

ADMISSION PROCEDURE

RULES AND REGULATIONS FOR AUTONOMOUS SCHEME STUDENTS

Important Note:

1. All the college students should abide by traffic rules while crossing the Rambagh Circle or nearby college campus area. The college will not be responsible in case of any mishappening due to violation of traffic rules by students.
2. Students are not allowed to bring four wheelers and high-volume honking vehicles to the college.

ELIGIBILITY CRITERIA FOR ADMISSION

1. Admissions in various courses are done strictly on the basis of merit in qualifying exam.
2. Weightage of 3% is given to female candidates and students belonging to Jain minority's community.
3. A weightage of 2% will be given to SC & ST candidates and 1% weightage will be given to OBC (non-creamy layer), SBC, MBC, EWS candidates.
4. A weightage of 5% is given to candidates graduated with Honours course on their admission in any post-graduate course.
5. Additional weightage may also be awarded to the students possessing NCC / NSS / Rovers / Sports certificates. This percentage will be decided as per the guidelines of the State Government or as specified by regulations of Admission Committee.
6. Out of the above-mentioned weightages (point 2 to 4), for a candidate's admission, only one and highest weightage will be considered.
7. Undergraduate students (Subodhians) aspiring to seek admission in Post Graduate courses shall be admitted only when the college Principal is satisfied with his/her character and conduct during their UG studies.
8. In case a student has a gap of two regular academic sessions in a regular course then regular/ private student shall not be allowed admission in the next class.
9. If a student has passed PG Previous (privately), he / she will not be given admission in final year as a regular student.

PROCEDURE TO GET ADMISSION FORM

10. Application for admission should be made in the prescribed application form available in the
11. Office: S. S. Jain Subodh P. G. College, Rambagh Circle, Jaipur 302004.
12. Online: www.subodhpgcollege.com
13. If the admission form is downloaded by candidates, he/she shall enclose ₹400/- Demand Draft in favor of "Principal, S. S. Jain Subodh P.G. College" payable at Jaipur. The filled Application Form can be deposited directly or sent by post at the college postal address.
14. The admission form can also be obtained and deposited online through college website (<http://www.subodhpgcollege.com>) or direct link (<https://admission.subodhpgcollege.com/>)

FILLING UP ADMISSION FORM

1. Student should fill the subject combination in legible handwriting along with details of qualifying examination, personal details, authentic phone numbers and mail address etc.
2. Outstation candidates have to mention the local correspondence address also along with permanent address.
3. Students must provide their Whatsapp Number.
4. Candidates are required to affix latest Passport sized photographs on prescribed places in the admission form.
5. Enclose self-attested Photostat copies of all the documents mentioned in the admission form.
6. Incomplete application forms and forms reaching after the stipulated date will not be entertained and shall be rejected outrightly.

SUBMISSION OF ADMISSION FORM

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

Fee Submission

- Candidates admitted in college can deposit the college fee at the respective Fee counters through:
 1. Demand Draft / Pay Order of any Bank in Favor of "Principal, S. S. Jain Subodh P.G. College" payable at Jaipur or
 2. Online fee submission via Net Banking / Credit Card / Debit Card by link given on college website www.subodhpgcollege.com
- Students should write their Form No., Name, Father's Name, Class and Contact Number on the back side of the Demand Draft / Pay Order.
- **Fee once deposited will not be refunded under any circumstances.**

- Mere submission of fees will not entitle a candidate for his/her admission in the college until/unless he/she submit the original documents and get hard copy of the fee receipt from the college premises within the stipulated time.

HELP LINE NUMBER: 0141-2565989, 2569850, 2574780

SELECTION

- Names of candidates selected for admission in various courses will be displayed on the notice board / website of the college. No postal /Telephone intimation will be sent.
- The selected students are advised to contact members of the admission committee with the following documents, within stipulated time mentioned in the merit list:
 - 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])
 - Transfer Certificate (T.C.) from the school / college last attended, issued by that institution.
 - Character Certificate (C.C.) from the institution last attended.
 - Migration and eligibility certificate in case if student is from outside the State, Board and University.
 - Three passport- size photographs (Form, ID cum Library card).
 - Latest Caste Certificate (Not more than 2 years old) for students belonging to SC/ST/OBC/EWS/MBC/PWD/Minority.
 - Copy of Aadhaar Card.
- After admission in a stream, change to other stream shall be allowed only, when the marks obtained by the candidate in the qualifying examination (10+2) are higher than that of the students last admitted in the stream / class and also subject to the condition that there is a vacant seat in the class/stream. Students are required to submit a proper application in prescribed format.
- After admission, a student shall be allowed to change a subject only once, provided availability of vacant seats in the subject / subject combination. The changes will be done within 15 days from the date of admission with a fee of Rs. 500/- for the same.
- All admissions should be subject to approval from the University of Rajasthan, Jaipur.

PROMOTIONS TO HIGHER CLASSES

- Admission to a higher class shall be subject to student's satisfactory academic performance, character and conduct during the academic years.
- There will be a continuous, comprehensive evaluation of students.
- Students will have to appear in one internal examination and will have to prepare one assignment in lieu of second CIA per semester and one End Semester Examination.
- Marks of internal examinations and end semester exams shall be taken into consideration collectively for promotion of student to next semester.
- A student is eligible to appear for the End Semester Examination only if:
 - He/she has put in at least 75% attendance in each subject at the end of the semester as per the regulations of the college.
 - He/she gets the minimum pass marks in the examination conducted by the college as per the norms laid down by the college.
 - The Principal is satisfied with the character and conduct of the student.
- Shortage of attendance will be notified from time to time and students are advised to make up for any shortage caused due to any reason.
- All the disputes are subject to Jaipur Jurisdiction only.

RULES AND REGULATIONS FOR AUTONOMOUS EXAMINATIONS

- Promotion from odd semesters to even semesters is an academic process, provided the student has registered his / her name for the examination by paying the required examination fee.
- Rules for passing and promotion of B.A./B.Sc./B.Com. (Pass / Honours Course) /BBA/BCA are as follows:
 - To be promoted to the III Semester that is, at the end of first academic year, a student is required to pass in 50% of the subjects/ papers offered in both the semesters, practical papers of the subject will be included and will be counted as one paper. But compulsory paper will be excluded.
 - In order to get promotion to the V Semester, at the end of second academic year, the student is required to pass in 75% of the subjects / papers offered in all the four semesters (I, II, III & IV Semester), then only the student would be considered as eligible to be promoted to the next academic year.
 - For a candidate to be declared pass, he/she is required to obtain minimum 40% marks in each subject (40% marks in theory and sessional put together) & 40% marks in practical taken separately and 36% marks in compulsory papers viz., General Hindi/ General English/ Computer Applications /Environmental Science/ Mental Ability and Reasoning.
 - The marks obtained in compulsory subject(s) will not be counted for working out the division.

- e) A non-commerce student appearing in B.Com. Part I Examination is required to pass the subject of Book-Keeping & Accountancy. The candidates are required to obtain 40% marks in this subject. However, the marks obtained will not be added for the award of division.
3. Promotion and passing rules of M.A./M.Sc./M.Com./M.Sc. IT/PGDCA:
- For a candidate to be declared as pass, he/she will have to score minimum 40 % out of total marks prescribed in the aggregate of all the papers and should be considered pass, if he/she secures 30% marks in End Semester Theory Exam and 40% marks in both theory and sessional, put together. If there is practical examination, a candidate is required to obtain minimum 40% marks in Practical exam separately.
 - To be promoted to Semester III that is at the end of first academic year, a student is required to pass in 50% of the subjects/ papers offered in both the semesters, and then only the student will be eligible for the promotion to the next academic year. At the same time, he/she will be allowed to reappear in the papers in which he/she failed in his/her I/II Semester along with the III/IV Semester Examination. While considering 50% of the papers at the Semester-I & II Examination, practical will be included and one Practical will be counted as one paper.
- If the student fails in theory or practical, he/she will have to reappear for theory or practical examination as the case may be. Examinations will be conducted for odd and even semesters at the end of each semester.
 - If student fails to secure minimum marks in theory paper but pass the practical examination of that paper then practical marks will be carried forward.
 - Students have to appear in one internal examination and to prepare one assignment in lieu of second internal examination
 - Candidate must complete the course within the double of the course duration time after appearing in the main exam. Candidate will be allowed to appear 3 times (1 Main + 2 extra attempts) in that particular paper.
 - Grace marks to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed subject(s) provided the student passes the examination by the award of such Grace Marks and is present in all the papers.
 - Candidate taking admission in Autonomous course will not be allowed to simultaneously pursue any other regular course from any other University and they will also not be allowed to do any full-time job.
 - Marking of Continuous Internal Assessment (CIA) will be displayed on the college website. The student can approach the respective faculty for any kind of grievances related to marks within a period of seven days of uploading marks on college website.
 - Re-evaluation of answer books shall be permissible in not more than 25% of the theory papers (to be raised to the next whole number) in which a student has actually appeared in the examination. For re-evaluation, the student must submit his/her duly filled in application form to the college within 15 days from the date of issue of marks sheet or notified separately by administration. Incomplete application without requisite fee or received after the due date will be rejected. Revaluation is not permitted in the BACK paper examination(s).

Award of Division and Grade

To award Division and Grade to the students, the total of one internal assessment, one departmental assignment, discipline, extra-curricular, attendance (DECA) and term end semester exam marks in all subjects will be considered. Overall merit / rank of student will be declared after compilation of marks / grade secured by the candidate in all the semesters of that course. **The categorization of marks is as under`**

% of Marks	Division	Grade	Level
90 % and above	I	A+++	Outstanding
80 % – 89.99 %	I	A++	Excellent
70 % – 79.99 %	I	A+	Very Good
60 % – 69.99 %	I	A	Good
54 % – 59.99%	II	B	Fair
48 % – 53.99 %	II	C	Average
40 % – 47.99 %	Pass	D	Pass
Less than 40 %	Reappear/Fail	F	Yet to Pass

ELECTION POLICY FOR STUDENT UNION

After attaining the autonomous status, the institute has dissolved the Student Union and the student's election mechanism. Academic and co-curricular performance of students is the basis for the creation of College Student Council.

CODE OF CONDUCT

- Student will observe strict discipline and decorum at the college premises and in case of any indiscipline or misconduct; student should be liable to be expelled from the institute without any notice. No fees will be refundable in such cases.**
- Students shall wear college uniform and identity card in the college campus.
- Students should not damage or make any loss to the college property. If anyone is found guilty, he/she shall be punished as per the rules.

- iv. Ragging in any form, either physically or mentally is strictly prohibited in the college. If anyone is found involved in such activity then FIR will be lodged and the student can be expelled from the institution.
- v. College would not, in any case, accept violence, exploitation or harassment of any student. It would be considered as a crime and punishable as per law.
- vi. Political/organizational activities are banned in the campus. Only official activities which are specifically permitted or sponsored by the college authorities shall be allowed in the college campus.
- vii. Students are not allowed to carry mobiles in classrooms, if found then penalty will be imposed and their mobiles will be forfeited.
- viii. Use of cigarette, alcohol, and tobacco product (paan, gutka, supari etc.) is strictly prohibited in the college campus and a punishable offence too.
- ix. Any kind of nuisance will not be tolerated in the college.
- x. Misconduct, bribing, cheating or false declaration of any kind is not acceptable and is strictly prohibited.
- xi. Respecting the faculty, ministerial staff and class four employees should be a part of student behavior.
- xii. Collection of money in any case is strictly prohibited. If anyone does so, then under the disciplinary code, he/she is liable for punishment.
- xiii. It is mandatory for every student to inform the college if he/she leaves the college in mid of the session.
- xiv. College is free to change the time schedule of any course at any time.
- xv. College shall be free to use photographs of students, as submitted by them in application form, for publication in any journal, book, brochure, newspaper & other media.
- xvi. Students are not allowed to misuse the internet facilities during lab hours.
- xvii. No one will be allowed to listen music and perform gaming activity inside the college campus. Laptops/Computers are to be used with in the premises for academic purposes only.
- xviii. Students are expected to contribute towards the academic/ social/environmental initiatives that the institute may undertake.

IMPORTANT NOTE FOR PARENTS/GUARDIANS

Parents/guardians will co-operate with the college authorities by ensuring that their wards:

- i. Attend the college regularly
- ii. Appear in CIA, as the marks will be added in the final marks, which would help their ward in final marks improvement
- iii. Attend college regularly and maintain 75% attendance which is compulsory as per the university orders. Warning letters will be sent if the student has short attendance.
- iv. Their ward doesn't falter in following the moral conduct/behavior and paying the fees regularly.

DETAILS OF OTHER FEE	
I D CARD (DUPLICATE) FEE	₹100/-
LATE FEE	₹500/-
RE ADMISSION FEE	₹1000/-
LATE FEES FOR M.C.A.	₹500/-
SUBJECT CHANGE FEE	₹500/-
REEVALUATION FEE PER SUBJECT PAPER	₹600/-
DUPLICATE MARKSHEET/GRADE CARD FEE	₹200/-
COMPUTER APPLICATION LAB FEE	₹1500/-
PHYSICAL EDUCATION	₹ 500/-
GEOGRAPHY LAB FEE	₹1500/-
PSYCHOLOGY	₹ 500/-
TOURS AND TRAVELS MANAGEMENT	₹1000/-
ADVERTISING SALES PROMOTION and SALES MANAGEMENT	₹1000/-
FUNCTIONAL ENGLISH	₹1000/-
LANGUAGE LAB FEE	₹1500/-
CA FOUNDATION FEE	₹8000/-
FOUNDATION COURSE FOR COMPETITIVE EXAM AND SKILL DEVELOPMENT	₹2000/-
For the re-conduction of CIA exams, mercy test fee will be charged as per norms (For the students who have not appeared in regular CIA exams)	

RULES AND REGULATION OF FEES

It is mandatory for all the students to deposit their fees on time and if he/she fails to do so, then his/her registration in the college will be cancelled.

- i. The student has to pay the full fees irrespective of the fact that he/she has taken the admission in beginning or during the session.

- ii. The fee has to be deposited in one time deposition which would include the fees of the session (both semesters), caution money and enrolment fee.
- iii. **Separate examination fee of Rs. 1800/- must be deposited by each and every student at the time of filling of examination form.**
- iv. The student has to pay extra fee if he/she opts for Geography, Physical Education, Psychology and Job-oriented courses and Add-on courses (refer fee page no. itself.)
- v. The caution money will be returned through account payee cheque only. If any student, in a year, is unable to collect the cheque/online then his amount will be transferred to Student Alumni Fund.
- vi. Candidates admitted to the college must deposit the required college fee at the respective Fee counter through following ways
 1. Demand Draft / Pay Order of any Bank in favor of **“Principal, S. S. Jain Subodh PG College”** payable at Jaipur.
 2. Online fee submission through Net Banking / Credit Card / Debit Card by link given on college website www.subodhpgcollege.com
 3. **Merely depositing of fees does not entitle a candidate for admission in the college, until/unless he/she submit the original documents and obtain a hard copy of the fee receipt from the college with in stipulated time.**
- vii. **Fee once deposited will not be refunded in any circumstances.**
- viii. Any disputes will be subject to Jurisdiction of Jaipur Courts only.

SCHOLARSHIPS

With the aim to encourage higher education among the students, various scholarship schemes initiated by the State Government are provided to the students in the college. Students who are from under privileged, needy and physically challenged groups are endowed with these scholarships by the college to ensure an increase in access towards education. Following are the various types of Scholarship schemes available for the benefit of students through various funding agencies:

- Merit based scholarship provided by the RBSE / CBSE Board.
- Scholarship to the PWD, SC/ST/BC /MBC students by the Ministry of Social Justice and Empowerment, Govt. of Rajasthan.
- INSPIRE Scholarship of Department of Science and Technology, New Delhi.
- Scholarship by Ministry of Human Resource Development.
- Scholarship given to the meritorious students by Central Government.
- Sumedha scholarship for students who have secured above 75% marks and are from economically deprived section.
- Chief Minister Higher Education Scholarship.
- Need cum Merit Scholarship of Government of Rajasthan for Players, who have achieved first or second position in various competitions at University/State/National/International levels
- “Prime Minister Special Scholarship Scheme” (PMSSS), from All India Council for Technical Education for students of Jammu and Kashmir
- Institutional scholarship for
- In case of any ambiguity in rules, the decision of the Principal/management shall be the final. Matters not covered by these rules are left to the discretion of the Principal and his decision shall be final.