

ADMISSION PROCEDURE

ELIGIBILITY CRITERIA FOR ADMISSION

1. Admission to the Part I (UG/PG) all courses are done strictly as per the eligibility norms laid down by the competent authorities or on the basis of merit in the qualifying exam.
2. Weightage of 3% will be given to all female candidates.
3. Weightage of 3% will be given to Jain minorities.
4. Extra marks may also be awarded to the students possessing NCC / NSS / Rovers Sports certificates as per the guidelines of the State Government or as specified by regulations of Admission Committee.

For Online Admission: www.subodhglobalcollege.org

For Offline Admission:

1. Application for admission must be made in prescribed format which is available at the college office of S.S. Jain Subodh College of Global Excellence, Sitapura, Jaipur.
2. The subject combination must be filled in neat and legible handwriting along with all other required details of the qualifying examination, personal details, authentic mobile phone numbers and email id.
3. Affix 3 latest passport size photograph of the candidate on the assigned space in the form.
4. Enclose attested Xerox copy of all the required documents.
5. Incomplete application forms and forms reaching after the stipulated time will not be considered.
6. The duly filled application form should be submitted to the office either by person or by post on or before the last date of submission.

SELECTION

1. List of selected candidates for admission will be displayed on the notice board of the college. No personal intimation will be sent.
2. The selected students must meet admission committee with all prescribed documents, within the stipulated time mentioned in the merit list.
3. All admissions are subject to the approval by the University of Rajasthan.

FEES SUBMISSION

1. Candidates must deposit the required fee at the respective fee counter to the college through following ways:
 - (i) Demand Draft / Pay Order of any bank in Favour of "Principal, S.S. Jain Subodh College of Global Excellence" payable at Jaipur.
 - (ii) Online Fee can be deposited through Net banking/Credit Card/Debit Card/UPI by link given on college website: www.subodhglobalcollege.org

Note: Fee once deposited, will not be refunded in any condition.

2. Students are advised to write their Form No., Name, Father's Name, Class and Contact number on the back of the Demand Draft / Pay Order.
3. After admission in a particular stream, changing from one stream to the another stream shall be made after giving proper application in prescribed format, only if the marks obtained in the qualifying examination (10+2) are higher than that of the students last admitted in the faculty / class or there is a seat vacant in the respective stream.
4. After admission, a student can change one subject and that too only once, if particular subject / subject combination has vacant seats. The change can be done within 15 days from the date of admission with a fee of Rs 300/- for the same.

List of Documents to be submitted in original/self-attested Xerox copy at the time of admission:-

FOR RBSE BOARD STUDENTS-

- Marksheet of class 10th. (One self-attested copy)
- Marksheet of class 12th. (One self-attested copy)
- Transfer Certificate / Character Certificate. (Original)
- 3 Passport size photographs.

FOR CBSE BOARD/OTHER BOARD STUDENTS-

- Marksheet of class 10th. (One self-attested copy)
- Marksheet of class 12th. (Original and One self-attested copy)
- Migration Certificate (Original)
- Transfer Certificate / Character Certificate (Original)
- 3 Passport size photographs.

FOR POSTGRADUATE COURSES-

- Marksheets of 10th, 12th class & I, II and III year (One self-attested copy)
- Transfer Certificate / Character Certificate (Original)
- 3 Passport size photographs.

DOCUMENTS REQUIRED IF APPLICABLE-

- Caste Certificate (not more than 2 years old) for students belonging to SC/ST/OBC/SBC.
- Certificate of participation in NCC/NSS/ Sports.
- Affidavit/Gap Certificate for Gap period.

RULES AND REGULATION REGARDING FEES-

1. It is mandatory for all the students to deposit the fees within stipulated time and if he/she is unable to do so, his/her registration from the college will be cancelled.
2. It is mandatory to deposit full fee irrespective of the fact that he/she has taken the admission in beginning or during the session.
3. The fee has to be deposited only in one time, which includes the fees of the session and caution money.
4. The student has to pay extra fee if he/ she opts Geography.
5. The fee once deposited will not be refunded in any condition except caution money.
6. The caution money deposited by the students at the time of admission at the College shall be refunded through account payee cheque only. If any student, in a year, is unable to collect the cheque then his amount will be transferred to Student Alumni Fund.
7. All the disputes are subject to Jaipur Jurisdiction only.

SCHOLARSHIPS

Below mention Scholarship schemes are available for the benefit of students through various funding agencies:

- Scholarship will be given on the basis of merit provided by the Rajasthan Board/CBSE.
- Scholarship for the handicapped SC/ST/OBC students, given by the Social Justice, Govt. of Rajasthan.



OTHER FEES

FEE TYPE	AMOUNT
ID Card (Duplicate) Fee	₹ 100
Late Fee	₹ 500
Re-Admission Fee	₹ 1000
Subject Change Fee	₹ 300
Geography Fee	₹ 1500