



Estd : 1962  
NAAC 'A' Grade

SHIVAJI UNIVERSITY, KOLHAPUR - 416 004 MAHARASHTRA

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शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४ महाराष्ट्र

दूरध्वनी ईपीबीएक्स- २६०९०००, फॅक्स ००९१ ०२३१ २६९१५३३ व ००९१ ०२३१ ६९२३३३

संलग्नता टी २ विभाग थेट दूरध्वनी क्र. ०२३१ २६०९०९१, २६०९१३५

संदर्भ क्र./संलग्नता/टी-२/

दि.

12 JUN 2020

No 536

## महत्वाचे परिपत्रक

प्रति,

मा. प्राचार्य/संचालक,

सर्व संलग्न महाविद्यालये/ मान्यताप्राप्त संस्था,

शिवाजी विद्यापीठ, कोल्हापूर

**विषय:- पदवी स्तरावरील अभ्यासक्रमांच्या प्रवेश नियमावलीबाबत**

**संदर्भ- जा. क्र. संलग्नता/टी-२/१६२/१८१ दि. ०३/०६/१९९५**

महोदय/महोदया,

उपरोक्त विषय व संदर्भास अनुसरून महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ मधील तरतुदीनुसार सुधारीत करण्यात आलेली पदवी स्तरावरील अभ्यासक्रमांची प्रवेश नियमावलीची प्रत आपल्या माहितीसाठी जोडली असून त्यास विद्यापीठ अधिकार मंडळाने मान्यता दिलेली आहे.

संबंधित नियमांचा समावेश आपल्या महाविद्यालयाच्या सन २०२०-२१ या वर्षासाठी प्रसिध्द करण्यात येणाऱ्या माहिती पुस्तिकेत करण्यात यावा ही विनंती.

कळावे

आदेशान्वये

(श्री. व्ही.एस. सोयम)

उपकुलसचिव

संलग्नता टी-२ विभाग

सोबत - वरीलप्रमाणे

प्रत:-

१. पदव्युत्तर प्रवेश विभाग
२. पात्रता विभाग
३. अभ्यासमंडळे विभाग
४. परीक्षा विभाग



# SHIVAJI UNIVERSITY, KOLHAPUR

## RULES FOR ADMISSIONS

### PREAMBLE

- a) In accordance with the provisions of the Maharashtra Public Universities Act 2016 the following rules shall be called the Admission Rules to be applicable to the non-professional under-graduate and post graduate courses in the affiliated colleges, recognized institutes, University departments, and autonomous colleges and Institutions.
- b) The admission rules for professional courses shall be as prescribed by the State Government from time to time.  
These rules shall come into force from the Academic Year 2019-20

### UNDER GRADUATE COURSES:

**A.R.1** Admission to non-professional under graduate courses 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 courses 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** In case of admissions to under-graduate courses 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.

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.

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.

- A.R.3** In view of the problem of drop out, the 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 given above.
- 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 colleges, recognized institutes, University departments, autonomous colleges and institutions 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** Husband/wife/son/daughter and brother/sister of both the teaching and non-teaching employees (on probation or confirmed) be given admissions to the courses within a limit of 3 per cent of the total intake capacity subject to intra-group merit considerations. This rule shall be applicable to admission to courses/classes being conducted by the concerned institute, where the teaching/non-teaching employee is working.
- A.R.7** 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 fulfillment of other conditions of admission.
- A.R.8** The foreign students shall be admitted to any course in any affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions on production of provisional eligibility certificate from 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 prescribed by the University from time to time.

Every foreign student (except those students nominated by the central government for medical courses) shall have to appear for and pass the entrance examination to be conducted by the University and any other test (including medical test) as prescribed by the Government. The fees for this examination as well as for re-examination will be as prescribed by the University from time to time.

**A.R.9 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 choose to withdraw his/her admission in which he/she is enrolled the institution concerned shall follow the 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
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 before 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.
- 3) These rules shall not be applicable to colleges/institutions run by the State Government.
  - 4) In the case of students getting admission to professional courses colleges, the claim for refund of tuition fees etc. shall be made by concerned students within one week of admission to the professional courses and, in such cases the colleges shall deduct an amount of 5 per cent of the fees paid as administrative charges. The seats falling vacant may be filled in by the college/recognized institution, from the waiting list.

- 5) 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.10** 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.11 PROSPECTUS:**

The affiliated colleges, recognized institutes, University departments, autonomous colleges and institutions shall make available a prospectus of various courses 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.12** 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.

# 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

(Application for admission to the three year Degree Course)

To,

The Principal

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)

PHOTO

## 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.	Mother Tongue	
13.	Games/Sports of Interest Represented School/..... College/Dist./ State etc	
14.	Hobbies and Other Interest	
15.	Were you in Junior/Senior Division. N. C. C.?	
16.	Do you wish to join N.C.C./N.S.S.?	Yes/No
17.	I desire to select the following subjects for my study in.....Class during the academic year.....	
18.	E-mail id	
19.	Aadhaar Card	
20.	Voters Id	
21.	Nationalized Bank A/c No	
22.	IFSC Code:	
23.	Mobile No	
24.	Physically Challenged	Yes/No
25.	Body Organ Donation	Yes/No

### 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 in complete information his/her admission to this College will be cancelled.

**FOR OFFICE USE ONLY**

<b>A. Fees Paid</b>		
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.
<b>Deposits</b>		
1)	Laboratory	Rs.
2)	Library	Rs.
3)	Caution Money	Rs.
<b>B. Certificates Attached</b>		
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