



ಕೌಶಲ್ಯ ವಿಕಾಸ ಭವನ, ಗ್ರಾಮ ಗಂಗೋತ್ರಿ ಆವರಣ, ನಾಗಾವಿ ಗದಗ-582103

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Guidelines for Admission of Students for the Certificate Course in Library and Information Science for the academic year 2024-25

Ref:Approval of Hon'ble Vice Chancellor dated:23-04-2025

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, Karnataka State Rural Development and Panchayat Raj University, RaithaBhavan, 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, Service / Experience Certificate for In-service Candidates only, and any such documents submitted either in person or by post or any other mode as may be notified.

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 selected on the basis of merit and reservation. Counselling may also be conducted online if necessary.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO SIX MONTH CERTIFICATE COURSE, 2024-25 and STUDY CENTER

Eligibility for Certificate Course in "Library and Information Science"	Gram Panchayat Library Supervisors deputed by the RDPR Department, Govt. of Karnataka and candidates who have passed Two Years Pre-University Course (PUC) Examination conducted by Karnataka School Examination and Assessment Board or Pre-University Education Board, Government of Karnataka 10+2 Examination conducted by CBSE or Equivalent Examinations by any other State or any other recognized Board / Department, shall be eligible for admission to the Certificate Course in "Library and Information Science"
Study Center	Karnataka State Rural Development and Panchayat Raj University, Gram Gangotri Campus, Near Nagavi, Gadag – 582 103

Mode of Classes Conducted

- ❖ Regular Weekly Monday and Tuesday Online Classes.
- ❖ First 2 Days Offline Class will be conducted in the University.
- ❖ Last 3 Days Offline Classes will be conducted in the University.
- ❖ Assignment should be submitted in concerned Respective Sectors / Areas.

3. MANDATORY ATTENDANCE

Aggregate 75% attendance shall be mandatory and minimum 65% of attendance in each course paper is mandatory to appear for the Course-end examination.

4. Intake and Reservation of Seats:

- a. 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.

Six Month Certificate Course in Library and Information Science	Total Intake	
	Students	In-service Candidates
	400	100 or as deputed by RDPR Dept. Govt. of Karnataka

- b. Seats for Various categories are as per reservation policy of the Government of Karnataka as revised 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
General	44

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 1st Standard to 10th 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 1st Standard to 10th 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 1st to 10th 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 1st Standard to 10th 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) 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).

6. SUPERNUMERARY SEATS:

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

1. 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 pre-university course.

2. NCC Quota: (one seat)

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

3. 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.

4. Sports Quota: (one seat)

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

5. 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.

6. Transgender: (one seat)

Respective candidate claiming seat under the transgender quota.

7. Kashmiri Migrant Quota: (one seat)

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

8. 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 GoI.

9. 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.

10. Boards / Universities outside Karnataka:

Candidate claiming seat under the outside Karnataka category is one who has studied PUC or equivalent in Boards / Universities outside Karnataka.

7. Admission Committee (AC):

The Vice-Chancellor may constitute an Admission Committee for the Certificate Course. The Admission Committee is responsible to plan, arrange, manage and keep an account of the following activities:

- (a) 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 the admission process and any such other issues related to admissions.
- (b) 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 Programme of the University (in a prescribed format) with the approval of the Vice-Chancellor / Registrar, as per the seat matrix.
- (a) 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 the Certificate Course and the **Provisional Selection List** before the counseling dates.
- (b) Programme Merit List shall be prepared and notified for "Karnataka Students", "Hyderabad Karnataka Students" and "Non-Karnataka Students".
- (c) A separate Programme Rank List shall also be prepared and notified before the counseling dates for Physically Challenged, Sports, Cultural, NCC, NSS and Defence Quotas, based on the points / grades / marks secured in the respective fields.
- (d) Admission to the Certificate Course in Library and Information Science 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 State Students and vice versa. The University at its discretion can update the seat matrix from time to time on valid grounds.
- (e) The admissions to the Certificate Course in Library and Information Science 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 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.

- (f) The Admission Committee shall 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 Certificate Course in Library and Information Science 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.
- (g) **Fee Chart** and the **Seat Matrix** for the Programme shall be notified by the University as per Karnataka Government Guidelines.

8. 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.

9. DOCUMENTS TO BE PRODUCED AT THE TIME OF COUNSELING:

SSLC Marks Card	SSLC or 10 th Std. or Equivalent Examination Marks Card.
PUC II Marks Card	PUC II Year or Equivalent Examination Marks Card.
Caste / Income Certificate	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 th March 2002, as amended from time to time.
Study Certificate	Study Certificate to show that the candidate has studied in Karnataka for a minimum period of SEVEN years from 1 st standard to 12 th standard or qualifying examination issued by Head of the institution. Further, School study certificate should be countersigned by the concerned Block Educational Officer (BEO), Deputy Director of Public Instruction (DDPI) compulsorily. Please Contact Concerned School for BEO/DDPI Office Address.
Rural Study Certificate / Kannada Medium	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).
Hyderabad-Karnataka Region Certificate	Candidates who claim seat under Hyderabad-Karnataka Region should produce a certificate issued by a Competent Authority.
In-Service Candidates	Candidates have to produce the Service Certificate and NOC from the Competent Authority.



10. ADMISSION CANCELTION FESS:

The Candidate shall pay Rs.500/- towards cancellation of admission at any stage of the Certificate Course.

11. REFUND AND FORFEITURE OF FEES:

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 before the formally notified last date of admission. The University shall deduct an amount not more than 5% of the fees paid by the students subject to a maximum of Rs.5,000/- as processing charges from the refundable amount.
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date admission
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5	NIL	More than 30 days after 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.

- 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.


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