Admission Form No. .....

Registration No. .....

Date of Receipt.....

| For Official Use Only | | | |
|---|---|---|---|
| Roll No. | Percentage | Bonus Percentage | Total Percentage |
| | | | |

# S. S. JAIN SUBODH P. G. COLLEGE, JAIPUR

## (Autonomous)

**Re-accredited with A++ Grade (3.82 CGPA-Highest in the Country) by NAAC-UGC**
**81st Rank in "India Rakings 2021 : College" by NIRF-Ministry of Education, Govt. of India**
**DBT STAR COLLEGE by Department of Bio-Technology, Govt. of India**

## Admission Form 2022-23 to 2023-24

### Post Graduation (Sem. I/II/III/IV)

**M.Sc. (Physics/Chemistry/Maths/Botany/ Zoology/Geography/EVS/IT/Microbiology/Biotechnology)**
**M.Com (EAFM/ABST/Business Administration), P.G. Diplomas**
**M.A. (Political Science/History/Geography/Public Administration/Mathematics/English/JMC/MSW/Hindi/Economics/Yoga)**

**Medium :** English / Hindi

**Subject in which admission is sought** ☐

**Faculty:** ☐ **Gender:** ☐ Male ☐ Female

**Category:** Gen. ☐ SC ☐ ST ☐ OBC ☐ PH ☐

Minority: Jain ☐ Sikh ☐ Muslim ☐ Christian ☐ Parsian ☐

**Details of pre entry qualifying exam:**

**Graduation** ☐ **Year of Passing:** ..... Regular | Private

**Name of the University:** .....

**Marks obtained:** ..... **Max. Marks:** ..... **Percent:** ..... **Division:** ..... **Grade:** .....

Passport size photo bearing candidate's signature

| Papers Offered (See Prospectus) | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| | | | | | |

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.....
   .....PIN .....
7. Phone No. (Resi.).....(Office).....
8. Mob. No. (Self).....(Father).....(Mother).....(Guardian).....
9. E-mail : .....Alternate Phone No. .....

**Fee Description**

| Session | Amount (in ₹) | Online Transaction-ID/ D.D./Challan Number | Name of the Bank | Receipt No. | Date | Signature of Cashier |
|---|---|---|---|---|---|---|
| 2022-23 | | | | | | |
| 2023-24 | | | | | | |

**Date : .....**

**Signature of the Student**

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

## To be filled by the Admission Committee/Mentor

Name of the Student .....Name of Student..... Father's Name .....Name of Parent.....
Category.....
Medium: English / Hindi

## Details of Qualifying Examination

| **Offered Course : M.A./M.Com./M.Sc./MSW/PG Diploma Subject .....** | | | | |
|---|---|---|---|---|
| **Graduation BA/B.Sc./B.Com./BJMC** | | **Max. Marks** | **Marks Obtained** | **Percentage** |
| **Offered Subject Marks** | **Part-I** | | | |
| | **Part-II** | | | |
| | **Part-III** | | | |
| **Grand Total** | | | | |

**Optional Subject :** (1) ..... (2) ..... (3) .....
(4) ..... (5) .....

| **Semester** | **I Semester** | **II Semester** | **III Semester** | **IV Semester** |
|---|---|---|---|---|
| **Max. Marks** | | | | |
| **Marks Obtained** | | | | |
| **Percentage** | | | | |
| **Date, Name and Signature of Member of Admission Committee/Mentor** | | | | |

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

| **Year** | **Remarks** | **Name and Signature of Incharge/Mentor** |
|---|---|---|
| 2022 - 23 | | |
| 2023 - 24 | | |

# S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR

## (Autonomous)

## Session 2022-23 to 2023-24

### Undertaking of Anti Ragging Drive by Student

**I hereby solemnly declare that:-**

1. I_____ Name of Student _____ S/D/o _____ Name of Parent _____ student of _____(Class) _____ of S.S. Jain Subodh P.G. 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: _____

Class (Faculty and Year) : _____

Residential Address: _____

_____ PIN _____

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 / Local 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/Guardian in Full: _____

Address with Contact No. _____

_____ PIN _____

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/elective subject then the subject allotted by the college will be acceptable. I will choose only that optional/elective subject which is available at the college.
8. I will not involve in any ragging activities.
9. I am fully aware that no student union election will be held in college due to autonomous scheme. I will never demand any elections during my whole study duration in college.
10. I will not join any parallel Degree/ Diploma courses of any other University/ Institution.
11. I am not serving part time or full time in any organization.
12. 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.
13. I.....Name of Student.....Son/Daughter of.....Name of Parent..... 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 I Yr., II Yr. and III Yr. Exam. | 2. Transfer Certificate |
| 3. Anti Ragging Form (Original) | 4. Date of Birth Certificate |
| 5. Address Proof | 6. SC/ ST/PH/OBC/Minority Certificate |
| 7. Certificate of Participation in games and extra-curricular activity for which bonus marks are requested. | 8. Migration Certificate |
| 9. X$^{th}$ Marksheet | 10. Aadhar Card |

**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/herself in any ragging activities, college authorities are free to take any legal action against him/her. My annual income is ₹.....

**Signature of Parent/Guardian**

# S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR
## (Autonomous)
## Admission Policy

### RULES AND REGULATION

1. Admission to the various courses will be done on the merit basis of qualifying exam.
2. All the rules and regulations are strictly according to the guidelines given by the Commissionarate College Education.
3. The college can only issue the passing certificate, the degree will be granted by University of Rajasthan, Jaipur.
4. The Enrollment of every admitted student will be done by University of Rajasthan.
5. Weightage of 3% will be given to all female candidates.
6. The weightage of 5% in PG courses shall be given to a student from Honors in B.A./B.Com./ B.Sc./BJMC in that particular subject offered.
7. The weightage of 3% will be given to Jain minority.
8. 2% weightage will be given to SC and ST, 1% weightage will be given to OBC/MBC/SBC (Non-cremey layer) candidates in PG Courses.
9. If a student has more than one weightages, a candidate is entitled to avail only one and the highest weightage.
10. There will be a continuous, comprehensive evaluation of students. Students of Autonomous course will have to appear in two internal examinations/home assignments per semester and one end semester exam.
11. Marks of internal examinations and end semester exams will be taken collectively to decide the promotion of student to the next semester.
12. The ratio of continuous internal assessment and end semester exam will be 30:70 for theory and 40:60 for practicals.
13. 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.
14. To gain eligibility for promotion to the next year (III Sem.) in PG courses, a student is required to pass in at least 50% of the subjects offered in the previous year's semesters put together.
15. 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.
16. There is no provision of supplementary examination in semester scheme.
17. 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.
18. Grace Marks will be given only in End term semester exams.
19. All PG courses are co-educational.
20. **Reservation**

    **(a) The benefit of reservation is given as per norms.**

    This institution is governed by Jain charitable trust. The college has minority status given by Govt. of Rajasthan so the reservation is given to students as per the institution policy. It is mandatory for each student to submit the caste certificate.

    **(b) 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, this year, the college team bagged the first prize in Athletics, Cricket, Volleyball, Football, Squash, Table Tennis (Men), Table Tennis (Women), Badminton, Judo Archery and stood runner up in Cross County Race, Weight Lifting, Swimming, Lawn Tennis (Men), Lawn Tennis (Women) in Inter College Tournaments in year 2021-22. The college authority promotes the sports and other achievers in all 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. Surendra Sharma, Convener, PG Admission between 10:30 a.m. and 3:00 p.m.**

20. **Admission to the Students with Supplementary**

    (a) The students who have supplementary in UG part III have to apply for admission before last date of admission. Such students should take provisional admission in semester I (PG) 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 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.

21. **Admission after the Gap**

More than two years gap is not allowed for new admission.

22. **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 regular 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 in UG degree and their results are awaited then they are not eligible for re-admission in PG Courses.

23. **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) If student found doing any kind of misbehavior during the admission process to any academic or any non-academic staff of the college.

(d) A student whose result declared late after 18th August, 2022.

(e) A student who has used some illegal ways to seek admission in the college.

(f) Even after seeking admission, the Principal has a right to cancel the admission on the disciplinary or any other grounds.

Enrollment No. 20...../.....……..

# 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 be filled in by the University**
Received.....vide Rt. No. .....
Dated.....20.....
Cashier

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. ..... 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./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

(Signature of the candidate)

Class…….Faculty……
S.S.Jain Subodh P.G. College (Autonomous)
Jaipur

Date……..20…….

Principal
S.S.Jain Subodh P.G. College (Autonomous)
(Seal)

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## 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.

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# 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

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# S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR
## (Autonomous)
## LIBRARY CUM IDENTITY CARD PROFORMA
## Session 2022-2023

Recent Passport size color Photo to be affixed

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

1. Name of the student _____
2. Father's Name _____
3. Date of Birth _____
4. M.A./M.Com./M.Sc./PG Diploma _____ PG-Sem. I / II / III / IV _____
5. E-Mail _____
6. Mob. No. _____ Telephone No. _____
7. Permanent Address _____

   _____ PIN _____
8. Local Address _____

   _____ PIN _____

**(To be filled by Office)**

9. Fee Receipt No. & Date _____
10. Library Card No. 2021-22 (if any) _____

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# S. S. JAIN SUBODH P.G. COLLEGE, JAIPUR
## (Autonomous)
## LIBRARY CUM IDENTITY CARD PROFORMA
## Session 2022-2023

Recent Passport size color Photo to be affixed

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

1. Name of the student _____
2. Father's Name _____
3. Date of Birth _____
4. M.A./M.Com./M.Sc./PG Diploma _____ PG-Sem. I / II / III / IV _____
5. E-Mail _____
6. Mob. No. _____ Telephone No. _____
7. Permanent Address _____

   _____ PIN _____
8. Local Address _____

   _____ PIN _____

**(To be filled by Office)**

9. Fee Receipt No. & Date _____
10. Library Card No. 2021-22 (if any) _____

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# S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR

## (Autonomous)

## 2022-2023 & 2023-2024

## 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

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

**Important Notes for Students**

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

  **Academic Courses** **M.Sc./M.Com./M.A./M.A. JMC/MSW/PG Diploma** **: 55%** Aggregate
- At the time of registration only duly attested photocopies of documents are required.
- All the original documents must be submitted to the respective department 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) Demand Draft / Pay Order of any Bank in Favor of "Principal, S. S. Jain Subodh PG College" payable at Jaipur.
   (b) Online fee submission through Net Banking/Debit Card/Credit Card by link given on College website www.subodhpgcollege.com
   (c) Deposit Cash in any e-mitra counter by challan obtained from college.
   (d) There is no provision of fee deposition by cash in college.
3. After submitting the proof of fee deposition, the applicant will collect college fee receipt from fee counter.
4. Incomplete application form and/or forms received after the last date will not be entertained.
5. No admission will be given to any student after the last date as declared by the state government.
6. The candidates appearing for supplementary examination can take provisional admission in Sem-I (PG) before the last date of admission.
7. Signature of parents is essential on the admission form.
8. Attested photocopies of following documents should be attached with the application form:
   - Marksheet of all the three years of graduation course.
   - Transfer Certificate
   - Duly attested Caste Certificate for SC/ST/OBC/SBC/PH/Minority candidates.
   - Income Certificate.
   - OBC (Non Creamy Layers) category students should attach attested photo copy of certificate, not older than two years.
   - Migration Certificate in case of students of University other than Rajasthan University; otherwise it should be submitted at the time of admission.
   - Certificates of participation in games or extracurricular activities if bonus percentage is desired.
   - Aadhar Card.
9. Original documents should be produced at the time of admission without which the admission will not be given.
10. 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 if fee is not received up to the mentioned last date of deposition.
11. After admission, student should collect the fee slip from the office. Student has to collect Identity Card after seven days from library and keep the I - Card with him/her in the college every time.
12. If the identity card is lost or damaged it may be re-issued after charging Rs. 100/- at the cash counter of library.
13. Once admission fee is deposited it will not be refunded in any case.
14. Even after getting admission, Principal has right to cancel the admission on the disciplinary or other grounds.
15. 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.
16. More than two years gap is not allowed for new admission.
17. Student has to produce Affidavit Certificate for seeking admission after gap of one/two years.
18. Students are not allowed to attach attested copies and weightage certificate after deposition of admission form.
19. Principal has all rights to cancel any admission without any information.
20. For any further information, students can consult the respective head of the department of the particular subject.
21. All the disputes are subject to Jaipur Jurisdiction only.

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

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