

INFORMATION REGARDING REGULAR COURSES

PROCESS TO OBTAIN APPLICATION FORM

- Candidates seeking admission in the academic session 2021-2022 may download the prescribed Application Form along with the Prospectus from the Institute website : <http://www.jvbi.ac.in>

SUBMISSION OF APPLICATION FORM

- Application on prescribed form complete in all respects should be submitted either in person or by post on or before the due date. Admission forms will be accepted during office hours on all working days.
- Payment of Fee by DD/Cash/Online will be accepted. The detail of the Bank Account is as under :

Bank Name : Punjab National Bank Account No. : 10272111000010

IFSC code : PUNB0102710 MICR Code: 341024010

Branch : Ladnun, Nagaur (Rajasthan)

- **The Application Fee once paid is non-refundable and no further correspondence in this regards will be entertained.**
- Three recent passport size photographs (same) should be affixed on the application form. These photographs must be pasted not stapled or pinned.
- Candidates are required to fill in separate forms for each course in own handwriting.
- The applicants are advised to send their applications online or preferably by registered post well in advance to avoid postal delay. JVBI will not be responsible for any postal delay.
- Application Form must be filled in and duly signed by the applicant himself/herself.
- Documents required at the time of submission of Application Form with two sets of following attested documents :
 1. **Proof of passing examinations mentioned by the candidates in the application form together with mark-sheet of the last examination passed.**
 2. **Date of Birth Certificate (Secondary School Certificate or High School Certificate or an equivalent certificate)**
 3. **Character Certificate from the Head of the institution last attended.**
 4. **In case of intervening period — a certificate from a 1st Class Gazetted Officer/ Notary for the entire intervening period showing candidate's preoccupations after leaving the institution last attended will be required.**
 5. **Migration/ Transfer Certificate and 'No Objection Certificate' from the employer, if employed (In Original)**
 6. **Certificate relating to the reserved category.**
 7. **Copy of Adhar Card.**
 8. **Bonafied Certificate.**

- Incomplete applications shall be summarily rejected.
- Candidates whose results have not been declared, may also apply for admission provided they produce the result/ certificate of the qualifying examination by the last date of admission as per the list in which the name of the student figures.
- The last dates for acceptance of application forms for each of the course is shown in Academic Calendar.
- Those satisfying the eligibility requirements will have to face written test. Interview for all the courses will be conducted in Institute (Date provided in Academic Calendar)
- Attendance in a 3 days Personality Development Camp is mandatory to all the admitted students in Semester-I. Those who will not complete this programme their admission will automatically be cancelled.
- The list of the candidates selected for interview after passing written test shall be displayed in ascending order of their Entrance Test Roll No. on the Notice Board of the Faculty/ Department/ Centre concerned as well as on the JVBI's website on the dates given in the admission schedule.
- In all courses admission will be made on the basis of academic merit along with the marks obtained in written test and performance at interview.

RULES REGARDING ADMISSION

- All the selected candidates are required to submit Transfer Certificate/Migration Certificate in original at the time of admission on or before 31st December 2021, if not submitted earlier along with admission form and with late fee of Rs. 250/- last date is 31.01.2022.
- If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right to admission.
- The Institute reserves the right to refuse admission in any individual case without assigning any reason.
- No candidate will be allowed to take up a full time job while pursuing a full time course. Those, who are employed at the time of admission, will be required to produce a certificate of leave from their employer within one month from the date of admission, failing which their admission will be automatically cancelled.
- No candidate, studying in a regular or full time course in the Institute, will be allowed to take admission on in any other regular courses except courses under Career Oriented Programmes of UGC simultaneously either from JVBI or from any other Institute/ Institution etc.
- A student of Semester-I of any course who is detained due to shortage of attendance will no longer remain the student of the Institute. Such students will have to seek fresh admission and will be required to go through the entire admission process.
- A student of other than Semester-I of any course who has not taken examinations due to shortage of attendance may be given re-admission in the same class of that course against payment of fee for that semester. In case, he/she fails to fulfill the requirement of attendance after being given re-admission he/she shall not be given another chance.
- Fresh admission to the new course will be granted to only those candidates whose results of the qualifying examinations are completed in all respect by the last date of admission as per the list in which the name of the student figures.

RESERVATION OF SEATS :

Reservation of Seats will be as per Norms of Rajasthan Government.

ATTENDANCE

- Students shall be required to be regular in their classes and attend not less than 75% of the aggregate of lectures/ tutorials/ practical of all compulsory/ optional/ honours and subsidiary subjects in order to be eligible to appear in the annual/semester examinations. Any student having less than 75% attendance will not be allowed to appear in the written examination.
- Attendance of the students shall be counted from the date of admission in the respective course.
- If a student is found to be continuously absent from the class without any information for a period of 7 days or more his/her name shall be struck off from the rolls.
- Request for relaxation in attendance on account of participation in the N.C.C., N.S.S., Institute Sports and other activities organized by the Institute must be sent to the Head of the Department/Principal within 15 days of the function/activity through respective incharge.
- However, shortfall of 5% attendance can be condoned by the Head of the Department / Principal on account of sickness provided by the student the sickness and fitness 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 will be highly recommended. Condonation upto another 5%, may be considered by the Vice Chancellor on account of any other circumstances provided that the request is duly supported by documentary evidence and strongly recommended by HOD/Principal concerned.

RE-ADMISSION

- If a student remains absent for consecutively seven days without leave/permission, his/her name shall be struck off from the rolls by the Department concerned and it will be conveyed to the office of the competent authority on the same day or latest by the next day.
 - Such a student may, however, apply to the Vice-Chancellor through Head of the Dept./ Principal for re-admission within 7 days from the date of issuance of notice of struck off the name.
- 1 The re-admission shall be effected as per norms by paying Rs. 1000/- (One thousand) 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/her also. In case of blank semester in core B.Ed./ M.Ed./B.A.-B.Ed./B.Sc.-B.Ed., Re-admission fee will be 50% of the total fee (as per government rules).

ADMISSION TO HOSTEL

- The students, desirous to be admitted in the hostels, should contact Chief Warden of the Institute for admission formalities.

- Students admitted in hostel are required to pay prescribed full fee (from academic year) in advance. The hostel residents are required to follow hostel rules strictly.
- No hostel facility will be given to Boys and part-time students and distance mode students.
- Hostel security will be refunded at the time of leaving the Institute on producing 'No dues certificates' from the sections concerned & original receipt of security paid.
- Information regarding hostel fee is given under the head of fee structure. (Mentioned at page no. 58)
- All the hostellers are required to wear Identity card of the hostel issued by the Institute in the campus.
- Any violation of hostel bye laws by a hosteller will be liable to disciplinary action.
- Relatives/parents/guardians as mentioned in the admission form will be allowed to meet the hostellers.
- Relatives/parents/guardians are not allowed to stay in the hostel.

RULES AND REGULATIONS REGARDING CARE OF EQUIPMENTS

- Equipments will be issued by the Store Incharge to the students on due authorization by the Head of the department concerned.
- Each student, to whom equipment has been issued, will have to sign a receipt.
- Any physical damage to equipments will be the direct responsibility of the students/group of students in whose name equipments are issued.
- Students returning the equipment after the due date will be charged late fee.
- Students must immediately inform the maintenance staff and teacher, of any faults they experience while handling the equipments.
- If a student loses or damages equipment issued to him or her, he or she should immediately inform the office through their Head of the department i.e. Stores/Faculty/ Administration giving full details of circumstances leading to the loss or damage of equipment.
- Student who has lost or damaged the equipment will be required to replace it within reasonable time, the identical piece(s) or part of the equipment or pay the current market value of the equipment.
- In case of damage or loss to any equipment by students working in a group, the fine will be levied collectively on the assigned group. At the time of admission an undertaking will also be taken from the student to this effect.

STUDENT'S DISCIPLINE

- Every student should maintain the discipline of Institute.
- No student is allowed to visit places or areas declared by the competent authority as “Out of Bounds” for the students.
- Every student is required to carry his / her Identity Card issued by the competent authority. Every student, who has been issued the Identity Card shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the Institute.