



SHIVAJI UNIVERSITY, KOLHAPUR

RULES FOR ADMISSIONS

PREAMBLE

- a) In accordance with the provisions of the Section 86 & 108 of the Maharashtra Public Universities Act 2016, NEP 2020, UGC and other concerned apex bodies, the following Admission Rules shall be applicable to the non-professional under-graduate and post-graduate programmes in the affiliated colleges, recognized institutes, university departments, and autonomous colleges and institutions.
- b) The admission rules for professional Programmes shall be as prescribed by the State Government from time to time.

These rules shall come into force from the Academic Year 2023-2024.

UNDERGRADUATE PROGRAMMES:

A.R.1 Admission to non-professional undergraduate Programmes shall be strictly based on:

- a) Eligibility criteria as prescribed by the University from time to time.
- b) Reservation rules as prescribed by the State Government from time to time and adopted by the University.
- c) Merit, as measured by the marks scored in the qualifying previous examination.
- d) The Programmes where entrance tests are prescribed, the admission shall be based on merit in the said entrance tests subject to (a) and (b) above.

A.R.2 A) In case of admissions to under-graduate Programmes where the affiliated colleges, recognized institutes, autonomous colleges and institutions have an attached Junior college, the total intake capacity at the first point of the admission to the Senior college shall be divided as 80 per cent for the attached Junior college and 20 per cent for other Junior colleges.

B) However, in both the cases, the basic rules of merit, reservation and eligibility shall apply. If 20 per cent quota remains unutilized, students from the attached Junior college shall be admitted from the waiting list.

The merit of the students from other Junior colleges shall not be less than the merit of the last student admitted from the attached Junior college.

C) In case 80 per cent quota for the attached Junior college remains unutilized, the College shall have the right to admit students from other Junior colleges subject to the general rules given above.

D) There shall be a provision of two seats over and above the sanctioned intake capacity in each department for candidates who have migrated from Jammu and Kashmir.

- 2) If a student chooses to withdraw his/her admission in which he/she is enrolled the institution concerned shall follow the UGC guidelines D.O. No. F.2-71/2022(CPP-II) Dt.03/07/2023.
- 3) Following five tier system for refund of fees remitted by the student.

Sr. No	Percentage of refund of fees	Point of time when notice of withdrawal of admission is received in the HEI
1.	100%	15 days or more before the formally-notified last date of admission
2.	90%	Less than 15 days before the formally-notified last date of admission
3.	80%	15 days or after the formally-notified last date of admission
4.	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
5.	00%	More than 30 days after formally-notified last date of admission

• Note:

- In case of (1) in the table above, the college/Institute concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5000/- as processing charges from the refundable amount.
 - Fees shall be refunded by all colleges/institutions to eligible students within fifteen days from the date of receiving a written application from him/her in this regard.
- 4) These rules shall not be applicable to colleges/institutions run by the State Government.
 - 5) In the case of students getting admission to professional programmes colleges, the claim for refund of tuition fees etc., shall be made by concerned students within one week of admission to the professional programmes and, in such cases, the college shall deduct an amount of 5 per cent of the fees paid as administrative charges. The seats remaining vacant may be filled in by the college/recognized institution, from the waiting list.
- 6) Verification and Non-retention of Student's Academic and Personal certificates
- No affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions shall insist upon a student to submit the original academic and personal certificates, like mark-sheets, leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.
 - Affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.
 - The self attested certificates of the students shall be held valid and authentic by institution concerned for all purpose and administrative requirements and should there be a need for physical verification at any time during the course of the

A.R.11 Rules and regulations regarding admission fees, tuition fees, and various other fees to be charged by the affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions at under-graduate level shall be governed by the provisions of ordinance as prescribed by the University from time to time.

It shall be the responsibility of the Principal to ensure that admissions are as per rules, regulations and ordinance as prescribed by the university, from time to time.

C) Other University Quota

In case of students from other universities applying for admission to post-graduate programmes, it shall be necessary to ensure equivalence of the degree course offered by the said students. The students of general degree Programmes shall not be admitted. The quota for the students from other universities will be 10 per cent of the intake capacity. In case of the students from other universities in the State of Maharashtra, the reservation rules shall apply in toto. The students from other States will be treated as Open Category.

A student from Other University admitted to post-graduate programme shall not have a score less than the score of the last student from home University.

In case any seats from the other University quota remain vacant, students of Shivaji University, Kolhapur in order of merit be admitted from the waiting list.

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

D) There shall be a provision of two seats over and above the sanctioned intake capacity in each department for candidates who have migrated from Jammu and Kashmir.

E) As per directives of UGC letter dated 30th September, 2022 “the universities to create 25% supernumerary seats over and above the sanctioned number of seats, in all the courses conducted by the University Departments so as to enable the Universities to admit foreign students. (vide letter No. 1-1/2022 (CPP-II) dated 30-09-2022). The Commission has further advised to Universities to earmark for children of Indian workers in the Gulf out of the quota for supernumerary seats thus created as per the UGC guidelines.

University reserves the rights to decide the intake of the specialisation and to offer or not to offer the same give under various departments.

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

There will be no entrance test for foreign students. However, medical test is mandatory.

A.R.18 Students participating in international sports competitions or students securing at least fifth rank in the National, Inter-University sports events (Individual or Team) may be considered for admission as special case subject to the approval of the Hon'ble Vice-Chancellor.

A.R.19 CANCELLATION OF ADMISSION AND REFUND OF FEES AND NON-RETENTION OF ORIGINAL CERTIFICATES:

(As per UGC Notification October 2018)

- 1) All deposits such as Caution Money, Library Deposit, Laboratory Deposit etc. shall be refundable subject to such deductions as may be necessary on account of any damage to the property of the institution concerned such as breakages to laboratory equipment's, loss of library books etc. for which a student may be responsible.
- 2) If a student chooses to withdraw his/her admission in which he/she is enrolled the institution concerned shall follow the UGC guidelines D.O. No. F.2-71/2022(CPP-II) Dt.03/07/2023.
- 3) Following five tier system for refund of fees remitted by the student.

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• **Note:**

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- Fees shall be refunded by all colleges/Institutions to an eligible students within fifteen days from the date of receiving a written application from him/her in this regard.

and regulations should be displayed on the notice board of the college during the period of admission.

It shall be mandatory on the part of the colleges/recognized institutions to effectively advertise the schedule of admission for the benefit of all students.

A.R.21 Rules and regulations regarding admission fee, tuition fee, and various other fees to be charged by the affiliated college/institution at post-Graduate levels shall be governed by the provisions of ordinance as prescribed by the University, from time to time.

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

Chairperson

Admission Rules Committee

E. B. C./B. C./P. T. C./F. F./ Ex-Servicemen/Paying

Fees Receipt No.....

Admission Date.....

Amount Rs.....

Caution Receipt No.....

Class..... Roll No.....

Name of the College.....

(Affiliated to Shivaji University, Kolhapur)

ADMISSION FORM

To,

The Principal/Head of the Department,

Sir,

I wish to apply for admission to the.....Class of your College.

I hereby agree to abide by the rules and regulations of the college.

I undertake that so long as I am a student of the College/Institute/University I will do nothing that will interfere with its discipline and order.

In case I am admitted, I agree to pay all the fees as specified in the prospectus and will attend the college regularly from.....if I fail to do so, I forfeit all claims on the admission and admission fees.

I seek/do not seek admission in the college/University hostel.

Yours obediently,

(Signature of the Student)

	Hobbies and Other Interest	
2	Were you in Junior/Senior Division N.C.C. C.?	
2	Do you wish to join N.C.C./N.S.S.? 3.	Yes/No
2	Body Organ Donation 4.	Yes/No
2	I desire to select the following subjects for my study in.....Class during the academic year.....	

COMPULSORY SUBJECTS

Name of Papers	
1)	
2)	

OPTIONAL SUBJECTS

1)		2)	
3)		4)	

ACADEMIC INFORMATION

Examination Passed	Board/ University	Year of Passing	Centre	Seat No.	Total Marks Secured	Per cent age	Class Obtained	Name of College from which passed
H.S.C. (Arts, Com & Sci.)								
B.A.-1, B.Com.-1, B.Sc.-1								
B.A.-2, B.Com.-2, B.Sc.-2								
Other								

DETAILS OF MARKS OBTAINED AT THE LAST.....EXAMINATION PASSED

Subject	Marks	Subject	Marks
1.		5.	
2.		6.	
3.		7.	

3)	Eligibility Application	
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Provisionally Admitted/Admitted/Not Admitted

Class.....

Roll No.....

Clerk

Office Superintendent/Head Clerk

Principal

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