ST. XAVIER'S COLLEGE, JAIPUR
Affiliated to the University of Rajasthan
Approved under Section 2(f) and 12(B) of UGC Act, 1956

Admission 2023-24

*(**Kindly read the complete document before filing the admission form**)*

IMPORTANT DATES[#]

1	Online admission begins for Under Graduate (UG) and Post Graduate (PG) courses	7th April 2023
2	Last date to submit the online forms for Phase-I admission in UG courses	4th May 2023
3	Provisional admission announcement for Phase-I admission in UG courses	6th May 2023
4.	Last Date to Deposit Fee (first installment)to confirm admission in session 23-24 (phase I)	15th May 2023
4	Provisional admission announcement for Phase-I admission in PG courses	20th May 2023
5	Online admission begins for Under Graduate (UG) and Post Graduate (PG) courses(phase II)	As per Board Result declaration
5	Last date to submit the online forms for Phase-II admission in UG courses	20th June 2023
6	Last date to update the online forms for Phase-I & II admission in UG/PG courses	23rd June 2023
7	Provisional admission announcement for Phase-II admission in UG & PG courses	20th June 2023
8	Last date to confirm the admission in UG courses under both the phases	3rd July 2023
9	Last date to confirm the admission in PG courses under both the phases	3rd July 2023

[#]*The dates are subject to change as per the declaration of result by various boards for XII class and the final decision will be taken by the college management as the case may be.*

General Guidelines for Admission Procedure – Phase-I

Major Points to be remembered before filling in the form:

The Admission form has broadly 10 Sections: (All sections are to be filled in carefully after reading the relevant instructions below) Please note that the choice of **course level** and **basic course** selected will not be changed after the submission of the form.

1. **Personal Details**
    a. All the fields which are **(*)** Marked are mandatory.
    b. The **enrollment** number is only for students applying for PG courses.
    c. Phone number of Parent should be different from that of the Student.

2. **Educational Details:**
    ### a. Under Graduate
    - Pre-requisite to fill in the 10th Board Exam marks (*Mandatory*)
    ### b. Post Graduate
    - 10th board exam marks (Mandatory)
    - 12th board exam marks (Mandatory)
    - UG First Year marks
    - UG Second Year marks

3. **Last Qualifying Exam Details:**
    ### a. Under Graduate
    - Pre-requisite to fill in the 12th Board Exam marks *(only for year gap students)*
    - Pre-requisite to fill ONE (marks obtained) in the 12th Board Exam marks (*If Board result not yet declared or Exam not held*).
    ### b. Post Graduate
    - Pre-requisite to fill in the combined first & second year UG marks (Mandatory)
    - Pre-requisite to fill in the Overall UG marks *(only for year gap students/ if result declared)*
    o Note: If semester system, then upload the marks semester wise in the Educational Details and add the last two semesters as yearly for Last Qualifying Exam Details.

4. **Document Details**
    a. X Board Marksheet
    b. XII Board Marksheet (If Result Declared)
    c. Aadhar
    d. UG Marksheets (PG Admission)
    e. Caste Certificate (if applicable)
    f. For uploading the document files use "ADD" OPTION and then proceed to save & next. Select the valid image file (e.g. JPG, JPEG, GIF, PNG, PDF) and maximum size 200 kb only - not less than 100 kb.

5. Subject details

    a. Select your Subject group, and Click on ADD for submitting your preferences (only for BA and BSc Pass Course).

6. Photo Details

    a. Student Photo: Please Select the clear image file (JPG, GIF, PNG) (Max size 500 kb)

    b. Student Signature: Please Select valid image file (JPG, GIF, PNG) (Max size 300 kb)

7. Make payment – Rs 1000 (Application Form fee)

    a. After the payment, please wait till you receive a confirmation message.

    b. Don't refresh or proceed further while the transaction is in process.

8. Confirmation Registration

    a. First Preview the admission form very thoroughly.

    b. You will not be able to do any correction once the form is submitted at the student level.

    c. For any changes mail or contact the admission helpline.

9. Applicant Reprint -- *Print Fee Receipt and Application Form*

Online Fee Payment

Terms and Conditions

Please read these terms carefully before using the online payment facility. Using the online payment facility on this website indicates that you accept these terms. If you do not accept these terms do not use this facility.

1. Register on the ERP portal for admission and deposit **Admission Application Fee of Rs.1000/-** (One thousand only)

2. Traknpay will levy the following charges to facilitate online payment
   - Credit Card: 1.10%
   - Debit Card: 1.00%
   - Netbanking: Rs 20 Flat
   - UPI : 0.80%
   - Wallet: 1.90%
   - DC + Pin : Rs 30 Flat
   - Bharat QR: 0.60 %

3. All Fees quoted are in Indian Rupees.

4. St. Xavier's College, Jaipur reserves the right to change the fees at any time.

5. Your payment will normally reach the St. Xavier's College, Jaipur account within two working days. If the Student does not receive confirmation within 7 days of making the payment it is the responsibility of the Student to check with St. Xavier's College, Jaipur that the payment has been accepted.

6. St. Xavier's College, Jaipur will not be responsible for any delay in receipt of fee payment due to the incorrect account number or incorrect personal details. St. Xavier's College, Jaipur also cannot accept liability if payment is refused or declined by the credit/ debit card supplier for any reason.

7. In no event will St. Xavier's College, Jaipur be liable for any damages whatsoever arising out of the use, inability to use, or the results of the use of this site, any websites linked to this site, or the materials or information contained at any or all such sites, whether based on warranty, contract, tort or any other legal theory and whether or not advised of the possibility of such damages.

Cancellation of Admission/ Withdrawal/ Refund Policy

The management of the institution follows the refund procedure as laid down by UGC under Notification on Refund of Fees (w.e.f. October 2018).

The college shall acknowledge any appeal for cancellation or refund from any chosen/offered Programme to a candidate if the request is as per the prescribed policy of the institution. Provision to apply for cancellation of admission is available during the time of the academic year of admission or any time later. Application for cancellation of admission and refund if any must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents. The request must be supported by the original fee receipt and original acknowledgement given by the institution.

The refund includes only the Academic Programme fee based on the actual amount paid to the institution. **No refund shall be provided towards the Application fee or /and Admission Registration Fee.**

The option to apply for a refund of admission fees will be made available according to the following five-tier system for the refund of the fees as per the table given below:

The <u>LAST DATE</u> of admission for the academic year 2023-24 is 31st August 2023				
Submission of Refund Application	Prior to 17.08.2023	Less than 15 days before the last date of admission	15 days or less after the last date of admission	30 days or less, but more than 15 days, after the last date of admission	More than 30 days after the last date of admission *(From 01.10.2023 onwards)*

Deduction	Rs 5000/ (FPC)*	10% + FPC	20% + FPC	50% + FPC	100%
Total Refund*	Balance Amount	90%	80%	50%	**NO REFUND**

* Form Processing Charges

Note: In case of Cancellation/withdrawal of admission, the final decision for the same rests with the Management. Admission dates are subject to change as per Rajasthan University notifications.

All refunds will be made only to the bank account of the student/parents as per the bank details furnished and it will take a maximum of 15 working days from the date of approval of the cancellation of admission by the college office. Legal proceedings if any regarding the refund of fees; irrespective of the domicile of the student/parent shall be only in the City of Jaipur.

St. Xavier's College, Jaipur

Admission Helpline
Phone: 9828726366, 9680791955 (9.00 am to 3.00 pm)
E-Mail: admission@stxaviersjaipur.org