

# Admission Procedure

1. Application for admission must be made in the prescribed form available on the website of the college <http://www.subodhcomartscollege.com> online and download both.
2. The duly filled application form shall be submitted to the office either by hand or online before the stipulated date.
3. Minimum eligibility criteria for application to the course shall be as per the Department of College Education Rajasthan and University of Rajasthan norms.
4. Eligibility Criteria
  - For B.A./B.Com. Semester I:
    - Minimum 45% of aggregate marks in last qualifying exam (10+2) for students from RBSE / CBSE and any other equivalent Board
    - Minimum 60% of aggregate marks for students who has qualify his last exam (10+2) out of Rajasthan and also who is not the resident of Rajasthan.
5. The process of admission will be strictly on the basis of merit. The weightage shall be given as per the State Government norms.
6. Students seeking admission in B.A. Semester I – He will choose three optional Subjects.
7. Candidate admitted to the college must deposit the requisite college fee at the respective Fee counter through Net Banking / Credit Card / Debit Card/UPI by link given on College website <http://www.subodhcomartscollege.com>
8. Respective documents must be duly attached/upload with the admission form in order to avail the benefit of Sports, NSS, and Scout before the declaration of the cut off list.
9. Online fees deposition by the student, confirmation of admission shall be made only after the deposition of original documents and collection of the FEE RECEIPT by the student from the college office only.
10. A weightage of 3% will be given to **Jain minority** candidates in all courses at time of admission. If the candidate has claimed more than one weightage then only one highest weightage will be given.
13. Decision taken by the admission committee will be treated as final. All the disputes are subject to Jaipur Jurisdiction only.

## **Right of Rejection / Denial of Admission**

1. Principal has the right to reject the admission under following circumstances :
  - ❖ In case the applicant has hidden any related fact willingly.
  - ❖ In case the applicant has not deposited application form and fees within the stipulated time or he has submitted the incomplete form.
  - ❖ In case the candidate does not fulfill the admission norms of University of Rajasthan.
  - ❖ In case the applicant was punished for using unfair means during his University exams.
  - ❖ In case he has been corrupted/misbehaved during the college hours with any member of the college.
  - ❖ In case the applicant indulged in the use of unfair means like bribery or terror in order to take admission in college.
  - ❖ In case of non-availability of seat.
2. Admission shall not be given to those students who want admission in the same class for the purpose of improvement of marks.
3. The eligibility of a candidate is ascertain on the basis of the minimum passing marks, instead of the marks obtained in the paper/subject of supplementary exam shall be taken into consideration.
4. Based on the above rules if a candidate has been admitted as a regular student, but has failed in the supplementary exams, then his regular admission will be automatically cancelled.
5. The regular students, who are eligible for Semester III, V & Part III must fill their re-admission forms and deposit requisite fee within 15 days from the date of declaration of the result, otherwise they may be denied admission in the course.

## **Rules & Regulations**

1. Principal has the right to do amendments in the rules published/mentioned in prospectus.
2. Changes if any, in the syllabus by the University of Rajasthan will be applicable as such.
3. Students, taking admission for the first time in the university, must submit duly filled enrollment form along with the examination form in order to get themselves enrolled in University of Rajasthan. Information related to enrollment and examination will be displayed on the notice board.

4. No change will be made once the optional subject is allotted to a student. Principal has the right to allow for any changes in the allotment of subject within 10 days of admission only in unfavorable condition.
5. Students themselves shall be responsible for the attendance record. Teachers will keep their respective students updated about the attendance at the end of every month. Students, **failing to stand the 75% of attendance** (as per the norms of University of Rajasthan), have to appear in examination as non-collegiate candidate.
6. Students whose result is declared late by the University, attendance will be counted from the 10th day of result declaration or admission date whichever is earlier. No relaxation will be entertained for attendance in any circumstances. If anyone is found guilty towards his academics, no relaxation will be given for attendance.
7. Relaxation in attendance for the students participating in sports or academic activities will be considered only when they fall short of it. Otherwise, not any such case will be considered.
8. Students can take part only in one of these activities i.e. Games /NSS/ Rovers.
9. Class arrangements for Arts and Commerce students have been made for both English and Hindi medium.
10. Academic evaluation of students: "Midterm Test" is conducted in order to make students familiar with examination pattern and to develop their answering skills. Faculty members evaluate the answer sheets and try to make betterment in the student's performance. Parents / Guardians are regularly informed about the progress of their ward.
11. The entry in the college premises is only by the college identity card. Therefore, every student should wear identity-card daily so that it is visible to all.
12. Parents / Guardians should timely keep themselves informed about the progress of their ward. They can communicate with the concerned head and related faculty members.
13. Parents / Guardians will be responsible for the character, behavior and due fee of their ward.
14. Students must park their vehicle in the parking zone and get the receipt of token fee. Their vehicles must have the registration number in order to avoid any inconvenience. Student himself will be responsible if he parks his vehicle on other than the allotted parking area. Four wheelers of the students are not allowed in the college campus.