

Jain Vishva Bharati Institute, Ladnun

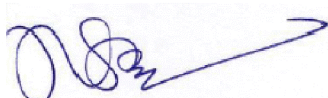
The Suggestions and Action Taken Report based on the Academic and Administrative Audit conducted from

01/07/2018 to 30/06/2019

Criteria	Observations and Suggestions	Action Taken Report
Curriculum	<ul style="list-style-type: none"> • Internships to be made mandatory. • Courses on Safety, Taxation, Quality, Human Anatomy, Indian History, Constitution etc • Plan for Life Skills Programs like 4-Wheeler Driving, Swimming, etc. 	<ul style="list-style-type: none"> • Internship/Project has been made mandatory • Summer camps were organised for driving and other life skills
Teaching & Learning Process	<ul style="list-style-type: none"> • Student learning level identification, evidence for academic development of weak students and encouragement for bright students to be streamlined. • Advise Faculty/students to Qualify in NPTEL/MOOC Courses • Department level Innovation and best practices to be documented properly • Motivate faculty members for awards/rewards at State/National level • Motivate faculty members to strive for attainments of POs/PSOs towards Graduates Attributes for Employability. • Motivate faculty members active contributions at the Institute/Program level. • Examination Rules and Regulations need to be revised 	<ul style="list-style-type: none"> • Extra classes for slow learners were organised • Advisories had been issued and as a result faculty and Students participated in MOOC courses. • Faculty and Students obtained state and National level awards after orientation about the events. • New examination rules with new paper pattern to conduct exams was launched. • Different cells were reviews and new members were inducted in these cells. • A separate schedule of activities was prepared in each department for strengthen innovation • Faculty member who got award in last academic session were honoured in the annual function of the institution. • Value added and skill developments courses were introduced.
Research and Development	<ul style="list-style-type: none"> • Advise all PhD Qualified faculty members to apply for more research funds, consultancy, quality publications etc. • Improve the Quality of Publications for both faculties and students. • Have a depository for all faculty/students' publications. • Inter-Disciplinary Works/Projects to be introduced. 	<ul style="list-style-type: none"> • This year almost 60% of faculty members applied for sanctioning of projects from various funding agencies like ICSSR, ICPR, and ICHR etc. • For research quality enhancement, only those research papers of faculty/

	<ul style="list-style-type: none"> • Make Industry Projects at Industry mandatory. • Collaborate with reputed educational institutes in India and abroad for academic exchange of faculty and students. • Extend research activities so as to lead to IPR. • Strengthen Faculty exchange and Student exchange 	<p>students will be considered for accreditation, which were published in UGC care listed journals only.</p> <ul style="list-style-type: none"> • In MSW industrial internship has been made mandatory. • Several measures were taken for collaboration with different Institutes and organisations for development of the research programmes and ensuring quality enhancement in this direction, many MOU's were also signed. • IPR cell has been directed to organise an orientation camp for extending research activities and strengthening faculty and student exchange programme. • A digital library of the institute has been created in which the publications were protected and made ready for an online access. • A term paper has been introduced in each programme, in which all students will take a project and inter disciplinary project would be accorded preference. • Various MoU's with Institutes and colleges were made to strengthen faculty and student exchange programme
Infrastructure and Learning Resources	<ul style="list-style-type: none"> • Better use of ICT, ERP and latest technologies for higher efficiency and transparency • Plan for Continuous Improvement of Lab facilities; • Plan for Industry Sponsored Labs, Skills Development Labs etc. 	<ul style="list-style-type: none"> • Online classes and digitised information were provided by the faculty members. • Use of ICT has been encouraged • More equipment were added to upgrade the lab facilities.
Student Support and Progression	<ul style="list-style-type: none"> • Quantify Government Scholarships • Guidance for competitive examination - Improve 	<ul style="list-style-type: none"> • In regard of CM Scholarship, Minority Scholarship information were provided to all students and faculty

	<ul style="list-style-type: none"> • Higher studies details and rank cards of students qualifying competitive exam to be maintained properly. • More Career Guidance Programs; • Motivate students' for publishing Quality Projects/Products • Enhance participation of students in National level design competitions / contests / hackathons. • Alumni Association needs to be proactive for the larger interest of Students 	<p>members helped them to apply for same.</p> <ul style="list-style-type: none"> • Coaching classes for NET and various competitive exams were conducted. • MoU with placement agencies were made. • Carrier and Guidance programmes were organised. • Alumni Association meetings were convened and election were held in time. • Each department has been advised to maintain a record of their students who have qualified for different competitive exams. • Students of Yoga Department won many awards in national and State level competitions. The motivation and orientation given to them yielded good result.
Governance and Administration	<ul style="list-style-type: none"> • Ensure minimum 5 Days FDPs for all faculty members • Orientation Program for newly joined faculties for awareness of our policy, practices, methodologies and systems to ensure quality • HR Policy Manual to be streamlined and Implemented. • Faculty empowerment schemes to be • Schools to follow formats circulated by IQAC to maintain records for audits. 	<ul style="list-style-type: none"> • Faculty development programme for faculty members were organised. • New faculty members were encouraged to assure quality in research and teaching. • All Departments were informed to follow guideline of the IQAC • HR Policy manual was upgraded in the light of the UGC guideline.
Institutional Values	<ul style="list-style-type: none"> • Plan for Solar System • Green Audit and Energy Audit to be conducted. 	<ul style="list-style-type: none"> • Now Institute is planning to establish a solar grid to meet out its daily electricity needs. • Green audit and energy audit were conducted.



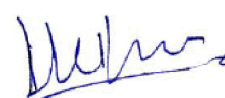
External Expert 1

(Prof. Nalin K. Shastree)



External Expert 2

(Dr. Asutosh Pradhan)



Director IQAC

(Prof. Anil Dhar)

Jain Vishva Bharati Institute (Deemed-to-be University)

Ladnun, Rajasthan

Academic and Administrative Audit Report (2018-19)

The Academic and Administrative Audit for Universities was initiated by the UGC with the purpose of tracking & monitoring the implementation of academic norms prescribed by the University bodies, state/central government, UGC etc., and to prevent violation of academic norms in Universities and also to ensure administrative effectiveness for academic growth & development.

A Committee of Prof. Nalin K. Shastree, Dr. Asutosh Pradhan, Dr. K.N. Vyas, and Dr. Anil Dhar was constituted for the academic and administrative audit for the Institute's teaching departments, constituent college, directorate of distance education and administrative sections operating in JVBI.

On the directions of Hon'ble Vice-Chancellor, the Director, IQAC obtained the required information from all the teaching departments, constituent college, directorate of distance education and administrative sections in the designated proforma (Fact-Sheet) as per the basic requirements of various UGC regulations & guidelines as applicable. The Committee for Academic Audit visited all the departments, constituent college, directorate of distance education and administrative sections in 2018-19 and verified the information submitted in each department/section. Clarifications and issues if any were sought and discussed with all the HODs, Officers, teachers, research scholars, students, non-teaching and technical staff.

The inferences drawn in respect of various Departments, Constituent College, Directorate of Distance Education and Administrative Sections formed the basis of the said Academic and Administrative Audit Report for the year 2018-19:

1. Working Days (for instructions, for research) :

The number of teaching days in different departments of the Institute vary from 180 to 211 days. This includes classroom-teaching, practical, project work; field work, seminars, library work, tutorials, etc. which are conducted in different teaching departments as per the requirements of syllabus of respective subjects. The number of days on which research work has been carried out by the different departments, however will vary from 290 to 315 days by the 15th June, 2019.

2. Working Hours :

The working hours of all the teaching departments and administrative sections including the Directorate of Distance Education are from 10:00hrs to 17:30hrs with half-an-hour lunch break at 13.00hrs. However, those teaching departments like Yoga and Science of Living have their practical classes in the early morning according to the needs of the curriculum. Hence, there is flexibility in timings in some teaching departments.

3. Time Table :

The teaching assignment for the postgraduate students ranges from 30 to 32 hrs per week in the departments under the faculty of social sciences, oriental studies and education. Accordingly, the time-table has been framed by each department as per the needs of the curriculum involving theory, practical, project work, field work, tutorials, seminars, library work, etc.

4. Utilization of Class Rooms :

There is an optimum use of the class rooms.

5. Utilization of Library :

- Number of Books purchased – 292
- Number of Journals subscribed – 80
- Amount spent on Books – 1,66,593/-
- Amount spent on Journals – 53,144/-

The Central Library of the Institute has a rich collection of text books, reference books, encyclopaedias, canonical literature and a repository of digital academic resources which every reader can refer to once he/she becomes a member. Cataloguing facility in the library is completely digitised. There are trained manpower that is skilled in their roles and day-to-day tasks.

There is a very large **reading room** for members who sit and make notes from reference books which have been restricted for borrowing. There are a number of magazines and newspapers which have been subscribed for the Central Library and this facility is available in the reading room.

Facility for borrowing text books and many reference books is available for all students, teachers, staff and other registered members. Learners registered with the Directorate of Distance Education also refer the library whenever they visit the

campus after seeking permission for the same. The students and teachers have been found using the Central Library from **9AM to 6PM**.

Apart from the Central Library each teaching department has a departmental library with the facility of a reading room. The students and teachers make extensive use of the departmental library. Students in particular can borrow books from these departmental libraries.

Reprographic facilities are also available in the Central Library for the convenience of readers, who can photo copy materials on a subsidised payment basis for the benefit of the students and teachers. Internet facility has been given to facilitate students and teachers to access e-journals. Every department of the university also has internet connectivity facilitating access to e-journals via INFLIBNET. Wi-Fi facility is available in the campus 24X7.

6. Utilization of Service of Teachers :

It is worth mentioning that an adequate strength of full-time teachers are engaged in all the post-graduate departments of JVBI, in the Constituent College – Acharya Kalu Kanya Mahavidyalaya, and also the Directorate of Distance Education. For teaching, research, extension activities, and in many of the administrative works the JVBI has appropriately utilized the services of teachers. In addition to this, teachers' services have also been used for the Institute's examination work.

7. Utilization of Computers :

All the Departments are equipped with computer facilities along with LAN & Wi-Fi facility. The Institute's administrative tasks and activities have also been partially automated. The software used has been constantly upgraded as and when required. Of course there is still scope of upgradation and improvement.

Administrative sections, constituent college and directorate of distance education are equipped with computers and are put to optimal use. Most of the functions of the administration have been computerised and they are implemented in a streamlined manner. Databases of students, examinees, examination marks & results, and others have been computerised facilitating seamless retrieval of data as and when required by the university authorities or various statutory bodies like the UGC, MHRD, NCTE etc.

8. Utilization of Equipment :

The existing equipments of the university – in the respective departments, laboratories, computer centres, and administrative sections including store are well

maintained and are put to optimal use. A log of such maintenance is kept to track use and the next round of maintenance. Repairs of various equipment are done on demand as and when the need arises.

9. Utilization of Research Facilities and Research Manpower :

Satisfactory research facilities in the form of well-furnished service laboratories, modern instruments, chemical & reagents, advanced reference books in new and evolving areas of research are available. Research journals for reference are also subscribed by the Central Library on the recommendation of the faculty. Services of PhD research scholars are utilized in teaching and research.

Departments like Jainology and Comparative Religion & Philosophy, Nonviolence and Peace, Prakrit and Sanskrit, Social Work, and Education, have been able to conduct good quality research and it is evident from their research publications and research projects funded by external agencies as well as the Institute from its internal resources.

10. Admission Criteria and Procedure :

The Institute represented by the respective Board of Studies, Academic Council, and the Board of Management decides on the admission policy and the criteria that need to be reviewed and updated for better management of the affairs of the teaching departments including the DDE. Admission is being strictly made on the basis of merit and on the basis of qualifying examination (written test and interview marks) and are completed within a month from the declaration of the results. The reservation policy of the state/central government is strictly followed in all admissions. In the B.Ed. & M.Ed. programmes offered by the Institute students are selected on the basis of Common Admission Tests conducted by the Rajasthan State Government as per their rules & regulations.

11. Students Attendance :

In the regular programmes offered by the department, students' attendance is regulated by the rules & regulations of the Institute, which makes a student eligible to appear in the examination only when he/she attains 75% attendance. Every teacher maintains attendance of the students in his/her theory as well as practical classes, which is compiled at the end of the academic session. In between also every faculty member takes care to update the students regarding their attendance status on a monthly basis, so that they can take corrective steps to be eligible for appearing in the end semester examinations. The HOD has to certify this to the Institute. In special

circumstances, the HOD is empowered to condone the attendance only up to 70% and upto 65% only after the permission sought from Hon'ble Vice-Chancellor.

In Distance Education programmes, attendance of learners attending the Personal Contact Programmes held by the DDE are also maintained and the same rules as applicable are followed in both theory & practical classes.

12. Curriculum (whether revised, covered, etc.)

The teaching programmes of the Departments and Constituent College are of semester pattern with Choice Based Credit System. This is in alignment with the regulations of the UGC and as amended from time to time. Efforts were made to complete the courses in time. The teaching in the theory and practical classes, generally, starts by 1st week of July. The practical classes continue till end of March and the theory classes continue till middle of April.

A Project Work/Dissertation Work is undertaken by each student in some departments. A student submits the dissertation/project report, which is counted as equivalent to a theory/practical paper.

Concurrent Field work and various other field work components are also conducted in the department of social work as per the approved rules & regulations. Students submit their weekly reports to their respective field work supervisor and seek guidance through Individual Conferences (IC) and Group Conferences (GC) held in the department. Attendance is also marked for attendance in field work and also in IC & GC.

Intimation of the new programmes or revision of existing curriculum is the exclusive prerogative of Board of Studies. In all the departments, the curriculum has been revised in 2018-19 as was felt essential.

13. Qualifications of the Teachers :

The qualification of the existing staff in the Institute and constituent college is as per the UGC rules, prescribed from time to time.

14. Work Load of the Teachers :

The workload of the teachers in different departments is as per the guidelines issued by the UGC/State Government/Institute. A total 40 hrs per week is prescribed out of which teacher is present in the Department for 5 hrs, at least, per day for his/her teaching, research, administrative and other assignments. Generally, teaching assignments of 14hrs for Professors & Associate Professors, and 16 hrs for Assistant Professors per week is allotted as per UGC norms. In addition to this, teachers perform other duties

also including research, students counselling, supervision & guidance in field work, conduct of practical, departmental examination work, and correction of home assignments of the students, co-curricular and extra-co curricular activities of the students. Teachers remain with research activities for good amount of time in the Department.

15. Performance Appraisal of the Teachers :

The Office of the Vice Chancellor collects the Confidential Report (CR) of the teachers of the Departments and constituent college. Every teacher fills a comprehensive CR form on duties performed by his/her in the respective academic year. Head of the Department gives his/her own remarks on the assessment of each teacher on the CR, which is then sent to Hon'ble Vice-Chancellor for his information and necessary action as per the rules of the Institute. Every teacher fills **Performance Based Appraisal System (PBAS)** and **Academic Performance Indicator (API) Performa**, which is endorsed by the Head of the Department. This exercise is done at the end of academic session. Later the duly filed in Performa (PBAS and API) sent to the Director, IQAC for further necessary action.

The Office of the Registrar collects the Confidential Reports of the administrative staff through the respective Section Heads and the same is presented before the Hon'ble Vice Chancellor.

16. Research Quality Publications:

- Number of papers published in International Journals – 35
- Number of papers published in National Journals – 20
- Number of papers in Conference Proceedings – 10
- Number of papers published in Books – 23
- Number of Books Published – 18

It is a matter of fact that departments are engaged in quality research activities in the areas of their specializations. All the departments have produced quality research some of which have been published in reputed journals & books recognised by UGC. Most faculty members have been invited to attend seminars, conferences & workshop in which they present their research findings through paper presentations or talks. Teachers have adored the position of the chairperson/president etc. at the annual meet of many high profile national and international bodies.

The quality of research in Department of Janiology, Nonviolence and Peace, Prakrit & Sanskrit is also evident by the sanctioning & grant of prestigious research projects by national bodies/agencies like UGC, ICSSR, ICHR, etc.

17. Utilization of other Facilities like Gymnasium, Playground, etc. :

The facilities like Gymnasium and playgrounds are available to students and teachers as a central facility. Good playgrounds, volleyball court, basketball, indoor badminton court, gymnasium, etc. are in existence and managed effectively by the Institute. Annual competitions are organized by this Institute for the students of the departments and constituent college. The achievements of the Institute in sport activities found to be good.

18. Examinations (whether conducted in time, results declared in time, certificate, degrees given in time, complaints if any) :

Except for conducting internal examination by Departments following semester system, the entire examination is conducted and effectively managed by the examination section of the Institute under the administrative control of Controller of Examinations and under the guidance of Hon'ble Vice-Chancellor around 1000 students appear for summer and winter examinations.

Overall the examinations are conducted in time with a well chalked out schedule prepared by the Institute much in advance. The system of conducting Institute examinations has been standardized and made effective, which takes care of the declaration of most of the results in time.

Modernization of examination section by computerization is partially done. Convocations are held regularly as per schedule, and the certificates/degrees are given in time. The Institute has taken necessary efforts to declare the revaluation results in time. The Institute gives top priority to examination work.

19. Administrative Structure :

The administrative structure of the Institute is a well laid out system where Registrar, Finance Officer, Controller of Examinations, Deputy Registrar exist to look after administrative in the respective areas of responsibility and work under the direct administrative control of the Hon'ble Vice-Chancellor. The Directorate of Distance Education is headed by the Director who reports directly to the Vice Chancellor. The administrative system of the Institute is designed. Internal transfers among the administrative staff have been done to manage the affairs of the institute in an efficient and effective manner. The Management Information System (MIS) with due computerization of all the activities of the departments, administration and examination is on the agenda of improvement in practices to be followed.

20. Admission Procedure :

- i. Advertisement for admission in various courses.
- ii. Candidates seeking admission may obtain the prescribed application form online or from Institute.
- iii. Submission of application form complete in all respects either in person or by post on or before the due date.
- iv. Scrutiny of the admission forms.
- v. Written test followed by personal interview.
- vi. Admission in all courses would be made on the basis of academic merit along with the marks obtained in written test and performance at interview.
- vii. Display of the list of the selected candidates on the Notice Board of the Faculty/Department/Centre concerned as well as on the JVBI's website.

21. Procedure for various Activities concerning students, teachers, scholars, non-teaching staff, etc.

Various activities concerning students, teachers, scholars, etc. are conducted. Coaching is given to the students to enable them to pass NET/SET examinations. There is a Placement Cell, which looks after the placement in jobs. There is a Remedial Coaching Cell for SC/ST/OBC and Minority students for competitive examinations. Career Counselling Cell organize programmes to motivate the students. Seminar, workshop, conference, etc. are organized for the teachers.

Anti-Ragging Cell, Anti-Ragging Squad, Anti-Sexual Harassment Cell, Grievance Redressal Cell, etc. are functioning in Institute.

22. Decision Making Process :

Number of courses, course content, academic planning in terms of theory/practical periods are decided by the concerned bodies of the Institute i.e., Board of Management, Academic Council, Board of Studies. A common pattern based on the UGC guidelines is adopted with flexibility as required by each Programme of Studies of different subjects.

23. Utilization of Administrative Facilities :

Administrative facilities available centrally at Institute need to be strengthened. Computerization of the administrative section(s) and motivation of non-teaching employees is an ongoing process which is led from the front by the vice chancellor and the respective department/section heads. The staff & teachers are also sent outside to

attend training programmes to upgrade their functional skills and knowledge. English speaking classes & computer awareness programmes/workshops were organised by the institute in-house for the skill development in employees.

24. Effectiveness of the Administrative Structure :

The administrative structure available in the Institute is quite effective but needs to be further strengthened with the introduction of some key professionals in administration, computer & web designing, etc. keeping the institute upfront in a changing work environment and demands of statutory bodies of the government.

25. Other matter relating to Academic Standards :

Monitoring of the teaching load assigned to the teachers is done through faculty meetings. The problems related to the administrative staff are also solved by having dialogue with them. Discussions are held with the students to know about their problems and efforts are made to solve their problems. A lot of programmes under extension activities are organized.

The overall performance of the Institute as a whole and of Departments, Constituent College and Directorate of Distance Education attached to it has been very good. The Hon'ble Vice Chancellor keeps track of the achievements and performance of the academic staff through regular meetings and discussions. He motivates the faculty and staff in achieving higher goals in their personal academic career and facilitates this process through various monetary incentives and small grants for undertaking research.



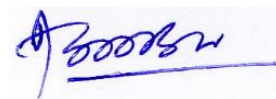
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