



# TILAK MAHARASHTRA VIDYAPEETH, PUNE

(Declared as Deemed to be University under section 3 of UGC Act 1956 vide Notification No. F – 9 – 19/85 – U – 3 dated 24<sup>th</sup> April 1987 by the Government of India)

## Rules & Regulations applicable towards Admission of International Students

(All the students are mandatorily required to read, understand & accept the rules & regulations by signing their acceptance before initiating the admission procedure)

### General Rules

1. All the International students mandatorily need to read, understand & abide by all the Rules & Regulations of the Vidyapeeth.
2. It is essential to understand and comply with the Admission Procedure.
3. Provisional Admission Letter is issued to support student's Visa purpose only. This letter does not mean the Confirmation of Admission.
4. Admission considered to be confirmed only after submitting necessary documents & 100 % payment of all the fees.
5. Time Table relating to admission and procedure of admission of International Students will be published on [www.tmv.edu.in](http://www.tmv.edu.in) . Students are expected to follow that rigorously.
6. Arrangement of accommodation will be the sole responsibility of the International Students.
7. It is mandatory for all the International Students to submit their Medical Report at the time of confirmation of Admission. TMV will provide a Mediclaim Policy to the students on Pro-rata basis.

8. Students who are eligible for scholarship from their countries; need to submit relevant letter from the concerned embassy.
9. Students are requested to report to the International Students' Cell (ISC) of Tilak Maharashtra Vidyapeeth (TMV) at least 30 days prior to the commencement of the course.
10. University is not responsible for early arrival or failure of any student reporting post his/her arrival to ISC – TMV.
11. Any and all the fees paid stands to be NON REFUNDABLE in case of cancellation of confirmed admission by the student or University in any case post one month of confirmed admission. In case the cancellation of confirmed admission happens within 30<sup>th</sup> Sep. of confirmed admission; All fees will be refundable ,and the cancellation of confirmed admission happens with 30<sup>th</sup> Oct. of confirmed admission; 1,000 fees will be deducted and balance fees will be refunded ;after 30<sup>th</sup> Oct.the cancellation of confirm admission fees will be not refundable.
12. Processing Fees Rs. 15,500 / - (NON-REFUNDABLE in any case) will be applicable to all International Students.
13. All the documents related to FRRO procedure (Bonafied Student Certificate, S–Form etc.) will be issued in 3 working days post submission of relevant application by the student.
14. Transfer of course after confirmation of admission is not allowed.
15. All FRRO procedures and documents must be duly completed within specified time frame and relevant documents mandatorily need to be submitted with ISC – TMV
16. All the International Students need to appear and successfully clear the English Proficiency Test (EPT). Students who fail to clear EPT need to complete the Bridge Course of English language. Fees for this course will be applicable separately.
17. Change in address and contact details of the student must be notified with ISC – TMV within 3 days of such a change.
18. Students must carry the Original Identity Card of the Vidyapeeth and produce it whenever demanded. Wearing of I-Card in the Campus is mandatory.
18. All the Original Challans / Receipts should be produced whenever demanded.
19. University reserves the right to cancel the student's admission on account of Non Eligibility of the student at any later stage post confirmation of admission.

20. Students must not indulge in any Political / Criminal activities within or outside the University Campus. He / She would solely be responsible if found guilty by competent authorities and can run the risk of Deportation by competent authorities apart from the action as per Law of the Land.

21. Drinking and Smoking is strictly prohibited in Vidyapeeth Campus.

## **Attendance Rules**

1. It is a mandate for the students to maintain minimum of 75 % of aggregated / consolidated attendance; failure to do so will attract disciplinary actions by the University for which concerned student will solely be responsible.

2. Students are expected to actively participate in all curricular and co-curricular activities conducted by their departments.

3. Student has to report to the department on the 1st day of beginning of any academic session.

4. Students must strictly follow the Academic Schedules regarding Projects / Assignments / Submission of Documents etc.

5. It is mandate for students to seek a written permission from HOD / Principal before going on leave for any reason for period more than 3 days.

6. In case of Medical emergency; students are required to produce relevant authentic documents / certificates etc.

7. It is mandatory to fill the Examination Form at the time of Confirmation of Admission and also at the beginning of each semester.

8. Students are required to pay the prevailing fees applicable from time to time to complete the Backlog process / Duplicate Answer sheets etc.

9. On successful completion of the academics; students will be issued their Mark sheets and Qualifying Degree Certificates. The language used and size of any of these documents will be as per prevailing norms of the University. No complaints on this matter will be entertained.

## **Expulsion Policy**

1. International Students are liable to be expelled from the University if found in any of ragging activity, drug / narcotics activities / alcoholic incidents or if found guilty in any Political / Religious / activities or violation of any Laws. In such cases, decision taken by the University Authorities will be irrevocable, final and binding on the concerned.

2. Geography for Legal disputes; if any

- In any case; legal jurisdiction will be Pune, Maharashtra, India only

**I have read and understood all the Rules & Regulations carefully and I shall abide by them entirely. -**

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**Student's Signature of Acceptance  
Date:**