

## GENERAL RULES OF ADMISSION IN VARIOUS COURSES

Session 2025-26

### 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 Applicants who are already holding a Master's degree from a faculty shall not be eligible for the admission to a program at the same level in the same faculty as a regular candidate. Furthermore, 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 Qualifying Examination/Merit Index 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.
  - vi. **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 qualifying examination before calculating their index for admission.
- 1.3.3 Candidates who have done B.Sc. / B.A. / B.Com. Honours will be given a weightage of 10% in marks obtained in the qualifying examination before calculating their merit for admission.

## 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.

## 1.5 Note-

- 1.5.1 The course will not be run by the university, if less than 10 (ten) admissions are done in particular course / programme.
- 1.5.2 50 percent seats are reserved for CUET registered students and 50 percent for Non - CUET students, and those seats are interchangeable.
- 1.5.3 Additional information regarding rules for admission, if any, is included separately in the Prospectus 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 course 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 If reserved seats remain vacant after declaration of first merit list and such seats will be treated as open and filled up by open merit in second merit list.
- 2.5 To avail benefit of reservation a certificate from a Competent Authority should be produced.
- 2.6 Extra (over & above) seats will be reserved for NRI/ sponsored candidates in each course.

## 3. How to Apply?

- 3.1 Firstly, the student should go through the advertisement published in newspapers or University websites and decide in which courses he /she wants to apply. The students can also visit the website of the university viz. [www.jiwaji.edu](http://www.jiwaji.edu). After viewing the advertisement, the applicant may decide the course/courses in which she / he wishes to apply. The student may fill up form himself/ herself or the student can go to the kiosks of **MP Online** and ask the kiosk person for submission of admission form of Jiwaji University Gwalior. The kiosk person will help the student in filling the form. **The student is required to carry with her / his two-passport size recent photographs, and all mark sheets and certificates for getting it scanned and attached to the admission form.**

- 3.2 The applicant will have to fill her/ his name, father's name and occupation, mother's name, date of birth, category to which she/he belongs, nationality, place of birth, address for correspondence, extracurricular activities, status of the applicant whether she/ he is in service, and all her / his academic details of 10<sup>th</sup>, 12<sup>th</sup>, graduation. At the end they will have to sign a declaration. At the same time she/he also has to fill the Proctorial Board form. The applicants also require filling their mobile number to enable them to send SMS.
- 3.3 Merit of admission will be prepared on the basis of scanned documents enclosed by the candidate in application form. Therefore if a candidate does not enclose all required documents or furnish wrong information, he/she will be himself/ herself responsible for any consequences.
- 3.4 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 respective departments. The list of original documents and their self-attested photocopies to be brought at the time of reporting to the respective department by the candidate/applicant himself/herself personally is given at the end of the rules.
- 3.5 Last date for submission of admission form, and other important dates will be notified by university separately.
- 3.6 Payment of application fees of **Rs. 1000/- (Rs 800/- for SC/ST/OBC)** together with Rs. 300/- registration per subject/ course has to be paid through **MP Online**. For every course, registration fee of Rs. 300/- per course / subject has to be paid along with the application fees Rs. 1000/- at the kiosk Centre (For example if a candidate applies for three courses. She / he needs to pay Rs. 1000+900 = 1900/- and Rs. 800+900=1700/-for SC/ST/OBC). A student is permitted to apply in a maximum of five courses only.
- 3.7 Applications for admission shall not be accepted after the last date as notified by the University.
- 3.8 The list of successful candidates will be prepared in accordance with their merit. The list will be prepared for the General and Reserved category, separately. However, if a candidate of reserved category finds his/her merit in both the lists, he/she will have a choice to opt any of these.

#### 4. Admission Process

The rules and regulations for admission in above listed courses are as below:

- 4.1 Admission to these courses shall be made on the basis of merit in the qualifying exam. The merit for admission shall be decided on the basis of *Index prepared on the basis of marks obtained in qualifying examination and the marks obtained in subject papers in which the student is seeking admission.*

#### 4.2 Rules to Derive Merit/Index for admission -

- i. For admission to the PG courses of Faculty of Sciences and Life Sciences listed above, index forms the basis of admission to a particular program. This index is calculated in the following way; the sum of aggregate marks obtained in B.Sc. and aggregate marks obtained in theory papers of the respective subject in all the six semesters taken together forms the Index. Finally, the Index is represented out of 100.
- ii. For admission to the courses of all other streams, total percentage of marks obtained in Graduation i.e., B.Sc. /B.A. /B. Com. etc. (All the Three years/ all the six semesters combined) forms the merit.
- iii. For admission in post graduate courses the candidates who are appearing in final semester or have appeared in final semester of qualifying examination but their result is awaited the merit for admission will be prepared on the basis of marks of all the earlier years/ semesters.

In these courses **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**.

- iv. For admission in M.Lib.I.Sc course, marks secured in B.Lib.I.Sc. course or in any course recognized equivalent to B.Lib.I.Sc forms the Index number.
- v. For various Undergraduate, Diploma and Certificate courses the merit list will be prepared on the basis of aggregate marks of Higher Secondary Examination (10+2).
- vi. In the event of more than one candidate standing at the same index, 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 2025 will be preferred.

### 4.3 Declaration of Admission List:

- 4.3.1 After the last date of filling the admission form, first list of provisionally admitted candidates in respective courses, prepared on the basis of merit in the qualifying examinations, will be displayed on <http://www.jiwaji.edu>
- 4.3.2 The preference and choice of course for admission given by candidate while filling admission form will be final. Admission will be given on merit cum choice basis
- 4.3.3 All such the provisionally admitted applicants/candidates have to deposit the prescribed course fees online within given time period, otherwise their right of admission in the applied course will be forfeited
- 4.3.4 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 by merit/ index in the second list.
- 4.3.5 Rules for admission in the second list will be the same as in the first list.
- 4.3.6 University may declare further admission list(s), if seats remain vacant.
- 4.3.7 Students applying for admission to various courses under different reserved categories- SC/ST/OBC/PH/ etc, and if provisionally admitted in the first list and they do not submit requisite fees during the stipulated period, shall have no claim for admission in reserved category during the second list.
- 4.3.8 Unclaimed reserved seats during the first list of admission will be open to all categories during the second list.
- 4.3.9 As a relief to students seeking admission during Covid-19 pandemic, they will have to come to the university only after paying admission fees etc.
- 4.3.10 At the time of reporting for admission to the department the candidate must bring his/ her original/ latest mark sheets, certificates – Caste/ Income/ NCC/ NSS/ TC/ Migration along with two photographs and Aadhar. A photocopy of all such documents will be deposited in the department after verification, and originals returned to the candidate. List of all documents which a candidate has brought at time of reporting in the department is given at the end of these rules.

### 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 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.
- 6.2 The legal disputes, if any, shall be settled within the legal jurisdiction of Gwalior.
- 6.3 University reserves the right to start or not to start any of the courses mentioned in this prospectus.
- 6.4 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.
- 6.5 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.
- 6.6 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 2021-22. In such circumstances the students will get a refund of full fees.
- 6.7 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. ***However if such candidates take admission against a payment seat, they are required to pay Full payment fees at the time of admission in addition to the caution money.***
- 6.8 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.
- 6.9 If it is noticed that a particular admission is wrongly made due to administrative or official negligence of the Course counselors, it will be cancelled immediately. In such a case the candidate will get a full refund of the fees deposited.

- 6.10 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.
- 6.11 The applicant is required to complete her / his ***undergraduate degree in five years*** and ***post graduate degree in three years*** from the ***date of admission***. If she / he fails to do so, they will have to leave the course. Moreover, they will not get any refund of the deposited fees. Such candidates can pursue their studies either through **Distance mode** or as **Non-collegiate students**, provided the rules of the university permits.

**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. Gap Certificate if candidate has not passed qualifying examination in 2021.
9. Aadhar Card
10. Proctorial Board form
11. Anti-ragging affidavit on Rs.100 non-judicial stamp paper given by candidate
12. Two recent passport size photographs
13. 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.