



Jiwaji University

NAAC ACCREDITED 'A' GRADE UNIVERSITY

SCHOOL OF DISTANCE EDUCATION

2016-17

ESTABLISHED IN 1964

A Brief Profile of Jiwaji University, Gwalior and School of Distance Education, Jiwaji University, Gwalior

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Telegram - University

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Preamble

Jiwaji University, Gwalior

Vidya Prapyate Tejaha is the motto of the University.

Jiwaji University is one of the oldest University of Madhya Pradesh that has been accorded prestigious 'A' Grade by NAAC. It was established as a teaching and affiliating University on May 23, 1964, by Government of M.P. by issuing Ordinance no. 15 of 1963. Dr. Sarwapalli Radhakrishnan, the then president of India, laid the foundation stone of the University on December 11, 1964.

The Campus finally came up at famous Nao-Lakha parade ground after a generous allocation of 248 acres of land by the Government of Madhya Pradesh. Right from its inception, Jiwaji University started with a status of a residential and an affiliating University. The territorial jurisdiction of the affiliation initially extended to six districts of Gwalior and Chambal Division, viz., Gwalior, Morena, Bhind, Guna, Shivpuri and Datia. With the formation of two new districts viz., Ashok Nagar and Sheopur, the number of districts under jurisdiction has scaled to eight. The

OFFICIALS

Vice-Chancellor – Prof. Sangeeta Shukla

Rector – Prof. R.J. Rao

Registrar – Prof. Anand Mishra

construction work, that started with an administrative and a library building in the year 1967, has further beefed up into separate buildings for the School of Studies in Botany, Zoology, Chemistry, Physics, Mathematics, Biochemistry, Earth Science, Management, Computer Centre, Chemical Sales and Management, Distance Education, Environmental Science, Library Science, Pharmaceutical Science, Physical Education and

Auditorium. The Faculty of Humanities comprising a single building houses the School of Studies in Ancient Indian History Culture and Archaeology, Economics and Political Science. The University has also set-up a full-fledged Computer Center. The Computer Centre serves as a nodal center for computational and other facilities for School of Studies, University Administration and Examination Section. Besides, there are Central facilities including University Science and Instrumentation Center (USIC), Bank, NSS and University Information Bureau that are also operative and located in the University premises. The University Library has imposing structure, which provides facilities like consultancy for research, loan of books and reading rooms. The Central Library is also hub of INFLIBNET project of UGC. The students can access journals that are electronically available at the library as well as the connectivity of the same is also available to other schools of studies. Additionally, it also caters to the needs of School in Library and Information Science. We have an impressive Sports Complex with International standards comprising of Gymnasium, Courts, Tracks, well maintained grass fields, etc. University is also

having Regional Center for Indira Gandhi National Open University to provide an opportunity for alternative (distance) mode of education at undergraduate and post-graduate levels. The IGNOU center is housed in University Library building. The University also provides residential accommodation to most of the faculty, officers and other employees in the campus. There are hostels for Girls and Boys and two more are likely to be constructed soon. The University has two Guesthouses and a Health Centre.

To begin with, the University had a total of 29 affiliated colleges. Riding on the wave of private participation, more than 250 colleges have come up in the region. This calls for aligning and sprucing up of various structures at the university level to withstand the expansion in order to ensure that a healthy system of education is fostered in the jurisdiction.

During the Seventh plan period Govt. Science College and M.L.B. College of Arts and Commerce at Gwalior and Post Graduate College at Ambah were granted autonomous status. The Laxmibai National college of Physical Education (LNCPE) that used to be an autonomous college of national status affiliated to the University has been raised to that status of a Deemed University.

The University currently comprise of 13 Faculties, 32 Departments and 06 Centers:

1. Faculty of Arts
 - D.1 School of Studies in Library & Information Sciences
 - C.1 Centre for Journalism and Mass Communication
 - D.2 School of Studies in Languages
 - D.3 Tansen Institute of Performing Arts
2. Faculty of Social Sciences
 - D.4 School of Studies in Ancient Indian History, Culture & Archaeology (AIHCA)
 - C.2 Regional Study Centre for Culture and Heritage
 - D.5 School of Studies in Economics
 - D.6 School of Studies in Political Science and Public Administration
 - D.7 School of Studies in Jyotirvigyan
3. Faculty of Education
 - D.8 School of Studies in Adult / Continuing and Extension Education
4. Faculty of Physical Sciences
 - D.9 School of Studies in Chemistry
 - D.10 School of Studies in Environmental Chemistry
 - D.11 School of Studies in Chemicals, Sales & Marketing
 - D.12 School of Studies in Earth Science
 - D.13 School of Studies in Mathematics and Allied Sciences
 - D.14 School of Studies in Physics
 - D.15 School of Studies in Electronics
 - D.16 School of Studies in Computer Science and Applications
 - C.3 University Science and Instrumentation Centre
5. Faculty of Life Sciences
 - D.17 School of Studies in Botany
 - D.18 School of Studies in Zoology

- D.19 Indira Gandhi Academy of Environmental Education Research and Ecoplanning (IGAEERE)
- D.20 School of Studies in Biotechnology
- D.21 School of Studies in Biochemistry
- D.22 School of Studies in Neuroscience
- D.23 School of Studies in Microbiology
- D.24 Institute of Ethnobiology
- C.4 Centre for Genomics
- C.5 Centre for Studies in Food Technology
- 6. Faculty of Commerce and Business
 - D.25 School of Studies in Commerce and Business
- 7. Faculty of Management
 - D.26 School of Studies in Management
 - D.27 School of Studies in Tourism and Travel Management
- 8. Faculty of Engineering
 - D.28 School of Studies in Engineering and Technology
- 9. Faculty of Law
 - D.29 School of Studies in Law
- 10. Faculty of Technology
 - D.30 School of Studies in Pharmaceutical Science
 - D.31 School of Studies in Biomedical Technology
- 11. Faculty of Physical Education
 - D.32 School of Studies in Physical Education
 - C.6 Centre for Yogic Sciences
- 12. Faculty of Ayurveda
- 13. Faculty of Medicine
- 14. School of Distance Education

School of Distance Education, Jiwaji University Gwalior

Vidya Prapyate Tejaha is the motto of the University.

Distance education, a developing educational delivery system, is an alternative to traditional classroom teaching. Distance education is intended primarily to meet the education needs of students who are not able to take regular classes at specific physical locations or are not able to abide by time-line of regular courses. Distance education shifts the control over pace of learning to students. Additionally, distance education helps in blending their formal education with informal powerful experience. Further, there is a provision of counseling as well where they can get groomed about the course undertaken by them

The Distance Education can play complement or substitute regular education, the way you wish to use it. It also serves as a movement to overcome generic problems of scarcity and exclusivity of traditional universities. The challenges before the open and distance learning system is not on how to be an alternative system but to make a definite contribution to the development of knowledge-based human recourses rather than simply being a mechanism to expand the existing educational system.

School of Distance education is one of the flagship department of Jiwaji University, Gwalior set up with an objective to provide need based courses via distance education. It uses its state of art infrastructure and resources to offer quality distance education to the students that are from the catchment area of Jiwaji University.

OBJECTIVES

- To provide quality education opportunity to youngsters living in rural and remote areas in order to prepare them for a constructive role in the knowledge based society.
- To equip them in skill that is demanded by market driven society.
- To provide an opportunity for professionals to enhance their academic qualifications

**Academic
Programmes
Offered**

Academic Programmes Offered

School of Distance Education offered multitude of academic programmes aimed at upticking knowledge and skills of people in the catchment area.

The School offers runs some of the most sought after academic programmes. Statistics shows that popularity academic programmes and courses of the University has scaled year after year. The School focuses on offering a blend of traditional and professional courses with an intent to help people upgrade their existing skills and knowledge to the doorsteps of learners. These new genres of courses offer a right blend of academic programmes that not only meet the aspirations of the students but also dynamic needs of society at large.

COURSES

19 Post-graduate courses

07 Graduate courses

03 P.G. Diplomas, Diploma and
Certificates

The University at present offers more than 29 academic programmes. Specifically 19 post-graduate courses, 07 graduate programme and 03 P.G. Diplomas

Courses in Life Sciences

1. B.Sc. (ZBC)

Courses in Physical Sciences

2. B.Sc. (PCM)
3. B.Sc. (Computer Sc., Physics and Maths)
4. P.G. Diploma in Computer Applications

Courses in Commerce

5. B.Com..

Courses in Management

6. M.B.A. (General)
7. P.G. Diploma in Human Resource Development

Courses in Social Sciences and Arts

8. B.A. (in any three subjects out of History, Political Science, Sociology, Economics, English, Hindi)
9. B.Lib.I.Sc.
10. M.A. (Economics)
11. M.A. (History)
12. M.A. (Sociology)
13. M.A. (English)
14. M.A. (Hindi)
15. M.A. (Sanskrit)
16. M.A. (Political Science)
17. M.A. (Public Administration)
18. M.A. (Drawing & Painting)
19. M.A. (Social Work)
20. Bachelor of Journalism and Mass Communications (BJMC)
21. Master of Journalism and Mass Communications (MJMC)
22. M.Lib.I.Sc.
23. P.G. Diploma in Yoga Education

S.No.	Courses Offered	Duration in Years (Minimum)	Medium of Examination	Medium of SLM
UNDERGRADUATE COURSES				
1.	B.A. (any three subject out of History, Political Science., Sociology, Economics, English, Hindi, Sanskrit)	3	Hindi/English	Hindi
2.	B.Com.	3	Hindi/English	Hindi
3.	B.Sc. (PCM)	3	Hindi/English	Hindi
4.	B.Sc. (ZBC)	3	Hindi/English	Hindi
5.	B.Sc. (Computer Sc., P,M)	3	Hindi/English	Hindi
6.	B. Lib. & Information Sci.	1	Hindi/English	Hindi
7.	B.J.M.C.	1	Hindi/English	Hindi
POST-GRADUATE COURSES				
8.	M.A. (Economics)	2	Hindi/English	Hindi
9.	M.A. (History)	2	Hindi/English	Hindi
10.	M.A. (Sociology)	2	Hindi/English	Hindi
11.	M.A. (English)	2	Hindi/English	English
12.	M.A. (Hindi)	2	Hindi/English	Hindi
13.	M.A. (Sanskrit)	2	Hindi/English	Hindi
14.	M.A. (Political Science)	2	Hindi/English	Hindi

15.	M.A. (Public Administration)	2	Hindi/English	Hindi
16.	M.A. (Drawing & Painting)	2	Hindi/English	Hindi
17.	M.A. Social Work	2	Hindi/English	Hindi
18.	Master of Library Science & Information Sci.	1	Hindi/English	Hindi
19.	M.J.M.C.	1	Hindi/English	Hindi
20.	MBA	2	English	English
PG DIPLOMAS				
21.	P.G. Diploma in Yoga Education	1	Hindi/English	Hindi
22.	P.G. Diploma in Human Resources Development	1	English	English
23.	P.G. Diploma in Computer Applications	1	Hindi/English	Hindi

Admission

Admission Process

Admission to courses offered by School of Distance Education is easy, intuitive and transparent.

The process of admission to courses offered by School of Distance Education is as below:

1. Application for admission to courses offered by School of Distance Education is submitted online.
 - STEP -1 For the same, students have to visit the website of MPOnline. Specific address is <https://jiwaji.mponline.gov.in/portal/> or may access the link at homepage of Jiwaji University website.

ADMISSION PROCESS

Admission process is online

Students need to visit MPonline website

The hard copy of submitted application needs to be deposited alongwith relevant documents.

- STEP-2 Select the requisite course, fill the relevant details and deposit the form.
- STEP -3 Candidate is required to online deposit Application Fee and Course Fee along with application form. To know Application Fee refer relevant annexure towards the end of this prospectus or visit page of Distance education at http://jiwaji.edu/dis_edu_about.asp.
- STEP-4 Candidate needs to take a print-out of submitted admission form and deposit the hard-copy to School of Distance Education or study centre where the candidate has taken admission alongwith self-attested photocopies of :
 - Marksheets of 10th class;
 - Marksheet of 12th Class;
 - Eligibility Certificate;
 - Migration Certificate;
 - Gap Certificate (if there is discontinuity in education);
 - Mark sheet of Graduation (in case of PG courses)

Hard copy of Application Form along with relevant documents needs to be deposited within 30 days of last-date of submission of application form.

Students can also send the printout of application form and above documents by post to School of Distance Education, Jiwaji University, Gwalior (M.P.) 474011. In case the documents are sent by post, candidates should ensure that they reach within stipulated time.

- STEP-5 Student need to visit the website to check their names in admission list declared after last date of admission. They should also check their emails since information concerning admission will also be sent through e-mail.
- STEP -6 Student who wish to get their admission cancelled need to apply within a month of last-date of application failing which no fee will be refunded.
- STEP -7 Within a month of admission students have to fill up Enrollment form at <https://jiwaji.mponline.gov.in/portal/> in order to get enrolled at Jiwaji University failing which they will not be able to write their assignments and appear in final examinations

Academic Process

An attempt has been made to make the process of studying in distance education easy and predictive.

Majority of students who enroll for distance education are the one who are serving, family circumstances do not permit to be regular in attending classes, wish to advance their academic grounding, students from rural areas and others. Such students desire that academic process be easy, predictive and intuitive. Further, the process should be such that students are able to learn without direct intervention of teacher.

Scheme – The assessment of academic programmes offered by School of Distance Education comprises of internal and external assessment. Internal assessment is based on assignments work completed by students during contact classes. The students are required to submit completed

ACADEMIC PROCESS	
Self-learning Material	assignment as per the declared schedule. External assessment is made via end-term examinations held once a year as per the declared schedule. <ul style="list-style-type: none"> • Self-Learning Material – SELF-LEARNING MATERIAL IS ONLY AVAILABLE IN HINDI. Printed self-learning material will be made available to students of distance education. The format of self-learning material include structure, objectives, introduction, subject matter, self-check exercises(activities), summary, keywords, answers to self-check exercises, references and further readings. Such study material is self-explanatory, self-contained, self-directed, self-motivating and self-evaluating which substitutes moderating role of a teacher.
Personal Contact Programme	
Assignment Work	
Practicals/Field Work/Project	
End-term Examination	

- **Personal Contact Programmes** - Personal Contact Programme provide students an opportunity for conceptual understanding of the courses and also for interacting and learning from other students. These sessions are conducted by the empanelled faculty of School of Distance Education. Personal contact program aim to include all or any of the following as per the session plan of the course:
 - Conceptual discussion
 - Student Doubt clearing
 - Group activity/discussion

- Case study discussion

Assignment Work:

- For each course you need to complete one assignment on a topic which will be given to you by the tutor. Assignments will carry 30 marks. Ten questions shall be given out of which five questions are needed to be attempted by students. Details are given in Appendix - .
- The objective of assignments is to make their study continuous which can help them in preparing for end-term assessment.

Practical Examinations/Field Work/Project:

- In courses where there is provision of practical examination/field work/project work, the same shall be undertaken at respective study centres.

End-term Examination

- Every course shall have a provision of end-term examination of 70 marks for each paper.
- The date sheet of end-term examinations shall be announced well in advance.

Examination Process

All due care is taken to ensure that examination process is pious, transparent and accommodates the specific context of students .

EXamination process of students admitted to courses offered by School of Distance Education has following components:

- a. Internal Assessment
- b. External Assessment

Students who enroll for distance education are the one who are serving, family circumstances do not permit to regular perusal of academic programmes. An examination process that that is evolved to meet the specific needs of students of Distance Education is as below:

PROCESS OF ATTEMPTING END-TERM EXAMINATIONS:

STEP 1: Candidates are expected to visit website of Jiwaji University for announcement of examination calendar.

STEP 2: Candidate are advised to fill online examination –cum-enrollment form (first-year students) within specified dates. Second and third year students need to fill only examination form. Examination/enrollment forms are available at <http://mponline.gov.in/portal/services/Jiwaji/Dashboard.aspx>. Examination forms submitted after due date will attract fine.

EXAMINATION PROCESS

Process to attempt internal assessment

Process to attempt end-term examination

Process to attempt practical examination

Process to attempt Viva-Voce Examination

STEP 3: A printout of examination form need to be submitted to the School of Distance Education, Jiwaji University, Gwalior along with self-attested photocopies of (unless otherwise mentioned):

- o Marksheets of 10th class;
- o Marksheet of 12th Class;
- o Eligibility Certificate;
- o Migration Certificate;
- o Gap Certificate (if there is discontinuity

in education) **in original;**

- Mark sheet of Graduation (in case of PG courses).

Students can also send above printout of examination form and above documents by post to School of Distance Education, Jiwaji University, Gwalior. In case the documents are sent by post, candidates should ensure that they reach within stipulated time.

STEP 4: Regularly visit website of Jiwaji University to get information regarding examination dates.

STEP 5: After declaration of examination schedule, students can download their Admit Card from <https://jiwaji.mponline.gov.in/portal/>. Students who are not able to download their Admit Card from the referred website can visit School of Distance Education to get the same.

STEP 6: Candidates need to visit examination centre as mentioned in their Admit Card to attempt their exams.

STEP 7: After examinations, candidates should regularly visit the website of Jiwaji University to access the result of examination.

STEP 8: After 15 days (tentative) of declaration of results candidates can collect their mark sheets from School of Distance Education or Study Centre where she/he has enrolled. For the same, students are required to submit No-Dues form to the School/Study Centre.

STEP 9: In case a student fails in any one subject or more, she/he can appear in the same paper next year subject to maximum duration of the course. Further details can be obtained from the School of Distance Education.

PROCESS OF ATTEMPTING INTERNAL ASSESSMENTS:

STEP 1: Candidates need to collect internal assessment assignments and answer sheets from School of Distance Education/Study centres during the stipulated dates.

STEP 2: Candidates are expected to submit answer sheets within stipulated time as declared by School of Distance Education. Students who get late in submitting answer sheets can deposit the same as per the schedule along with fine. Candidates can also send their assignment through post. They need to ensure that answer sheet reach in time to avoid levying late fee. School of Distance Education will not be responsible for any postal delays.

PROCESS OF ATTEMPTING PRACTICAL EXAMINATION:

STEP 1: In courses where there is provision of practical examination the conduct of same will be declared alongwith with the date sheet of main end-term examination. Students need to go through the same.

STEP 2: On stipulated date practical exams will be conducted at a place decided by School of Distance Education or at the Study Centre.

STEP 3: Students need to submit related assignments at the place of examination to the examiner.

STEP 4: Candidates need to ensure that they are required to bring relevant apparatus or material for practical examination as notified to them.

PROCESS OF ATTEMPTING VIVA-VOCE EXAMINATION:

STEP 1: In courses where there is provision of viva-voce the conduct of same will be declared alongwith the date sheet of main end-term examination. Students need to go through the same.

STEP 2: On stipulated date viva-voce exams will be conducted at a place decided by School of Distance Education or at the Study Centre. Candidates are expected to appear in Viva-voce.

STEP 3: Students need to submit related file/report, wherever applicable, within stipulated time to School of Distance Education/Study centre.

Instructions for completion and submission of internal assignments

1. Allotment of assignment marks are as below:
2. There are 30 marks allotted for Internal assessment for each paper.
3. There will be a total of 10 **questions in every assignment for each subject** out of which the student has to attempt any **five questions of assignment, as per the instructions mentioned below.**
4. Answers of the assignments should be handwritten that should cover all the aspects of the Attempted question.
5. Make sure that your answers are simple, clear, logical, consists diagrams if required and comprehensible.
6. Students are required to submit the assignments in the same semester at or before a notified date and he/she shall not be allowed to submit preceding semester's assignments.
7. Assignment submitted later, any time after the last date of submission will attract fine. In no case assignments for preceding semester shall be accepted.
8. It is compulsory to submit your assignments for each subject, failing which the student
9. will not be assessed for internal evaluation and the student may lose internal marks. In order to become eligible for respective Semester-End exams a student has to complete study a assignments to the satisfaction of the authority.
10. The assignments will be evaluated by the approved teachers and the marks allotted by them will be full and final.
11. Combine all the assignments/questions of all subjects in one bunch in spiral bounds.
12. Insert the page numbers (on all pages of answer sheet in continuous order).
13. Students of 2nd and 3rd year should write their enrollment numbers on the assignments failing which assignments will not be accepted.
14. A copy of acknowledgement concerning receipt of assignment will be given back to students. The same will be available on the website. Students are required to come with a printout of the same.
15. Do not just reproduce answer from the book reading material.
16. Do not copy answer sheet of other students, if noticed, the assignment of such students will be rejected.
17. In case assignments are send by post it should clearly mark "Assignments-NAME OF COURSE" on the top of envelope. The assignment should be submitted in person or by post on the following address:

**Director,
School of Distance Education,
Jiwaji University, Gwalior – 474011**

Acknowledgment for Receipt of Assignments
(To be prepared in 02 Copies)

Name_____

Course_____

Semester_____ Study

Centre_____

Correspondence

Address_____

Landline No._____ Mobile No._____

S.No.	Subject	No. of Assignment	Date of Submission

**Signature of the Student
Receiver**

Signature of

DETAILS OF PERSONAL CONTACT SESSION

- **Organisation of Contact Programmes**
 - The Personal Contact Programmes will be organized on all the approved study centres of distance education by respective controlling entity.
 - The Personal Contact Programmes for students who have enrolled at School of Distance Education will be conducted at the University.
 - The Personal Contact Programmes shall be conducted subject to sufficient enrolment of students. At present the minimum number of enrollment is 10.
 - In case of common papers, classes of different courses may be combined in case the strength of students attending PCP is less.
- **Instructions for Students:**
 - Students are advised to make their own arrangement for Board and Lodging.
 - Students are advised to bring their own Note-books, Pens, Pencils, etc.
 - The Counsellors at the respective Centres will be available for any clarification regarding the course.
 - Detailed Time-Table for PCP Classes will be made available at the PCP Centres one month prior to contact of PCP Classes.
 - Students are advised to collect their study materials from the PCP Centres / Study Centres.
 - Students are instructed to keep their identity card ready to be produced for any reference.