



NAAC "A++" Grade with CGPA 3.52

SHIVAJI UNIVERSITY, KOLHAPUR

MBA UNIT

**DEPARTMENT OF COMMERCE AND
MANAGEMENT**

MBA

ADMISSION INFORMATION

ACADEMIC YEAR 2026–27

1. LIST OF REQUIRED DOCUMENTS

Category	Required Documents
Open / General	1. Seat Acceptance Letter 2. SSC Certificate or Marksheet 3. HSC Certificate or Marksheet 4. Graduation Final Year Marksheet 5. Transfer Certificate 6. Migration Certificate (if applicable) 7. Nationality & Domicile Certificate 8. Gap Certificate (if applicable) 9. Income Certificate (if applicable) 10. Physical Scrutiny/E-Scrutiny Document 11. CET / Any Equivalent Exam Score Card
SC/ST	1. Seat Acceptance Letter 2. SSC Certificate or Marksheet 3. HSC Certificate or Marksheet 4. Graduation Final Year Marksheet 5. Transfer Certificate 6. Migration Certificate (if applicable) 7. Nationality & Domicile Certificate 8. Caste Certificate 9. Caste Validity 10. Gap Certificate (if applicable) 11. Physical Scrutiny/E-Scrutiny Document 12. CET / Any Equivalent Exam Score Card
OBC/VJNT-A,B,C,D/ SBC	1. Seat Acceptance Letter 2. SSC Certificate or Marksheet 3. HSC Certificate or Marksheet 4. Graduation Final Year Marksheet 5. Transfer Certificate 6. Migration Certificate (if applicable) 7. Nationality & Domicile Certificate 8. Caste Certificate 9. Caste Validity 10. Non-Creamy Layer Certificate 11. Gap Certificate (if applicable) 12. Physical Scrutiny/E-Scrutiny Document 13. CET / Any Equivalent Exam Score Card
EWS/SEBC	1. Seat Acceptance Letter 2. SSC Certificate or Marksheet 3. HSC Certificate or Marksheet 4. Graduation Final Year Marksheet 5. Transfer Certificate 6. Migration Certificate (if applicable) 7. Nationality & Domicile Certificate 8. EWS Certificate (Proforma-V) / SEBC Caste Certificate & Caste Validity 9. Gap Certificate (if applicable) 10. Physical Scrutiny/E-Scrutiny Document 11. CET / Any Equivalent Exam Score Card

2. FEE STRUCTURE

Sr. No.	Particulars	Budget Head	M.B.A- I		
			PAYING	SC/ST/NT/ SBC	OBC
1	Admission Fee	Dept. BH	20	0	20
2	Registration Fee	Dept. BH	100	0	100
3	Tuition Fee	Dept. BH	66000	0	33000
4	Library Fee	A.46.R.1	500	0	500
5	Library Deposit	E.2.R.1	500	500	500
6	Laboratory Fee *	Dept. BH	0	0	0
7	Laboratory Deposit	Dept. BH	0	0	0
8	Placment Fee	Dept. BH	0	0	0
9	Computerised Library Membership Card Fee	A.46.R.1	30	30	30
10	Internet Fee	A.56.R.4	300	0	300
11	E-Service Fee	A.52.R.8	50	50	50
12	Medical Fee	A.45.R.2	150	150	150
13	Fund for National Disaster Fee	E.3.R.13.1.1	10	10	10
14	Gymkhana Fee	A.41.R.2	150	0	150
15	Ashwamedha Fee	A.41.R.5	36	0	36
16	Identity Card	A.1.R.41	50	0	50
17	Students accident medical help fund scheme	E.4.R.115	20	20	20
18	Vikas Nidhi	A.1.R.22	150	0	150
19	Student Aid Fund	A.1.R.12	25	0	25
20	Yuvak Mahotsav	A.48.R2	100	0	100
21	Youth Hostel Nidhi	E.4.R.110.1	50	50	50
22	Kalyan Nidhi	E.3.R.49	100	100	100
23	Self Finance Unit-NSS	E.4.R.88	10	10	10
24	Alumini Association Fee	Dept. BH	50	50	50
25	Eligibility Fee**	A.1.R.33	300	300	300
26	Magazine Fee	A.48.R.9	100	0	100
27	Cultural Fee	A.48.R.8	100	0	100
28	Prorata Fee	A.41.R.1	50	0	50
29	Jubilee Fund	A.2.R.27	25	25	25
30	Avishakar	A.48.R.10	20	20	20
TOTAL			68996	1315	35996

**** AS PER ELIGIBILITY CIRCULAR Dated 15/05/2024 For Non Professional Course Eligibility Fee Rs.150/-, Other University Eligibility Fee Rs.300/-, International Student Eligibility Fee Rs.1000/- (For Professional Course Eligibility Fee Rs.300/-, Other University Eligibility Fee Rs.500/-, International Student Eligibility Fee.1000/-)**

3. SCHOLARSHIP / FREESHIP BENEFITS

Eligible students admitted to the **MBA Programme through the prescribed Centralized Admission Process (CAP)** may avail themselves of applicable scholarship, freeship and fee-benefit schemes, subject to the conditions prescribed by the Government.

A. Scholarship Benefits for Reserved Category Students

Eligible students belonging to reserved categories may be entitled to scholarship or fee-related benefits under the applicable Government schemes.

Students should ensure that they possess valid and updated certificates required for claiming the benefit.

B. Free Education Benefit for Eligible Girl Students

Eligible girl students admitted to the MBA Programme through the Centralized Admission Process (CAP) may be entitled to the applicable Girls' Free Education / fee benefit scheme, subject to the eligibility conditions and Government rules applicable.

Students may visit the official MahaDBT portal for scholarship, freeship and fee-benefit scheme information and applications: <https://mahadb2.maharashtra.gov.in/>

4. UNIVERSITY STUDENT REGISTRATION AND ONLINE FEE PAYMENT

MBA students are required to complete University Student Registration and Online Fee Payment through the official University portal:

<https://sukapps.unishivaji.ac.in/pgentrance/#/login>

Click on the link below, watch the instructional video carefully, and follow the steps shown in the video to complete University Student Registration and Online Fee Payment:

<https://www.youtube.com/watch?v=4-JevnRu1bs>

5. ADMISSION ROOM AND CONTACT INFORMATION

Admission Room No.: Seminar Hall, MBA Unit, Department of Commerce and Management, Shivaji University, Kolhapur

Admission Officer: Dr. Smt. J. S. Lokhande

Contact Number: 9765928730

Alternative Contact: 0231-2609364

Email: mba@unishivaji.ac.in

Working Hours: 10.30 am to 6.00 pm

6. CET ACTIVITIES AND SCHEDULED DATES FOR MBA ADMISSION

CAP Process	Important Dates	
CAP ROUND- I		
Online Submission & Confirmation of Option Form of CAP Round-I	28-07-2026	30-07-2026
Display of Provisional Allotment of CAP Round-I	02-08-2026	
Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round I.	03-08-2026	05-08-2026 Up to 05:00 PM
CAP ROUND- II		
Display of Provisional Vacant Seats for CAP Round II	06-08-2026	
Online Submission & Confirmation of Option Form of CAP Round-II	07-08-2026	09-08-2026
Display of Provisional Allotment of CAP Round-II	12-08-2026	
Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round II.	13-08-2026	17-08-2026 Up to 05:00 PM
CAP ROUND- III		
Display of Provisional Vacant Seats for CAP Round III	18-08-2026	
Online Submission & Confirmation of Option Form of CAP Round-III	19-08-2026	21-08-2026
Display of Provisional Allotment of CAP Round-III	24-08-2026	
Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round III.	25-08-2026	27-08-2026 Up to 05:00 PM
CAP ROUND- IV		
Display of Provisional Vacant Seats for CAP Round IV	28-08-2026	
Online Submission & Confirmation of Option Form of CAP Round-IV	29-08-2026	31-08-2026
Display of Provisional Allotment of CAP Round-IV	03-09-2026	
Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round IV	04-09-2026	07-09-2026 Up to 05:00 PM
INSTITUTE LEVEL OPTION FORM		
Online submission of Option Form for Institute Level admissions	03-08-2026	07-09-2026
Transfer of institute wise candidate list to the respective institute	08-09-2026	

Institute Quota and Vacant seats after CAP, if any - The respective institute will complete the admission activity in the following manner	08-09-2026	15-09-2026
Last date for cancellation of seat with full fees refund (As per Rule 15 of Information Brochure AY 2026 27)	13-09-2026	
For Institutes: Last date of uploading the data (details of admitted candidates)	15-09-2026 Up to 05:00 PM	

7. GUIDELINES FOR AGAINST CAP / INSTITUTE LEVEL ADMISSION

Students seeking admission to vacant seats remaining after completion of CAP Rounds are advised to follow these guidelines:

- **Application:** Eligible candidates must apply to the concerned Institution within the admission schedule notified by the Institution.
- **Eligibility:** Candidates must fulfill the eligibility criteria prescribed by the Government and Competent Authority for the respective course.
- **Document Verification:** Candidates must complete verification of all required documents before being considered for admission.
- **Inter-Se-Merit:** Admissions against CAP vacant seats will be made strictly on the basis of the Inter-Se-Merit prepared from eligible applicants. Admission will not be given merely on a first-come-first-served basis.
- **Category-wise Seats:** If a CAP seat remains vacant or becomes vacant after CAP Rounds, it will first be offered to an eligible candidate from the same category for which the seat was earmarked during CAP. If the seat still remains vacant, it will be filled according to the applicable Inter-Se-Merit.
- **Preference:** While filling vacant CAP seats, Maharashtra State Candidature Candidates will be given preference over All India Candidature Candidates, on the basis of Inter-Se-Merit.
- **Merit List:** The Institution will display/publish the Inter-Se-Merit list and details of vacant seats on its notice board and official website.
- **Reporting:** Candidates selected for admission must report to the Institution within the prescribed date and complete all admission formalities, including payment of fees.
- All admissions and cancellations will be updated through the prescribed online system.
- Students should regularly check the **official website of the Institution** for the admission schedule, vacant seats, merit list and reporting instructions.

Admission against CAP vacant seats shall be strictly as per the applicable rules of the Competent Authority and subject to eligibility, merit and availability of seats.

For more details regarding the Against CAP / Institute-Level Admissions, please refer to **Rule 13** of the CET Cell Information Brochure:

https://mba2026.mahacet.org.in/mba_26/assets/pdf/cet-brochure-english.pdf

THANK YOU!!!