

# Know your CAMPUS



स्थापित : 2008  
“बेटी बचाओ-बेटी पढ़ाओ”

## JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR, RAJ.

Established by Govt. of Rajasthan under Act 17 of 2008 as per UGC Act, 1956

E-mail : [admission@jvwu.ac.in](mailto:admission@jvwu.ac.in) • Website : [www.jvwu.ac.in](http://www.jvwu.ac.in)



# Our Campus

The University Campus is spread presently over 30 acres and offers all the facilities, amenities, comfortable and secure accommodation for all the students enrolled in the University.

Following details will help you settle down with ease during your initial days at the campus:

## 1. Academic in Sequence

### 1.1 Your Academics at

Engineering & Technology	DET/B.Tech/M.Tech/BCA/MCA	Academic Block I
Pharmacy	B.Pharm/M.Pharm	Academic Block II -A
Physiotherapy	DPT/BPT/MPT	Academic Block II-B
Medical Lab Technology	DMLT/BMLT/M.Sc. (MLT)	Academic Block II-B
Optometry & Radiology	B.Opt & B.Sc Radiation	Academic Block II-B
Management & Civil Engineering	BBA/MBA, B.Tech. (Civil)	Academic Block IV
Fashion Design & Interior Design	DDT/B.Des	Academic Block VII
Humanities & Commerce	BA/MA/B.Com./B.Com. (Hons.)	Academic Block IV
Homoeopathy	BHMS	Academic Block V
Ayurveda	BAMS	Academic Block VI
Yoga & Naturopathy	BNYS	Academic Block VI
Journalism & Mass Communication	BA (Journalism)/MA (Journalism)	Academic Block VII
Law & Governance	BA-LLB/B.Com-LLB/BBA-LLB	Academic Block IV
Education and Methodology	BA-B.Ed , B.Sc- B.Ed. B.Ed & M.Ed./B.Sc./M.Sc.	Academic Block III
Agriculture	B.Sc (Ag)/M.Sc. (Ag)	Academic Block I

### Academic Guidelines & Expectation from Students

The environment at the University seeks to encourage, support and enable each student to grow and realize her potential. Students will be provided with the best exposure in relevant field and academic training. The program chosen by you require rigorous study and presence on campus on a daily basis.

These are only guidelines and the actual work involved will vary which will be based on several factors such as student preparedness, faculty expectations, assignment design etc.

### Key elements that students need to understand are as below:

- Regular classes will be scheduled for from 9.00 A.M. to 4.00 P.M. from Monday - Saturday. However, all students are required to see the teaching schedule and attend their classes accordingly. Several Academic Activities, discussions, seminars and conferences are organized, bringing well - known academicians and practitioners on campus. These are great learning opportunities for students and it is expected that they attend these and make full use of these opportunities. University actively encourages student to participate in all these academic events but in case any activity is declared as mandatory for respective students, Attendance shall be counted for such activities.
- Attendance: It is an explicit expectation that students attend all classes and absence is intimated in advance, with a reason. Attendance and class participation will be assigned weight age in assessment. Attendance will be taken for all courses and the Registrar's Office may call in students with low attendance; this may also invite punitive action. It is further informed minimum attendance as declared by Dept. of Admission & Examinations is compulsory to appear in term examinations.

- Punctuality must be observed and Stay in hostels during Academic Hours is not permitted.
- **ID Card and Proper Uniform including shoes is mandatory during Academics, Examinations or any other activity scheduled or event declared by the University.**
- No foodstuff of any nature is permitted in the classrooms. Students are expected to keep the classrooms clean.
- While the University is deeply concerned about the security of personal belongings, all students must take precautions so that personal belongings are kept safely at all times. Students are urged never to leave personal property unattended.
- **Students shall not bring Laptops to the classes without permission of Hod or Dean of the concerned Faculty or department.**

#### **Suggestive:**

- Each course will have specified readings at University e-shikshak portal provided in advance and students are expected to come to class prepared with it because all learning material is uploaded on it.
- Maintain Discipline and follow guidelines for an easy stay.
- Students, however, are ultimately responsible for their own academic success and should take the initiative to ask for assistance as needed. For assistance, student may contact respective Dean or HOD. Incase not satisfied, please contact at Registrar Office immediately.
- Use Laboratory items and apparatus carefully and delicately to avoid any penalty.
- **Students using different tools or apparatus many other articles as per their nature of Course are not permitted in hostel. They shall keep them in the custody of their respective Dean/HoD in their Academic Building only. They are not entitled to keep it with them in hostel. Details as mentioned below**
  - **Medical Students - Dissection Sets**
  - **Designing Students - Pair of Scissors, Cutters, Camera or any other articles.**
  - **Journalism Students - Camera**

## 1.2 Your Library

Students have access to, National and International internationally renowned journals and electronic resources in different disciplines. The library also has institutional sharing arrangements with many libraries across India, other libraries in educational institutions through DELNET and INFLIBNET to several Institute and University libraries across India. Developing Library Network (DELNET) offers access to over 4000 libraries in India and other countries. DELNET Union Catalogue is available at <http://delnet.nic.in>

The University recently included the MANUPATRA, an electronic resource exclusively for the fraternity of Faculty of Law of Governance.

Each student is issued a maximum of two books for a maximum period of 7days. Additional details about the library are available in the library section of the University website. Please contact the Library Incharge for any clarifications.

Engineering & Technology	DET/B.Tech/M.Tech/BCA/MCA	Academic Block I
Pharmacy	B.Pharm/M.Pharm	Academic Block II -A
Physiotherapy	DPT/BPT/MPT	Academic Block I
Medical Lab Technology	DMLT/BMLT/M.Sc. (MLT)	Academic Block I
Optometry & Radiology	B.Opt & B.Sc Radiation	Academic Block I
Management & Civil Engineering	BBA/MBA, B.Tech. (Civil)	Academic Block IV
Fashion Design & Interior Design	DDT/B.Des	Academic Block I
Humanities & Commerce	BA/MA/B.Com./B.Com. (Hons.)	Academic Block IV
Homoeopathy	BHMS	Academic Block V
Ayurveda	BAMS	Academic Block VI
Yoga & Naturopathy	BNYS	Academic Block VI
Journalism & Mass Communication	BA (Journalism)/MA (Journalism)	Academic Block I
Law & Governance	BA-LLB/B.Com-LLB/BBA-LLB	Academic Block IV
Education and Methodology	BA-B.Ed , B.Sc- B.Ed. B.Ed & M.Ed./B.Sc./M.Sc.	Academic Block III
Agriculture	B.Sc (Ag)/M.Sc. (Ag)	Academic Block I

Book Issue Return Timings: Displayed on each Library Notice Board

\* Library Hours: 10.00 A.M. to 9.00 P.M. (Sunday Closed)

\* Please check at your concerned Library Notice Board.

### Regulations for Library

1. ID Card wearing is must while entering the Library.
2. Silence and order must be maintained at all times in and around the Library.
3. All personal belongings should be kept outside the Library at the designated place.
4. Issue of Books and Returning of Books shall be recorded with the Thumb Punching (Biometric) available in each Library.
5. Theft and mutilation of the library books, damage or defacing of the library property, and indulging in unlawful activities, indecent or socially unacceptable behavior will be construed as serious misconduct and people indulging in, encouraging or abetting such activities; and in possession of unauthorized library books are liable for punitive action by the University authorities.
6. Student is not permitted to take Library Books out of the Campus in any case. This act of student shall be considered as Mutilation of Library books and penalty shall be imposed on such student.
7. Any penalty levied by Library shall be paid in Dept. of Finance only.

It is suggestive to return issued books well on time to avoid penalty and maintain good code of conduct.

### 1.3 Learning with e-shikshak

1. According to each course, lesson plan, Audio Video Lectures, Self Learning Material, Assignments, Practice Questions, e-Lab Demonstration, e-Library (Library URL) such as Competitive Examination Questions, Case Study/ Numerical sets are available on University Website at e-Shikshak link.
2. Chatting with Subject Experts and Fellow students is unique feature of University.
3. e-shikshak is an University Intellectual Portal, contains information on course outlines, presentations, assessment plans, assignment submission dates and other communication related to Academics.

**Suggestive:** It is expected that students engage themselves with the learning opportunities and participate actively. Students are required to check this e-shikshak link daily so that they will not miss out on important information/communication in respect of Academics.

All the enrolled students of University may login in e- shikshak to get benefits.

For logging in: - type in URL:- 14.139.242.245/e-Sikshak

### 1.4 About Examinations

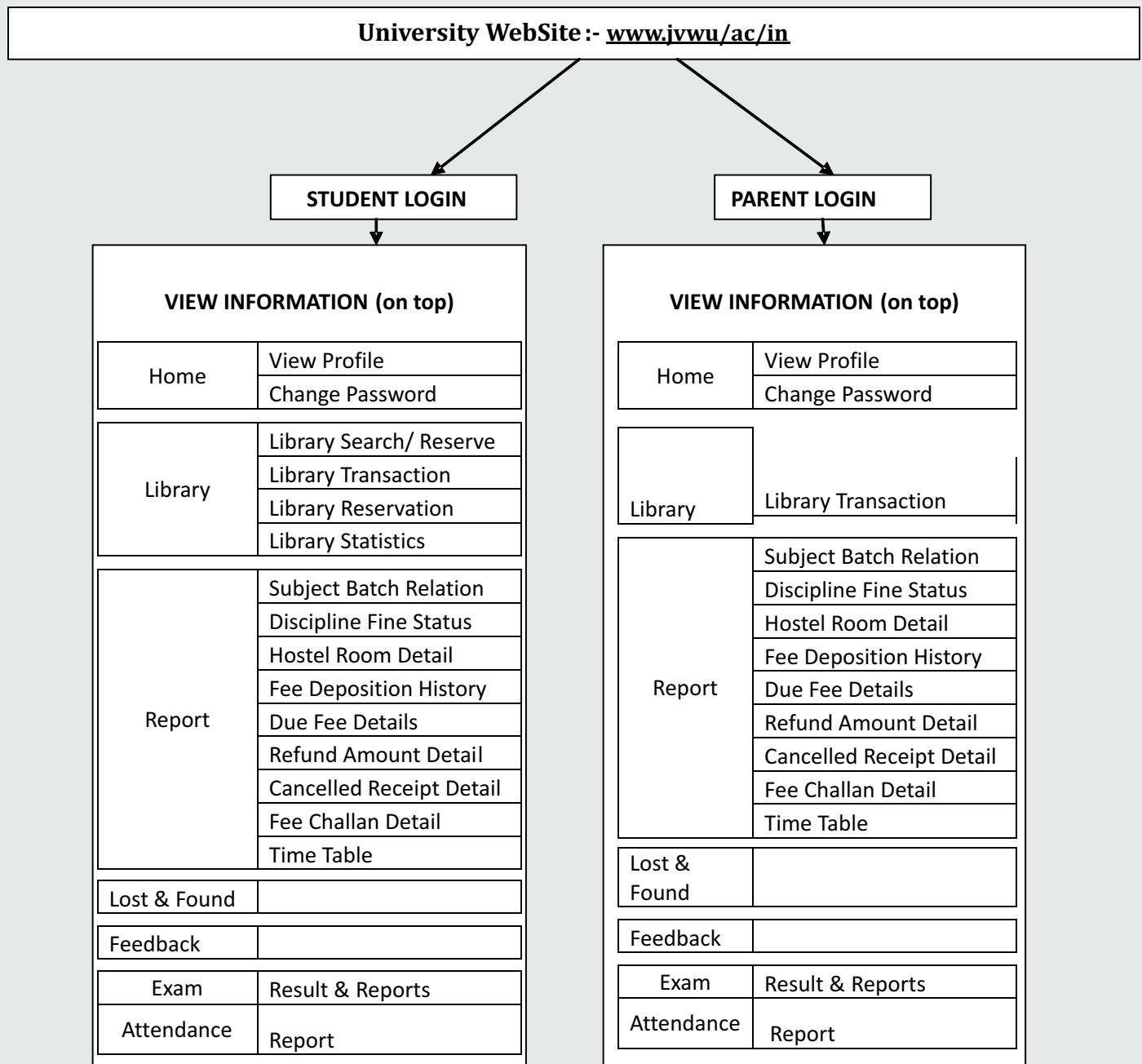
1. The distribution of weight age for evaluation of academic credits is divided into two parts as per the nature of programs -  
(i) Continuous Assessment (ii) End Term Examination
2. It is compulsory for all the students to give Continuous Assessment to appear in End Term Examinations.
3. Completion of Academic Credits/ Attendance is compulsory to appear in both Continuous Assessment and End Term Examinations.
4. Medical leave Certificate is to be submitted within 48 hours of joining the Academics to their respective HOD or Dean.
5. Students will have to fill the Examination forms before examination with Examination fee as applicable.
6. All information regarding examinations will be declared through notices from time to time on University Website.

**1.5 STUDENT INFORMATION: - STUDENT LOGIN & PARENT LOGIN** are two platforms on University Website that can be accessed from anywhere, anytime. It enables students and their parents to disseminate information seamlessly.

All the enrolled students and parents shall be given a separate username and password to access their Login area. This Login will help them make them aware and updated about Attendance status, Hostel Room Details, Fee Deposition, Library Transactions and Exam marks. You can also view reserve books in Library, Your Library Transactions, Notices issued by the Management.

**FLOWCHART To GET INFORMATION -**

Click on



You are advised to check your/your ward Academic Attendance, Fee & penalty details and Notices etc. displayed on this portal at STUDENT LOGIN/ PARENT LOGIN

If you have any query or grievances in this regard, please contact to President for Academics and Registrar Office for others immediately or mail to us on [registrar@jvwu.ac.in](mailto:registrar@jvwu.ac.in)



## 2. FEE SUBMISSION

- 2.1 One Time Payment:** - Student Fees (Academic and Hostel both) may be paid full and final at the time of reporting to Campus at the time of beginning of current Academic Session.
- 2.2 Installments:** - In case parent's wishes to opt installment system, it shall be duty of parents and students to make them acquainted with the installment schedule and to deposit the fee on pre mentioned installment dates to avoid late payment fee.

Installment	Demand Amount at the time of Reporting (New Students)	Demand Amount at the time of Reporting (Old Students)	Trimester	Semester
I	Admission Fee+ Caution Money* 40% of total Applicable Fee (Academic +Hostel/Transport)	40% of total Applicable Fee (Academic +Hostel/Transport)	In August (Day of Reporting)	August (Day of Reporting)
II	20%	20%	5 November every year	5 December every year
III	20%	20%	5 February every year	5 March every year
IV	20%	20%	5 April every year	5 May every year

### 2.3 Information & Rulings

- The University will provide fee intimation letters to all students at the beginning of Academic Session with details of the fee payable, dates and other relevant information. Parents are advised not to forget collect Fee Due Letter issued by the Accounts Department at the time of reporting to Campus for current Academic Session.
- It is your responsibility to remember the installment schedule. If fees is delayed, the late payment fee shall be ` 250/- shall be levied per day.
- Student accommodation fees include all the hostel charges such as Room, Electricity, power back up 24x7, hot and water, laundry and mess (Breakfast, Lunch, Snacks, Dinner and Night Milk) and all recreational activities and sports facilities.
- For students, whose fees are fully or partially covered by a scholarship or through loans, they shall also deposit their fee as per University Schedule. Relaxation of time shall not be given to them on this ground.
- Advance deposited against Hostel Fee at the time of Room Booking shall be adjusted in Hostel Fee of the student for a year.
- In case of the student availing a loan or scholarship, the refund will be done only after the loan amount or scholarship amount is received by the University.

Payment of fees can be made by depositing Cash, Demand Draft at University Account Office or through electronic transfer in any of the University Bank Accounts as mentioned below. University has Fee Deposition Portal with State Bank of Bikaner and Jaipur and State Bank of India. Further developments may be viewed on University website [www.jvwu.ac.in](http://www.jvwu.ac.in).

The University fee policy detailing fees, delay in fee payments, and bank details are also available at University Website [www.jvwu.ac.in](http://www.jvwu.ac.in) Students are required to go through this and follow the same.

## 2.4 Financial Assistance

### Scholarships

The University offers financial assistance services to students belongs to different States of India. This reflects the University's commitment to ensure that deserving students are financially supported, wherever necessary, to enable them to pursue their education.

University will be assisting all the students regarding filling up the scholarship form as per student eligibility and forwarding it to concern department. Scholarship amount shall be disbursed on the discretion of concern department or agency.

In previous years, University students had obtained scholarships from various government departments such as AICTE, Department of Minority Affairs, and Department of Social Justice & Empowerment of majorly all states of India etc. **Our student belongs to Muslim, Jain are getting fellowships from Ministry of Minorities. Kashmiri Student studying here are also availing scholarships from AICTE under Special scholarship scheme for J&K students. Different scholarships from state Government are awarded to SC/ST/ OBC students.**

Our University students are availing scholarships from various agencies - for further details log on to [www.jvwu.ac.in](http://www.jvwu.ac.in) or mail us to [registrar@jvwu.ac.in](mailto:registrar@jvwu.ac.in)

### Loans

Students are eligible to apply for an education loan, after her enrollment. These loans cover both the tuition fees and student hostel fees. Education Loan may be availed by any Nationalized Bank and other Govt. agencies as per their nature.

The University has a tie up with State Bank of Bikaner & Jaipur to facilitate education loans. Majorly all the banks are providing loans to the University students in present for which references are shared on University Website.

The following points are to be considered in case of loans:

- Education loan requires a co-applicant (Parents, Spouse, Siblings or Guardian).
- The loan amount will be paid directly to the University.
- Students are responsible to ensure that all documentation is provided on time and clarifications provided to the bank, as and when required. The bank will conduct its own verification (both information provided by the students and physical residence verification) before disbursing the loan and the decision of the bank is final.
- Students are required to directly follow up with the bank with regards to status of their loans.
- It is the student's responsibility to complete the entire documentation and sanction of the loan, latest by Reporting Dates.
- The University provides assistance to all the students for the speedy disposal of Education Loan however; we do not guarantee sanction of the loan. In cases where the loan is not sanctioned by the bank, the students should pay the fee to the University by their own.
- Terms and conditions for the education loan are subject to change based on the bank's policies and Government of India regulations with regard to education loans.

For further assistance regarding Loan and Scholarships pls. mail at [registrar@jvwu.ac.in](mailto:registrar@jvwu.ac.in)



### **3. Student Accommodation and Support Services**

#### **3.1 Hostel Rooms Booking & Allotment**

Hostel Rooms are booked and allotted for one Academic Session starting from 1 July, every year to 30 June every year. Old hostellers are given privileged to book their room well in advance in month of January or as declared through University Notification for the next Academic Session . They can choose their Room Partners and book their rooms with them. Rooms Allotment is done as per student's choice subject to availability and on first come first serve.

Advance Booking is not compulsory but only a facility given to all students. (Please refer Notification for details regarding Hostel fee for next years and other relevant details in this regard.)

#### **3.2 Student Care**

All hostels staff are females only and every hostel have separate female Hostel Incharge/Student Welfare Officer and Resident Counselors to take care of students and attend to their needs. They stay in hostels and closely monitor the student activities in the campus.

Student shall communicate to the concern officer on duty in case of any requirement or query. For any kind of maintenance required in room or any other hostel regarding services, student shall get connected with the officer directly to get the best reply.

#### **Student Helpline Numbers**

Student may dial following Helpline Numbers from their Room Telephone for getting connected with Student Welfare Officer in case of any emergency 24x7

<b>SNo.</b>	<b>Name of Hostel</b>	<b>Student Helpline from Hostel Room</b>
1	Maa Mithlesh Hostel (MMH)	101
2	Maa Vidushi Hostel- I (MVH- I)	102
3	Maa Vidushi Hostel- II (MVH- II)	101
4	Maa Vidushi Hostel- III (MVH- III)	103
5	Maa Samiksha Hostel (MSH)	104
6	Suryansh Estate Hostel (SEH)	106

Your hostel is a place where you can learn a lot of things and about how to conduct yourself. First and foremost, all students are expected to acquaint themselves with the hostel facilities and rules and regulations. Lack of awareness about the rules will not be seen as a reason for not following them.

#### **3.3 Hostel Accommodation Facilities:**

**In the Rooms:** Each hostel has very specious rooms which provide comfortable and conducive atmosphere. Every hostler is provided basic furniture such as a Bed with Mattress and a pillow, a Study Table, a Chair and a Cup-board, Air cooled/AC facility with and without geyser as per their choice for comfortable stay and studies.

At the time of allotment of room, all the students are required to check the condition of all the items provided in her room and sign the Check -in-Form given by Hostel Incharge. Students are advised to check and mentioned clearly the condition of the item in the Check-in-Form. In case any item provided to student found in not in good condition- fully or partially, she shall mention it clearly in the Check in Form. At the year end, in month of June, Check out Form will be signed by the Hostel Incharge mentioning the capacity of every item available in Hostel Room to all the students. Incase any item is found damage partially or fully, student in individual or all the roommates has to bear the expenses (sharing basis) for repairing or purchase of item.

### Stay in Hostel with following facilities:-

#### 3.4 Air-cooled/AC Timings:-

Monday to Friday: 2.00 P.M. to 5.00 P.M. & 9:30 P.M. to 5.00 A.M

Saturday, Sunday and University Holiday: 10.30 A.M. to 6.00 P.M. & 9.30 P.M. to 5.00 A.M

- 3.5 Mess:** - Blended with Rajasthani tradition décor with nutritious and delicious food Suryansh Dining Hall is available for the students with adequate seating capacity. Purely vegetarian food is prepared hygienically to be keeping in mind the balanced diet to be provided to the students. Current day Mess Menu is always displayed on Notice Board of Mess. University has students from all the regions of India, from Kashmir to Kanyakumari & from Gujarat to Assam so mess menu is kept flexible & dynamic so that there is always a large scope for improvement & innovation in mess menu.

**The dynamic nature of mess menu ensures daily sweets in Dinner and separate food is prepared with & without Onion daily. Special arrangements are done for the students, who are on fasting (religiously) or medically unfit (to some extent). Students can give their ideas suggestions & complaints time to time to their Class representatives.**

Morning Breakfast: 7:30 AM to 8.30 AM

Lunch: During Academic hours as declared in Time Table

Evening Snacks: 4:00 PM to 5:30 PM

Dinner: 7:03 PM to 9:30 PM and Night Milk 9:30 PM at Hostel Gates in Cups/Mugs only.

- 3.6 Laundry Facility:** - All the hostellers must collect their laundry Bags from the laundry Booth. Two bags will be issued to each hosteller. Laundry will be taken in Laundry Bags Only. Please note your turn and give your laundry accordingly.

**Timings:** 3:00 PM to 5:30 P.M from Friday to Saturday. Sunday Laundry is closed.

#### LAUNDRY GIVING AND TAKING SCHEDULE

Students Residing at	Floors	Days	Laundry Booth
MMH	Complete	Monday, Wednesday & Friday	MMH
MVH-I	Floor A, B, C	Monday, Wednesday & Friday	MMH
MVH-I	Floor D, E, F	Tuesday, Thursday & Saturday	MMH
MVH-II	Complete	Tuesday, Thursday & Saturday	MVH-III
MVH-III	Floor A,B,C	Monday, Wednesday & Friday	MVH-III
MVH-III	Floor D, E, F	Tuesday, Thursday & Saturday	MVH-III
MSH	Complete	Tuesday, Thursday & Saturday	Laundry Booth near Krishna Temple
SEH..	Complete	Monday, Wednesday & Friday	MMH

☞ After reporting, you will get 2 Laundry bags from Hostel Office Laundry staff will label your clothes for better services.

### Laundry Rules:

- All the clothes must be given in issued Laundry Bag at Laundry booth. One time, one bag will be taken by the laundry staff.
- Students are advised to give their Laundry Bags as per their Scheduled Days.
- For Laundry, Students may give -
  - Uniform + any 4 clothes at a time.
  - 2 Bed sheets in one month other than 4 clothes.
  - 4 Woolen clothes including University Jacket in a week.
  - Maximum 2 Clothes per month in November, December, January, February only for dry clean purpose. In addition students may give University Blazer two times during these months as per their need. If any student is not giving her clothes during these months, her turn for that month will be lapsed and she will not be permitted to give 4 or more clothes in next month(s).
- Students are not permitted to give
  - Blankets and Quilts for washing/dry clean in the Laundry.\*
  - Under Garments and other small clothes.

For any complains, students shall contact their respective Hostel in charge.

\*Blankets/Quilts or other clothes may be given on Sunday on paid basis as per the Rate List available at Laundry Booth. *For all ragged or spoiled clothes in laundry will be settled by claim. upto 50% cost of the cloth shall be paid to the students. Claim shall be settled within a period of three days of complaint.*

**3.7 Telecommunication:-** All the students and parents are advised to plan their day and time for talking each other so that the number will not get engaged all the time. Although University has 120 PRI lines for this purpose but incase all the parents make call at the same time the lines may remain busy and may cause inconvenience.

Students may make a call or receive call to any of registered numbers from their hostel room phone. For outgoing you must have more than Rs.10/- balance in your Tele account. Tele account may be recharged by Rs. 200 & 500/- or less from the Department of Finance.

### Tele Call Process

1. Hostellers shall dial 895 or 892 to make a call. (Welcome message will be received)
  - 1.1. Password given from Finance Dept. should be entered.
  - 1.2. Hostellers shall dial 1 before registered mobile number in Telecommunication Form to make a call. for ex. 1#####
2. Hostellers may dial 2 to check their phone balance.
3. Hostellers may get their Telephone account recharge by depositing the amount in Accounts Department only.
4. If parents wish to change any number in Telecommunication Form, it is mandatory to send the complete form again with signature. On receipt of the Telecommunication Form, all the old numbers for incoming and outgoing will be replaced with the mentioned numbers in the revised Telecommunication Form.

It is advised to all the residential students and parents, not to make the lengthy calls so that others may also have easy communication with their guardians and relatives. It is recommended to build mutual understanding between student and parents to fix days and timing of Calls. In this way student will be able to take part in various other residential activities such as Horse Riding, Outdoor sports etc.

In case of any emergency, any student may call to her parents from Communication Center from STD on payment basis.

It is responsibility of user to keep the phone at the right place always. In case the telephone apparatus is found broken or damage the charges shall be borne by the resident students of the room, individually or sharing.

**3.8 Access to Internet** For Internet access, Hostellers carrying Laptops more than 14 inch screen shall register their Laptops at Communication Center from 4.00 P.M. to 5.00 P.M. daily. (Except Sunday). All the rooms are well connected via LAN system. Hostellers may purchase the LAN Wire from Communication Center of 3 mtrs for 200/-, 5 mtrs for 300/- and 7 mtrs for 400/-.

Hostellers may also use internet in the Practice Lab in the Academic Block -I

Timings for Wi-Fi /LAN Connectivity in Hostel:- 3.00 P.M. to 12.30 P.M. during Academic Days

Other than Academic Days :- 6.00 A.M. to 11.30 P.M.

In Practice Lab : Monday to Saturday 4.00 P.M. to 9.00 P.M. and 10.00 A.M. to 5.00 P.M. on Sunday.

Students should always remember that Social sites are restricted. In case any student faces inconvenience or problem in using other non restricted site they may come for assistance at Communication Center. Students may contact the IT personnel if there is any technical support required. Technical Support is available at Communication Center from 4.00 to 5.00 p.m.

- ☞ It is advised to all the students to not open any Social or Restricted sites. Please be aware that you are under Surveillance. In case any student tries to open any social sites or any restricted sites through Proxy or any other way, it will be treated as breach of rules.
- ☞ Student found guilty shall be will be debarred from the Internet services for three months for first time. If she found continues the same again, she will be debarred for six months from the Internet services which may lead up to Rustication.

### **3.9 Bank & ATM at Campus**

Students are advised to open bank account in the Bank of Maharashtra to avail easy money transactions. Students may go to Bank from 1.00 p.m. to 4.00 p.m. and 4.30 P.M. to 6.30 P.M. for ATM. -(Bank of Maharashtra )

ATM Machines: - University has two ATM Machines in the University Campus of two different Nationalized Banks.

State Bank of Bikaner and Jaipur Visiting Hours: 24x7 (exclusively for JV'ns)

Bank of Maharashtra Visiting Hours: 7.00 to 8.00 A.M. & 4.30 P.M. to 6.30 P.M

- ☞ It is advised to students who are going to Bank/ATM must wear their ID Cards.
- ☞ Students shall not talk to strangers during their Bank/ATM visit.

### **3.10 Gymnasium:-** Students may exercise in Therapeutic Gymnasium on the basis of prescription from Experts.

**Timings:** 6.30 A.M. to 7.30 A.M. and 5.30 P.M. to 7.30 P.M. (Sunday closed)

- ☞ Students are not permitted to operate machines on their own. If any student found doing so she will be charge penalty and incase any machine need to repair or need to be purchased the cost occurs shall be borne by the student only.

### **3.11- Slimming & Fitness Center Slimming and Fitness Center:-**Students may be benefitted by the different packages such as slimming, Weight reduction and overall fitness etc. These packages are offered to residential students on very nominal charges. (Charges List is approved by the University)

**Timings:** 4.00 p.m. to 7.00 p.m. (Sunday Closed)

**3.12 Yoga** - The day starts with Yoga, students are advised to join for a healthy start of the day. A female yoga trained teacher is resident trainer appointed at University. We suggest that every student must take part in Yoga Classes. Yoga classes are schedule in the morning at 5:30 a.m. daily. For further details student may contact at University Communication Center.

**3.13 Sub Post Office** A Sub- Post office is situated at University Campus to facilitate all the students. Students may give their speed posts packets to Communication Center till 11.00 A.M. (Monday to Saturday) for dispatching. They may collect their couriers/speed posts from Communication center after Academic hours.

**To Dispatch:** Students shall submit their completely labeled Envelopes properly packed to the Communication Center for Speed Post with the amount. Next day students may collect their Docket no. and Receipt from the Communication Center. Status of your Post may be track through the website of department of Posts, India. <http://www.indiapost.gov.in/tracking.aspx>

**3.14 Daily Newspaper /Magazine:** News Papers & Magazines are available at Library .Hostellers may also request for their individual Newspaper on actual paid basis till 24th of every month. Students shall give their payment and name of the required Newspaper or Magazine at Communication Center on or before the mentioned date for next month requirement.

Newspaper may be collected from Communication Center after 9.30 A.M.

**3.15 Medical Facilities (24x7)** - In the case of illness of a hosteller, a call to 107(24x7) or 108(from 7:00a.m to 10.30p.m. ) can be made from hostel room telephone for assistance.

The medical officer shall examine the case at the OPD and take necessary line of treatment. In case a hosteller, in the opinion of the Medical Officer or self requires treatment outside the University Hospital, case may be referred or student may self visit to the other Hospitals of Jaipur.

The hosteller shall bear the entire cost of medical treatment etc. on her own after reimbursement from Medical Insurance. In case of admission of student outside the University hospital, it shall be the duty of the local guardian / parent to take care of their wards. Incase University shall be sending the attendant; cost occur of her stay in hospital including meals shall be borne by the hosteller / guardian.

#### **4. Entertainment & Recreation at University Campus**

- 4.1 DTH -TV Facility** - TV with DTH Facility may be viewed in **Academic Block III, First Floor** from 5.00 p.m. to 9.00 p.m. daily. On holidays, it may be viewed from 9.00 a.m. to 9.00 p.m. T.V. set is connected with DTH so that students may enjoy various channels. It is advised to students to watch Hindi /English News channels at least for one hour daily so that they may be updated with current affairs. It will also enhance your personality and improve your knowledge.

**4.2. Movie Theater:** - University has made arrangements for showing Hindi Movies for all the residential students of the University. Hindi Movies will be played on every Saturday in the evening at 5.00 P.M. for the students in Suryansh Open Auditorium. Venue may be changed with the prior information.

**4.3. Discotheque:** Students may register their names free of charge for enjoying Discotheque. Students shall be permitted on first come first serve basis. from 6.00 P.M. to 8.00 P.M. (Monday to Saturday)

**4.4. Outing on University Holiday:** Students may go for outing every Sunday for their personal purchasing. University provides transportation facility on payment basis to them. University provides transportation for dropping and picking up till the identified fixed point. Parents shall send their ward for Outing on their own responsibility. University responsibility lies to drop and pick up from identified fixed points.

Process: -All the new students may give their names directly at Communication Center with nominal charges till 4.00 P.M. on or before every Wednesday.

- 1) It is highly recommended to all the students who are commuting by University Transport shall be very punctual as late comers may miss their Transport and their outing will be banned for one year.
- 2) If a student had registered their name and paid the amount once for outing, the amount will not be returned in case she wishes to withdraw her name from the same.
- 3) Decent wearing creates respects in the eyes of the holder. It is advised to wear Decent clothes during outing.
- 4) ID Card wearing is compulsory for all the students during Outing.
- 5) Students are not permitted to talk to strangers on outings.
- 6) Please be aware as you are on Surveillance.
- 7) In case any student is found indulge in any wrong activity, wandering or chatting with the person then her outing shall be banned for one complete year which may lead to Rustication.
- 8) In case any student missed the transport, she may contact to the Transport Manager for the transport on paid basis on 9001096036.

**4.5. Suryansh Cafeteria & Parents Meeting Hall:** University has established a Parents Meeting Hall with AC facility adjoin with a Comfortable Cafeteria specially made for parents. All the food items which require cooking are prepared as per order only on very reasonable rates so that parents may get the fresh and best food.

**4.6. Student's Canteen:** A separate canteen has been developed for student. It opens from 8.30 a.m. to 10.00 p.m. It sells all the packed items on M.R.P. only. In case you find it more than MRP, please complain at Registrar Office immediately. It is advised to students to maintain discipline and avoid making huge noise and hooting on pathways and Cafeteria. All the waste including wrappers or used sticks etc. must be thrown into dustbin only.



**4.7. Indoor Games & Outdoor Sports:** Different Sports, Indoor Games, Yoga and Aerobics are facilities, provided on daily basis for residential students as per the pre mentioned schedule. No Extra Fee is charged by the students.

**Timings: 5.00 P.M. to 6.00 P.M. (Indoor) & 6.00 P.m. to 7.00 P.M. (Outdoor)**

**4.8. Horse Riding:** Students are advised to join Horse Riding. It is free of any charge for all the residential students from 6.00 p.m. to 7.00 p.m. (Monday to Saturday)

## **5. Guidelines for Students**

5.1. Stay during Academics in Hostel: Academic schedule for all courses is 6 days a week from Monday to Saturday, 9.00 A.M. to 3:00 P.M. and from 3:00 p.m. to 4:00 p.m., Tailored Program/Skill Development Programs and extra classes are organized. During Academic timings, for daily routine Academics, hostel stay is not permitted without Hostel Officer's permission. Please check your schedule on your Notice Boards.

5.2. If any student is found stay in the hostel during Academic without prior approval from Hostel Office, her parents will be informed.

5.3. In case any student feels sick or uncomfortable due to any Health reason, she may take Self Medical Leave without consultation of Doctor. Such student will be allowed to enter Hostel during Academic hour and may take rest as per her comfort and inform the same to Hostel Officer.

5.4. Students on Medical Leave will be permitted by Hostel Officer in consultation with the Doctors of Suryansh Arogyashala. Such student(s) may stay in Hostel or Suryansh Arogyashala as per their choice during Academic Hours and take rest.

5.5. Day scholars are not allowed to enter in the hostel. Hostellers should not encourage entry of day scholars.

5.6. All movements during Academic hours from and to the hostels should be recorded in the Movement Register kept with the security guard at the entrance of the hostel and should be properly signed by students.

5.7. The hostellers should not change rooms on their own. Change of rooms will be permitted only, after approval from Registrar office. Rooms once allotted may be changed on the charges of minimum `5000/- for old students. New students, who joined the University for the first time for the session, shall be given a time of 30 days for settling in hostel room. They may change of 30 days lasting on 30 September for changing their Rooms.

5.8. The hostel rooms are subject to inspection by the University authorities or hostel officer on duty to make sure that they are kept neat and tidy and no unauthorized items like mobile phones or any other such item, liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.

5.9. Hostellers should not enter into any unnecessary conversation, quarrel or altercation with any the maintenance staff. If anyone has any complaint against any employee of the she may contact to Registrar office in person. Use of abusive, vulgar and unparliamentarily language against the hostel/security / maintenance/mess staff is strictly forbidden. Any such complaint received from the staff subjected to enquiry will be viewed seriously.

- 5.10. Celebrating birthday parties inside the hostel premises is strictly prohibited.
- 5.11. Hostellers are not permitted to bring Mess/Canteen prepared Food in the Hostel. Only dry items (Packed) or homemade items shall be allowed to bring in the hostel premises.
- 5.12. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
- 5.13. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off.
- 5.14. Students absenting themselves from regular classes for a long period will have to take the permission of the concerned Head of the Department/Dean and communicate the information to the Hostel Officer.
- 5.15. Cooking is not allowed in the hostel room. If found guilty, the hosteler will be penalized a minimum of Rs. 500/- per month from the date of stay. The cooking equipment and utensils will be confiscated/ taken away. The confiscated items will not be returned to students or their parents.
- 5.16. Water should be carefully used and not wasted.
- 5.17. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. (In case of any quarrel between or among roommates it should be immediately reported to the Hostel officer/ Warden for appropriate action.
- 5.18. For shared accommodation such as 2/3/4/5/6 bed rooms, the room lock should have as many keys as the type of room. Students sharing the room should use common key for the room.. Students leaving the hostel for vacations or discontinuing their stay should lock their valuables in cupboards.
- 5.19. The hostellers are not allowed to speakers, musical instruments, and electric irons or any electrical equipment inside the hostel. Possession of same will lead to confiscation of the goods. Cooking in the rooms is strictly not permitted.
- 5.20. The usage of laptops is for academic purpose only. Students should ensure that they do not cause disturbance using laptops beyond silent hours for fellow students. Laptops of more than 14 inches shall be permitted. TABS are not allowed.
- 5.21. The University authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
- 5.22. Students should visit the hostel office only during visiting hours. Students should read the circulars and notices put up at University Website and be updated with the functioning of university.
- 5.23. Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would be final.
- 5.24. 24 hours security is provided at the hostel for the safety of the students. All hostels are under the surveillance of CCTV cameras and security guards.
- 5.25. Hostel Attendance is being done with Biometric system. Students should record their attendance everyday without fail by thumb punch at Hostel office starting from 10.00 P.M.
- 5.26. Students are solely responsible for the safety of their own valuables. Keep your valuables in your Almirah/ wardrobe and it must be locked when the students are not inside the room.

- 5.27. Students are discouraged from having valuable items / large amounts of cash when leaving campus premises. University Management shall not under any circumstances be responsible for any damage, loss / theft of any property, money & other items belonging to the students and / or their visitors.
- 5.28. Students must use all the University property given to students with care.
- 5.29. Bed Mattress should be covered with their own bed-sheets at all time.
- 5.30. Hostel furniture must not be moved into other rooms / from one hostel to another without the consent of the Hostel Incharge.
- 5.31. All air-conditioners, fans, light & electrical appliances must be switched off when students are not in the room / respective area.
- 5.32. Posters, notes / pictures can NOT be pasted on wall. Cellophane tape / glue will damage the walls resulting in penalties.
- 5.33. Students whose standard of housekeeping is NOT acceptable will be asked to rectify the situation.
- 5.34. Students are NOT allowed to hang their clothes on the banisters outside the rooms / on the window railings outside the room. Clothes found hanging in these places will be confiscated & disposed accordingly.
- 5.35. For safety reason, hostellers are NOT allowed to use candles & other flammable materials in the rooms. Burning of joss sticks / incense on religious grounds is NOT allowed inside the rooms.
- 5.36. Stay in Hostel: It is mandatory to stay in the Hostel Room allotted to the student by the Management. Absence from the allotted hostel room without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

**6. Grievance Redressal Mechanism is established to deal with individual grievances.** If student or any parent is having any question, query or complaint for any of the University activities, please feel free to contact any of below mentioned officers. Kindly follow the mechanism for speedy results.

**a. JV'n Prabha Thoudam - President. (M) 09001096033 (eMail Id) president@jvwu.ac.in**

You can contact JV'n Prabha Thoudam for, All matters/issues related to Academics, Students Attendance, Library, Training & Placement activities.

Parents/Guardians can call between 12.00 to 5.00 P.M. at University numbers.

Student Meeting Timings - 2.00 P.M. to 5.00 P.M- Daily

**b. JV'n Deepti Rustagi - Registrar (M) 09784011594 (eMail Id) registrar@jvwu.ac.in**

You can contact JV'n Deepti Rustagi for all Residential activities, such as Hostel, Medical, Mess, Laundry, Telecommunication, leave, Gate Pass, Fee, Scholarship. Bank Loan or other related matters apart from Academics.

Parents/Guardians can call between 12.00 to 5.00 p.m.

Student Meeting Timings-2.00 p. m to 5.00 P.M. - Daily

**c. JV'n Meghna Singhal -Controller of Adm & Exam (M) 09799400430 (eMail Id) coexam@jvwu.ac.in**

You can contact JV'n Meghna Singhal for Student Results, Mark sheets, Degree/ Diploma/Certificates evaluation and Examination Schedule.

Parents / Guardians can call between 12.00 to 5.00 P.M.

Student Meeting Timings -2.00 p. m to 5.00 P.M. - Daily

- d. **JV'n Narender Chaudhary-Transport Manager** (M) 09001096036 (eMail Id) tm@@jvwu.ac.in  
You can contact JV'n Narender Chowdhary for Stopage points, pick & drop timings or any transport related matters.  
Parents/Guardians can call during 9.00 AM 5.00P.M.  
Student Meeting Timings -9.00 AM 5.00 P.M. - Daily
- e. **JV'n Hema Chaudhary-CEO** (M) 09799400866 (eMail Id) ceo@jvwu.ac.in  
If your complain remains unresolved or you feel dissatisfied, you can contact JV'n Hema Chaudhary  
Parents and Guardians can call between 9.00 AM to 5.00PM  
Student Meeting Timings - 2.00 PM to 5.00 PM- Daily

Parents & Students can also give their valuable feedback to officers through accessing University Information System on University Website [www.jvwu.ac.in](http://www.jvwu.ac.in). There are separate panels for Parents & Student login. Username & Password will be provided to you.

In case any Parents/Guardian is not satisfied, you may contact our Hon'ble Advisor Sir, JV'n Dr. Panckaj Garg ji, at 9784011295 or mail at [advo@jvwu.ac.in](mailto:advo@jvwu.ac.in). It is requested to mention your previous communication held with our officers. Parents are always welcome to visit and meet our Hon'ble Advisor Sir with prior information for such issues /matters. For meeting schedule you can contact our officers via MAIL, SMS or CALL to Registrar/CEO/President.

For Student convenience, Students Complaint Box & Suggestion Boxes are placed at Communication Center, where students can put their Complaints/Suggestions with mentioning their name and Enrollment number. It is opened on every Saturday in the presence of Registrar and information is given directly to Hon'ble Advisor Sir.

This is to aware all the parents and students that University has already provided various platforms to students for raising their voice directly to the University Management for any grievances. They are:

**6.1 Samiksha Desk:** An open forum for students where they can share or discuss any problem directly to Hon'ble Advisor Sir or his nominee. Students can meet Sir directly by registering their name at Communication Center by Saturday 12 Noon. The Samiksha desk interaction held on every Saturday between 4.00 p.m. to 5.00 p.m.

**6.2 Jayoti Sangh:** The Sangh is a volunteer set-up of students and acts as a bridge between the University Administration and student community. Students can also give their grievances to their elected CR/UM, JSR or Vice-JSR as per their convenience. Jayoti Sangh Representative presents and provides the Student Community desire/suggestions among University Administration on cumulative basis.

**6.3 Redress Cell:** We are committed to provide educational environment, Free from Sexual Harassment, Unlawful persecution, Discrimination of any kind and working. University Redress Cell (URC) is established as per Vishakha guidelines to redress your grievances and to prohibit from Sexual Harassment (if any). The cell takes the cognizance of complaints reported on campus, Cell conduct enquiries, provides assistance and reprisal to the victims, recommending penalties and take action against defaulter. The complaints shall be entertained by the cell within a period of seven days from the day of issue complaint registration number from Registrar Office.

**6.4 Anti Ragging Committee:** Is established to curb the menace of ragging and any type of misbehavior. The students of the University are advised to refrain themselves from Ragging. It is duty of Anti ragging Committee to ensure compliance with the provisions of these Regulations as well as provisions of any law for the time being in force concerning ragging and Monitor and supervise the performance in prevention of Ragging in the University.

## 7. Other special features of University

University has **JV-TV** where you can watch various Academic & Non Academic activities, Recorded & live, by Video Live Streaming on University Website([www.jvwu.ac.in](http://www.jvwu.ac.in)). Guardians may view cultural events, short films, advertisements, new projects & research, placement activities, Industrial visits, court visits etc. from their home.

- A) **Jayoti Vani**, University Community Radio Station is established in the University Campus. It will be played on the frequency of 91.2 FM. Students may participate in discussion on various issues, may provide their articles, poems, educational and Social notes and demand of songs for broadcasting. For this purpose students may contact at Community Center or drop the same mentioning clearly their Name, Course, Hostel Name and Room No. in Jayoti Vani 91.2 FM Box.
- B) **Jayoti Muhim** : It is the University newspaper which will be published by the University. Students' who wishes to publish their articles, write-ups, any informative material, stories or their any creativity may submit it at Communication Center or drop the same mentioning clearly their Name, Course, Hostel Name and Room No. in Jayoti Muhim Box.
- C) **Jayoti Darpan** It is the University Magazine which will be published by the University. Students' may give informative articles, Poems, Puzzles or any other as per their choice for University magazine at Communication Center or drop the same mentioning clearly their Name, Course, Hostel Name and Room No. in Jayoti Darpan Box.
- D) **JV-E. Bazaar** is an e-commerce project, an online University Outlet that started with an aim to give the practical market exposure to the students of our University. In order to encourage our girl students and a belief this non profitable outlet shall be a boost to for them to become an Entrepreneur. Any person may purchase the students' created work/ designs on actual cost and motivate JV's students. Log on to University Website <http://ebazaar.jvwu.ac.in/index.php>?

## 8. ON UNIVERSITY VACATION & REPORTING BACK- TRANSPORT FACILITY

**Facility of University Transport:-** During Vacations, University provides Transport Facility to all the hostellers from University Campus to Railway Station/Bus Stand (Sindhi Camp) and Airport (on request) on the evening of a day prior to the vacation, on the first day of the vacation and next day of the vacation.

Similarly, University provides Transport facility to all the residential students from University Corporate Office on the Reporting dates. For timings please contact Transport Manager@9001096036.

**Campus Reaching Timings:-** Residential Students are permitted to enter the University Campus from 6.00 A.M. to 7.00 P.M. Incase hosteller reach the University Campus before 6.00 A.M. and after 7.00 P.M. she will not be permitted to enter the University Campus and hostel. She will be provided stay at University Guest House. She may order her meal from Canteen on payment basis.

Parents are requested to ensure that their ward should reach at University Campus well on time as mentioned above to avoid inconveniences.

## 9. MEETING YOUR WARDS

Parents/ Guardians whose photo is attached in University Student Profile can meet their wards on Academic Days during 3:00 PM - 7:00 PM and on Sunday or University Holiday between 7:00 AM - 7:00 PM.

- a. Any one, other than the person whose photo has been given by you in the Student Profile, visits the University may only be allowed to meet their wards during prescribed timings on presenting the permission letter duly signed by the parent along with his/her own Identity proof.
- b. Parents/ Guardians may also be allowed to take their wards on outing on Saturday 3:00 PM till Monday 8:30 AM on taking the prior permission from the University Management.
- c. Your ward may not be allowed to meet the visitor if the management finds the visitor suspicious or without proper verification proof.



**10. Leave Sanctioning:** University has developed an easy portal for sending and approving leaves to facilitate the student and parents. Gate Passes are being issued to students after receiving a LEAVE REQUEST via SMS on software developed especially for leave purpose. SMS shall be sent from registered Numbers by Parents only. Other SMS will not be entertained.

- A) During vacations or leave if your ward leaves the campus on self, Parents have to send a SMS specifying the reason, date and time for leaving the University campus in proper format on the given numbers.
- B) A student may take leave by maintaining her attendance to 80%. However 10% of total attendance exemption may be granted in case of medical reasons.

Students may check their message delivery report on Student Login on University Website

Login - Full Enrollment no. (as per ID Card)

Password - 123456

Hostellers are not allowed to leave campus without GATE PASS from the University. It is compulsory to wear ID card before leaving the campus.

A detailed flowchart is attached herewith for your easy understanding for PARENT'S MEETING, TELECOMMUNICATION PROCESS & LEAVE MECHANISM. Please follow the FLOWCHART to avoid inconvenience.

#### **11. Prohibited Items at JV Campus.**

- 1) Mobile Phone is strictly prohibited in the University Campus for all the students. Other such items like Sim Card, mobile Charger or any item/device in which Sim can be used for example Watch/Pen etc.
- 2) Camera of any type /any kind simple or with keychain, I-Pod, Pen or any other is not allowed.
- 3) Modem/Net Connector is not allowed in the University Campus.
- 4) Laptop/I-Pad less than 14 inches is not permitted for hostellers. Day boarders are not allowed to bring Laptops without prior approval from the Registrar.
- 5) The ID card must be carried by students at all times and must be produced when demanded by the security/ office staff. Strict disciplinary action will be taken against defaulters.
- 6) In case of loss of the hostel ID card; a fine of Rs. 250/- will be charged and a duplicate IDcard will be issued.
- 7) Ragging is strictly prohibited in the campus and any student found guilty will be duly punished and liable for rustication.
- 8) Misbehaving or unruly behavior of any sort with the University Staff will not be tolerated and incase any student found guilty of the same shall be responsible for any disciplinary action against her.

\*Few items are permitted for specific Disciplines to meet their Academic requirements such as Dissection Sets for medical students (to kept under security of Dean/ Hod), Camera for B.Des and Journalism and Knife/Cutter/pair of scissors for B.Des students only.

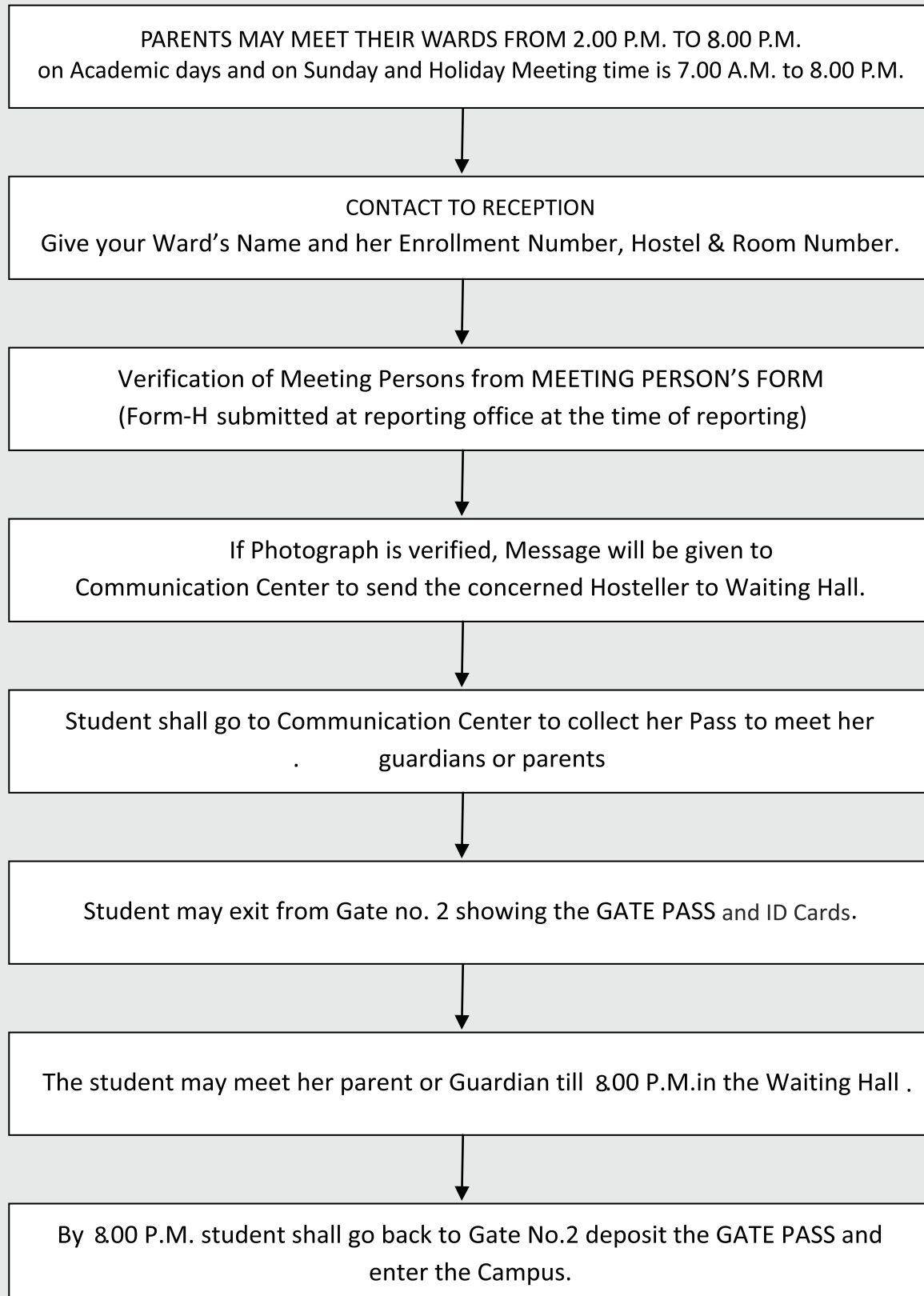
We expect all the students shall follow all the University Rules & Regulations declared in this Student Services with Rules and Regulations Book or declared time to time. Breaching of rules & Regulations of the University Campus may lead to consequences as mentioned below:

- |  |   |  |
|--|---|--|
| 1. First Instance of Disciplinary Matters  | - | Information to parents with penalty                          |
| 2. Second Instance of Disciplinary Matters | - | Penalty with Suspension                                      |
| 3. Third Instance of Disciplinary Matters  | - | Rustication from university with penalty or any other action |

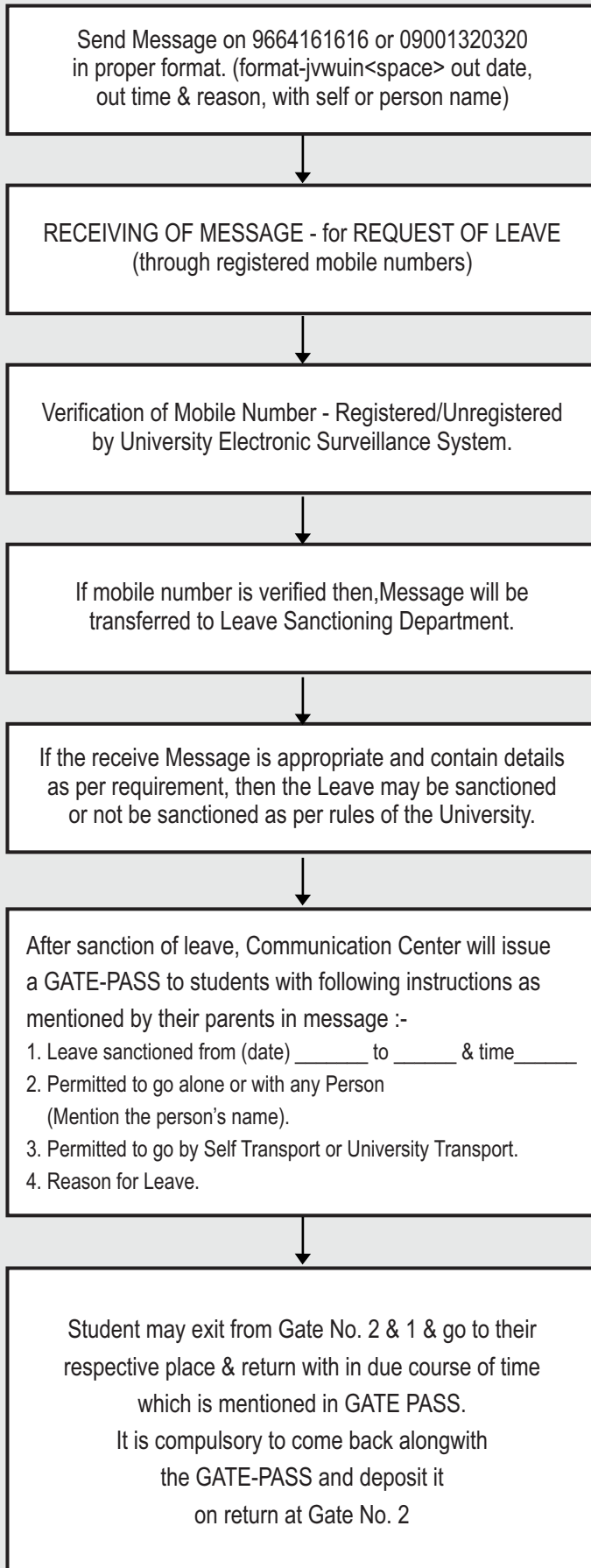
**12. Academic Calendar & University Vacation List for the current session** may be viewed on University Website.[www.jvwu.ac.in](http://www.jvwu.ac.in)



## MEETING PERSONS' PROCESS



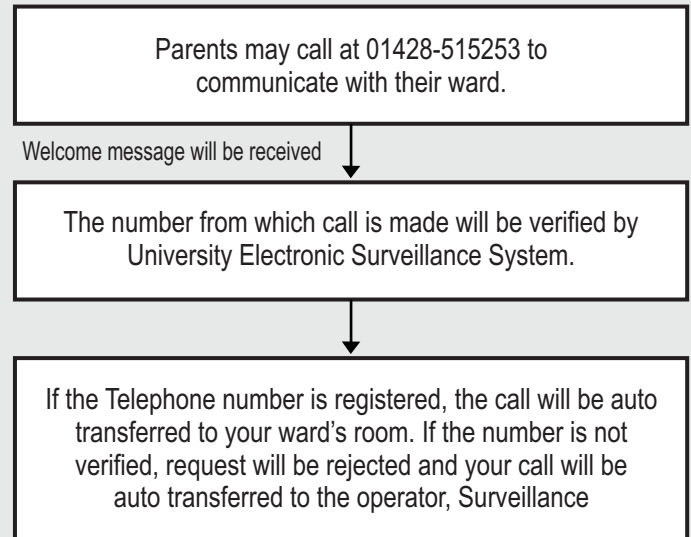
## LEAVE SANCTIONING PROCESS



**COMMUNICATION CENTRE**  
**CONTACT NUMBER : 9001999317**

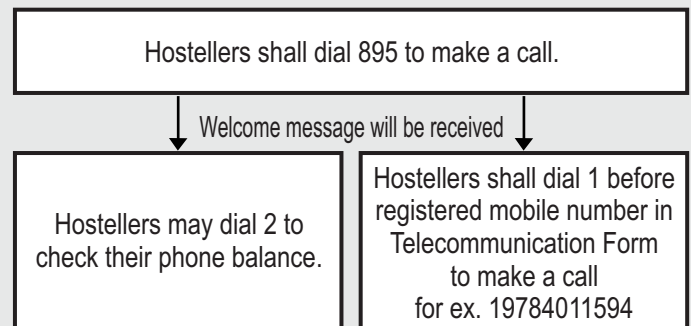
## TELECOMMUNICATION PROCESS

(INCOMING CALL - Call made by Parents)



## TELECOMMUNICATION PROCESS

(OUTGOING CALL - Call made by hostellers)



### NOTE :-

Hostellers may get their Telephone account recharge by depositing the amount in Accounts Department only. If parents wish to change any number from Telecommunication Form, It is mandatory to send the complete form again with signature. On receipt of the Telecommunication Form, all the old numbers for incoming and outgoing will be replaced with the mentioned numbers in the revised Telecommunication Form.

Parents may get complete records of total incoming or outgoing calls of their ward on request at University Information System on University Website.

**[www.jvwu.ac.in](http://www.jvwu.ac.in)**