

No.

Price : Rs. 25-00
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SHIVAJI UNIVERSITY, KOLHAPUR

Phone : 2609000

Gram : UNISHIVAJI

Instructions to the candidate appearing for the undergraduate or Post-graduate B.E./B. Text./B. Pharm/B. Arch./ M.E./ M. Text./M. Pharm/MCA Improvement examinations as an external candidate.

A candidate is requested to submit the registration form alongwith examination form to the Principal of the College where he has kept the terms to avoid delay and unnecessary correspondence.

1. A Candidate shall have to submit at one and the same time the Registration form, Examination form, alongwith Registration fee Rs. 300/- and the Examination fee Rs. 7725/- on the Examination form while getting the name registered as an external student.
2. Registration number of the examination will be informed to the candidate in due course. Candidate should quote this registration number at the time of further correspondence.
3. Registration form should be submitted to the principal duly filled in completely by the candidate and should be accompanied by the following certificates / documents.
 - a) Original Mark-lists, alongwith the two true copies, of the examinations passed.
 - b) D. D. for Registration and Exam. Fees.
4. Registration as an external candidate for the improvement examination to be held in any year shall be valid only for that particular examination.
5. It is the primary responsibility of the candidate concerned to select the subject and papers for which teaching provision is in force in his college and to study the prescribed books as per syllabus in force.
6. If the candidate requires detailed information regarding rules and regulations, he is requested to obtain the syllabus. Separate information in this matter will not be given.
7. Two copies of 4cm x 5cm size photographs, one to be pasted on the top right corner of the form and one additional to be attached to the form.
8. The mode of payment of fees :
By Demand Draft in the name of the Finance & Accounts Officer, Shivaji University, Kolhapur. (Payment by cheque will be not accepted).
9. The application for registration should reach the University office on or before the prescribed dates mentioned below :

Examination	Without Late Fee	With Late Fee	Super Late Fee
1) October / November Exam.	upto 5 th July of every year	6 th July to 15 th July of every year	16 th July to 31 st July of every year
2) March / April Exam.	05 th July to 05 th August of every year	06 th August to 16 th August of every year	17 th August to 31 st August of every year

- N. B. :-
1. If a holiday falls on any of the dates mentioned above, the next following working day shall be taken as the last date for the purpose.
 2. In case the results of the examinations are declared after the dates prescribed for submitting the applications of registration, the last date for receiving application without late fee will be 15 days from the date of declaration of results of the examinations concerned and further 15 days with late fee of Rs. 50/-.

Applications with registration forms which are not duly filled in and / or sent without the required documents/ certificates will not be entertained and no correspondence will be made in such cases.

The application forms and fees shall be submitted in the parent college only.

10. The students who do not desire to avail of the provision of any of the ordinances for passing the examination should intimate to the University within one month from the date of declaration of the result to the effect that they should be permitted to reappear in the paper in which they have passed by availing of the benefit of the ordinance relating to the condonation of failure.
11. While making any correspondence with the University, students should note that he/she should mention his/her all particulars regarding examination. (i.e. Name, Examination, Subject, Year and Reg. No.) in the letter, failing which no correspondence will be made by the University.

New Rules for Improvement of Class under Faculty of Engineering & Technology.

Persons who hold a Pass or Second Class at the B.E./ B.Text, /B.Pharm./ B.Arch./M.E./M.Text. / M.Pharm/MCA etc. under Faculty of Engineering & Technology and who wish to appear for the same examinations in the same subjects in order to improve their class to secure B+ Class/ higher class, shall be allowed to do so as per the provisions of the following rules :

1. The concession to re-appear will be available only to :

The holders of the Bachelors and / or Master's degree of this University, in the Faculty of Engineering & Technology.

(N. B. : 1. Persons holding B.E./ B. Text, /B. Pharm /B.Arch./M.E.,/ M. Pharm/ M.Text./MCA etc. degree of this University in the Pass Class or Second Class and desirous of reappearing for two papers for the same examination for improvement of class shall be permitted to do so.

2. The candidate shall appear for minimum two papers from the papers of his/ her choice. **Students will not be allowed to change the subjects once selected.**
3. The marks of the other subjects for which candidate is not appearing will be carried forward. The marks of the papers for which candidate is appearing for improvement of class shall be added in those marks and class shall be decided on the total marks.
4. Each examination for which candidate appears shall be considered as one attempt.
5. A candidate intending to re-appear at the B.E.or B.Text./ B.Pharm. or B.Arch. or M.E. or M.Text. or M.Pharm/MCA etc. Examination under these rules shall be allowed to do so without keeping fresh terms.
6. a) A candidate intending to re-appear at the B.E.or B.Text./ B.Pharm. or B.Arch. or M.E. or M. Text. or M.Pharm/MCA etc.Examination under these rules may appear for the examination of the papers (minimum two) either at October or April subject to Rule No. 2.
b) A candidate passing the B.E.or B.Text. B.Pharm. or B.Arch. or M.E. or M. Text. or M.Pharm or MCA etc. Examination of this University in Pass Class or Second Class as a regular student and intending to re-appear at the Examination under these rules shall have the option either of carrying forward the day-to-day marks obtained earlier as a regular student, or in case he/she does not desire to have the benefit of the day-to-day marks, the marks obtained in the University Examination be converted in the proportion of the total marks prescribed at the examination. Candidate availing of the option should communicate the same alongwith the examination form.
7. A candidate intending to re-appear for the B.E./ B.Text,/ B.Arch./ B.Pharm/ M.E./ M.Text. /M.Pharm/ MCA etc. Examination of this University under these rules shall be governed by the rules and regulations relating to the courses and syllabi which may be prescribed by the University authorities in the case of regular students of the B.E./ B.Text, / B.Arch. / B.Pharm/ M.E. / M.Text./ M.Pharm/MCA etc. class of this University from time to time. It is entire responsibility of the candidate to ascertain that the papers he chooses are a part of a syllabus in force and are actually taught for the said examination.
8. a) The result of the candidate appearing for B.E./ B.Text, / B.Arch. / B.Pharm / M.E. /M.Text./ M.Pharm/MCA etc. Examination under these rules will be declared only if he passes the papers for which he / she has been examined in a class higher than the class he/she possesses. The marks obtained by the candidate whose class is not improved will be made known to him on request and on the payment of prescribed fees. So also the statement of marks for his Part-I examination will be issued on payment of prescribed fees.
b) The answer books of the candidates appearing under this scheme can be verified.
9. A candidatge re-appearing for the B.E./B.Text./B.Arch./B.Pharm./M.E./M.Text./ M.Pharm./MCA etc. examination under these rules and obtaining higher class without ordinance shall not be eligible to appear again for the same examination in the same subject or subjects for securing a higher class. **Result of the Examination under these rules will be declared only if he passes the papers for which he/she has been examined in a class higher than the class he/she possesses, but if he/she fails in any subject/s he/she has to appear for the all subjects which he/she has selected previously under this rule. The marks obtained by the candidate whose class is not improved will be made known to him on request and on the payment of prescribed fees.**
10. A candidate passing any of the post-graduate examinations mentioned above under these rules shall not be eligible to receive any prizes, scholarships etc. instituted by the University and he/she shall also not be entitled to a merit certificate from the University.

11. If a candidate is unable to get a higher class under this scheme, his/her previous performance in the corresponding examination shall hold good.
12. A candidate who improves his class under this scheme shall have to surrender his previous Degree Certificate to the Shivaji University'. In the absence of this the Degree under the 'Improvement of Class Scheme' will not be conferred on him.
13. i) Prescribed application form of Improvement of Class should be submitted by the candidate/student through his/her Principal of the College, from which student has passed the examination.
ii) Fees will be charged as under :
 - i) Registration fee : Rs. 300/-
 - ii) Examination fee : Rs. 7,500/-
 - iii) CAP fee : Rs. 100/-
 - iv) Moderation fee : Rs. 100/-
 - v) Statement of Marks : Rs. 25/-
 - vi) Late fee and Super Late fee will be charged as it is applicable to the regular students.

Dr. N. V. Thakkar
Controller of Examinations

Fees		
Registration Fee	Rs.	300/-
Super Late Fee	Rs.	
Eligibility Fee	Rs.	
Examination Fee	Rs.	7,500/-
CAP Fee	Rs.	100/-
Moderation Fee	Rs.	100/-
Marklist	Rs.	25/-
Total	Rs.	

Rec. No.
Ext. No.
April/May,
Oct./Nov.

SHIVAJI UNIVERSITY, KOLHAPUR.

Form of Application for Registration at B.E./ B.Text, / B.Arch. / B.Pharm / M.E. / M.Text./M.Pharm / MCA etc. examinations for the Improvement of Class, an External Student.

1. To be returned duly filled in so as to reach the Principal, before the prescribed date. All entries must be correctly made. Applications with incorrect and incomplete entries and applications received late will be rejected and no complaint in respect of the same will be entertained.
2. The application must be accompanied by the prescribed Registration and Examination form and fees by D.D. and the certificates in original and two true copies of each. Applications without the certificates and fee will not be attended to.

To :

The Controller of Examination,
Shivaji University, KOLHAPUR-416 004.

Sir,

I submit this application for registration at the _____ Examination to be held in April-May/ November-December, 200 . I declare that I have read carefully all the Rules of Improvement of Class Scheme and I abide by the same. I declare that the information given by me in this form is true and that no part of it is false. I further declare that I will not enroll my name at any of the colleges affiliated to the Shivaji University and University Department till I appear for the Examination for which my name would be registered. I hereby undertake that it is my personal responsibility to study the subjects, papers and books as per the University rules and syllabus in force.

Place :

Date :

Signature of the candidate

Submitted through :

The Principal,

Signature of the Principal

Registration form Information of the Applicant

1. Full Name (IN BLOCK LETTERS)
(Beginning with Surname) _____
MOTHER'S NAME _____

2. Full address for communication : _____

3. Male or Female _____ Religion _____ Caste _____

4. Married or Unmarried : _____ Birth Date _____

5. Details of Previous Registration under Improvement }
i) Registration No.SU/OE-4/ _____
ii) Name of the Examination _____
iii) Month & Year _____
iv) Seat No. _____ Centre _____

6. Details of last Examination with mark list }
_____ Examination
_____ College/Deptt.

7. Details of Examination already passed }
i) Name of the Exam. _____ PRN. No. _____
ii) Year of passing the Exam. _____ Year _____
iii) Class obtained _____ Subject _____
iv) College _____

8. Details of the fees Demand Draft No. _____
Date, Bank & Amount _____

9. List of Original Certificates Alongwith Xerox copies Enclosed with this application }
1) Registration & Exam. Form
2) Original Copies of Certificate
3) Attested true Copies of Certificate
4) _____

Y/N

Seal & Signature of the Principal

Signature of the candidate

(2)

Previous passed subjects Part/Sem.

Appearing subjects Part/Sem.

Sr.No.	Theory	Pract.	Term Work	Name of the subject	Sr.No.	Theory	Pract.	Term Work	Name of the equivalent subject for which student is going to appear
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				

Previous passed subjects Part/Sem.

Appearing subjects Part/Sem.

Sr.No.	Theory	Pract.	Term Work	Name of the subject	Sr.No.	Theory	Pract.	Term Work	Name of the equivalent subject for which student is going to appear
1.					1.				
2.					2.				
3.					3.				
4.					4.				
5.					5.				
6.					6.				
7.					7.				
8.					8.				

2. Checklist (To be filled by Candidate)

(Candidates are expected to confirm the following enclosures along with the Application Form)

- | | | | | | |
|--|-----|--------------------------|-----------------------------------|-----|--------------------------|
| 1. Duly filled Registration | Y/N | <input type="checkbox"/> | 4. Original Copies of Certificate | Y/N | <input type="checkbox"/> |
| 2. Exam Form | | <input type="checkbox"/> | 5. Marklist of Exam. | | <input type="checkbox"/> |
| 3. Attested true copies of required Certificates | | <input type="checkbox"/> | 6. Additional one Photograph | | <input type="checkbox"/> |

(Only true-copies of the Certificates will not be entertained)

Remark/reason for not producing the certificates, if any _____

3. I declare that I have already passed the _____ examination of the Shivaji University in the Year _____ with the _____ subject/subjects and now offer to be examined in _____ subject/s under Scheme of Improvement of Class.