

## GENERAL RULES OF ADMISSION IN VARIOUS COURSES

Session 2026-27

### 1. Eligibility for Admissions and Other Related Rules

#### 1.1 Minimum Percentage for Admissions and Eligibility

- 1.1.1 Minimum percentage and admission criteria for admission to courses being offered by the University are mentioned in the respective departmental profiles of this admission brochure. Almost in all the courses the minimum eligibility criteria is **50% marks in aggregate** in qualifying examination. A relaxation of 5% in the eligibility criteria shall be admissible to the bonafide SC/ST/OBC applicants of Madhya Pradesh only. A relaxation of 5% in eligibility will also be applicable to Physically Challenged (*Nishaktjan*) as defined by M.P. Government.
- 1.1.2 If seats remain vacant in some courses, candidates who have secured a minimum of 45% aggregate marks in the qualifying examination can be given admission, provided the ordinance of such courses permits such relaxation in minimum eligibility, but in such cases, no candidate (whatever category he/she belongs to) who has secured below 45%, will be admitted.
- 1.1.3 For admission in **Jyotirvigyan** course, in addition to the above relaxation an *extra relaxation* of 5% in minimum eligibility shall be given to senior citizens and female candidates of all categories.
- 1.1.4 The **candidates awaiting their results of qualifying examination** can also apply for admission in Post Graduate courses.
- 1.1.5 Candidates who have passed their qualifying examination from universities other than Jiwaji University are required to submit '**Eligibility Certificate**' issued by the Jiwaji University, Gwalior at the time of reporting in respective department.
- 1.1.6 Fresh admission will be given only in the first semester / first year of the course.

#### 1.2 Non-Eligibility for Admission

- 1.2.1 Applicants appearing in supplementary / ATKT (*First - Fifth semester*) examination of the qualifying examination.
- 1.2.2 A candidate, who has taken admission earlier in any course but left the course in between, due to whatever reason/s, will not be given regular admission in the same course.
- 1.2.3 An applicant convicted by the court of law in India or outside or one against whom cases are being tried in the court/s or challan has been presented or have verifiable allegations against them concerning misbehavior / beating of students /officers /employees or a person against whom disciplinary action has been taken by Jiwaji University or any other University institution shall not be eligible for admission.
- 1.2.4 A full time government employee/non-government employee is not permitted to take admission in regular courses running during working hours. But, they can take admission in courses run after regular working hours provided they produce a No Objection Certificate (NOC) form their employer.

#### 1.3 Weightage in Admission Index

- 1.3.1 **Weightage of 5 percent of marks obtained in Entrance test shall be given to the candidate, holding following certificates:**
  - i. 240 hours participation in NSS activities at University level .
  - ii. NCC "C" Certificate.
  - iii. Cultural activities at Inter-University level / National level.
  - iv. Sports activities at Inter-University level / National level.
  - v. Qualifying exam from Jiwaji University or other Universities of M.P.

**Note: In any case, the total weightage would not exceed 5%. weightage will not be used for deciding the eligibility. It will only be used to assign merit. In order to claim weightage,**

***the applicant should attach all requisite certificates along with the form.***

- 1.3.2 Physically challenged candidates will be given a weightage of 10% in marks obtained in the entrance examination.

#### **1.4 Rules regarding allotment of Specialization -**

Wherever there is a provision of selecting/choosing a specialization in a subject, the following criteria will be adopted to allot the specialization/special paper:

- 1.4.1 Normally the number of seats in each specialization shall be equal. Depending upon the availability of students in III-semester, their exact number will be decided.
- 1.4.2 Allotment of a specialization/special papers shall be done on the basis of his / her choice cum merit. The merit will be decided on the basis of the aggregate marks obtained in I and II semesters.
- 1.4.3 The University reserves the right to run or not to run a particular specialization due to non-availability of experts of that specialization.
- 1.4.4 Additional information regarding rules for admission, if any, is included separately in the departmental profile under the banner of respective courses.

## **2. Reservation Policy and Conversion of Seats**

- 2.1 Reservation of seats in courses offered by the University will be in accordance with the policy of Madhya Pradesh Government. The benefit of reservation will be available, **only** to the **domiciles of Madhya Pradesh.**
- 2.2 Two extra seats will be created in each course (except in courses where admissions are made by an external agency like DTE etc.) for the following:
- 2.2.1 One seat for wards of regular teachers and officers of the University and
- 2.2.2 One seat for wards of regular Class III and Class IV employees of the University.

**(Ward here would mean husband, wife, son, daughter and dependent real brother/sister of the employee/teacher/officer. In this respect a certificate from the Registrar, Jiwaji University, Gwalior / Competent authority of the University shall be required)**

**Note:** *These seats are interconvertible, and can be converted to other categories (Officer/Teacher to Employee or Vice - Versa) if they remain vacant.*

- 2.3 If any reserved category candidate gets placed in general/open list in merit then the seat in reserved category will be unaffected but if applicant belongs to the category such as Freedom Fighter (FF) etc., the seat reserved in that category will be treated as filled up.
- 2.4 To avail benefit of reservation, a certificate from a Competent Authority should be produced.

## **3. How to Apply?**

- 3.1 Visit [www.jiwaji.edu](http://www.jiwaji.edu) and fill the form online.
- 3.2 The Candidate has to take the **printouts of Admission Form cum Receipt of payment** and a Proctorial Board form and is required to submit printout of completed application, along with the photocopies of his testimonials viz. photocopies of all mark sheets, caste certificate, certificates related to the participation in NCC, NSS, Sport and Co-curricular activities at the time of admission in counselling. The list of original documents and their self-attested photocopies to be brought at the time of counselling by the candidate/applicant himself/herself personally is given at the end of the rules.
- 3.3 Last date for online submission of admission form, and other important dates will be notified by university separately at university website.
- 3.4 Payment of application fees of **Rs. 1200/- (Rs 1000/- for SC/ST/OBC)** together with Rs. 300/- registration per subject/ course has to be paid while filling the online form. [For example if a

candidate applies for three courses, She/he needs to pay Rs. 1200+900 = 2100/- (Rs.1000+900=1900/-for SC/ST/OBC)]. A student is permitted to apply in a maximum of five courses only.

**3.5** Offline Applications for admission shall not be accepted by the University.

#### **4. Admission Process**

Admission to Undergraduate (UG) and Postgraduate (PG) Programmes will be made through an entrance test followed by counselling. Entrance test will be held offline on the notified date as per details given below:

##### **4.1 General Instructions –**

- The entrance examination shall be conducted group-wise for admission to different programmes and candidate can appear in any group of his/her choice based on their eligibility criteria. Students should choose this group carefully while filling online admission form.
- **Groups for PG Courses**
  - Law
  - Pharmacy
  - Science (Math Group)
  - Life Sciences (Bio Group)
  - Arts & Social Sciences
  - Commerce & Management
- **UG Course Groups**
  - Science (Math Group)
  - Life Science (Bio Group)
  - Commerce
  - Arts& Social Science
- Candidates must appear in the entrance examination corresponding to the faculty/group of the course applied for.
- The examination shall be conducted in Offline Mode at Jiwaji University Campus only.
- The question paper shall be of Multiple Choice Questions (MCQ) type.
- Answers must be marked on the OMR Answer Sheet using a blue or black ballpoint pen only
- Total Duration: 2 Hours (120 Minutes). Total no of Questions 75
- The entrance examination for UG & PG courses shall consist of questions from the following sections:
  - Reasoning & Analytical Ability
  - General Knowledge & Current Affairs
  - English Language
  - Subject-related Questions (based on the concerned faculty/group)
- The entrance test paper will cover 12<sup>th</sup> standard syllabus for UG Courses & Graduation standard syllabus for PG Courses.
- Each question shall carry equal marks.
- No Negative Marking for incorrect answers.
- Unattempted questions shall receive zero marks.
- Candidates must carefully follow the instructions given while filling the OMR sheet:
- Use only blue or black ballpoint pen.
- Fill the circles completely and darkly.
- Do not use pencil, gel pen, whitener, or correction fluid.
- Do not fold, tear, or damage the OMR sheet.
- Multiple markings for one question will be treated as incorrect.
- Rough work should not be done on the OMR sheet.
- Candidates must carry:
  - Admit Card/Hall Ticket

- Valid Photo Identity Proof
  - Entry without admit card shall not be permitted.
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- Candidates should report to the examination centre at least 30 minutes before the commencement of the examination.
  - Late entry may not be allowed after the commencement of the examination.
  - Items Prohibited Inside Examination Hall
    - Candidates are strictly prohibited from carrying:
      - Mobile phones
      - Smart watches
      - Bluetooth devices
      - Calculators
      - Notes/books/papers
      - Any electronic gadgets
      - Any unfair means material
  - Any candidate found using unfair means shall be disqualified.
  - Candidates must maintain discipline and silence in the examination hall.
  - Any misconduct or indiscipline may lead to cancellation of candidature.
  - Candidates must follow the instructions of invigilators strictly.
  - The answer sheets shall be evaluated through OMR scanning.
  - The result of the entrance examination shall be declared on the same day of the examination.
  - Merit shall be prepared based on marks obtained in the entrance examination.
  - Admission shall be granted strictly on the basis of:
    - Merit in entrance test
    - Availability of seats
    - Fulfilment of eligibility conditions
    - Candidates must produce original documents during counselling.

### **Important Instructions**

- Mere appearance in the entrance examination does not guarantee admission.
- The decision of the University/Institution regarding examination and admission shall be final and binding.
- Candidates are advised to regularly visit the official website/notice board for updates.

**Provisional admission** to students will be considered if the result of the qualifying examination is not declared. But in such cases their aggregate percentages in the semesters/years before the pending examination results should be more than the minimum required for the concerned course. They are required to fetch an undertaking to the effect that their admission may be cancelled in case they fail to produce their result of qualifying examination with required eligibility percentages by the **last date of admission**.

- vi. In the event of more than one candidate standing at the same merit, following order of preference will be observed.
  - Candidate having passed the qualifying examination from Jiwaji University.
  - Candidate having passed the qualifying examination from another university in M.P.
  - Candidate having passed the qualifying examination from outside M.P.
  - Candidates who have passed the qualifying examination in 2026 will be preferred.

### **4.3 Counselling :**

- 4.3.1 Counselling for admission to all UG/PG courses shall be conducted on the notified date at Jiwaji University premises.
- 4.3.2 All admitted candidates will have to deposit the prescribed course fees online on the day of counselling otherwise their right of admission in the applied course will be forfeited. Facility to

deposit fee online through QR code/net banking will be available at the place of counselling.

- 4.3.3 If a candidate fails to deposit fees within the stipulated period, it will be deemed that the candidate is not interested in taking admission in the respective subject, and his/her has claim for admission will be forfeited and the vacant seat will be allotted to the next merit claimant.

## 5. Refund of Fees

- 5.1 If any candidate leaves the course or desires to cancel his/her admission before the last date of admission the fee will be returned to him/her after deducting 10% of the admission fees deposited. Only caution money will be refunded if a candidate leaves any course after the said date.
- 5.2 If a candidate seeks admission to another course offered by the University till **last date**, the fees will be transferred to that course after deducting 10% of the total fee deposited. Thus, the candidate will be required to pay only 10% of the extra fee for another course. No change in the subject / course will be permitted after the last **date of admission**. **An applicant will be permitted to change his/her course only once.**
- 5.3 In case where candidates have given an undertaking to the effect that their admission may be cancelled in case they fail to produce their result of qualifying examination with required eligibility percentages by **the last date of admission**, they will not get any refund of admission fee except the caution money.

## 6. Other Important Points

- 6.1 Hostel facilities for boys and girls are available within university campus.
- 6.2 If admitted students in a particular self-supported course happen to be less than **10** the university **may or may not run** such courses in the academic session 2026-27. In such circumstances the students will get a refund of full fees.
- 6.3 Any situation, not covered by provisions mentioned in this Prospectus shall be referred to the Admission Committee which will work within the ambit of Act, Statutes and Ordinances of Jiwaji University, Gwalior and its decision shall be final.
- 6.4 The legal disputes, if any, shall be settled within the legal jurisdiction of Gwalior.
- 6.5 University reserves the right to start or not to start any of the courses mentioned in this prospectus.
- 6.6 Ragging, teasing, torturing or making nuisance in any way inside or outside the campus has been declared as a serious offence and strict action shall be taken against those who will be found involved in such activities.
- 6.7 If any incident of ragging comes to the notice of the University, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the University would expel him/her from the institution.
- 6.8 Fee from SC/ST candidates shall be charged as per the rules of Govt. of M.P. The total fees paid by such candidates shall be decided on the basis of their parent's total annual income.
- 6.9 If any applicant secures admission on the basis of forged certificate/s or by furnishing wrong information or by willingly concealing the adverse facts, the university can cancel his/her admission at any time and no refund of fees will be done.
- 6.10 If it is noticed that a particular admission is wrongly made due to administrative or official negligence of the Course counsellors, it will be cancelled immediately. In such a case the candidate will get a full refund of the fees deposited.
- 6.11 If an applicant, after taking regular admission, is continuously absent for 15 days without proper reason or prior permission or information, his/her admission may be cancelled.

**List of documents to be submitted at the time of reporting in the Department during / after admission**

1. Printout of filled up application form.
2. Photocopy of online fees receipt
3. Mark sheets of X, XII and all semesters of Graduate exams.
4. Caste Certificate issued by competent authority
5. Latest income Certificate for reserve category candidates
6. Transfer Certificate
7. Migration Certificate
8. Aadhar Card
9. Proctorial Board form
10. Anti-ragging affidavit duly filled by candidate
11. Two recent passport size photographs
12. Eligibility certificate for candidates who have passed qualifying examinations from university other than Jiwaji University.

**Note:** Candidates are advised to bring original documents of above list along with their self-attested photocopies. Original documents will be returned to candidates after verification.

Sl No	Important Dates and Information	
1	Last date for filling Examination Form	18 <sup>th</sup> June 2026
2	Date of Entrance Test (Venue: Jiwaji University Campus)	23 <sup>th</sup> June 2026
3	Result of Entrance Test	24 <sup>th</sup> June 2026
4	Counselling for Admission (Venue: Atal Sabhagar Jiwaji University Campus)	24 <sup>st</sup> June 2026
5	CLC for vacant seats	25 <sup>th</sup> and 26 <sup>th</sup> June 2026