

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು  
Karnataka State Rural Development



ಪಂಚಾಯತ್ ರಾಜ್ ವಿಶ್ವವಿದ್ಯಾಲಯ  
and Panchayat Raj University

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## Guidelines for Admission of Students for various Post-Graduate and P.G. Diploma Programmes, 2024-25

Ref:1) University P G Admission Committee Meeting Proceedings dated: 19-07-2024

2) Approval of Hon'ble Vice Chancellor, dated: 22-07-2024

### 1. Definitions:

#### a) Application Form

The Application Form is a document submitted by an eligible candidate seeking admission. A candidate shall apply in the prescribed application form to the Registrar / Head of the School concerned, Karnataka State Rural Development and Panchayat Raj University, Raitha Bhavan, General Cariappa Circle, Gadag-582 101, along with self-attested copies of necessary documents like Marks Cards, Caste Certificate, Study Certificate, Income Certificate, Kannada Medium Certificate, Rural Study Certificate and any such documents either in person or by post or any other mode as may be notified. Separate applications shall be submitted for each Programme.

#### b) Scrutiny Process

It is a process of verifying the documents submitted by the candidate along with the Application. Incomplete applications are liable to be rejected.

#### c) Verification Process

It is a process of verifying candidate's original documents for validity before he / she appears for Counseling.

#### d) Counseling

"Counseling" is a process where the candidate presents himself / herself before the "Counseling and Admission Counter" on the day of admission counseling. The candidate is given an option to choose a particular Programme among the unfilled / available seats on the basis of merit and reservation.



## 2. ELIGIBILITY CRITERIA FOR ADMISSION TO POSTGRADUATE PROGRAMMES, 2024-25

Table-1

<b>M.A. Rural Development (Panchayat Raj / Co-operative Management)</b> <b>M.A. (Public Administration),</b> <b>M.S.W. (Community Development / Community Health )</b> <b>M.B.A. (Rural Management / Agribusiness Management)</b>	Any Graduate with a minimum of 50% (45% for SC / ST / Cat. I / Differently abled (DA) candidates) of marks in the aggregate of all subjects at Bachelor's Degree level are eligible.  The eligibility criteria for <b>M.B.A.</b> (Master of Business Administration) Programme is as recommended by the Government of Karnataka from time to time.
<b>M.A. Economics (Development Economics)</b>	Any Graduate with Economics as major or optional subject, Agricultural Marketing subject, with a minimum of 50% (45% for SC / ST / Cat. I / Differently abled (DA) candidates) of marks in the subjects at the degree is eligible
<b>M.Com. (Entrepreneurship / Co-operative Management)</b>	B.Com. / BBA / BBM Graduates with 50% (45% for SC / ST / Cat. I / Differently abled (DA) candidates) of marks in the aggregate in Commerce subjects are eligible
<b>M.Sc. (Geoinformatics)</b>	Any Science (including Farm Sciences) or Engineering Graduate with a minimum of 50% (45% for SC / ST / Cat. I / Differently abled (DA) candidates) of marks in the aggregate is eligible. The order of preference is as follows: 1. Any Science or Engineering Graduate who has studied Mathematics either at Degree or at PUC (10+2 level). 2. M.Sc. Geography Post-Graduates. 3. Any Graduate who has studied Geography as optional / Major subject at the degree level.
<b>M.Sc. Computer Science (Data Analytics)</b>	B.Sc. Graduate with Computer Science /BCA/BE/B.Tech. (any branch) or any Science Graduate with Mathematics / Statistics at 10+2 Level with a minimum of 50% (45% for SC / ST / Cat. I / Differently abled (DA) candidates) of marks in the aggregate of all optional subjects is eligible
<b>M.Sc. (Food Science &amp; Technology)</b>	Any Science Graduate (including Farm Sciences) or Engineering Graduate with a minimum of 50% (45% for SC / ST / Cat.-I / Differently abled (DA) candidates) marks in the aggregate of all the optional subjects, provided the candidate has studied Chemistry or Bio-chemistry and one of the Life Science subjects either at degree level or at PUC (10+2 level) is eligible.
<b>M.P.H. (Master of Public Health)</b>	Any graduate with a minimum of 50% (45% for SC / ST / Cat. I / Differently able (DA) candidates) of marks in the aggregate of all subjects is eligible. But, the preference will be given to those who have experience in the Health Field.

**Note:** In M.Sc. Geoinformatics Programme 15 % of seats are earmarked for M.Sc. Post- Graduates in Geography, Geology and Environmental Science. Hence, they can also apply.

### 3. Intake and Reservation of Seats:

- The intake for each Programme of study shall be as fixed by the University from time to time. 15% of total seats are reserved for Non-Karnataka candidates and 8% of seats are reserved for Hyderabad-Karnataka students and 5% for Differently abled candidates.
- The intake for the Employees of RDPR Department Govt. of Karnataka is Two seats in each programme over & above the intake.
- Reservation of seats for various categories are as per the Govt. order issued from time to time.



Category	Reservation %
Scheduled Caste (SC)	17
Scheduled Caste (ST)	07
Category I	04
Category II A	15
Category II B	04
Category III A	04
Category III B	05
GM	44

#### 4. Admission Committee (AC):

The Vice-Chancellor shall constitute an Admission Committee for each Programme.

##### Duties and Responsibilities:

The Admission Committee is responsible to plan, arrange, manage and keep an account of the following activities:

- Schedule of admission (date, time and venue), Notification / Printing of required Brochures and other materials/addressing grievances of students including extending necessary help and guidance for smooth functioning of admission process and any such other issues related to Admissions.
- The Admission Committee is also responsible for notifying all the circulars related to admissions, collect and scrutinize the application forms, prepare and notify the omnibus merit list and selection list for each Programme of the University (in a prescribed format) with the approval of the Vice-Chancellor/the Registrar as per the seat matrix.
- For categories such as Rural, Kannada Medium, NCC, Defence etc., certificates shall be verified and points awarded to consider eligibility as per the guidelines of the University.

#### 5. The details of marks / points to be awarded to various categories shall be as follows:

##### (i) Rural Candidate:

“Rural Candidate” is one who is a “Karnataka Student”, and has studied for 10 full academic years from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard in educational institution situated in the State of Karnataka other than larger Urban area, smaller Urban area or transitional area as mentioned in Karnataka Municipalities Act, 1964 or Karnataka Municipal Corporation Act, 1976 in accordance with the Government Order No. ED 01 TEC 2002. Bangalore, dated 01-02-2002 and the eligibility criteria shall be as defined in the Karnataka Reservation of Appointments of Posts in the Civil services of the State for Rural Candidates Act, 2000 (Karnataka Act 1 of 2001). Candidates who have studied TEN full academic years from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard in Rural Area (as per Govt. notification) will be eligible for claiming the benefit of rural reservations. However, if the candidates have studied in urban area from 1<sup>st</sup> to 10<sup>th</sup> standard before the date of notification as urban area, such candidates are eligible to claim rural reservation benefit.



**(ii) Kannada Medium Candidate:**

Kannada medium candidate is one who is a “Karnataka Student” and has studied TEN full academic years in Kannada medium from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard, in accordance with the Government Order No. ED 118 UEC 2000, Bangalore dated 04-06-2000 and as amended vide Government Order No. ED 02 UEC 2002, Bangalore dated 14-10-2005.

**(iii) Kalyana Karnataka:**

Candidate claiming seat under Hyderabad-Karnataka is one who belongs to Hyderabad-Karnataka Region as specified in the relevant Govt. Orders.

**(iv) Differently Abled / Visually Challenged Quota:**

“Differently Abled / Visually Challenged” candidate is one who is a “Karnataka student” and shall have the same meaning as assigned for the Persons with disabilities (Equal opportunities, Protection of Rights and full participation) Act, 1995 (Central Act 1 of 1996) and reservation is mandate as per the Rights of Persons with Disabilities Act, (RPWD) 2016.

**6. SUPERNUMERARY SEATS:**

The supernumerary seats shall be in addition to the regular intake in each of programme. The seats have to be allotted based on merit in respective quota. In case these seats remained unfilled they shall be freezed.

**(i) NSS Quota (one seat):**

Candidate claiming seat under NSS Quota is one who is a “Karnataka Student” and has completed two years under NSS by attending at least one College camp during the degree course in any University (**the achievements during ten plus two or of other Universities will not be considered**).

**(ii) NCC Quota (one seat):**

Candidate claiming seat under NCC Quota is one who is a “Karnataka Student” and possess minimum NCC “C” Certificate.

**(iii) Cultural Quota (one seat):**

Candidate claiming seat under Cultural Quota is one who is a “Karnataka Student” and who has participated in at least one item in Inter-College Competitions organized by any University.

**(iv) Sports Quota (one seat):**

Candidate claiming seat under Sport Quota is one who is a “Karnataka Student” and participated in the specified sports at Under Graduate level.

**(v) Defence Quota (one seat):**

Candidate claiming seat under defence Quota is one, whose either of the parents serving / served in the defence forces of Government of India.

**(vi) Transgender (one seat):**

Respective candidate claiming seat under the said quota.

**(vii) Foreign National Quota (two Seats):**

Candidate claiming seat under Foreign National quota is one who is not a Citizen of India. Preference is given to candidates who are sponsored by the Government of India / ICCR.

**Note:** In case these seat remain unfilled, they shall be freezed



**7. (i) Kashmiri Migrant Quota: (one seat)**

Candidate claiming seat under “Kashmiri Migrant” is one as defined by the Government of India.

**(ii) Jammu & Kashmir Students: (two Seats)**

Candidates claiming seats under said quota is who belongs to Jammu & Kashmir Region. Such seats will be reserved as per the guidelines of UGC and Government of India.

**8. Universities outside Karnataka:**

Candidate claiming seat under outside Karnataka is one who has studied degree in Universities outside Karnataka.

**9. ALLOTMENT OF MARKS FOR CANDIDATES WHO HAVE APPLIED UNDER SPORTS QUOTA SHALL BE AS UNDER:**

**Table-2**

Sl No	Particulars	Individual /Group	Particip a-tion	I Place	II Place	III Place	IV Place
1.	International Participation (Olympic Games, World Championships, Asian Championship, Common Wealth games and World Championships	Individual	150	25	20	10	10
2.	International Participation (Olympic Games, World Championships, Asian Championship, Common Wealth Games and World Championships	Group	150	15	10	0	0
3.	National Representation-Inter State	Individual	100	25	20	10	10
4.	National Representation-Inter State	Group	100	15	10	0	0
5.	Association of Indian Universities Championships: Inter – University Championships	Individual	100	25	20	10	10
6.	Association of Indian Universities Championships: Inter – University Championships	Group	100	15	10	0	0
7.	National Games or National Youth Games : Inter-State	Individual	100	25	20	10	10
8.	National Games or National Youth Games: Inter-State	Group	10	15	10	0	0
9.	National Level Championships Invitations: Inter-State	Individual	75	25	20	10	10
10.	National Level Championships Invitations: Inter-State	Group	75	15	10	0	0
11.	State Olympic Games or State Championships	Individual	75	25	20	10	10



12.	State Olympic Games or State Championships	Group	75	15	10	0	0
13.	Inter-Collegiate Championships	Individual	50	25	20	10	10
14.	Inter Collegiate Championships	Group	50	15	10	0	0
15.	State Youth Games, State Youth Championships	Individual	50	25	20	10	10
16.	State Youth Games, State Youth Championships	Group	50	15	10	0	0
17.	Inter-Collegiate Championships or State Level Championships	Individual	25	25	20	10	10
18.	Inter-Collegiate Championships or State Level Championships	Group	25	15	10	0	0

**Note:** Certificate should be signed by one of the following authorities:

- I. IOC-International Olympic Committee: President or Secretary General
- II. IOC-Indian Olympic Committee: President or Secretary General
- III. Concerned National Sports Federations: President or Secretary General (Recognized by Ministry of youth Affairs & Sports, Government of India)
- IV. KOA-Karnataka Olympic Association: President or Secretary General
- V. AIU-Association of Indian Universities- Secretary General, Deputy Secretary or Secretary
- VI. Concerned State Associations: President or Secretary General (Recognized by State Government)
- VII. Inter-University, Inter-Collegiate: Director of Physical Education of concerned University

**These benefits can be availed by those who performed / achieved during Under Graduation Course only.**

**10. ALLOTMENT OF MARKS FOR CANDIDATES WHO HAVE APPLIED UNDER CULTURAL QUOTA SHALL BE AS UNDER:**

**Table-3**

SL	PARTICULARS	POINTS/ MARKS
1.	Participation in Inter-Collegiate Competition	25
2.	Participation in South Zone Competition	50
3.	Participation in National Level Group Competition	75
4.	Participation in National Level Individual Competition	100
5.	Participation in International Level Group Competition	125
6.	Participation in International Level Individual Competition	150



**11. ALLOTMENT OF MARKS FOR CANDIDATES WHO HAVE APPLIED UNDER NCC QUOTA SHALL BE AS UNDER:**

**Table-4**

SL	PARTICULARS	POINTS/ MARKS
1.	Republic Day Participation	150
2.	NCC "C" Certificate: A – Grade	100
	NCC "C" Certificate: B – Grade	90
	NCC "C" Certificate: C – Grade	80
3.	TSC- Training Certificate (Running, Shooting & Cycling Training)	75
4.	NTC- Certificate (National Integrated Camp Training)	50

**12. ALLOTMENT OF MARKS FOR CANDIDATES UNDER NSS QUOTA SHALL BE AS UNDER.**

**Table-5**

SL	PARTICULARS	POINTS/ MARKS
1.	Completing 2 year under NSS attending at least one college camp during the degree Programme in an University in Karnataka (the achievements during P.U.C will not be considered).	25
2.	Participated in University level NSS camps / district level NSS camps / inter collegiate NSS camps	04
3.	Participated in University level NSS camps (Inter University special camps, festival and other state level NSS camps)	06
4.	Participated in zonal NSS level camps (pre RD selection, summer camp and other zonal level NSS camps)	07
5.	Participated in national level NSS camps (national integration camps/adventure/trecking/festival, other national level NSS camps)	08
6.	Blood Donation (for each time, subject to a maximum of three times (3+3+3) as a NSS volunteer at degree level only)	09
7.	Participation in State Republic Day parade as NSS candidate	10
8.	Participation in National Republic Day parade as NSS candidate	15
9.	The Best NSS Volunteer of the University level NSS award	03
10.	Best NSS Volunteer of the state level NSS Award	05
11.	Best NSS Volunteer of National level NSS Award.	08

**13. ALLOTMENT OF MARKS FOR CANDIDATES UNDER DEFENCE QUOTA SHALL BE AS UNDER.**

**Table-6**

Sl No.	PARTICULARS	POINTS/ MARKS
1.	Children of Defence Personnel who died in harness	100
2.	Children of serving Defence Personnel (i.e. presently in service)	80
3.	Children of Ex-servicemen	50

In case of applicant claiming seat under Defence quota and also who have NCC record, they will be given due weightage and will be preferred over others.



#### 14. ELIGIBILITY CRITERIA FOR SC/ST/CAT-I/ DA:

The Eligibility Criteria for each Programme shall be as prescribed by the University.

**Relaxation to Scheduled Caste / Scheduled Tribes / Category-I / Differently Abled Students:** A Relaxation of 5% in minimum marks required for admission to P.G Programmes for Scheduled Caste/Scheduled Tribes/Category-I/Differently Abled students of "Karnataka Students" is provided.

#### 15. PROCEDURE FOR SEAT SELECTION AND ADMISSION:

- The Admission Committee shall prepare the **Provisional Omnibus List** in prescribed format and also a **Separate Merit List (category-wise)** as per the Government Order in the matter of reservation vide G.O.No. ED 150 BOA 94, dated 17.09.1994 and as subsequent orders issued from time to time. The Admission Committee shall notify the approved Omnibus Merit List for each Programme and the **Provisional Selection List** before the counseling dates. Separate Programme wise Merit Lists shall be prepared and notified for "Karnataka Students", "Hyderabad Karnataka Students" and "Non-Karnataka Students".
- A separate Programme-wise Rank List shall also be prepared and notified before the counseling dates for Physically Challenged, Sports, Cultural, NCC, NSS & Defence, based on the points / marks secured in the respective fields.
- Admission to various Programmes is based on merit-cum reservation system as per the Orders of Govt. of Karnataka and the guidelines issued by the University from time to time and also as per the seat matrix notified for each Programme. If students belonging to Non-Karnataka Category and Hyderabad-Karnataka Category are not available, the vacant seats may be filled by Karnataka Students and vice versa.
- **Explanation:** The University at its discretion can update the seat matrix from time to time on valid grounds.
- The admissions to various Programmes will be done by the Admission Committee at a designated place as per the scheduled dates and time. The students should present themselves along with the original marks cards, caste certificate and other relevant documents as noted below along with the prescribed fees.
- If any applicant or student is unable to be present himself/herself at the time of admission/counseling, he/she can be represented by a duly authorized person provided all the requisite original certificates are produced and fees are paid.
- The Admission Committee should carryout the admission process as per the omnibus merit list and selection list by verifying the original documents such as marks cards, caste certificate and other relevant records and shall record every admission made for the Programme/s under different categories, issue the admit card along with the fee challan with an instruction to the candidate to pay the prescribed fee in a designated bank.
- **Enhanced Fees Seats** if any would be filled up as per the norms issued by the University.
- **Admission to Supernumerary Seats** would be filled up as per the norms issued by the University.
- **Remission and Reservation Rules are not applicable to the Supernumerary seats.**
- A **Fee Chart** and the **Seat Matrix** for each Programme shall be notified by the University.



### Procedure for filling up of Vacant Seats:

If any seat falls vacant due to non-availability of applications, lack of any other eligible candidates in different categories such as SC, ST, CAT-I, IIA, IIB, IIIA and IIIB shall be filled up by taking the candidates from the next category in the sequential order of SC, ST, CAT-I, IIA, IIB, IIIA, IIIB & GM in proportion to percentage of reservation to the respective categories subject to a minimum of one seat.

### 16. DOCUMENTS TO BE PRODUCED AT THE TIME OF COUNSELING.

**Table-7**

<b>SSLC Marks Card</b>	SSLC or 10 <sup>th</sup> Std. or equivalent examination marks card.
<b>Caste/ Income Certificate</b>	Candidates claiming reservation benefit should produce a Caste Certificate in Form 'D' in case of Scheduled Castes and Scheduled Tribes; in Form 'E' in case Category-1; a Caste/ Income Certificate in Form 'F' for Other Backward Classes such as 2A, 2B, 3A and 3B, issued by the concerned Jurisdictional Tahasildar, in accordance with the Government order No Sa Ka E 225 BCA 2000, dated 30 <sup>th</sup> March 2002, as amended from time to time.
<b>Qualifying Degree Marks Card</b>	Qualifying Degree marks cards (all the three or four years).
<b>Study Certificate</b>	Study Certificate to show that the candidate has studied in Karnataka for a minimum period of SEVEN years from 1 <sup>st</sup> standard to 12 <sup>th</sup> standard or qualifying examination issued by Head of the institution. Further, School study certificate should be countersigned by the concerned <b>Block Educational Officer (BEO)</b> , Deputy Director of Public Instruction (DDPI) compulsorily. Please Contact Concerned School for BEO/DDPI Office Address.
<b>Rural Study Certificate</b>	Candidates who claim seat under rural category will have to obtain a Rural Study Certificate from the respective school / High School issued by the Head of the Institution which should be countersigned by the concerned Block Educational Officer (BEO).
<b>Hyderabad-Karnataka Region Certificate</b>	Candidates who claim seat under Hyderabad-Karnataka Region Rules should produce a certificate issued by a Competent Authority.
<b>Transfer / Migration Certificate</b>	Candidates who have been admitted to P.G. Programme should make arrangement to submit their Transfer / Migration Certificate within three months.

### 17. Programme Transfer Fees:

Programmes Transfer Processing Fees of Rs. 1500/- (one thousand five hundred only) from one programme to another programme, as per eligibility and seat availability.

### 18. ADMISSION CANCELLATION FEES:

The Candidate shall pay Rs.800/- towards cancelation of admission at any stage of the programme.



**19. REFUND AND FORFEITURE OF FEES** (as per UGC Letter D.O.No.F.2-71/ 2022 (CPP-II)  
Fee Refund Policy 2023-24)

Sl. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received in the University
1	100%	15 days or more <b>before</b> the formally notified last date of admission.
2	90%	Less than 15 days <b>before</b> the formally notified last date of admission
3	80%	15 days or less <b>after</b> the formally notified last date of admission
4	50%	30 days or less, but more than 15 days <b>after</b> formally notified last date of admission
5	NIL	More than 30 days <b>after</b> formally notified last date of admission

Candidate who has selected a seat and wish to discontinue for any reason, may cancel his / her seat by submitting the following documents of admission, as per above table to get refund of the paid admission fee, as applicable.

- Original Provisional Admission Card
- Original Fee Receipt
- Application for cancellation of seat and refund of fee paid with clear and complete correspondence address.

On receipt of all the above documents, the admission fee paid will be refunded as per the conditions applicable and mentioned in the above table.

**20. MISCELLANEOUS**

- No individual communication will be sent to the candidates.
- All Admissions made are Provisional. The University reserves the right to approve or cancel the admission.

  
REGISTRAR