination from a foreign university should submit all the relevant information/documents which may justify the equivalence of their qualifications. *(AIU equivalence certificate is essential to prove the qualifying degree equivalence. **The equivalence certificate should be produced at the time of admission or within two months of joining.** The admission will be deemed cancel if equivalence certificate is not produced in specified time. No excuses would be entertained what so ever unless otherwise recommended by the Shivaji University authority under crucial circumstances.)*
- c) Mark-sheets/Degrees in a language other than English should be got translated into English language and a copy of the same duly attested be attached along with the original document. You must carry your original certificates/documents at the time of reporting/joining. Please note that this is the mandatory requirement otherwise your admission will be cancelled and the University will not be responsible for this.
- d) A Character Certificate from the Head of the Institution last attended
- e) Details of Personal Bank account
- f) A certificate from the Bank of the applicant to the effect that sufficient funds are available in the account of the applicant to sustain his/her studies in India for the duration of the programme.
- g) Copy of Passport
- h) Medical Insurance document(s). Candidate are required to submit medical insurance documents for the duration of the programme at the time of admission/registration
- i) Intent letter/Statement of purpose
- j) Two recommendation letter-direct link for upload/email.
- k) Medical certificate to be produced from authorized/recognized Government Hospitals.
- l) For Candidates seeking admission for research programs their **applications will be accepted throughout the year but the admission would be granted only at the beginning of each academic year.**
- m) Details of Bank account for payment of fees (admission/tuition/miscellaneous etc. Cheque/ Draft in favor of Finance and Accounts Officer / Online transfer through Payment Gateway.
- n) Complete application along with the essential attachments be compiled as a single PDF file and email the same to Office of International Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India. **Office E-mail: (oiac@unishivaji.ac.in).**

Declaration by the Candidate

I declare that I fulfil the minimum eligibility requirements as prescribed by the Shivaji University for admission to the programme of study for which I have applied. I further declare that entries made by me in this form and the documents submitted in support of the information furnished by me in the Application Form are true in all respects and in case any entry or information or documents are found to be false, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the University may deem proper. I note that my admission to the University and my continuance on its rolls are subject to the provisions of the Statutes of the University. **In the event of my selection/joining the Shivaji University I will pay the required tuition fee and incidental charges and shall not ask for any financial assistance or waiver in fee during the tenure of the Programme of Study. Fees once paid are not refundable. I will pay the fees for the full academic year in case I am leaving the study programme or Cancelling my admission. I shall abide by the rules of discipline and proper conduct which may be framed in this regard. Only complete applications will be considered for further processing.**

Name and Signature of the candidate

Email:

Mobile Number:

Date:

Place:

Admission Procedure and Policy for Foreign Students

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

A) Online Application:-

I) Online Application for seeking admission to Ph.D. Programme:-

Foreign students seeking admission 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 Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India**. Consulting with prospective Guide and procuring consent letter is mandatory.

[**Note:** The students of foreign origin seeking admission for 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: [IAC 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 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 Affairs Cell, Shivaji University, Kolhapur 416004, Maharashtra, India**. The applications received at IAC Section 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.

(II) 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 the Shivaji University, Kolhapur for respective course in the Department/Affiliated College to Shivaji University for UG/PG/ Ph.D. must have valid VISA as applicable (**Student Visa or Research Visa**) marked for Shivaji University, Kolhapur. No other visa will be considered.

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 facility Obtaining personal Health Insurance is mandatory for foreign students.

G) Documents required:

Foreign students seeking admission for the Ph.D. programmes are required to submit the following documents as applicable:-

- 1) Duly filled application form as available on the Shivaji University homepage: **(No other format will be considered)**
- 2) Copy of original mark sheets and copy of the transcripts. Copies of the original degree certificates.
- 3) Statement of purpose.
- 4) Curriculum vitae / Resume
- 5) Financial undertaking
(A certificate of financial support from sponsors or 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 Ph. D. program) for self-financed students.
- 6) Documentary proof illustrating fluency in English language is necessary. If English is not the first language or language of medium of instruction, qualifying TOFEL or IELTS is necessary. Appearing for English Proficiency Test conducted by the university is mandatory as part eligibility criteria.
- 7) Copy of the passport (showing nationality, date of issue-expiry and personal details).
- 8) Accommodation request in University International Hostel should be made in advance along with the application form.
- 9) The provisional admissions will be granted in absentia based on the merit of the student after screening the documents and checking the eligibility. Mere submitting the application and or provisional admission letter does not warrant admission to the said course. Final admission would be considered or granted only on fulfilling the eligibility criteria.

H) Post Admission Requirements:

i) Payment of Fees:-

The fee for the Ph.D. to be paid in Indian Currency (INR). if done via wire transfer. Bank charges, if any, should be borne by the sender.

ii) Fee structure for Ph.D. program for Foreign Students (INR) Indian Currency

Particulars/Details	Fees for Foreign Students (Rs.)
Admission and Registration	Rs. 14300/-
Laboratory Fees (Science/Engineering)	Rs. 5500/- (Only for Sci./Engg. Candidates)
Library Deposit	Rs. 5500/- (One time-Refundable on completion)
Library Fees	Rs. 1650/-
Internet Fees	Rs. 1650/-
Tuitions Fees	Rs. 48,315/-
Lab. Dev Fees	Rs. 1650/-
Examination Fees	Rs. 1650/-
Medical Fees	Rs. 550/-
Gymkhana Fees	Rs. 550/-
Student Benevolent Fund	Rs. 550/-
E-service/Single Window Fees	Rs. 1100/-
International Hostel Seat Rent (Annual)	Rs.47,500/-
International Hostel Dev. Fees	Rs. 1650/-
International Students Association Fees	Rs. 3300/-
International Students Alumni Association	Rs. 550/-
Eligibility Fees	Rs. 500/-
Thesis evaluation and Viva-Voce	Rs. 7150/- (One time for the course)
Total	Rs. 1,43,615/-
Note: 1. Issuance of Health Insurance is mandatory extending throughout the duration of the course.	

I) CODE OF CONDUCT

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

Discipline

J) 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, Smoking 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.

K) 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.

L) International Affairs Cell

All activities 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, International Affairs Cell for guidance and share personal issues.

M) Housing and Dining

Accommodation for foreign students is on the campus at **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.

N) 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 place and the campus is well connected. Students prefer to do week end shopping and entertainment at the downtown. Personal counseling is available to all students to enhance mental health, interpersonal relationships, academic performance, and career development.

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 on 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

- ❖ Apply
- ❖ Fill the Online Application Form
- ❖ Attach/Upload the documents
- ❖ Document Submission (Print and submit the form to IAC office along with all the documents)
- ❖ Acknowledgement
- ❖ Deadlines
- ❖ Eligibility check- Students need to be in touch with the International Affairs Cell 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
- ❖ Confirmed Admission
- ❖ Pre-enrolment
- ❖ Registration
- ❖ Medical Examination
- ❖ Security Registration
- ❖ Course Program
- ❖ Examination and Award of Degree



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