

## Chapter-1

### FACULTIES AND DEPARTMENTS

1. The Institute shall include the Faculties of :

- (i) Arts
- (ii) Social Sciences and Humanities
- (iii) Science
- (iv) Commerce
- (v) Education
- (vi) Such other faculties, as may be considered necessary thereafter.

(A) Each Faculty shall consist of the following :

- (i) The Dean of the Faculty/Faculty co-ordinator.
- (ii) Professor and Associate Professors, Assistant Professors in the subject assigned to the faculty.
- (iii) All Heads of departments within the faculty in the Constituent College(s) upto the degree standard, provided they have at least 8 years experience of teaching degree classes in subject of faculty.
- (iv) Member co-opted by the faculty concerned from among teachers in the constituent college(s) within the faculty, the number of such members not to exceed five in the case of the faculty of Arts and not to exceed two in the case of each of the faculties of Science and Commerce, Education.
- (v) Members co-opted by the faculty concerned from among persons, who are not teachers in the Institute or in the constituent college(s), the number of such members not to exceed five in the case of the Faculty of Arts and not to exceed three in the case of each of the Faculties of Science and Commerce; and Education.
- (vi) The conveners of the Boards of Studies in the faculty, who are not otherwise included under the foregoing clauses.

(B) The members of a Faculty, other than ex-officio members shall hold office for a period of 3 years.

2. Deans of Faculties :

(1) There shall be a Dean of each faculty or Faculty co-ordinator who shall be appointed by the Vice-Chancellor in the following order of preference, namely :

- (i) Institute Professors or Principals of constituent P.G. College on the basis of seniority.
- (ii) Institute Associate Professors (Reader) in subject in which there are no Institute Professor.

**Note :** The Principal or the teacher to be appointed as Dean must profess a subject include in the faculty concerned.

(2) The Deans/Faculty Co-ordinator shall hold office for a period of three years. In case of non-availability of a substitute he shall be eligible for reappointment and no person shall be eligible for reappointment until a period of atleast three years has lapsed after the expiry of his last term.

- (3) Functions of Deans of faculties :
- (i) The Deans of a Faculty shall be responsible for the due observance of all rules and regulations relating to that Faculty.
  - (ii) The Dean shall preside at the meetings of the Faculty and shall record its proceedings.
  - (iii) The Dean shall have the right to be present and speak at the meetings of the Boards of Studies relating to his Faculty but not to vote there at unless he is a member thereof.
- (4) Each faculty shall exercise the following functions :
- (i) to recommend to the Academic Council courses of studies, curricula and schemes of examination, in consultation with the Boards of Studies;
  - (ii) to recommend to the Academic Council conditions for the award of degrees and other academic distinctions;
  - (iii) to co-ordinate work in the subject assigned to the faculty;
  - (iv) to organize research and to secure co-ordination therein;
  - (v) to deal with any matter referred to it by the Academic Council;
  - (vi) to remit matters to Boards of Studies;
  - (vii) to consider any matter within its purview referred to it by the Boards of Studies;
  - (viii) to hold joint meetings with any other faculty of faculties. Such meetings shall be convened by the Vice-Chancellor and shall be presided over by him/her or by a Dean nominated by him/her, and;
  - (ix) to discharge such other functions as may be prescribed by the Rules.

Meetings of the faculty shall be held and convened by the Dean or Faculty Co-ordinator or by the convener on his behalf.

### **Faculty of Arts**

The following shall be the Departments/Degrees/Diplomas and Certificates assigned to the faculty of Arts :

**(a) Departments :**

- (i) Jainology and Comparative Religion and Philosophy
- (ii) Prakrit and Sanskrit
- (iii) Science of Living, Preksha Meditation and Yoga
- (iv) English

**(b) Degrees :**

- (i) Bachelor of Arts (B.A.)
- (ii) Bachelor of Commerce (B.Com.)
- (iii) Bachelor of Arts (Honours)
- (iv) Master of Arts (M.A.)
- (v) Master of Philosophy (M.Phil.)
- (vi) Doctor of Philosophy (Ph.D.)
- (vii) Doctor of Literature (D.Litt.)

**(c) Diplomas :**

- (i) P.G. Diploma in Studies in Jainism
- (ii) PG Diploma in Preksha Yoga Therapy
- (iii) PG Diploma in Naturopathy

- (iv) Diploma in Banking
- (v) Diploma in Home Science

**(d) Certificates :**

- (i) Prakrit
- (ii) Science of Living and PM & Yoga
- (iii) Yoga and Preksha Meditation
- (iv) Communication Skills in English
- (v) Jainology
- (vi) Graphics Design
- (vii) Journalism & Mass Media
- (viii) Astrology
- (ix) Jain Art and Aesthetics
- (x) Human Rights
- (xi) Understanding Religion
- (xii) Jain Religion and Philosophy

### **Faculty of Social Sciences and Humanities**

The following shall be the Departments/Degrees/Diplomas and Certificates assigned to the faculty of Social Sciences and Humanities :

**(a) Departments :**

- (i) Non-violence and Peace
- (ii) Social Work

**(b) Degrees :**

- (i) Master of Arts (M.A.)
- (ii) Master of Social Work (MSW)
- (iii) Master of Philosophy (M.Phil)
- (iv) Doctor of Philosophy (Ph.D.)
- (v) Doctor of Literature (D.Litt.)

**(c) Diplomas :**

- (i) P.G. Diploma in NGO Management
- (ii) P.G. Diploma in Rural Development
- (iii) PG Diploma in Corporate Social Responsibility
- (iv) PG Diploma in Human Resource Management
- (v) PG Diploma in Gender Empowerment
- (vi) PG Diploma in Counselling and Communication

**(d) Certificates :**

- (i) Non-violence
- (ii) Social Work
- (iii) Training in Non-violence

### **Faculty of Science**

The following shall be the Departments/ Degrees/Diplomas and Certificates assigned to the faculty of Science :

**(a) Departments :**

Science of Living, Preksha Meditation and Yoga

**(b) Degrees :**

- (i) Master of Science (M.Sc.)
- (ii) Doctor of Philosophy (Ph.D.)
- (iii) Doctor of Literature (D.Litt.)

**(c) Diplomas :**

- (i) P.G. Diploma in Preksha Yoga Therapy
- (i) Diploma in Naturopathy

**(d) Certificates :**

- (i) Science of Living and PM & Yoga

**Faculty of Education**

The following shall be the Departments/Degrees/Diplomas and Certificates assigned to the faculty of Education :

**(a) Departments/Subjects :**

- (i) Education

**(b) Degrees :**

- (i) Bachelor of Education (B.Ed.)
- (ii) Master of Education (M.Ed.)
- (iii) M.A. (Education)
- (iv) Doctor of Philosophy (Ph.D.)
- (v) Doctor of Literature (D.Litt.)

**(c) Certificate :**

- (i) Certificate Course in Instructional Method and Media
- (ii) Certificate Course in Educational Psychology

# Jain Vishva Bharati Institute



## ACADEMIC BYE-LAWS

### Part-III Exam Rules

## Chapter-1

### Admission (Regular Courses)

The expression "regular course of study" means attendance required to put in by a candidate in the lectures, tutorials and practical's as provided for hereinafter for the respective examination to be taken by the candidate:

#### 1. Eligibility for Admission:

- (i) Every candidate seeking admission to the Institute shall submit an application on the prescribed form and Pay the requisite application fee by "the prescribed date. The candidate shall produce alongwith his application evidence of having passed the qualifying examination prescribed for the admission.
- (ii) A candidate shall not be eligible, for admission to a course of study for an examination unless he has passed the qualifying examination of a University or any other equivalent examination recognized for the purpose and possesses such further qualification, if any, as may be prescribed from time to time.
- (iii) The minimum qualification required for admission to different courses/ programmes will be determined by VC/ Academic Council and will be mentioned in the prospectus meant for admission year provided that a relaxation of 5% in the minimum percentage of marks prescribed for admission shall be admissible to SC, ST, OBC, Women, physically handicapped candidates.
- (iv) The candidates who have appeared in qualifying examination but whose results are yet to be declared, may also apply and be admitted provisionally.
- (v) Admission is open to persons of any age, sex, religion, region, race, caste etc.
- (vi) Admission will be based on merit, the merit being determined by the marks obtained in the qualifying examination or in a test or any other procedure to be followed for admission prescribed by the Academic Council/Vice Chancellor. Provided that Vice-chancellor may in exceptional cases admit a candidate in relaxation of the above rules for reasons which he may deem sufficient and which he will record in writing.
- (vii) (a) Provided further that the Vice-chancellor, in his discretion to assign any reason, may refuse admission to any candidate if he is of the opinion that his admission is not in the interest of the Institute.  
  
(b) A candidate shall not be eligible for admission if he has been convicted of criminal offence involving moral turpitude or against whom an FIR has been lodged or has indulged in misbehavior with any employee of the Institute. The candidate shall submit the following declaration at the time of admission:

- (i) that I have not been convicted of any criminal offence nor have I been released on bail in connection with a criminal case.
  - (ii) that no case of criminal offence or moral turpitude is pending against me in any court of law.
  - (iii) that complaint of F.I.R. has not been lodged against me by any Institution or individual
  - (iv) that I have not resorted to any act of indiscipline during the previous years and
  - (v) that I have not been debarred from seeking admission or appearing in any examination by any University/College/Institution.
- (viii) A written undertaking shall be obtained from the candidate to the effect that in case any of his statements made or documents submitted is found to be wrong or forged, his admission to the Deptt./College/Centre of the Institute shall liable to be cancelled and he shall be subjected for further disciplinary action in this regard.
- (ix) The Registrar may, by a written notification, prescribe the details of the procedure to be followed for admission of students to the Institute.
- (x) The last date for admission to the various courses of study shall be declared well in advance in the Prospectus.
- (xi) In special circumstances the Vice-chancellor shall be competent to extend the last date for admission to any course of study.
- (xii) A Candidate shall be deemed to have been admitted when he is properly allowed admission by the Head of the Deptt./College of the Institute concerned or an officer authorized by him to do so. Admission of candidate declared eligible to join a next higher class as a result of revaluation and of those who become eligible to join the same class or a next higher class on disposal of their cases of use of unfair means shall be allowed within fifteen days of declaring them eligible.
- (xiii) A student migrating from a college or University outside the JVBI shall not be admitted in any year of the course other than the First Year/Previous Year of the Degree.
- (xiv) A student from any other recognized University or Board shall be eligible for admission to the Institute only on producing the Migration Certificate or Transfer Certificate (T.C.) (if a Board does not issue the Migration Certificate) in original to show that the University has no objection to his joining this Institute. The candidate should submit the original Migration Certificate/T.C. preferably at the time of admission or by the last date as declared in the prospectus of the year of admission, failing which his candidature for the concerned course shall automatically stand cancelled.
- (xv) Provided that the condition of producing of the Migration Certificate shall not apply in the case of a student passing their qualifying examination from a foreign University.

## 2. Reservation of Seats for Admission

The reservation policy will be followed as per following criteria depending upon their availability and fulfilling minimum eligibility.

- (i) 25% of the total number of seats in each course shall be reserved for women candidates provided that they fulfill the required minimum eligibility.
- (ii) 15% of the total number of seats for Scheduled Caste (SC), 7.5% for Scheduled Tribal (ST) and OBC shall be reserved in each course.
- (iii) 3% of the total number of seats in each course shall be reserved for Disabled/Physically handicapped person (PH) and one seat shall be reserved for Kashmiri. Migrants in each professional course
- (iv) 15% supernumerary quota will be fixed for admission to foreign students in the Institute departments, out of this 15% supernumerary quota, 5% seats shall be earmarked for children of the Indian workers in the Gulf and South East Asia.
- (v) All candidates coming in reserved quota, who have passed the qualifying examination for admission to a University's course, may be arranged in order of merit among themselves.
- (vi) Provided candidates belonging to *SC/ST/OBC* category will be required to produce a certificate to that effect from a District Magistrate/Tehsildar/Sub-Divisional Magistrate without which their cases will not be considered under the above provisions.
- (vii) A relaxation of 5% marks in minimum percentage of marks required for admission under this provision shall be admissible to *SC/ ST/ OBC/ PH/ Women*.
- (viii) If there are vacant seats from the reserved quota, the same will be transferred to the general quota. The remaining application will be arranged in order of merit. The candidates will then be selected according to merit.

## 3. Concession for Purpose of Admission

The concessions of marks in the prescribed minimum eligibility may be admissible to the candidates having outstanding achievement in the field of sport, and co-curricular activity. Every candidate claiming concession on account of participation in sports and/or co-curricular activities shall submit a separate application alongwith proper certified documents without which the application(s) will not be considered and concession of marks shall not be given.

#### 4. Intake (for Regular Course)

<b>P.G. Non-conventional Subjects</b>	<b>Each Year</b>
I. M.A. (Jainology and Comparative Religion & Philosophy)	15
II. M.A. (Sanskrit and Prakrit)	15
III. M.A./M.Sc. (Science of Living, Preksha Meditation and Yoga)	15
IV. M.A. (Non-violence, Peace and Conflict Management)	15
V. M.A. (Sanskrit)	
<b>P.G. Conventional Subjects</b>	
VI. M.Ed. (Master of Education)	25
VII. M.A. (Education)	55
VIII. M.S.W. (Master of Social Work)	55
IX. M. Phil. (Jainology and Comparative Religion & Philosophy)	15
X. M. Phil. (Prakrit and Sanskrit)	15
<b>U.G. Courses</b>	
XI. B.A. (Bachelor of Arts)	60
XII. B.Com. (Bachelor of Commerce)	60
XIII. B.Ed. (Bachelor of Education)	200
<b>P.G. Diploma/Certificate</b>	
XIV. PG Diploma Course(s)	(Not fixed)
XV. Certificate Course(s)	(Not fixed)

#### 5. Fee Concession and Refund of Fee

- (i) Full concession in Tuition fee in the Regular Course shall be granted to the Staff & their spouse and two dependent children of the staff members of the JVBI drawing basic pay less than Rs. 8000 p.m.
- (ii) Concession of 50 % in the Tuition fee be granted to the Staff & their spouse and two dependent children of the staff members of the JVBI drawing basic pay exceeding Rs. 8000 p.m.

- (iii) Full concession in fee for correspondence course is granted to the staff & their spouse and two dependent children. Only study material cost will be taken to the said students.
- (iv) Sadhus/Sadhvis/Saman/Samanis etc., who have renounced the worldly possessions are exempted from paying any kind of fee.
- (v) Fee will be paid once at the time of admission. Fee once should be deposited, not will be refunded in any case.
- (vi) In case a student is found ineligible, his/her programme fee will be refunded after making a deduction of 15% programme fee within six month of cancellation otherwise no claim will be entertained.
- (vii) In the event of a student/candidate withdrawing before the starting of the course, the waitlisted candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (one thousand only) shall be refunded and returned by the Institute to the student/candidate withdrawing from the programme. In case a student leaves after joining the course and the seat consequently falling vacant is filled by another candidate by the last date fixed for admission, the fee collected from the earlier candidate will be refunded proportionately after deducting monthly fee and hostel rent where applicable.
- (viii) Under Distance Education :
  - (i) if an applicant is not enrolled because he has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his fee shall not be refunded.
  - (ii) If a student drops out in the middle of the course, the fees paid by him, shall not be refunded.
  - (iii) If an applicant is not enrolled because he is found ineligible, the fee paid by him shall be refunded after a deduction of 25 per cent of the fee paid by him.
  - (iv) Wherever refund is permissible, the application must be made within three months of the date of issue of the letter by this Directorate in this behalf, failing which the request will not be entertained.
- (ix) The Institute reserves the right to revise the fees, etc., from time to time.

## Chapter – 2

# Admission Procedure for Foreign N.R.I. Students

### 1. Visa Requirement

Only persons entering the country on Student Visa, Entry Visa, and Diplomatic Visa be eligible to apply for admission to a particular course. Applicants holding Tourist Visa shall not be eligible to apply for admission to any course.

### 2. General Rules

- (i) Applicants in this particular category should fulfill the minimum eligibility conditions prescribed for admission as per the requirements of the course applied for.
- (ii) The course on which eligibility is relied upon must be included in the list of the Association of Indian Universities (AIU).
- (iii) In case the University/Board is not included in the said list, the candidate has to obtain and submit an Equivalence Certificate to this effect from the Association of Indian Universities.
- (iv) All attestation must be from their own country should get their transcripts attested by the concerned accredited authorized government agency as also duly certified by the Indian Embassy or Consulate as the case may be.
- (v) Candidate applying from their own country should get their transcripts attested by the Indian Embassy or Consulate as the case may be.
- (vi) English translation of transcripts, duly attested, should be provided wherever necessary.
- (vii) In case of cancellation of Admission of foreign students (NRI/Self- financing) within a month, 80% of the fees will be refunded in Indian rupees within one year from the date of cancellation. In other cases, the fees except security deposit shall not be refunded, adjusted/carried over in any circumstances. No correspondence in this regard will be entertained.
- (viii) In case of failure to pay fee (except 1st year) within one month from the date of announcement of result by the prescribed date, additional amount of Rs. 511/- will be charged. Provided the dues are cleared within 10 days. After this, the name of the student will be struck off from the rolls and he will be re-admitted on an additional payment of Rs. 1000/- within two months from the date of announcement of result/by the prescribed date.
- (ix) All fees are payable in lump sum at the time of admission.
- (x) Part payment is not allowed.

### **3 Supernumerary Seats**

- (i) 15% seats in all courses may be classified as supernumerary subject to the approval of the Academic Council from time to time.
- (ii) 10% of the above noted seats shall be earmarked for foreigners. For purposes of these rules, an applicant shall be considered a "Foreigner" on satisfying the following terms and conditions:
  - (a) He is in possession of a valid passport of any country outside India.
  - (b) He is in possession of a valid visa issued by a competent authority of the Indian Government clarifying the reasons of his/her stay in the country.
  - (c) He has been found fit by the Medical Officer.
- (iii) 5% seats of the supernumerary category shall be earmarked for NRIs, their spouse, ward(s), dependent son(s) and daughter(s) (inclusive of legally adopted children). An applicant shall be considered under this category on satisfying the following condition :

The term "Non-Resident Indian" shall be as per the Income Tax Law. However notwithstanding any amendment in such laws, all rights, obligations and duties flowing and subsisting at the time of submission of application.
- (iv) Applicants to the Supernumerary seats shall be required to fulfill the eligibility criteria for the course(s) applied for. However, such applicants shall not be required to undergo the admission test(s).
- (v) Applicants under this category shall be required to fulfill all/any other condition(s) as may be prescribed and notified by the competent authority of the Jain Vishva Bharati Institute from time to time.
- (vi) Candidates seeking admission under the above quota of Supernumerary Seats will have to apply on a prescribed form, which will be available from the office of the "International Students Cell, Jain Vishva Bharati Institute (JVBI)."
- (vii) In case total number of applications exceeds the available seats, a merit list shall be prepared on a reasonable classification and where the said is not possible through a screening process of test(s).
- (viii) Foreign students who do not wish to undergo the admission test and interview, or those who undergo the admission process but fail to find a place in the merit list can be admitted under the Supernumerary seats for which the fee structure is stated below.

### **4. Fee Structure for Supernumerary Seats**

1. US \$ 3000 per annum for Professional Courses.
2. US \$ 2500 per annum for all non-professional Courses.

**Note:**

- (i) Candidate from SAARC countries will pay US \$ 500 less for the course offered.
- (ii) In addition to the above amount(s), Rs. 2000/- (to be converted in us \$) will have to be paid admission fee at the time of admission. This is non-refundable.
- (iii) Rs. 7000/- will have to be deposited as Library and Laboratory/Security fee as applicable. This will be refundable after the completion of the course.
- (iv) Course material will be provided on payment, if required.
- (v) Field studies will be organized as per the decision of the faculty.
- (vi) All payments have to be made in US \$ or its equivalent in Indian currency.
- (vii) All fees and charges are subject to revision.

**5. Candidates Sponsored by ICCR under Various Culture Exchange Schemes of Government of India**

Foreign Students nominated/sponsored by Government of India under various Cultural Scheme of Indian Council for Cultural Relations (ICCR) would pay fee at par with Indian students.

**6. Ph.D. Admissions**

1. Application form alongwith the Information Booklet for admission to Ph.D. degree course can be obtained from the Office of the International Students' Cell, JVBI against the payment of prescribed charges during office hours [10.00 a.m. to 01.00 p.m. and 02.00 p.m. to 05.00 p.m.(Monday to Saturday)]. The form can also be downloaded from the JVBI's website: [www.JVBI.ac.in](http://www.JVBI.ac.in).
2. This is to be submitted to the concerned Department with the certified/attested copies of the certificates, passport, visa and synopsis.
3. A photocopy of this application form must also be submitted in the office of the International Students' Cell.
4. Ph.D. candidate should also obtain a No Objection Certificate (NOC) from the Ministry of External Affairs, Government of India. The form (Certificate of Affiliation) is available in the Office of International students. The same shall be submitted to the Head of the concerned department/faculty/center alongwith 6 copies of the synopsis to be forwarded to concerned authorities.
5. Admission to a Ph.D. programme is given only on production of Research Visa.
6. The students will be admitted as per guidelines prescribed for Ph.D. students.

## **7. Fee Structure for Ph.D. Students**

Every foreign student admitted to any Ph.D. programme have to pay fee in US \$ as prescribed from time to time and mentioned in the booklet meant for that.

Refugee foreign students under the umbrella/mandate of United Nations High Commission for Refugees and Government of India, countries will be charged the same fee as Indian students. Candidates from SAARC countries will pay US \$ 1500 per annum with equivalent in Indian Currency.

Calculation of the arrears of fee is to be governed by the rules given in the Prospectus.

## **8. Admission of International Students**

Admission of all the international students will be done through International Students' Cell. Students will generally be admitted in the beginning of the course.

The admission of international students will be done in two stages. First, a student wishing to join the institute get the application form and the information on the eligibility requirements, courses available and admission procedure from the Prospectus or the Website of the Institute. The application for provisional admission is then submitted to the International Student's Cell alongwith the prescribed fees. The Cell will then check the eligibility and issue the Provisional admission letter. This is required to get the visa and to complete other formalities.

After getting provisional admission, the candidate should get the student visa and complete all other formalities. The candidate should then report for final admission to the Institute. The next step is to fill up the admission form and pay the required fees.

After this, the candidate should undergo the medical examination. The candidate of non-English speaking countries are required to appear and pass the English proficiency Test. Once this is done, the final admission is given.

## **9. Government of India Scholars**

International students who are awarded scholarship by ICCR, New Delhi shall be given preference while granting admission and for hostel accommodation.

Sponsored candidate from different foreign governments for training and studies shall also be given preference for the same.

## **10. Procedure for admission of International students for full-time Courses in the Institute**

The procedure for admission is given below :

- (i) Students should purchase the International Student's Bulletin (including the eligibility form) and the Prospectus of the Institute. This information will also be available on the Website.
- (ii) Filling up the eligibility form for international students and submitting it, alongwith the copies of certificates listed in the eligibility forms and the required fees.

- (iii) Getting the provisional admission letter from the International Students Cell, in order to obtain the visa.
- (iv) Producing this letter to the Indian Embassy in the respective country and getting a student Visa endorsed to the Institute. NRI students do not require a visa.
- (v) Reporting at JVBI, Ladnun for admission. Filling up the permanent admission form and submitting it with the following documents (in original alongwith a photo copy)
  - (a) Degree/Pass Certificate of the qualifying examination
  - (b) Mark list of qualifying examination
  - (c) Student visa in original.
- (vi) Undergoing the medical examination and getting the medical fitness certificate. As per government rules all international students entering India on student visa have to be treated for HIV and will not be given admission if found to be positive. All international students will be required to pay medical fees of US \$ 50.
- (vii) Appearing for the Proficiency Test in English (if any), as per admission requirement of the Institute. This is only applicable if the qualifying examination is not in the English medium.
- (viii) Admission of international students will be confirmed only after verification of original certificates and documents, medical fitness test and payment of required fees.
- (ix) Within a week of arrival in India registration of their names with the police in the Foreign Regional Registration Office (FRRO) of the local Police will be mandatory.

## **11. Discipline**

The international students will abide by all the rules of the Institute and the code of conduct as applicable to Indian students doing similar courses.

## **12. Examinations and Award of Degree & Diplomas**

The procedure for examination, payment of examination fees, issue of mark list, issue of passing certificates and award of degree will be the same as for the Indian students doing the same courses.

## **13. Conclusion**

The above rules will be applicable for admissions done after the issue of these rules. In case there is any difference in the interpretation of rules, the opinion of the international Students Cell will be final. The fees are liable to revision and students will have to pay the revised fees when applicable. On the points not specifically covered, the decision of the Institute authorities will be final.

### Chapter - 3

## Enrolment of Students

- (i) No one shall be admitted to any examination of the Institute unless he has been enrolled as a student of the Institute.
- (ii) The candidate shall pay enrolment fee only once irrespective of the number of times he appears at the examination of the Institute.
- (iii) In case of a candidate who takes a migration certificate to join another University, his/her candidature of the Institute shall lapse until such time as he may subsequently return with a migration certificate from the other University.
- (iv) A candidate will not normally be enrolled unless his application for the enrolment is accompanied by original T.C. and/or migration certificate from the Institute or University last attended to be produced latest by 30<sup>th</sup> September of the admission year. By this date his enrollment (if done) shall be considered provisional.
- (v) The candidate who fails to get himself enrolled for unavoidable reasons by the prescribed date, may do so with special permission of the Vice-chancellor by paying the prescribed fee. In case he fails to do so by November of the year of admission, his admission will automatically stand cancelled and the candidate shall not be permitted to appear in any ensuing examination of the Institute. And all the examination (Internal! Practical etc.) if conducted earlier before this date will stand automatically cancelled.
- (vi) Sadhu/Sadhviji/Samanis/Samans and Mumukshus of Parmarthik Shikshan Sanstha are not required to produce migration certificate. But if they come just after qualifying the last examination from any recognized school or Board or College or University, they have to submit the T.C./migration from the previous Institute/Board/University.
- (vii) On enrollment every student shall receive from the competent authority an enrolment card showing the enrolment number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the Institute and subsequent application for the examination of the Institute.
- (viii) A student enrolled in the Institute may apply for a migration certificate for joining some other University on making an application in the prescribed form and paying the requisite fee.
- (ix) The Institute will maintain a register of the Students enrolled in JVBI.

## Chapter – 4

### Change of Subject/Faculty/Departments

A candidate may be allowed change of subject/course/faculty:

- (i) provided that the request to this effect is made within the fifteen days from the last date of admission;
- (ii) provided further that in such cases the Head of the concerned Department shall give an assurance to cover the syllabus already covered and that the student shall give an undertaking that he will not remain absent from the classes during the remaining part of the year to fulfill the gap of attendance;
- (iii) A student after passing the First Year of T.D.C. examination of Regular Course of the Jain Vishva Bharati Institute may be allowed to change one of the optional subjects in the second year of the course on the condition that he will appear and pass in the paper(s) prescribed for the First Year examination in the subject offered by him alongwith Second Year examination.
- (iv) Transfer from one course/subject/faculty to which a student is eligible for admission may be allowed on payment of transfer requisite fee within fifteen days from the last date of admission.

## Disciplinary Action against Students

### 1. The following provisions are laid down for dealing with the cases of Indiscipline:

- (i) When a student has been accused / guilty of serious criminal charge(s), grave misconduct, persistent negligence of work and misbehavior, Head of the Deptt/Dean will suspend a student forthwith from attending the classes after approval of the Vice-Chancellor and intimation to the Registrar. During the period of suspension the student will not be allowed to participate in any activity of the Institute including appearing in the examinations. When the student has been suspended pending enquiry, the warden of the Hostel may also suspend or remove such student from the hostel.
- (ii) Soon after suspension, the case will be referred to the Discipline Committee of the College/Institute constituted by the Vice-Chancellor. The Discipline Committee will meet and after due consideration recommend suitable punishment which may include fine or expulsion for a fixed period or both for approval of the competent authority.
- (iii) If a criminal case has been registered in a Court of Law by the Police (State), the student shall be suspended immediately pending enquiry.
- (iv) No student who has been so suspended or expelled shall be admitted to any other teaching unit of the Institute without the permission of authority, which suspended/expelled him.
- (v) All cases of Indiscipline shall be reported to the parents/guardians of the concerned student.
- (vi) On appeal from student duly recommended by the Head of the Deptt./Principal of the College, the Vice-Chancellor may review the case and after due consideration may decide to concur or enhance or reduce the punishment.

### 2. Punishment for False Statements in or in Respect of Admission Forms or Certificates of Institute Examinations

- (i) A candidate seeking admission to an examination on a false representation made in his application form shall be punished as under:

a.	False representation relating to previous examination not actually passed by the candidate;	Disqualification for three to five years from appearing in any examination as may be decided by the Vice-chancellor
b.	False representation pertaining to his eligibility to appear in the examination as an ex-candidate or any other matter not covered by (a)	Disqualification for two or three years from appearing in any examination as may be decided by the Vice-chancellor

- (ii) If it is found that a wrong date of birth has been deliberately entered in the admission application form or in the affidavit accompanying the form, the Vice-chancellor shall have power to refuse him permission to appear in the examination, or, if the fact is detected after the candidate had appeared in the examination to cancel his result.
- (iii) A candidate using a forged document knowing it to be forged one with a view to seeking admission shall be disqualified from appearing/passing any examination in that year and in the subsequent year(s).
- (iv) A person found guilty of :
  - (a) tampering with his own certificate; or
  - (b) obtaining or attempting to obtain a certificate to which he is not entitled; may be disqualified by the Vice-chancellor for such period as he may deem fit. The order passed by the Vice-chancellor shall be reported to the Board of Management.

## Chapter - 6

### Control of Unfair means and Disorderly Conduct

These rules shall be known as "Use of Unfair means Rules". No candidate shall use the unfair means or indulge in disorderly conduct at or in connection with the examination. Here candidate means an Examinee taking an examination of any category of course in a particular year and also includes every student on the rolls of the Institute.

**1. Use of Unfair means shall include the following:**

- (i) Having in possession or accessible to him during examination hours any papers, books or notes, written or printed, or any kind of material including body, clothing etc.
- (ii) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
- (iii) Talking to another candidate or to any person other than the members of the Supervisory staff in or outside the Examination Hall during the examination hours:
- (iv) Consulting notes/books in or outside the Examination Hall during examination hours.
- (v) Assisting or attempting to assist in any manner whatsoever any other candidate or taking assistance or attempting to take assistance from any other candidate or outsider or in any other form from any book, Paper/notes or other material in answering the question paper during the examination hours.
- (vi) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer book.
- (vii) Presenting to the examiner a practical or class-work-note-book which does not belong to him.
- (viii) Communicating or attempting to communicate directly or through another person with an examiner or with an official of the Institute with the object to influencing him in the award of marks or making any approach or manipulation for that purpose.
- (ix) Swallowing/destroying any note, paper etc. found with him during the examination hours.
- (x) Making deliberate arrangement to cheat in the examination such as:
  - a. Smuggling of an answer-book/continuation sheet in or outside the examination hall or insertion in the outside the examination hall.

- b. Replacing or getting replaced wholly or partly an answer-book/continuation sheet by another answer book/continuation sheet during or after the examination hours.
  - c. Impersonating any candidate or getting impersonated by any person for taking the examination.
  - d. Obtaining admission to the examination on a false representation.
  - e. Forging another person's signature
  - f. Failing to deliver his answer-book to the person In charge before leaving the examination Hall.
  - g. Tempering with the particulars (including Roll Number) written on another candidate's answer book and/or writing wrong particulars including Roll Number) on one's own answer book.
  - h. Copying of a substrate; part of any work/material without any acknowledgement by a candidate in his/dissertation/thesis field work survey work etc.
  - i. Cheating or attempting to cheat the Institute in any manner.
  - j. Any set of omission by or on behalf of the candidate connected with examination, whether prior to or subsequent to such examination or the result thereof which is considered as "Unfair means"
- (xi) Refusing to obey the Centre Superintendent or any member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
- (xii) Any other act of unfair-means/misconduct not covered in these provisions.

## **2. Responsibility for Reporting Case of use of Unfair means**

If a student is found to be using or attempting to use unfair means in the examination, the Centre Supdt./invigilator/ teacher conducting the examination or any other member of flying squad who detect it, will proceed as under:

- (i) He will seize the books, papers and such other articles as were being used or found with him and take possession of the answer book and permit him, if he so desires to answer the remaining part of the question paper on a fresh answer book which shall be supplied to him on demand. The answer books shall be marked as "I" and "II" respectively. The candidate may also appear in the rest of the examination in the subsequent papers at his own risk and subject to decision of the Institute.
- (ii) In case the invigilator detects a student to have written any material on the palm of his hand or on some other part of the body, the invigilator shall record the same for submission to the Registrar/Controller of Examination through Centre Superintendent.
- (iii) The Centre Supdt. may also obtain the explanation of the candidate in writing. If the candidate declines to give a statement in writing or runs away, the fact will be noted

in the invigilator's report. In case the candidate refuses to part with his answer book, when asked to do so no new answer book be given to him and he be asked to leave the examination hall.

- (iv) The Centre Supdt./ Member of the Flying Squad shall report to the Institute on the form prescribed by the Institute, at the earliest, each case where use of unfair means in the examination had been suspected or discovered in a closed cover marked "CONFIDENTIAL". This form duly completed alongwith the material recovered duly signed by the candidate (if not refused), will be sent to the Controller of Examinations/ Dy. Registrar (Examination) by the member of the Flying Squad and invigilator through the Centre Supdt. for consideration.
- (v) Case of use of unfair means reported by examiners while evaluating answer-books shall be reported with a detailed note to the Controller of Examinations for necessary action to be taken.

**3. Constitution of Committee to deal with the cases of unfair means and further 'ss of case & punishment:**

The Vice-chancellor on the recommendation of the Registrar shall constitute a committee annually to deal with the cases of unfair means in connection with the examination both for Regular and Correspondence Courses. This committee will be named as "UMC Dealing Committee". The Vice-chancellor shall determine from time to time the number of members of UMC Dealing Committee. Controller of Examination/Dy. Registrar (Examination) or any person authorized by VC of the rank of not less than Assistant Registrar shall be the coordinator of this committee.

- (i) The committee shall consider the reports of unfair means reported by the Centre Supdts./Invigilator, examiners or flying squads relating to the examination of that year/session for which the committee has been constituted.
- (ii) An intimation notice with precise nature of allegation will be sent to the candidate under Registered cover calling upon him to show cause why action should not be taken against him for using unfair means or showing misconduct and asking to submit/furnish his explanation to the Controller of Examinations by registered post within the fourteen days from the date of dispatch of the intimation notice. If needed the candidate may be called upon to appear before the committee for personal hearing on the date and time fixed by the committee. The statement/reply of the candidate will be recorded by the committee duly signed by the candidate.
- (iii) In no case shall the candidate be allowed to be represented by lawyer or any other person.
- (iv) After considering all the material on record including explanation, evidences, observations the UMC Dealing Committee, if satisfied, that the candidate is guilty of use of dishonest or unfair means or disorderly conduct in the examination shall recommend to the Vice-Chancellor through the Registrar the punishment that may be imposed which may be as follows :

- (a) The particular paper or the entire examination of the year in which he has been found guilty of use of unfair-means may be cancelled and the cancellation of the entire examination will be treated as failure in the examination
- (b) The candidate may be debarred from appearing in the said examination and/or in any other examination conducted by the Institute upto the period of three years.
- (c) Any other penalty of punishment deemed fit in the opinion of the members of the committee or the Vice-chancellor.
- (v) If there is difference of opinion amongst the members of the committee, the matter shall be referred to the Vice-chancellor for final decision.
- (vi) The Vice-chancellor on an application by a candidate or on his own may refer back the case to the members of the committee for reconsideration.
- (vii) If unfair means adopted by a candidate comes to the notice of the Institute after examination, his case may be decided by UMC Dealing Committee on such evidence as may be available after giving the candidate a reasonable opportunity to defend himself.
- (viii) If a candidate is found guilty of unfair means after his result has been declared the case shall be processed on the same line had it been come to the notice before the declaration of result.
- (ix) If the Vice-chancellor receives complaints to the effect that the integrity of Institute examination has been violated at an Examination Centre as a consequence of whole scale unfair assistance rendered to examinees/mass copying or other use of unfair means, he may, after enquiry, order reexamination in one or more papers at the same examination centre or at some other examination centre beside taking action relating to unfair means and may also abolish the Examination Centre for future or for a specific period.
- (x) The records/files of the decided cases shall be disposed of three year after the period of disqualification after keeping the summary of the record either in hard or soft copy.

## Chapter -7

### **Attendance and Rules for Condoning Deficiency (Regular Courses)**

- (i) Every student is expected to maintain full attendance in the class as well as in practical or field work as applicable.
- (ii) A student must have a minimum of 70% attendance in each subject/paper of the respective course to become eligible to appear at the annual examination of that course in addition to a minimum 75% attendance in aggregate of the lectures delivered, tutorial held for the date of commencement of the session.
- (iii) For the students of M.S.W. concurrent Field Work is a part of regular studies. They are expected to work for around 50-60 field work days in an academic year. The Department has earmarked two full days every week for Concurrent Fieldwork Practicum. The Field Work requires that students complete the practicum in intervals of 15 hours per week for the full academic year. Students will also have to compulsorily attend on-campus weekly/fortnightly seminar(s).

Attendance in Field Work is compulsory. In case of shortfall in attendance in concurrent field work for other than valid reasons, such absenteeism would be reviewed by the Department on a quarterly basis and at the end of each semester. As a necessary deterrent the defaulting student shall be assigned extra field work tasks amounting to double the shortfall in attendance. However, 90% attendance in each semester is essential.

- (iv) A student having less than the prescribed attendance for the lectures/tutorials/practical/field work/block placement etc. separately in an academic year shall be detained from appearing in Term-end examination.
- (v) If a student remains absent from his classes for consecutively seven days without leave or permission, his name shall be struck off the rolls by the Deptt. / College concerned. The names of such students should be conveyed to the Registrar's office on the same day or latest by the next day.
- (vi) Lectures shall be counted upto the last working day before the declaration of preparatory holidays.
- (vii) The days spent by a student for appearing in competitive examinations conducted by Government for Public Services (from the first day to the last day of the examination as also the days of traveling connected with the examination) shall be counted on production of satisfactory evidence as attendance at lecturers delivered/practical field work/tutorials held during the period of such absence.

- (viii) A student who participates in Inter-Institute or Inter-College Tournaments or Youth Festivals or National Tournaments or similar other activities or N.C.C/NSS or University educational excursions be allowed credit for an equal-member of lectures delivered, and tutorials/practical/field work held during the period he was away to participate in such an activity provided the student proceeds with prior permission of the Head/Principal/Registrar of the concerned department/college/Institute.
- (ix) Deficiency of lectures under Regulations shall be counted after giving the credit for attendance/participation in various activities as mentioned above. However, shortfall of 5% attendance can be condoned by the Head of the Department/Principal on account of sickness provided the student has submitted the medical certificate from a Registered Medical Practitioner within seven days from recovery or on account of any other extenuating circumstances supported by documentary evidence. The conduct of the student and his/her general character will be given weightage. Condonation upto another 5%, may be considered by the Vice-Chancellor on account of any other circumstances provided the request is duly supported by documentary evidence and strongly recommended by HOD/Principal concerned.
- (x) In the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till the declaration of the result of the lower examination or declared eligible to seek admission in higher class due to change of the result after revaluation/ scrutiny of marks, the lectures should be counted from the date of admission.
- (xi) The statements of attendance of each student should be prepared in 3 copies by the Head of the Department concerned or the Principal of constituent college first by 31<sup>st</sup> December and second by the end of 15 March of the examination year in case of annual examination pattern and in case of odd semester Examination, the dates will be first by 15<sup>th</sup> October and second by fifteen days before the predatory holidays and in case of even semester, first by 31<sup>st</sup> March and second by fifteen days before the predatory holidays. One copy must be displayed on the notice board for the notice of all the students second copy to the Registrar/Controller of examinations and third copy for the department/college concerned. Parents/Guardians of the respective students who have a shortfall in attendance shall be intimated so in writing by Regd. Post and/or email on a monthly basis.
- (xii) A student who is unable to appear in the annual examination/semester examination due to short fall of attendance or avails the gap of one year after seeking admission has to take admission afresh after paying the entire requisite fee prescribed for the year of admission except the security which had already been paid.

## Chapter - 8

### Re-Admission (Regular Courses)

- (i) If a student remains absent from his classes for consecutively seven days without leave or permission, his name shall be struck off the rolls by the Deptt./College concerned. The names of such students should be conveyed to the Registrar's office on the same day or latest by the next day.
- (ii) Such a student may, however, apply to the Registrar through Head of the Deptt./Principal for re-admission within 7 days from the date of issuance of notice of striking off the name.
- (iii) The re-admission shall be affected as per norms on payment of admission fee and additional fee prescribed from time to time as a fine. If the name of the student is struck off on any other ground the same fee of re-admission would be applicable to him also.
- (iv) It is mandatory for the students to be present on the last working day on the commencement of vacations and on the first day after the vacation. The student may seek prior permission from the Head of the Department/Principal concerned under extraordinary circumstances.
- (v) Any violation will be considered to be breach of the Institute rules and regulations.
- (vi) A student of the Institute having failed to pass any examination of the Institute or detained to appear in the examination due to short fall of attendance or debarred for a particular year to appear in the examination due to unfair means may be allowed for re-admission to the class he studied last at the discretion of Head of the Department/Principal and the Registrar of the Institute within the prescribed period of admission after paying all fee prescribed for that class.

**Chapter - 9**  
**Academic Year**

- (i) The Academic Year shall be from July to June
- (ii) The date of commencement and the completion of Academic Session shall be notified by the Registrar from year to year.
- (iii) The duration of summer vacation and the semester-end break or mid-term break shall be decided by the Vice-chancellor and notified by the Registrar year to year.

## Chapter -10

# Examination

### 1. Appointment of Paper-setters and Examiners

The paper setters and examiners shall be appointed by the Vice-Chancellor from the panel prepared by Board of studies and submitted by the Head of the department concerned or the Principal of the constituent college to the controller of Examination or any authority in charge of conducting examination. More names may be added by the Vice-Chancellor, if it is required.

If any Paper-setter/Examiner is unable to act as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice-Chancellor is empowered to appoint a substitute he deems suitable.

#### General Provisions :

- (i) Once a panel is submitted it may be applicable for three years provided that there is no change in the course of studies and scheme of examination or it deems as required.
- (ii) Paper-setters and examiners shall be appointed on semester basis but no person shall ordinarily be appointed paper-setter/examiner for more than three year continuously.
- (iii) No paper-setter can generally be provided two papers for question paper setting in a particular semester/year as the case may be.
- (iii) A paper setter/examiner shall be considered to have worked for full one year irrespective of the fact whether his appointment was only for annual or the supplementary examinations.
- (iv) Any person who is debarred from being a paper setter/examiner in any subject in the Institute shall ipso-facto cease to be associated with the process of the appointment of the paper setter/examiners.
- (v) All work relating to examinations, tests, and evaluation (such as paper setting, assessment, invigilation, superintendence, Viva-Voce, practical, tabulation, checking, inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher in the Institute or in the constituent college.
- (vi) No person shall be appointed as paper setter :-
  - (a) If any of his relations is appearing in the examinations.

None should accept appointment of Paper-Setter/ Head Examiner/ Examiner/Co-Examiner/Script-Examiner in a subject or subjects in which his

close relation Wife, Husband, Son, Daughter, Grand-son, Grand-Daughter, Brother, Sister, Nephew, Niece, Grand-Nephew, Grand-Niece, Uncle, Aunt, Cousin, Father-in-Law, Mother-in-Law, Daughter-in-Law, Sister-in-Law, etc. is appearing.

- (b) If he is convicted of any offence, which, in the opinion of the Vice-Chancellor, involves moral turpitude, if he is declared insane, if a person has already been appointed and incurs any of the disqualifications, his appointment shall be cancelled.
- (vii) No person who is himself appearing at any examination of this Institute shall be appointed paper-setter/examiner for any examination of the Institute in the year in which he is appearing.
- (viii) The paper setter shall also act as an examiner of the answer-books. Provided that, where the number of answer books to be evaluated by the Paper-setter-cum-examiner exceeds 300 in the case of annual examination or 200 in the case of supplementary examination, additional examiner(s) shall be appointed and in that case the paper-setter shall also act as head-examiner. The number of the answer-books shall be distributed more or less equally among the paper-setter-cum-examiner and the additional examiner(s). However, the number of answer books may be increased with the permission of the Controller of Examinations, if the situation so warrants.
- (ix) The Controller of Examinations shall issue instructions to the paper setters/examiners with regard to due provision for secrecy and any other matter incidental thereto
- (x) The paper-setter shall send the question-papers to the Controller of Examinations by name in sealed covers before the date as notified on their appointment letters.

The appointment of a paper-setter shall be deemed to be cancelled, if he fails to send the question paper by the date fixed in this behalf provided that the Controller of Examinations, for sufficient cause, may extend the period.

## **2. Examination - General Conditions:**

- (i) A regular candidate appearing for any examination of the Institute shall be required, at the time of admission to the examination to :
  - (a) pay prescribed examination fee.
  - (b) intimate subject/subjects in which he desires to present himself for examination.
  - (c) affix a miniature size (bust) of his recent photograph.
  - (d) clearly mention the due paper, if any, with the additional fee prescribed for the purpose.

- (ii) A candidate will be allowed to appear at an examination by the Superintendent of the Examination Centre only if he produces an Admit Card permitting him to appear at the examination issued by the office of Controller of Examination.
- (iii) A candidate shall not be permitted to appear at two Examinations, which lead to award of the degrees of the Institute simultaneously in the same year except as may be permitted by the Bye-laws.
- (iv) A candidate who, for any reasons whatsoever is unable to present himself for the given examination shall not be allowed refund of his fee.

### **3. Provisional Admission to Examination**

Only those candidates should be allowed in the examination hall, who bring their Admit Card with them. The Centre Supdt. may admit a candidate to an examination provisionally, only on the first day of the examination/first paper of the candidate, entirely at the candidates own risk and responsibility after taking an undertaking in writing, subject to the final orders of the Controller of examination to be issued in writing for the purpose.

### **4. The Rules related to provide Amanuensis (The writer)**

- (i) An amanuensis may be allowed by the Registrar JVBI/Controller of Exam/Deputy Registrar (Exam), Ladnun or any competent authority on request to a blind candidate or a candidate suffering from any of the following physical handicaps:
    - (a) Whose dominant hand is in a plaster cast due to fracture or injury.
    - (b) Who is suffering from Rheumatoid Arthritis and other painful conditions of the dominant hand.
    - (c) Who is suffering from nerve injuries under paralytic conditions of dominant hand.
    - (d) Who is suffering from any condition interfering with writing performance of dominant hand.
  - (ii) The amanuensis will be provided subject to the following conditions:
    - (a) The Registrar/Dy. Registrar (Examination) is satisfied that the request is genuine.
    - (b) The amanuensis is a student of the standard specified below and selected by the Deputy Registrar (Exam.)
 

For Post-graduate Examination	:	Degree standard
For final year of under-graduate Examination	:	First year T.D.C. standard
For I/II year of under-graduate Examination	:	Higher Sec. Standard (10+2)
- For B.A. Entrance Test (Correspondence Course) : No writer is allowed being the

examinee's minimum qualification is not fixed. It may be allowed through Viva Voce to be held only at Ladnun Centre. Any special case may be taken into consideration under the discretionary power of Vice-Chancellor.

- (iii) The candidate's request for grant of an amanuensis should be accompanied by a medical certificate from an Ophthalmologist in the case of a blind candidate, and from an Orthopedic Surgeon/Junior Specialist in Orthopedic Surgery/Senior specialist in Orthopedic Surgery duly countersigned by the Medical Officer of the concerned Hospital, in all other cases.
- (iv) The candidate (other than a blind candidate) will remit to the Institute an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
- (v) Ordinarily one and the same student will act as an amanuensis for an examinee for the whole examination and payment to him shall be made by the examinee.
- (vi) Blind candidates shall not be required to pay anything.
- (vii) This facility can be made available especially at Ladnun Examination Centre. At other centres request will have to be made and the case may be considered depending upon factors (a) number of candidates, (b) availability of supervisory staff (c) proximity to other centres with similar cases.
- (viii) One hour extra time shall be given to the candidate for answering each question paper.
- (ix) The words "answers written by the Amanuensis" shall be written in red ink by the Centre Superintendent on the top (left side) of title cover of the Answer-book.

**Format for Provision of Amanuensis  
(For Candidate)**

I ..... son/daughter of Shri ..... Resident of ..... students of ..... year ..... do hereby affirm as under:

(i) That I have suffered an injury .....  
.....

(ii) That I was treated by Dr. ....  
and the Medical Certificate furnished by me is genuine one.

(iii) That the amanuensis Shri .....  
son/daughter of Shri .....

Resident of ..... is a student of .....

(Attested copy of the certificate verifying his education standard is attested herewith)

I understand that the permission granted by the competent authority for amanuensis is purely provisional. If any of my statements found to be incorrect, my examination may be cancelled without prejudice to any legal action that may be taken in matter by the Institute.

**Permission of the Competent Authority**  
**JVBI, Ladnun**

**Signature of the Candidate**  
**With Local Address**

**Format For Amanuensis**

**(The Writer)**

I .....

son/daughter of Shri .....

Resident of .....

do hereby affirm as under :

(i) That I am a student of ..... of ..... College.

(ii) That I have been asked to act as an amanuensis for .....

..... S/o / D/o Shri .....

Resident of ..... .who is

not in a position to write in the examination himself.

(iii) Shri ..... is not related to me.

(iv) Attested copy of the certificate verifying his education standard is attested herewith.

I understand that if any of the statements made above is found to be incorrect I am liable to legal action which may be taken by the Institute in this matter.

**Permission of Competent Authority**

JVBI, Ladnun

**Signature of the Candidate**

Class : .....

Year of Examination .....

Centre of Examination.....

**Signature of the Amanuensis**

**With Address**

## 5. Revaluations of Answer Books

- (i) Revaluation is allowed only for Regular Courses of JVBI and not for the students of correspondence courses under Distance Education System. Under Distance Education System, only scrutiny of marks is allowed.
- (ii) Revaluation of answer books shall be permissible in not more than 50% of the theory papers. At an examination where the number of papers in which a candidate appeared happens to be an odd number, it will be increased by one for the purpose of reckoning 50% of the papers but not in any case it should be more than two papers per semester and three papers in annual pattern.
- (iii) Notwithstanding the aforesaid provision, revaluation of answer books shall not be permitted in respect of foreign languages examination, scripts of practical examinations/ sessional or periodical tests, dissertation, part examination, due papers and boycotted papers.
- (iv) A candidate who wishes to apply for revaluation of his answer book(s) must submit his application on the prescribed form together with the original marks-sheet and the requisite prescribed fee per paper to the Registrar or controller of Examination before expiry of thirty days excluding the date of the declaration of examination result. This fee will not be refunded. Incomplete application forms will be liable to be rejected. Sadhus, Sadhvis, Samans, Samanis & Mumukshus shall be exempted from such fee.
- (v) In case a candidate does not submit his original marks sheet alongwith the application form for Revaluation his application form shall not be considered.
- (vi) Each answer book shall be revaluated by one examiner only to be appointed by the Vice-chancellor from a panel of examiners.
- (vii) If the marks after revaluation increase, the marks of the re-valuator (2<sup>nd</sup> examiner) shall be taken into account for working out the result. If the marks are less than the original marks or if the increase in marks does not exceed 5% of the maximum marks allotted to the concerned paper(s) the marks of the original examiner shall stand. Provided that in case of a candidate for Post Graduate examination, the result after re-evaluation will also be changed if the aggregate comes to 55% or more or for all post graduate and undergraduate examination if the character of the result is changed even if on revaluation the marks does not increase by 5% of the maximum marks allotted to the concerned paper. (Character means "Fail" to "Pass" or "Promoted" or "Promoted" to Pass", change in division, change in aggregate.)
- (viii) If the marks of the second examiner (Re-valuator) exceed or reduce the limit of 15% of the maximum marks allotted to the concerned paper(s), the answer book(s) shall be referred to a third examiner (Second Re-valuator) and the average of the two minimum awards shall be taken into account. Provided it changes the character of the result (character means "Fail" to "Pass", or "Promoted" or "Promoted" to "Pass", or change the division or aggregate). No further revaluation shall be allowed.

- (ix) The answer book(s) shall not be subject to any inspection or production before any external or internal authority except as may be permitted by the Registrar or the Vice-chancellor.
- (x) The increase in marks obtained by a candidate as a result of revaluation shall not be taken into candidates standing in order of merit list of first ten candidates standing in order of merit at an examination.
- (xi) A candidate who becomes eligible for admission to a next higher class consequent upon improvement of his result on revaluation/scrutiny in the middle of a session shall be considered eligible for admission to that class within 21 days from the date of issue of communication of the revaluation result. In such cases attendance shall be counted from the date of admission.
- (xii) The candidate is required to plan his further programme in accordance with the original result already communicated by the Institute office till it is actually superseded by the result of revaluation.
- (xiii) If the Vice-chancellor is satisfied that there has been unfair or prejudiced evaluation by any examiner he may order re-evaluation of all the answer-books by two external examiners appointed for the purpose and accept the average of the two minimum award.

## **6. Scrutiny of Marks**

- (i) Any candidate who has appeared at an examination of Regular Courses or Courses prescribed under Distance Education through correspondence may apply to the Registrar/Controller of Examinations for the scrutiny of his marks. All the answer book(s) shall be scrutinized to check that there has been no omission in examination any answer or parts thereof, or in awarding marks to any answer, or there is a mistake in the totaling of marks and, if it is found that there has been such a mistake, consequent correction in the result shall be made.
- (ii) A candidate who wishes to apply for scrutiny must submit his application within 15 days from the date of declaration of results in semester examination and 30 days in case of Annual examinations and within 60 days from the date of declaration of result of correspondence courses under Distance Education.
- (iii) All application must be submitted alongwith the original marks sheet and the requisite fee within stipulated time.

## **7. Improvement of Division/ Performance**

- (i) A candidate:
  - (a) who has passed his any examination of Master's Degree/M.Phil. Degree of the Jain Vishva Bharati Institute and desires to improve his division/performance in an examination may be permitted to reappear in

the same subject, once again by taking all the papers of the previous semester/part-I or Final/Part-II examination taken together.

- (b) who has passed Three Years Bachelor's Degree, desires to improve his division/performance in an examination may be permitted to reappear at the examination of anyone year of Three year Degree Course with the same subjects/papers.
  - (c) who has passed her B.Ed./M.Ed. examination of the Institute and desires to improve his division/performance may be permitted to reappear in the theory papers or practical or both as the case may be. For B.Ed./M.Ed. she shall join a Department for a period of 3 months and complete the sessional work in all the theory papers and deliver supervised lessons (for B.Ed.) and submit a dissertation on a new topic (for M.Ed.)
- (ii) All the desirous candidates will be allowed to reappear in the immediately following year with maximum one year gap of passing the degree on the following conditions:
- (a) He shall not be readmitted for the purpose.
  - (b) He shall as a rule be examined according to the scheme and syllabus in force in the examination year.
  - (c) He shall reappear in all the theory/ viva-voce papers as well as the practical (wherever prescribed).
  - (d) A candidate who has offered Dissertation (wherever prescribed) will be required to submit a fresh dissertation on a new subject for offer a paper in lieu of dissertation (if any).
  - (e) His result shall be released only if he obtains more marks/improves his division. In case the performance/division of the candidate does not improve, his earlier performance will stand as it is.
  - (f) He shall not be included in the merit list.
  - (g) Only one chance shall be given to a candidate for improvement of performance/division.
- (iii) A candidate who desires to reappear at the examination under this provision must submit his application/examination form with the original marks sheet or Degree (if already awarded), provisional certificate and the prescribed examination fee and other requisite fee by the last date fixed for that examination duly forwarded/countersigned by the Head of the Deptt. concerned. The form is to be submitted directly to the Controller of Examinations.

- (a) For B.Ed. and M.Ed. candidates, the last date of admission shall be the same as prescribed for the regular students of that year.
- (b) The Institute may charge consolidated tuition fee and practical fee (if any) which shall not exceed the amount equal to three months tuition fee and practical fee. No other fee except examination fee shall be charged from such students.

## **8. Additional Subjects**

- (i) Any candidate who has passed B.A.(Pass)/ B.A.(Hons.), B.Com(Pass)/ B.Com(Hons.) (Three year Bachelor Degree) examination of the Institute under 10+2+3 pattern shall be allowed to present himself for examination in any subsequent year in anyone of the optional subjects prescribed for the B.A./B.Com. examination (10+2+3 pattern) and not already taken by him at the degree examination and he is no registered for any other examination of the Institute in the same year. If successful he will be given a certificate to that effect. Such a candidate shall be required to appear in all the papers of that subject of all the three year i.e. Part-I, II & III simultaneously in one and the same year.
- (ii) A candidate who desires to appear for the examination under this provision must submit his application on a prescribed form. The application shall be accompanied with the requisite examination fee. Fee once paid will not be refunded.
- (iii) Candidates offering the additional optional subject under this provision shall be treated as Ex-student.
- (iv) The pass percentage in the additional optional subject shall also be the same as prescribed for other subjects.

## **9. Obtaining Duplicate Copies of Degrees/Certificates/Mark Sheet/Migration etc.**

- (i) Duplicates of Institute Degrees, Certificate or Diplomas or Provisional Certificate shall not be granted except in case in which an affidavit on non-judicial stamp paper of Rs. 10.00 is produced that the applicant has lost his Degree/Certificate or Diploma or that it has been destroyed and that the applicant has a real need for duplicate. In such cases a duplicate of a certificate or Diploma may be granted on payment of requisite fee.
- (ii) Duplicate copies of the Mark sheet/Certificates shall be granted provided the Registrar is satisfied that the, original certificate was miscarried in post and did not reach the applicant or for any other bonafide reasons on payment of the requisite fee.
- (iii) Duplicate copy of migration certificate will be issued only when the original is lost, on payment of requisite fee alongwith the affidavit on non-judicial stamp paper of Rs. 10/- .

## **10. Issuing Migration Certificates**

- (i) A candidate, already enrolled in the Institute, may be allowed to migrate to another University/Educational Institution, by obtaining migration certificate of this Institute on applying on the prescribed form alongwith the requisite fee.
- (ii) Migration fee once paid will not be refunded even if the candidate after having applied for Migration Certificate, later on withdraws his application.
- (iii) After taking a Migration Certificate the membership of the Institute of the candidate shall lapse. However, he may subsequently return with the migration certificate from any other University to take some further examination of this Institute, In such cases he shall follow the same procedure and pay the same fee as prescribed for the candidates of the Universities/Boards migrating to this Institute and shall be enrolled in this Institute afresh.
- (iv) Before applying for issuing Migration. Certificate the candidate should produce No Dues Certificate from concerned sections or the, evidence of proof if No Dues Certificate has already been submitted in the Institute office.
- (v) Migration Certificate may be issued to the candidate even if they leave their studies before completing their degree programme after payment of requisite fee and No Objection Certificate.
- (vi) If the candidate be a detained student or one who has been degraded or against whom any disciplinary action has been taken etc. the issuing authority of migration shall specifically mention this in his Migration Certificate.

## **11. Error and Rectifications of Results**

1. If an error is noticed after the declaration of result or issue of Mark-Sheet or Degree/Certificate (including provisional certificate) or Diploma as the case may be and ratification of the error involves a change in the marks obtained by the candidate or, the candidate is put in an advantageous position, the Vice-chancellor or an officer authorized by him for the purpose shall have the power to allow necessary correction in the Result /Mark sheet/Certificate/ Degree/Diploma, as the case may be. The candidate should return the original Degree/Marksheet/Certificate/Provisional Certificate (if already issued) to the Institute to make necessary changes. In the event the candidate refusing to submit or not responding to the requirement of submitting the Marks Sheets/ Certificate/ Degree/ Diploma, as the case may be for necessary correction, the Vice-chancellor may cancel the examination and further take such other action as it deems proper. The Degree/Certificate (if not issued already) will not be issued to such candidate till he submits the mark sheet or degree (already issued) for correction.
2. The Vice-chancellor, after he is satisfied that the answer-book of a candidate has been lost after having been handed in to the Superintendent of the examination may:

- (a) Permit the candidate to reappear in the paper lost on a date and time to be fixed by the Controller of Examinations or award him average marks obtained by him in the remaining papers, subject to a maximum of 60% marks in the subject.
- (b) Award him marks in the paper lost equal to the marks obtained by the candidate in the other paper, subject to maximum of 60% marks in that paper in case the candidate has appeared in one subject having two papers A & B.
- (c) Award him the average marks of the remaining subjects/papers which he has already cleared, subject to a maximum of pass marks in case he has appeared in one subject having one paper to clear compartment.

**N.S.: For working out average marks, the marks obtained by the candidate in external assessment only will be taken into account. To be more specific, in no case the marks of internal assessment, the assessment of which is done by the Department/Institution concerned, shall be taken into account.**

- (d) Award him marks in the paper lost, equal to the marks obtained by the candidate in the other paper, subject to a maximum of pass marks in case the candidate appeared in one subject having two papers A & B to clear the supplementary.
  - (e) In case of loss of answer-book of a candidate appearing in additional subject, he will be permitted to reappear in that paper on a date and time to be fixed by the Controller of Examinations.
  - (f) If there is a dispute as to whether a candidate's paper was duly handed in or not, the decision of the Vice-chancellor, or whom the Controller of Examination shall report his findings, shall be final.
3. Similarly, in a contingency arising from the loss, misplacement, destruction or mutilation of award lists of a viva-voce or a practical examination before tabulation of result, the Vice-Chancellor may order fresh viva-voce/practical examination.
  4. Where scrutiny of marks and/or evaluation of answer books is not possible due to loss, misplacement, damage or mutilation of answer- book(s). the candidate shall be permitted, if he so desires, to re-appear in the paper concerned as soon as possible (special arrangements shall be made for the purpose if necessary) and in that case the marks obtained by the candidate in the foresaid examination shall be taken as the marks obtained by him as a result of scrutiny/revaluation.
  5. No candidate shall be entitled to claim any damages from the Institute in such cases.

## **12. Complaints against Question Papers**

- (i) Complaints against question-paper(s) shall be entertained only if these are made by the examinees and sent through the Heads/Principal of any Constituent College(s) or Centre Superintendent and received by the Controller of Examinations by name under a registered cover or by hand within fifteen days of the examination in that paper. No complaint will be entertained thereafter.

- (ii) The complaint against the question paper(s) will first be referred to the Head of the Department(s)/Chairman/ Principal concerned for his comments, if there is a prima facie case.
- (iii) That any complaint against a question paper received in accordance with the rule provided for this purpose be referred, to an expert in the subject at the Campus. For their independent and objective opinion regarding the merits of the complaint the matter thereafter shall be considered by the committee constituted by the Vice-chancellor. The action will be required and be taken on the basis of the recommendation of the committee and approved of the Vice-chancellor.

### **13. Provision of Grace Marks**

- (a) A candidate who appears in all subjects of an examination and who fails in one or two subjects/papers in each semester (written, practical, sessional or viva voce) and/or the aggregate (if there is a separate requirement of passing on the aggregate) shall be given grace marks up to maximum of two marks (excluding marks for internal assessment) to make up the deficiency, if by such addition the candidate can pass the examination. Provided that grace marks be also awarded to a candidate if by awarding such marks he can earn exemption or compartment in subjects/and part/s.
- (b) Two grace marks will be allowed to improve the Division in the final semester/final year. However, in no case both the grace each for passing to a paper/subject and for division can be taken together.
- (c) A candidate who reappears to clear the due (log) paper/subject and part/s in which he has been declared to reappear shall be awarded grace marks upto two marks in which he reappears if by such addition, the candidate can pass in that subjects/paper or part/so provided further that no grace marks have already been availed in the whole examination of that course.
- (d) Grace marks upto two marks of an examination including its part/s, if any, shall be added to the total marks secured by a candidate for the award of higher class (and not for earning distinction/honours); provided that no grace marks have already been availed of for passing the examination:
- (e) A candidate who appears in M.A./M.Sc./M.Ed Examination, or any Post Graduate Course may be given two grace marks to enable him to secure 55% of the total marks. Provided that the grace marks have not already been availed of by the candidate for passing the examination.
- (f) A candidate who reappears in any examination for purposes of improving the previous performance may be given two grace marks for purposes of improvement of division and also for securing 55% of the total marks in these examinations where such improvement to 55% marks is permissible under Regulations. Provided that no candidate shall be given more marks than the minimum that may be required for securing the higher division.

## Chapter -11

### Courses for Examination

Candidates for the examination for the following Degrees, Diplomas and Certificates shall be required to pursue regular course of study and correspondence courses under Distance Education as shown below and as will be added from time to time:

**(1) Regular Courses :**

	<b>Name of Programme</b>	<b>Academic Yr</b>	<b>Semester</b>
<b>(a)</b>	<b>U.G. Courses</b>		
	(i) Bachelor of Arts (B.A.)	3	6
	(ii) Bachelor of Commerce (B.Com.)	3	6
	(iii) Bachelor of Education (B.Ed.)	1	—
<b>(b)</b>	<b>P.G./ Courses</b>		
	(i) M.A. in Jainology and Comparative Religion & Philosophy	2	4
	(ii) M.A. in Philosophy	2	4
	(iii) M.A. in Prakrit	2	4
	(iv) M.A. in Sanskrit	2	4
	(v) M.A./M.Sc. in SOL, PM & Yoga	2	4
	(vi) M.A./M.Sc. in Clinical Psychology	2	4
	(vii) M.A. in Non-violence & Peace	2	4
	(viii) M.A. in Political Science	2	4
	(ix) MSW	2	4
	(x) M.Ed.	1	—
	(xi) M.A. in English	2	4
	(xii) M.Phil. in Jainology and Comparative Religion & Philosophy	1	—
	(xiii) M.Phil. in Prakrit and Jain Agama	1	—
	(xiv) M.Phil. in Non-violence and Peace	1	—
<b>(c)</b>	<b>Diploma Courses</b>		
	(i) PG Diploma in Studies in Jainism	1	—
	(ii) PG Diploma in NGO Management	1	—
	(iii) PG Diploma in Rural Development	1	—
	(iv) PG Diploma in Preksha Yoga Therapy	18 months	—
	(v) Diploma in Naturopathy	1	—
	(vi) PG Diploma in Corporate Social Responsibility	1	—
	(vii) PG Diploma in Human Resource Management	1	—
	(viii) PG Diploma in Gender Empowerment	1	—
	(ix) PG Diploma in Counselling and Communication	1	—
	(x) Diploma in Banking	1	—
	(xi) Diploma in Home-Science	1	—

<b>(d) Certificate Courses</b>			
(i)	Graphics Design	1 Year	—
(ii)	Journalism & Mass Media	6 months	—
(iii)	Communication Skills in English	6 months	—
(iv)	Prakrit	3 months	—
(v)	Yoga and Preksha Meditation	3 months	—
(vi)	Instructional Method and Media	3 months	—
(vii)	Educational Psychology	3 months	—

**(2) Correspondence Courses :**

**(a) U.G. Courses**

(i)	B.A. (Bachelor of Arts)	3	—
(ii)	B.Com (Bachelor of Commerce)	3	—
(iii)	B.Lib. and I.SC. (Bachelor of Library and Information Science)	1	—
(iv)	B.A. in Additional Subjects	1	—
(v)	Bachelor Preparatory Programme (BPP)	1	—

**(b) P.G./ Courses**

(i)	M.A. in Jainology and Comparative Religion & Philosophy	2	—
(ii)	M.A./M.Sc. in Science of Living, Preksha Meditation and Yoga	2	—
(iii)	M.A. in Education	2	—
(iv)	M.A. in Hindi	2	—
(v)	M.A. in English	2	—
(vi)	M.A. in Non-Violence and Peace	2	—

**(c) Certificate Courses**

(i)	Jain Religion and Philosophy	6 months	—
(ii)	Prakrit	6 months	—
(iii)	Astrology	6 months	—
(iv)	Jain Art and Aesthetic	6 months	—
(v)	Human Rights	6 months	—
(vi)	Training in Non-violence	3 months	—
(vii)	Understanding Religion	3 months	—

**(3) Ph.D./D.Litt. Programmes :**

- (i) Ph.D./D.Lit. in Jainology and Comparative Religion and Philosophy
- (ii) Ph.D./D.Lit. in Sanskrit and Prakrit
- (iii) Ph.D./D.Lit. in Science of Living, Preksha Meditation and Yoga
- (iv) Ph.D./D.Lit. in Non-Violence and Peace
- (v) Ph.D./D.Lit. in Social Work
- (vi) Ph.D./D.Lit. in Education
- (vii) Ph.D./D.Lit. in Political Science

## Chapter – 12

### Examination- Continue

#### REGULAR COURSES

#### GENERAL RULES FOR ALL THE COURSES

- (A) The date of the commencement of the examination as well as the last date of receipt of examination forms and fee as fixed by the Institute shall be notified by the Controller of Examinations.
- (B) The medium of examination shall be Hindi/English for all the subjects and Language concerned for the language subjects.
- (C) The examination shall be held according to the syllabus as approved by the Academic Council. The detail of syllabus will be available in the Institute for ready reference to the students.

#### SCHEME OF EXAMINATION

##### (1) UNDER GRADUATION COURSES (SEMESTER SYSTEM EXAMINATION) :

1. The three year degree courses at undergraduate level, except those for which the Institute has Annual Examination, will run on semester system. The courses shall be divided in six semesters covering three academic sessions. The First Academic Session will comprise of I<sup>st</sup> and II<sup>nd</sup> Semester, Second Academic Session III<sup>rd</sup> and IV<sup>th</sup> Semester and Third Academic Session V<sup>th</sup> and VI<sup>th</sup> Semester.
2. Courses (B.A./B.Com/Any three year degree) of study shall be governed by these provisions.
3. The examination shall be conducted according to the syllabus as prescribed by Board of Studies and duly approved by the Academic Council.
4. Examination of odd semesters I<sup>st</sup>, III<sup>rd</sup> and V<sup>th</sup> shall ordinarily be held in the month of November / December and that of even semesters II<sup>nd</sup>/IV<sup>th</sup>/VI<sup>th</sup> in the month of April / May.
5. Evaluation: The evaluation system will have the following components viz. :
  - (i) Continuous Internal Assessment (CIA)
  - (ii) End Semester Examination or Annual Examination (for old scheme students if any) (Theory Paper, Practical/Field Work/Project Work (as applicable)
6. Each student shall have to appear in the theory, practical/field work (as applicable) and Continuous Internal Assessment (CIA). The internal assessment (CIA) will be held in a manner prescribed by Academic Council.
7.
  - (i) Each theory paper shall be of 100 marks : 75% marks for End Semester Examination and 25% marks for Continuous Internal Assessment (CIA)
  - (ii) Each practical paper (as applicable) shall be of 100 marks : 55% marks for End Semester Examination; 25% marks for CIA, 20% marks for Viva-voce.

- (iii) Each Project Work paper/Field Work (as applicable) shall be of 100 marks : 55% marks for Project Work; 25% marks for CIA; 20% marks for Viva-voce.
8. For passing the examination, the candidate shall be required to secure at least 33% marks in the Institute Theory and Practical/Project Examination separately and 30% in CIA/and Viva-Voce (as applicable).
- In each paper, students must secure pass marks in CIA, End Semester Examination (Theory, practical, project work, field work, viva-voce) separately.
9. A student who could not clear or failed upto a maximum of two subjects/papers in any academic session comprising both semesters will be allowed to clear the same as follows:
- First semester with the regular Third & Fifth Semester Exam.
  - Second semester with the regular Fourth & Six Semester Exam.
  - Third semester with the regular Fifth & Extra one year Semester Exam.
  - Fourth semester with the regular Sixth & Extra one year Semester Exam.
  - Fifth semester with the regular two extra successive years.
  - Sixth semester with the regular as an ex-student within next two semester of the second exam.
- Provided further that the students will be permitted to appear in VIth Semester only when she/he clears all the subjects/papers and practical's etc. upto Ist Semester.
10. If a student fails to pass the remaining subject(s) paper(s) or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination.
11. Provided further, that if a student fails in more than two subjects/papers in any semester examination, she/he will not be allowed to appear in subsequent semester examination and will have to take re-admission in the same semester.
- A student will get a maximum of two chances to pass a particular semester.
- A student has to complete the entire course of under graduate Degree within a maximum period of five years from the session of first admission.
12. Since the semester involves Continuous Assessment there would be no scope for a student to appear as a private candidate in any subject provided if a student fails any one/two subjects/papers in sixth semester she/he will be allowed to appear as an ex-student in subsequent examination of the same semester in next year examination.
13. If the student doesn't pass or improve the result within the maximum period of 5 years, the whole result of the course will stand cancelled/Previous result will stand.
14. A student shall not be required to appear in the practical/project/field work/viva-voce/CIA (as applicable) she/he has already cleared in the main examination. If a student failed to secure minimum pass marks in CIA of the individual paper she/he will be treated as "failed" in that subject/paper.
15. No Division shall be awarded upto 5<sup>th</sup> semester.
16. Student will be awarded Degree in the year in which she/he clears all the papers of the course.

17. Mark Sheet for each semester will be issued separately upto 5<sup>th</sup> semester with the result pass/promoted ATKT (Allowed to Keep the Term) and allowed to reappear in the failed paper/fail. Once the student clears all the subjects/papers upto 6<sup>th</sup> semester, composite Mark-Sheet will be issued with the mention of Division and duration of clearing the course.
18. The Division shall be awarded on the basis of total marks obtained in CIA/Institute End Semester Examination (Theory/Practical/Viva-voca) and project work (if any) taken together at the end of final semester.
  - (a) 60% or above—First Division,
  - (b) 48% but less than 60%—Second Division.
  - (c) 33% but less than 48%—Third Division.
19. There shall not be a separate examination for failed or absent papers of the previous semester except for the students of the VI semester, who could not clear the failed papers in extra one year examination. They will be allowed to appear only with regular semester examination of those subjects/papers.
20. If a student fails or remains absent in practical/project/CIA of any subject(s) or paper(s) will be treated as failed in the subject/paper.
21. A student may be allowed to "repeat" any two theory papers up to 5th semester, for betterment of marks provided the student secures less than 48% marks in the paper. After completing the course the candidate may be allowed maximum one chance to improve the division within two years. For this the student will be allowed to choose only those subjects / papers for which he/she has not availed the chances of either as a "back" paper or "repeat" paper.
22. No "repeat" shall be allowed in the practical examination/project work/viva-voce in any semester.
23. A student who has to reappear in failed/absent subject/paper or repeat for betterment shall be examined as per syllabus which will be in operation during the subsequent semesters. However in case of major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of her/his joining the concerned course and the Principal so certifies, the examination may be held in accordance with the old syllabus provided such request reaches the Examination Section at least six weeks prior to commencement of the Semester-End-Examination.
24. The students who are eligible to reappear in an examination shall have to mention clearly in the examination form and pay the fees prescribed by the Institute.
25. Grace upto maximum of two marks will be given to pass any one/two papers in each semester and two marks for improvement in division in the final semester. However, in no case both the grace each for passing a paper and for division cannot be taken together.
26. The matter of admission, attendance and conduct of examination shall be governed by the rules and regulations prevalent in the Institute.
27. In Case of any dispute/ambiguity/clarification or any other matter not covered above, Vice-Chancellor's decision shall be final.

## (2) BACHELOR OF EDUCATION (B.ED.) (ANNUAL EXAMINATION SYSTEMS)

### GENERAL RULES OF APPEARING IN THE EXAMINATION :

- (i) The duration of the course for the degree of Bachelor of Education. (B.Ed.) shall be one academic year.
- (ii) The examination shall be held once a year on such dates as may be fixed by the competent authority.
- (iii) Candidates will not be allowed to appear at the examination unless she has attended 75% classes.
- (iv) Candidate who fails in practice teaching is allowed to reappear in a subsequent examination as an ex-student. She is not required to attend the full regular course. She is, however, required to :
  - (i) teach at least 20 lessons in all,
  - (ii) complete any other assignment as required by HOD.
- (v) Candidates who fails in theory Paper(s) may re-appear at the subsequent examination in those paper or papers in which she has been declared fail without attending regular classes as an ex-student.
- (vi) Candidates who fails both in theory papers as well as practice teaching shall have to attend a further full course of theory as well as practical.
- (vii) A candidate shall be permitted to appear as an ex-student in two subsequent examinations. After which her candidature will stand cancelled.
- (viii) All ex-students are required to register their names with the Dept. within two months of the declaration of result.
- (ix) Ex-students after registration with the Dept. are required to deposit the examination /practical fee (whenever it is applicable) by 31st December of the year of admission. Candidates who fail to do so will not be allowed to appear in the examination.

### SCHEME OF EXAMINATION :

Each paper will be of 100 marks. Division of marks will be as follows :

The examination shall consist of two parts :

#### Part - I : Theory Papers

Papers	Theory Examination	Assignment	Practical	Terminal Test	Total
(i) Core Papers	75	10	10	5	100
(ii) Methods of Teaching	75	10	10	5	100
(iii) Specialization Papers (Two)	50	20	20	10	100

## Part - II : School Experiences

(i)	Micro teaching-5 skills (5 days) (each skill of 4 marks)	20
(ii)	Regular practice teaching Including Unit-test (each subject of 30 marks)	60
(iii)	Criticism lessons (each subject of 10 marks)	20
(iv)	Observation : (a) Criticism lessons, (b) Demonstration and (c) Ordinary lessons	5
(v)	Teaching Aids (two in each method subject)	5
(vi)	Physical Education Participation	5
	Open air Session/SUPW camp and community service	25
	(With training Science of Living the students and Community)	
(vii)	Cultural and Literary activities	10
(viii)	Off Campus Programme/Block Teaching	25
(ix)	Educational Tour	25
	Internal assessment (Total Marks)	200
	External Examination	100
	(Final lessons)	
	(External Examination will be held in both teaching subject each of 50 marks)	
<b>Total</b>		<b>1100</b>

### Overall Evaluation :

Continuous evaluation based on day-today activities.

### Organization and Evaluation of Practice Teaching

1. Every candidate will teach 40 lessons under supervision (20 lessons in each subject) during practice teaching. At least 2 (each subject) lessons should be taught through innovative method other than lecture and demonstration.
2. In addition to 40 lessons a candidate should complete 10 micro lesson (5 in each subject for developing certain skills and 5 Home Town Secondary School lesson Extra in Maryada Mahotsava holidays.
3. By and large, the evaluation of the performance in the practice teaching will be based on the last 10 lessons in the subject when the student has acquired some competence and skill of teaching.
4. The internal assessment in practice teaching will be finalized by the Head of the Education Dept. with the help of the faculty members and the same will be commencement of the practical examination each year.
5. Each candidate should be prepared to teach both the lessons at the final practical examination. Each candidate is to be evaluated in both the subjects.
6. The Board of Examination for external examiners will consist of the head of the department and two external members appointed by the Institute.

## OFF CAMPUS PROGRAMME

Apart from teaching practice experience in school the trainee teacher should function as a regular teacher in a school (i.e. taking attendance, organizing and participating in all the school activities, like assembly, games, BAL sabhas, cultural and literary programmes, preparing notice, examination papers, maintenance of school record etc.

The trainee teacher should prepare a report about the school experience with specific reference to their chosen areas of specialization.

Internship may also be utilized for completing the application based on the assignment of the theory papers.

### Educational Tour

To provide the real experience of the best institution the trainees will visit the Institutions and prepare a report.

## WORKING OUT THE RESULT FOR AWARDING DIVISION

- (i) A candidate in order to be declared successful at the B.Ed. examination shall be required to pass separately in part-I (theory) and Part. II (practice of teaching)
- (ii) Minimum pass marks in each theory paper including assignment & practical shall be 36% marks and 40% in aggregate. The candidates must obtain at least 20% of the maximum marks in theory paper excluding the marks secure in assignment and practical of the paper concerned.
- (iii) For a pass in part-II (practice teaching) a candidate shall be required to pass separately in the Internal and External Examinations and obtain at least 40% marks in each.
- (iv) The successful candidates will be classified in three divisions and shall be assigned separately in theory and practice teaching as follows:

Division	Theory	Practice Teaching
I	60%	60%
II	48%	48%
III	40%	40%

**Note :** The syllabus for each Part shall be as prescribed by the Academic Council from time to time.

**(3) POST GRADUATION COURSES (MASTER OF ARTS/SCIENCE/SOCIAL WORK/EDUCATION)  
(SEMESTER SYSTEM EXAMINATION) :**

**SCHEME OF EXAMINATION :**

- 1 The two year degree courses at postgraduate level, except those for which the Institute has Annual Examination, will run on semester system. The courses shall be divided in four semesters covering two academic sessions. The First Academic Session will comprise of I<sup>st</sup> and II<sup>nd</sup> Semester, Second Academic Session III<sup>rd</sup> and IV<sup>th</sup> Semester.
- 2 The Courses (M.A./M.Sc./Any other two year post graduate course) of study shall be governed by these provisions except those courses which have their separate Scheme of Examination.
- 3 The examination shall be conducted according to the syllabus as prescribed by Board of Studies and duly approved by the Academic Council.
- 4 Examination of odd semester I<sup>st</sup>, III<sup>rd</sup> shall ordinarily be held in the month of November / December and that of even semesters II<sup>nd</sup>/IV<sup>th</sup> in the month of April / May.
- 5 Evaluation: The evaluation system will have the following components viz.:
  - (i) Continuous Internal Assessment (CIA)
  - (ii) End Semester Examination (Theory Paper, Practical/Field Work/Project Work (as applicable))
- 6 Each student shall have to appear in the Theory, Practical/Field Work etc. (as applicable) and Continuous Internal Assessment (CIA).
- 7 The internal assessment (CIA) will be held in a manner prescribed by Academic Council.
- 8
  - (i) Each theory paper shall be of 100 marks : 75% marks for End Semester Examination and 25% marks for Continuous Internal Assessment (CIA)
  - (ii) Each Practical Paper (as applicable) shall be of 100 marks : 55% marks for End Semester Examination; 25% marks for CIA, 20% marks for Viva-voce.
  - (iii) Each Project Work Paper (as applicable) shall be of 100 marks: 55% marks for Project Work; 25% marks for CIA; 20% marks for Viva-voce.
  - (iv) Field Work for MSW: in each Semester the field work practicum will be of 150 marks: 100 marks for field work and 50 marks for viva-voce examination to be evaluated by an external examiner.
- 9
  - (i) For passing the examination, the candidate shall be required to secure separately at least:  
40% marks in each Institute Theory i.e. End Semester Examination;  
50% marks in aggregate;  
50% marks in Practical/Project/Field Work/Dissertation exam including Viva-Voce;  
30% in CIA conducted by the Department concerned.
  - (ii) For MSW : The minimum pass marks in concurrent Field work is 50% (including Internal & External). If a student fails in the concurrent field work he/she will be

declared as fail in the semester (even if he/she has cleared all the theory papers of the Semester concerned) He/she has to take readmission in the respective semester when due.

- (iii) In each paper, students must secure pass marks in CIA, End Semester Examination (Theory, practical, project work, field work, viva-voce) separately.
- (iv) As regards Dissertation, the scheme of evaluation shall be:
  - (a) Dissertation shall begin from the Semester IIIrd;
  - (b) shall be evaluated by an external examiner for 75 marks;
  - (c) 25 marks would be evaluated internally by the respective guide under whom the students is placed for Dissertation Guidance.

#### 10 For Promotion to the next Semester:

- (i) A candidate may be promoted to the next semester if he/she has secured at least 40% marks in each theory paper but has failed to secure 50% marks in aggregate and has to reappear in any of the paper(s) of his choice in the concerned Semester in order to be able to secure the minimum marks prescribed to pass the Semester in aggregate.
  - (ii) If a student could not clear or failed up to a maximum of two papers in any Semester he/she will be allowed to keep the term (ATKT) and promoted to the next Semester. He/she will have the opportunity to clear the same when the Institute hold examination for that semester.
    - (a) First semester with the regular Third Semester and one year extra Semester Examination.
    - (b) Second Semester with the regular Fourth Semester and one year extra Semester Examination.
    - (c) Third and Fourth Semesters in next two successive examination of the same Semester.
- 11 If a student fails to pass the remaining paper(s) or fails to appear in next two successive examinations of the same Semester, he/she will not be allowed to appear in subsequent Semester Examination.
- 12 Provided further, that if a student fails in more than two papers in any semester examination, he/she will not be allowed to appear in subsequent Semester Examination and will have to take re-admission in the same Semester.
- 13 Provided further the student shall be required to fulfill Part to Part promotion criteria i.e. Admission to Part-II (Final Year) of the programme shall be opened to only those students who have successfully passed at least 7 papers where total number of theory papers is 10 and 6 papers where the total number of papers is 8 offered for Part-I papers comprising both the Semesters.
- 14 For MSW : If a student's fails in Social Work Field Practicum, even if he/she has cleared all the theory papers he/she has to repeat both the Practical Field Work and all theory papers of that Semester by attending Regular Classes after taking readmission. He will be declared "fail" in that Semester.

- 15 A student will get a maximum of two chances to pass a particular Semester.
- 16 A student has to complete the entire course of Post Graduate Degree within a maximum period of four years from the session of first admission.
- 17 Since the semester involves Continuous Assessment/Field Work in Social Work there would be no scope to appear as a private candidate in any subject provided if a student fails in any one/two theory papers in the Fourth Semester, he/she will be allowed to appear as an ex-student in the subsequent examination of the same semester in next year examination.
- 18 A student may be allowed to "repeat" any two theory papers up to 3rd semester, for betterment of marks provided the student secures less than 50% marks in the paper.
- 19 There shall not be a separate examination for failed or absent papers of the previous semester except for the students of the IV semester, who could not clear the failed papers in extra one year examination. They will be allowed to appear only with regular semester examination of those papers.
- 20 If a student fails or remains absent in practical/project/CIA of any paper(s) will be treated as failed in the paper.
- 21 No "repeat" shall be allowed in the practical examination/project work/field work/viva-voce in any semester.
- 22 If student doesn't pass or improve the result within the maximum period of 4 years, the whole result of the course will stand cancelled/Previous result will stand.
- 23 A student shall not be required to appear in the practical/project/field work/viva-voce/CIA (as applicable) he/she has already cleared in the main examination. If a student fails to secure minimum pass marks in CIA of the individual paper, he/she will be treated as "failed" in that paper.
- 24 No Division shall be awarded upto 3rd semester.
- 25 Student will be awarded Degree in the year in which he/she clears all the papers of the course.
- 26 Mark Sheet for each semester will be issued separately upto 3<sup>th</sup> Semester with the result pass/promoted ATKT (Allowed to Keep the Term) and allowed to reappear in the failed paper/fail. Once the student clears all the papers upto 4rd semester, composite Mark-Sheet will be issued with the mention of Division and duration of clearing the course.
- 27 The Division shall be awarded on the basis of total marks obtained in CIA/Institute End Semester Examination (Theory/Practical/Viva-voca) and project work/Field Work (if any) taken together at the end of final semester.
  - (i) 60% or above–First Division
  - (ii) 50% but less than 60%–Second Division.
  - (iii) There shall be No Third Division. (Those who secure less than 50% in aggregate shall be declared as failed.
- 28 After completing the course the candidate may be allowed maximum one chance to improve the division within two years. For this the student will be allowed to choose only those papers for which he/she has not availed the chances of either as a "back" paper or "repeat" paper.

- 29 A student who has to reappear in failed/absent paper or repeat for betterment shall be examined as per syllabus which will be in operation during the subsequent semesters. However, in case of major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned course and the HOD so certifies, the examination may be held in accordance with the old syllabus provided such request reaches the Examination Section at least six weeks prior to commencement of the Semester-End-Examination.
- 30 The students who are eligible to reappear in an examination shall have to mention clearly in the examination form and pay the fees prescribed by the Institute.
- 31 Grace upto maximum of two marks will be given to pass any one/two papers in each semester and two marks for improvement in division in the final semester. However, in no case both the grace each for passing a paper and for division cannot be taken together.
- 32 The matter of admission, attendance and conduct of examination shall be governed by the rules and regulations prevalent in the Institute.
- 33 In Case of any dispute/ambiguity/clarification or any other matter not covered above, Vice-Chancellor's decision shall be final.

#### **(4) MASTER IN EDUCATION (M.Ed.) (ANNUAL EXAMINATION PATTERN) :**

**Duration:** The M.Ed. programme is full time one academic year programme.

**Eligibility:** A candidate who has passed B.Ed. degree from any recognized University and qualified PMET conducted by the Rajasthan Government for that year as per guideline of State Government.

#### **SCHEME OF EXAMINATION**

The M.Ed. programme will have the following four main components categorized as :

**Part-I : Compulsory (Foundation) Papers**

**Part-II : Area of specialization (students will choose one area which will comprise of two papers)**

Each paper of Part I & II will be of 100 marks. 75% marks for annual examination and 25% marks for sessional work.

**Part-III : Dissertation**

Each candidate for the M.Ed. degree is required to investigate a research problem in the field of education and submit a dissertation embodying the results of his/her investigation. The dissertation will carry one hundred marks : 50 marks for internal and 50 marks for external evaluation.

**Part-IV : Viva-Voce**

Comprehensive for Theory Course and Dissertation. It will carry 100 marks.

### **General Rules and Regulations:**

1. Each successful candidate shall be awarded the degree of Master of Education showing therein the division obtained by the candidate concerned on the basis of the total marks.
2. Each written paper shall be of three hours duration.
3. The theory examination papers will be set in both Hindi and English languages.
4. **Rules for declaration of results:**
  - (a) Minimum pass marks in theory papers, Viva-voce and dissertation taken together shall be 48 percentage of the aggregate which will include the marks of sessional work.
  - (b) A candidate must obtain at least 40 percent marks separately in all theory papers including sessional marks, viva-voce and dissertation.
5. **Criteria for Awarding Division:** Successful candidates will be placed in two divisions only on the basis of these total awards.
  1. I Division 60% marks or above.
  2. II Division 48% marks or above but less than 60% marks.
6. **Assessment of Dissertation:** The dissertation carries 100 marks. The dissertation along with summary should be submitted within 15 days after the completion of the Institute examination in three copies out of which two copies will be forwarded to the Institute by the department. The dissertation shall be evaluated by the respective supervisors and one external examiner according to their field of specialization. The supervisor and external examiner will award marks out of 50 marks each independently. The total of both these awards shall be tabulated by the Institute. In case of significant discrepancy between the award of the internal and external examiners, the dissertation shall be evaluated by a third examiner and the average of marks of all the three examiners (one internal & two external) shall be taken as marks of dissertation out of 100 marks.
7. **Viva-voce Board :** The viva-voce board will consist of the following three persons :
  1. The external examiner, 2. Supervisor concerned, 3. The Head of the department.

**(5) M.PHIL. (MASTER OF PHILOSOPHY)**

**(A) PROGRAMMES :**

**(I) JAINOLOGY AND COMPARATIVE RELIGION & PHILOSOPHY**

S.No.	Title of the Paper	MM
(i)	Jain Religion, Philosophy and Logic (90 theory + 10 viva)	100
(ii)	Comparative Religion and Inter-culturality	100
(iii)	Comparative Philosophy	100
(iv)	Research Methodology* and Manuscriptology (75+25)	100
(v)	Dissertation and Viva-Voce (80+20)	100
Board of examination for Viva-voce will be constituted by two members in which one member should be internal.		
*(Under it students have to submit Two Seminar Papers. Each paper containing 25 marks will be evaluated by Internal Examiners.)		
Total		500

**(II) PRAKRIT AND JAIN AGAMA**

S.No.	Title of the Paper	M.M.
(i)	Prakrit Language, Literature & Agam	100
(ii)	Research Methodology & Manuscriptology	100
(iii)	<b><i>Any one of the following groups is to be selected</i></b>	100
	(i) Prakrit Canonical Literature	
	(ii) Prakrit Kavya Literature	
	(iii) Prakrit Grammar	
	(iv) Prakrit Philosophical Literature	
	(v) Apabhramsa Literature	
(iv)	Dissertation	100
(v)	Viva-voce and Research Paper (40+60)	100
Board of examiners for viva-voce will be constituted by two members in which one member shall be Internal.		
(Students will have to submit Four Research Papers)		
Each paper containing 15 marks will be evaluated by Internal Examiners.		
Total		500

### (III) NON-VIOLENCE AND PEACE

#### Semester-I

S.No.	Title of the Papers	M.M.
(i)	Non-violence and Peace	100
(ii)	Conflict Resolution & Peace Technology	100
(iii)	Research Methodology and Computer Applications	100
Total		300

#### Semester-II

S.No.	Title of the Paper	M.M.
	MNVP-04 Dissertation and Viva-Voca (200+100)	300

#### Distribution of Marks in Each Paper

S.No.	Title	M.M.
(i)	Class attendance/participation	05
(ii)	Assignments, Tutorials	10
(iii)	Seminar/Discussion	05
(iv)	Mid-term Test	05
(v)	Semester end Examination	75
Total		100

### (B) SCHEME OF EXAMINATION AND OTHER DETAILS :

1. A candidate for the degree of Master of Philosophy in the Faculties of Arts, Languages, Education, Science, should have passed the Master's examination from a University or any examination which has been recognized as equivalent thereto, by this Institute in the first or second division (50% marks in the subject concerned).
  - (i) The minimum duration of the course shall be two semesters/one academic year. If, however, a candidate who has passed the first semester examination is unable to complete his course within one year, he shall be permitted to complete it within a period of two years of his admission to the course.
  - (ii) The M.Phil programme of study wholly on course work, in other subjects the M.Phil. course may consist of dissertation plus prescribed courses as determined, by the Board of Studies concerned. The Board of Studies shall prescribe the courses and specify the methods of study/research subject to the approval of Academic Council. The details of papers and scheme of evaluation of each subject of M.Phil. will be mentioned in the Prospectus of Jain Vishva Bharati Institute for the concerned year.

- (iii) A person who wishes to be enrolled as a candidate for M.Phil. programme of study, shall apply to the Department concerned by the date notified by the Institute, on the prescribed form.
  - (iv) A candidate for the M.Phil. Course shall pay a tuition fee and other fee for one academic year as prescribed from time to time. Candidates who are granted extensions are also required to pay the requisite fee.
  - (v) On being enrolled, a person who holds a Scholarship/Fellowship of Jain Vishva Bharati Institute or University Grants Commission or any other organization approved specifically meant for the M.Phil. programme of study, shall be exempted from payment of monthly tuition fee.
2. A candidate may apply to the HOD concerned through the supervisor for permission to modify the title of his dissertation within a period of two months from the date of its approval. The modified title of the dissertation shall be subject to the approval of the Head of the Department concerned.
  3. A candidate who is unable to complete his dissertation within two semesters/one academic year, may apply through the supervisor concerned for grant of extension. Such extension may be granted by the Vice-chancellor on the recommendation of the Head of the Department up to a maximum of one year but it shall not be necessary for the candidate to spend the period of extension in the Department.
  4. (i) On completion of the dissertation, the candidate shall submit three printed/typed written copies of his dissertation alongwith the summary and a fee as prescribed by the Institute from time to time.  
(ii) The amount of examination, admission fee to be paid by a candidate shall be as prescribed by the Institute from time to time, for a semester/academic year in which theory papers are offered.
  5. A candidate shall be permitted to submit his dissertation for the M.Phil. degree if his Supervisor certifies that the dissertation presented is worthy of consideration for the award of M.Phil. degree. If a candidate fails to qualify in the prescribed courses but obtains 50% pass marks in the dissertation, the marks obtained in the dissertation shall be carried forward, if he candidate so desires, without fresh assessment of the dissertation.
  6. A candidate may incorporate in his dissertation the contents of any work which may have been published by him on the subject and shall inform the supervisor, if he has done so and also state the fact in the preface of the dissertation. But he shall not submit his dissertation or any work for which a degree has already been conferred on him or any other person by this or any other University.
  7. A candidate for the M. Phil. Degree shall be free to publish his dissertation after the declaration of the result as successful.
  8. The minimum number of marks required to pass the examination shall be :-
    - (a) 45% in each theory course.
    - (b) 50% in the dissertation/aggregate and 50% in Practical/Viva-voce.

9. Successful candidates shall be classified as under:-
- (a) Those who obtain 75% or more :- First Division with Distinction
  - (b) Those who obtain 60% or more but less than 75% :- First Division.
  - (c) Those who obtain less than 60% :- Second Division.
10. A candidate who has failed in the examination or having completed the courses has failed or absent in any one of the papers to appear in the examination, may be allowed to appear at the next semester/year examination without attending a fresh course of lectures as an Ex-student. For this purpose, he may be given two consecutive chances.
- Provided that he cleared the course/courses in two consecutive chances immediately following the examination in which he had failed to appearing examination or had failed in the examination or was placed in re-appear. He has to pay examination fee as prescribed.
11. If the candidate fails or absent in more than one paper he will have to take admission next year.
12. A candidate who has been awarded M.Phil. Degree or an M.Phil. candidate who has been found suitable for enrolment for Ph.D. degree by the Research Board may thus being counted towards the minimum period for Ph.D. research. Such candidates will also be eligible for proportionate exemption in regard to the minimum residence of 3/36 weeks as provided in Ph.D. Regulations.

**(6) DIPLOMA COURSES AND CERTIFICATE COURSES :**

The Scheme of Examination for Diploma and Certificate Courses both under regular and Distance Education stream will be mentioned in the concerned syllabi and the Prospectus of the year concerned.

## Chapter – 13

### Examination- Continue

#### CORRESPONDENCE COURSES

#### SCHEME OF EXAMINATION (ANNUAL EXAMINATION PATTERN) :

#### (A) UNDER GRADUATE COURSES (B.A./B.COM. THREE YEAR DEGREE COURSE) :

- (i) Minimum pass marks in each subject is 33% with minimum 20% in each paper of annual written examination. (Subject means all the papers of the subject concerned).
- (ii) 36% marks in aggregate.
- (iii) 36% marks in practical/field work (wherever is applicable).

**Note :** If a candidate secures less than 20% marks or is absent in any paper of any subject he will have to reappear in all papers of the subject concerned.

#### Division

First Division	:	60% or above 60%
Second Division	:	48% or above 48% but less than 60%
Third Division	:	36% or above 36% but less than 48%

#### RULES REGARDING PROMOTION/DUE SUBJECT

- (1) If a candidate secures pass marks in all the subjects but fails to secure minimum 36% in aggregate he will be promoted to the next higher class with the condition that he will fulfill the condition of minimum aggregate marks next year.
- (2) If a candidate of First Year fails to secure pass marks or is absent maximum in two subjects (out of four) and secures 36% in aggregate he will be promoted to Second Year with the condition that he will reappear in these failed/absent subjects/papers as due subjects alongwith Second Year Examination next year.
- (3) If a candidate of Second year fails to secure pass marks or is absent in one subject but secures 36% in aggregate he may be promoted to Third Year provided he has cleared at least three subjects/papers of First Year. He has to reappear in the failed/absent subject of Second Year and one subject (if any) of First Year alongwith Third Year Examination next year.
- (4) For promoting in Third Year the candidate has to clear at least three subjects of First Year and two subjects of Second Year with 36% marks in aggregate. In no case the student will be promoted to Third Year even if he has cleared all subjects of Second Year. His result will be declared fail. He will be given only one chance to clear all the due subjects of First Year & Second Year (if any) next year. If he remains absent, his candidature will stand cancelled even if he has cleared Second Year or not. Such a candidate has to undergo again with the process of seeking admission afresh after paying requisite fee.
- (5) If a candidate of Third Year fails to secure minimum pass marks or is absent in any subject(s) and secures 36% in aggregate, his result will be declared failed but he has

to reappear as an Ex-student only in failed or absent subject(s) as due subject(s) in next year examination. If he remains absent again (it means absent for two years continuously) his candidature will stand cancelled alongwith all the previous examination results. If he reappears but fails to secure minimum pass marks again he may be given one more chance of clearing that subject(s). After that no chance will be given and his candidature will stand cancelled alongwith all the previous examination results.

- (6) The examination of due subject will be conducted on the basis of the syllabus in force in examination year. No study material will be sent to the failed or absent student. If there is any change in the study material the changed portion may be sent at the request of the student.
- (7) A Candidate has to complete his full course maximum within six year fulfilling the other conditions prescribed. After the laps of the maximum period candidature will automatically stand cancelled.

### **(B) POST GRADUATE COURSES (M.A./M.SC. TWO YEARS DEGREE COURSE)**

#### **(1) Minimum Pass Marks**

- (a) 40% marks in each theory paper
- (b) 50% marks in aggregate
- (c) 50% marks in each practical (wherever applicable)

#### **(2) (a) First Division — 60% or above.**

- (b) Second Division — 50% or above and less than 60%.

#### **(3) Rules regarding Promotion/Due Paper**

- (a) If a candidate of M.A./M.Sc. Previous Year fails to secure minimum pass marks in one paper (theory/practical) or is absent in one paper (theory/practical) and aggregate is less than 50% but secures at least 45% in aggregate, he will be promoted to M.A./M.Sc. Final Year with the condition that he will fulfil the condition of minimum pass marks of aggregate and re-appear simultaneously with Final Year examination next year in that paper as due paper in which he was declared fail or absent.
- (b) If a candidate of M.A./M.Sc. Final Year fails to secure minimum pass marks in any of the Final Year's paper(s) or due paper of Previous Year (if any) or is absent, his result will be declared fail. He will have to reappear in those papers of Final Year/Previous Year (if any) in the next year examination as an Ex-student. He has to get his admission renewed by sending only prescribed admission fee and examination fee. The syllabus for these papers will be the same as in applicable to the current year of examination.
- (c) Only one chance will be given as an Ex-student. If the candidate remains absent again, his candidature will stand cancelled including all the results of Previous and Final Year examination. If the candidate avails the chance but is unable to fulfil all the conditions of passing, he may be given one more chance of clearing

all the failed papers but in any condition he has to complete his P.G. course maximum within four years since his enrolment. The candidate may avail gap of maximum of one year.

- (d) No study material will be sent again to the candidates who are failed or absent. However, if there is any change in the syllabus the study material of changed portion can be sent at the request of the student.

#### **PRACTICAL PAPER (M.A./M.SC. SOL)**

- (i) The minimum pass marks in practical is 50%. If a candidate fails to secure the minimum pass marks in one paper of Previous Year examination he may be allowed to appear in practical examination of that paper next year alongwith Final Year examination fulfilling the other condition mentioned at point 3(a, b, c) above. If he fails to secure minimum pass marks or remains absent he will be declared fail in that paper even if he has secured pass marks in theory paper.
- (ii) If a candidate secures minimum pass marks in all practical papers but fails to secure minimum pass marks or is absent in theory papers he will have to appear again any in theory paper(s) only and practical marks so awarded will be carried over next year providing fulfilling other conditions prescribed.

#### **(C) BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.SC.)**

This is one year programme. There are 9 papers in this programme. Each paper will be of 100 marks. 70 marks for theory and practical and 30 marks for sessional work. In Computer Application paper there will be 35 marks for theory and 50 marks for sessional work.

#### **(D) BRIDGE COURSE (ARTS) EXAMINATION**

1. The courses of study for the examination shall extend over a period of one academic year and there shall be an examination at the end of the academic year.
2. The examination shall be conducted by means of written papers and practical test (whereas required).
3. The subjects for examination shall be the same as are prescribed for BA. Examination of 10+2+3 pattern out of which a candidate shall offer as many subject/papers as are required to be offered for B.A. Part-III Examination. The courses of study for the examination shall be as prescribed by the Institute from time to time.
4. A candidate who, after passing the B.A: (10+1 +3 pattern/10+2+2 pattern) Examination of the Institute or of any other University recognized by the Board of Management as equivalent thereto, 'has attended a regular course of study for Bridge Course (Arts) Examination in the Institute or in an constituent college for one academic year or through correspondence course shall be eligible to appear at the Bridge Course Arts Examination.

5. A candidate for the said examination shall, subject to availability, offer the same subjects as were offered by him for the B.A. Examination .of 10+1 +3 pattern.
6. The rules for attendance, appearance at the examination as non-collegiate candidates, submission of application' form, remittance of examination and other fees, remuneration to examiners, determination of result. (including award of division), supplementary examination, scrutiny and revaluation of answer-books, admission to next higher class etc. shall be the same as applicable to B.A. Part-III Examination of 10+2+3 pattern.
7. A certificate shall be awarded to the successful candidates.

## **OTHER RULES REGARDING EXAMINATION**

### **1. Scrutiny of Marks**

- (i) There is no provision of revaluation of Answer Books under Distance Education.
- (ii) If a candidate desires, he may apply for scrutiny of marks for passed or failed papers (only of annual examination theory papers) within two months from the date of declaration of the result after paying requisite fee per paper in form of D.D. in the name of the Registrar, Jain Vishva Bharati Institute. Under scrutiny only the totaling of marks will be checked and will be seen if no question is left unchecked. After scrutiny if the result of the candidate is affected he will be issued fresh marksheet. Such a candidate has to return his original marks sheet and other document to be replaced.

### **2. Supplementary Examination**

There is no provision of supplementary examination.

### **3. Improvement of Marks/Division**

A candidate who has obtained his Bachelor or Master's Degree desires to improve his performance may be permitted to reappear in all the papers/subjects of any previous year examination (Three Year Degree Course I/II/III Year, M.A./M.Sc. Previous/Final Year) on the following conditions :

- (i) He has to pay examination fee.
- (ii) The examination will be conducted on the basis of the syllabus in force in examination year.
- (iii) Only one chance shall be given within the two year after completion of course.
- (iv) Such a candidate will not be counted in Merit list.

## Chapter-14

### Rules for Ph.D. and D.Litt.

#### CONSTITUTION OF RESEARCH BOARD AND POWERS

##### 1. ELIGIBILITY

- I. The applicant must have a Master's Degree or any equivalent Degree from this Institute or any recognized University of India or any foreign University, recognized by Jain Vishva Bharati Institute, with a minimum of 55% marks therein, to be eligible for registration as a Ph.D. Scholar.
- II. Ordinarily, only those applicants who have obtained Ph.D. Degree and having minimum 7 years research experience after Ph.D. with adequate publications in the form of books, research papers in referred journals and projects will be eligible for admission to D.Litt. Only in very exceptional cases, applicants having high scholarship and have done substantial work in writing, editing & research, can also be considered for eligibility. The candidate will present his research work before Research Board in person for registration in D.Litt.
- III. Applicants doing or having done research work with recognized educational bodies like UGC/Indian Council of Philosophical Research/Indian Council of Social Science Research/Indian Council of Historical Research etc. will also be eligible for admission; with the stipulation of minimum eligibility as mentioned in (i) and (ii) above.

## 2. STATUS OF THE SCHOLAR

- I. All the Ph.D. scholars admitted and registered would be full-time scholars. It will be mandatory for the scholar to spend a minimum of a hundred days in each year during the research period with his/her research guide or within the Institute.
- II. Their daily attendance will be marked and signed in their department concerned.

## 3. ANNOUNCEMENT FOR ADMISSION IN PH.D. PROGRAMME

The total no. of seats vacant and available under various eligible supervisors in the respective departments would be announced annually and the same would be advertised accordingly in newspapers and the Institute's website [www.jvbi.ac.in](http://www.jvbi.ac.in).

## 4. PROCEDURE FOR REGISTRATION

### ADMISSION:

- I. After the announcement of the vacancies for Ph.D. programme, a candidate who desires to enrol for Ph.D. should purchase the Information Brochure containing the Application Form.
- II. He/She should submit the duly filled-in application form alongwith the under mentioned documents for seeking **admission**:
  - a. Attested copies of marks sheets and degrees up to P.G. level.
  - b. Two passport size colour photographs
  - c. No Objection Certificate from employer, if employed.
  - d. Reference of two university/college level teachers.
  - f. Brief outline of research proposal.
  - g. Migration Certificate (to be submitted at the time of registration) if not enrolled in JVBI already

## 5. RESEARCH ELIGIBILITY TEST (RET)

- i. The JVBI will issue a notification for Entrance Test for admission in Ph.D. programme through its website and/or national/regional newspapers. This test will be named as "Research Entrance Test (RET)".

There shall be two papers for the RET to be assessed for 100 mark each, which is as follows:

- a. **Paper-I** : General Aptitude Test (Objective type tests in Current Affairs, Reasoning, Research Aptitude etc.,) consisting 50 questions carrying 2 marks each; Total = 100 Marks
  - b. **Paper-II**: Subject (concerned) – Objective type (40 marks) consisting 20 questions carrying 2 marks each, 5 questions of Short answer type (out of 7) carrying 8 marks each questions (40 marks) and 1 question with internal choice of essay type carrying 20 marks; Total = 100 Marks
- ii. Those candidates who have cleared JRF/NET/SLET and M. Phil.(as per U.G.C. regulation) will be exempted from appearing in the RET.
  - iii. Minimum pass marks in each paper will be 40%. The overall qualifying marks for clearing RET is 60% for General candidates and 55% for SC/ST/OBC/PH
  - iv. The RET would be followed by a Personal Interview of those candidates who have qualified in RET.
  - v. A Merit List of candidates who have qualified in RET/JRF/NET/ SLET. The merit list would be prepared as per the following weightage/marks:
 

Graduation	25%
P.G.	45%
Published Paper in referred Journals	5 marks
Participation in national/ international seminar/conference	5 marks
Personal Interview -	20 marks
  - vi. The reservation policy of the State/Central Government would be followed for admission.
  - vii. The list of selected candidates admitted to the Ph.D. programme would be declared in the form of a notification and the candidate concerned would be intimated separately by post.

## 6. THE RESEARCH GUIDE/SUPERVISOR

- I. Any teacher of this Institute having minimum eligibility may be a guide for research work. Minimum eligibility is based on two criteria:

### Qualification

- a. Ph.D. Degree
- b. Five years teaching at the post-graduate level or 10 years of teaching at the U.G. level at least in the capacity of Assistant Professor or Lecturer.

- II. A supervisor shall not have, at any given point of time, more than 8 Ph.D. scholars and 5 M. Phil. Scholars.
- III. The maximum seats available for various positions is as follows –
  - a. Professor – 8
  - b. Associate Professor – 6
  - c. Assistant Professor – 4
- IV. Supervisors will have to be a faculty member of the JVBI.

## **7. ALLOCATION OF SUPERVISOR & TITLE OF RESEARCH**

- i. The allocation of a selected candidate to the Research Supervisor would be decided by the Research Allocation Committee (RAC) comprising of the following:
  - a. Director, Research / Dean PG studies (Chairperson)
  - b. Dean of the Faculty (if any)
  - c. Head of Department concerned
  - d. Research Supervisors of the concerned Department
- ii. Allocation of the Supervisor shall be done in a manner depending on the number of seats available with each eligible faculty member, available specialization among supervisors, and the area of research interest of the candidate.
- iii. The candidate may mention his/her preference about the title of the research and prospective supervisor. The decision of the RAC shall however be final and binding.
- iv. No major changes in the title of the research can be made without the approval of the Research Board.

## **8. COURSE WORK**

- I. There shall be a 6-month course work on Research Methodology; Computer Application and Reviewing of published research in the relevant field.
- II. The course work consists of two papers (i) Research Methodology and Computer Applications (common to all disciplines) (ii) Subject concerned
- III. The total time allotted to each paper shall be of 3 hours per week
- IV. Each paper shall be of 100 marks; 25 marks for assignments and other academic work like project work/review of literature etc. that is to be internally assessed; and 75 marks for semester-end examinations
- V. The Course Work qualifying marks shall be 50% in aggregate.

- VI. A candidate, other than Monks/Nuns (Sadhu/Sadhvi), has to stay on campus during the course work for at least two-weeks in the beginning and two weeks at the end of the semester, excluding the examination days. On the rest of the days the candidate under the supervision of the guide shall complete all his/her assignments, review of literature, computer application course, etc. at his own place.

## 9. REGISTRATION

- I. On successful completion of the course work the candidate shall submit his/her application alongwith the Synopsis as per the format given in annexture-1 through proper channel to the research section for the Registration for Ph. D. within six-months, failing which the admission will automatically stand cancelled.
- II. An External Expert will then examine the synopsis. After review, the synopsis may be either accepted in full or accepted with certain modifications or summarily rejected as deemed unfit.
- III. On rejection of the synopsis by the Expert and if the candidate appeals for a review of the same through proper channel the synopsis would then be sent for re-evaluation by 2 experts on payment of a fee of Rs. 1500/-. Finally, if any 2 of the 3 external experts approve the synopsis, the synopsis will be accepted for presentation in the pre-registration seminar.
- IV. If any 2 of the 3 external experts do not approve the synopsis the same would be rejected in toto. In such a case no modification whatsoever would be allowed. However, the candidate may re-apply at the time of next vacancy and he would be exempted from RET but his admission will be accorded with preset cut-off mark list.
- V. The concerned Head of the Department has to ensure that all the suggestions made by the Expert have been incorporated in the final synopsis.
- VI. The approved/modified synopsis should be then presented in a Pre-registration Seminar in the concerned department within a period of 30 days (45 days in case of Monks and Nuns) from the date of expert's comments received.
- VII. Finally the synopsis will be submitted incorporating the suggestions, if any, as made in the pre-registration seminar within a period of 7 days and same will be put before the Research Board for registration.
- VIII. The **date of registration** of the candidate will be effective from the date of admission.
- IX. The candidate registered would be regular Ph.D. scholar. However, it will depend on the supervisor and HOD concerned as regarding stay and attendance during the period of research undertaken.
- X. Monks and Nuns would be exempted from regular attendance.

## **10. NATURE OF RESEARCH PROPOSAL**

- I. The research subject/work should be original in nature.
- II. The research subject/work should be original in some aspects.
- III. The research subject/work should be a continuation of a prior research work.
- IV. The proposed research work should add on to earlier established research findings.

## **11. RESERCH PERIOD**

- I. Research work of a scholar will have to be completed within a minimum period of 2 years and a maximum period of 5 years. If the dissertation is not submitted within the stipulated period of 5 years, the research scholar's registration will automatically stand cancelled.
- II. The research period may be extended for a maximum period of one year on the recommendation of the guide and subject to approval by the Vice-chancellor after it is duly forwarded by the HOD concerned. Such extension, however, in no case can exceed beyond one year.
- III. With the approval of the Research Board and the special permission of the Vice-chancellor, the thesis can be submitted six months earlier stipulated time subject to the recommendation of the guide to the effect that the scholar had done substantial and satisfactory progress in the intervening period.

## **12. FEE STRUCTURE**

- I. Application fee- Rs. 500/- or U.S. \$ 25
- II. Research Eligibility Test fee - Rs. 750/-
- III. Course Work fee Rs. 2500/-
- IV. Fee for Re-evaluation of synopsis - Rs. 1500/-
- V. Registration fee (after the acceptance of the synopsis by the Research Board) - Rs. 3500/-  
  
(Late Fee upto 15 days Rs. 100/-  
Late Fee 16 to 30 days Rs. 200/-)  
  
(No further extension & admission automatically cancelled)
- VI. A submission fee of Rs. 7500/- will have to be deposited as exam fee alongwith the thesis.

- VII. Scholar will have to pay a reimbursable caution deposit of Rs. 1000/- for the Library at the time of admission.
- VIII. Library Fee - Rs. 1000/- per year (from the date of admission).
- IX. **Tuition Fee** (after the completion of course work) –
- (i) Department of Jainology and Comparative Religion & Philosophy – Rs. 3000/- per year
  - (ii) Department of Prakrit & Sanskrit– Rs. 3000/- per year
  - (iii) Department of Non-violence, Peace and Conflict Management – Rs. 3000/- per year
  - (iv) Department of Science of Living, Preksha Meditation & Yoga – Rs. 6000/- per year
  - (v) Department of Social Work – Rs. 7500/- per year
  - (vi) Department of English – Rs. 10000/- per year
  - (vii) Department of Education – Rs. 18000/- per year

**Note: *The scholars participating in the departmental activities regularly will be exempted from tuition fee in all departments. The above fee structure is liable to be changed from time to time.***

### **13. RESEARCH PROGRESS REPORT**

All research scholars will have to submit the progress report of their research work to Dean/Director Research Section, through their Research Guide/Supervisor and Head of Department every 6 months i.e., for the period January-June and July-December respectively. The Research Board reserves the right to review the candidate's registration to Ph.D. if progress is found dissatisfactory.

### **14. EVALUATION AND ASSESSMENT**

The following procedures will be compulsorily followed prior to the submission and evaluation of the completed thesis:

- I. Publication of at least one research paper in a referred journal or produce evidence of the same in the form of acceptance letter.
- II. Presentation of the draft thesis in the Pre-submission Seminar for getting feedback and comments.
- III. Submission of thesis after incorporation of suggestions/feedback.

## 15. SUBMISSION OF THESIS & DEPOSITORY

- (A) On completion of the research work and above formalities, the following should be submitted:
- (i) the thesis\* and abstract (typed or printed) in four copies each through their Supervisor and HOD concerned
  - (ii) certificate of guide/supervisor
  - (iii) submission fee
  - (iv) Soft copies (in 4 CDs/DVDs) of the dissertation in non-editable PDF format.
- \* Note: It may, however, be noted that submission of the final thesis should be done within a period not exceeding four months after the pre-submission seminar.
- (B) The Supervisor will have to certify:
- a. the originality of research work,
  - b. that the present thesis has not been submitted/used for any other purpose in any other University.
- (C) The research scholar will also submit a No Dues Certificate from the concerned departments/sections.

## 16. EVALUATION OF THE THESIS

- I. Thesis for evaluation will be sent to three experts nominated by the Vice-chancellor from the panel of six experts provided separately by the Supervisor and Head of the Department, at least two of which should be from outside the State. In case the supervisor happens to be the concerned Head of the Department a panel consisting of 10 experts must be provided.
- II. Viva-voce will be organized on the positive recommendations of all the experts.
  - a. In case of rejection of thesis by any one expert the same would be sent to the fourth examiner. If the fourth examiner also rejects the thesis then the same would be summarily rejected.
  - b. In case of rejection by two experts the thesis would be summarily rejected.
  - c. Any modification if suggested by the experts should be incorporated in the thesis and the same should be submitted afresh before appearance for Viva-voce.
- III. Scholars will be declared eligible for Award of Degree on successful completion of Viva-voce.

- IV. Date of result will be effective from the date of Viva-voce.
- V. The Institute is to be informed when the research work is published and two copies of such publication should be made available to the Institute by the Scholar.

## **17. FELLOWSHIP**

- I. Only a selected number of scholars will get a monthly fellowship of Rs. 3000/- and SLET/NET holder will be granted fellowship of Rs. 3750/-. Each Non-conventional Department has a provision of 4 scholarships. (This is liable to be changed from time to time.)
- II. Fellowship will be provided to eligible candidates on successful completion of the course work and registration. However, they shall receive fellowship from the date of admission.
- III. Fellowship, every month will be payable on the recommendation of Research Guide and duly forwarded by the Head of Department concerned.
- IV. The research scholar receiving fellowship cannot accept full-time employment or any part-time employment during the official working hours of the Institute.
- V. In the event of leaving his research work midway or on finding any information submitted untrue or factually incorrect, the fellowship will be stopped and the amount paid so far will have to be refunded to the Institute by the scholar. For it a bond should be submitted by the research scholar.

## **18. LEAVE FACILITY**

- I. The scholar is entitled to 30 days leave in addition to the public holidays observed by the Institute in a calendar year.
- II. The scholar is also entitled to semester-end vacation as announced in the academic calendar and two weeks leave during the Summer Vacation.
- III. The scholar is entitled on the recommendation of the research guide, study leave up to a maximum of 30 days for attending seminars, conferences, workshops or presenting paper etc. No allowances would be paid by the Institute for such travel.
- IV. On completion of the study leave the Scholar will have to submit a certificate of attendance/participation to this effect.
- V. In case of empirical research or community/field level studies or to consult libraries the leave of absence from headquarter would be treated as on duty with due recommendation of the supervisor and sanction of the HOD concerned.
- VI. The Head of Department concerned is authorized to sanction leave of absence or study leave as the case may be.

## **19. HOSTEL FACILITY**

- I. Hostel facilities are available for male and female scholars separately.
- II. Normally for research scholars single seated accommodation is made available on deposit of the prescribed fee.

Note : Brochure for Hostel accommodation may be obtained separately from the Institute.

## **20. CHANGE OF GUIDE**

A 'No Objection Certificate' of the present guide and the due consent of the new guide are mandatory. However, acceptance of the change of guide is subject to the required specialization and the due approval of the Research Board.

## **21. CHANGES IN THE APPROVED RESEARCH DESIGN**

Substantial changes made either in the Title or Objectives of the Study or in the Research Design has to be approved by the Research Board. The application for the purpose should be given through proper channel.

## **22. INTERPRETATION OF THE RULES MENTIONED HEREIN**

The rules framed herein are in consonance with the "UGC (Minimum Standards and Procedure for Award of M.Phil. and Ph. D. degree) Regulation, 2009". The Vice-Chancellor is authorized to change or amend the rules mentioned herein. As regards the interpretation of the rules mentioned herein and consequent to disputes, if any, the decision of the Vice-Chancellor shall be final.

**NOTE:** *All submission and representations made with regard to Ph.D. should be done through proper channel, i.e. the supervisor, concerned Head of the Department, Director- Research, Registrar and Vice-chancellor.*

**Format for Outline of Proposed Research work  
(to be supplied in Four copies)**

1. Name of Scholar (In English) \_\_\_\_\_  
(In Hindi) \_\_\_\_\_
2. Title of the Research Work :  
(In English) \_\_\_\_\_  
(In Hindi) \_\_\_\_\_
3. Location
  - a. Institution/Department where the work is to be done
  - b. Geographical area of Investigation, if any.
4. Introduction, Importance of Proposed Investigation, Objective.
5. Review (Work already done on the subject of proposed Research/Study.)
6. Research Gaps identified in the proposed field of investigation. (Based on the review)
7. Major Hypothesis, if any
8. Research methodology.
9. Chapterization.
10. List of references cited.

**Signature of the Candidate with date**

Outline Approved / Not approved

**Name and Signature of supervisor with date & seal.**

**Signature of the Head of the Department    Signature of the Director, Research**

**Signature of the Vice-Chancellor**

## **HALF-YEARLY PROGRESS REPORT OF THE Ph.D. WORK**

1. The progress report (in about 300 words) about the work carried out during the period shall be submitted by the candidate in duplicate duly signed by the candidate and countersigned by the Supervisor.
2. The Supervisor shall make the requisite entries, sign, and then send it through proper channel to the Director, Research, JVB Institute, Ladnun.
3. The report should be submitted in the following format:
  1. Particulars about the Candidate:
    - (a) Name
    - (b) Designation (if applicable)
    - (c) Period of the Report:
  2. Registration letter No. and Date:
  3. Ph.D. Registration Title:
  4. Particulars of the Supervisor(s)
    - (i) Supervisor
      - (a) Name
      - (b) Designation
    - (ii) Co-Supervisor (if any)
      - (a) Name
      - (b) Designation
      - (c) Institution where employed
  5. Name of the Department/Institution where research is being conducted
  6. Area of work and title of proposed thesis:
  7. Details of progress
    - a) Literature surveyed in the relevant period of progress report evidence by journals/research papers and web address consulted.
    - (b) The gap identified related to the work undertaken.
    - (c) Data collected
    - (d) Data Analysed.
    - (e) Manuscripts under preparation for publication.

- (f) Manuscripts communicated for publication (attach copy)
  - (g) Manuscripts accepted for publication (attach copy)
  - (h) Information viewed related to research seminars/conferences/workshops.
  - (i) Abstracts sent for presentation for the conference (attach copy)
8. Has the research fee been paid for the year in question, if so enclose photo copy of receipt

**Date :** .....

**Signature of Candidate**

9. Remarks of the Supervisor (s)
- (a) Performance: Satisfactory/Not Satisfactory
  - (b) Deficiencies observed:
  - (c) Suggestions Communicated:
10. Final Recommendation of the Supervisor:

**Date :** .....

**Place :** .....

**Signature of Supervisor(s)**

**Signature of the Head  
of the Department  
(forwarded)**

**Signature of the Head of the Institution  
(Forwarded)**

(Above format of the Progress report shall be applicable for the candidates who were registered under Regulation 2009. For others previous format will be applicable.)

## CORRESPONDENCE COURSES UNDER DISTANCE EDUCATION SYSTEM

1. There shall be correspondence courses under the Directorate of Distance Education system at Ladnun. Instruction shall be provided by post for such examination(s) and in such subjects as the Board of Management (BOM) may, from time to time, decide with the concurrence of the University Grants Commission.
2. Admission to the Correspondence Courses shall be open to any Indian National who resides in any part of India, temporarily stays in a foreign country and who satisfies the admission requirements.
3. A person desirous of receiving instruction through this Directorate shall get himself/herself enrolled with it and shall pay the fees as prescribed from time to time.
4. (i) Under Distance Education if an applicant is not enrolled because he has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his fee shall not be refunded.  
(ii) If a student drops out in the middle of the course, the fees paid by him, shall not be refunded.  
(iii) If an applicant is not enrolled because he is found ineligible, the fee paid by him shall be refunded after a deduction of 25 per cent of the fee paid by him.  
(iv) Wherever refund is permissible, the application must be made within three months of the date of issue of the letter by this Directorate in this behalf, failing which the request will not be entertained.
5. The last date for receipt of admission form and fee with and without late fee as fixed by the Institute from time to time shall be notified by the Directorate.
6. A candidate's admission form and fee may be accepted after the last date i.e. (i) up to 10 days, (ii) up to December 31 of the preceding year and (iii) up to January 31 with a late fee shall be as prescribed by the Institute from time to time.
7. All the regulations and syllabi and courses of reading prescribed for the examination for regular students of affiliated colleges/teaching Departments of the Institute shall be applicable to students of the Department of Correspondence Studies with the exception of mentioned therein.

### ADMISSION & REGISTRATION

- Duly filled-in application form along with two photographs, copies of marksheets, certificates and a Demand Draft for the requisite fee should reach JAIN VISHVA BHARATI INSTITUTE, LADNUN on or before the due dates mentioned in the prospectus.
- The application forms received after the due date or found incomplete are liable to be summarily rejected and no correspondence in this regard shall be made by the Institute.

- After the scrutiny of the admission forms, the candidates will be enrolled by the Institute. Identity card will be sent to them.
- The applicants are advised to send their application forms by registered post only .
- If a candidate remains absent in the annual examination, he/she may be allowed to continue his/her studies in the same class in the very next subsequent year only with latest syllabus prescribed. For this he/she will have to pay Rs. 1000/- for renewal. If he/she again remains absent, his/her candidature for that class will automatically stand cancelled. It means he/she will be given the chance of only one year's gap.

### **STUDY MATERIAL & SESSIONAL WORK**

- After the enrolment of the candidate, the syllabus and most of the study materials of each subject/paper will be sent in first instalment and rest will be sent in second instalment. Each student of B.A. & M.A. in Jainology, Hindi & Education will be sent two sessional works (question Papers) and each student of M.A./M.Sc. in Science of Living will be sent one sessional work based on the syllabus of each subject/paper. Marks obtained in these sessional works will be added to the marks obtained in the subject/paper concerned in the annual examination. The last date of submitting both sessional papers will be 30th June.

### **CONTACT CLASSES**

#### **A. Practical-cum-Contact Classes for M.A./M.Sc. in SOL, PM & Yoga :**

- Every student will have to compulsorily participate in practical-cum-contact classes for one month to be organised at Ladnun in between the months of March to June.
- There may be other centres also depending upon the sufficient number of students and the availability of the faculty and other resources.
- For attending the contact classes the candidates have to bear the expenses of board and Lodging on their own. During this period the students will be assigned practical work and also to solve their difficulties related to theory part to all possible extent.

#### **B. Contact Classes for Other Courses :**

- Contact Classes for B.A./B.Com. and M.A. will be conducted for ten days mainly at Ladnun centre. These may be organised at other centres also on the availability of resources and depending upon sufficient number of students.
- For the students of B.A. offering Science of Living as one of the optional subjects, the practical training will be given during the period of contact classes.

#### **C. Contact Classes for B. Lib and I. Sc. :**

Contact Classes for B. Lib. & I. Sc. will be conducted for fifteen days at Ladnun.

### **COMMON RULES FOR ALL THE CONTACT CLASSES**

- All the students are required to attend the contact classes.
- The examination of practical papers will be conducted at the end of contact classes.

- The marks so awarded will be added to those obtained in the annual examination.
- The students who do not attend the Practical-cum-contact classes followed by practical examination, will not be allowed to appear in annual examination.

### **EXAMINATION CENTRES**

Annual Examinations for Undergraduate and Postgraduate and other courses will be held at different centres across the country, like Ladnun centre.

### **EXAMINATION FORMS**

A blank examination form is attached in prospectus for new students. Duly filled in examination form should reach to JAIN VISHVA BHARATI INSTITUTE along with Admission Form. To old students examination form will be sent by Directorate of Distance Education along with their Admission Form. The same are to be filled in and sent back to the JAIN VISHVA BHARATI INSTITUTE, Ladnun. The admit card in which his/her roll no. is allotted will be sent to him/her in advance of commencement of the examination.

### **ADMISSION THROUGH B.P.P.**

The Candidates who have not passed 10+2 Examination or do not have any prior formal qualification and attained the age of 18 years can seek admission in BA after passing the BPP. A certificate for date of birth is to be attached with the application form.

- (i) The BPP exam will be held once in a year mainly at Ladnun. The other centres may be created at other places of India from time to time as per availability of minimum numbers of candidates at a particular place.
- (ii) There will be two papers of two and a half hours' duration each, mostly containing objective type and short answer type questions. Each paper will be of 100 marks.
- (iii) The first paper will be of General Hindi or General English and the second paper will be of General study. The paper of General Knowledge will contain mainly (a) Elementary Arithmetic; (b) Civics, Non-violence and World Peace; (c) Some basic knowledge of all the Religions; (d) Indian History, Geography and Economics; (e) Science of Living and Social studies.
- (iv) The medium of the test will be either Hindi or English but study material will be provided in Hindi Medium.
- (v) The minimum pass marks in each paper are 33% and in aggregate 36%.
- (vi) After passing the BPP exam, the candidates will be eligible to seek admission in 1st year of the B.A. Degree course. The result of BPP will stand valid for seeking admission in B.A. in the same year of passing the test or maximum with a gap of one year. After the gap of one year the candidate has to undergo again with BPP exam.
- (vii) The applications for BPP should reach the office on due date along with a DD of requisite fee in favour of the Registrar, Jain Vishva Bharati Institute, Ladnun drawn on any of the Ladnun based bank of OBC/SBI/UCO/SBBJ. (See the leaflet attached on the last page for last date of submitting the form.)

## Chapter - 16

### Conduct of Examination

#### 1. General Provision

- (i) The Controller of Examinations or any other authority working in the capacity of Controller of Examinations shall be responsible for all arrangements connected with the conduct of Examinations (both Regular and Correspondence Courses) and all matters connected therewith on behalf of the Registrar.
- (ii) The Centre Superintendent, Asst. Centre Superintendent, ministerial and other staff required for conduct of examination for Regular Courses shall be appointed by the Registrar on the recommendation of the Controller of Examinations.
- (iii) For Correspondence Courses under Distance Education System, the Principal of Colleges/schools where Centre(s) is(are) created may be made over all in-charge for the smooth conduct of examination and he be designated as Centre-Supdt for that particular Center for duration of examinations.
- (iv) The Centre Supdt. at the main examination centre at Ladnun and at other centers created under Distance Education shall have the authority to appoint invigilators from the members of the teaching staff.
- (v) But in case of emergency when persons mentioned at (iv) above are not available the Librarian, Research Scholars, research Fellows, Research Assistants, Instructors and officials of the Institute/recognized college and teachers of the recognized schools may be appointed as invigilators.

**Note:** The following persons shall not be eligible for appointment as Centre-Supdts/ invigilators/ supervisor/ members of the Flying Squads.

- a) Disqualified persons.
  - b) Persons where wife/husband/son/daughter/sister/brother and any of the other close relative is appearing in the examination.
  - c) Persons against whom disciplinary action is going on.
- (vi) The strength of Asstt. Supdt. and invigilators shall be regulated as follows:
- (a) One Asstt. Centre Supdt. if the total strength of students of a particular centre is more than 150.
  - (b) One invigilator for every 25 candidates or a part thereof seated in a room.
  - (c) One additional invigilator for keeping off outside interference and for general assistance when the number of candidates is more than 100 in one session.

- (d) The seats should be arranged in each room in such a manner as minimum number of invigilators are on duty.
- (e) The number of candidates seated in each room should be in multiples of 25 as far as possible.
- (f) The number of Asstt. Centre Supdt. and invigilators for the first day for the examination will be according to the number of candidates given in the Centre statement but on subsequent days the strength will be governed by the number of candidates who actually appear in the first paper of the subject and not by the number shown in the centre statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of subject.
- (g) There will be one clerk at each center. An additional clerk will be allowed when number of candidates exceeds 250.
- (h) One peon and one waterman upto 250 candidates, an additional peon will be allowed, when the number of candidates exceeds 250.

## **2 Creation of Examination Centres :**

The examination centres outside of Ladnun for examinations to be conducted under Distance Education shall be created by Directorate of Distance Education depending upon the required minimum number of examinees at a particular place after duly approved by the Vice-Chancellor. Those centers will be called 'Formal Examination Centers.'

However, the application for creation of a new examination centre should be submitted by the co-ordinator of that place with the written approval of the principal of the recognised college/school direct to the Directorate of Distance Education at least Six months before the commencement of the examination.

Centre for Nuns and Monks (viz. Sadhu/Sadhvi/Samani) will be created in the area of their convenience at some recognized school/college. In no case, the examination will be conducted in any Sthanak/temple/residential place etc. These centers will be called 'Non-formal Examination Centers.

A prisoner serving a term of imprisonment may be allowed to appear in an examination under distance education if –

- (i) the certificate of good conduct is given by the superintendent of Jail concerned; and
- (ii) he is eligible under the Regulations for the examination concerned. Provided that if such examination is arranged in the Jail, the expenditure involved shall be paid to the Institute by the Jail authorities.

### **3. Change of Examination Centre**

1. Ordinarily, a candidate shall have to take the examination at a centre fixed by the Institute. If, however, a candidate wishes to take the examination at some other centre due to some unavoidable circumstances, he should make an application in writing to the Controller of Examinations accompanied by requisite fee at least 45 days before the commencement of examination.

The Controller of Examination may in order to avoid hardship, permit change of centre in an exception case depending upon the exigency of the situation.

### **4. Direction to the candidates for examination:**

1. All the candidates must reach the examination hall 15 minutes before the scheduled time of the commencement of examination.
2. No candidate shall be allowed to leave the Examination Hall until the expiry of half the time after distribution of question paper(s).
3. Unless specially permitted by the Centre Supdt./ invigilator no candidate shall temporarily leave his seat or the examination hall/room until the examination is over.
4. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
5. No extension of time shall be granted to a candidate on ground of late arrival.
6. A candidate shall be admitted into the Examination Hall on producing the Admit Card issued by the Institute. The candidate should bring the admit card daily with him.

If the candidate has not received the admit card but has completed all the formalities of the Institute, regarding the examination form, submitting the fee within the prescribed date, may be allowed provisionally to appear in the examination only for the first day only after taking an undertaking in writing (on prescribed proforma) as well as after verification of his/her having sent the fee to JVBI office and also after verification from photograph on his/her identity card. The candidate should submit to the center supdt. two passport size photographs with his name, father's name, class, enrolment no. on its back. For the next day examination he should get the permission/admit card from the Institute. Without permission if he appears, his examination may liable to be cancelled by the Institute.

7. Candidates cannot leave the Examination Hall without handing over their Answer- books to the invigilator.
8. Smoking or any type of alcoholism in the examination hall is strictly prohibited. No candidate shall be permitted to go out for this purpose.

9. Rough work and calculations must be done in the answer book only (if required) and not on the examination table or on question paper or anywhere else. Any violation of this instruction will involve the candidate concerned in unfair means case.
10. No colored pen/sketch pens are allowed except black/blue ball pens.
11. Candidates are not allowed to bring their mobile or any electronic appliance in the examination hall.
12. Candidates are allowed to use only non-programmable scientific pocketed calculator in the subject where there are specific instructions on the question paper itself.
13. Candidate should bring his/her Admit Card daily, without fail.

**5. General Instructions to Centre Superintendents and Invigilators :**

- (i) The Centre Supdt. shall keep the sealed question papers and blank answer books sent by the Institute in the safe custody throughout the duration of Examinations.
- (ii) The packets of the question papers should be checked properly by the centre supdt. with the centre statement, Time table, Number of papers and be arranged according to the time table.
- (iii) In case of non-receipt of any question paper(s) intimation be sent immediately to the Controller of Examinations, JVBI on telephone or fax or email or through a letter, as the situation warrants.
- (iv) Every caution should be taken in opening question paper under witness of two persons/ invigilators after putting their signatures, date and time of opening on the envelop.
- (v) All the answer books must be signed by the invigilator at the appropriate place provided for the purpose in the examination hall.
- (vi) The centre-supdt. shall ensure that the earlier stock of blank answer books (if there is any) should be utilised first and fresh stock should be used after the consumption of the previous stock.
- (vii) A proper and accurate record of consumption of answer-books, number and date-wise shall be maintained by the Centre Supdt.
- (viii) The Centre Supdt. shall submit a certificate on the prescribed proforma the full account of consumed answer books, balance answer books, including Main and Supplementary answer books, after the completion of examination.
- (ix) A day before the examination, proper seating arrangement should be made and a duty chart must be prepared before hand.

- (x) When there are morning and evening sessions particular care should be taken to see that the paper meant for the particular session is opened.
- (xi) Attendance chart for each paper examination-wise and class-wise daily should be prepared and be sent to the Controller of Examinations alongwith the written answer books of that day and time. Whenever a candidate is absent the "Absent" be written against the Roll. No. on the Attendance Sheet.
- (xii) Envelops of the question papers should not be opened if there is no candidate of the subject/paper and such envelops should be sealed and returned to the Controller of Examination.
- (xiii) If the number of question papers received is less than the number of candidates photocopies in requisite number be made available to the candidates. Photocopies should be got prepared by the Centre Supdt. under his own supervision in the presence of two invigilators. Information to this effect should be communicated to the Controller of Examinations by fax/Email/speed post.
- (xiv) The Centre Supdt. shall immediately bring to the notice of the Controller of Examinations over phone/ fax/any serious misprint, wrong translation 'or' ambiguity found by him so that necessary action could be taken accordingly. No correction should be made at his own level.
- (xv) When a candidate claims that he has not received his Roll No. issued by the Institute but his name appears in the list supplied by the Institute / or his name is not mentioned in the list of students supplied by the Institute and the candidate claims with documentary proof that he had duly submitted his examination form and full fee to the Institute within the prescribed date the Center Superintendent may allow the candidate to appear in the examination but the candidate must show the identity card issued by the Institute and or must submit passport size attested photographs with his name, father's name, class, enrollment no. written on the back by the candidate. These particulars should be attested by the centre supdt. A copy of photograph should be forwarded on the same day to the Controller of Examination alongwith a full report including the candidate's particulars as also the Declaration form duly filled in for verification.
- (xvi) Under Distance Education system, if on the first day of examination only, a candidate carrying proper Admit Card issued by the Institute, presents himself by mistake at the centre other than one allotted to him and the center supdt. is satisfied that there is not enough time for the candidate to reach his allotted centre in time, he may allow the candidate provisionally to appear in the examination.
- (xvii) In all cases of provisional admission, the centre supdt. is required to obtain a written statement from the candidate explaining the circumstances under which provisional admission to the centre has been sought. This statement accompanied with a declaration on the prescribed form should be submitted to the Controller of Examination under registered cover immediately by the center superintendent and inform the Controller of Examinations on the first day

through Phone/Fax and for seeking the written permission for the next examination of the candidate concerned. Such a candidate should write their Enrolment No. only on the Answer Book.

**Note: This permission is not to be granted under any circumstances for the second/subsequent papers. The candidate must make arrangement for obtaining proper. Roll No. before appearing in the 2<sup>nd</sup> or subsequent papers.**

- (v) To avoid impersonification, only those candidates whose face tally with the photos and other details on admit card or identity card be allowed to appear in the exam. If any case of impersonification is identified an F.I.R. is to be lodged with the local police and handed over the candidate to it.
- (vi) The answer book of each paper is to be packed in separate covers by pasting a slip over it, with the following information.
1. Name of examination .....
  2. Name of question paper .....
  3. No. of answer books .....
  4. Roll No. from .....
  5. Name & Code No. of centre .....

All the answer books of the day should then be tied and packed in one bundle and the following information be noted on it by pasting slip:

- a. Date of examination .....
- b. No. of bundles inside .....
- c. Name & Code No. of Centre .....

This bundle be then wrapped in an envelope or craft paper and a parcel is to be prepared by sewing it in cloth duly sealed. This parcel be then sent through registered post by name the following address on the same day or latest by the next day:

Confidential

Controller of Examinations

Jain Vishva Bharati Institute,

Ladnun-341306, Distt. Nagaur (Rajasthan)

- (vii) All the remaining answer books, remaining question papers, daily attendance, seating plan, and other material including blank stationary etc. are to be returned to the Controller of Examinations by post.

These parcels are not in any case to be sent by Railway or road transport. If one parcel exceeds weight limit of the post parcel, it can be splitted into two.

- (viii) The invigilators should be asked to be vigilant while performing their duty. The Centre Supdt. should also take rounds frequently in the examination rooms.

- (ix) If a student is found using unfair means and some material is found with him it should be seized from him and to be sent to the Institute alongwith the material in a separate cover by registered post marking "Unfair means" on it. Such cases will be dealt with separately and the decision taken by the Vice-chancellor will be final.

## **6. INSPECTION TEAM/FLYING SQUAD/OBSERVER**

- (i) These teams consist of retired and in-service senior teachers, principals and experienced officers of equivalent cadre and any other person approved by competent authority.
- (ii) There may be one member or more than one member in a team. There may be one team or more than one team for an Examination Centre.
- (iii) These teams exercise all the powers of the Centre Superintendent. Envelopes of Question Papers, Main and Supplementary Answer Books, their stock in registers, seating arrangements of candidates and all aspects of the examination fall under the purview of inspection.
- (iv) The team should watch the performance of the invigilators inside the examination rooms. Cases of copying or the looseness of invigilation should be strictly dealt with. The team member may stay at the examination centre for the entire duration of the examination. He should observe both the shifts. The TOUCH AND GO practice will not be appreciated.
- (v) Due dignity, decorum and decency should be maintained at the Examination Centre as per the prescribed norms of the Institute. This is the activating principle and actuating spirit underlying the formation of teams.
- (vi) The Centre superintendents should extend full co-operation to the visiting teams.

## **7. Not to Do by the Centre Supdt/or supervisory staff**

- (i) Prepone or postpone the examination.
- (ii) Open a wrong envelope of question paper.
- (iii) Appoint an amanuensis (writer) without prior permission of the Controller of Examinations.
- (iv) Keep the written answer book unsealed and without lock.
- (v) Allow any one, who has read the question paper to leave the examination centre before half time of examination.
- (vi) Allow any outsider to enter the examination hall without authority letter from the Controller of Examination or the Centre Superintendent.

## DECLARATION FORM

(The Supdt. should get this proforma typed for use by the candidates)

Class/Subject \_\_\_\_\_ year \_\_\_\_\_

Enrollment No./Roll No. I \_\_\_\_\_

Son/daughter/wife of \_\_\_\_\_

am taking the above examination provisionally with the permission of the Centre Supdt. entirely at my own risk and responsibility. I have submitted my examination form alongwith full fee within the prescribed date to the Institute and have completed all the necessary formalities of the Institute, but I have not received my Roll. No./Admit card yet my name is not mentioned in the list.

I further declare that I shall have no claim to the evaluation of my answer books in case the Controller of Examinations does not approve my admission to the examination.

The fee remitted by me as Rs. \_\_\_\_\_

vide DD No/Receipt No. \_\_\_\_\_ dated

\_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Candidate

Address. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Centre Supdt. with date

**Note:** In case the undertaking proves to be false the result of the candidate is liable to be cancelled.

## JAIN VISHVA BHARATI INSTITUTE

### REPORT ON USE OF UNFAIR MEANS

1. Name of Examination ..... Year .....
2. Name of Candidate .....
3. Roll No. ....
4. Subject ..... Question Paper Code No. ....
5. Date of Examination .....
6. Shift of Examination ..... Morning/Evening ..... Time .....
7. Time when candidate was found copying .....
8. Detailed report of copying material .....
9. Material siezed from candidate .....
10. Signature of Invigilator ..... Signature of Centre Superintendent .....
- Name ..... Name .....
- Designation ..... Designation .....
11. Statement and explanation of the candidate .....
12. Signature of the candidate .....
13. If candidate refuses to sign the Report of the examination centre superintendent/member of a visiting team .....

Signature of Exam. Centre Superintendent

Name of Institution .....

Exam. Centre Code : .....

Phone No. with STD Code .....

**Note:**

1. Invigilator should give detailed statement or account of the UMC
2. Centre Superintendent must give his/her comments
3. Enclose one copy of Question Paper with the answerscript
4. Answer scripts of UMC should be separately packed.

## Chapter-17

### Merit Certificate

- (i) Merit Certificate shall be issued to first 3 candidates, in each of the department of the P.G. Courses Regular as well as Correspondence Course where the number of the students in the subject concerned is more than 15 and to first 2 candidate if the number of the students in the subject concerned is more than 10 but less than 15 and to one candidate where the number of students is at least 5.
- (ii) Merit certificate shall be issued for all examination except for certificate and diploma examination of less than three year duration and U.G. degree under the Distance Education.

## Chapter - 18

### Award of Medals

One Gold Medal in each Post Graduate of regular and Distance Education Courses shall be awarded to the candidate, who scores the highest aggregate marks on first attempt.

#### 1. Conditions for the award of Medals

- (i) The candidate must have passed every examination (including semesters) in First Division and in the first attempt and in consecutive years i.e. there should be no gap of studies for any reason whatsoever before the candidate takes the Final examination. In case of an examination in which no division is provided, the award shall be made to the candidate obtaining the highest aggregate marks in the examination.
- (ii) A candidate who re-appears in paper (s) of an examination shall not be eligible for the award of a medal.
- (iii) In case of tie, the Medals shall be awarded to each of the candidates securing equal number of marks.
- (iv) The Medals will be awarded without any distinction of caste, colour or creed, sex etc.
- (v) The candidates should not have been awarded any punishment at any time during his candidature at the Institute.
- (vi) The conditions set forth above shall apply to the Medals given by the Institute as well as to those donated/endowed by individuals, societies, institutions etc.
- (vii) In case the candidate standing first in order of merit does not fulfill the conditions laid down above, he shall forfeit his claim to the medal, which shall not be awarded in that year.
- (viii) The names of the Gold Medalists shall be displayed on an Honour's Board fixed in the Academic Block/concerned Department of the Institute.
- (ix) A Candidate, who is awarded any Medal. At the Institute Convocation or otherwise, shall also be issued a Merit Certificate free of charge showing therein the reason for which such a medal has been awarded.

#### 2. Endowment of Awards of Medals

##### Conditions for Endowment

Endowment for the Award of Medals will be accepted by the Institute on the following terms and conditions :

- i. The Institute may accept an offer of Endowment for the award of Gold Medal to its students.
- ii. No endowment of amount of less than as prescribed will be accepted.
- iii. The amount of endowment will be invested in Fixed Deposits in a Nationalized Bank.
- iv. The Medal will be awarded out of the interest earned on the endowment.
- v. 10% of the interest occurring on the endowment will be retained by the Institute to meet administrative expenses.
- vi. Medals will be awarded without distinction of age, sex, religion, caste, colour or place of origin.
- vii. The name of the endower will be published in the Annual Report of the Institute and in the list of Donors.
- viii. The Medals will be awarded at the convocation of the Institute. Notwithstanding anything contained in the above rules the Institute will have the right to reject an offer without assigning any reason thereof.

## Chapter - 19

### **Disposal of used Answer Books**

All the marked answer books of various examinations of the Institute will be destroyed after revaluation/scrutiny of results of the examination concerned is over. They may be retained maximum for three years.

## Chapter - 20

### Award of Honorary Degrees

The Institute shall confer honorary degrees or other distinctions only in the manner prescribed below:

- (i) There shall be a standing committee consisting of the following members for conferment of the honorary degree:
  - (a) Vice-chancellor
  - (b) Dean/Head of the Faculty/Department concerned
  - (c) An eminent academician of a status comparable to a Vice-chancellor of a University, nominated by the Chancellor of the Institute.
- (ii) No honorary degree or other distinction shall be conferred on any person unless the proposal has been:
  - (a) Originally made by the above committee.
  - (b) Approved by the Academic Council and the Board of Management.
  - (c) Passed by the Shist Parishad (Senate) and
  - (d) Ratified by the Chancellor.
- (iii)
  - (a) The Institute may hold a convocation for conferring the degrees awarded by it.
  - (b) The Registrar shall, with the notice issue to the members of the convocation, a programme of the procedure to be observed there at.
  - (c) Such candidates as are unable to present themselves in person at the convocation shall be admitted to the degree or distinction in absentia. Their Degree/Distinction would be sent through Registered post only. Under no circumstances shall the same be handed over to any other person except the candidate himself in person.

## Chapter-21

### REMUNERATION RATES

The rates of remuneration will be applicable to all examination and related activities of JVBI.

## Circular

### I. PAPER SETTING :

S.N.	Name of Examinations	Approved rates For Per Candidate
1.	<b>M.Phil. &amp; RET. (Research Entrance Test)</b>	
	For setting each question paper in full	600.00
	For setting each section of the question paper	300.00
	<b>All Post-graduate Diploma, All PG Courses</b>	
	For setting each question paper in full	500.00
	For setting each section of the question paper	250.00
3.	<b>B.A., B.Sc., B.Com. B.Ed., B.P.Ed, any other Bachelor Degree</b>	
	For Setting each question paper in full	400.00
	For setting each section of paper	200.00
4.	<b>Diploma Courses</b>	
	For setting each question paper in full	400.00
	For setting each section of the question paper	200.00
5.	<b>Certificate Courses</b>	
	For setting each question paper in full	300.00
	For setting each section of the question paper	150.00
6.	<b>Entrance Test (BPP)</b>	
	For setting each question paper in full	250.00
	For setting each section of the question paper	125.00
7.	<b>School Level Open Education Examination</b>	
	For setting each question paper in full	150.00
	For setting each section of the question paper	75.00
8.	<b>Sessional Work (UG Correspondence Courses)</b>	
	For setting each question paper in full	250.00
	For setting each section of the question paper	125.00
9.	<b>Sessional Work (PG Correspondence Courses)</b>	
	For setting each question paper in full	300.00
	For setting each section of the question paper	150.00
10.	<b>Feeding of Question Papers</b>	
	Per Paper	30.00
11.*	<b>Translation of Question Papers</b>	
	All up to UG Courses (Per Paper)	100.00
	All up to PG Courses (Per Paper)	150.00

\* It question paper is set in one language then for translation remuneration will be deducted from paper setters remuneration.

## II. EXAMINING ANSWER BOOKS/DISSERTATION ETC.

S.N.	Name of Examinations	Approved rates For Per Candidate
1.	<b>D. Lit.</b> For reading Thesis	1000.00
2.	<b>Ph.D.</b> For reading Thesis	1000.00
3.	<b>Synopsis</b> of Ph.D	500.00
4.	<b>M. Phil. &amp; RET</b> For Answer Book (In full or part with a minimum of Rs. 200/-)	25.00
	To each head examiner for supervising the work of each co-examiner	300.00
	Evaluation of Reading Thesis/ Dissertation (In full or part with a minimum of Rs. 300/-)	150.00
5.	<b>All Post-graduate Diploma, All PG Courses</b> (In full or part with a minimum of Rs. 200/-)	20.00
	To each head examiner for supervising the work of each co-examiner	250.00
6.	<b>All PG Courses — For reading Thesis/ Dissertation/ Project wherever prescribed</b>	30.00
	(In full or part with a minimum of Rs. 300/-)	
7.	<b>B.A., B.Sc., B.Com. (Pass &amp; Hons.), B.P.Ed., any other Bachelor Degree</b> (In full or part with a minimum of Rs. 200/-)	15.00
	To each head examiner for supervising the work of each co-examiner	250.00
8.	<b>Diploma Courses</b>	
	(In full or part with a minimum of Rs. 200/-)	15.00
9.	<b>Certificate Courses (Bachelor/PG Level)</b>	
	(In full or part with a minimum of Rs. 200/-)	5.00
10.	<b>Certificate Courses (Under Bachelor Level)</b>	
	(In full or part with a minimum of Rs. 200/-)	5.00
11.	<b>Entrance Test (Bachelor/PG Level)</b>	
	(In full or part with a minimum of Rs. 100/-)	5.00
12.	<b>Entrance Test (Under Bachelor Level)</b>	
	(In full or part with a minimum of Rs. 100/-)	5.00
13.	<b>School Level Open Education Examination</b>	
	(In full or part with a minimum of Rs. 100/-)	5.00
14.	<b>Sessional Work (UG Correspondence Courses)</b>	
	(In full or part with a minimum of Rs. 200/-)	6.00
15.	<b>Sessional Work (PG Correspondence Courses)</b>	
	(In full or part with a minimum of Rs. 200/-)	7.00

### III. PRACTICAL/VIVA VOCE

S.N.	Name of Examinations	Approved rates For Per Candidate
1	<b>Doctorate Degree</b> For Practical/ Viva-voce Examination for D.Litt. D.Sc. For Practical/ Viva-voce Examination for Ph.D.	800.00 500.00
3	<b>All Post-graduate Diploma, All PG Courses</b>	
	For Practical Paper setting (if there is any) Rs. 200/- For viva - Minimum Rs. 300/- To each internal and external examination	30.00
4.	<b>UG (Pass &amp; Hons.), B.P.Ed., any other Bachelor Degree</b> For Practical Paper setting (if there is any) Rs. 150/- For viva - Minimum Rs. 300/-	20.00
	<b>UG (For Computer Subject)</b> For Practical Paper setting (if there is any) Rs. 150/- For viva - Minimum Rs. 300/-	20.00
5.	<b>Ph.D Synopsis</b>	400/-
	<i>Computer Subject</i> For Practical Paper setting (if there is any) Rs. 150/- For viva - Minimum Rs. 300/-	30.00
	<i>Other Subjects</i> For Practical Paper setting (if there is any) Rs. 150/- For viva - Minimum Rs. 300/-	20.00
6.	<b>Certificate Courses (Under UG/School Level/)</b>	
	<i>Computer Subject</i> For Practical Paper setting (if there is any) Rs. 100/- For viva - Minimum Rs. 300/-	15.00
	<i>Other Subjects</i> For viva - Minimum Rs. 300/-	15.00

### IV. RE-EVALUATION

S.N	Name of Examinations	Approved rates For Per Candidate
1	<b>UG/PG</b> (In full or part with a minimum of Rs. 200/-)	UG 15.00 Per ans. book PG 20.00 Per ans. book

### V. SCRUTINY

S.N.	Name of Examinations	Approved rates For Per Candidate
1	All Correspondence Courses (In full or part with a minimum of Rs. 50/-)	10.00

## VI. UMC SUBJECT EXPERT REPORT

S.N.	Name of Examinations	Approved rates Per Candidate
1	All Correspondence Courses (In full or part with a minimum of Rs. 100/-)	20.00

## VII. RATE OF REMUNERATION FOR CONDUCT OF EXAMINATION

Approved rates

S.N.	Name of Examinations	Per Day for One Session	Per Day for Two Sessions
1.	<i>Center Superintendent</i>	150.00	200.00
2.	Asst. Superintendent	125.00	175.00
3.	Invigilator/Supervisor	100.00	150.00
4.	Flying Squad/Observer	TA/DA+100.00	TA/DA+150.00
5.	Ministerial Staff (Clerk/Asst.)	60.00	80.00
6.	Peon (Class – IV, Daftari, Water Man, Sweeper, Care Taker etc.)	35.00	50.00
7.	Postal Charges	Actual	Actual

## VIII. CONTINGENCY CHARGES (FOR FORMAL EXAMINATION CENTRES )

To all centres per student per day - Rs. 15/-

Contingency expenses will include Remuneration for Centre Supdt., Invigilators, Asst. C. S., Ministerial Staff, peon, water, furniture, electricity and refreshments. Postage Charges will be paid on actual.

## IX. RATE OF REMUNERATION FOR TABULATING, PREPARING OF MARK SHEET & DEGREE ETC.

S.N.	Name of Examinations	Approved rates For Per Candidate
1	<i>For Tabulating the Result (Minimum of Rs. 100/-)</i>	2.50
2.	For Checking the Results (Minimum of Rs. 100/-)	2.00
3.	For Preparing the Mark Sheet	2.00
4.	For Checking the Mark Sheet (Preparation + Checking)	1.50
5.	For Preparing the Degree	
	A. By Computer	PG 10.00 & UG 6.00
	B. Through calligraphy	PG 15.00 & UG 10.00

## X. For Errors and Omission

- |   |                      |
|---|----------------------|
| 1. Entry of marks against wrong Roll Nos.   | Rs. 50/- per mistake |
| 2. If marks in the award list differ from those shown on the answer-books         | Rs. 50/- per mistake |
| 3. Omission to enter marks in the award list                                      | Rs. 50/- per mistake |
| 4. Omission to write absent in the award-list                                     | Rs. 10/- per mistake |
| 5. Omission to assess an answer or a part thereof.                                | Rs. 50/- per mistake |
| 6. If marks in the award list differ in words and figures.                        | Rs. 50/- per mistake |
| 7. Omission to fill in the bottom entries in the award-list                       | Rs. 20/- per leaf    |
| 8. Posting of marks in a wrong order i.e. not in the ascending order of Roll Nos. | Rs. 20/- per leaf    |
| 9. Any other mistake found on scrutiny of answer-books.                           | Rs. 50/- per mistake |

**Note:** Half the amount of the bill shall be paid to an examiner when the penalty for delays and the mistakes etc. exceeds half the amount of the total bill.

## Chapter - 22

### Convocation

- (i) The Chancellor (The Kuladhipali) shall when present preside in the Convocation of the Institute held for conferring Degrees. The Vice-Chancellor in the absence of, the Chancellor (Kuladhipati) shall preside in the Convocation of the Institute.
- (ii) (a) The Convocation for the purpose of conferring the degree of Undergraduate,; Postgraduate, M.Phil, Ph.D./D.Litt/D.Sc and awarding Gold Medals shall, as far as possible, be held by the Institute in its Campus at Ladnun on a date fixed by the Vice-Chancellor. A special Institute Convocation may also be held as and when deemed necessary by the Board of Management.  
  
(b) When the Vice-Chancellor is satisfied that the Convocation cannot be held for good reasons, the Degrees and Gold Medals shall be awarded without holding convocation.
- (iii) Not less than six weeks' notice shall be given by the Registrar of all the meetings of the Institute Convocation other than special Convocation.
- (iv) The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.
- (v) Every candidate attending Convocation for conferring degree shall be required to bear a badge fixed for each faculty/course of studies. In the Badge there shall be inscribed the insignia of the Institute, the year of convocation and the name of the Faculty/Department.
- (vi) Male candidates shall generally wear white Pant/white trousers/kurta/White dhoti and white Shirt and female candidates (Unmarried) shall generally wear white saree/white salwar-kurta & white chhuni and female candidates (married) shall generally wear yellow chundari saree.  
  
The Chancellor, the Vice-Chancellor, the Registrar, (members of the Shista Parishad, B.O.M. Academic council and other faculty members of the Institute attending the convocation also shall wear badges of the colour but of a bigger size.
- (vii) Supplication of all Degrees/Diplomas will be done at the meeting of the Senate before the Convocation. The Degrees will bear the date on which the Senate Passes the grace.
- (viii) Candidates of Degrees/Gold Medals must shall send the prescribed application form for attending convocation, before 15 days of the Convocation informing the Registrar in writing of their intention to be present. No candidate shall be

admitted to the Convocation who has not sent his name to the Registrar within the prescribed time. In exceptional cases, the Vice-chancellor may permit candidates who have not sent their names to the Registrar within the prescribed time to be admitted to the Convocation provided their applications are received by the Registrar not later than 72 hours before the time of the Convocation and are accompanied by the requisite late fee.

- (ix) For the award of Degrees at the convocation, candidates shall be presented to the Chancellor by the Deans of the Faculties/Head of the Departments/Principal of colleges concerned.
- (x) The candidates, who could not present themselves at Convocation, shall obtain the Degrees/Gold Medal by submitting the application form for obtaining Degrees in Absentia alongwith the requisite fee. In case of a candidate residing abroad and desiring the Degree to be sent at foreign address, actual postal charges required for sending the Degree will be charged in addition to the requisite fee.
- (xi) The Chancellor, the Vice-chancellor, Members of Shista Parishad, Board of Management, Academic Council and Faculty Members shall assemble in the meeting in the following order to the Convocation Hall:

The Registrar,

Members of the Senate

Members of the Board of Management

Members of Academic Council

The Deans of Faculties/Head of the Departments & Faculty Members

The Vice-chancellor

The Chancellor and the Chief Guest

- (xii) The Chancellor, the Vice-chancellor and members of the B.O.M. and the Registrar shall take their seats on the dais and the members of the Shista Parishad on both sides of the dais in places reserved for those bodies. Anushasta will already be on the dais. On the procession entering the Hall, the candidates shall rise and remain standing until the Chancellor, the Vice-chancellor and other members have taken their seats.
- (xiii) The Vice-chancellor (having obtained the permission of the Chancellor) shall declare the Convocation open.
- (xiv) The Dean/Head of each faculty/dept. or in his absence, a senior member of the faculty will present the candidates for Degrees to the Chancellor in the following order:

- (a) Jainology and Comparative Religion and Philosophy
- (b) Prakrit & Sanskrit
- (c) Nonviolence & Peace
- (d) Science of Living & Preksha Meditation and Yoga
- (e) Social Work
- (f) Education
- (g) Any other P.G. Course
- (h) Distance Education—for those courses not covered above.

Each Department will present their candidates in the following order:

- (a) Doctor of Literature (D.Litt.)
- (b) Doctor of Philosophy (Ph.D.)
- (c) M.Phil.
- (d) Post Graduate
- (e) Under Graduate

1. Supplication: (To be done at a meeting of the Shista Parishad before the Convocation.

“Mr. Vice-chancellor,

On behalf of ..... who have been examined and found qualified for the Degree of ..... I move that the Shista Parishad do pass a Grace for their admission to the said Degree.”

After the Supplication by the Dean/Head, the Vice-chancellor say –

“Doth IT PLEASE YOU THAT THIS GRACE BE PASSED” and the Shista Parishad assenting (Or after a short pause “THIS GRACE IS PASSED”).

2. Presentation: (To be done in the Convocation after Grace has been passed by the Shista Parishad at an earlier meeting).

“Mr. Chancellor,

I present to you ..... out of ..... candidates who have been examined and found qualified for the Degree of ..... to which I pray they may be admitted.”

All the candidates of D.Litt., Ph.D. will be presented by the Dean/Head/Senior faculty concerned individually and all the other degree holders subject wise will stand as and when they are offered to the Chancellor.

After the presentation and prayer by the Dean or Head or the senior faculty for admission of candidates to the Degree, the Chancellor to.

“By the authority given to me as Chancellor of this Institute, I admit you, one and all, to the Degree of ..... and I charge you that ever in your life and conversation you prove yourselves worthy of the same.”

3. After the Degrees have been conferred, recipients of medals and prizes shall be called out individually by the Registrar and shall stand before the Chancellor who shall present the medals, prizes or trophies.
4. When all the candidates have been admitted to their Degrees and the medals and trophies have been presented, the Vice-chancellor would introduce the chief guest, and request him to deliver a Convocation Address.
5. After that the Chancellor would request the Anusasta to give the teachings and blessings to the degree holders. Anusasta will read Shikh Padam (means teachings) a selection of verses from Jain Scriptures (All the degree holders would remain standing).
6. The Vice-chancellor shall deliver the oath. All the degree holders, the teachers, officers & staff will stand and repeat the words of oath.
7. After this the Vice-chancellor, with the permission of the Chancellor will declare the Convocation closed. The procession will then leave the Convocation Hall in the reverse order in which it entered and all the candidates will remain standing.

## Chapter - 23

### Institute Common Seal

The Institute shall have a common seal. Board of Management has the power to determine the form and regulate the use of the common seal of the Institute. The following shall be the common seal of the Institute.



There shall be a black round shield with a bigger circle with a scalloped edges round it. In the space between the two circles. जैन विश्वभारती संस्थान (मान्य विश्वविद्यालय), लाडनूं at the top in blank and पाणस्स सारमायारो in at the bottom and '1991' in Hindi Numerals, the year of establishment of the Institute shall be inscribed in both side of the logo in the middle.

The symbol logo looks like a bud on the one hand which is a symbol of growth and on the other it indicates a lifting flame, the flame of knowledge, with three open ended shields indicating ज्ञान-दर्शन-चारित्र. This logo looks like an eye also which also indicates the eye of knowledge. The motto of this logo is पाणस्स सारमायारो means "Right Conduct is the Essence of Knowledge."

# **BYE LAWS RELATING TO EXAMINATION**

## **PART-III**



# **JAIN VISHVA BHARATI INSTITUTE**

**(Deemed-to-be University)**

**LADNUN - 341 306 (NAGAUR) RAJASTHAN**

**Prepared by : Veena Jain (Dy. Registrar) 2011**

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