

Academic session 2018-19

Vidya Bhawan Rural Institute

**P.G. College of Arts, Science and Commerce
Runs under aegis of Vidya Bhawan Society
Affiliated to Mohan Lal Sukhadia University**

Vidya Bhawan Rural Institute, Udaipur

Administrative guidelines: 2018-19

1. Minimum stay in college is six hours. Please be in the college campus 10-15 minutes prior to college/classes timings. For example if class time is 9 am then faculties are expected to be in college 15 minutes before commencing the lecture.
2. Do not carry mobile phones during the lecture, in case of necessity please keep the mobile on silent mode.
3. Examinations are another important task. Please do not carry mobile phones during invigilation.
4. Summer vacation schedule will be between 1 May to 10 June 2019 so all teaching staff members can avail their summer leaves during this schedule. The faculties who are taking classes of VMOU/IGNOU during their summer vacation schedule are expected to manage their classes accordingly. Summer leave schedule will not exceed for any teaching members.
5. A new parking policy is being implemented for all staff members and students from this upcoming session. Please park your vehicles in proper parking area. Also motivate all students to park their vehicle on proper parking place.
6. NSS camp will be scheduled between 24 December to 30 December 2018. There will be no provision for CCL for this.
7. A student-mentor system is to be hopefully generated this year where it is expected that each faculty member will mentor 30 to 35 students. The faculty (mentor) is expected to keep an attendance record of his/her group students and a follow up on those students' activities and problems if any. A visit to their home and meeting with parents is to be conducted.
8. Please give prior information about your leave to Department head and /or Director through email CC-ing to college ID.


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विद्या भवन रूरल इंस्टीट्यूट
राज-313001 (राज.)

9. Please regularly check your emails for any information from College administration and also communicate as much as possible through mails / digital media.

10. Educational tour for various departments is to be conducted during the academic session. A common day may be fixed for this.

Workload per week: 2018-19

S. NO.	SUBJECT	WORKLOAD		NO. OF TEACHERS	AVERAGE PER STAFF PER WEEK
		Theory	Practical		
1.	Chemistry UG	36	72	8 (5+2+1)	26
2.	Chemistry PG	40	56		
3.	Maths UG	60	-	4 (2+2)	21
4.	Maths PG	24	-		
5.	Botany	18	36	3 (1+1+1)	27
6.	Zoology	18	36	2 (1+1)	27
7.	Computer Science, B.C.A. and Elementary and other Computer	69	64	6	22
8.	Accounts and Business Statistics UG	39	-	3 (2+1)	23
9.	Accounts and Business Statistics PG	30	-		


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10.	Business Administration	45	-	2	25
11.	Banking and Business Economics	18	-	1	18

S. NO.	SUBJECT	WORKLOAD		NO. OF TEACHERS	AVERAGE PER STAFF PER WEEK
		Theory	Practical		
1.	Hindi UG and PG	32 + 30	-	3 (1+1+1)	21
2.	Sanskrit	18	-	1	18
3.	Sociology UG and PG	18 + 30	-	3 (2+1)	22
4.	Rural Development & Ext.	18	-		
5.	Pol. Sc. UG and PG	18 + 30	-	2 (1+1)	24
6.	Public Administration	18	-	1	18
7.	History	18	-	1	18
8.	Economics	24	-	1	24
9.	English	46	-	2 (1+1)	23
10.	Geography	46		2 (1+1)	23


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Vidya Bhawan Rural Institute, Udaipur
Annual Calender details: 2018-19

S.No.	Month	Total Working Days	Holidays	Total Teaching Days	Total Exam Days	Remark
1	July	25	6	25	10	SEM EXAM
2	August	25	6	25	0	
3	September	22	8	22	0	
4	October	22	9	22	0	
5	Nov	15	15	15	6	MSC PRACT.
6	December	20	11	20	19	IGNOU
7	Jan	26	5	26	10	SEM EXAM
8	Feb	24	4	24	14	PRACT+THEORY
Annual courses + Semester Courses Classes				179	59	
9	March *	23	8	23	23	THEORY EXAM
10	April*	24	6	24	24	THEORY EXAM
11	May *	27	4	27	8	THEORY EXAM + PRACT.
12	June**	24	6	0	19	IGNOU EXAM
Semester Courses Classes				277	147	
		277	88	253	133	

* Semester classes and examination will be conducted simultaneously , exam schedule will not effect semester classes.

** no classes are held during june.


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Vidya Bhawan Rural Institute, Udaipur


Academic Calender: 2018-19

1 July 2018 to 30 June 2019

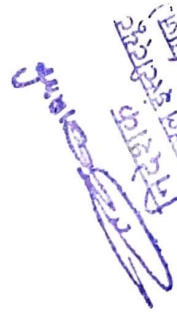
Month	Week/Days	Total working days	Total Teaching Days	Activities Held by departments	Holiday/ Departmental activity	Otherwork/Activity
July 25 Days	1 July	0	Sunday		1	Classes of 2nd & 3rd yr will start.
	2 to 7 July	6	6	Classes as per schedule	1	1. Admission process for first year in all stream will be over latest by 21 July. This may extend up to 31 July in case of vacant seats in any stream. Admission for PG will also over by 31 July 18.
	8 July	0	Sunday		1	2. M.Sc. Semester exams may also be conducted in last 2 weeks of July.
	9 to 14 July	6	6	Classes as per schedule	1	3. M.Sc I semester classes of new batch will start from 23 July.
	15 July	0	Sunday		1	
	16 to 20 July	5	5	Classes as per schedule	1	
	21 July	Vidya Bhawan Foundation day			1	
	22 July	0	Sunday		1	
	23 to 28 July	6	6	Classes as per schedule	1	
	29 July	0	Sunday		1	
August 25 Days	30 & 31 July	2	2	Classes as per schedule		1. Classes of 1st year will also start for all streams along with 2nd and 3rd yr classes as per time table. Admission process for first year will close by 31 July 18. No further admission will be given to any student.
	1 to 4 August	4	4	Classes as per schedule	1	2. Orientation programme for all first year students will be conducted in the month of august.
	5 August	0	Sunday		1	
	6 to 11 August	6	6	Classes as per schedule	1	
	12 August	0	Sunday		1	
	13 & 14 Aug	2	2	Classes as per schedule	1	
	15 August	0	Independence Day		1	
	16 to 18 August	3	3	Classes as per schedule	1	
	19 August	0	Sunday		1	
	20 to 21 August	2	2		1	
22 August	0	Id-hul Juha		1		
23 to 25 August	3	3	Classes as per schedule			

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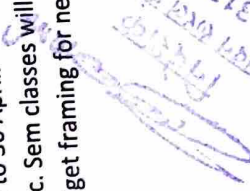
26 August	0	Sunday		1
27 to 31 August	5	5	Classes as per schedule	
1-Sep	1	1	Classes as per schedule	
2 & 3 Sep	0	Sunday & Krishna Janmashtami		2
4 to 8 Sep	5	5	Classes as per schedule	
9 Sept	0	Sunday		1
10 to 15 Sep	6	6		
16 Sep	0	Sunday		1
17 & 18 Sep	2	2	Classes as per schedule	
19 Sep	0	Ramdev Jayanti		1
20 Sep	1	1		
21 Sep	0	Moharam		1
22 Sep	1	1	Classes as per schedule	
23 Sep	0	Sunday		1
24 to 29 Sep	6	6	Classes as per schedule	
30 Sep	0	Sunday		1
1-Oct	1	1	Classes as per schedule	
2 October	0	Mahatma Gandhi Jayanti		1
3 to 6 Oct	4	4	Classes as per schedule	
7 Oct	0	Sunday		1
8 & 9 Oct	2	2		
10 Oct	0	Navratari Sthapana		1
11 to 13 Oct	3	3	Classes as per schedule	
14 Oct	0	Sunday		1
15 & 16 Oct	2	2	Classes as per schedule	
17 to 19 Oct	0	Dashara Holidays		3
20 Oct	1	1	Classes as per schedule	
Sept 22 Days				
October 22 Days				
1. Student union election can be conducted.				
1. Fresher party can be organized.				


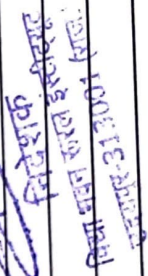

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	21 Oct	0	Sunday			1	
	22 to 27 Oct	6	6	Classes as per schedule			
	28 Oct	0	Sunday			1	internal theory and practical exams of M.Sc maths and chemistry
	29 to 31 Oct	3	3	Classes as per schedule			
	1 to 9 Nov	0	Deepawali Holidays			9	
	10 Nov	0	Director Power Leave			1	
	11 Nov	0	Sunday			1	
	12 to 17 Nov	6	6	Classes as per schedule			
	18 Nov	0	Sunday			1	
	19 & 20 Nov	2	2	Classes as per schedule			
	21 Nov	0	Barah Vafaat			1	
	22 Nov	1	1	Classes as per schedule			
	23 Nov	0	Sunday			1	
	24 Nov	1	1	Classes as per schedule			
	25 Nov	0	Sunday			1	
	26 to 30 Nov	5	5	Classes as per schedule			
	1 Dec	1	1	Classes as per schedule			
	2 Dec	0	Sunday			1	
	3 to 8 Dec	6	6	Classes as per schedule			
	9 Dec	0	Sunday			1	
	10 to 15 Dec	6	6	Classes as per schedule			
	16 Dec	0	Sunday			1	
	17 to 22 Dec	6	6	Classes as per schedule			
	23 Dec	0	Sunday			1	
	24 Nov	1	1	Classes as per schedule			
	<p>1. IGNOU EXAM will be conducted from 1 Dec to 24 Dec 18. College classes will continue. Office staff and lab assistants will be engaged as invigilator and office asst. In evening sessions teaching staff members can also be engaged as a invigilators.</p> <p>1. Sports activity for all students will be organized between 16 Dec to 24 December 18.</p>						
Nov 15 Days							
Dec 20 Days							


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	25 to 31 Dec	0	Winter vacations			Tentative dates of M.Sc Semester (CBCS) main practical and theory exams to be in Jan.
Jan 2019 26 Days	1 to 5 Jan	5	5	Classes as per schedule	1	
	6 Jan	0	Sunday			
	7 to 12 Jan	6	6	Classes as per schedule		
	13 Jan	0	Sunday		1	1. Student annual function can be hosted for 3 days.
	14 to 19 Jan	6	6	Classes as per schedule	1	
Feb 2019 24 Days	20 Jan	0	Sunday			
	21 to 25 Jan	5	5	Classes as per schedule	2	
	26 & 27 Jan	0	Republic Day & Sunday			
	28 to 31 Jan	4	4	Classes as per schedule		
Mar 2019 23 Days	1 & 2 Feb	2	2	Classes as per schedule	1	
	3 Feb	0	Sunday			
	4 to 9 Feb	6	6	Classes as per schedule	1	1. Tentative annual practical exam schedule for B.Sc. 2. Theory exam can start for Non collegiate students from 18 Feb. 3. theory classes of Sem II and IV of M.Sc chem & maths will start.
	10 Feb	0	Sunday			
	11 to 16 Feb	6	6	Classes as per schedule	1	
	17 Feb	0	Sunday			
	18 to 23 Feb	6	6	MLSU Main Exam 2018-19	1	
	24 Feb	0	Sunday		UG/PG Sem classes	
	25 to 28 Feb	4	4	MLSU Main Exam 2018-19	UG/PG Sem classes	
	1 & 2 Mar	2	2	MLSU Main Exam 2018-19	2	1. Annual theory exam for all regular and non collegiate students from 1 March to 30 April. 2. M.Sc. Sem classes will continue. 3. Budget framing for next session
	3 & 4 Mar	0	Sunday & ShivRatari		UG/PG Sem classes	
	5 to 9 Mar	5	5	MLSU Main Exam 2018-19	1	
	10 Mar	0	Sunday		UG/PG Sem classes	
	11 to 16 Mar	6	6	MLSU Main Exam 2018-19	1	
	17 Mar	0	Sunday		UG/PG Sem classes	
	18 & 19 Mar	2	2	MLSU Main Exam 2018-19	UG/PG Sem classes	


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		20 & 21 Mar	0	Holi		2
April 2019 24 Days	22 & 23 Mar	2	2	2	MLSU Main Exam 2018-19	UG/PG Sem classes
	24 Mar	0	Sunday			1
	25 to 30 Mar	6	6	6	MLSU Main Exam 2018-19	UG/PG Sem classes
	31 Mar	0	Sunday			1
	1 to 6 Apr	6	6	6	MLSU Main Exam 2018-19	UG/PG Sem classes
	7 Apr	0	Sunday			1
	8 to 13 Apr	6	6	6	MLSU Main Exam 2018-19	UG/PG Sem classes
	14 Apr	0	Sunday			1
	15 to 16 Apr	2	2	2	MLSU Main Exam 2018-19	UG/PG Sem classes
	17 Mar	0	haveer Jayanti			1
	18 Apr	1	1	1	MLSU Main Exam 2018-19	UG/PG Sem classes
	19 Apr	0	Good Friday			1
	20 Apr	1	1	1	MLSU Main Exam 2018-19	UG/PG Sem classes
	21 Apr	0	Sunday			1
	22 to 27 Apr	6	6	6	MLSU Main Exam 2018-19	UG/PG Sem classes
	28 Apr	0	Sunday			1
	29 & 30 Apr	2	2	2	MLSU Main Exam 2018-19	UG/PG Sem classes
	1 to 4 May	4	4	4	1. Summer vacation slots between 1 may to 10 June. Staff members can avail their summer leaves between these days. 2. Prospectus, admission related work also done in the month of may.	UG/PG Sem classes 1
	5 May	0	Sunday			UG/PG Sem classes
	6 to 11 May	6	6	6		UG/PG Sem classes 1
12 May	0	Sunday			UG/PG Sem classes	
13 to 18 May	6	6	6		UG/PG Sem classes 1	
19 May	0	Sunday			UG/PG Sem classes	
20 to 25 May	6	6	6		UG/PG Sem classes 1	
26 May	0	Sunday			UG/PG Sem classes	
27 to 31 May	5	5	5		UG/PG Sem classes 1	
		1. Annual theory exam for all regular and non collegiate students will continue up to 30 April. 2. internal theory and practical exams in Science PG classes 3. planning for staff recruitments, fee structure, academic calendar.				
		1. MLSU theory exam in case exam date is postponed. 2. main practical exams of M.Sc chemistry may be scheduled				
						
						
May 2019 27 Days						

June 2019 24 Days	1 June	1	1	IGNOU EXAM & admission work for the session 2019-20.	1. Summer leaves slots up to 10 June 2019.	1. IGNOU EXAM will be conducted 1 June to 24 June 2019.
	2 June	0	Sunday		1	2. Admission related work will remain continue. Staff members who are not involved in admission duties will perform the duties of invigilation.
	3 & 4 June	2	2	IGNOU EXAM & admission work for the session 2019-20.	1. Summer leaves slots up to 10 June 2019.	3. Result will be declared by university.
	5 June	0	Eid		1	4. Time table framing for next academic session 2019-20.
	6 & 8 June	3	3	IGNOU EXAM & admission work for the session 2019-20.	1. Summer leaves slots up to 10 June 2019.	5. Semester exams of UG and PG classes may be scheduled.
	9 June	0	Sunday		1	
	10 to 15 June	6	6	IGNOU EXAM & admission work for the session 2019-20.		
	16 June	0	Sunday		1	
	17 to 22 June	6	6	IGNOU EXAM & admission work for the session 2019-20.		
	23 June	0	Sunday		1	
	24 to 29 June	6	6	Admission work for the session 2019-20.		
	30 June	0	Sunday		1	

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 (Date) 100-CTE-2019-20
 2019-20
 2019-20

Tentative Admission schedule for the session: 2019-20

First Counseling	
Date	Procedure
1/6/2019	Beginning date of submission of application form
25/06/2019	Last Date of submitting application form
28/06/2019	Display merit List
1/7/2019 to 3/7/2019	Counselling & Fee deposition
Second Counseling	
Date	Procedure
3/6/2019	Beginning date of submission of application form second counseling
9/6/2019	Last Date of submitting application form for second counseling
11/6/2019	Display merit List for second counseling
12/7/2019 to 13/7/2019	Counselling & Fee deposition
Third Counseling	
Date	Procedure
10/6/2019	Beginning date of submission of application form third counseling
20/6/2019	Last Date of submitting application form for third counseling
22/6/2019	Display merit List for third counseling
23/7/2019 to 25/7/2019	Counselling & Fee deposition