

## INFORMATION REGARDING REGULAR COURSES

### PROCESS TO OBTAIN APPLICATION FORMS

- Candidates seeking admission the academic session 2018-19 may obtain the prescribed Application Form along with the Prospectus from the Reception counter at JVBI on cash payment or download it from the website : <http://www.jvbi.ac.in>
- The cost of Prospectus along with the Application Form includes the Entrance Test/Admission Procedure Fee. Application fee is to be given at the time of submission of the Application Form, who download the form from website.
- The Application Form and Prospectus may also be obtained from the office on all working days by paying cash of Rs. 250/- or through post by sending crossed ***Demand Draft of an amount of Rs. 300/- drawn in favour of "Registrar, JVBI" payable at Ladnun*** clearly indicating the name of the course for which the Application Form is required. The request for sending a set of Application Form and prospectus should be addressed to the Registrar, JVBI, Ladnun.

### 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 will be accepted.
- **The Application Fee once paid is non-refundable and no further correspondence in this respect 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 preferably by registered post well in advance to avoid postal delays. 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 on 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.**
- 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 courses is shown in Academic Calendar the Table.
- 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 or before 30<sup>th</sup> September 2018, if not submitted earlier along with admission form.
- 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 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 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 government Norms.

#### **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 the rolls.
- Request for relaxation in attendance on account of participation in the official functions or 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.
- 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. Condo

nation 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.

● **Only for MSW Students :**

- (i) Every student is expected to maintain full attendance in the class as well as in social work practicum. A student must secure a minimum of 75% attendance in aggregate to be eligible to appear in the semester-end examination.
- (ii) In case of social work practicum a student is required to have a minimum 90% attendance, in each semester, failing which he/she will be debarred to appear in written examinations.
- (iii) Attendance in Block Placement and Study Tours is compulsory for all students.

**RE-ADMISSION**

- If a student remains absent for consecutively seven days without leave/permission, his/her name shall be struck off 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.
- The re-admission shall be effected as per norms by paying the normal admission fee and Rs. 300/- extra 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 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. 14)
- 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 hostel.

**RULES AND REGULATIONS REGARDING CARE OF EQUIPMENTS**

- Equipments will be issued by the Store officer to the students on due authorization by the teacher 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 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.
- Any student found guilty of impersonation or of giving a false name or found guilty of forgery shall be liable to disciplinary action.
- The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Competent Authority. New Identity card will be provided after charging penalty of Rs. 100/-.

## **PROHIBITION AND PUNISHMENT FOR HARASSMENT AND RAGGING**

### **ANTI-RAGGING CELL :**

Ragging in any form is strictly prohibited within the premises of the Institute, in the premises of the Hostel or in rented quarters outside the campus and any part of JVBI system as well.

**WHAT CONSTITUTES RAGGING:** Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING:** The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a) Suspension from attending classes and academic privileges.
  - b) Withholding/withdrawing scholarship/fellowship and other benefits.
  - c) Debarring from appearing in any test/examination or other evaluation process.
  - d) Withholding result.
  - e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - f) Suspension/expulsion from the hostel.
  - g) Cancellation of admission.
  - h) Rustication from the institution for period ranging from one to four semesters.
  - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
  - An appeal against the order of punishment by the Anti-Ragging Committee shall be, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor, (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the Institution, as the case may be.
  - Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

#### **ANTI-SEXUAL HARRASMENT CELL :**

As a part of the Policy against Sexual Harassment, JVBI seeks to maintain and create an academic and work environment, free of sexual harassment for students, academic and non-teaching staff. This will also apply to outsiders and residents, on the JVBI campus.

All complaints of ragging and sexual harassment would be heard and redressed by the Committee, formed for the purpose from time to time by the Vice-Chancellor of the Institute and in accordance with the rules framed for the purpose.

#### **BREACH OF DISCIPLINE INCLUDES**

- Use of Non-vegetarian food items, Smoking, Tobacco, drugs and any intoxicants including alcohol and alcoholic product.
- Irregularity in attendance.
- Causing disturbance to classes, offices, libraries, auditoriums, play grounds etc.
- Misconduct or misbehaviour of any nature at the time of meetings, during curricular or extra-curricular activities of the Institute.
- Misconduct or misbehaviour of any nature at the examination centre.
- Misconduct or misbehaviour of any nature towards a teacher or any employee of the Institute or any visitor to the Institute.
- Causing damage to the property of the Institute.

- Giving publicity to misleading accounts or rumours amongst the students.
- Refusing to produce or surrender the Identity Card as and when required by competent authority and other staff of the Institute.
- Students found guilty of breach of discipline shall be liable to punishment, as fine, campus ban, expulsion or rustication.
- All powers relating to discipline and disciplinary action in relation to student a vest in Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his/her powers as he/she deems proper to the other competent authority.

#### AWARD OF DEGREE

- Students who successfully complete the programmes of study will be awarded degrees at the Convocation. If convocation is not organized then degrees will be distributed from the counter after its approval by the concern statutory body.
- **The Examination Results will be displayed on the website of Institute** <http://www.jvbi.ac.in>.

### INFORMATION REGARDING DISTANCE EDUCATION

#### ADMISSION & REGISTRATION

- Duly filled-in application form along with one self attested photograph, copies of mark-sheets, certificates and a Demand Draft for the requisite fee should reach JVBI, 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 rejected and no correspondence in this regard shall be made by the Institute. JVBI will not be liable for postal delay.
- 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. 2000/- for renewal.

#### STUDY MATERIAL AND SESSIONAL WORK

- After the enrolment, the study materials will be dispatched to the students by post or they can also collect from JVBI, Ladnun. A set of 15 questions of Assignment for each subject/paper is available on the Institute website ([www.jvbi.ac.in](http://www.jvbi.ac.in)) from which the students of UG can select any three questions and students of PG can select any four questions for the sessional work (Assignment) 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 Assignments will be 30<sup>th</sup> June, 2019.

#### CONTACT CLASSES

##### A. Practical-cum-Contact Classes for M.A./M.Sc. in Yoga and Science of Living :

- Every student will have to participate in practical-cum-contact classes for one month to be organised at different centres in Rajasthan. (list will be displayed on institute website : [www.jvbi.ac.in](http://www.jvbi.ac.in)).
- For attending the contact classes the candidates have to bear the expenses of board and Lodging. 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 on different centres in Rajasthan.
- For the students of B.A. offering Science of Living as one of the optional subjects, the practical training will also be given during contact classes.

**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.

**ADMISSION THROUGH BPP**

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 B.A. after passing the BPP. A certificate for date of birth is to be attached with the application form.

**LAST DATE FOR SUBMISSION OF APPLICATION FORM FOR CORRESPONDENCE COURSES**

1. Without late fee — 31-12-2018
2. With late fee of Rs. 200/- 31-01-2019 and with late fee of Rs. 500/- 28-02-2019.