



Rayat Shikshan Sanstha's

**Yashwantrao Chavan Institute of
Science, Satara
(Autonomous)**

HANDBOOK
of
CODE OF CONDUCT
AND GUIDELINES
(Revised)

**Rayat Shikshan Sanstha's
Yashavantrao Chavan Institute of Science, Satara
Autonomous college**

Handbook for Code of Conduct and Guidelines

**The college will run according to Gazette of India for Autonomous colleges,
Dated, Feb 12, 2018, Magha 23, 1939.**

In addition the Rules and Regulations committee of the college recommended the following Code of conduct and Guidelines for Yashavantrao Chavan Institute of Science, Satara,

A) Code of Conduct for Institute:

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

Why Code of Conduct is important?

It defines the VALUES of an organization and provides to all employees the boundaries of their behavior relative to their duties to the organization. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance shall be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

B) CODE OF CONDUCT FOR DIRECTOR:

Subject to the supervision and general control of the Shivaji University, Kolhapur, Government of Maharashtra, as well as time to time guidelines of University Grant Commission, Ministry of Human Resources, Govt. of India the Principal/Director as an administrative and academic Head of the College shall be responsible for:

- The academic growth of the college.

- The teaching, learning, research, extension, linkages and related programs of the college.
- The directing in planning and implementation of academic programs such as conferences, seminars etc. for enhancing the academic competence of the teaching and nonteaching faculty members.
- The control and smoothly regulating the admission process of the students and maintenance of discipline of the college.
- The guidance for conduction of the student development and student welfare activities.
- Overall administrative responsibilities.
- The promotion of healthy atmosphere among the teaching and nonteaching faculty members for benefits of the students and smoothly conduction of the academic and administrative activities.
- The maintenance of healthy relations with University, Govt. authorities, UGC, HRD, Social Welfare, Parent organization and respond them within specified stipulated time.
- The guidance to the respective authority for organization of students meet, Ex-students meet, Parent teacher association etc.
- The monitoring and carefully implementing the financial aspects of the college.
- The development of sufficient infrastructure by utilizing various grants received from different funding agencies, fees and funds collected from the students and stakeholders.
- The maintenance of reservation policies during the admission process as per the guidelines of respective authorities.
- The inculcation of a healthy atmosphere in the students and promote them for entrepreneur, Innovations and Incubations as well as self employability by organizing different trainings and make them compatible with new era of the world.
- The focusing of activities for the welfare of the employees.

C) CODE OF CONDUCT FOR UG AND PG DEANS

- **All Deans shall report to the Principal**

All authorities in the Academic line will be considered as teaching staff irrespective of class allotment or teaching hours for them.

The rules which are applicable for the teaching staff members are equally applicable to these authorities. In addition to teaching and their departmental work additional responsibilities of the Deans are as follows.

Deans (UG and PG)

Dean is responsible and accountable for-

1. The academic administrations of all the departments under his control.
2. Evolution of strategies and action plans involving the concerned HOD for the development and academic quality improvement of the department.
3. Figuring out the manpower requirements as per work load norms of the department under his control along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
 - a. Dean should act as a true Academic leader, motivate and train the newly recruited members of the faculty.
 - b. He should oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.
4. Interaction with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs and respective disciplinary committees.
5. Monitoring the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing academic policies and programs formulated from time to time for improving the quality and effectiveness of teaching – learning and evaluating process.
6. Distributing the required students to the respective departments as per the workload sanctioned and approved by the Govt.

7. Periodically carrying out the faculty development programs and Workshops, Seminars, Conferences, Symposiums with help of HOD and promote the faculty for participation in such activities organized at different institution.
8. Organization of hands on training for nonteaching faculties as per the needs.
9. Any other academic and administrative responsibility given by the higher authorities of the institution from time to time.

Duties and responsibilities of UG Dean:

1. Responsible in campus discipline of the UG students and coordinate the same with the hostel wardens
2. Encourage healthy living and lively positive relationships among UG students and the campus community Plan and organize various co- and extra-curricular activities for UG students
3. Analyze placement data to gather an understanding for future trends and articulate needs for college level planning and budgeting
4. UG Student's projects- mid term and final placement activities
5. Involve faculty members in Pre-placement Talk, project selection and final placement of UG student
6. Regularly meet with faculty members to solicit the expertise in placement activities with regard to initializing and planning for future activities related to UG student
7. Interact with UG students to keep them informed about the latest market trends and skills demands so that they can update themselves and prepare best for their career.
8. Provide feedback to faculty members.
9. Build relationships with Alumni through seminars, annual meets, etc.
10. Act as College-Industry interface including publicity, news bulletins, brochures preparation and distribution, etc.
11. Plan for accommodation of parents and family members of UG students during Admission, Convocation, etc.

12. Identify industry / institutions for collaboration and involvement of College in various association / academic bodies, etc. for UG students
13. Strengthen the relations with alumni to receive wholehearted participation of alumni in every endeavor.
14. Guide for the academic calendar to the respective committee.

Duties and responsibilities of PG Dean:

1. Responsible in campus discipline of the PG students and coordinate the same with the hostel wardens
2. Encourage healthy living and lively positive relationships among PG students and the campus community. Plan and organize various research, training and co- and extra-curricular activities for PG students
3. Analyze placement data to gather an understanding for future trends and articulate needs for college level planning and budgeting.
4. PG Student's projects- mid term and final placement activities.
5. Involve faculty members in Pre-placement Talk, research and academic project selection as well as final placement of PG students.
6. Regularly meet with faculty members to solicit the expertise in placement activities with regard to initializing and planning for future activities related to PG students.
7. Interact with PG students to keep them informed about the latest market trends and skills demands so that they can update themselves and prepare best for their career.
8. Provide feedback to faculty members.
9. Build relationships with Alumni through seminars, annual meets, etc. and take help of alumni for fund development for the overall institutional development.
10. To raise the research corpus.
11. Act as College-Industry interface including publicity, news bulletins, brochures preparation and distribution, etc. with the help of respective committee.

12. Plan for accommodation of parents and family members of PG students during Admission, Convocation, etc.
13. Identify industries and institutions for collaboration and involvement of College in various associations, organizations, GOs, NGOs, academic bodies, etc. for PG students
14. Strengthen the relations with alumni to receive wholehearted participation of alumni in every endeavor.
15. Guide for the academic calendar to the respective committee.

D) Code of Conduct for Controller of Examinations:

The Controller of Examinations shall

- conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected there with the help of respective committee.
- maintain absolute integrity of examination at all times.
- maintain absolute devotion to duty at all times.
- must not be absent without prior permission.
- maintain political neutrality.
- must not take any private consultancy work.
- not engage in paper setting and paper checking of the College.
- maintain the examination timetable as per the academic calendar of the college.

E) Code of Conduct for Dean of Diploma and Skill Development courses

Dean of diploma and skill development courses shall report to the Director.

All authorities in the Academic line will be considered as teaching staff irrespective of class allotment or teaching hours for them. Hence, the rules which are applicable for the teaching staff members are equally applicable to these authorities also. In addition to these responsibilities the following are the additional responsibilities of the Dean as allocated below.

Departments that come under Dean

- *Diploma Programs for UG*
- *Advanced Diploma Programs for PG*
- *Skill Courses*
- *Capsule Courses*
- *Add-On Courses*
- *Value Added Courses.*
- *Short term courses*
- *COC Courses*
- *Skill Trainings*
- *Industrial Trainings*
- *Industrial Linkages*
- *Apprentiship*

The following committees will function directly under the supervision of Dean Skill Development. The coordinators and Chairpersons of the respective committees will function as conveners.

- *Diploma Programs*
- *Advanced Diploma Programs*
- *Skill Courses*
- *Capsule Courses*
- *Add-On Courses*
- *Value Added Courses.*
- *Short term courses*
- *COC Courses*
- *Skill Trainings*
- *Industrial Trainings Apprenticeship*
- *Industrial Linkages*
- *Internship*

F) Board of Deans

The Board of Deans shall consist of the following members, namely:—

- (a) The Administrative Dean- Chairperson*
- (b) U G Dean*
- (c) P G Dean*
- (d) Dean Diploma and Skill Development*
- (e) Dean Research and Development*
- (f) Academic Registrar – Member Secretary.*

The Board of Deans shall have the following powers and duties, namely:—

- (a) To make recommendations to the Academic Council for the conduct of post-graduate courses in College.*
- (b) To consider and recommend to the Academic Council, new courses, inter-disciplinary courses and short-term training programs referred to it by the faculty;*
- (c) To control, regulate and co-ordinate research activities to maintain standards of teaching and research in the university departments and post-graduate departments in college.*
- (d) To recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in college.*
- (e) To grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committee in accordance with the norms prescribed by the Academic Council;*
- (f) To prepare a comprehensive perspective plan of five years.*
- (g) To recommend to the Academic Council the proposals to prescribe fees, other fees and charges through a Fee Fixation Committee;*
- (h) To draft regulations and place them before the Management Council and the Academic Council, as the case may be, for its approval.*
- (i) The Board of Deans will meet when required and take the decisions or forward the decisions for approval to the Academic council or to the Director*

The Administrative Dean shall conduct meetings of Board of Deans once in a month, without fail. The report of the meeting shall be sent to the Principal's table and the Director will guide the Board of Deans. The Administrative Dean will through the Deans execute the same

G) Code of Conduct for Academic Registrar:

The Academic Registrar should-

- Responsible for statutory Committees including Governing Body, Academic Council , Board of Deans and the BoS meetings
- be the custodian of the property of the College as entrusted;
- conduct the official correspondence on behalf of the authorities of the college;
- issue notice for convening meetings of the Authorities of the College and all Committees and Sub-Committees appointed by them;
- work with the Board of Deans as member Secretary.

H) Code of Conduct for Finance Officer:

The Finance Officer shall have access to and may require the production of finance related records and shall

1. exercise general supervision over the funds of the college
2. function as prescribed Financial policy.
3. be responsible for the preparation of annual accounts and the budget of the college ;
 - keep a constant watch on the status of the cash, re-payment of loans and advances and bank balances and on the investments;
 - watch the process of the collection of revenue and advise on the methods of collection;

- ensure that the registers of land, buildings, furniture, equipment, and other stocks are maintained up-to date and that stock -checking is conducted, of equipment and other consumable materials. financial irregularities
 - bring to the notice of the Director, unauthorized expenditures and other and suggest disciplinary action against persons at fault.
4. uphold the values- •Objectivity • Accountability • Openness • Leadership
- Integrity • Honesty • Respect • Innovation • Excellence • Service
 - Freedom of Thought and Expression

I) Code of Conduct for Head of the Department:

Head of the department should

- be responsible for conducting substantive discussions and taking the department towards progress
- provide performance-related feedback to employees at prescribed intervals
- prepare of Academic calendar, co-curricular, extra-curricular activities for department as well as students.
- arrange training of new employees
- distribute the work load (teaching and departmental) of all the staff .
- be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- encourage Faculty Members to update their knowledge by attending seminars/workshops/conference, publish research papers and books.
- arrange for feedback responses from the students, and the parents on quality-related department processes.
- write confidential report for all staff members of his/her department and submit it to the Principal.

- ensure that the academic calendar provided by the university/college is implemented properly and efficiently .

Duties and Responsibilities of Heads of Departments

1. They should come in time and supervise the Lecturers in their Departments to ensure that they come in time, take classes in time and do their duties properly.
2. The books prescribed by the University for each year should be procured through the Library and made available in the Department.
3. Each year and each Semester, bearing in mind the general needs of the college the lesson plan for the Department should be determined and given to the Lecturers beforehand. This should be handed over to the Principal two days before the reopening of the College.
4. Keeping in mind the lessons to be taken and those that have been taken the examinations should be conducted and the students' progress reports in the prescribed form should be ready and, with the signature of the HOD, should be sent to the parents through the Principal. When they are returned by the parents they should be kept in the files of the departments.
5. It is very necessary to make sure every day, in the morning and in the evening that the Lecturers and students have done their duties. If for any unforeseen reason the HOD is not able to be present, he/she should ask the senior-most person in the department, in writing, to do this supervision.
6. After the results of the University Exams are published, the Heads of Departments should examine the results of their Departments and discuss with the other Lecturers in the Department of frequent meetings how to improve the progress of the students and take follow-up action.
7. The HOD should maintain the movements register of the Lecturers.

J) Code of Conduct for PG Coordinator:

Department Postgraduate Coordinator should –

- assist students to successfully complete their qualifications.
- Provide necessary information for students and staff
- Monitor the academic progress of PG students.

- Be humble in communication with students and parents
- Maintain healthy work and study environment
- Distribute project, research work equally among the students and faculty
- Transparent and impartial

K) Code of Conduct for Faculty:

- Faculty will be devoted and loyal to the philosophy of the parent college.
- Faculty shall follow the all the academic and administrative policies of the College.
- Strict observance of working hours; no leave without prior permission.
- No faculty is allowed to leave the campus without permission.
- The College has adopted the rules and regulations of Rayat Shikshan Sanstha, Satara for its employees.

L) Code of Conduct for Librarian:

Librarian should -

- be committed to neutrality regarding collections and information matters, acquiring collections in a balanced way.
- introduce collections and services using effectively and innovatively different forms of communication (the media, social media, website, etc.)
- advocate the ethical use of information, including good practice in using the Internet, paying particular attention to the youth
- support such copyright regulation that facilitates the availability and free use of information through libraries.
- promote the principles of open access and freeware licenses and request for exceptions necessary for libraries.
- support cultural diversity and the integrity of society.

- treat all library users and staff with respect.
- keep library a safe, clean, and pleasant place to study, research, create, and collaborate.
- protect the building, furniture, equipment, and the collections of books
- monitor misuse of library resources and services, including in-person and virtual reference services, for the purposes of cheating or plagiarism constitutes academic dishonesty and should report to the Research Dean.
- maintain the data of the library.
- monitor the policies of the Library
- keep the library facilities updated

M) Code of Conduct for Non-Teaching Staff

The following traits are expected from the Non-teaching staff. He / She must

- report to duty at least 10 minutes in advance.
- remain on duty during college hours.
- adhere strictly to the laws and regulations of the college.
- respect and maintain the hierarchy in the Administration.
- maintain honesty, integrity, fairness in all activities.
- exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- must not intercept or misappropriate college money.
- must not be absent from duty without official approval or approved sick leave.
- avoid social networking sites such as Facebook, Whatsapp, etc during the working

PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the College.
- Peon should not leave the office until and unless the higher authority permits.

CLERK

- Clerk should maintain service book of all staff of the College. Clerk should maintain college level/department level all document files.

LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

N) Code of conduct for students:

All students must know that they should abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. College's efforts by means of enforcing this Code are to pioneer and administer a student discipline process and promote students' growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

Academic Misconduct:

Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Apart from this students should follow:

- Every student must have an identity-card with his / her own photograph duly attested by the Principal. He / she is expected to have his/her identity card during his/her stay in the premises of the college.
- Attendance for lectures, practical's, internal exams, and tests is compulsory.
- Every student should note that minimum 75% attendance is required for periods, practical's, etc. in order to be eligible for the grant of terms. If a student fails to get his/her terms granted, he/she will not be allowed to appear for the annual examination. In such a case they are personally responsible for Academic loss.
- In case of illness, student should apply for leave along with doctor's certificate and should report to the Principal immediately after the recovery.
- No student is allowed to sit in the class or practical batch other than batch allotted by the college.
- Local and long excursion tours prescribed in the syllabus are compulsory.
- The behavior of a student in the class as well as in the college premises should not cause any disturbance to the overall discipline of the college.
- Cheating in the examination, plagiarism etc is strictly prohibited.

Alcohol and Other Drugs:

The unlawful possession, use, purchase, or distribution of alcohol or drugs on college campus or as part of any College activity is prohibited.

- "Gutkha' Chewing is strictly prohibited in the College.
- Smoking is prohibited on the campus

Misconduct or misbehavior:

- *Every student must have an identity-card with his/her own photograph duly attested by the Principal. He/she is expected to have his/her identity card during his/her stay in the premises of the College.*
- *Dress code is mandatory for all students.*
- *Misbehavior towards fellow students in general and female students in particular or the staff is liable for punishment.*

- *The students are strictly prohibited from undertaking or doing any activity not connected with the College without the prior permission of the Principal.*
- *No student shall collect money by the way of contribution for picnic, trip/visit to some place, get together or any other activity without the prior permission of the Principal.*
- *The students are expected to take proper care of the College property and keep the premises neat and tidy. Causing damage to the property of the College, disfiguring the wall etc., will be treated as breach of discipline and will be finally dealt with.*
- *COMMON OFF will be treated seriously.*
- *Prohibition of Mobile phones within the college campus as per the order of High Court.*

Events and Parties

The College defines an event as an academic, intellectual, or a cultural event held by students or a student organization, in campus space with prior permission of the Director. Events can be open to the entire campus community, open to all enrolled students, or closed events held for a smaller group of students and/or members of an organization. Typically, guest(s) of enrolled students are permitted at campus events; Usually, events are not open to the general public without written permission from the Office.

- There will be no SOCIAL GATHERING in this College as per Rayat Shikshan Sanstha's policy.

False Representation

A student may not knowingly provide false information or make misrepresentation to any office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

ADMISSION POLICY

Admission policies for UG and PG Programs:

A) Under Graduate Programs

Admission of students into the Autonomous Degree programs shall be on the basis of the marks in the qualifying examination or its equivalent.

All applications for admission to any UG degree programme should be submitted by the due date notified by the College on the notice board and website www.ycis.ac.in. Late applications will not be accepted for further processing.

The admissions should be purely on merit basis and as per the rules and regulation of Shivaji University, Kolhapur and Government of Maharashtra. The college follows the provisions of the Maharashtra Public Universities Act 2016. Reservation policy is strictly followed as per Maharashtra state Government

Admissions will be considered to be completed only when the complete fees for the academic year are paid (against an official receipt) and the name of the applicant appears on the relevant roll calls.

All UG admissions are valid only for one year and therefore should take admission for each subsequent year of study.

A student will not be re-admitted to the College if he / she have:

- been debarred twice within the first four semesters.
- serious complaints of indiscipline against him / her in that year.

PROGRAMMES OFFERED

The college offers following three years integrated degree programs:

- B. Sc. (Physics, Chemistry, Botany Zoology, Microbiology, Electronics, Mathematics, Statistics, Computer science)
- B. Sc. Computer Science (Entire)
- B. Sc. Biotechnology (Entire)
- B. Sc. Animation Science (Entire)
- B. Sc. Forensic Science (Entire)
- B. Sc. Nano science and Technology (Entire)
- B. Sc. Food Processing and Packaging (Entire)
- B. Voc. Software Development

Intake Capacity

Sr. No.	Name of programme	Intake capacity Grant	Non grant
1.	B. Sc. I (General)	600	360
	B. Sc. II (General)	480	240
	B. Sc. III (General)	480	240
2.	B. Sc. Computer Science (Entire)	-	80
3.	B. Sc. Biotechnology (Entire)	-	60
4.	B. Sc. Animation Science (Entire)	-	60
5.	B. Sc. Forensic Science (Entire)	-	60
6.	B. Sc. Nano science and Technology (Entire)	-	60
7.	B. Sc. Food Processing and Packaging (Entire)	-	120
8.	B. Voc. Software Development	-	50

ADMISSION PROCEDURE

- I. The information regarding dates of commencement and last dates of application form acceptance will be displayed on notice board, website of the college and also advertised in the local newspapers.

Application for admissions to all the B. Sc. Programs are invited through an Online Application System via college website. This facility will be made available as per the dates informed on notice board. An incomplete application will not be considered for admission.
- II. The merit list will be prepared considering marks of board examination (XIIth Std.) or equivalent examination. The general merit list and final merit lists will be displayed on the notice board and college website. Final admission dates will also be displayed on college website.
- III. As per the final merit lists, students have to complete the admission process on the allotted dates. No complaints will be entertained then after. All the information in this regard will be displayed on the college website, and Notice Board. Admission will be considered to be completed only when the complete fees for the academic year are paid, against an official receipt. On

being admitted, the student shall immediately submit the following **Original documents** along with attested photocopies:

1. Class X Statement of Marks/ certificate
2. Class XII Statement of Marks
3. Leaving certificate or transfer certificate/Migration certificate (whichever is applicable)
4. Caste Certificate (wherever applicable)
5. Non creamy layer certificate (wherever applicable)
6. Income certificate (wherever applicable)
7. Documentary Evidence for Special Category status
8. Gap certificate (if and wherever applicable)
9. Any other institutional forms, will be informed at the time of admission.

ELIGIBILITY

The college follows the provisions of the Maharashtra Public Universities Act 2016

- a. Any student who has passed the 10+2 examination of Maharashtra State Board with Science stream or equivalent examinations with having 40% marks are eligible.
- b. Students passing the Class XII from Maharashtra State Board and other state boards seeking admissions to B. Sc. I are compulsory to apply for Eligibility to the Shivaji University, Kolhapur through the College after completion of admission process. If university rejected the Eligibility, admission automatically get cancelled. The Eligibility application form will be made available in the College Office. It should be duly filled, submitted with an attested copy of the Class XII mark sheet and a passport size photograph along with the prescribed fees and document verification fees to the College Office.
- c. The reservation quota for admission will be as per the rules and regulation of Shivaji University, Kolhapur and Maharashtra State government time to time.

Admission Committee:

The Admission Committee shall be constructed as under

1. Principal/Director (President)
2. Dean UG section (Coordinator)
 - B.Sc. I Admissions (Chairman)
 - B.Sc. II Admissions (Chairman)
 - B.Sc. III Admissions (Chairman)
3. One faculty member from each subject
4. Head Clerk
5. Admission table clerk
6. Account section clerk
7. Reservation cell Representative

MODE OF ADDMISSION

Provisional admission to any programme can be availed through online mode whereas final admission process should be completed at college.

B) Admission Process

For Grantable/Non Grantable/ Self-Financed Programs (B.Sc. I):

1. All candidates who are eligible (as per Eligibility Criteria) for admissions have to apply for admission with proper application form.
2. The application form shall be verified by college Admission Committee as per the eligibility criteria.
3. After verification of application form, general merit list of all students will be displayed on college website and notice board.
4. In case of any query in the general merit list, students have to contact admission committee within stipulated time. The corrected general merit list will be displayed.
5. **Round-I:** The merit list for round-I admission to all grantable seats will be displayed on college website and notice board. Students who do not take admission as per stipulated time, their seat will be allocated to next students as per merit list.

6. **Round-II:** The Round-II merit list will be displayed for unfilled seats of round-I merit list. Those who do not take admission as per stipulated time, their seat will be allocated to next students as per merit list.
7. **Round-III:** The Round-III merit list will be displayed for unfilled seats of round-II merit list. The students who having their name in 3rd merit list have to complete admission process within stipulated time.
8. **Reservation Criteria:** All reservation rules of Government of Maharashtra and University Act will be followed strictly during the admission process.
9. **Scholarship and Free ships:** All Scholarship and Freeships will be applicable as per rules and regulations of Government of Maharashtra and University Act.

For Grantable /Non Grantable/ Self-Financed Programs (B.Sc. II):

1. All students who have passed B.Sc. I or having ATKT are eligible (as per examination rule) for admissions to B.Sc. II and have to apply for admission with proper application form.
2. The application form shall be verified by college Admission Committee as per the eligibility criteria.
3. After verification of application form, merit list of all students will be displayed on college website and notice board.
4. In case of any query students should contact to admission committee in stipulated time.
5. The corrected merit list will be displayed on notice board and college website.
6. Students will apply for admission with three preferential groups mentioned in the college prospectus. The students will be offered one group of subjects out of three groups on the merit basis and availability of seats of respective department.
7. **Scholarship and Free ship:** All Scholarship and Freeship will be applicable as per rules and regulations of Government of Maharashtra and University Act.

For Grantable/ Non Grantable/ Self-Financed Programs (B.Sc. III):

1. Only those students who have passed or having ATKT for B.Sc. II and who have passed B.Sc. I are eligible (as per examination rule) for admissions to B.Sc. III and have to apply for admission with proper application form.
2. The application form shall be verified by college Admission Committee as per the eligibility criteria.
3. After verification of application form, general merit list of all students will be displayed on college website and notice board.
4. The merit list will be displayed on college notice board and college website.
5. Students will apply for admission with three preferential subjects mentioned in the college prospectus. The students will be offered one subject out of three subjects on the merit basis and availability of seats of respective departments.
6. If number of applications are more than the available seats of the departments then as per the reservation policy merit list shall be prepared.
7. **Scholarship and Free ships:** All Scholarship and Free ships will be applicable as per rules and regulations of Government of Maharashtra and University Act.
8. If any students completed his B.Sc. I/II and wants to seek admission for II/III after a gap then student should submit a required gap certificate from respective government authority.
9. Gap certificate/s of maximum three years is valid or as per the guidelines given by government of Maharashtra time to time. It is expected that student should complete his UG programme within six years as per guidelines of government of Maharashtra.
10. *Student should complete his UG degree within six years as per the guidelines of government of Maharashtra and university act 2016.*
11. *If any student completed his B.Sc. I/II course from other colleges/institutes/university will be admitted for B.Sc. II/III, after evaluating his equivalence by the committee. Same will be followed for other university students.*

B) Post Graduate Programs:

1. Admission of students for the Postgraduate (PG) degree programmes will be on the basis of the marks in the qualifying examination or its equivalent (50 % weightage) and Entrance Test (50 % weightage)
2. For all PG programs, admissions are strictly based on the merit secured by the candidates of the respective PG Departments.
3. There is no management quota for any PG course
4. All applications for admissions to PG degree programs should be submitted by the date notified by the college. Late applications may not be accepted.
5. Admissions will be considered to be completed only when the full fees for the academic year are paid against an official receipt and the name of the applicant appears on the relevant rolls.
6. After M.Sc. I student should apply for M.Sc. II admission.
7. After M.Sc. I if student has left the college and after few years if he/she wants to re-join the M.Sc. II then it is essential he/she must submit gap certificate.
8. Gap certificate of maximum three years is valid or as per the guidelines given by government of Maharashtra time to time.
9. Student should complete his PG programme within five years as per guidelines of government of Maharashtra and university act 2016.
10. If any student completed his M.Sc. I course from other colleges/institutes/university departments will be admitted for M.Sc. II, after evaluating his equivalence by the committee. Same will be followed for other university students.
11. A student will not be re-admitted to the College if he / she has:
 - a) Been debarred twice within the first two semesters.
 - b) Had serious complaints of indiscipline against him / her in the previous/current year.

ADMISSION PROCEDURES

1. Applications for admissions to the PG programs are to be submitted online. All details will be available on Home Page of the college website.
2. The College has an **Online Application System** through a facility on its website. This facility is made available before beginning of academic year. An incomplete application will not be considered for admission.
3. Admissions to all programs will be as per the schedule declared on college website. On being admitted, the student shall submit the **Original** documents along with two attested photocopies:

Name of course	Students for Maharashtra State Universities	Students from Other States
M.Sc.	<ol style="list-style-type: none"> 1. B. Sc. Mark list (Original & Attested Xerox Copy) 2. Transfer Certificate (After confirmation of admission) 3. Migration Certificate for students from outside Shivaji University, Kolhapur 4. Caste Certificate (Original and Attested Xerox Copy) 5. Adhar card 6. Non creamy layer certificate other than SC and ST category 7. Passport size photograph 8. Any other relevant documents suggested by admission committee 	<ol style="list-style-type: none"> 1. B. Sc./equivalence Mark list (Original & Attested Xerox Copy) 2. Transfer Certificate (After confirmation of admission) 3. Migration Certificate 4. Caste Certificate (Original and Attested Xerox Copy) 5. Adhar card 6. Non creamy layer certificate other than SC and ST category 7. Passport size photograph 8. Any other relevant documents suggested by admission committee

Admission Rules:

1. Admission Committee:

In the case of admissions to various Departments, there shall be an Admission Committee for proper monitoring of admissions. The Admission Committee shall be constructed as under

1. Principal/Director (President)
2. Dean PG section (Chairperson)
3. Head of the concerned Departments (Members)
4. Head Clerk
5. Admission table clerk
6. Account section clerk
7. Reservation cell Representative

2. Entrance Exam: The Entrance Examination will be conducted as per the notification. The nature of entrance examination, syllabus, timetable, reservation policy etc. will be given in notification. The fees for entrance examination will be as mentioned in advertisement. The entrance examination fee once paid shall not be refundable.

3. 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 B.Sc. 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 as per the A. R. 14 (a), Shivaji University, Kolhapur.

4. In the case of students from other Universities applying for admission to post-graduate programs, it shall be necessary to ensure equivalence of the degree course offered by the said students. The quota for the students from other Universities is 10 percent of the intake capacity and the students from other Universities, the reservation rules shall apply as per the A. R. 14 (b), Shivaji University, Kolhapur.

5. Admission to other University Students shall be given on the Entrance Examination Merit basis only.

6. *In case of vacant seats, students in order of merit shall be admitted from the waiting list. If all students in waiting list are admitted and still there are vacant seats then re-entrance examination will be scheduled as per Principal/Director's permission. If home University seats are vacant then the other university students shall be admitted and vice versa.*

7. In view of the problem of drop-out, the additional 10 percent of the sanctioned intake capacity may be admitted in the post graduate programs after the permission of University, A. R. 15 Shivaji University, Kolhapur.

8. PG student admitted to part I of the college will be eligible to be admitted to II year without conditions of ATKKT.

M. Sc. Admission:

1. Any student who has taken the degree of B. Sc. of Shivaji University or the Degree of any other statutory University recognized as equivalent be admitted to the degree of Master of Science in any of these subjects mentioned below

1) M.Sc. in Botany

2) M.Sc. in Chemistry

3) M.Sc. in Zoology

4) M.Sc. in Microbiology

5) M.Sc. in Statistics

6) M.Sc. in Physics

7) M.Sc. in Mathematics

8) M.Sc. in Electronics

9) M.Sc. in Biotechnology

2. A student shall be held eligible for admission to the M. Sc. programme provided he/she has passed the B. Sc. examination either with a principal/general subject and has passed the entrance examination conducted by the college.

3. The students with B. Sc. from other universities shall be eligible if they qualify the Entrance Examination and fulfill the admission criteria.
4. While preparing the merit list for M. Sc. admission, the performance at B. Sc. III and the performance at the entrance examination will be given equal weightage (50:50).

Eligibility criteria

M. Sc. (Botany)

A candidate possessing B.Sc. in Botany/ Plant Protection / Seed Technology / Biotechnology / Biology / Life Science.

M. Sc. (Chemistry)

A candidate possessing B.Sc. in Chemistry

M. Sc. (Mathematics)

- a. A candidate possessing B.Sc. in Mathematics.
- b. Candidates also eligible who has studied mathematics as a subsidiary subject for B.Sc. I and II; after getting admission such candidates have to be completed a bridge course in his department.

M. Sc. (Physics)

A candidate possessing B.Sc. in Physics

M. Sc. (Statistics)

A candidate possessing B.Sc. in Statistics

M. Sc. (Zoology)

A candidate possessing B.Sc. in Zoology / Fisheries

M.Sc. Biotechnology

A candidate possessing B.Sc. Degree with Biotechnology/ Chemistry/ Biochemistry/Microbiology/Botany/Zoology/B,Pharm/B.E.Biotechnology/ B.Sc. Agricultural biotechnology /life sciences

M.Sc. Microbiology

A candidate possessing B.Sc. Degree with Microbiology

M. Sc. (Electronics)

A candidate possessing B.Sc. in electronics

Eligibility Conditions for foreign Students: The foreign student's admission will be confirmed as per rules and regulation of Shivaji University.(www.unishivaji.ac.in)

FEE STRUCTURE AND OTHER RULES (UG and PG)

Fee Structure: The consolidated fee structure is as per guidelines of parent university, autonomous college guidelines of UGC and fees approved by the finance committee of the college.

Hostel Fees: The consolidated fee structure for hostel is as per guidelines of hostel committee and CDC of the college.

Cancellation of admission and refund of fees policy:

If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees. No fee other than tuition fee and deposits will be refundable.

Sr. No.	Percentage of Refund of tuition fees	Point of time when notice of withdrawal of admission is served to Chairman of admission committee
1	100%	15 days or more before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	00%	More than 30 days after formally notified last date of admission

This is as per the guidelines of Shivaji University, Kolhapur.

Scholarships/Free ships

The Deserving / Eligible students are encouraged to take advantage of the financial aid in terms of Scholarships / Free ships as shown below:

Note: Students are also advised to check <http://mahaeschol.maharashtra.gov.in> for more details about Scholarships / Free ships Offered by Government

Scholarships / Free ships Offered by Government:

1. Government of India Scholarships / Free ships for SC students
2. Government of India Scholarships / Free ships for OBC students
3. Government of India Scholarships / Free ships for VJ / NT students
4. Government of India Scholarships / Free ships for SBC students
5. Government of India Scholarships / Free ships for ST students
6. Government of India Minority Scholarship
7. Open Merit scholarship for Junior and Senior College
8. PTC Free ship
9. STC Free ship
10. EBC Free ship
11. Ex-Servicemen Free ship
12. *Rajashri Shahu Maharaj* Scholarship
13. University Financial Assistance
14. Post-Matric Scholarship Schemes for Minorities
15. Post-Matric Scholarship Schemes for SC Students (U.T. only)
16. Maulana Azad National Fellowship for Minority Students
17. Post-Matric Scholarship for Persons with Disabilities
18. Scholarships for Top Class Education for Students with Disabilities
19. Central Sector Scheme of Scholarships for College and University Students

Students belonging to SC /ST/ SBC / OBC / VJ / NT are required to fill up the online form on <http://mahaeschol.maharashtra.gov.in>, in order to avail the fee concession. Students who apply through these portals do not get any fee concessions while taking admission. They have to directly apply for the benefit. The awardees get the financial benefits deposited directly into their personal bank accounts.

Awards Offered by the Sanstha / College:

- 1. Late. Prin. Patil S. D. Award:** For first student with highest marks in B.Sc. III in College.
- 2. Late. Srimati Rukmanibai Vittalrao Lingraj Award:** For first student with highest marks in Mathematics at B.Sc. III in College.
- 3. Late. Prof. Anant Hanmant Nikam Award:** For first student with highest marks in Physics at B.Sc. III in College.
- 4. Dr. Bhaskar Patil and Dr. K. R. Patil Award:** For first student with highest marks in Mathematics, Physics, Astrophysics and Biochemistry at B.Sc. III in College.
- 5. Late. Sou. Subhadrabai Balvantrao Irlekar Award:** For first student with highest marks in Zoology, Fisheries, Microbiology and Biochemistry at B.Sc. III in College.
- 6. M. N. Kamat and Dr. V. B. Housagoudar Award:** For first student with highest marks in Botany, Plant Protection and Seed Technology at B.Sc. III in College.
- 7. Dr. Sunanda Pratapraje Chavan Award:** For first married female student in under graduate or Post Graduate.
- 8. Sou. Premlata Anandrao Pawar Award:** For first student with highest marks in Chemistry at B.Sc. III in College.
- 9. Late. Housabai Shankarrao Mane Award:** For first three students with highest marks in B.Sc. III.
- 10. Late. Prin. Patil B. S. Award:** For female student with highest marks in B.Sc. III in Physics.
- 11. Late. Vivek Rangnath Jadhav Award:** For first student with highest marks in Chemistry at B.Sc. III in College.
- 12. Dr. Mansingrao Jagtap Award:** For first student with highest marks in Chemistry at B.Sc. III in College.
- 13. Late. Prof. Patil B. R. Award:** For first student with highest marks in Chemistry at B.Sc. III in College.
- 14. Prof. B. B. Patil Award:** 1. For first student with highest marks in Statistics at B.Sc. II and taking admission in B.Sc. III Statistics. 2. For first student

with highest marks in Statistics at B.Sc. I and taking admission in B.Sc. II with Statistics subject.

15. Dr. Pratapraje Balawantrao Chavan Award: For first student with highest marks in Zoology and Fisheries at B.Sc. III in College.

16. Late. Ramchandra Nana Gonjari and Sou. Rukmini Ramchandra Gonjari Award: For first student in Zoology at B.Sc. III.

17. Shahid Tukaram Ombale Award: For B.Sc.-III topper student with economically weaker.

18. Guruvarya Prof. Dr. P.B. Chavan and Guruvarya Prof. A. R. Kulkarni Award: 1. For first student in Plant Taxonomy at M.Sc. I. 2. For first student in Biodiversity at M.Sc. II.

19. Guruvarya Prof. V. P. Khandekar Award: For first student in Plant Protection at M.Sc. II.

20. Prof. Dr. Ghansham Ramchandra Gonjari and Sou. Pushplata Ghansham Gonjari Award: For first student in Zoology at M.Sc. II.

21. Late. Dr. T. M. Patil Award: For first student in Botany at M.Sc. I.

22. Ex- YCians Association Awards: 1. For topper students at B.Sc. I, II, III (General Science and Self Financed Programs) M.Sc. I, II (all subjects). 2. For topper student admitted at B.Sc. I (General Science and Self Financed Programs) and at M.Sc. I (all subjects).

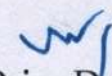
23. Institutional Awards: 1. For first three rank holders at B.Sc. III (General Science and Self Financed Programs) and M.Sc. II (Overall) 2. For topper female student at B.Sc. III (General Science and Self Financed Programs) and M.Sc. II (Overall)

24. Parent teacher Association Award: For first student at B.Sc. III (General Science and Self Financed Programs) and M.Sc. II (Overall)

25. Departmental Award: For topper student at B.Sc. III in the respective department (General Science and Self Financed Programs)



Dr. A. P. Torane
Member Secretary,
Academic Council



Prin. Dr. B. T. Jadhav
Chairman,
Academic Council