

ADMISSION PROCESS OVERVIEW

GUIDELINE AND POLICIES

Important Note:

1. All the college students should abide by traffic rules while crossing the Rambagh Circle or college campus area nearby. 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. **Following Weightage are given to students:**
 - ★ Jain candidate: 3%
 - ★ Female candidates: 3%
 - ★ SC & ST candidates: 3%
 - ★ OBC (non-creamy layer), SBC, MBC, EWS candidates: 1%
 - ★ NCC / NSS / Rovers / Sports candidates: Additional weightage as per the guidelines of the State Government
3. A weightage of 5% is given to candidates graduated with Honours course for admission in any post-graduate course.
4. Out of the above-mentioned weightages (point 2), for a candidate's admission, only one and highest weightage will be considerable.
5. 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.

PROCEDURE TO GET ADMISSION FORM

1. Application for admission should be made in the prescribed application form available in /at:
 - ★ Office: S. S. Jain Subodh P. G. College, Rambagh Circle, Jaipur 302004.
 - ★ Online: www.subodhpgcollege.com

2. If the admission form is downloaded by candidates, he/she shall enclose ₹400/- Demand Draft in favor of "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.
3. The admission form can also be obtained and deposited online through college website (<http://www.subodhpgcollege.com>) or through the direct link (<https://admissionsubodh.com/>)
4. The facility of filling the admission form online is also available with proper guidance at college reception counter at payment of Rs. 50/-

QR for Online Admission Form



SUBMISSION OF ADMISSION FORM

1. 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.
2. The duly filled admission form may be deposited in the online mode also.

FEE SUBMISSION

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

4. Mere submission of fees will not entitle a candidate for his/her admission in the college until/unless he/she submits the original documents and receives hard copy of the fee receipt from the college premises within the stipulated time.
5. Fee deposited after due date will not be valid and is sufficient cause for denial of admission.

HELP LINE NUMBER: 0141-2565989, 2569850, 2574780

SELECTION

1. 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.
2. 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.
3. 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 ₹ 500/- for the same. In case of change in stream, a fees of ₹ 1000/- will be charged.
4. All admissions are subject to approval from the University of Rajasthan, Jaipur.

CODE OF CONDUCT

1. Student shall wear uniform and identity card in the college premises. Strict adherence to discipline and decorum is mandatory within the college premises to foster a conducive learning environment.
2. Any instances of indiscipline or misconduct will result in immediate expulsion from the institute. No Fees will be refundable in such cases.
3. Political/organizational activities are banned on the campus. Only official activities specifically permitted or sponsored by the college authorities shall be allowed.
4. It is mandatory for every student to inform the college if he/she leaves in mid of the session.
5. The college is free to change the time schedule of any course at any time.
6. The college will maintain details of the contributions made by a student for credit entry in his/her college leaving certificate. Similarly, students will incur negative marks on the same certificate for any misconduct/indiscipline.
7. Students are representatives of the college throughout their tenure. Any actions of indiscipline, immorality, illegal behaviour, harassment, or bad behaviour, both within and outside the college campus, will be dealt with severity. All students are strongly advised to conduct themselves in a manner befitting a responsible member of the college and society. Parents/Guardians are expected to sensitize their ward(s) accordingly.
8. The college is free to use photographs of students, as submitted by them in the application form, for publication in any journal, book, brochure, newspaper, or other media.

9. Students shall refrain from:

1. Smoking, drinking, gambling, and drug-taking in any form. The college is a SMOKE-FREE and TOBACCO-FREE ZONE.

2. Causing damage to college buildings, furniture, fixtures, the garden, electric fans or any other property.
3. Tampering with official notices and college records.
4. Mass bunking classes.
5. Making noise in corridors while teaching is in progress in other classrooms.
6. Demeaning the status, dignity, esteem, and honor of students and staff.
7. Indulging in verbal or digital abuse, aggression, indecent gestures, obscene behaviour, or any kind of violence.
8. Carrying arms and ammunition.
9. Any conduct that poses a threat to the safety and security of the college fraternity.
10. Any activity that negatively affects the reputation of the college.
11. Carrying mobile phones, listening to music, and engaging in gaming activities inside the college campus.
12. Ragging in any form, either physically or mentally.
13. Misuse of internet facilities during lab hours.
14. Illegal messaging on social media platforms regarding the college.
15. Collection of money in name of the event / Programme organized in college.



IMPORTANT NOTE FOR PARENTS/ GUARDIANS

Parents/guardians will cooperate with the college authorities by ensuring that their wards:

1. Attend classes regularly. They attend 2/3rds of the delivered lectures and practical's separately to be eligible to appear in examinations. Parents/guardians are expected to make frequent inquiries about their wards' attendance. It is not incumbent upon the college to inform parents/students about attendance shortages.
2. Attendance at seminars, special lectures, and functions organized by the college is compulsory. Any student who violates this shall be debarred from college activities and placements.
3. Adhere to the schedule for submission of class assignments, projects, and completion certificates for summer training.
4. Do not falter in their moral conduct/behaviour and paying fees regularly.
5. **Details of other fees:**

DETAILS OF OTHER FEE	
I D CARD (DUPLICATE) FEE	₹100/-
LATE FEE	₹500/-
RE ADMISSION FEE	₹1000/-
LATE FEES FOR M.C.A.	₹500/-
STREAM CHANGE FEE	₹1000/-
SUBJECT CHANGE FEE	₹500/-
RE-EVALUATION FEE PER SUBJECT PAPER	₹600/-
DUPLICATE MARKSHEET/GRADE CARD FEE	₹200/-
COMPUTER APPLICATION LAB FEE	₹2000/-
PHYSICAL EDUCATION	₹ 500/-
GEOGRAPHY LAB FEE	₹2000/-
PSYCHOLOGY	₹ 500/-
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.

1. 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.
2. The fee has to be deposited in one time deposition which would include the fees of the session (both semesters), caution money and enrollment fee.
3. After three months of commencement of particular course, the late fee of Rs. 50/- will be charged per day in addition to usual late fee mentioned in the above table.
4. Separate examination fee of Rs. 2500/- must be deposited by each and every student at the time of filling of examination form.
5. The student has to pay extra fee if he/she opts for Geography, Physical Education, Psychology, Computer Science and Job-oriented courses and Add-on courses.

6. 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.
7. Candidates admitted to the college must deposit the required college fee at the respective Fee counter through following ways:
 - ★ Demand Draft of any Bank in favor of "S. S. Jain Subodh PG College" payable at Jaipur.
 - ★ Online fee submission through Net Banking / Credit Card / Debit Card /UPI by link given on college website www.subodhpgcollege.com
 - ★ Mere deposition of fee does not entitle a candidate for admission in the college, until/unless he/she submits the original documents and obtains a hard copy of the fee receipt from the college within stipulated time.
8. Fee once deposited will not be refunded under any circumstances.
9. 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 under privileged, needy and physically challenged students in the college 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 Education.
- ★ 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
- ★ Need cum merit scholarship from Subodh Shiksha Samiti
- ★ Sports scholarship from the institution
- ★ Kali Bai Scooty Yojana

Note:

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 her decision shall be deemed final.