

## JECRC University Admission Policy-2024

JU/Reg./2023/12294

Date: 5/12/2023

Applications for admission shall be submitted online at the University website [www.jecrcuniversity.edu.in](http://www.jecrcuniversity.edu.in) for which application fee of Rs. **850/-** is payable for all programs and **Rs. 1500/-** for Ph.D. Program. Payment can be made online at the time of submission of application. Alternatively, a candidate may purchase Admission Brochure from JECRC University Campus and submit hard copy of the Application Form duly filled either in person in the Admission Cell or through post/courier. However, in case the Application Form is submitted by post/courier, the University shall not be responsible for late receipt of the same. The Application Form must reach in the University on or before the last date of submission as given in the Admission Calendar, to the below mentioned address:

**Director Admission,  
JECRC University, Plot No. IS-2036 to 2039, Ramchandrapura,  
RIICO Industrial Area, Vidhani, Jaipur 303 905**

Once the online application for admission is submitted successfully, the system will generate a unique application number which may be noted by the candidates as the same shall act as a Reference Number for all subsequent correspondence till the candidate is actually admitted.

### **Notification of Schedule for Physical Counselling for Admission**

Look for notices / alerts by clicking the 'Admission Notices/ Alerts' Tab on the home page of JECRC UNIVERSITY website. Students are advised to keep checking their registered email id for mail of counseling. Schedule for Physical Counseling for Admission and other related information will be available on website at link: [www.jecrcuniversity.edu.in](http://www.jecrcuniversity.edu.in)

### **Physical Counseling for Admission**

It is mandatory for the candidates to appear in person for physical counseling for admission before the Admission Committee. The Candidate must bring the following documents in original along with one set of self-attested photocopies:

- 10th Marksheet
- 12th Marksheet
- Graduation Marksheet
- Post-Graduation Marksheet
- Migration Certificate
- Character Certificate from the Institution last attended.
- Caste Certificate (if Applicable)
- Affidavit for Gap Year(s), if applicable
- Copy of Aadhar Card
- 4 passport size colored photographs in formal dress.

On the day of physical counseling, candidates shall report to the Registration Desk, arrange documents in the specified sequence in the file cover given on the spot, appear before the Document Verification Committee for verification of documents and move to the Admission Committee if found eligible.

  
Registrar  
JECRC University, Jaipur-303905



Admission Committee shall allot the seats to the Candidates in order of merit subject to its availability and the candidates shall be required to deposit fee on the spot either through Demand Draft/ Credit/ Debit Card or online Payment. The seat shall be deemed to be allotted only on submission of fee. If a candidate fails to deposit the fee on the spot, the right to admission shall be forfeited and the seat shall be offered to the candidate next in the merit list. If a candidate reports late for admission on the designated day and time he/she will be offered the seat available at the time of his appearance before the Admission Committee.

All Candidates are advised to report on the day of physical counseling in a formal and presentable dress as a fresh photograph may be required to be clicked on the spot.

All students admitted in various programs shall collect their original testimonials / certificates at the time of allotment of seat against acknowledgment. All such students are also advised to refer to JECRC UNIVERSITY Website for further instructions, if any.

The Admission Committee shall ensure allotment of seats purely on merit. Canvassing of any kind may result in denial of admission.

### **Preparation of Merit List**

The Merit Lists for each program shall be prepared as per the criteria given in the Admission Brochure/ University Website.

For B.Tech Program the merit list shall be prepared on the basis of merit in JEE-Main **2024**, and seats remaining vacant, on the basis of merit in the aggregate percentage obtained in Senior Secondary/ Class XII in all subjects. Candidates are advised to give the respective score in the application form as soon as the results are declared by the respective Board/ University.

Those students who fail to supply proof of academic results at the time of physical counselling shall not be considered for admission at that point of time. However they may be considered for admission as and when they submit the proof of their meeting minimum eligibility criteria, provided the seat is available.

The Merit Lists shall be available on JECRC University Website against Application Number printed on the Application Form.

For UG Programs, admission shall be made only if the candidate has been declared pass in the qualifying examination clearly. Candidates having compartment shall not be admitted in any of the UG Programs till their result for the supplementary examination has been declared within the final cutoff date of admission. For M. Tech programs, candidates may keep checking the University website for updates/norms of admission.

For PG Programs, candidates may be admitted provisionally subject to fulfillment of minimum eligibility criteria on or **before 31-10-2024**. For the purpose of preparation of Merit List, the marks scored up to pre - final year of the qualifying examination shall be considered for those whose result has not been declared for the final year/ semester. Students having compartments in any of the previous years shall not get credit for the subjects which they have not passed at the time of admission. Admission Committee shall exercise fair discretion to see that based upon the academic

performance in exam result which is available at the time of admission, whether the candidate is likely to meet the eligibility criteria. However, it will be sole responsibility of the candidate to meet the minimum eligibility criteria for admission by the cutoff date mentioned above and no relaxation in minimum eligibility criteria shall be granted. For the purpose of determining minimum eligibility criteria, percentage of marks more than 0.50 and above shall be rounded off to 1. However relaxation of 5% marks in minimum eligibility criteria shall be given to the candidates from Women / SC / ST / Rajasthan State OBC non creamy layer Categories, although there is no reservation of any kind except for NRIs for whom 15% of the total seats in all programs are reserved. Above all, each candidate must visit the University website before confirming admission, to accept and abide by the latest norms/rules and regulations in this regard. The right of "Admission" shall be reserved by the University and any decision taken by the University shall be "Final and binding" on admission seekers.

### **Policy for Withdrawal and Refund of Fees**

Candidates may withdraw their admission by submitting an Application Form in person along with original copy of the receipt of the fee deposited to the Office of the Registrar through Deputy Registrar (Academics) in Admin Block for which he/ she must obtain an acknowledgment.

The fee deposited by such a candidate shall be refunded after deducting Rs. 5,000/-, provided the candidate has submitted Withdrawal Application 16 days or more before Commencement of the classes. In such cases, the refund of fee shall be made within three months after the final cutoff date of admission, through Cheque/NEFT in favor of the Candidate only and sent at the address for correspondence through recorded delivery.

A student admitted in the University shall be required to pay fee for the entire duration of the course on annual basis in two instalments. If a student is detained on account of shortage of attendance, he/ she shall be required to register for that particular Course in Summer Semester and deposit fee again @ Rs. 7500 per theory subject and Rs.5,000 per lab subject in case of B. Tech./ M. Tech./ MBA Programmes and Rs.5,000 per theory/ lab subjects in other programmes.

It is made clear that if a student leaves the programme of study in between, without completing the programme for whatsoever reasons, he/she will be liable to pay fees for the balance duration of the programme as well, as per directions of Hon'ble Supreme Court of India in Islamic Academy of Education Case and other Laws of the Land.

No correspondence in respect of refund of fee against withdrawal shall be entertained until and unless it is in reference to the acknowledgment No. and Date given by the Deputy Registrar (Academics) at the time of receipt of the Withdrawal Application along with original receipt of the fee deposited. If a student who has enrolled in hostel or availed transport facility withdraws for the same, refer refund rules. These rules are only for first year students and no refund shall be made in case a student leaves after cutoff date of admission for 1<sup>st</sup> year.

### **Payment of Fees**

#### **Schedule of Payment of Fees at the time of admission/ first year:**

First Installment: At the time of admission

Second Installment: On or before 15th November 2024

### **Schedule of payment of fees in subsequent years:**

First Installment: On or before 30th April of the Calendar Year. Second Installment: On or before 15th November of the Calendar Year.

Note: It is made clear that Annual Fees is payable in two installments as above and it has no bearing with the commencement of Semester and declaration of Semester Results.

### **Late Fee Payment**

Those students who fail to deposit fees by the due date shall be levied a fine of Rs. 500/- per day including Sunday / Holidays up to 10 days. The name of those students, who fail to deposit the fee with a requisite fine within 10 days from the due date as mentioned above, shall be struck off from the rolls of the University immediately thereafter. However, such students may be re-admitted with the approval from the Dean / Director of the School concerned after they deposit Rs. 5000/- as re-admission charges along with the fees and fine Rs. 5000/-. The period during which the name of the student remains struck off will not be treated as the inactive period for the purpose of calculation of attendance requirement. If the last date of submission of the fee happens to be a holiday, the next working day shall be counted as the last date of submission of the fee for the purpose of a late fee. **No separate notice for depositing fee shall be issued.**

### **Instructions for Curbing Ragging**

As per orders of the Hon'ble Supreme Court, Ragging is a Grievous Offence. Any one indulging in ragging will be severely punished. The punishment may take the form of expulsion from the University, suspension from the University or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) Reporting to the police and lodging an FIR (ii) withholding scholarships or other benefits, (iii) debarring from representation in events, (iv) withholding results, (v) suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment may be awarded to act as a deterrent.

All cases of ragging will be referred to Anti Ragging Committee of the University. All affected students are at liberty to approach Anti Ragging Committee/Squads on Telephone Numbers prominently displayed in the University. The following will be termed as the act of ragging.

Any disorderly conduct whether by words spoken or written or by any act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which may cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or Psyche of a fresher or a junior student.

All students enrolled in the University are bound by the directions of UGC/ AICTE and other regulatory bodies in respect of prevention of ragging in educational institution campuses. Hence they are advised to keep themselves updated on their websites.

## **Anti-Ragging Measures and Online Affidavit. Why& How?**

It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of first admission and thereafter each year at the time of annual registration as per relevant UGC's regulations issued from time to time.

It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location. Central Government/ UGC maintains an online portal, on which it is mandatory to store central records of all students on rolls in Higher Education in India. UGC Ragging Prevention Program has developed an ON LINE procedure for downloading anti ragging affidavits which is mandatory for all students enrolled in HEIs.

### **How to Use UGC Ragging Prevention Program Portal?**

It is a simple procedure comprising 3 steps

**Step 1:** Log on to [www.antiragging.in](http://www.antiragging.in) or [www.amanmovement.org](http://www.amanmovement.org). Click on the button titled -On Line Affidavits.

**Step 2:** Fill in the information as desired and submit the form.

**Step 3:** On successful completion you will receive affidavits, both for Students and Parents, through E mail. If you do not have an E mail address please create one before you log in. If your parents do not have an E-Mail/Mobile/ Landline Phone number please do not panic. You can give those of your friends or relatives. There is absolutely nothing to worry. If you make a mistake while submitting your form you can start afresh and submit the information again. It is a very easy process.

As per the latest UGC guidelines, it will be mandatory for the students admitted to mention Anti Ragging Undertaking Reference Number generated from the Anti-Ragging Portal in the Admission Form.

It is absolutely made clear that UGC Regulations/ Guidelines and Law of the Land shall be applicable to the students as amended from time to time.

### **National Anti-Ragging Helpline No. 1800-180-5522**

#### **University Rules & Code of Conduct**

University Rules are available on its website and students are required to follow the rules and regulations of the University in all aspects. Visit [www.jecrcuniversity.edu.in](http://www.jecrcuniversity.edu.in) for details.

*P.S: The contents of the Admission Brochure are subject to change without prior notice. All disputes pertaining to admission under the domain of Admission Brochure are subject to the jurisdiction of Courts at Jaipur, Rajasthan only.*

It is mandatory to maintain minimum 75% attendance in each subject in Odd/ Even/ Summer semester failing which the student shall be detained in that particular subject(s). In exceptional circumstances relaxation of 10% may be granted by the by the Dean of the school concerned on valid grounds as per recommendation of the Head of the Department concerned. If relaxation is sought on the basis of hospitalization of the student concerned or on other relevant medical grounds, all requisite papers must

be submitted within 7 days of discharge from the hospital. Such relaxation may be granted by the President on the recommendation of a common committee constituted for such purpose.

If there is a mass cut in any of the period, students shall be charged a special fine of Rs. 50/- per period. If there is mass cut for the whole day, special fine of Rs. 200/- shall be charged.

Students are encouraged to participate in Technical/ Cultural Festivals, Sports Meets, Tournaments, Seminars, Workshops, Conferences, NCC/ NSS Camps etc., by the reputed educational institutions in the Country/ Abroad, with prior approval of the President. However, no relaxation in minimum attendance criteria shall be provided in this regard.

Student who has been detained due to shortage of attendance in a particular subject shall not be allowed to appear in term end examination in that subject. He/ She will be required to study that subject in summer semester again and deposit additional fee as mentioned above. Alternatively such students may register on the SWAYAM Portal of Government of India for the subjects duly approved by the Head of the Department in writing before the registration. If such students earn Credits as per the guidelines of the Educational Institution offering the course on SWAYAM Portal, they will submit the certificate for having successfully completing the course along with the Credits/ Grade Awarded to Head of the Department concerned. HoD shall forward consolidated lists of such Credits earned by the student to the Controller of Examination for preparing Mark Sheets.

Dean of the school concerned shall announce the names of all such students who are not eligible to appear in the term end examination in each subject, at least 4 calendar days before the start of the term end examination and simultaneously intimate the same to the Controller of Examinations. In case any students appear by default, who in fact has been detained by the school his/ her result shall be treated as null and void.

The students are advised to ensure that they meet the minimum attendance requirement for appearing in the semester-end examination failing which they shall not be allowed to sit in the examination.

Students are also advised to maintain utmost expected discipline in and outside the University Campus. Disturbance of tranquility of the campus in particular and society in general, through any means shall be treated as an act of indiscipline and suitable disciplinary action shall be taken against the defaulting students. Students are also advised to dress appropriately, while in campus, as per demand of the occasion.

University has zero tolerance for indiscipline in and outside the campus by the students. Drinking, taking drugs, damaging University property, indulging in any kind of violence, misbehaving with fellow students/ teachers, ragging etc. are included in the list of undesirable activities and constitute the moral turpitude. Very strict action including suspension/ rustication from the roles of the University may be taken against the students who are found indulging in any of the above mentioned or undesirable act. Discipline Policy is available on the Website of the University.

All Boarders/ Hostellers must follow the Hostel/ Mess Rules and must not indulge in any kind of damage to the Hostel/ Mess/ University property failing which strict action per University Rules shall be taken against the defaulters including suspension/ rustication

from University/ Hostel.

### General Instructions

- The student would be liable for necessary action as deemed fit by the JECRC UNIVERSITY for any wrong information filled in the application form. If a candidate is admitted on the basis of information submitted by him/her, which is found to be incorrect or false on a later date, his / her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The University may also take further action as deemed fit against such candidate and / or his / her parents / guardians as considered suitable.
- JECRC University presently follows the reservation policy as under: NRI/Foreign National / PIO seats: 15% in all programmes/ courses.
- General Seats: 85%.
- All fees through Demand Draft are payable in the name of 'JECRC University' only. Mere inclusion of the name of a candidate in the merit list would not ensure his / her admission. Candidate would be required to prove his / her eligibility for admission by providing original and genuine documents in support of the claims made.
- The admission made by JECRC UNIVERSITY shall be provisional, till the same is confirmed by the Registration Branch of the University
- If the University Authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her in the University. In order to ensure academic standards, discipline and congenial atmosphere in the University, the President of the University/Dean of the concerned faculty may cancel the admission of any student who is found to be involved in activities which are prejudicial to maintaining harmony on the campus.
- The University has a streamlined method of redressal of grievances. The Grievances Redressal Committee addresses all kinds of grievances including those pertaining to admissions, examinations, conduct on the campus etc. on top priority.
- The University has a Internal Complaints Committee to deal with all Sexual Harassment related issues, which are handled on utmost priority. The candidates who are admitted in the University would be required to follow all rules and regulations in letter and spirit, conduct themselves in an orderly manner and maintain the best decorum, failing which suitable penal action would be taken against them.
- Canvassing in any form for influencing the admission by any candidate and / or his / her parents/ guardians would result in his/ her summary rejection for admission.
- The admission procedure is subject to modification, without notice, as per directions of UGC or any competent authority.
- The final cutoff date for admission to all the courses is **31<sup>th</sup> August 2024**, which may be extended, if required, as per guidelines of UGC and/or other concerned statutory council / Government.
- Admission and Academic Calendars shall be available on University Website.
- All applicants are instructed to follow the JECRC UNIVERSITY website on a regular basis for date of counseling and other details related to the admission process.
- The contents of the Admission Brochure are subject to change without prior



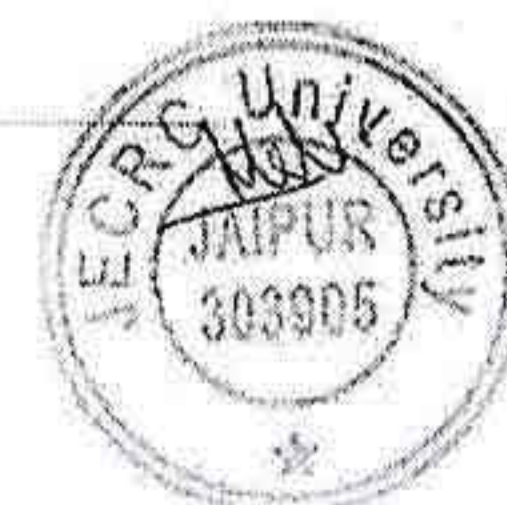
notice. All disputes pertaining to admission under the domain of Admission Brochure are subject to the jurisdiction of Courts at Jaipur, Rajasthan only.

### Scholarship Scheme New Students Enrolled in Academic Year 2024-25

The University offers Scholarships to all eligible students on the basis of marks in the qualifying examination as per following criteria:

S.No	Type of Scholarship/ Freeship	Scholarship Criteria	Eligible Degree Programmes	Amount as percentage of Tuition Fee
1	Merit Scholarship	75% to 85% Marks in 10+2 Exam	All UG Programmes	15%
2	Merit Scholarship	85.01% and Above in 10+2 Exam	All UG Programmes	20%
3	Merit Scholarship	JEE (Mains) 2024 Percentile Score 85 to 90 (General Category)	All BTech. Programmes	15%
4	Merit Scholarship	JEE (Mains) 2024 Percentile Score more than 90 (General Category)	All BTech. Programmes	20%
5	Merit Scholarship	CAT 2024 Percentile Score 40 to 60	MBA Programme	15%
6	Merit Scholarship	CAT 2024 Percentile Score more than 60	MBA Programme	20%
7	Additional Scholarship on the basis of NCC 'A' Certificate/ Alumni/ Sibling/ JU Employee/ Single Mother/ War Widow/ Father from Services/ Para-Military Forces Killed in action/ Sports Medalist at minimum State level Tournament conducted by Federation Recognised by Indian Olympic Association (Any one for 1st year only)		All UG Programmes	5%

Only one Scholarship shall be given from S. No. 1 to 4 above whichever is higher. Candidates shall be required to pay other fees as applicable for the programme concerned. Such students shall be required to maintain a minimum CGPA (SGPA in 1st semester) of 8.0 in the first and subsequent semesters without having any compartment in any subject and a minimum of 75% attendance in each subject, failing which the Scholarships awarded shall be withdrawn. The review of the Scholarship shall be conducted at the end of even semester every year.





If Scholarship of an admitted student has been withdrawn due to non-compliance of the minimum requirement as above, the same may be restored after the review at the end of next even semester, provided the student meets the minimum maintenance criteria of 8.0 CGPA and 75% attendance in each course during the review period.

It must be noted that no relaxation in terms of minimum Scholarship maintenance criteria shall be granted. For example if a student gets CGPA of 7.99 or lower or attendance in any of the subjects equal to or less than 75% shall loose the Scholarship. Even if a student has been allowed to appear in term end examination by relaxing the attendance of minimum 75% in a particular course, she/ he shall not be allowed to get the benefit of continuation of scholarship.

#### Other Conditions:

Candidates who are availing any kind of financial assistance from Government or any other private organizations for educational support are not entitled for JECRC University Scholarship. The University can discontinue the Scholarship scheme at its own discretion. The final decision of awarding of Scholarship will be taken by the appropriate bodies of the University

#### TRANSPORTATION FEES

Transportation	Fee	Schedule of Payment	
		1 <sup>st</sup> Installment	2 <sup>nd</sup> Installment*
Bus	45,000/- Per Annum	Rs.27000/-at the time of Admission	Rs.18000/-.

#### Note:

- Fee shall be suitably revised in subsequent years.
- Transport/ Bus Facility will be given only when a seat is available.
- Bus facility is provided for the whole Year consisting of two continuous semesters. A student availing Transport/ Bus Facility in the beginning of the Academic Year shall give an undertaking that she/ he will continue to avail the Bus Facility for the whole Academic Year and pay second installment also even if she/ he stops using the Bus Facility in the Even Semester. It is also made clear that no refund of Bus Fee once paid shall be made in any circumstances.
- Bus facility is available on identified routes from specific pickup points only.
- GST shall be charged extra as applicable.
- Both installment shall be payable with academic fee as per specified cut off dates.

#### HOSTEL FEES

Hostel Room Category	Total One Year Fee	First Instalment + Registration Fee of Rs. 5000/- at the time of Admission	Second Instalment
Air Condition Room-3 Seated (Single Occupancy)	160000	101000	64000
Non-AC Room-3 Seated (Single Occupancy)	125000	80000	50000



Non-AC Room-4 Seated (Single Occupancy)	115000	74000	46000
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**Note:**

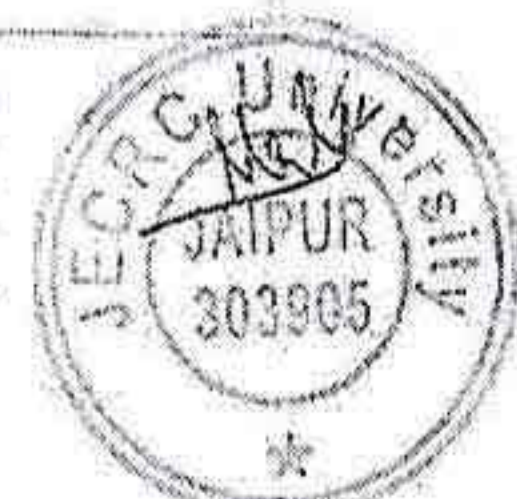
- Fee shall be suitably revised in subsequent years.
- One Time Registration fee Rs. 5000/- (Non-Refundable) at the time of admission in hostel for first time.
- Hostel Facility will be given only when a seat is available.
- Fee is being charged for 10 months only. Separate fee shall be payable if students avails hostel in summer semester.
- Hostel facility is provided for the whole Year consisting of two continuous semesters. A student availing Transport/ Bus Facility in the beginning of the Academic Year shall give an undertaking that she/ he will continue to avail the Bus Facility for the whole Academic Year and pay second installment also even if she/ he stops using the Bus Facility in the Even Semester. It is also made clear that no refund of Bus Fee once paid shall be made in any circumstances.
- **Hostel will not be allotted to the students of Final Year of all Degree Programs.**
- Gymnasium fee: Rs. 1000/- Per Semester Non-Refundable (Only for Hostellers if availed.)
- GST shall be charged extra as applicable.
- If the hostel operations are suspended temporarily due to any reason beyond the control of the University authorities, the hostel fee will not be refunded. Example : Covid-19, any pandemic, curfew, acquisition of the Hostel by the Government Authorities etc.,
- Both installment shall be payable with academic fee as per specified cut off dates.

**Admission Withdrawal Policy Refund Rules**

**Ready Reckoner for Refund – (A) Academic Fees**

If a student chooses to withdraw from the program of study to which he/she is enrolled, the University shall follow the following five tier system for the refund of fees remitted by the student.

S.No.	Numer of Days	Deduction of Fee	Remarks
1	At least 1 days before the start of the classes	Rs. 5000/-	
2	Upto 30 days after the start of classes	Rs. 5000/- + 1/12 of the first year fees payable	
3	31 days to 60 days after the start of the classes	Rs. 5000/- + 1/6 of the first year fees payable	Subject to note given below
4	61 days to 90 days after the start of the classes	Rs. 5000/- + 1/4 of the first year fees payable	Subject to note given below
5	91 days to 120 days after the start of the classes	Rs. 5000/- + 1/3 of the first year fees payable	Subject to note given below



6	After 30 days from the final cutoff date of admission	100% fee pad	Please see the note below.
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Note: if 31<sup>st</sup> day after the final cutoff date falls in the period of serial No. 3 to 5 above, 100% fees paid shall be deducted and no refund of fees shall be made.

#### Ready Reckoner for Refund – (B) Bus Fees

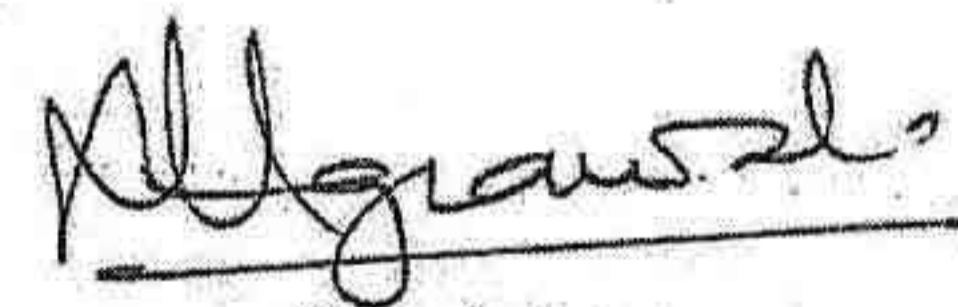
If a student chooses to withdraw her/ his admission from the program and has availed Bus facility, the University shall follow the following five tier system for the refund of fees remitted by the student.

S.No.	Point of time when notice of withdrawal of Admission	Deduction to be made
1	At least 15 days or more before the date of commencement of classes	Rs.3000/-
2	Within 15 days before the date of commencement of classes	Rs.5000/-
3	Upto 15 days after the date of commencement of classes	Rs.10000/-
4	More than 15 days but less than 30 days after date of commencement of classes	Rs.20000/-
5	After 30 days of the date of commencement of classes	No Refund

#### Ready Reckoner for Refund – (C) Hostel Fees

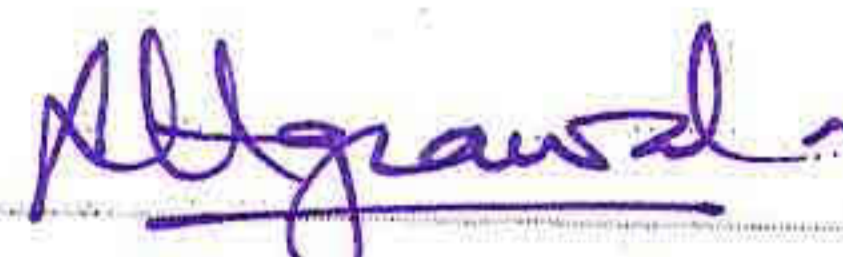
If a student chooses to withdraw her/ his admission from the program and has availed Hostel facility, the University shall follow the following five tier system for the refund of fees remitted by the student.

S.No.	Point of time when notice of withdrawal of Admission	Deduction to be made
1	At least 15 days or more before the date of commencement of classes	Rs.5000/-
2	Within 15 days before the date of commencement of classes	10% of annual fees
3	Upto 15 days after the date of commencement of classes	20% of annual fees
4	More than 15 days but less than 30 days after date of commencement of classes	50% of annual fees
5	After 30 days of the date of commencement of classes	No Refund



Registrar

JECRC University, Jaipur-303905



Registrar

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