



Estd : 1962
NAAC 'A++' Grade
Accredited by NAAAC (2021)
With CGPA3.52

SHIVAJI UNIVERSITY, KOLHAPUR - 416 004 MAHARASHTRA
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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४ महाराष्ट्र

दूरध्वनी ईपीबीएक्स- २६०९०००, फॅक्स ००९१०२३१२६९१५३३ व ००९१०२३१६९२३३३
संलग्नता टी २ विभाग थेट दूरध्वनी क्र. ०२३१ २६०९०९१,२६०९१३५

जा.क्र. संलग्नता/टी-२/परिपत्रक/

दि.

26 JUL 2023

783

परिपत्रक

प्रति,

१) मा. प्राचार्य/संचालक,
सर्व संलग्नीत महाविद्यालये,
शिवाजी विद्यापीठ, कोल्हापूर

२) सर्व अधिविभाग प्रमुख,
सर्व संबंधीत पदव्युत्तर अधिविभाग,
शिवाजी विद्यापीठ, कोल्हापूर


विषय:- संलग्नीत महाविद्यालयांकरिता पदवी व पदव्युत्तर प्रवेश नियमावली बाबत...

महोदय/महोदया,

उपरोक्त नमूद विषयास अनुसरून या परिपत्रकान्वये पदवी व पदव्युत्तर अभ्यासक्रमांकरिताच्या होणाऱ्या प्रवेशाकरिता प्रवेश नियमावली तयार करण्यात आली असून सन २०२३-२४ या शैक्षणिक वर्षापासून सर्व संलग्नीत महाविद्यालये आणि सर्व संबंधीत पदव्युत्तर अधिविभाग, शिवाजी विद्यापीठ, कोल्हापूर यांना लागू होईल.

सबब, शैक्षणिक वर्ष २०२३-२४ पासून होणाऱ्या पदवी तसेच पदव्युत्तर प्रवेशांकरिता सोबत जोडलेली नियमावली अवलोकनी घेवून त्याप्रमाणे योग्य ती पुढील अंमलबजावणी करण्यात यावी, याची कृपया नोंद घेण्यात यावी.

आदेशान्वये


श्री.विलास एस. सोयम
उपकुलसचिव
संलग्नता टी-२ विभाग

सोबत:- वरीलप्रमाणे.

प्रत- १) संगणक केंद्रास २) वेबमास्टर यांना माहितीस्तव तसेच पुढील योग्य त्या कार्यवाहीकरिता



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.
- 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 right to decide the intake of the specialisation and to offer or not to offer the same give under various departments.

- A.R.3** In view of the problem of drop out, an additional 10 per cent of the sanctioned intake capacity may be admitted in the affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions subject to the general rules of the admission.
- A.R.4** In case of admission to the second and third year of the integrated degree course, preference shall be given to the students of the same affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions
- A.R.5** Every affiliated college, recognized institute, University department, autonomous college and institution shall constitute for proper monitoring of admissions an Admission Committee consisting of the following members:
- 1) Principal (Chairman)
 - 2) One teacher from each faculty
 - 3) Registrar/Superintendent (Secretary)
- As soon as the procedure of preparing the merit list is completed, the merit list along with the waiting list shall be displayed on the college notice board for the information of students.
- A.R.6** In case of physically challenged students seeking admission to the first year of the integrated degree course the Admission Committee may use its discretion subject to the fulfilment of other conditions of admission.
- A.R.7** The foreign students shall be admitted to any post-graduate Programmes, recognized institutions, affiliated college and autonomous institutions or

in the University department on production of provisional eligibility certificate from the University. Admissions of foreign students will be through central system by the university.

A.R.8 CANCELLATION OF ADMISSION AND REFUND OF FEES AND NON-RETENTION OF ORIGINAL CERTIFICATES:

(As per UGC Notification October 2018)

Cancellation of admission and refund of money shall be as under:

- 1) All deposits such as Caution Money, Library Deposit, Laboratory Deposit etc., shall be refundable subject to such deductions as may be necessary on account of any damage to the property of the institution concerned such as breakages to laboratory equipments 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.

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 programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.
 - Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.
 - In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to University or the Board which issues the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions under any circumstance.

A.R.9 At Part-1, 2 and 3 level, efforts should be made by the college to ensure a fair distribution of admissions to different special subjects.

A.R.10 PROSPECTUS:

The affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions shall make available a prospectus of various Programmes being with necessary relevant information mainly with reference to the fees and course structure, intake capacity etc. The prospectus should be reasonably priced and it should be made available at least 21 days before the commencement of the academic year.

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

It shall be mandatory on the part of the affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions to effectively advertise the schedule of admissions for the benefit of all students.

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.

**ADMISSIONS TO POST-GRADUATE PROGRAMMES IN THE
UNIVERSITY DEPARTMENT AND AFFILIATED
COLLEGES/INSTITUTIONS**

A.R.12 Admissions to non-professional post-graduate programmes in the affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions 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 Principal Subject in the previous qualifying examination.
- d) The Programmes where entrance test is prescribed, the admission shall be based on the merit in the said entrance test subject to (a) and (b) above.

A.R.13. (A) Programmes with Entrance Examination:

The merit list of the students is to be prepared exclusively on the basis of marks obtained in Entrance examinations.

(B) Programmes without Entrance Examination:

i) For MA Course (Except MA Mass Communication)

For Home University & Other University following rules are applicable

- a) The student, with the concerned principal subject at the third year degree examination shall be given priority.
- b) While preparing the Merit List for M. A. admission, marks of the special papers at the final year will be considered.
- c) In preparing the merit list of the students to be admitted, the Admission Committee shall consider the marks obtained in the principal subject at the third year examination. In case there are two or more students with the same marks, the total marks obtained by these students at Part-I, II and III Examination shall be considered. Even after this, if the students continue to obtain equal marks, the marks secured by the students in the second year examination in the same subject shall be considered.
- d) If seats are vacant, students with a subject other than the concerned principal subject or a student from another faculty may be considered for admission on the basis of interview conducted by admission committee of the concerned department.

2. For admission to M.Com. course, the existing practice of considering the total score of three year integrated course will be continued for preparing the merit list.

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.

F) Vacant Seats

If seats are vacant even after this and eligible candidate approaches the college/ institute/ University department, admission can be given on the recommendation of the Principal/Director/ Head of the Department. Other rules remain same for A.R. 13 (a) to (c).

A.R.14 In view of the problem of drop outs, additional 10 percent admissions of the sanctioned intake capacity may be allowed in the post-graduate Programmes of the affiliated colleges, recognized institutes, University

departments, autonomous colleges and institutions subject to the general rules of the admission given above.

A.R.15 In case of admissions to second and/or third year of the post-graduate Programmes, preference shall be given to students of the same department. However, if vacancies remain; other things being equal, students from the same post-graduate department/college/institute may be given preference for admission over other students. No objection certificate from both departments/colleges/institutes is essential.

A.R.16 Admission Committees

A) Central admission to university departments and colleges:

- 1) Head of the Department (Chairperson)
- 2) One Senior most Professor
- 3) One Senior Associate Professor
- 4) One Senior Assistant Professor (Secretary)
- 5) One College representative (By rotation)
- 6) One teacher from Reserved Category

B) Admissions to University departments:

- 1) Head of the Department (Chairperson)
- 2) One Senior most Professor
- 3) One Senior Associate Professor
- 4) One Senior Assistant Professor (Secretary)
- 5) One teacher from Reserved Category

C) Admissions to Affiliated colleges, recognized institutes, autonomous colleges and institutions having post-graduate departments:

- 1) Principal/Director (Chairperson)
- 2) Head of the concerned Department
- 3) One Senior Teacher in the Department
- 4) One teacher from Reserved Category
- 5) Registrar/Superintendent/Head Clerk (Secretary)

A.R.17 Foreign students shall be admitted to any post-graduate Programmes, recognized institutions, affiliated college and autonomous institutions or in the University department on production of provisional eligibility certificate from the University. Admissions of foreign students will be through central system by the university.

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.

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 students, subject to a maximum of Rs.5000/- as processing charges from the refundable amount.
- 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.

- 4) These rules shall not be applicable to colleges/institutions run by the State Government.
- 1) In the case of students getting admission to professional programmes, 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 colleges shall deduct an amount of 10 per cent of the fees paid as working expenses or guidelines from CET Cell from time to time whichever is applicable. Vacant seats may be filled in by the college/recognized institution, from the waiting list.

University departments shall forward cancellation of admission application to PG Admission section immediately for further process of refund of money as per rules.

2) VERIFICATION AND NON-RETENTION OF STUDENTS' 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 affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions for all purpose and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.
- Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.
- In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to University or the Board which issues the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by college/recognized institute under any circumstance

A.R.20 PROSPECTUS:

The affiliated colleges, recognized institutes, University departments, autonomous colleges conducting post-graduate programmes shall make available a prospectus of various Programmes being offered with necessary relevant information mainly with reference to the fees and Course structure, intake capacity etc. The prospectus should be reasonably priced.

Every prospectus shall make it clear in the beginning that the admissions are completely governed by rules and regulations made by the University, concern apex bodies from time to time. A copy of such rules 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

DECLARATION

As per the provision in the Maharashtra Public University Act 2016, I Shri/Smt.....applied/admitted for course in the subject of.....hereby sign a declaration to the effect that, I submit myself to the disciplinary jurisdiction of the Vice-Chancellor or any other authority or body concerned and shall observe and abide by the rules or supplementary rules made by the said officers, authorities or bodies in that behalf from time to time.

Place : Signature of the Applicant

Date :

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)

PERSONAL INFORMATION

1.	Name in Full (In Capital Letters) (Beginning with Surname)	
2.	Permanent Address	Village..... Taluka.....Dist.....
3.	Local Address	
4.	Place of Birth	Village..... Taluka.....Dist.....
5.	Date of Birth (as per School Register) & Age	(in figures)..... (in words)..... Age.....years
6.	Married/Unmarried	
7.	Male/Female	
8.	Employed/Unemployed	
9.	Religion	
10.	Caste	
11.	Sub -Caste	
12.	Physically Challenged	Yes/No
13.	Mother Tongue	
14.	E-mail id	
15.	Aadhaar Card	
16.	Voters Id	
17.	Nationalized Bank A/c No	
18.	IFSC Code	
19.	Mobile No	
20.	Games/Sports of Interest Represented School/.....College/Dist./ State etc	
21.	Hobbies and Other Interest	
22.	Were you in Junior/Senior Division N. C. C.?	
23.	Do you wish to join N.C.C./N.S.S.?	Yes/No
24.	Body Organ Donation	Yes/No
25.	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.	
4.		8.	

INFORMATION ABOUT PARENT/GUARDIAN

- 1) Parent's/Guardian's full Name.....
and Address.....
- 2) Parent's/Guardian's Occupation.....
- 3) Parent's/Guardian's Annual Income for the year.20 -20
- 4) Parent's/Guardian's Relation with the Applicant.....

PARENT'S/GUARDIAN'S ENDORSEMENT

I have permitted my son/daughter/ward to join your college. The information supplied by him/her is correct to the best of my knowledge. I have acquainted myself with the rules and regulations of the college. I undertake to pay all the college fees, dues to my son/daughter/ward and to see that he/she observes all the rules of discipline of the college..

Place.....

Date.....

Parent's/Guardian's Signature

Notes :-

1. Students for admission to Part I class should furnish their Transfer Certificate and Marks Statement of the last examination along with two attested copies of each.
2. All the students should submit their E.B.C. form and two sets of application form, any other concessions, completed in all respects along with admission form.
3. Students who are admitted from other colleges should submit their application for Transfer Certificate, Leaving Certificate along with their admission forms, Students who are admitted from other Universities should submit Migration Certificate.
4. If the student has furnished false or incomplete information his/her admission to this College will be cancelled.

FOR OFFICE USE ONLY

A. Fees Paid		
1)	Admission	Rs.
2)	S.A.F.	Rs.
3)	Extra Curricular	Rs.
4)	Stationery	Rs.
5)	Tuition Fee	Rs.
6)	Library	Rs.
7)	C.I.E./I.E.S.	Rs.
8)	Eligibility	Rs.
9)	I Card	Rs.
Deposits		
1)	Laboratory	Rs.
2)	Library	Rs.
3)	Caution Money	Rs.
B. Certificates Attached		
1)	School Leaving /Transfer Certificate	
2)	E.B.C. Application	
3)	Eligibility Application	

Provisionally Admitted/Admitted/Not Admitted

Class.....

Roll No.....

Clerk

Office Superintendent/Head Clerk

Principal

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