

# **S.S. JAIN SUBODH P.G. (AUTONOMOUS) COLLEGE, JAIPUR**

## **ADMISSION PROCEDURE**

### **Rules and Regulations**

#### **Important Note:**

Uniform on all days is mandatory for the students which can be obtained free of cost from the uniform distribution counter on presenting the fee receipt. The mandatory dress codes for students include Uniform with tie every day. The students coming to college without the college uniform will be charged penalty as per rules.

### **Eligibility Criteria for Admission**

- a) All the rules and regulations are strictly followed according to the guidelines given by the Commissionerate College Education.
- b) Admissions to the various courses are done on the basis of merit in qualifying exam.
- c) Before first list is displayed, the student can also seek direct admission.
- d) Direct admission can be given to students as per merit which is decided on the basis of results of board examination
- e) Weightage of 3% will be given to all female candidates in BCA/BBA/ B.Sc. (Maths / Biology), B.Sc. (Honours), B.Com. (Honours), B.A. (Honours) and all PG classes
- f) 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.
- g) Weightage of 4% will be given to Jain minorities.
- h) A weightage of 5% in Post Graduate courses shall be given to a student from Honours in B.A. /B.Com. /B.Sc. in that particular subject.
- i) Extra marks may also be awarded to the students possessing NCC / NSS / Rovers / Sports certificates. This marks/ percentage will be decided as per the guidelines of the State Government or specified by regulations of Admission Committee.

- j) If a student has passed PG Previous (privately), he / she will not get admission in the final as a regular student.
- k) After admission to a faculty, change from one faculty to the other shall be made 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 with proper application in prescribed format.
- l) 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. 300/- for the same.
- m) The outstanding students in any field are entitled to get scholarship from State Government / Central Government / DST / NGO/ Society / College.
- n) The student should fill up the scholarship form if eligible as and when it is notified.
- o) The benefit of reservation is given as per norms.
- p) 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 cast certificate having Jain / Muslim / Sikh / Christian / Parsian community
- q) Benefits to the sports/co-curricular/academic achievements: -

The college has achieved good results in sports. Maintaining the winning tradition of the college for many years, the college team has bagged many prizes in Hand ball, Lawn-tennis, Cycling, Gymnastic, Archery, Badminton, Squash Racket, Weight Lifting, Hockey, Cross Country Wrestling, Wishu, Boxing, Judo, Kabaddi, Cricket and Athletics. The college authority promotes the sports activities. Benefit to the above category of students would be provided only, if they are getting achievements for last two years.

#### **Admission to Students passed 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 the part-I before the last date of admission.
- b) Those students, who have passed their supplementary examination, only the minimum obtained marks will be added for the eligibility to part – I 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.

### **Admission after the year drop**

More than two years gap is not allowed for new admission. If a student has a gap of two regular academic sessions in regular course then a regular/ private student shall not be allowed admission in the next class. Female candidates are exempted from this rule.<sup>20</sup>

### **Admission to the failed students or the division improving students**

Those students who have failed or unable to sit for an examination or have not filled an examination form, are not eligible to seek re-admission in that 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.

### **Rights for the Refusal of the Admission: -**

Principal can cancel admission in the following circumstances: -

- a) A student who has not deposited the fees on date declared by the college
- b) A student who has not deposited the application form up to last date or has deposited an incomplete form
- c) A student who has used some illegal ways to seek admission in the college.
- d) If student found doing any kind of misbehavior during the admission process to any faculty member or any ministerial staff of the college
- e) A student whose result declared later than 31st July every year except supplementary case
- f) Even after seeking admission, the principal has a right to cancel the admission on the disciplinary or any other grounds.

### **How to Obtain the Admission Form**

Application for admission must be made in the prescribed form available in the

- a) Office: S.S. Jain Subodh PG. (Autonomous) College campus, Rambagh Circle, Jaipur (Raj.) 302004.
- b) Online: [www.subodhpgcollege.com](http://www.subodhpgcollege.com)

- c) Or through the direct link; <http://subodhpgcollege.cname6.formsdotstar.com>

### **Filling the Admission Form**

- a) Fill in the subject combination in legible handwriting along with all other details of the qualifying examination, personal details, authentic phone numbers and mail id.
- b) Affix the latest stamp sized photograph of the candidate on the allotted place in the form.
- c) Enclose attested Xerox copies of all the documents mentioned in the admission form.
- d) The incomplete application forms and forms reaching after the stipulated date and time will not be entertained.

### **Submission of Admission Form**

The duly filled application form should be submitted to the office either in person or by post or by online on or before the stipulated date mentioned on the website/ college notice board.

<b>HELP LINE NUMBERS: 0141-2565989, 2569850</b>
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### **Selection of Students**

- a) Names of candidates selected for admission to various courses will be notified on the notice board / website of the college. No postal intimation will be sent. In case of non submission of the fees till the specified date, the student will not be further entertained.
- b) The selected students must meet members of the admission committee with the following documents, within stipulated time mentioned in the merit list.
  - (i) Mark sheet of last qualifying exam. (For Under Graduate Courses: - class XII Marksheet and For Post-Graduate Courses: – All the Marksheets of Graduation [I, II and III year])
  - (ii) T.C. from the School / College last attended, issued by that institution.
  - (iii) Character Certificate from the institution last attended.
  - (iv) Migration and eligibility certificate in case of student from outside the State, Board and University.
  - (v) Three passport- size Photographs (Form, ID cum Library Card).
  - (vi) Latest Caste Certificate (Not more than 2 years old) for students belonging to SC/ST/OBC/SBC/Minority.

- (vii) Candidates admitted to the college must deposit the required fee at the respective Fee counter through Demand Draft / Pay Order only in Favour of **“Principal, S. S. Jain Subodh PG College” payable at Jaipur or online payment directly to bank or by challan issued by the college.**
- (viii) They are advised to write their Form No., Name, Father’s Name, Class and Contact Number on the reverse of the Demand Draft / Pay Order.
- (ix) **Fee once deposited will not be refunded in any circumstances.**
- c) After admission to a faculty, change from one faculty to the other shall be made 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 with proper application in prescribed format.
- d) 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.
- e) All admissions are subject to the approval by the University of Rajasthan.

### **Promotion to the Higher Classes**

- a) Admission to a higher class is not automatic. It is based on a student’s satisfactory academic performance, character and conduct during the earlier years.
- b) There will be a continuous, comprehensive evaluation of students.
- c) Students will have to appear in two internal examinations per semester and one End Semester exam.
- d) Marks of internal examinations and end semester exams will be taken collectively to decide the promotion of student to the next semester.
- e) Permission for admission to the End Semester Examination will not be granted unless
  - (i) A student has put in at least 75% attendance in each subject at the end of the semester as per the regulations of the college.
  - (ii) A student gets at least the minimum pass marks in the examination conducted by the college as per the norms laid down by the college.
  - (iii) The Principal is satisfied with the character and conduct of the student.

- f) Details of shortage of attendance will be notified from time to time and students are advised to make up for any shortage caused by any reason.
- g) All the disputes are subject to Jaipur Jurisdiction only.

### **Enrollment**

- a) A student admitted to the college on migrating from other examining bodies shall have to enroll himself/herself as a student of S. S. Subodh P.G. (Autonomous) College, Jaipur before appearing at the first ESE, by producing required documents (Marksheet of last qualifying exam and T.C. of previous institute and Migration Certificate as the case may be).
- b) All the students admitted to various programmes in the college shall have to pay enrolment fee at the time of admission and they shall have to enrol as students of University of Rajasthan or Rajasthan Technical University, through S.S. Jain Subodh P.G. (Autonomous) College.

### **Weightage for Admission**

- a) Weightage of marks will be given while preparing the merit list only if the candidate has secured the minimum percentage of marks prescribed, if any for the admission of the courses.
- b) Achievement of NCC and Scouting / Rovering at the school level are valid only for Under Graduate admissions and those at the college level of Post- Graduate/ Law admissions, only once
- c) In case a candidate, after the award of the concession marks, secures marks equal to any other candidate appearing in the list, the candidate having secured equal percentage of marks without addition of the concession marks will be given preference in admission.
- d) The concession of marks under the various clauses of these ordinances will be given to a candidate to his/her advantage under any one of the clauses and not under more than one clause.
- e) For the purpose of this ordinance only the following sports/ games shall be recognized. Certified copies of certificates should be attached to the application form for admission and shall not be entertained subsequently:

<b>S.NO</b>	<b>MEN</b>	<b>S.NO</b>	<b>WOMEN</b>
1	Athletics	1	Athletics
2	Aquatics (Swimming, Diving and Water Polo)	2	Aquatics (Swimming, Diving and Water Polo)
3	Badminton	3	Badminton
4	Basketball	4	Basketball
5	Chess	5	Chess
6	Cricket	6	Cricket
7	Cycling	7	Cycling
8	Football	8	Football
9	Gymnastics	9	Gymnastics
10	Hockey	10	Hockey
11	Kabaddi	11	Kabaddi
12	Kho-Kho	12	Kho-Kho
13	Shooting (Air Rifle/pistol)	13	Shooting(Air Rifle/pistol)
14	Table-Tennis	14	Table-Tennis
15	Taekwondo	15	Taekwondo
16	Tennis	16	Tennis
17	Judo	17	Judo
18	Hand-ball	18	Hand-ball
19	Cross Country	19	Cross Country
20	Wrestling (Free Style)	20	Wrestling(Free Style)
21	Archery	21	Archery
22	Volley ball	22	Volley ball
23	Boxing	23	Boxing
24	Netball	24	Netball
25	Rollball	25	Rollball
26	Softball	26	Softball
27	Washu	27	Washu
28	Yoga	28	Yoga
29	Weight lifting and Best Physique		
30	Wrestling (Greco Roman)		
31	Squash Racket		

- f) If the student who has been given admission on the basis of concessions as mentioned above does not appear on the college/university play grounds/courts for a regular practice, his admission may be cancelled at the discretion of the Head of the Institution concerned.
- g) In the interest of the institution, the head of the institution may refuse the above concessions. He may also refuse admission if he is doubtful about the authenticity of the certificate and/or about the candidates conduct.