

# **Directorate of Distance Education**

## **Jain Vishva Bharti Institute, Ladnun**

### **Policy of Admission to Examinations**

Jain Vishva Bharati Institute (Deemed University) Ladnun was established on 20th March, 1991 for the caring, strengthen, promotion and dissemination of oriental education. In view of the lack of ease of access for the students in Ladnun, in 1997-1998 systematically the MA in Jain Vidya and Comparative Religion and Philosophy and B.A. were started. Point no.-2 of the meeting minutes of the Board of Management dated (12.02.1997) In 2000-2001, M.A. in yoga and science of living, Prekshadhyan course was started (point no.10 of meeting minutes Board of Management on 23rd February, 1999) whose present name is MA in Yoga and science of living. In 2007 M.A. in Education and Hindi were also started.(Vidya Parishad meeting minutes 22 February, 2007 from point no.-4). B.Com program was also started in 2009. MA in English was started in 2011 (Academic Council meeting minutes on February 21, 2012, point 8) was started and M.A. Political Science (as per point no. 4-5 in Vidya Parishad 14th May, 2018) was launched.

### **Admission Process & SLM Distribution -**

The prospectus should be prepared two months before the commencement of the admission in July. (As per UGC Regulation 2017) Therefore the prospectus is issued by the Directorate in the beginning of May and it is uploaded on the website of the Institute. After that, after creating the admission notice, this notice is placed on the website of the DDE and other notice boards of the institute. Admission notice is also published in local and national newspapers. It is also disseminated through the Principals of various colleges and various organizations of Terapanth Dharma Sangh like Akhil Bharatiya Terapanth Mahila Mandal, Akhil Bharatiya Terapanth Yuvak Parishad, Terapanth Sabha. The counselors and faculty members of the Directorate motivate the students for admission by conducting pre-admission counseling sessions at many places.

By filling the forms received by any aspect, the students send it to the Directorate of Distance Education office by the prescribed date or submit it by appearing. Received forms are verified. On the basis of the certificates of the students, after giving admission is giving to the eligible students, registration card, course material, assignment paper etc. are sent to the address of the students by registered post or courier.

All these materials are received and given directly to those who are present and submit the form. After this, all the works are executed by the fixed annual calendar. This process is completed within 15 days of receipt of the form. If any course material is returned due to any reason (due to wrong address, shifting home by one place to another), then after redressing the deficiencies by phone,

the course material is sent again within a week. By using this way, after getting admission, the course material reaches the students easily. In B.A. if any student want to change their subject or subjects, they can change it upto February with late fee, it may be changed upto 31 March. In admission, on the basis of the 10th mark sheet, the name of the student, father's name, mother's name, date of birth is entered. The name change is done on the basis of the availability of the gazette after the publication of the name change notice in the state government gazette name is changed as per published gazette.

### **Online admission process-**

In view of the COVID-19 pandemic, arrangements have also been made to fill online forms for admission in various programmes of the Directorate of Distance Education on the website. Students can register on Google form and also pay fee. Fee deposit information is also given on a same link. After checking the admission forms which is received online and attached certificates the students are given admission. After the confirmation of admission and fee deposited entire course material, registration card, assignments and identity card are sent to the students by registered post or courier. Any kind of deficiency related to the form is completed online only. Student can also get SLM on our website in soft copy.

### **Construction of Course Material (SLM) –**

Due to lack of regular teacher guidance to the students studying through distance education, this type of course material fulfills this shortcoming. Self-learning material should be **self-explanatory** so that students can understand while studying as there is no one else to explain them apart from the text material. This course material should be **self-directed** as there is no one to instruct the student except the course materials. Apart from this there is no one to motivate him. This course material should be self motivating there is no one to inspire him/her. There should also be completeness in this course material because apart from this material, the student does not have any book, there is no library and there is no regular support of teachers. Therefore, the course material should be self contained but it should be inclusive of the entire syllabus. **Self-assessment** is also being provided in this course material. Students should go through each sub-section and then evaluate themselves with the given questions. At the end of the lesson a list of questions are also given for self-assessment. The structure of the text material is as follows - Introduction, Objectives, Sections of the lesson, Comprehension questions, other sub-sections, Summary, Exercise questions (objective, short answer and essay type questiones) other books to be read. There should also be a lot of pictures and examples in the preparation of the text. Approval of the entire self-learning material (SSA) was obtained in the meeting of Vidya Parishad on 14th May, 2018 in point no. 4-5.

### **E-Learning SLM Curriculum –**

The parameters for designing e-learning, it contain proper layout and definition, clear classification and presentation of information, presentation of the subject

matter in an accessible and coherent manner and beautiful designs and graphics.

### **Program Project Report-**

Before starting any new program, PPR is necessary to prepare. The main contents of the project report are as follows- mission of the programme, objectives, relevance of the programme, potential learner goals, instructional design, admission process, process of implementation of the curriculum, process of evaluation, requirement of laboratory (if needed) Estimation of cost of the programme, quality assurance mechanism, expected program outcome/project report. it is the guidelines to implement any program well. The approval of the all program project report was received by the Vidya Parishad from point no. 4-5 of May 14, 2018 meeting minutes.

**Learner Support Center-** Learner Support Center was established in the Institute campus in 2017 for the distance education students of Jain Vishwa Bharati Institute.

This center is proving to be a boon for the students since its inception. This center performs the following types of work-

1. Counseling for the benefit of the learners
2. Communication between teachers and learners
3. Acting as a bridge in solving any kind of problems of the students
4. Keeping in touch with the learners
5. Center behaves well with the learner whenever they come.
6. To fulfill the objectives of their visit
7. To give information about the distance education courses of the institute
8. To provide information about pre-admission counseling
9. To share informations about study material, contact classes, training programs.
10. Old question papers, question-bank are also given informations about assignments and making available as and when required.
11. Information about examinations and results are also provide them

### **Assignment-**

In distance education system, the students are assessed on the basis of semester end/annual examination as well as home assignments. For each course, 30% marks are fixed for assignment and 70% marks are fixed in semester end examination/annual examination. Earlier there were two assignments which were objective type, short answer type and essay type questions. For the assignment, students have to answer three long type questions which are essay-type (Vidya Parishad meeting-minutes 3.10 of February 21, 2015 and meeting-circles of Vidya Parishad 29-30, April, 2017). Only hand written assignments are accepted. There is a provision to accept online assignments only in special circumstances (Covid-19 epidemic or other

unavoidable situation). If the assignment is not submitted, the result is withheld even after appearing for the semester or annual examination. The result is declared on the basis of the aggregate of assignments and annual examination/semester examination.

In the absence of assignments, Assignments have to be submitted within the stipulated time period for declaration of withheld examination results, and some fees may also be charged for this (vidhya Parishad meeting-minutes of 29-30 April, 2017). The assignment marks once submitted are preserved till the passing of the class. There is no need to send assignments in the same class again and again. In BA in Yoga and science of living subject has 50 marks for annual exam, 30 marks for practical exam and 20 marks for assignments.

### **Contact Classes-**

(PCP) Students of distance education do not have regular contact with the faculty members. The availability of faculty members is on the working days of the institute and a student can come and seek guidance whenever he/she wants. To solve the problems while studying the course material, there is a provision of 15 days contact classes in Yoga and science of living. During this, 120 hours of study and training is mandatory for eight hours in a day. The prescribed syllabus has to be completed on a daily basis. Faculty members and mentors together implement this system. In other programs, there is a provision of ten days contact class. In these ten days, the whole syllabus is studied in general with a brief outline of the entire course. All types of problems of the students are also covered. In view of the training work of yoga in science of living, contact class has been made mandatory. If a student does not appear in the contact class, he is not able to appear in the practical examination to be held at the end and those who do not appear in the practical examination are not allowed to appear in the theory examination. If he/she has appeared in the theory examination without practical examination, his/her result will be cancelled. Therefore, 15 days training work is mandatory in this programme. This requirement is not there in other courses. It may be noted that contact classes are held in the institute campus itself.

### **Learners Grievance Redressal System-**

The following procedure has been adopted by the Directorate of Distance Education to redress the grievances of the students-

1. A grievance redressal system has been developed on the website of the Institute, on which the student can get his grievance resolved by posting it.
2. Students are provided mobile no. (9462658501 & 9462658601) to tell their complaints and get solutions. Students can also get the solution by sending their grievances on e-mail. As such, the institute believes in solving the problems of the students immediately. Problems are solved before the 10 days period as given by UGC. A complaint form has also been placed on the website of the Institute. In which by registering the complaint, the student can get the solution to

send it Directorate. There are many type of complaints regarding admission, subject related, course material receipt, identity card receipt, assignment related, admit card related, mark sheet, degree etc. All these complaints are resolved expeditiously. Thus the Institute has a fair policy of redressal of grievances. For the redressal grievances time limit is fixed, which is maximum of ten days.

### **Organizing Semester and Annual Examination-**

At present, the annual examination is organized in the distance education of the institute. This exam is usually held in April-May. According to the rules of the institute, 50 percent are internal examiners and 50 percent are external. Also the examiner who prepares the paper makes the evaluation. In special circumstances, after taking approval from the higher authority, evaluation can also be done from other examiners. Semester and annual examinations are usually conducted in the institute campus. If necessary, examinations can be conducted at other centers under the supervision of the faculty members of the institute. But in no case any examination center is established outside of Rajasthan. The examination is conducted by the investigators under the supervision of the Center supt. and Assistant Center supt. at the examination centers. Transparency and credibility are ensured in the examination. Adequate seating arrangement is made at the examination centers and adequate lighting, fresh drinking water and toilet facilities are also provided. CCTV cameras are usually required at the examination centers. There is also a provision for videography of the examination. There is a provision to open the sealed envelopes of the question paper 15 minutes before the examination.

These envelopes are opened with the signatures of the Center supdt. and the investigator. After the examination, the answer books are handed over to the examination department on the same day and after the examination at the outside centers, the sealed answer books are sent to the directorate from the registered post on the next day. After checking the answer sheets, the exam result is declared within a month. The mark sheet is uploaded on the website of the institute immediately. The student can use this mark sheet if required. The hardcopy of the final year's mark sheet is sent by registered post and the degrees are sent to the students on time by organizing the convocation ceremony. If the convocation ceremony is not organized on a large scale, the degree is sent by post after doing a small convocation. The time period is fixed to conduct of each of the activities of the Directorate. Delay is not in our style.