



JECRC UNIVERSITY, JAIPUR – 303905

Ref. No.: JU/Reg./2024/17004

Date: 12th December 2024

Admission Policy -2025

The admissions process at JECRC University is designed to be simple, transparent, and student-friendly. We aim to provide clear instructions and guidance through out the application process, ensuring a smooth transition into your academic journey.

Important Instructions for Prospective Students- Submission of Application for Admission-2025

Applications for admission shall be submitted online at the University website 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.

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 Counseling for Admission

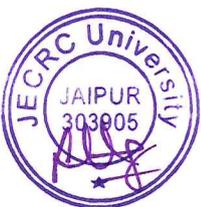
Look for notices / alerts by clicking the 'Admission Notices/ Alerts' Tab on the home page of JECRC UNIVERSITY website. Students are advised to keep checking their registered email id for mail of counseling. Schedule for Physical Counseling for Admission and other related information will be available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

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 thereof:

- 10th Marksheet
- 12th Marksheet
- Graduation Mark Sheet (for admission in PG Program)
- Post-Graduation Mark Sheet (for admission in PhD Program)
- Migration Certificate
- Character Certificate from the Institution last attended.
- Caste Certificate (if seeking relaxation in minimum eligibility criteria)
- Affidavit for Gap Year(s), if applicable
- Copy of Aadhar Card
- 4 passport sizes colored photographs in formal dress.
- Proof of APAR ID

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.



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 through University ERP Portal. 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.

University shall not retain original documents except Transfer / Migration Certificate, once the same have been verified by the Admission Committee. 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 2025. Second preference will be given to the merit in the relevant entrance test under CUET-UG 2025, 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 scores for JEE 2025, CUET-UG 2025, if appeared, in the application form or later as soon as the results are declared by the respective agencies. The information regarding detailed marks in qualifying exam must also be submitted before preparation of merit list if the information is not available at the time of submission of application form.

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.

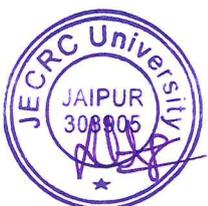
For other Undergraduate Programs except integrated Law Programs, the merit list shall be prepared on the basis of merit in CUET-UG 2025, if the relevant test is conducted. Seats remaining vacant shall be filled on the basis of merit in the aggregate percentage obtained in Senior Secondary/ Class XII in all subjects.

For Integrated Law Programs, first preference will be given to the merit in CLAT 2025 exam and seats remaining vacant, merit on the basis of marks obtained in CUET-UG 2025. Third preference will be given to the merit of the qualifying examination.

For those UG Courses for which relevant entrance tests is not conducted under CUET-UG 2025, the merit list shall be prepared on the basis of aggregate marks in all subjects in the qualifying exam.

For B. Des. and BVA programs, Portfolio Assessment and Interview shall be conducted before preparation of merit list and candidates who fail to qualify in this assessment will not be admitted even if they fall in the merit list.

For Integrated Law and BA (JMC) programs, Interview shall be conducted before preparation



of merit list and candidates who fail to qualify in this assessment will not be admitted even if they fall in the merit list.

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 MBA Programs, rationalized merit list shall be prepared on the basis of score in CAT / MAT / XAT 2025 as first preference, and seats remaining vacant on the basis of merit in qualifying exam. However, Group Discussion and Interview shall be conducted before preparation of merit list and candidates who fail to qualify in this assessment will not be admitted even if they fall in the merit list.

For PG Programs, for which relevant entrance exams under CUET-PG 2025 is conducted, the first preference shall be given to the merit in CUET-PG 2025 and second preference shall be given to merit in the qualifying examination.

For all other PG Programs, Merit Lists will be prepared on the basis of marks scored in the qualifying exam or up to pre-final year of the qualifying examination if the result of the qualifying exam has not been declared for the final year/ semester. Candidates may be admitted provisionally subject to fulfillment of minimum eligibility criteria on or **before 31-10-2025**.

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. The admission of those students, who fail to submit proof for fulfilling the minimum eligibility criteria by 31-10-2025, shall stand cancelled automatically without giving any notice and no refund of fees shall be made in such cases.

For the purpose of determining minimum eligibility criteria based upon the qualifying exam for UG and PG Programs, percentage of marks more than 0.50 and above shall be rounded off to 1. Moreover, 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.

For admissions in PhD Programs under various Departments, the details are given in the relevant section in the Admission Brochure.

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 as per UGC guidelines applicable for the AY 2025-26. In such cases, the refund of fee shall be made within one month 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. 15000/- per theory subject and Rs. 7500/- per lab subject in case of B. Tech. / MBA Programmes and Rs. 7500/- per theory/ lab subjects in all other programmes. Alternatively they may register for the courses in which students are detained through SWAYAM Portal of Government of India and submit the proof of having earned the Credits from the Host Institution. The number of Credits earned and procedure for registering courses on SWAYAM Portal shall be governed by the JECRC University guidelines as applicable from time to time.

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 from the same, the refund of fees shall be made as per Withdrawal Policy given henceforth. 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 1st year.




Registrar
JECRC University, Jaipur-303905