Centre for Internal Quality Assurance (2018-19)

Part - 1: Centre Details and Initiatives

1.1 Notification of Centre:

Date of the notification: 02-04-2018	**Copy of the notification: View**

1.2 Composition of Centre:

Sr No	Nomination as	Name	Designation	Specialization	Start Date	End Date
1	Head	Prof. Anand Prakash Tripathi	Director, DDE	Western Philosophy	02-04-2018	01-04-2020
2	Member	Dr. Bijendra Pradhan	Head, Department of Social Work	Social Work	02-04-2018	01-04-2020
3	Member	Dr. Yogesh Kumar Jain	Assistant Professor, Dept. of Jainology, Comparative Religion and Phiolsophy	Jainology	02-04-2018	01-04-2020
4	Member	Samani (Dr.) Vinay Prajna	Assistant Professor, Dept. of Jainology, Comparative Religion and Philosophy	Non-violence and Peace	02-04-2018	01-04-2020
5	Member	Dr. Yuvraj Singh Khangarot	Dy. Controller of Examinations	Yoga and SOL	02-04-2018	01-04-2020
6	Member	Mr. Somvir Sangwan	Assistant Professor, AKKM	English	02-04-2018	01-04-2020
7	Member	Dr. Bhabagrahi Pradhan	Assistant Professor, Dept. of Education	Education	02-04-2018	01-04-2020

1.3 Number of meetings held and its approval:

Sr No	Meeting	Name of Statutory Authority	Meeting Date	Approval Date	View Minutes
1	Second Meeting of CIQA	DIRECTOR, DDE	12-05-2018	14-05-2018	View
2	First Meeting of CIQA	DIRECTOR, DEE	09-04-2018	13-04-2018	View
3	Third Meeting of CIQA	DIRECTOR, DEE	19-01-2019	24-01-2019	View
4	Fourth Meeting of CIQA	DIRECTOR, DEE	10-05-2019	13-05-2019	View

1.4 Details of actions taken based on Objectives and Functions of CIQA:

Sr No	Function	Action taken by HEI
1	Maintenance of Quality in the services provided to the learners	(1) Learner Support Centre established (2) Help Desk Created
2	Continuous improvement	Regular updation and recording of learner related queries
3	Identification of the key areas in which the HEI should maintain quality	(1) Periodical review of SLM (2) Strengthen student support services (3) Regular Organisation of Contact Programme (4) Conduct of continuous evaluation regularly
4	Dissemination of information on quality assurance	(1) Regular meeting of CIQA and circulation of minutes (2) Uploading of minutes in website
5	Mechanisms for interaction and obtaining feedback	(1) Feedback of learners on SLM (2) Interaction with students who visit DDE
6	Measures for qualitative improvement	(1) Approval of suggestions of CIQA by Competent Authority (2) Establishment of monitoring system
7	Ensuring Implementation of its recommendations through regular monitoring	Done on timely basis
8	Ensuring Participation of stakeholders	Feedback form on SLM filled-up by learners
9	Preparation of Programme Project Report and Information regarding any new programmes launched	PPR of existing Programmes prepared and approved by Competent Authority
10	Collection, collation and dissemination of accurate, complete and reliable statistics about the quality of the programmes	Analysis of data on admission, examinations, pass/fail percentage prepared and presented in Annual Reports, Website and Notice Boards.

1.5 Quality Assurance:

Sr No	Objective	Yes/No	View
1	Whether the CIQA prepared a Programme Project Report for each programme as per norms and guidelines of the UGC?	Yes	View
2	Whether the Programme Project Report for each of the implemented programmes approved by the appropriate authority of the HEI; prior to its launch?	Yes	View
3	Whether a monitoring mechanism was put in place to ensure the proper implementation of Programme Project Reports?	Yes	View
4	Whether annual plans for quality enhancement were prepared and their implementation ensured?	Yes	View
5	Whether a mechanism was put into place to collect feedback from students and undertake its analysis and corrective actions thereof?	Yes	View
6	Has the CIQA organized workshops or seminars on quality related themes and Disseminated proceedings of such activities?	Yes	View
7	Whether all the learning centres were operationalized with prior approval of CIQA?	Yes	View
8	Whether the admission criteria and pass/fail criteria of ODL programmes is exactly identical to conventional programmes?	No	-
9	Whether the HEI has ensured compliance to the territorial jurisdiction norms as per Annexure IV of the UGC(ODL) Regulations, 2017	Yes	View
10	Whether the details of faculty in School or Centre for Distance Education of the Higher Educational Institutions and in the Learner Support Centres are declared on the website of the HEI and linked to Aadhaar details or other Government identifiers, as per Regulations 9(5) of the UGC (ODL) Regulations, 2017 (Provide explicit link address also)	Yes	View

1.6 Describe the mechanism implemented to ensure that the quality of ODL programmes matches with the quality of relevant programmes in conventional mode:

(1) Approval of Syllabus in BoS and Academic Council (2) SLM design scientifically after organising SLM workshop in collaboration with STRIDE, IGNOU. (3) Schedule of Examination of both Conventional and ODL Modes are the same. (4) Results of Conventional and ODL Modes examinations were publish simultaneously in the months of July-August for academic year 2018-19.

1.7 Describe the details of personal contact programmes implemented:

Sr No	Centre Name	Implemented Date	Student Attended
1	Jain Vishva Bharati Institute, Ladnun	05-01-2019	226
2	Jain Vishva Bhatati Institute, Ladnun	20-01-2019	129
3	Jain Vishva Bhatati Institute, Ladnun	04-03-2019	10
4	Jain Vishva Bhatati Institute, Ladnun	10-03-2019	44
5	Jain Vishva Bhatati Institute, Ladnun	15-03-2019	119
6	Jain Vishva Bhatati Institute, Ladnun	18-03-2019	34
7	Jain Vishva Bhatati Institute, Ladnun	01-04-2019	32
8	Jain Vishva Bhatati Institute, Ladnun	14-04-2019	127
9	Jain Vishva Bhatati Institute, Ladnun	02-02-2019	20

1.8 Mention the duration, credits and eligibility of programmes offered:

Sr No	Academic Session	Level	Name of Program	Duration	No. of Credits	Eligibility
1	July	UG	BACHELOR OF ARTS	3 Years	95	10+2
2	July	UG	BACHELOR OF COMMERCE	3 Years	105	10+2
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	64	Undergraduate
4	July	PG	MASTER OF ARTS (YOGA and SCIENCE OF LIVING)	2 Years	64	Undergraduate
5	July	PG	MASTER OF ARTS - HINDI	2 Years	64	Undergraduate
6	July	PG	MASTER OF ARTS - ENGLISH	2 Years	64	Undergraduate
7	July	PG	MASTER OF ARTS - JAINOLOGY- COMPARATIVE RELIGION AND PHILOSOPHY	2 Years	64	Undergraduate

1.9 Describe the details of in-semester and end semester assessments/examinations conducted with the actions taken to ensure sanctity of the examinations:

Sr No	Objective	Yes/No
1	Whether examination centre centrally located in the city, with good connectivity from railway station or bus stand, for the convenience of the students	Yes
2	Whether the number of examination centres in a city or State are proportionate to the student enrollment from the region	Yes
3	Whether building and grounds of the examination centre are clean and in good condition	Yes
4	Whether the examination centre have an examination hall with adequate seating capacity and basic amenities	Yes
5	Whether fire extinguishers are in working order, locations well marked and easily accessible. Further, are emergency exits clearly identified and clear of obstructions	Yes
6	Whether the examination centre provides adequate lighting, ventilation and comfortable seating. Further, is the safety and security of the examination centre ensured	Yes
7	Whether restrooms located in the same building as the examination centre, and restrooms are clean, supplied with necessary items, and in working order	Yes
8	Whether the provision of drinking water is made for learners	Yes
9	Whether adequate parking is available near the examination centre	Yes
10	Whether facilities for Persons with Disabilities are available	Yes

1.10 Total Students enrolled and fees during Academic Session 2018-19:

Sr No	Academic Session	Level	Name of Program	Number of students	Programme Fee (Rs.)
1	July	UG	BACHELOR OF ARTS	2284	5000
2	July	UG	BACHELOR OF COMMERCE	113	5000
3	July	PG	MASTER OF ARTS (YOGA and SCIENCE OF LIVING)	665	9000
4	July	PG	MASTER OF ARTS - HINDI	233	5500
5	July	PG	MASTER OF ARTS - ENGLISH	116	5500
6	July	PG	MASTER OF ARTS - JAINOLOGY-COMPARATIVE RELIGION AND PHILOSOPHY	24	5000
7	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	133	5500

			Total	3568	

Part - 2: Programme Recognition and Admission Details

2.1 Number of programmes recognized during Academic Session 2018-19:

Number of programmes recognized from July, 2018 academic session and a copy of the UGC recognition letter:

Number of programmes: 7   Copy of the UGC recognition letter: View

Number of programmes recognized from January, 2019 academic session and a copy of the UGC recognition letter:

Number of programmes: 7   Copy of the UGC recognition letter: View

2.2 Number of programmes started as per clause 1(v) of Regulation 8 of UGC(ODL) Regulations, 2017:

Sr No	Academic Session	Level	Name of Program	Duration	Approval of statutory Authority (s) (DD-MM-YYYY) of HEI/Regulatory authorities	UGC Recognition Letter No. and date	No. of Learning Support Centres Operationalized	Number of students admitted (Male/Female/Trans-gender)			
								M	F	TG	Total
1	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	2 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	81	52	0	133
2	July	PG	MASTER OF ARTS (YOGA and SCIENCE OF LIVING)	2 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	335	330	0	665
3	July	UG	BACHELOR OF ARTS	3 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	1493	791	0	2284
4	July	UG	BACHELOR OF COMMERCE	3 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	102	11	0	113
5	July	PG	MASTER OF ARTS - HINDI	2 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	117	116	0	233
6	July	PG	MASTER OF ARTS - ENGLISH	2 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	63	53	0	116
7	July	PG	MASTER OF ARTS - JAINOLOGY - COMPARATIVE RELIGION AND PHILOSOPHY	2 Years	17-06-2018	EC(SC)/39/RAR/RJVNGN 10082	0	5	19	0	24

2.3 LSC wise enrolment details:

1. Name of College/institute where LSC is established: Jain Vishva Bharati Institiue, Ladnun, Rajasthan

Address of College/institute where LSC is established: Jain Vishva Bharati Institiue, Ladnun, Rajasthan

Name of HEI to which College/institute is affiliated (where LSC is established): Jain Vishva Bharati Institiue, Ladnun, Rajasthan

Whether the College/institute is private or Govt (where LSC is established): Private

Coordinator Details: 1 (Ph.D./M.A.) and Contact: Mr. Jay Prakash Singh

Programmes offered: BACHELOR OF ARTS, BACHELOR OF COMMERCE, MASTER OF ARTS - POLITICAL SCIENCE, MASTER OF ARTS (YOGA and SCIENCE OF LIVING), MASTER OF ARTS - HINDI, MASTER OF ARTS - ENGLISH, MASTER OF ARTS - JAINOLOGY-COMPARATIVE RELIGION AND PHILOSOPHY, BACHELOR OF ARTS, BACHELOR OF COMMERCE, MASTER OF ARTS - POLITICAL SCIENCE, MASTER OF ARTS (YOGA and SCIENCE OF LIVING), MASTER OF ARTS - HINDI, MASTER OF ARTS - ENGLISH, MASTER OF ARTS - JAINOLOGY-COMPARATIVE RELIGION AND PHILOSOPHY

Total enrolled student: 3568

No. of Counsellors: 3

Sr No	Counsellor Name	Qualification	Contact Details
1	DR. SAMANI NIRWANPRAGYA	PHD,MA (NVP)	9462658501
2	SAMANI MANJU PRAJNA	MA.(PRAKRIT), NET	9462658501
3	SAMANI CHINMAY PRAGYA	MA (JAINOLOGY, PRAKRIT), NET	9462658501

Part - 3: Results and Student Progression

Sr No	Academic Session	Level	Name of Programme	No. of students admitted	No. of students appeared in exams	No. of students progressed to next semester	% of students passed	% of students passed in first class
1	July	UG	BACHELOR OF ARTS	2284	2215	2199	99.28	92.68
2	July	UG	BACHELOR OF COMMERCE	113	103	102	99.03	83.33
3	July	PG	MASTER OF ARTS - POLITICAL SCIENCE	133	129	129	100	96.12
4	July	PG	MASTER OF ARTS (YOGA and SCIENCE OF LIVING)	665	612	607	99.18	94.89
5	July	PG	MASTER OF ARTS - HINDI	233	227	227	100	98.68
6	July	PG	MASTER OF ARTS - ENGLISH	116	107	107	100	90.65
7	July	PG	MASTER OF ARTS - JAINOLOGY - COMPARATIVE RELIGION AND PHILOSOPHY	24	17	17	100	100

Part - 4.1: Compliance status of Regulations 7 of UGC(ODL) Regulations, 2017 – Self-regulation through disclosures, declarations and reports:

Sr No	Provision	Yes/No with explicit link address
1	Declaration by an authorized signatory has been displayed on HEI website authenticating that the documents from sr. no. '2' to '14' have been uploaded on the HEI website?	Yes http://jvbi.ac.in/Distance/CIQA/Jvbi_Distance_4_1.pdf
2	The establishing Act and Statutes thereunder or the Memorandum of Association, as the case may be or both of the Higher Educational Institution, empowering it to offer programs in Open and Distance Learning mode	Yes
3	Copies of the letters of recognition from Commission and other relevant statutory or regulatory authorities	Yes
4	Programme details including brochures or programme guides with information such as name of the programme, duration, eligibility for enrolment, programme fee, programme structure etc.	Yes
5	Programme-wise information on syllabus, suggested readings, contact points for counseling, programme structure with credit points, programme-wise faculty details, list of supporting staff, list of Learner Support Centres with addresses and contact details, their working hours and counseling schedule etc.	Yes
6	Important schedules or date-sheets for admissions, registration, re-registration, counseling, assignments and feedback thereon, examinations, result declarations etc.	Yes
7	Detailed strategy plan related to On-line course delivery, if any including learning materials offered through On-line and learner assessment system and quality assurance practices of e-learning programmes	Yes
8	The feedback mechanism on design, development, delivery and continuous evaluation of learner-performance which shall form an integral part of the transactional design of the Open and Distance Learning mode programmes and shall be an input for maintaining the quality of the programmes and bridging the gaps, if any	Yes
9	Information regarding any new programmes launched and those proposed for the next two years	No
10	Data of year-wise or programme-wise student enrolment details and degrees or certificates or diplomas or post graduate diplomas awarded	Yes
11	Complete information about 'Self Learning Material' including name of the faculty who prepared it, when was it prepared and last updated, source of Self Learning Material, references of Self Learning Material, etc	Yes
12	A compilation of questions and answers under the head 'Frequently Asked Questions" with the facility of 'on-line' interaction with learners providing hyperlink support	Yes
13	List of the 'Learner Support Centres' along with the number of students Period of the admission process along with the academic session and dates of the term end examinations	Yes
14	List of the 'Examination Centres' along with the number of students in each centre who shall appear at any examination centre and details of the Information and Communication Technology facilities available for conduct of examination in a fair and transparent manner	Yes

Part - 4.2: HEI shall mention the process followed for monitoring of Examination to ensure sancity of examinations, including the following:

i) No. of examination centres inspected dusring conduct of exam.

ii) No. of cases of unfair means reported.

iii) Disciplinary action taken.

iv) Detail of observer of the examination centres appointed by HEI and its reports.

i) Number of examination centres inspected during conduct of examination : .10 ii) Number of cases of unfair means reported : 28 iii) Number of cases of unfair means : 28 Students and action taken as per rule (paper Cancelled) iv) Detail of observer of the examination centres appointed by HEI and its reports : 1. Dr. Bijendr Pradhan - Gudha Bhagwandas, Nagaur, Kanuta,(report- paper Cancelled as per report of observer) 2. Dr. Ravindra Singh Rathore - Gudha Bhagwandas, Nagaur, Kanuta(report- paper Cancelled as per report of observer) 3. Dr. Puhpa Mishra- Gudha Bhagwandas, Nagaur, Kanuta(report- paper Cancelled as per report of observer) 4. Prof. A.P. Trpathi- Laxmangarh, Mukundgarh, Nawalgarh, Sikar, Khatushyamji(report- paper Cancelled as per report of observer) 5. Dr. Jugal Dadhich- Laxmangarh, Mukundgarh, Nawalgarh, Sikar, Khatushyamji(report- paper Cancelled as per report of observer) 6. Mrs. Ratna Purohit - Laxmangarh, Mukundgarh, Nawalgarh, Sikar, Khatushyamji 7. Sh. Umendra Goyal- Udaipur 8. Mrs. Reen Goyal- Udaipur 9. Dr. P.S. Shekhawat- Bharatpur

Part - 5: Compliance status of Academic and Infrastructural Requirements – As per Annexure - VIof UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Staffing norms and physical infrastructure exclusively/independently, as mentioned in the Annexure-VI of the Regulations. In addition, the faculty details shall be provided in the following format:

1. BACHELOR OF COMMERCE
Academic Session: July   Level: UG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Ms. Apoorva Ghorawat (Assistant Professor)	Contractual	19/07/2018	Teaching: 12 Months Industrial: 12 Months	15000
2	Mumukshu Ajita Dugar (Assistant Professor)	Regular	01/04/2017	Teaching: 12 Months Industrial: 12 Months	0

2. MASTER OF ARTS - POLITICAL SCIENCE
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Balbir Singh (Assistant Professor)	Contractual	07/07/2017	Teaching: 24 Months Industrial: 24 Months	20450
2	Smt. Kavita Vyas (Assistant Professor)	Contractual	27/09/2018	Teaching: 6 Months Industrial: 12 Months	10000

3. BACHELOR OF ARTS
Academic Session: July   Level: UG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Dr. Samani Vinay Prajna (Assistant Professor)	Regular	04/01/2011	Teaching: 96 Months Industrial: 180 Months	0
2	Mumukshu Sunita Chandaliya (Assistant Professor)	Contractual	05/04/2012	Teaching: 72 Months Industrial: 84 Months	0

4. MASTER OF ARTS (YOGA and SCIENCE OF LIVING)
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Sh. Surendra Kumar Jain (Assistant Professor)	Regular	04/05/1999	Teaching: 240 Months Industrial: 240 Months	0
2	Ms. Santosh Rani Jain (Assistant Professor)	Regular	04/05/1999	Teaching: 240 Months Industrial: 240 Months	0

5. MASTER OF ARTS - HINDI
Academic Session: July   Level: PG   No. of Fulltime Dedicated Faculty: 2

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Sh. Abhishek Charan (Assistant Professor)	Contractual	07/07/2017	Teaching: 24 Months Industrial: 36 Months	20450
2	Samani Unnat Prajna (Assistant Professor)	Regular	01/01/2014	Teaching: 48 Months Industrial: 180 Months	0

6. MASTER OF ARTS - ENGLISH
Academic Session: July   **Level: PG**   **No. of Fulltime Dedicated Faculty: 2**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Mum. Priyanka Jain (Assistant Professor)	Regular	01/04/2017	Teaching: 12 Months Industrial: 12 Months	0
2	Sh. Somveer Sangwan (Assistant Professor)	Contractual	11/07/2017	Teaching: 8 Months Industrial: 24 Months	25570

7. MASTER OF ARTS - JAINOLOGY-COMPARATIVE RELIGION AND PHILOSOPHY
Academic Session: July   **Level: PG**   **No. of Fulltime Dedicated Faculty: 2**

Sr No	Faculty Name with Designation	Type	Program Joining Date	Total Experience	Salary
1	Prof. A.P. Tripathi (Professor)	Regular	15/12/2014	Teaching: 48 Months Industrial: 420 Months	136177
2	Dr. Samani Subh Prajna (Assistant Professor)	Regular	10/07/2009	Teaching: 108 Months Industrial: 132 Months	0

Part - 6: Compliance status of 'Quality Assurance Guidelines of Learning Material in Multiple Media, Curriculum and Pedagogy' – As per Annexure - VII of UGC(ODL) Regulations, 2017:

HEI shall mention compliance details against the requirements in terms of Learning material (Print Media), Audio-Video Material: Quality Standards, Online Material: Quality Standards, Computer-based material: Quality Standards and Curriculum and Pedagogy: Quality Standards, as mentioned in the Annexure-VII of the Regulations.

(1) Learning Material (Print Media) : SLM Printed Materials of All courses in each of the 2 UG Programmes and 5 PG Programmes have been prepared and sent to learners (2) Audio–Video Material: Video lectures have been prepared Unit-wise for UG Programmes - 369 and PG Programmes - 351 (link : http://jvbi.ac.in/index.php?option=com_content and view=article and id=396 and Itemid=948) (3) Online Material : SLM texts for 2 UG and 4 PG Programmes have been uploaded in the University Website in PDF format. All these materials are Open Educational Resources (OER) and can be downloaded free of cost. (4) Computer-based material for self assessment is yet to be developed. (5) Curriculum and Pedagogy: All the courses in each of the programmes offered at the UG and PG levels have been prepared by subject experts and approved by the respective Board of Studies and Academic Council. However, quality improvements in the design of the curriculum has to be undertaken.

Part - 7: Compliance status of 'Guidelines on preparation of Self-learning Material' – As per Annexure - VIII of UGC (ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that SLMs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

(1) Self Learning Material (SLM) have been developed on the basis of Guidelines provided by Resource Persons invited from STRIDE, IGNOU. Workshops for preparation of SLM were organised twice in the Institute. (2) All the SLM prepared are approved by the Director, Distance Education and approval of the same is granted by the Vice Chancellor and BoS.

Part - 8: Compliance status of 'Guidelines on Programme Project Report' – As per Annexure - IX of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed to ensure that PPRs are prepared as per the guidelines mentioned in the Regulations. The explicit details of approval by its Statutory Authorities shall also be mentioned.

The process followed by the JVBI/DDE to ensure that PPRs are prepared as per the UGC (ODL) Regulations 2017 are as follows: (1) The PPR including syllabus of a particular Programme is first prepared by the respective department on the direction of the DDE/Vice Chancellor. (2) Draft PPR is received by the DDE from the concerned department. (3) The Draft PPR is submitted to the CIQA for review and academic audit and enlisting suggestions if any which is corrected/updated by the concerned department. (4) The CIQA then submits the approved draft to the DDE (5) The DDE then calls for the Board of Studies (Statutory Authority) for approval of the PPR including the syllabus. (6) After approval of Board of Studies (BoS) the PPR is then submitted to the Academic Council (Statutory Authority) for ratification and approval. (7) The approved PPR including syllabus is then presented in the Board of Management (Statutory Authority) for its approval (8) The Approved PPRs are received by the DDE for execution and adoption in the forthcoming academic session.

Part - 9: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the process followed for identification of LSCs and the agreement terms for providing support to the learners thereby ensuring compliance to the LSCs provisions of the Regulations. The explicit details of approval by its Statutory Authorities/CIQA shall also be mentioned.

(1) The JVBI is a Deemed-to-be-University and hence its ODL Programmes run are run as per UGC (ODL) Regulations 2017 which are functioning from its headquarters ONLY. (2) A Learner Support Centre (LSC) has been established by DDE, JVBI at its headquarters which came into existence from the beginning of the establishment of DDE.The same was existing prior to the UGC (ODL) Regulation 2017 as "Student Help Centre". The same has been renamed as Learner Support Centre (LSC) as per the UGC Regulations.

Part - 10: Compliance status of 'Guidelines on Learner Support Centre' – As per Annexure - X of UGC(ODL) Regulations, 2017:

HEI shall mention the mechanism put into place along with brief details of grievances received and actions taken thereof. Also mention that how the learners have been made aware about this mechanism.

(1) An online grievance redressal portal has been prepared and uploaded in the university website (www.jvbi.ac.in). The link for the same is provided here under: https://docs.google.com/forms/d/1lF5F0_nGiqnualEft9YHdcuIAwbbzlkFeJ06LigdkDI/viewform?edit_requested=true (2) A Grievance Redressal Form is also uploaded in pdf format in the Institute's website. The link for the same is provided here under: http://jvbi.ac.in/pdf/menu/distance/Grievance_Redressal_Form.pdf (2) A 5-member Grievance Redressal Cell (GRC) has been established to look into matters of students complaints. The same was established with the due approval of the Competent Authority. Contact numbers of the Coordinator and all other members of the GRC are available in the grievance redressal portal. (3) Till date no complaint has been received through the grievance redressal portal. (4) It is to mention that the Learner Support Centre and Help Desk of DDE is very proactive and tries to solve most of the queries and complaints of the learners related to admission, examinations, dispatch of SLM, contact classes/practical, assignments etc.

Part - 11: Compliance status of 'Evaluation and Certification' – As per Regulations 13of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	There shall be home assignments, students' response sheets, contact programmes and semester or year-end examination, and the marks or grades obtained in home assignment and response sheets shall be shown **separately** in the grade card	Yes
2	A Higher Educational Institution offering a Programme in Open and Distance Learning mode shall adopt a rigorous process in development of question papers, question banks, assignments and their moderation, conduct of examination, evaluation of answer scripts by qualified teachers, and result declaration, and shall so frame the question papers as to ensure that **no part of the syllabus is left out of study by a learner**	Yes
3	The examination of the programmes in Open and Distance learning mode shall be managed by the examination or evaluation Unit of the Higher Educational Institution and shall be conducted in the examination centre approved by the Higher Educational Institution	Yes
4	The evaluation shall include two types of assessments continuous or formative assessment in the form of assignments, and summative assessment in the form of end semester examination or term end examination: Provided that no	Yes

	semester or year-end examination shall be held in a subject unless the Higher Educational Institution is satisfied that at least 75% of the programme of study stipulated for the semester or year have been actually conducted: Provided further that the weightage for "Term End Examination" shall not be less than 70%.	
5	The 'Examination Centre' shall be established within the territorial jurisdiction of the Higher Educational Institution	Yes
6	The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated colleges under the University system in the country and no Examination Centres shall be allotted to any private organizations or unapproved Higher Educational Institutions	Yes
7	The Examination Centre shall have proper monitoring mechanisms for **Closed-Circuit Television (CCTV)** recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper **videography** be conducted and video recordings are submitted by particular incharge of examination centre to the Higher Educational Institution.	Yes
8	The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.	No
9	There shall be an observer for each of the Examination Centre appointed by the Higher Educational Institution and it shall be mandatory to have observer report submitted to the Higher Educational Institution.	Yes
10	The Higher Educational Institution shall make a mention in the mark sheet and degree about the mode of delivery i.e. Open and Distance Learning and the photograph and the Unique Identification or Aadhaar number of the learner shall be mandatorily mentioned in all the documents issued by the Higher Educational Institution to the learner.	Yes
11	It shall be mandatory for the Higher Educational Institution to mention 'Date of Admission' and 'Date of Completion' on each of the certificates (in semester or end of the semester or end of the programme or course) issued by it.	Yes

Part - 12: Compliance status of 'Admissions and Fees' – As per Regulations 12 of UGC(ODL) Regulations, 2017:

Sr No	Provision	Whether being complied Yes/No
1	A Higher Educational Institution shall, for admission in respect of any programme in Open and Distance Learning mode, accept payment towards admission fee and other fees and charges - as may be fixed by it and declared by it in the prospectus for admission, and on the website of the institution; with a proper receipt in writing issued for such payment to the concerned student admitted in such Higher Educational Institutions; only by way of online transfer, bank draft or pay order directly in favour of the Higher Educational Institution.	Yes
2	It shall be mandatory for the Higher Educational Institutions to upload the details of all kind of payment or fee paid by the students on the website of the institution	No
3	The fee waiver for Scheduled Caste, Scheduled Tribe and Persons with Disabilities category of students shall be in accordance with the instructions or orders issued by Central Government or State Government	No
4	Admission of learners to a Higher Educational Institution for a programme in Open and Distance Learning mode shall be offered in a transparent manner and made directly by the headquarters of the Higher Educational Institution which shall be solely responsible for final approval relating to admissions or registration of students: Provided that a Learner Support Centre shall not admit a learner to any programme in Open and Distance Learning for or on behalf of the Higher Educational Institution	Yes
5	The 'Every Higher Educational Institution shall – record Aadhaar details or other Government identifiers of learner; maintain the records of the entire process of selection of candidates, and preserve such records for a minimum period of five years; exhibit such records on its website The Commission in its 543rd Meeting has decided that Aadhar details of learners should not be exhibited on the public domain. This is for information and compliance by the HEIs.	Yes
6	Every Higher Educational Institution shall publish, before expiry of sixty days prior to the date of the commencement of admission to any of its programme in Open and Distance Learning mode, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such Higher Educational Institutions and the general public, namely, as mentioned at sr. no. '7' to '17' below	Yes

7	Each component of the fee, deposits and other charges payable by the learners admitted to such Higher Educational Institutions for pursuing a programme in Open and Distance Learning, and the other terms and conditions of such payment	Yes
8	The percentage of tuition fee and other charges refundable to a learner admitted in such Higher Educational Institutions in case such learner withdraws from such Higher Educational Institutions before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the learner	Yes
9	The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources	Yes
10	The conditions of eligibility including the minimum age of a learner in a particular course of programme of study, where so specified by the Higher Educational Institution	Yes
11	The minimum educational qualifications required for admission in programme(s) specified by the relevant statutory authority or body, or by the Higher Educational Institution, where no such qualifying standards have been specified by any statutory authority	Yes
12	The process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test	No
13	Details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such member is employed on regular or part time or visiting or contractual basis	Yes
14	Pay and other emoluments payable for each category of teachers and other employees	Yes
15	Information in regard to physical and academic infrastructure and other facilities, including that of each of the Learner Support Centres and in particular the facilities accessible by learners on being admitted to the institution	Yes
16	Broad outline of the syllabus specified by the appropriate statutory body or by Higher Educational Institution, as the case may be, for every course or programme of study	Yes
17	Activity planner including all the academic activities to be carried out by the Higher Educational Institution during the academic session and the details of July cycle and January cycle shall be notified separately	Yes
18	Display of information as at sr. no. '7' to '17' above to be displayed on HEI website (Please provide explicit link address for each)	Yes
19	No Higher Educational Institution shall, directly or indirectly, demand or charge or accept, capitation fee or demand any donation, by way of consideration for admission to any seat or seats in a course or programme of study conducted by it	Yes

20	No Higher Educational Institution shall, issue or publish-
	  any advertisement for inducing learners for taking admission in the Higher Educational Institution, claiming to be recognised by the appropriate statutory authority or by the Commission where it is not so recognised; or
	  any information, through advertisement or otherwise in respect of its infrastructure or its academic facilities or of its faculty or standard of instruction or academic or research performance, which the Higher Educational Institution, or person authorized toissue such advertisement on behalf of the Higher Educational Institution knows to be false or not based on facts or to be misleading
		Yes

21	On being granted recognition under clause (i) of sub-regulation (4) of regulation 3, a Higher Educational Institution shall admit students to its approved programmes **only from the academic session specified in the recognition order**	Yes

Part - 13: Innovation and Best Practices

i) Innovation introduced during academic year

(1) Established a Digital Studio for preparation and editing of Video Lectures as part of Learner Support Services and reference material for the ODL Learners (2) Feed back form developed for Self Learning Material

ii) Give Best Practices of Institution

(1) Flying Squad to check / monitor the use of Unfair Practices in Annual Examinations is constituted on a regular basis before every Annual Examination and approved by the Competent Authority. (2) Organized Literary Competitions among DDE students to promote creativity . (3) Quality literary contributions have been published in book form. (4) Conducted annual workshop among learners and acdemicians associated with DDE on

issues pertaining to Distance Education of JVBI.

iii) Any other Information

None

Part - 14: Plan of Institution for next year

The Academic Calendar for the Session 2019-20 is as under: (1) Commencement of Admission: July-August 2019 (2) Distribution of SLM: Sept-Nov. 2019 (3) Contact Programme (Counselling, Practical etc) : (4) Assignment Submission: January-March 2020 (5) Evaluation of Assignment: March-April 2020 (6) Annual Examinations: April-May 2020 (7) Declaration of Results: July-September 2020 (8) Re-registration to the promoted class: August-Nov. 2020 (9) Re-valuation: Sept. 2020

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true, correct and nothing material has been concealed therein. In case information provided is found to be contrary to the fact, it will result in cancellation of recognition to offer ODL programmes, along with initiation of action as per provision of the UGC (ODL) Regulations, 2017 and its amendments.

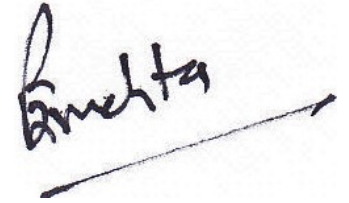|			
Signature of the Director:		**Signature of the Registrar:**	
Name of the Director:	Prof. Anand Prakash Tripathi	**Name of the Registrar:**	Mr. Ramesh Kumar Mehta
Seal of the Director:	Director Directorate of Distance Educatio Jain Vishva Bharati Institute Ladnun-341306 (Raj.)	**Seal of the Registrar:**	Registrar Jain Vishva Bharati Institute Ladnun-341306 Rajasthan (India)
Date of the Director:	11-11-2019	**Date of the Registrar:**	11-11-2019