

## PART- B

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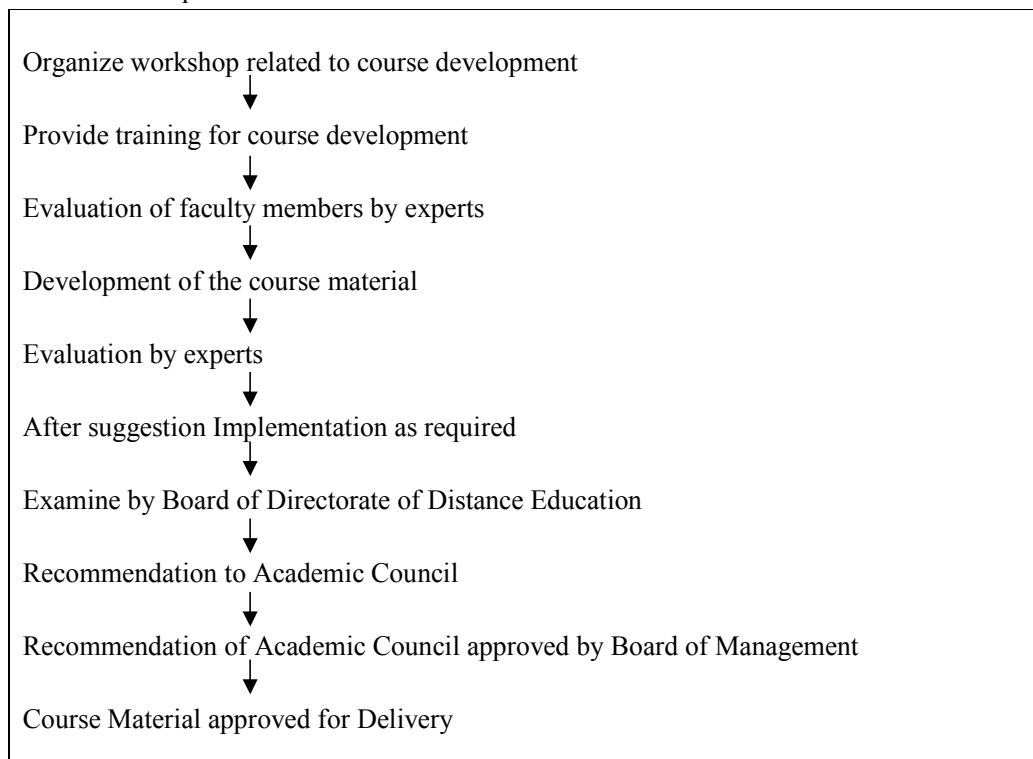
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## PART- B

### I. ACADEMIC PROGRAMMES & FACULTY POSITION

1. Explain the process of course Development at your institution/University by highlighting the various steps involved:



2. Specify whether the following activities are done in-house or are out sourced, tick correct option.

**TABLE 2.1**

Activity	In-house	Out sourced
Development of course material	In-house	
Production of Print material	In-house	
Production of multi-media material	In-house	
Interactive broadcasting/ teleconferencing,	In-house	
Interactive Computer aided Learning	In-house	
Any other		

3. (a) Specify if programme/courses are adopted/adapted/translated and mention the source:

**TABLE 2.2**

Programme	Medium	Adopted	Adapted	Translated	Source
BPP in Arts & Commerce	English/ Hindi	-	YES	-	Developed In-House from multiple resources
BCA	English	-	YES	-	Developed In-House from multiple resources
MCA	English	-	YES	-	Developed In-House from

					multiple resources
MCA-5 Yrs (Integrated)	English	-	YES	-	Developed In-House from multiple resources
B.Com	English/Hindi	-	YES	-	Developed In-House from multiple resources
MBA	English	-	YES	-	Developed In-House from multiple resources
BA (Hindi/Economics/ Pol. Sc./ English)	English/Hindi	-	YES	-	Developed In-House from multiple resources
MA (Pol. Sc.)	Hindi	-	YES	-	Developed In-House from multiple resources
MA (Economics)	English/Hindi	-	YES	-	Developed In-House from multiple resources
MA (History)	English/Hindi	-	YES	-	Developed In-House from multiple resources
MA (Education)	English/Hindi	-	YES	-	Developed In-House from multiple resources
DCA (Modular) [I & II Sem BCA study material]	English	-	YES	-	Developed In-House from multiple resources
PGDCA (Modular) [I & II SEM MCA study material]	English	-	YES	-	Developed In-House from multiple resources
BBA	English	-	YES	-	Developed In-House from multiple resources
BA(Journalism)	English	-	YES	-	Developed In-House from multiple resources
MA (English)	English	-	YES	-	Developed In-House from multiple resources
B.Lib	English	-	YES	-	Developed In-House from multiple resources

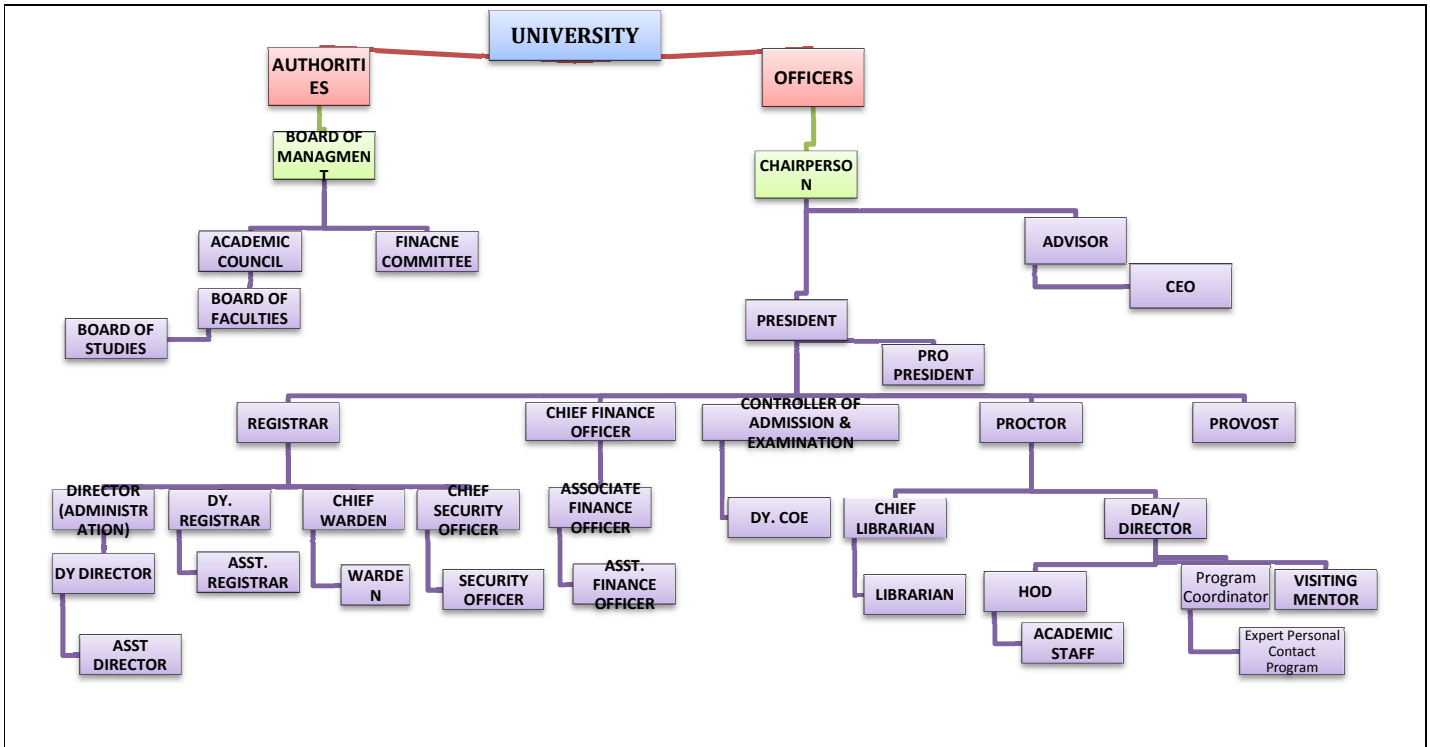
## II. STAFFING

### 1. Information on Staff Strength

**TABLE 2.3**

Name of the Vice Chancellor/Head of the Institution		Prof. Prabha Thoudam
Name of the Pro Vice Chancellor/Rector(if any)		NA
Name of the Registrar (Administrative Head)		Deepti Rustagi
In case of Distance Education Institution (DEI) of a dual mode university/institution	Name of the Director	Dr. Geeta Singh
	Telephone/ mobile / Fax no.	9784011295

2. Provide a flowchart of Organization Structure:



3. Norms of the university/ institution for number of Administrative staff for ODL programmes:

TABLE 2.4

		Permanent	Temporary	Total
1	At Headquarters	10	5	15
2	At Regional Centres (if any)	NA	-	-
3	At Study Centres (if any)	NA	-	-

4. Whether orientation/training in the ODL system is given to the following

TABLE 2.5

Particulars	Yes/No
Faculty members	Yes
Course writers and editor	Yes
Coordinators of Study Centres	No
Academic counsellor	Yes
Administrative Staff	Yes
Other staff, Specify	Yes

5. (a) Furnish details of faculty development (Distance Education) during the last 3 year:

**TABLE 2.6**

		2013	2014	2015
(i)	Additional qualification acquired by faculty members	3	5	5
(ii)	Publications	42	29	21
(iii)	Participation in conferences/workshop/orientation programmes	11	12	18
(iv)	Research project(s) undertaken	3	5	20
(v)	Conference/seminar(s)/workshop(s) held	3	3	3

### III. INFRASTRUCTURE AT HEADQUARTERS

1. Norms of the university/institution for infrastructure for ODL programmes:

**TABLE 2.7**

		Space in sq. ft.	No. of Rooms
1	At Headquarters	39768	25
2	At Regional Centres (if any)	NA	-
3	At Study Centres (if any)	NA	-

### IV. EVALUATION SYSTEM

1. Mode adopted for the following activities:

**TABLE 2.9**

	Activity	In-house/Outside Agency/Both
(i)	Paper setting Both In-house and Outside	In-house
(ii)	Conduct of examination Both In-house and Outside	In-house
(iii)	Declaration of results In-house	In-house
(iv)	Assessing the examination papers both In-house and Outside	In-house
(v)	Evaluators are same as those for Courses offered through Conventional mode	Both

2. What is the policy with regard to:

- I. Moderation

Question Papers are finalized by Moderators, among the papers prepared by different paper setters.
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## II. Re-evaluation

Student if not satisfied with declared result may apply for re-evaluation within 15 days after result declaration.

## III. Re-totalling

Candidate may apply within 7 days after the date of result declaration, if dissatisfied with the result.

## 3. What is the method adopted for evaluation of answer scripts, projects, assignments etc.?

There are various components of evaluation like Workbook, assignments, project report, viva voce etc. The Department of Examination prepares a panel of examiners and centralized evaluation is conducted. After the tabulation work, result is declared.

The performance of Continuous Assessment is sent to learners through the feedback form for improvement purpose.

Evaluation is based on two assessments i.e. Continuous Assessment & End Term Examination.

The Continuous Assessment is of 30% and End Term Examination shall be of 70% marks.

## V. ADMISSION

### 1. Student Admission is done by: (Put tick mark) Manual Online

- Headquarters
- Regional Centres  x
- Study Centres  x
- All the above  x

### 2. Specify criteria adopted for admission?

Admissions are taken on the basis of student secured marks in previous qualifying examination as per the eligibility criteria of the program and some programs are through entrance exam.

### 3. Specify the programmes for which the intake is fixed. Give details:

**Table 2.10**

S.No	Name of Programme (s)	No. of Intake
1	BPP in Arts & Commerce	1000
2	BCA	500
3	MCA	500
4	MCA-5 Yrs	500
5	B.Com	500
6	MBA	500
7	BA (Hindi/Economics/ Pol. Sc./ English)	1000

8	MA (Pol. Sc.)	500
9	MA (Economics)	500
10	MA (History)	500
11	MA (Education)	500
12	DCA (Modular) I & II Sem of BCA	500
13	PGDCA (Modular) I & II Sem of MCA	500
14	BBA	500
15	BA(Journalism)	500
16	MA (English)	500
17	B.Lib	500

4. Do you allow flexibility of entry and exit in the following context:

- Duration of Programme                               √
- Horizontal Mobility                                    √
- Choice of courses                                      √
- Inter-disciplinary Approach                     √
- Modular curriculum allowing easy exit       √
- CBCS introduced or not                            X

5. If yes, Given details:

**Mobility of Exit**

Programs are designed on modular curriculum, if learner is interested in breaking his/her study due to some reason then the University will provide:

- ✓ Certificate leading to main programme after completion of 6 months credit
- ✓ Diploma leading to main programme after completion of one year credit
- ✓ Advanced Diploma leading to main programme after completion of two year credit
- ✓ Post Graduate Diploma after completion of one year credit in PG courses.
- ✓ Advanced Post Graduate Diploma after completion of two years credit in PG courses.

It is a facility for the learner for certification of the earned credit.

If the learner is interested in completing the academic journey after the break then she/he will take entry again after the break and earn the rest credits to complete the degree programme from Jayoti Vidyapeeth Women’s University, Jaipur (We also want to recognize our Exit Certificate by UGC for consideration by other Universities so those learners can complete their Academic Journey from anywhere as per their convenience).

S.No.	Programme	Duration for Exit	Earn Credit Certificate
I.	M.A.(PS)	1 yr	Post Graduate Diploma in Political Science leading to M.A in Political Science
II.	M.A. (Eco.)	1 yr	Post Graduate Diploma in Economics leading to M.A in Economics

III.	M.A. (His.)	1 yr	Post Graduate Diploma in History leading to M.A in History
IV.	M.A. (Edu.)	1 yr	Post Graduate Diploma in Education leading to M.A in Education
V.	B.A.	1 yr	Diploma of Arts leading to B.A
		2 yr	Advanced Diploma in Arts leading to B.A
VI.	MBA	1 yr	Post Graduate Diploma in Administration leading to MBA
VII.	BCA/ MCA (Int.)	6 Months	Certificate of Computer Application leading to BCA/MCA (Int.)
		1 yr	Diploma in Computer Application leading to BCA/MCA (Int.)
		2 yr	Advanced Diploma in Computer Application leading to BCA/MCA (Int.)
VIII.	MCA	1 yr	Post Graduate Diploma in Computer Application-PGDCA leading to MCA
		2 yr	Advanced Post Graduate Diploma in Computer Application-PGDCA leading to MCA
IX.	B.Com.	1 yr	Diploma of Commerce leading to B.Com
		2 yr	Advanced Diploma in Commerce leading to B.Com

6. How do you promote your programmes? (Specify the media used):

Through Admission Notification in various print media, webcasting, broadcasting

7. Is there any policy for overseas student?

As per Central & State Government Norms

8. In case you admit foreign students explain the modus operandi and the enrolment details including the geographical spread:

As per UGC Norms

## VI. LEARNER SUPPORT SERVICE

1. Give details of the services to distance learners at each of these. State Yes or No:

**Table 2.11**

Services	Head Quarters	Regional Centres	Study Centres
Admission	<b>YES</b>	<b>No</b>	<b>No</b>
Counselling	<b>YES</b>	<b>No</b>	<b>No</b>
SLM distribution	<b>YES</b>	<b>No</b>	<b>No</b>
PCP	<b>YES</b>	<b>No</b>	<b>No</b>
Internal Assessment	<b>YES</b>	<b>No</b>	<b>No</b>
Term End Examination	<b>YES</b>	<b>No</b>	<b>No</b>
Evaluation of Term End examination	<b>YES</b>	<b>No</b>	<b>No</b>
Any Other (Specify)			



2. State total number of Coordinators and Academic Counsellors working at Regional Centres in the following format: *(wherever applicable)*

**TABLE 2.12**

<b>Location of Regional Centre</b>	<b>Address of Study Centre</b>	<b>Name of Coordinator if any, on rolls of the institution</b>	<b>No. of programmes offered</b>	<b>Total No. of Academic Counsellors</b>
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA

3. Do you maintain databases? Explain the databases management system followed by your institution. Give details of computerization of various activities.

The University maintains database of student admission, student enrolment & student examination which is controlled through advanced ERP software.

4. (a) Is your website interactive/static?

Yes, it is interactive.

- (b) How does your website support distance learners?

The admission form, fee structure details, course duration, eligibility, PCP date, feedback form and result etc. are available on website. Our website is enabled with features to provide continuous support to students. It also has features of online study through **E-Sikshak** (Designed by C-DAC Hyderabad) portal containing e-contents like Video lectures, Audio lecture, study material in the form of PDF, DOC, PPT, JPEG formats etc which is prepared In-House by University.

5. How do you attend to student queries? Put tick mark.

- Face to face √
- Telephone/Mobile √
- Radio/Television √
- Newsletter/bulletin √
- E-mail √
- Automatic interactive system √
- All the above √

If any other, specify : \_\_\_\_\_

6. Give details of scholarships/financial assistance that are provide to distance learners.

All Government Scholarships and University also provide financial assistance to needy learners.

7. Do you have placement cell? Give details.

Yes

8. How do you provide feedback to learners on their performance? Through Feedback Form

**Table 2.13**

<b>Feedback on Performance</b>	<b>Methods</b>	<b>Medium of Communication</b>
Continuous Evaluation	-Feedback Form	Online/ Offline
Term-End Evaluation	-On request paid basis	Offline

## VII. FINANCE

1. Income and Expenditure relating to distance education during last three years

**TABLE 2.14**

	<b>Income</b>	<b>Expenditure incurred</b>	<b>Sources of income</b>
2015-16	2.5 Cr	2.7 Cr	Students' fee & University funds
2014-15	2.2 Cr	2.3 Cr	Students' fee & University funds
2013-14	1.8 CR	2.0 Cr	Students' fee & University funds

2. Give details of the expenditure during the last financial year under various heads:

**TABLE 2.15**

<b>S.No.</b>	<b>Head of expenditure</b>	<b>Budget approval</b>	<b>Amount spent</b>
1	Assistance for Human Resource	8000000	8000000
2	Development of Course material and Quality Assurance	1000000	1000000
3	Students Support Service	16000000	16000000
4	Staff Training and Development	150000	120000
5	Technology Support	1000000	1000000
6	Vocational Education and Training	50000	50000
7	Library	200000	175000
8	Research and Development	155000	125000
9	e-Content / e-Learning	550000	600000

3. Whether University maintains separate account for Distance Education? If Yes please give details thereof: **NO**

**Table 2.16**

Name of the Bank	
Address	
Bank A/C No	
Name of the Account Holder	

Designation of the Account Holder	
IFSC code	
MICR code	

**VIII. ANY OTHER INFORMATION**

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