

Admission

GENERAL INSTRUCTIONS

- This prospectus contains the registration admission form along with information about the Ph.D. program.
- The candidate can collect the prospectus either from Tilak Maharashtra Vidyapeeth or from the Academic or Administrative Offices of the Vidyapeeth by paying the prescribed fee.
- Do not approach any outside person for seeking admission to any program.
- It is essential that each student reads carefully all the Vidyapeeth Rules and confirms the fee structure before filling the admission form.

ADMISSION PROCEDURE

- Make sure you read the instructions carefully, complete all the sections in the admission form & attach the supporting documents.
- Fill up the forms properly and in good handwriting.
- Incomplete forms will not be accepted. In case any problem occurs / is created due to incomplete information, it will be the student's responsibility.
- Paste one photograph on the Admission Form and one on the Identity Card.
- Enclose the necessary documents as mentioned below -
 1. Original + attested true copy of School / College Leaving Certificate.
 2. Attested true copy of the Mark sheet of the qualifying Exam / 10th / 12th Exam / Graduation / Diploma / attested true copy of the mark sheet of the last examination passed.
 3. Photocopy of the result of TMV Entrance Exam.
 4. Original + a copy of Transfer Certificates from graduation onwards.
 5. Attested True copy of recent address proof (recent telephone bill / electricity bill etc.)
 6. Original copy of Migration Certificate for students coming from other Universities.
 7. Caste Certificate where necessary.
 8. Candidate's Biodata / CV
 9. 06 copies of the Synopsis / Research Proposal.
 10. If employed at the time of registration for Ph.D., the employer's written permission / NOC for conducting the research work is a must.
- Students can take admission at the head quarters - Pune or at any Premises of the Vidyapeeth.

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FOR N.R.I. OR FOREIGN STUDENTS

- Along with the documents mentioned in 'Admission Procedure' N.R.I. or Foreign Students must enclose the necessary documents as mentioned below:

1. Attested copy of the Valid passport and visa.
2. Attested copy of School/College Leaving Certificate.
3. Attested copy of the Marksheet of the last examination passed.
4. Form 'C' from Police Dept.
5. Residential Permit
6. Medical Certificate - (HIV Negative)

- **The NRI or Foreign students must also submit the following information :**

Passport No. & Date _____ Validity _____

Issuing Authority _____

Student's Visa No. _____ Validity _____

Nationality _____

Medical Certificate _____

- Original copy of migration certificate wherever necessary.
- Do not attach the original copy of any other documents.
- **The Admission Form with all the necessary documents attached to it must be first got checked by the Foreign Cell and then submitted to the Admission Section.**

- Fee for Foreign Students - 3 times total fee.
- Fee for Out of Maharashtra Students - 3 times eligibility fee.

MODE OF PAYMENT

- Fee should be paid by Demand Draft in favor of 'Registrar, Tilak Maharashtra Vidyapeeth, Pune' along with the application form.
- If payment is to be made at the Vidyapeeth's other premises, namely, Sangli, Belapur, Sion etc. the DD should be payable at the respective place.
- Mention your name and address on the back of DD.
- Demand Draft only of a nationalized bank is accepted.
- The candidate will have to pay the entire fees at the time of taking admission.

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- Do not send the fees by cheque, money order, IPO, in cash, or by any other mode of payment.
- The Vidyapeeth will not be responsible for any loss through such mode of payments.
- **Do not pay extra fees other than the amount prescribed in the prospectus.**
- Before paying the fees consult the Ph.D. section of the Vidyapeeth as different fee heads may be applicable at the time of submitting the form.

CONCESSION IN FEE

- Five percent concession in the Tuition Fee will be given to the students belonging to the i) Reserved Category ii) Economically Weaker Section (Family income less than Rs. 40,000 - per annum); for which candidates should submit a copy of the necessary certificate. (For Regular Students only.)

PROCEDURE FOR CANCELLATION OF ADMISSION

- **Refund of fee for the cancellation of admission will be considered after submission of a written application within 15 days only from the date of admission. (Rs. 1000/- will be deducted.) Later on no request of refund of fees will be considered.**

DUPLICATE IDENTITY CARD

Students who have lost their Identity Card may get a duplicate one by paying a fee of Rs. 50/- in cash with a photograph.

DISPUTES ON ADMISSION & OTHER VIDYAPEETH MATTERS

The place of jurisdiction for filing of a suit, if necessary, will be only at Pune.



LIBRARY

1. DEPOSIT

Students are required to pay the Library Deposit as per the details mentioned below -

	No. of Books to be issued	Amount of deposit
● For Social Sciences, Social Work, Sanskrit	1 book	Rs. 500/-
● For Professional Courses	2 books	Rs. 1000/-
● For Ph.D. students	2 books	Rs. 2000/-

2. ISSUE OF READER'S CARDS

- ◆ The student would be given 3 cards in all (Only one book / magazine will be issued against each card).

One Green Card	For issue of periodicals (old issues)
Two White Cards	For issue of books.

- ◆ In case of loss / theft of Reader's Cards, the Library Staff must be informed immediately.
- ◆ Duplicate Reader's Card would be issued on payment of Rs. 50/- per card.

3. ISSUE OF BOOKS & MAGAZINES

- ◆ **Timings of issue of books :** Mon. to Sat. - 9.30 a.m. to 5.30 p.m. and
Sun. - 9.30 a.m. to 3.00 pm.
- ◆ **Timings of the Reading Room :** Mon. to Sat. - 9.30 a.m. to 8.00 p.m.
Sun. - 10.00 a.m. to 5.00 p.m.
- ◆ Books are issued for a period of 10 days and periodicals are issued for a period of 3 days.
- ◆ Any delay in return of the book/periodical will result in a fine of Rs. 2/- per day from the date of return stamped on the last page of the book.
- ◆ In case of loss or damage of book/magazine, the person concerned would bear the purchase cost + 20% extra as penalty, within 15 days of the matter being reported or else the copy should be replaced.
- ◆ Students are required to submit their books immediately after their final exams for the stock verification process.

Library

- ◆ The following books / magazines will not be available for home issuing and will be available only for reading at the Library.
 - a) Current Newspapers
 - b) Latest issue of a periodical
 - c) Reference books under any circumstances must not be taken outside library premises.

3. PHOTOCOPYING LIBRARY MATERIAL

- ◆ Students can photocopy material from Reference books at the photocopy machine available in the library at the charge of Rs. 1/- per page.
- ◆ Request for photocopying any type of dissertation / thesis will not be entertained.

4. USE OF LIBRARY BY OUTSIDERS

- ◆ Outsiders will be allowed the library membership by paying Rs. 500/- p.a. as a deposit and Rs. 250/- as Library fees wherein they can borrow one book from the library.
- ◆ The Librarian has the discretionary powers to admit/refuse admission to an outsider to use the library and his/her decision shall be deemed final.

5. REFUND OF LIBRARY DEPOSIT

- ◆ After completion of the course students are required to surrender all their Library cards before they leave the Institution.
- ◆ The library deposit will lapse if not taken within the immediate next year. The library will not entertain any response in this matter.
- ◆ The Library Deposit will be returned subject to submission of no dues certificate from the library.



NOTICE AGAINST RAGGING

As per the provisions of Maharashtra Prohibition of Ragging Act, 1999, Ragging within or outside of any educational institution is prohibited. Any TMV student, who directly or indirectly commits, participates in, abets or propagates ragging within or outside the Vidyapeeth will be liable for action under the provisions of the said Act.
(Maharashtra Act. No. XXXIII of 1999.)

If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

Campus

New Building



Students at Work



Dept. of Animation



Dept. of Hotel Management



Dept. of Bio-tech



Dept. of Nursing