

Admission Form No.

Registration No.

Date of Receipt.....

For Official Use Only		
Percentage	Bonus Percentage	Total Percentage

S. S. JAIN SUBODH COMMERCE & ARTS COLLEGE

(Affiliated to the University of Rajasthan, Jaipur)

Rambagh Circle, Jaipur

Admission Form 2021-22 to 2023-24

Under Graduate Course in B.A. & B.Com. (Part I to Part III)

Medium : English / Hindi Class in which admission is sought: B.A. ☐ B.Com. ☐ Category: Gen. ☐ SC ☐ ST ☐ OBC ☐ SBC ☐ PH ☐ Minority: Jain ☐ Sikh ☐ Muslim ☐ Christian ☐ Parsian ☐ Details of pre entry qualifying exam : XII ☐ Year of Passing : Regular ☐ Private ☐ Name of the Board: Marks Obtained: Max. Marks: Percent : Division :		Passport size photo bearing candidate's signature
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Compulsory Subjects (Only for Part I)	Optional Subjects (See Prospectus)
1. General Hindi 2. General English 3. Environmental Studies 4. Elementary Computer Application 5. Anandam	1. _____ 2. _____ 3. _____

- Name of the Student (in English CAPITAL LETTERS only).....
- Name of the Student (in Hindi).....
- Date of Birth (In figures).....AgeYears.....Months
(In words).....
- Father's Name
- Mother's Name
- Address.....
- Phone No. (Resi)..... (Office).....
- Mob. No. (Self)..... (Father)..... (Mother)..... (Guardian).....
- E-mail :

Date :

Signature of the Student

Fee Description 2021-22	
Amount (in ₹)	
Online Transaction-ID/ Challan/DD Number	
Date of DD/Challan	
Branch Name	
Receipt No.	
Date	
Signature of Cashier	

Fee Description 2022-23	
Amount (in ₹)	
Online Transaction-ID/ Challan/DD Number	
Date of DD/Challan	
Branch Name	
Receipt No.	
Date	
Signature of Cashier	

Fee Description 2023-24	
Amount (in ₹)	
Online Transaction-ID/ Challan/DD Number	
Date of DD/Challan	
Branch Name	
Receipt No.	
Date	
Signature of Cashier	

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

To be filled by the Admission Committee/Mentor

Graduation: For B.A./B.Com. (Part I / II / III)

Name of the Student Father's Name

Category SC/ST/OBC/General/Physically Handicapped/Minority (Jain/Sikh/Muslim/Christian/Parsian)/Others

Medium: English / Hindi

Optional Subjects: (1).....(2).....(3).....

Qualifying Examination

Semester/Class	XII	I Year	II Year	Particulars
Marks Obtained				
Max. Marks				
Percentage				
Section Allotted				
Name and Signature with date (Member of Admission Committee/Mentor)				

Remarks regarding the behavior and performance of the student

Year	Remarks	Name and Signature of Incharge
2021 - 22		
2022 - 23		
2023 - 24		

S. S. JAIN SUBODH COMMERCE & ARTS COLLEGE

Rambagh Circle, Jaipur-302004

Session 2021-2022 to 2023-2024

Undertaking of Anti Ragging Drive by Student

I hereby solemnly declare that:-

1. I _____ **Name of Student** S/o _____ **Name of Parent**
student of **B.A. / B.Com.** (Class) **I / II / III year** of S.S. Jain Subodh Commerce & Arts 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/debarred 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 of Student: _____

Class (Faculty and Year) : _____

Residential Address: _____

Resi. Phone No. with STD code: _____

Mobile No. (Self) _____ Mobile No. (Parents) _____

Additional Contact No. (if any) (1) _____ (2) _____

Undertaking by Parent/Guardian

1. I _____ **Name of Parent / 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 / ward will not indulge in any act of ragging.
3. I hereby agree that if he is found guilty of any aspect of ragging, college authorities are free to take any legal action against him. He 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/Guardian with date

Name of Parent/Guardian in Full: _____

Address _____

Phone No. _____ Mobile No. _____

Declaration by the Applicant

I shall abide 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 was not involved in any indisciplinary activity in last years.
6. If there is no seat vacant in desired optional subject then the subject allotted by the college will be acceptable. I will choose only that optional subject which is available at the college.
7. If there is no seat vacant in desired medium section then the section allotted by the college will be acceptable.
8. I will not involve in any ragging activities.
9. I will not join any parallel Degree/ Diploma courses of any University/ institution.
10. I am not serving part time or full time in any organization.
11. I **Name of Student** Son 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.
12. I am fully aware that no direct student union election will be held in the college. I will never demand of such election during my whole study duration in college.
13. 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.

Enclosures: Self attested photo copy of :-

1. Mark sheet of Qualifying Exam.	☐	2. Transfer Certificate	☐
3. Date of Birth Certificate	☐	4. Anti Ragging Form (Original)	☐
5. Address Proof	☐	6. SC/ ST/PH/OBC/Minority Certificate	☐
7. Certificate of Participation in games and extracurricular 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 my ward. I also certify that I am wholly responsible for my ward. In case he involves himself in any ragging activities, college authorities are free to take any legal action against him. My annual income is ₹.....

Signature of Parent/Guardian

S. S. JAIN SUBODH COMMERCE & ARTS COLLEGE, JAIPUR

LIBRARY CUM IDENTITY CARD PROFORMA

Session 2021-2022

(All entries to be filled in ENGLISH CAPITAL LETTERS)

1.	Name of the student	_____
2.	Father's Name	_____
3.	Date of Birth	_____
4.	Class : B.A. /B.Com.	_____ Part I / Part II / Part III _____ Sec. _____
5.	E-Mail	_____
6.	Mob. No.	_____ Telephone No. _____
7.	Permanent Address	_____ _____ _____
8.	Local Address	_____ _____ _____

Recent Passport
size color Photo to
be affixed

(To be filled by Office)

9.	Fee Challan No. & Date	_____
10.	Library Card No. 2020-21 (if any)	_____

S. S. JAIN SUBODH COMMERCE & ARTS COLLEGE, JAIPUR

LIBRARY CUM IDENTITY CARD PROFORMA

Session 2021-2022

(All entries to be filled in ENGLISH CAPITAL LETTERS)

1.	Name of the student	_____
2.	Father's Name	_____
3.	Date of Birth	_____
4.	Class : B.A. /B.Com.	_____ Part I / Part II / Part III _____ Sec. _____
5.	E-Mail	_____
6.	Mob. No.	_____ Telephone No. _____
7.	Permanent Address	_____ _____ _____
8.	Local Address	_____ _____ _____

Recent Passport
size color Photo to
be affixed

(To be filled by Office)

9.	Fee Challan No. & Date	_____
10.	Library Card No. 2020-21 (if any)	_____

S.S. JAIN SUBODH COMMERCE & ARTS COLLEGE

Rambagh Circle, Jaipur

Session 2021-2022

Receipt of Application Form

Admission Form No.

Date

Received Application Form from Mr.....

S/o for admission in class

Signature of Clerk

Rules and Regulations for Admission

1. The number of students to be admitted in the each course will be decided on the directions of the University of Rajasthan.
2. Prospectus can be collected on the remittance of requisite fee (Rs. 200/-)

Important Notes for Students

- a. The applicant must ensure himself that he passes the qualifying examination for the course as prescribed by the State Govt. with required minimum percentage.

B.A.	:	48%
B. Com.	:	45%
Other State Board	:	60%

- b. At the time of registration only duly attested photocopies of documents are required.
 - c. All the original documents must be brought at the time of interview and must be submitted to the office at the time of the admission.
 - d. Office timings of the college will be 12:30 pm to 4:30 pm
3. **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 Commerce and Arts College**” payable at Jaipur.
 - (b) Deposit Cash in any e-mitra counter by challan obtained from college.
 - (c) Online fee submission through Net Banking/Debit Card/Credit Card by link given on College website www.subodhcomartscollege.com
 4. After submitting the proof of fee deposition, the applicant will collect college fee receipt from fee counter.
 5. The last date of submitting application form without late fee is **20th August, 2021.**
 6. Incomplete application form and forms received after the last date will not be entertained.
 7. No admission will be given to any student after the last date as declared by the state government.
 8. The candidates appearing for supplementary examination can take provisional admission in the Part - I before the last date of admission.
 9. Signature of parents is essential on the admission form.
 10. Attested photocopies of following documents should be attached with the application form:
 - a. Mark sheet of last qualifying examination.
 - b. Transfer Certificate.
 - c. Duly attested Caste Certificate for SC/ST/OBC/PH/Minority candidates.
 - d. Income Certificate.
 - e. OBC (Non Creamy Layers) category students should attach attested photo copy of certificate, not older than two years.
 - f. Migration Certificate in case of students of Boards other than Rajasthan Board; Otherwise it should be submitted at the time of admission.
 - g. Certificates of participation in games, NCC, NSS or extra curricular activities if bonus percentage is desired.
 - h. Aadhar card
 11. Original documents should be produced at the time of admission without which the admission will not be given.
 12. 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 of fee is not received up to the mentioned last date of deposition.
 13. After admission, student should collect the fee slip from the office. Student has to collect Identity Card after ten days from library and wear the Identity card in the college premises.
 14. The identity card is lost or damaged it may be re-issued after depositing Rs. 100/- on cash counter of library.
 15. **Once admission fee is deposited it will not be refunded in any case.**
 16. Even after getting admission, Director has right to cancel the admission on the disciplinary or other grounds.
 17. After last qualifying examinations, caution money can be withdrawn within one year; otherwise it will be transferred in boy's fund. The caution money will be disbursed through Account Payee cheque only.
 18. More than two years gap is not allowed for new admission.
 19. Student has to produce Affidavit certificate for seeking admission after gap of one/two years.
 20. Students are not allowed to attach attested copies and weightage certificate after deposition of admission form.
 21. In the college, no student union election will be held. Student should contribute only in academic activities.
 22. For any further information, students can consult from the respective admission window of the particular class.
 23. Uniform is compulsory in college campus.
 24. All the disputes are subject to Jaipur Jurisdiction only.

Date: 26th June, 2021

(Prof. K.B. Sharma)
Director