

# **BEST PRACTICES**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**JAIN VISHVA BHARATI INSTITUTE  
(DEEMED-TO-BE-UNIVERSITY)  
LADNUN-341306 DISTRICT- NAGPUR  
(RAJASTHAN)**

**HEI's Name: JAIN VISHVA BHARATI INSTITUTE, LADNUN**

**Address of the HEI 's:**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
JAIN VISHVA BHARATI INSTITUTE  
(DEEMED-TO-BE-UNIVERSITY)  
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**Concerned contact person details: PROF. A. P. TRIPATHI, DIRECTOR, CDOE**

| <b>S.No.</b> | <b>DOMAIN AREA/TYPE</b>             | <b>BEST PRACTICES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | <b>Curriculum / SLM</b>             | (1) Study materials of CDOE, JVBI are prepared in Self Learning Mode (SLM) by respective subject experts. Changes in study material have been made within the prescribed time period. New technology and simple terminology has been used in preparing study materials. The study materials of CDOE are helpful in enhancing quality academic development of learners.<br>(2) Organization of literary competitions among students of ODL Mode.<br>(3) Organization of workshop among facilitators & Alumni of ODL Mode                                                                      |
| 2.           | <b>Personal contact programme</b>   | The CDOE has organized personal contact programmes (PCP) at its head quarters only till now. However, necessary permission may be granted to establish study centers in different parts of Rajasthan that will help promote quality in distance education programmes.                                                                                                                                                                                                                                                                                                                        |
| 3.           | <b>Examination &amp; Evaluation</b> | The Institute is determined to maintain the dignity and confidentiality of the examination. To ensure fool-proof arrangements maintaining utmost secrecy and preventing use of unfair means, examination centers are established only in government or government recognized educational institutions or in government schools. An external supervisor is compulsorily deputed for the exam. CCTV cameras are installed in the examination centres to ensure proper conduct of the examinations. The question papers for all programmes and courses are prepared mostly by external and some |

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|    |                          | internal paper setters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. | <b>LSCs Activities</b>   | The main function of the student support centre is to provide student support services, to evaluate assignments, pre-admission counseling, counseling of enrolled learners, evaluation of assignments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | <b>Quality Assurance</b> | <ul style="list-style-type: none"> <li>• Internal quality assurance committee was formed, in which the key members of the Institute have been included who will periodically examine the process of maintain quality assurance.</li> <li>• JVBI invites external subject experts, agencies and organizations for quality appraisal. Based on the suggestions, necessary changes are made for improving the quality of various operations and services provided.</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
| 6. | <b>Placement</b>         | <ul style="list-style-type: none"> <li>• The institute has been facilitating the learners to seek employment. The momentum for this has been ensured with the setting up a Placement Cell.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7. | <b>Faculty Centric</b>   | <ul style="list-style-type: none"> <li>• JVBI has facilitated its faculty to participate in various faculty development programmes like orientation programme, refresher courses, seminars, conferences, workshops &amp; training programmes organized by various universities or HEIs. The faculty members have also been provided with financial assistance from JVBI's own sources to undertake research projects.</li> <li>• Workshops have been organized in the past for content writers / subject experts / authors of SLM for scientific development of SLM. Such workshops organized from time to time have also contributed to the academic growth of the in-house faculty. Representatives from STRIDE, IGNOU were invited for conduct of such workshops for in-house production of SLM.</li> </ul> |
| 8. | <b>Student Centric</b>   | <ul style="list-style-type: none"> <li>• Student satisfaction and feedback is very important. The CDOE periodically collects feedback from students during the conduct of various activities, mainly with</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|    |                          | <p>respect to study materials, contact classes, assignment work, examination, evaluation etc.</p> <ul style="list-style-type: none"> <li>• The CDOE at JVBI conducts literary competition among the enrolled students/learners and gives awards for the best articles submitted. The same have been published in the form of books by the publications unit of the university.</li> <li>• CDOE organizes workshops for alumni on need-basis.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9. | <b>Use of technology</b> | <ul style="list-style-type: none"> <li>• There exists a <b>computerized environment</b> in the institute to ensure to handle all processes starting from admission through to examination using computers, digital technology and internet based exchange &amp; sharing of information</li> <li>• All information related to student's admission, examinations and contact classes is available on the Institute's website.</li> <li>• Study material and <b>audio-video lectures</b> have also been uploaded the on website.</li> <li>• Advance <b>duplicating machines</b> have been installed in-house for the printing of the question papers to maintain secrecy &amp; confidentiality.</li> <li>• Maintenance of accounts and stock has also been computerized. All this has been in place for the past 15-20 years.</li> <li>• The institute has a dedicated <b>digital studio</b> so that in-house production of lectures could be undertaken on a regular basis; the same are uploaded in the institute's website and also sent to the learners in the form of CDs/DVDs.</li> </ul> |



(Prof. A.P. Tripathi)

Director, CDOE

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