

Admission Form No. ....  
 Registration No. ....  
 Date of Receipt.....

For Official Use Only				
Roll No.	Percentage	Bonus Percentage	Total Percentage	Percentile

# S. S. JAIN SUBODH P. G. (AUTONOMOUS) COLLEGE

Rambagh Circle, Jaipur  
 Re-accredited with A++ Grade (3.82 CGPA-Highest in the Country) by NAAC-UGC  
 DBT Star College

## Admission Form 2019-20 to 2021-22

**Under Graduate (Sem. I/II/III/IV/V/VI)  
 B.A./B.Com./B.Sc. (Pass Course/Hons.)/BBA/ BCA/UG Diplomas**

<p><b>Medium :</b> English / Hindi      <b>Gender :</b> <input type="checkbox"/> Male    <input type="checkbox"/> Female</p> <p><b>Class in which admission is sought:</b>    B.A. <input type="checkbox"/>    B.Sc. <input type="checkbox"/>    B.Com. <input type="checkbox"/>    B.B.A. <input type="checkbox"/></p> <p style="padding-left: 100px;">B.A. (Hons.) <input type="checkbox"/>    B.Sc. (Hons.) <input type="checkbox"/>    B.Com. (Hons.) <input type="checkbox"/>    B.C.A. <input type="checkbox"/></p> <p><b>Category:</b> Gen. <input type="checkbox"/>    SC <input type="checkbox"/>    ST <input type="checkbox"/>    OBC <input type="checkbox"/>    PH <input type="checkbox"/></p> <p style="padding-left: 20px;">Minority:    Jain <input type="checkbox"/>    Sikh <input type="checkbox"/>    Muslim <input type="checkbox"/>    Christian <input type="checkbox"/>    Persian <input type="checkbox"/></p> <p><b>Details of pre entry qualifying exam :</b></p> <p>XII <input type="checkbox"/>    <b>Year of Passing :</b> .....    <input type="checkbox"/> Regular    <input type="checkbox"/> Private</p> <p><b>Name of the Board:</b> .....</p> <p><b>Marks Obtained:</b> .....    <b>Max. Marks:</b> .....    <b>Percent :</b> .....    <b>Division :</b> .....    <b>Grade :</b> .....</p>	Passport size photo bearing candidate's signature
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Semester	Sem. I/II	Sem. III	Sem. IV	Sem. V/VI
<b>Compulsory Subjects</b> (Not Applicable for BBA/BCA)	Hindi and English	Environmental Science and Elementary Computer Application	Mental Ability & Reasoning and Elementary Computer Application	—
<b>Optional Subjects</b>				

1. Name of the Student (in English CAPITAL LETTERS only).....
2. Name of the Student (in Hindi).....
3. Date of Birth (In figures)..... Age ..... Years ..... Months  
(In words).....
4. Father's Name .....
5. Mother's Name .....
6. Address.....
7. Phone No. (Res)..... (Office).....
8. Mob. No. (Self)..... (Father)..... (Mother)..... (Guardian).....
9. E-mail : ..... Alternate Phone No. ....

**Date :** .....

**Signature of the Student**

Fee Description 2019-20	
Amount (in `)	
Online Transaction-ID/ Challan/DD Number	
Date of DD/Challan	
Branch Name	
Receipt No.	
Date	
Signature of Cashier	

Fee Description 2020-21	
Amount (in `)	
Online Transaction-ID/ Challan/DD Number	
Date of DD/Challan	
Branch Name	
Receipt No.	
Date	
Signature of Cashier	

Fee Description 2021-22	
Amount (in `)	
Online Transaction-ID/ Challan/DD Number	
Date of DD/Challan	
Branch Name	
Receipt No.	
Date	
Signature of Cashier	

10. Permanent Postal Address .....
- .....
11. Name of Local Guardian with Relation.....  
Address.....
12. Annual Income of Father / Mother .....
13. Achievements during school in last three years: .....
- .....
14. Name the extra curricular activity in which willing to participate: Games / NCC/ NSS/ Rovers/ Debate/  
Others.....
15. Aadhar Card No: .....
16. Bank A/C No: ..... Name of the Bank:..... Name of the Branch .....

### To be filled by the Admission Committee/Mentor

**Graduation: B.A./B.Com./B.Sc. (Pass Course/Hons.)/BBA/BCA(Sem. I to VI)**

Name of the Student ..... Father's Name .....

Category .....

Medium: English / Hindi

Optional Subject: (1)..... (2).....(3).....

### Qualifying Examination

Class/Semester	XII	I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester
Max. Marks							
Marks Obtained							
Percentage							
Section Allotted							
Name and Signature with date (member of Admission Committee/ Mentor)							

### Remarks regarding the behavior and performance of the student

Year	Remarks	Name and Signature of Mentor
2019 - 20		
2020 - 21		
2021 - 22		

# S.S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE

Rambagh Circle, Jaipur-302004

**Session 2019-20 to 2021-22**

## Undertaking of Anti Ragging Drive by Student

### I hereby solemnly declare that:-

1. I Name of Student S/D/o Name of Parent/Guardian student of **BA/B.Sc./B.Com./BBA/BCA** (Class) Semester of S.S. Jain Subodh P.G. (Autonomous) College Jaipur solemnly affirm that I am fully aware of the Anti Ragging guidelines circulated by Ministry of Human Resource Development, Higher Education Department, Government of India, University Grants Commission, New Delhi, Govt. of Rajasthan, Jaipur and the direction of Hon'ble Supreme Court of India in this connection and I shall abide by these guidelines.
2. I am fully aware of the UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 and have carefully gone through it.
3. I hereby undertake that
  - I will not involve myself in any ragging activity directly or indirectly which falls under the category of undue harassment of other students of the institution.
  - I will not indulge in any behavior or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.
4. If any such report of ragging is made against me by my fellow students/staff/ Faculty Members/ Deans of the Institute, I shall be liable to expulsion/debarment from the institute. I may be punished as per the provisions of the UGC Regulations mentioned above and / or per the law in force.
5. The authorities may also lodge a complaint/ F.I.R. with the police and I shall face the consequences.

**Signature of the Student**

Name of Student : \_\_\_\_\_

Class (Faculty and Year) : \_\_\_\_\_

Residential Address: \_\_\_\_\_

Res. Phone No. with STD code: \_\_\_\_\_

Mobile No. (Self) \_\_\_\_\_ Mobile No. (Parent) \_\_\_\_\_

Additional Contact No. (if any) (1) \_\_\_\_\_ (2) \_\_\_\_\_

## **Undertaking by Parent/Guardian**

1. I Name of Parent/Guardian F/o,M/o,G/o Name of Student have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/ State Government in this regard as well as the UGC regulations of Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, college authorities are free to take any legal action against him/her. He / She may be punished as per the provisions of the UGC Regulations mentioned above and/ or as per the law in force.

**Signature of the Parent/Local Guardian with date**

Name of Parent/Local Guardian in Full: \_\_\_\_\_

Address with contact No. \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

## Declaration by the Applicant

I shall abide by all the rules and regulations of the college. I have read all the admission rules. I shall not engage in any such activity that will affect the image of the college. I hereby declare that :

1. I have never been involved in any criminal activities.
2. There is no case pending in any of the courts against me.
3. Principal/University/Equivalent authority has not registered any First Information Report against me.
4. I will regularly attend the classes in the college.
5. I will appear in Internal Assessment Test of 30 /40 percentage marks (Theory/Practical) in the examination.
6. I was not involved in any indisciplinary activity in previous years.
7. If there is no seat vacant in desired optional subject then the subject allotted by the college will be acceptable. I will choose only that optional subject which is available at the college.
8. If there is no seat vacant in desired medium section then the section allotted by the college will be acceptable.
9. I will not involve in any ragging activities.
10. I am fully aware that no student union election will be held in college as per the rules under the autonomous scheme. I will never demand any elections during my whole study duration in college.
11. I will not join any parallel Degree/ Diploma courses of any other University/ institution.
12. I am not serving part time or full time in any organization.
13. All the information provided by me in this application form is correct. If any information is found to be false then my admission may be cancelled.
14. I..... Name of Student .....Son/Daughter of..... Name of Parent/Guardian .....  
hereby declare that I am aware of the minimum attendance required in each paper as per the University rules. Being a regular student of this college, I will abide by the rules.

### Enclosures: Self attested photo copy of :-

1. Mark sheet of Qualifying Exam. <input type="checkbox"/>	2. Transfer Certificate <input type="checkbox"/>
3. Anti Ragging Form (Original) <input type="checkbox"/>	4. Date of Birth Certificate <input type="checkbox"/>
5. Address Proof <input type="checkbox"/>	6. SC/ ST/PH/OBC/Minority Certificate <input type="checkbox"/>
7. Certificate of Participation in games and extracurricular activity for which bonus marks are requested and interested for representing the college team. <input type="checkbox"/>	8. Migration Certificate <input type="checkbox"/>
9. X <sup>th</sup> Marksheet <input type="checkbox"/>	10. Aadhar Card <input type="checkbox"/>

**Signature of the Student**

## Declaration by Parent/Guardian of the Applicant

I certify that the above mentioned details are correct to the best of my knowledge and I am responsible for the conduct of the student. I also certify that I am wholly responsible for the said student. In case he/she involves himself in any ragging activities, college authorities are free to take any legal action against him. My annual income is  
 `.....

**Signature of Parent/Guardian**

**UNIVERSITY OF RAJASTHAN****APPLICATION FORM FOR ENROLLMENT AS A STUDENT OF THE UNIVERSITY****(Candidates are advised to read instructions given below carefully before filling in this application form)**

To,

THE REGISTRAR  
UNIVERSITY OF RAJASTHAN  
JAIPUR

Sir,

I request that I may be enrolled as a student of the University. The fee of Rs. 280/- is remitted herewith. The particulars are given below:-

1. Name in full in BLOCK LETTERS (Female candidate must write Miss or Mrs. before her name)  
.....
  2. Father's Name ..... Mother's Name .....
  3. Permanent Postal Address of the candidate (in full) & Phone No ..... Mobile No .....
  4. Whether the applicant belongs to S.C./S.T./OBC/Physically Handicapped. (If yes, give the name of the Category and enclose Photocopy).
  5. Class and Faculty in which admitted (i) Class ..... (ii) Faculty.....
  6. (i) Name of the qualifying examination passed .....
  - (ii) Details of passing the above examination and Roll Numbers under which passed:  
(a) Year..... (b) Roll No. ....
  - (iii) Name of the Board or Univ. which conducted the aforesaid Examination.....
  - (iv) Name of the Institution if passed as a regular or ex-student .....
  7. Date of birth as entered in High School or Senior Sec. (10+2) or S.S.L.C. Examination.....
  8. Date of admission.....
- Certified that the above particulars are correct

**To be filled in by the University**

Received 280/- vide Rt. No. ....

Dated.....20.....

Cashier

Principal

S.S.Jain Subodh P.G. (Autonomous) College, Jaipur  
(Seal)

.....  
(Signature of the candidate)

Class.....Faculty.....

S.S. Jain Subodh P.G. (Autonomous) College  
Jaipur

Date.....20.....

**INSTRUCTIONS FOR GUIDANCE OF THE CANDIDATES**

1. No candidate shall be admitted to an examination of the University unless he/she has been enrolled as a student of the university. Candidates who are already enrolled with the University of Rajasthan are not required to get themselves enrolled again.
2. Candidates passing the qualifying examination from other Board or Universities (except from the Board of Secondary Education Rajasthan, Ajmer) must submit the Migration certificate of the said Board/University and marks sheet of the qualifying examination/alongwith the application for Enrollment and eligibility. No applications for Enrollment and eligibility will be treated as complete in the absence of Migration Certificate and Original Mark sheet(s).
3. Candidates passing the qualifying examination from the Board of Secondary Education, Rajasthan Ajmer, must attach Original marks-sheet of the qualifying examination alongwith his/her application for Enrollment.

**UNIVERSITY OF RAJASTHAN, JAIPUR****Enrollment Certificate**

Enrollment No. 20...../.....

N.B:-All entries except that of Enrollment Number should be filled in by the candidate.

.....  
Name of Student ..... Son/Daughter of..... Name of Parent .....

has been enrolled as a student of this University at the number given above.

Dated.....

Controller of Examination  
University of Rajasthan, Jaipur

**S. S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE, JAIPUR  
LIBRARY CUM IDENTITY CARD PROFORMA**

**Session 2019-20**

**(All entries to be filled in ENGLISH CAPITAL LETTERS)**

1. Name of the student \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Class: B.A./B.Com./B.Sc./BBA/BCA \_\_\_\_\_ UG-Sem. I/II/III/IV/V/VI \_\_\_\_\_ Sec. \_\_\_\_\_
5. E-Mail \_\_\_\_\_
6. Mob. No. \_\_\_\_\_ Telephone No. \_\_\_\_\_
7. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
8. Local Address \_\_\_\_\_  
\_\_\_\_\_

Recent Passport  
size color Photo to  
be affixed

**(To be filled by Office)**

9. Fee Receipt No. & Date \_\_\_\_\_
10. Library Card No. 2018-19 (if any) \_\_\_\_\_

**S. S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE, JAIPUR  
LIBRARY CUM IDENTITY CARD PROFORMA**

**Session 2019-20**

**(All entries to be filled in ENGLISH CAPITAL LETTERS)**

1. Name of the student \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Class: B.A./B.Com./B.Sc./BBA/BCA \_\_\_\_\_ UG-Sem. I/II/III/IV/V/VI \_\_\_\_\_ Sec. \_\_\_\_\_
5. E-Mail \_\_\_\_\_
6. Mob. No. \_\_\_\_\_ Telephone No. \_\_\_\_\_
7. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
8. Local Address \_\_\_\_\_  
\_\_\_\_\_

Recent Passport  
size color Photo to  
be affixed

**(To be filled by Office)**

9. Fee Receipt No. & Date \_\_\_\_\_
10. Library Card No. 2018-19 (if any) \_\_\_\_\_

# S. S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE

Rambagh Circle, Jaipur

## Admission Rules and Regulation

### Minimum Eligibility

For: B.A., B. Com., B.Sc. (Bio/Maths)	- 48%
For: B.A./B.Com./B.Sc. (Hons.)	- 50%
For: B.B.A./ B.C.A.	- 50%
✓ Enquiry - Reception of College	

### Admission Fee (2019-20)

B.A. Part-I	19,000/-
B.A.(Hons) Part-I	20,000/-
B.Com. Part-I	18,000/-
B.Com.(Hons) Part-I	19,000/-
B.Sc. Part-I	21,500/-
B.Sc.(Hons) Part-I	22,500/-
BCA Part -I	25,500/-
BBA Part-I	25,500/-

### Admission Incharge

✓ Dr. R.K. Sharma	- Convener
✓ Dr. O.P. Verma	- Co-Convener

### Admission Counters

B.A. Part I (Pass Course/Hons.)	16
B.Com. Part I (Pass Course/Hons.)	5 & 6
B.Sc. Part I (Pass Course/Hons.)	7
BCA Part I	13
BBA Part I	14

**Note: Admission related enquiry can also be directly made at the respective window**

### Clarification regarding admission enquiry:-

- All the rules and regulations are strictly according to the guidelines given by the Commissionerate College Education.
- Admission form with prospectus can be obtained from cash counter at the college entry gate on cash payment of Rs. 300/-
- The admission form can also be downloaded from college website "www.subodhpgcollege.com" and deposited with Rs. 400 by DD/cash at college counter directly or by post.
- The admission form can also be deposited online on <http://subodh.fdscores.com/>
- Admission to the various courses will be done on the basis of merit of qualifying exam.
- The last date of submitting application form without late fee is **17<sup>th</sup> June, 2019**.
- The first Merit list will be displayed on **18<sup>th</sup> June, 2019 at 1.00 p.m.**
- College Fee Submission :** Candidates admitted to the college must deposit the required college fee at the respective Fee counter through following ways.
  - Online fee submission through Net Banking/Debit Card/Credit Card by link given on College website [www.subodhpgcollege.com](http://www.subodhpgcollege.com)
  - Deposit Cash in any e-mitra counter by challan obtained from college.
  - Deposit Cash in any branch of HDFC Bank by challan obtained from college.
  - Demand Draft / Pay Order of any Bank in favor of "Principal, S. S. Jain Subodh PG College" payable at Jaipur.
- After submitting the proof of fee deposition, the applicant will collect college fee receipt from fee counter.
- If the student does not submit the proof of fee deposition in the college within the stipulated time, he/she is not entitled for the admission in the college.
- At the time of registration, only duly attested photocopies have to be submitted along with the form.
- All the original documents must be brought at the time of admission and must be submitted in the college.
- Once admission fee is deposited, it will not be refunded in any case.**
- Students are not allowed to attach attested copies and weightage certificates after deposition of admission form.
- DIRECT ADMISSION**
  - The student can also seek direct admission, even before the first list is displayed.
  - Direct admission can be given to students having 65% (Commerce), 70% (Arts), 88% (Science Maths), 76% (Science Biology), 65% (BBA), 75% (BCA) respectively. Original Marksheet, Transfer Certificate / Migration Certificate and Demand Draft/online form/Challan has to be deposited to **Dr. R.K. Sharma** Convener admission committee in room no. 136 from **18<sup>th</sup> May to 17<sup>th</sup> June** between **11.00 a.m. and 3.30 p.m.**
- Co-education system is available for the students of B.Sc. (Maths/Bio.), BBA, BCA, B.Sc. (Hons.), B.Com. (Hons.), B.A. (Hons.) courses and 3% weightage is given to female candidates.
- The weightage will be given to all outstanding players who contributed at state / national level. The relaxation in fee is given to some of the expected title winning players for the college.
- The weightage of 5% will be given in BCA course to all pass candidates with Physics, Mathematics, Computer application, Informatics as optional subjects in 10+2 examination.
- The weightage of 3% will be given to Jain minority candidates.

21. After admission to a faculty, change from one faculty to the other can be made with proper application in prescribed format only, if the marks obtained in the qualifying examination (10+2) are higher than that of the students last admitted in the faculty/ class or there is vacant seat in the respective class.
22. After admission, a student can change one subject and that too only once, if subject/ subject combination has vacant seats. The changes will be done within 15 days from the date of admission with a fee of Rs. 500/- for the same.
23. The outstanding students in any field are entitled to get scholarship from State Government / Central Government / DST / Inspire/ NGO/ Society / College.
24. The student should fill up the scholarship form if eligible as and when it is notified.
25. **ADMISSION AFTER THE GAP**  
More than two years gap is not allowed for new admission.
26. **RULES AND REGULATIONS FOR ADMISSION UNDER AUTONOMOUS SCHEME**
- I. **The Enrollment of every admitted student will be done by University of Rajasthan.**
  - II. **The college can only issue the passing provisional certificate, the degree will be granted by University of Rajasthan, Jaipur.**
  - III. There will be a continuous, comprehensive evaluation of students. Students of Autonomous course will have to appear in two internal examination/home assignment per semester and one end semester exam.
  - IV. Marks of internal examinations and end semester exams will be taken collectively to decide the promotion of student to the next semester.
  - V. The ratio of continuous internal assessment and end semester exam will be 30:70 for theory and 40:60 for practicals.
  - VI. Promotion from odd semesters to even semesters is automatic, provided the student has registered his / her name for the examination by paying the required examination fee and it is based on a student's satisfactory academic performance, character and conduct during the earlier year.
  - VII. To gain eligibility for promotion to the next year (III/V Sem.) in B.A., B.Com., B.Sc., BCA and BBA, a student is required to pass in at least 50% of the subjects offered in the previous year's semesters put together.
  - VIII. The student is required to score a minimum of 40% in a subject (theory and internal assessment put together). However, he/she has to score a minimum of 40% in theory. In the case of subjects with practical, it is mandatory for the student to score 40% in the practical examination to be declared to have passed in that subject. If the student fails in theory or practical, he /she should reappear for theory or practical examination as the case may be. Examination will be conducted for odd and even semester at the end of each semester.
  - IX. If student does not secure minimum marks in theory paper but clears the practical exam of that paper then practical marks will be carried forward.
  - X. Grace Marks will be given only in End semester exams.
  - XI. According to UGC guidelines, Choice Based Credit System (CBCS) may be introduced from next year onwards as per the decision of academic council of college.
  - XII. Uniform is mandatory for the students entering in the college. After deposition of fees, students are required to contact at uniform distribution counter with fee receipt.
27. **RESERVATION**
- (a) **The benefit of reservation is given as per norms.**  
The Central Government of India announced the minority status to Jain community. This institution is governed by Jain charitable trust. So it is mandatory for each student to maintain the caste certificate.
  - (b) **Benefits to the students having sports/co-curricular/academic achievements: -**  
The college has achieved good results in sports and other curricular activities. Maintaining the winning tradition of the college for many years, this year, the college team bagged the first prize in Cross Country, Badminton, Squash Racket, Table Tennis, Athletics, Tennis and stood runner up in Boxing, Weight-lifting, Basket ball, Football, Cricket in inter college tournaments. The college authority promotes the sports and other achievers in any activities. Benefit for relaxation in admission to the above standard category students in sports or extra curricular activities would be provided only, if they have been getting achievements for last two years. **For this contact Dr. R.K. Sharma, Convener, Admission Committee in Room No. 136 between 10:30 a.m. and 3:30 p.m.**
28. **ADMISSION TO THE STUDENTS WITH SUPPLEMENTARY**
- (a) The students who have supplementary in 10+2 have to apply for admission before last date of admission. Such students should take provisional admission in Part-I before the last date of admission.
  - (b) For those students, who have passed their supplementary examination, only the minimum pass marks will be added for the eligibility to the next class.
  - (c) If the student has not taken admission up to the last date, then admission will not be given to him/her after the declaration of supplementary result.
29. **ADMISSION TO THE FAILED STUDENTS OR THE STUDENTS APPEARING FOR IMPROVEMENT**  
Those students who have failed or were unable to sit for an examination or have not filled an examination form, are not eligible to seek re-admission in the same faculty or any other faculty. But if the student has participated in any inter university/inter state/international competition then student is eligible for re-admission. Those students who have obtained their graduation degree or the students who are improving their percentage of marks are not eligible for re-admission.
30. **RIGHTS FOR THE REFUSAL OF ADMISSION: -**  
Principal can cancel admission in the following circumstances: -
- (a) If a student has not deposited the fees on date declared by the college.
  - (b) If a student has not deposited the application form up to last date or has deposited an incomplete form.
  - (c) If a student has used some illegal ways to seek admission in the college.
  - (d) If a student is found misbehaving during the admission process with any faculty member or any ministerial staff of the college.
  - (e) If a student hasn't been able to complete the admission requirement due to late declaration of results.



# S.S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE

Rambagh Circle, Jaipur

2019-2020

## Receipt of Application Form

Admission Form No. ....

Date .....

Received Application Form from Mr. / Ms .....

S / D/o ..... for admission in class .....

Signature of Clerk

### Rules and Regulations for Admission 2019-2020

1. The number of students to be admitted in the each course will be decided on the directions of the state government.

#### Important Notes for Students

- a. The applicant must ensure that he/she passes the qualifying examination for the course as prescribed by the State Govt. with required minimum percentage.

<b>Academic Courses</b>	<b>B.A. / B. Com. / B.Sc.</b>	<b>:</b>	<b>48%</b>
	<b>B.A./B.Com./B.Sc. (Hons.)</b>	<b>:</b>	<b>50%</b>
<b>Professional Courses</b>	<b>BCA/BBA</b>	<b>:</b>	<b>50 %</b>

- b. At the time of registration only duly attested photocopies of documents are required.
- c. All the original documents must be brought at the time of admission and must be submitted to the office at the time of the admission.

2. **College Fee Submission :** Candidates admitted to the college must deposit the required college fee at the respective fee counter through following ways.

- (a) Online fee submission through Net Banking/Debit Card/Credit Card by link given on College website [www.subodhpgcollege.com](http://www.subodhpgcollege.com)
- (b) Deposit Cash in any e-mitra counter by challan obtained from college.
- (c) Deposit Cash in any branch of HDFC Bank by challan obtained from college.
- (d) Demand Draft / Pay Order of any Bank in Favor of "Principal, S. S. Jain Subodh PG College" payable at Jaipur.

3. After Submitting the proof of fee deposition, the applicant will collect college fee receipt from fee counter.
4. The last date of submitting application form without late fee is **17<sup>th</sup> June, 2019.**
5. Incomplete application form and/or forms received after the last date will not be entertained.
6. No admission will be given to any student after the last date as declared by the state government.
7. The candidates appearing for supplementary examination can take provisional admission in Part - I before the last date of admission.
8. Signature of parents is essential on the admission form.
9. Principal has all rights to cancel any admission without any information.
10. Attested photocopies of following documents should be attached with the application form:
  - a. Marksheets of qualifying examination.
  - b. Transfer Certificate
  - c. Duly attested Caste Certificate for SC/ST/OBC/SBC/PH/Minority candidates.
  - d. Income Certificate.
  - e. Migration Certificate in case of students of Board other than Rajasthan Board.
  - f. Certificates of participation in games or extra-curricular activities, if bonus percentage is desired.
  - g. Aadhar card.
11. Original documents should be produced at the time of admission without which the admission will not be given.
12. The names of short listed candidates will be displayed on the college notice board on the specified date. After that the students can deposit the fees and get the Identity cum Library card from library. The claim of admission is automatically rejected in case fee is not received up to the mentioned last date of deposition.
13. After admission, student should collect the fee slip from the office. Student has to collect Identity Card after seven days from library and wear the Identity card in the college premises.
14. This identity card is for one year only. If the identity card is lost or damaged it may be re-issued after charging Rs. 100/- at cash counter of library.
15. **Once admission fee is deposited it will not be refunded in any case.**
16. Even after getting admission, Principal has right to cancel the admission on the disciplinary or other grounds.
17. After last qualifying examinations, caution money can be withdrawn within one year; otherwise it will be transferred in student's fund. The caution money will be disbursed through Account Payee cheque only.
18. More than two years gap is not allowed for new admission.
19. Student has to produce Affidavit certificate for seeking admission after gap of one/two years.
20. Students are not allowed to attach attested copies and weightage certificate after deposition of admission form.
21. For any further information, students can visit the respective admission window of the particular class.
22. All the disputes are subject to Jaipur Jurisdiction only.

Date : 13<sup>th</sup> May, 2019

**Prof. K.B. Sharma**  
Principal