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A. About the Directorate of Distance Education

The Directorate of Distance Education (formerly known as Institute of Correspondence Education) was established on 3rd March 1976 in the University of Jammu. University of Jammu was established in 1969 vide Kashmir and Jammu Universities Act following bifurcation of University of Jammu and Kashmir (Estab. in 1948). With the establishment of Directorate of Distance Education, the University of Jammu within 7 years of its establishment became a dual mode university from a conventional university.

The Directorate of Distance Education is located within the main campus of the University of Jammu. It has its own building and infrastructure to provide all the services to the students.

The Directorate offers undergraduate and postgraduate programmes. The enrolment has grown from under 100 students in the year of its establishment to 6,044 students in academic session 2019-20. This multi-faculty institution has 11 permanent teachers with a strong orientation and experience in distance education. The Directorate also uses the services of visiting and contractual faculty.

In order to augment the delivery of the programmes being offered, latest and updated Self Learning Material is provided to the distance learners by hand/online at the time of admission.

The Directorate has adequate infrastructure in the form of halls and rooms for Personal Contact Programmes (PCP) and counselling sessions. The Directorate has a well-stocked library with a collection of over 37,246 books and a computer laboratory with Internet and Wi-Fi facility.

Directorate of Distance Education has also established a network of Learner Support Centres (LSC) at Govt. Degree College Rajouri, Kathua, Udhampur, Baderwah, Poonch, Doda and Kishtwar to provide effective academic and administrative support to distance learners.

The support services and administrative staff of the Directorate are trained and committed to provide excellent services to the satisfaction of distance learners.

B. Academic Faculty of the Directorate of Distance Education

S. No.	Name of the Teacher	Designation
1.	Prof. Satnam Kour	Director
2.	Prof. Darshana Sharma	Professor (Education)

3.	Prof. Sandeep Tandon	Professor (Commerce)
4.	Prof. Anupama Vohra	Professor (English)
5.	Dr. Anju Thappa	Associate Professor (Hindi)
6.	Ms. Rohini Gupta Suri	Sr. Asstt. Professor (Commerce)
7.	Dr.Hina S. Abrol	Sr. Asstt. Professor (History)
8.	Dr. Neelam Choudhary	Sr. Asstt. Professor (Economics)
9.	Dr. Jaspal Singh	Sr. Asstt. Professor (Education)
10.	Dr. Stanzin Shakya	Asstt. Professor (English)
11.	Dr. Anuradha Goswami	Asstt. Professor (Education)
12.	Dr. Jasleen Kaur	Asstt. Professor (English)
13.	Dr. Jajber Singh Sodhi	Asstt. Professor (Punjabi)

C. Administrative Staff of the Directorate of Distance Education

S. No.	Name	Designation
1.	Prof. Satnam Kour	Director

2.	Dr. Saranpreet Broca	Deputy Registrar 9419193745 distanceeducationofficeju@gmail.com
3.	Sh. Arun Kumar Abrol	Assistant Registrar (Adm., Accounts and Publication) 9055523118
4.	Ms. Sushma	Assistant Registrar (UG/PG/B.ED) 7006494824
5.	Mr. Subash Chander	Section Officer (UG) 9419279265
6.	Ms. Anju Gupta	Section Officer (PG) 9469161208

D. Library Staff

S. No.	Name	Designation
1.	Mr. Rakesh Kumar	Assistant Librarian Senior Scale 9797636368
2.	Mrs. Monika Kotwal	Professional Assistant 9469213752

E. Information and Enquiry

S. No.	Office	For Telephonic Information
1.	University Exchange No.	2452201. 2435248. 2452208. 2453165
2.	Section Officer DDE (Under Graduate)	2460 Extension
3.	Section Officer DDE (Post Graduate)	2467 Extension
4.	Information pertaining to Learner Support Centres	2464 Extension

5.	Section Officer (Administration)	2463 Extension
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F. Address for Correspondence

Prof. Satnam Kour

Director, Directorate of Distance Education,
University of Jammu,
Jammu-180006.

Ph. No. 0191-2430828

Mr. Durga Dass

Sr. P.A. to Director
7006549526; 9469747181

Mr. Suresh Charak

Junior Assistant
9018081010

G. Programmes Offered by the Directorate of Distance Education

S. No.	Programme	Duration	Coordinator
1.	B.A. General Degree Programme (Non CBCS)	3 Academic Years (6 Semesters)	
	B.A. Semester I & II		Dr. Stanzin Shakya Coordinator Sem: I & II ddesem1and2@gmail.com stanzin@jammuuniversity.ac.in
	B.A. Semester III & IV		Dr. Hina S. Abrol Coordinator Sem: III & IV coordinatorug34dde@gmail.com
	BA. Semester V & VI		Dr. Jaspal Singh Coordinator Sem: V & VI jaspaljammuuniversity@yahoo.com
2.	B.Com. General Degree Programme	3 Academic Years (6 Semesters)	Ms. Rohini Gupta Suri rohiniguptasuri@rediffmail.com Semester I, II, III, IV, V and VI

	(Non CBCS)		
3.	B.Ed.	2 Academic Years	Prof. Darshana Sharma darshanapsharma@yahoo.co.in
4.	M.Com.	2 Academic Years (4 Semesters)	Prof. Sandeep Tandon sktandonjmu@gmail.com Teacher Incharge: Dr. Rupa Mahajan rupamhjn23@gmail.com
5.	M.A. Urdu	2 Academic Years (4 Semesters)	Coordinator: Prof. Shohab Inayat Malik Teacher Incharge: Dr. Liaqat Ali liaqat.ali393@gmail.com
6.	M.A. English	2 Academic Years (4 Semesters)	Coordinator: Prof. Anupama Vohra coordinatorengdde@gmail.com Dr. Jasleen Kaur dde.jasleenkaur@gmail.com
7.	M.A. Hindi	2 Academic Years (4 Semesters)	Coordinator: Dr. Anju Thappa ddepghindi@gmail.com
8.	M.A. Sociology	2 Academic Years (4 Semesters)	Coordinator: Prof. Abha Chauhan Teacher Incharge: Dr. Neha Vij vij.neha022@gmail.com
9.	M.A. Dogri	2 Academic Years (4 Semesters)	Coordinator: Prof. Shiv Dev Singh Manhas Teacher Incharge: Dr. Jatinder Singh jeetusingh1970@gmail.com
10.	M.A. Economics	2 Academic Years (4 Semesters)	Coordinator: Prof. Prakash C. Antahal

			Teacher Incharge: Dr. Neelam Choudhary neelam11choudhary@gmail.com
11.	M.A. Political Science	2 Academic Years (4 Semesters)	Coordinator: Prof. Baljeet Singh Teacher Incharge: Dr. Mamta Sharma mamtaddeju@gmail.com
12.	PGDBM	1 Academic Year (2 Semesters)	Ms. Rohini Gupta Suri rohiniguptasuri@rediffmail.com

Distance Learners are advised to regularly visit the website
www.distanceeducationju.in **for important information regarding their programme.**

H. About the Three-Year B.A./B.Com. Undergraduate (General) Degree Programme Offered by the Directorate of Distance Education

Directorate of Distance Education offers B.A./B.Com. Three-Year (General) Degree Programme. Students can seek admission in the Directorate of Distance Education in the University Campus or can also get enrolled in our Learner Support Centres. The students can choose subjects from the range of subject combination available for [B.A.](#) and [B.Com](#) given below. However, General English is a compulsory subject. The subject of Environmental Science (EVS) is compulsory for B.A./B.Com. Semester III & IV only.

1. Eligibility Criteria for Admission to B.A./B.Com. Semester I

(i.) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year Degree (General) Programme Semester I. However, those who have cleared their said examination from board other than J&K Board will have to submit an [affidavit specimen](#) of which is available at the end of the prospectus.

(ii.) Candidates who have passed the Higher Secondary Part-II (10+2) examination in commerce subjects of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year B.Com. (General) Programme in Semester I. However, those who have cleared their said examination from board other than J&K Board will have to submit an [affidavit specimen](#) of which is available at the end of the prospectus.

(iii.) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto in any stream (other than commerce) obtaining not less than 45% marks in the aggregate shall also be eligible for admission to the B.Com. Degree (General) Programme Semester I. However, those who have cleared their said examination from board other than J&K Board will have to submit an [affidavit specimen](#) of which is available at the end of the prospectus.

NOTE:

- **With reference to University Council Resolution No. 80.08, “Candidate failing in one or more subject/s at 10+2 level is not eligible for pursuit of any undergraduate course offered by the University”.**
- **Hence, from the academic session 2016-2017, the Directorate of Distance Education has discontinued admission of candidates in B.A./B.Com. Sem I who are failing in one or more subject/s at 10+2 level.**

2. Eligibility Criteria for Promotion to B.A./B.Com. Semester- II, III, IV, V & VI

i. B.A./B.Com. Semester I to II

A student will be eligible for promotion from semester I to II if he/she has:

- a) Secured pass marks in Internal Assessment in 75% of subjects/papers of the

- Semester I
- b) Has appeared in at least one of the papers in the Semester End Examination of Semester I.
- ii. B.A./B.Com. Semester II to III
A student will be eligible for promotion from Semester II to III provided he/she has:
- a) Passed at least 50% of the subjects/papers of theory/practical (separately) of Semester I and
- b) Has passed in Internal Assessment of 75% subjects/papers of B.A./ B.Com. Semester II.
- iii. B.A./B.Com. Semester III to IV
A student will be eligible for promotion from semester III to IV if he/she has:
- a) Secured pass marks in Internal Assessment of 75% of the subjects of Semester III
- b) Has appeared in at least one of the papers in the Semester End Examination of Semester III.
- iv. B.A./B.Com. Semester IV to V
A student will be eligible for promotion from semester IV to V provided he/she has:
- a) Passed at least 50% of the subjects/papers of theory/practical (separately) of Semester III and
- b) Passed in Internal assessment of 75% of the subjects/papers of Semester IV.
- v. B.A./B.Com. Semester V to VI
A student will be eligible for promotion from semester V to VI if:
- a) He/she has secured pass marks in Internal Assessment of 75% of the subjects/papers of Semester V.
- b) Has appeared in at least one of the papers in the Semester End Examination of Semester V.

NOTE:

- **Admission to B.A./B.Com. Semester III and V shall be open only to Non-CBCS students.**
- **A student will have to get himself/herself enrolled to the II, IV and VI Semester (as the case may be) within seven days of the termination of the B.A./B.Com. Semester I, III and V Examination (as the case may be).**
- **The Directorate shall not open the admissions after the declaration of the result of re-evaluation.**

**Distance Learners are advised to regularly visit the website
www.distanceeducationju.in for important information regarding their programme.**

3. Subject Combination Available for B.A. (General) Degree Programme

General English is a compulsory subject. The candidates must choose three subjects in addition to General English. Students can choose only one subject from one column.

Compulsory	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7 ^[SEP]
General English	Education	Psychology***	Sociology	Statistics**** ^x	Philosophy	Hindi	Economics
	Marketing Management	Home Science***	#Mathematics	Political Science		Urdu	
						Punjabi	
					Dogri	Sanskrit	
	History	English Literature	Music***	Geography***	MIL*	Persian	
						Business Management	Arabic
OCL** ^[SEP]							

* Modern Indian Language^[SEP]

** Oriental Classical Language^[SEP]

*** Practical subject 12 days of attendance in Internal Practicals is compulsory for B.A. Semester I, II, III, IV, V & VI.

Note: As per statutes, no candidate will opt Mathematics for B.A. Semester I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.^[SEP]

^x As per statutes, no candidate will opt Statistics for B.A. Semester I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/Business Mathematics).

NOTE:

The candidates are advised to choose any three subjects besides General English (selecting one from one column only) out of the combination of subjects given above. Geography, Home Science, Music, Psychology and Statistics are practical subjects and involve attending 12 days of Internal Practical, which is a compulsory component.

4. Subjects Prescribed for B.Com. Programme

Semester I	
AA-101	General English
BCG-101	Financial Accounting
BCG-102	Management Theory and Practice
BCG- 103	Micro Economics
Any One of the Following	
BCG-104	Business Mathematics I
BCG-105	Basic Business Communication

Semester II	
AA-201	General English
BCG-201	Advance Financial Accounting
BCG-202	Business Ethics
BCG-203	Economics for Managerial Decisions
Any One of the Following	
BCG-204	Business Mathematics-II
BCG- 205	Communication Skills

Semester III	
AA-301	General English
BCG-301	Corporate Accounting
BCG-302	Income Tax Law & Practice-I
BCG-303	Business Law
BCG-304	Entrepreneurship for Small Businesses
ES-301	Environmental Studies with Practical

Semester IV	
AA-401	General English
BCG-401	Advance Corporate Accounting
BCG-402	Income Tax Law & Practice-II

BCG-403	Corporate Laws
BCG-404	Business Environment
ES-401	Environmental Studies with Practical

Semester V	
AA-501	General English
BCG-501	Cost Accounting
BCG-502	Business Statistics
BCG-503	Contemporary Management
BCG-504	Economic Regulations of Domestic and Foreign Exchange

Semester VI	
AA-601	General English
BCG-601	Management Accounting
BCG-602	Insurance Management
BCG-603	Auditing
BCG-604	Logistic Management

5. Medium of Instruction and Examination

Medium of instruction and examination in all the subjects shall be English except in case of Hindi, Urdu, Punjabi, Dogri, Persian, Arabic and Sanskrit. The medium of instruction and examination in Oriental Classical Languages i.e. Persian, Arabic & Sanskrit shall be the language concerned or the allied modern Indian language opted by the candidate. The medium of instruction and examination in modern Indian languages i.e. Hindi, Urdu, Punjabi and Dogri shall be the language concerned.

Distance Learners are advised to regularly visit the website
www.distanceeducationju.in **for important information regarding their programme.**

6. Principals, Coordinators and Dealing Assistants of Learner Support Centers

S. No.	Centre	Principal	Coordinator	Dealing Asstt.
1.	Kathua 184101	Prof. Assa Ram Sharma 9419152050	Prof. Shub Kumar 9419247400	Mr. Avtar Krishan 9419207652 9797516966
2.	Udhampur 182101	Sh. Suash Chander 9419160428	Prof. Gurvinder Raj Verma 9419253303	Mr. Vipran Raina 9419571235
3.	Doda 182202	Dr. Shafquet Hussain Rafiqi 9419168898	Dr. Ajaz A. Wani 9419110443	Mr. Hari Krishan 9797624211
4.	Bhaderwah 182222	Dr. K. K. Sharma 9419155151	Prof. Umir Din 9858684011	Mr. Irshad Tak 9906375058
5.	Kishtwar 182204	Prof. Anurdh Sharma 9419154591	Prof. Swami Raj 9622010722	Mr. Khushid Ahmed 9419174446
6.	Rajouri 185131	Prof. Shakeela Ahmed Rains 9419171895	Prof. Javed Ahmed Mughal 7006739289	Mr. Laqit 8493865643
7.	Poonch 185101	Prof. M. H. Shah 9419601920	Dr. Zakir Hussain Kalis 9797383956	Mr. Romesh 9419170113

Teacher Incharge, Learner Support Centres: Dr. Jaspal Singh (9419202118)

NOTE:

The Students of Learner Support Centers are advised to contact the Principal/Coordinator/Dealing Assistant concerned during office hours only.

7. Annual Fee For Session 2020-21

Annual Fee for session 2020-21 for Undergraduate programme (B.A./B.Com.) is Rs.7095/-.

In addition to the above fee, the candidates are required to deposit the following fee as the case may be:

Session 2020-21

I.	Registration Fee	- Rs. 360/- For the candidates not registered with the University of Jammu
II.	Eligibility Fee	- Rs. 880/- For the candidates migrating from Universities or Boards other than J&K State Board of School Education.
III.	Practical Fee per Subject	- Rs. 770/- In addition to Normal Fee.
IV.	Library Security	- Rs. 790/- Refundable for the candidates who want to be the member of the DDE Library.
V.	Learner Support Centre Fee	- Rs. 740/- For those who are enrolled through Learner Support Centres.
VI.	Degree Fee	- Rs. 810/- One Time.
VII.	EVS for Semester III	- Rs. 770/- For the students of B.A./B.Com. Semester III and IV (Practical Fee)
VIII.	Revival of Registration	- Rs. 500/-
IX.	Inter College Migration Fee	- Rs. 360/-(if migration certificate is surrendered)

NOTE:

- The candidate shall pay full fee at the time of admission. Besides this, the students enrolled with the DDE shall be required to pay any other fee and dues, prescribed from time to time by the University of Jammu.
- The details of late fee to be charged (as applicable) for admission form being submitted late are available in the admission notification at www.distanceeducationju.in.

8. Mode of Payment of Fee

The candidates interested to seek admission in the Directorate of Distance Education, University of Jammu, in B.A./B.Com. Semester I, III and V shall deposit their admission fee through the online mode like (Credit card/Debit Card/Net banking).

9. Refund of Fee

1. The applicant declared ineligible for admission must submit an application for refund to the Director, Directorate of Distance Education within 15 days after being declared as ineligible, after which no request for refund shall be entertained.
2. If a candidate is found ineligible and not enrolled, the fee paid by him/her shall be refunded after deducting Rs. 220/- to cover remittance and other charges.
3. If the applicant is not enrolled because of his/her having not submitted the required certificates by the date fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
4. Fee once paid by enrolled distance learner shall not be refunded.

Distance Learners are advised to regularly visit the website www.distanceeducationju.in for important information regarding their programme.

10. Important Instructions to Fill in Online Admission Form of B.A./B.Com. Semester I

Candidates will be required to apply Online exclusively through the Directorate of Distance Education website www.distanceeducationju.in

Candidates are advised to read carefully the following instructions before they fill in Online Admission Form:

1. Candidate seeking admission to Semester I of the Undergraduate programme (B.A./B.Com.) shall ensure that he/she fulfils the [eligibility conditions](#) as specified.
2. Read the contents of Prospectus carefully before filling in Online Admission Form.
3. Fill in the Admission Form online only at www.distanceeducationju.in
4. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination.
5. Properly scan relevant **documents** and **signature** and **UPLOAD** them. Uploading of all documents is **MANDATORY**.
6. The applicant automatically comes to know about the fee details once he/she clicks the 'submit' button after filling the form online. He/she also comes to know about the 'Serial Number' of his/her application. Please note down this 'Serial Number' as it is required for further correspondence and queries especially to know about the status of Admission Form.
7. The Student will have to pay the admission fee only through Online mode using Credit Card/ Debit Card/Net Banking mode.
8. Students are advised to keep atleast two printed copies of the filled in form along with banking transaction details for future reference.
9. The candidate must Upload **CLEARLY SCANNED** Original documents as per the checklist given below with the online form.
10. Admission Form incomplete in any respect shall be rejected.
11. **Seeking admission on the basis of false identity, misrepresentation by submitting false/forged certificates/documents or suppression of any material fact is unlawful and will result in cancellation of admission.**
12. Admission cannot be claimed as a matter of right.
13. Subjects opted by the candidate should be carefully filled in the relevant column of the Online Form. **Subject option once exercised by the candidate and approved by the Directorate shall not be changed subsequently.**

11. Documents to be Uploaded Along with B.A./B.Com. Semester I Online Admission Form.

- i. **Matriculation Diploma (for DOB)**
- ii. **Marks Sheet of Higher Secondary Part - II (10+2)**
- iii. **Higher Secondary Part II Diploma (for old candidates)**
- iv. **Provisional Certificate of Higher Secondary Part - II (10+2) for fresh candidates**
- v. **Cancellation Certificate for those who were registered earlier with colleges affiliated to the University of Jammu.**
- vi. **Migration Certificate for those who were registered earlier with cluster/any other University.**
- vii. **Character Certificate from the Institution last attended or from any other gazetted officer/1st class magistrate.**
- viii. **Migration Certificate for the candidates who have passed their last examination from board other than the J&K State Board of Secondary Education.**

- ix. Eligibility Form duly filled in and **an affidavit as given in Annexure-I.**
- x. In case of candidates having a 'gap' of more than one year the applicant must upload **Notary Certified/Affidavit for Gap Period.** The specimen has been given at the end of the Prospectus.
- xi. Re-admission case. Candidate seeking admission in B.A./B.Com. Semester I for the second time will be called as readmission case and will have to provide the relevant documents i.e. Cancellation Certificate/Migration Certificate as the case may be.
- xii. Passport size photograph.
- xiii. Signature of the candidate.
- xiv. Declaration Affidavit.

NOTE:

- No Online submission of the Admission Form will be entertained after the last date prescribed for submission of Admission Form is over. Hard copy of the admission form will not be acceptable in any case after the last date is over.
- A separate notification for Second Semester shall be notified after Semester I Examination.

Distance Learners are advised to regularly visit the website www.distanceeducationju.in for important information regarding their programme.

12. Important Instructions to Fill in Online Admission Form of B.A./B.Com. Semester III

Candidates will be required to apply Online exclusively through the website www.distanceeducationju.in

Candidates are advised to read carefully the following instructions before they fill in Online Admission Form:

1. Candidate seeking admission to Semester III of the undergraduate programmes (B.A./B.Com.) shall ensure that he/she fulfils the eligibility conditions as specified.
2. Read the contents of UG [eligibility criteria](#) carefully before filling in Online Admission Form.
3. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination.
4. Clearly scan relevant **documents** and **signature** and **UPLOAD** them. Uploading of all documents is **MANDATORY**.
5. The applicant automatically comes to know about the fee details once he/she clicks the 'submit' button after filling the form online. He/she also comes to know about the 'Serial Number' of his/her application. Please note down this 'Serial Number' and Banking Transaction Details, as it may be required for further correspondence and queries especially to know about the status of Admission Form.
6. The Student will pay the admission fee only through online mode using Credit Card/ Debit Card/Net Banking only.
7. Students are advised to keep at least two printed copies of the filled in form along with banking transaction details for future reference.
8. The candidate must upload the documents as per the checklist given above.
9. Admission Form incomplete in any respect shall be rejected.

10. Seeking admission on the basis of false identity, misrepresentation by submitting false/forged certificates/documents or suppression of any material fact is unlawful and will result in cancellation of admission.
11. Admission cannot be claimed as a matter of right.
12. Subjects opted by the candidate in the first semester has to be retained and filled in carefully in the relevant column of the Online Form.

13. Documents to be Uploaded Along with B.A./B.Com. Semester III Online Admission Form.

Documents required to be uploaded along with Online Admission Form of B.A./B.Com. Semester III

- I. Scanned Original marks card of B.A./B.Com. Semester I.
- II. Scanned Original NOC from Principal in case migration from college (signed and verified by concerned) mentioning that the candidate has passed in Internal Assessment of at least 75% of subjects/papers of Semester II.
- III. Scanned Original Migration Certificate in case of Inter College Migration (Migration allowed only from colleges offering Non CBCS B.A./B.Com. courses)
- IV. Scanned Original [Gap affidavit](#) and [Reappear affidavit](#) as the case may be (The specimen is given as Annexure II and III in the Prospectus respectively). The Affidavit has to be duly attested by a Magistrate/Oath Commission/Notary Public.
- V. Examination Roll No. Slip of Semester II.
- VI. Scanned Passport size photograph.
- VII. Scanned Signature of the Candidate.
- VIII. Scanned Examination Roll No. Slip of Semester II

14. Important Instructions to Fill in Online Admission Form for B.A./B.Com. Semester V

Candidates will be required to apply Online exclusively through the website www.distanceeducationju.in.

Candidates are advised to read carefully the following instructions before they fill in online admission form:

1. Candidate seeking admission to Semester V of the undergraduate programmes (B.A./B.Com.) shall ensure that he/she fulfils the eligibility conditions as specified.
2. Read the [eligibility criteria](#) carefully before filling in Online Admission Form.
3. Fill in the Admission Form online only at www.distanceeducationju.in
4. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination.
5. Clearly Scan relevant **documents** and **signature** and **UPLOAD** them. Uploading of all documents is MANDATORY.
6. The applicant automatically comes to know about the fee details once he/she clicks the 'submit' button after filling the form online. He/she also comes to know about the 'Serial Number' of his/her application. Please note down this 'Serial Number' as it is required for further correspondence and queries especially to know about the status of Admission Form.
7. The Student will have to pay the admission fee only through online mode using Credit Card/ Debit Card/Net Banking only.
8. Students are advised to keep at least two printed copies of the filled in form along with banking transaction details for future reference.
9. The candidate must Upload CLEARLY SCANNED Original documents as per the checklist given below with the online form.
10. Admission Form incomplete in any respect shall be rejected.
11. Seeking admission on the basis of false identity, misrepresentation by submitting

false/forged certificates/documents or suppression of any material fact is unlawful and will result in cancellation of admission.

12. Admission cannot be claimed as a matter of right.
13. Subjects opted by the candidate in the previous semesters has to be retained and filled in carefully in the relevant column of the Online Form.

15. Documents to be Uploaded Along with Online Admission Forms of B.A./B.Com. Semester V.

Documents required to be uploaded along with Online Admission Form of B.A./B.Com. Semester V

- I. Scanned Original marks card of B.A./B.Com. Semester I, II and III.
- II. Scanned Original NOC from Principal in case migration from college (signed and verified by concerned Principal) mentioning that the candidate has passed in Internal Assessment of at least 75% of subjects/papers of Semester IV.
- III. Scanned Original Migration Certificate in case of Inter College Migration (Migration allowed only from colleges offering Non-CBCS B.A./B.Com. courses) affiliated to University of Jammu.
- IV. Scanned Original [Gap affidavit](#) and [Reappear affidavit](#) as the case may be. The specimens are given at the end of the Prospectus respectively. The Affidavit has to be duly attested by a Magistrate/Oath Commission/Notary Public.
- V. Examination Roll No. Slip of Semester IV.
- VI. Scanned Passport size photograph.
- VII. Scanned Signature of the Candidate.
- VIII. Scanned Examination Roll No. Slip of Semester IV.

16. Study Material

The Directorate shall provide study material to all the enrolled candidates through both offline (Hard Copies) as well as online (PDF Soft Copies). The candidates of Learner Support Centres can also collect the offline (Hard Copies) of the study material from their respective Learner Support Centres. The study material is easy to comprehend and is on Self Learning Material (SLM) format.

17. Guidance and Counselling

Guidance and Counselling plays a vital role in guiding the distance learners with respect to their academic problems. For face-to-face guidance and counselling learners are advised to contact their respective Course Coordinator/Teacher Incharge during working hours.

Distance Learners are advised to regularly visit the website www.distanceeducationju.in for important information regarding their programme.

18. Important Academic Components of the B.A./B.Com. Programme

- i. Personal Contact Programme

B.A./B.Com. Semester I to VI

Ten days Personal Contact Programme (PCP) in each semester will be conducted to

provide academic guidance to the students enrolled in the DDE. In addition to this, DDE is also providing day-to-day counselling. Similar facility shall be extended for PCP to the students enrolled in the Learner Support Centres. However, the P.C.P. will be optional for the students.

NOTE:

- **Attending the Personal Contact Programme is not compulsory.**
- **In case of a subject where faculty is not available in the Learner Support Centre, the candidate shall have to undergo theory as well as practical classes at the Directorate of Distance Education at Jammu. In such a case, prior information should be given to the Coordinator concerned in the Directorate by the Coordinator of the Learner Support Centre so that timely necessary action is taken.**

ii. Internal Assessment

- a) Internal Assessment Assignment is a compulsory component and a distance learner who fails to submit it within the stipulated time shall not be allowed to sit in the Semester-End Examination i.e. he/she will not be issued University Examination Roll Number Slip.
- b) Soft copy of the Internal Assessment Assignment (I.A.A) Question booklet will be available on website www.distanceeducationju.in. Similarly, for the ease of distance learner hard copies of the same will also be made available at the Directorate as well as Learner Support Centres and can be collected by the distance learners at their convenience along with the study material.
- c) Internal Assessment is a compulsory component based on the submission of the assignment for each semester by the students. The theory paper shall have eighty (80) marks in each subject. The component of Internal Assessment shall be of twenty (20) marks in each semester i.e. two home assignments carrying ten (10) marks each. In case of Music subject, home assignment carries eight (8) marks i.e. two assignments of four (4) marks each.
- d) The students who fail to submit the assignments within the stipulated time will not be eligible to sit in the semester end examination.

iii. Internal Practicals

- a) For B.A. semester I to VI, Practical is a compulsory component in the subjects of **Statistics, Geography, Psychology, Home Science and Music**. The practicals will be held for 12 days in each practical subject in each semester. Distance learner who fails to appear in the practical classes shall not be eligible to appear in the Semester-End Examination.
- b) In case of a subject where faculty is not available in the Learner Support Centre the candidate will have to undergo internal as well as external practical in the DDE, Jammu.
- c) In such a case timely prior information through an official letter mentioning name, enrolment number and subject of the candidate should be sent by the Coordinator of the Learner Support Centre to the Coordinator concerned in the DDE, Jammu, so that timely necessary action is taken.

iv. External Examination/Practicals

The dates for the conduct of External Examination/Practicals of B.A./B.Com. Semester I to VI are fixed by the office of the Controller of Examinations, University of Jammu, and the result is also declared by the office of the Controller of Examinations.

19. Enrolment Card.

It is mandatory for all distance learners to carry enrolment card while visiting University/ Directorate for PCP, library, submission of assignments, appearing in the seminar/ presentation/viva voce or any other query.

20. Declaration of Result and Award of Degree.

The result of candidates enrolled in DDE shall be declared by the office of Controller of Examinations (www.coeju.com) along with the regular students of the colleges and the Degree shall be the same as awarded to the successful regular candidates of the colleges.

Distance Learners are advised to regularly visit the website
www.distanceeducationju.in for important information regarding their programme.

21. Post-Admission Instructions

1. Admission granted to the students to B.A./B.Com. Semester I, III & V shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for undergraduate programmes shall have to abide by the provisions of the Act, Statutes, Regulations etc. of the University prescribed from time to time.
3. Submission of Internal Assessment Assignments is a compulsory component. Distance learners will be notified of the schedule and last date of the Assignment's submission through the website www.distanceeducationju.in.
4. Internal practicals in the subjects (which involve both theory and practicals) i.e. **Geography, Home-Science, Music, Psychology and Statistics**, are compulsory. Distance Learner who has not undergone internal practicals in any of these subjects will neither be eligible to appear in the external practical nor will be allowed to sit in the theory examination of all the subjects.
5. A candidate enrolled with the Directorate of Distance Education for undergraduate programmes will be issued an enrolment card for identification. A distance learner must carry his/her enrolment card with him/her during visits to the Directorate.
6. A penalty of Rs: 200/- will be imposed for issue of duplicate enrolment card/identity card. In case of loss, the distance learner will have to submit an application along with an affidavit duly attested by competent authority claming of the misplacement.
7. No refund or adjustment of fee is permissible once a candidate has been admitted or is declared ineligible after seeking admission on account of misbehaviour, misrepresentation or suppression of facts.
8. All legal disputes relating to the undergraduate courses through distance education mode shall be subject to the jurisdiction of Jammu Courts only.
9. In all written correspondence with the DDE, the candidate must mention his/her Course enrolled, Enrolment number, Semester, Session, Personal Contact Number and Email I.D.
10. No distance learner can appear in the semester-end examination on the basis of enrolment card.
11. Distance learners must bring their enrolment card during PCP classes and show the same when asked for.
12. Collection of Roll No. Slip from the Directorate/Learner Support Centres is mandatory for appearing in the semester end examination.

22. Academic Schedule of B.A./ B.Com. Semester I, III and V.

- i. Personal Contact Programme:

Distance Learners are advised to regularly visit the website of the DDE for updates regarding the schedule of P.C.P.

- ii. Internal Assessment:
The distance learners are advised to visit the website of the Directorate for the booklet of Internal Assessment Assignments.
- iii. Internal Practical:
The distance learners of B.A. Sem. I, III and V to visit the website of the Directorate for schedule and venue of Internal Practicals to be conducted in the subjects of Music, Home Science, Psychology, Geography and Statistics.
- iv. Environmental Science (EVS):
Distance Learners of B.A./ B.Com. Sem. III are advised to visit the website of the Directorate for schedule of EVS practical.
- v. External Practicals:
Distance Learners of B.A. Sem. I, III and V are advised to visit the website of the Directorate for schedule of External Practicals in the subjects of Music, Home Science, Psychology, Geography and Statistics.

NOTE:

1. **No Internal Assessment Assignments (I.A.A) shall be accepted after the last date is over.**
2. **Learner Support Centres located in Rajouri, Poonch, Doda, Bhandarwah, Kishtwar, Udhampur and Kathua shall also follow the Academic Calendar.**
3. **Students are advised to regularly visit the website of the Directorate www.distanceeducationju.in for any change in the above schedule and important information regarding their programme.**

**Distance Learners are advised to regularly visit the website
www.distanceeducationju.in for important information regarding their programme.**

I. About the Post-Graduate Degree Programmes

The Directorate of Distance Education, University of Jammu, offers Post Graduate Degree Programme in Commerce (M.Com.) and Post Graduate Diploma in Business Management (PGDBM). In Languages DDE offers Post Graduate degree programme in Hindi, Urdu, English and Dogri. In Social Sciences it offers Post-Graduate degree programme in Sociology, Political Science and Economics.

1. Medium of Instruction and Examination

Medium of instruction and examination in all the subjects is English except in case of Hindi, Urdu and Dogri in which medium of instruction and examination is the language concerned.

2. P.G Programmes Offered: Eligibility, Fee and Duration

S. No.	Name of the Programme	Eligibility	Annual Fee	Duration	Coordinator/ Teacher Incharge
1.	P.G. Commerce: M.Com.	- Graduation (B.Com.) under 10+2+3 pattern; - Graduation under 10+2+3 pattern in any other discipline with 60% marks; - Graduation with PGDBM Securing atleast 50% marks.	Rs. 7390/-	2 Academic Years 4 Semesters	Coordinator: Prof. Sandeep Kour Tandon sktandonjmu@gmail.com Teacher Incharge: Dr. Rupa Mahajan rupamahjn23@gmail.com
2.	P. G. Dogri	- Graduation under 10+2+3 Pattern in any stream.	Rs. 7915/-	2 Academic Years 4 Semesters	Coordinator: Prof. Shiv Dev Singh Manhas Teacher Incharge: Dr. Jatinder Singh jeetusingh1970@gmail.com
3.	P. G. Economics	- Graduation under 10+2+3 pattern with Economics as an elective subject; - Graduation under 10+2+3 pattern with any of the allied Subject of Social Sciences securing at least 50% of marks; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks.	Rs. 7915/-	2 Academic Years 4 Semesters	Coordinator: Prof. Prakash C. Antahal Teacher Incharge: Dr. Neelam Choudhary neelam11choudhary@gmail.com

4.	P.G. English	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with English Literature as an elective Subject; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks. 	Rs. 7915/-	2 Academic Years 4 Semesters	<p>Coordinator: Prof. Anupama Vohra</p> <p>coordinatorengdde@gmail.com</p> <p>Faculty: Dr. Jasleen Kaur dde.jasleenkaur@gmail.com</p>
5.	P.G. Hindi	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with Hindi as an elective subject; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks. 	Rs. 7915/-	2 Academic Years 4 Semesters	<p>Coordinator: Dr. Anju Thappa ddepghindi@gmail.com</p>
6.	P.G. Political Science	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with Political Science as an elective subject; - Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks. 	Rs. 7915/-	2 Academic Years 4 Semesters	<p>Coordinator: Prof. Baljeet Singh</p> <p>Teacher Incharge: Dr. Mamta Sharma</p> <p>mamtaddeju@gmail.com</p>
7.	P.G. Sociology	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with Sociology as an elective subject; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks. 	Rs. 9545/-	2 Academic Years 4 Semesters	<p>Coordinator: Prof. Abha Chauhan</p> <p>Teacher Incharge: Dr. Neha Vij vij.neha022@gmail.com</p>
8.	P.G. Urdu	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with Urdu or Persian 	Rs. 7915/-	2 Academic Years	<p>Coordinator: Prof. Shohab Inayat</p>

		or Arabic as an elective subject or honours in Urdu or Persian or Arabic; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks.		4 Semesters	Malik Teacher Incharge: Dr. Liaqat Ali liaqat.ali393@gmail.com
9.	P.G.D.B.M	- Graduation under 10+2+3 pattern in any discipline	Rs. 7435/-	1 Academic Years 2 Semesters	Mrs. Rohini Gupta Suri rohiniguptasuri@rediffmail.com

Note:

NOC/Departmental Permission: University employees need to submit a NOC from the Registrar, University of Jammu to seek admission in P.G degree programme.

i. Additional Fee

In addition to the earlier cited fee, the candidates are required to deposit the following fee in the Directorate of Distance Education at the time of admission in 1st and 3rd Semester as the case may be:

I.	Registration Fee	Rs.360/- for the candidates not already registered with University of Jammu
II.	Eligibility Fee	Rs.880/- for candidates migrating from other Universities
III.	Smart Card Fee	Rs.130/- on demand basis
IV.	Library Security for those candidates who want to avail the DDE Library facility	Rs.785/- Refundable
V.	Revival of Registration	Rs.360/- for the candidates not already registered with University of Jammu
VI.	Revival Fee	Rs.1380/-

ii. Refund of Fee

- a) The applicants declared ineligible for admission must submit an application for refund of fee (as per rules) to the Director, Directorate of Distance Education within 30 days after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 30 days.
- b) If the applicant is not enrolled because of his/her having not submitted the required

- certificates by the date fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
- c) No refund or adjustment of fee is permissible once a candidate has been admitted in a P.G. Programme in the Directorate.
 - d) In case a candidate deposits the admission fee in the bank but does not submit his/her admission form within the stipulated time in the Directorate due to whatsoever reasons, his/her fee shall not be refunded.
 - e) Each candidate shall ensure that the particulars furnished in the admission form are complete and correct in all respects. In case, it is detected at any stage that a candidate does not fulfil the [eligibility conditions](#) and/or has furnished incorrect information or suppressed any material information or facts, his/her candidature/ admission will be cancelled and the fee paid by such a candidate shall be forfeited.

Distance Learners are advised to regularly visit the website www.distanceeducationju.in for important information regarding their programme.

3. Important Instructions to Fill in Online Admission Form

Candidates are advised to read carefully the following instructions before they fill in Online admission form:

- i. Candidate seeking admission to Postgraduate Programme shall ensure that he/she fulfils the [eligibility conditions](#) as specified.
- ii. Read the contents carefully before filling in Online Application Form.
- iii. Fill the Application Form online at www.distanceeducationju.in.
- iv. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination passed.
- v. Scan relevant academic documents, passport size photographs and signatures and **UPLOAD** them where required. Uploading of all documents is **MANDATORY**.
- vi. The candidate should communicate personal contact number and email address, while filling in the admission form.
14. The applicant automatically comes to know about the fee details once she/he clicks the 'submit' button after filling the form online. He/she also comes to know about the 'Serial Number' of his/her application. Please note down this 'Serial Number' as it is required for further correspondence and queries especially to know about the status of Admission Form.
- vii. While filling in the form, write University of Jammu **REGISTRATION NUMBER** of earlier degree properly, particularly the registration number of graduation.
- viii. The candidates have to deposit the admission fee through online mode (Debit card/Credit card/ Net banking). The Transaction fee receipt will be generated with relevant fee amount, when the candidate submits the form. Attach one copy of Transaction Fee Receipt to the Application Form after making online payment before submitting the hard copy at the Directorate by hand. The candidate must keep her/his copy of the Transaction Fee Receipt for any further reference if required.
- ix. Print two copies of the filled in online form (one copy to be submitted later by hand in the Directorate of Distance Education, University of Jammu after putting signature at the appropriate place and one for the personal record of the candidate for further use).
- x. The candidate must attach/upload original Provisional, Migration, Character Certificate and [Gap Affidavit](#) if applicable (specimen given at the end of the prospectus) and attach it to the hard copy of the Admission Form before submission.
- xi. One recent passport size photograph with name written at the backside, to be affixed

- to the hard copy of the Admission Form.
- xii. The candidate must attach all the documents as per the Checklist given below.
 - xiii. Incomplete Admission form, in any respect shall be rejected. Seeking admission on the basis of false identity, misrepresentation by submitting false certificates/documents or suppression of any material fact is unlawful and will result in cancellation of admission.
 - xiv. In view of rampant reports of fake certificates and fake Universities, the University reserves the right of screening applications of applicants who have obtained their qualifying degrees from Universities other than University of Jammu and evaluating their competence before considering them for the admission in a manner as decided by University/Directorate from time to time.
 - xv. In pursuance of the decision taken by the Standing Committee of the Academic Council at its meeting held on 5th September 2005 vide notification No. **FACD/V/128/05/6368-6517 dated 05/10/2005**, any course run by Study Centres/Franchise of any University in the country except IGNOU is not recognized.
 - xvi. Admission cannot be claimed as a matter of right.
 - xvii. Programme opted by the candidate should be carefully filled in the relevant column of the admission form, enrolment form, examination form and student profile form. Course option once exercised by the candidate and approved by the Directorate shall not be changed subsequently.
 - xviii. **The Directorate shall not open the admissions after the declaration of the result of re-evaluation.**

4. Check List of Documents to be uploaded with the Admission Form.

1. Scanned original Bachelor's Degree and Marks Certificates of graduation Semester 1 to 6/Part-I, II, III.
2. Scanned original Matriculation Diploma or equivalent examination.
3. Scanned original Degree/Certificate of the last examination passed. Provisional Certificate in original required in case of fresh candidates.
4. Migration Certificate, in original for candidates having passed last examination from a University other than the University of Jammu.
5. Receipt/Proof of Online payment i.e. Transaction Fee Receipt after depositing the fee.
6. Recent Character certificate issued by a Gazetted Officer.
7. One recent passport size photograph.
8. [Gap Affidavit](#) if required.
(A candidate seeking admission after a gap/ break in the continuity of his/her academic pursuit shall have to submit an affidavit duly attested by a Magistrate/ Oath Commissioner/ Notary Public. The specimen of the affidavit is available at the end of this prospectus).
9. A candidate will have to submit an [Affidavit if Graduation Degree or Migration certificate](#) is not available with the candidate at the time of admission.
10. A candidate will have to submit an [Affidavit if he/she is pursuing B.Ed.](#) or any other course at the time of admission.

5. Admission to Subsequent Semesters

The candidates of I and III semester are generally advised to fill in their examination forms Online for II and IV semester within 15 days after the last date of their I and III semester examination and submit the hard copy of the same along with the Transaction Fee Receipt by hand in the Directorate of Distance Education (DDE).

Note: However, procedure to be adopted shall be communicated to the learners

through notification on the DDE website www.distanceeducationju.in

To be eligible to seek admission to the III semester of P.G course, a candidate shall have to:

- i. Pass at least 50% of credits in Semester I and
- ii. Submit all the assignments of Semester II.

i. UGC Guidelines on Determination of Uniform Span period

*UGC guidelines on Determination of Uniform Span period within which a student may be allowed to qualify for a degree is as under:

1. Time span = N+2 years for the completion of the programme where N stands for the normal or minimum duration prescribed for completion of the programme.
2. In the following exceptional circumstances a further extension of one more year may be granted after N+2 years:
 - a) Serious illness requiring hospitalization.
 - b) Death of one of the following members on the day of Examination/one day before examination (mother, father, mother-in-law, father-in-Law, brother, sister, son & daughter).
 - c) Serious accident requiring hospitalization.
 - d) Prolonged disability requiring medical care.
 - e) Curfew, riots, natural disaster causing immobility of the candidate to reach the examination hall.
3. During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

***Notification No. 1 of 2017 Dated: 06.01.2017**

However, these guidelines shall not be applicable for such courses/programmes where the Regulatory Authority has defined the span/period with in which a student is allowed to qualify for a degree.

Distance Learners are advised to regularly visit the website www.distanceeducationju.in for important information regarding their programme.

6. Course Structure of Post Graduate Programmes

i. Course Structure of P.G. Sociology (Non-CBCS) 2020-21

Semester I

Course Code	Course Title	Credits	Max. Marks
SOC-C-101	Basic Concepts in Sociology	6	100
SOC-C-102	Sociology of Family Kinship and Marriage	6	100

SOC-C-103	Classical Sociological Tradition	6	100
SOC-C-104	Perspectives on Indian Society	6	100
		Total Credits 24	

Semester II

Course Code	Course Title	Credits	Max. Marks
SOC-C-201	Methodology of Social Research.	6	100
SOC-C-202	Sociological Theory	6	100
SOC-C-203	Environment & Sustainable Development	6	100
SOC-C-204	Social Stratification and Mobility	6	100
		Total Credits 24	

Semester III

Course Code	Course Title	Credits	Max. Marks
SOC-C-301	Contemporary Sociological Theory	6	100
SOC-C-302	Social Statistics and Computer Analysis	6	100
SOC-C-303	Sociology of Change and Development	6	100
SOC-C-304	Gender & Society	6	100
SOC-C-305	Sociology of Religion	6	100
		Total Credits 30	

Semester IV

Course Code	Course Title	Credits	Max. Marks
SOC-C-401	Modernity Culture and Society	6	100
SOC-C-402	Social Development in India	6	100
SOC-C-403	Rural Society and Development in India	6	100
SOC-C-404	Political Sociology	6	100
SOC-C-405	Urban & Industrial Sociology	6	100
		Total Credits 30	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

ii. Course Structure of P.G. Political Science (Non-CBCS) 2020-21**Semester I**

Course Code	Title	Credits	Max. Marks
POL-101	Western Political Thought	6	100
POL-102	International Politics: Theory and Issues	6	100
POL-103	Indian Political System	6	100
POL-104	Public Administration	6	100
		Total Credits: 24	

Semester II

Course Code	Title	Credits	Max. Marks
POL-201	Political Theory	6	100
POL-202	India's Foreign Policy	6	100
POL-203	State Politics in India	6	100
POL-204	Comparative Politics	6	100
		Total Credits: 24	

Semester III

Course Code	Title	Credits	Max. Marks
POL-301	Modern Indian Political Thought	6	100
POL-302	Indian Politics: Issues and Trends	6	100
POL-303	Politics in South Asia	6	100
POL-304	International Political Economy	6	100
POL-305	Indian Administration	6	100
		Total Credits: 30	

Semester IV

Course Code	Title	Credits	Max. Marks
POL-401	Dynamics of Jammu and Kashmir Politics	6	100
POL-402	India's Neighbourhood Extended Neighbourhood	6	100
POL-403	International Organization and International Law	6	100
POL-404	Human Rights	6	100
POL-405	Public Policy Making and Policy Analysis	6	100
		Total Credits: 30	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

iii. Course Structure of P.G. Economics (Non-CBCS) 2020-21**Semester I**

Course Code	Title	Credits	Max. Marks
ECO-101	Micro-Economics Analysis-I	6	100
ECO-102	Macro-Economics Analysis-I	6	100
ECO-103	Mathematical Methods in Economics	6	100
ECO-104	Development Economics.	6	100
		Total Credits: 24	

Semester II

Course Code	Title	Credits	Max. Marks
ECO-201	Advanced Micro-economics	6	100
ECO-202	Advanced Macro-economics	6	100
ECO-203	Statistical Methods	6	100
ECO-204	Indian Economic Policy	6	100
		Total Credits: 24	

Semester III

Course Code	Title	Credits	Max. Marks
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ECO-301	International Economics	6	100
ECO-302	Theory of Economic Growth	6	100
ECO-304	Industrial Economics	6	100
ECO-309	Agricultural Economics	6	100
ECO-311	Economics of Infrastructure	4	100
		Total Credits: 28	

Semester IV

Course Code	Title	Credits	Max. Marks
ECO-401	International Political Economy	6	100
ECO-404	Public Economics	6	100
ECO-409	Indian Industry	6	100
ECO-415	Indian Agriculture	6	100
ECO-418	Economic planning in India	4	
		Total Credits: 28	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

iv. Course Structure of P.G. English (Non-CBCS) 2020-21

Semester I

Course Code	Title	Credits	Max Marks
ENG-111	Drama-I	6	100
ENG-112	Novel-I	6	100
ENG-113	Poetry-I	6	100
ENG-114	Non Fictional Prose	6	100
		Total Credits: 24	

Semester II

Course Code	Title	Credits	Max. Marks
ENG-211	Drama-II	6	100

ENG-212	Poetry-II	6	100
ENG-213	Novel-II	6	100
ENG-214	Literary Criticism	6	100
		Total Credits: 24	

Semester III

Course Code	Title	Credits	Max. Marks
ENG-311	Literary Theory-I	6	100
ENG-312	American Literature-I	6	100
ENG-313	European Literature	6	100
ENG-314	Indian Writing in English	6	100
ENG-315	Female Literary Tradition in India	4	100
		Total Credits: 28	

Semester IV

Course Code	Title	Credits	Max. Marks
ENG-411	Literary Theory-II	6	100
ENG-412	Modern Poetry-III	6	100
ENG-413	American Literature-II	6	100
ENG-414	Colonial & Post-Colonial Literature	6	100
ENG-415	Indian Writing in English Translation	4	100
		Total Credits: 28	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

v. Course Structure of P.G. Hindi (Non-CBCS) 2020-21

Semester I

Course Code	Title	Credits	Max. Marks
HIN-101	Hindi Bhasha Ka Parichey	6	100
HIN-102	Hindi Sahitya Ka Itihas	6	100

HIN-103	Aadi Evam Bhagti Kavya	6	100
HIN-104	Reeti Evam Adhunik Kavya	6	100
		Total Credits: 24	

Semester II

Course Code	Title	Credits	Max. Marks
HIN-201	Bhartiya Avam Pashchatya Kavya Shastra	6	100
HIN-202.	Hindi Upanyas	6	100
HIN-203.	Hindi Kahani	6	100
HIN-204.	Hindi Natak Aur Rang Manch	6	100
		Total Credits: 24	

Semester III

Course Code	Title	Credits	Max. Marks
HIN-301	Bhasha Shastra	5	100
HIN-302	Kathetar Gadya Sahitya	5	100
HIN-303	Hindi Nibandh	5	100
HIN-304	Jansanchar	5	100
HIN-305	Upnyaskar Premchand (Vishisht Adhyan)	4	100
		Total Credits: 24	

Semester IV

Course Code	Title	Credits	Max. Marks
HIN-401.	Chhayavadi-Kavya	5	100
HIN-402.	Kathakar Yashpaul	5	100
HIN-403.	Bhartiya Sahitya	5	100
HIN-404.	Lambi Kavita	5	100
HIN-405.	Lok Sahitya	4	100
		Total Credits: 24	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment

Assignments of the said semester.

- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

vi. Course Structure of P.G. Urdu (Non-CBCS) 2020-21

Semester I

Course Code	Title	Credits	Max. Marks
Urdc-101	Urdu Ghazal	4	100
Urdc-102	Qasida and Marsia	4	100
Urdc-103	History of Urdu Literature	4	100
Urdc-104	Elementary Persian	4	100
Urdc-105	Development of Urdu Language and Literature in Jammu and Kashmir	4	100
Urdc-106	The art of Translation	4	100
		Total Credits: 24	

Semester II

Course Code	Title	Credits	Max. Marks
Urdc-201	Study of Urdu Masnavi	4	100
Urdc-202	Study of Classical Fiction	4	100
Urdc-203	History of Urdu Literature	4	100
Urdc-204	Special Study of Ghalib	4	100
Urdc-205	Urdu Lisaniyat aur Qawaid	4	100
Urdc-206	Urdu Journalism	4	100
		Total Credits: 24	

Semester III

Course Code	Title	Credits	Max. Marks
Urdc-301	Study of Urdu Novel	4	100
Urdc-302	History of Urdu Language	4	100
Urdc-303	Study of Nazm-e-jadeed	4	100
Urdc-304	Principal of Literary Criticism	4	100
Urdc-305	Art of Radio Drama	4	100

Urdc-306	Study of Prem Chand	4	100
		Total Credits: 24	

Semester IV

Course Code	Title	Credits	Max. Marks
Urdc-401	A Study of Urdu Short Story	4	100
Urdc-402	A Study of Humour and Satire in Urdu	4	100
Urdc-403	A Study of Urdu Drama	4	100
Urdc-404	Special study of Mir Taqi Mir	4	100
Urdc-405	Special Study of Iqbal	4	100
Urdc-406	Study of Mysticism in Urdu	4	100
		Total Credits: 24	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

vii. Course Structure of P.G. Dogri (Non-CBCS) 2020-21

Semester I

Course Code	Title	Credits	Max Marks
DOG-101	Dogri Sahitya Da Itihas (San 1960 Tagar)	6	100
DOG-102	Prabandh Kavya	6	100
DOG-103	Dogri Vyakaran Te Lipian	6	100
DOG-104	Lok Sahitya Te Sanskriti	6	100
		Total credits: 24	

Semester II

Course Code	Title	Credits	Max Marks
DOG-201	Kahani	6	100
DOG-202	Bhasha Vigyan	6	100

DOG-203	Adhunik Kavita	6	100
DOG-204	Dogri Padya Te Katha-Sahitya Da Itihas (1960 Isvi De Baad)	6	100
		Total credits: 24	

Semester III

Course Code	Title	Credits	Max Marks
DOG-301	Upanyas	5	100
DOG-302	Natak	5	100
DOG-303	Anuvad Vigyan	5	100
DOG-304	Bharti Alochana	5	100
DOG-306	Dogri Ch Anoodit Sahitya	4	100
		Total credits: 24	

Semester IV

Course Code	Title	Credits	Max Marks
DOG-401	Nibandh	5	100
DOG-402	Jan Sanchar	5	100
DOG-403	Padamshree Prof. Ram Nath Shastri: Vyaktitva Te Krititva	5	100
DOG-405	Dogri Natak Te Gadya Sahitya De Itihas	5	100
DOG-406	Natak Sahitya	4	100
		Total credits: 24	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

viii. Course Structure of M.Com. (Non-CBCS) 2020-21

Semester I

Course Code	Title	Credits	Max Marks
M.COM-C111	Financial Reporting	4	100
M.COM-C112	Taxation of Financial Services	4	100
M.COM-C113	Seminar	4	100
M.COM-E114	Organisational Behaviour	4	100
M.COM-E115	Business Statistics	4	100
M.COM-E116	Entrepreneurship and New Ventures	4	100
		Total credits: 24	

Semester II

Course Code	Title	Credits	Max Marks
M.COM-C211	Advanced Accounting	4	100
M.COM-C212	Strategic Financial Management	4	100
M.COM-C213	Viva-Voce	4	100
M.COM-E214	Strategic Management	4	100
M.COM-E215	Human Resource Management	4	100
M.COM-E216	Marketing Management	4	100
		Total credits: 24	

**Semester III
(Finance And Accounting Group)**

Course Code	Title	Credits	Max Marks
M.COM-FC311	Investment Management	4	100
M.COM-FC312	Capital Market Analysis	4	100

M.COM-FC313	Presentation of Business Performance	4	100
M.COM-FE314	Financial Markets and Institutions	4	100
M.COM-FE315	Financial Policies and Practices	4	100
M.COM-FE316	Behavioural Finance	4	100
		Total credits: 24	

Semester IV

Course Code	Title	Credits	Max Marks
M.COM-FC411	Financial Decision Analysis	4	100
M.COM-FC412	International Finance	4	100
M.COM-FC413	Comprehensive Viva -Voce	4	100
M.COM-FE414	Advanced Financial Management	4	100
M.COM-FE415	Working of Stock Exchanges	4	100
M.COM-FE416	Strategic Cost Management	4	100
		Total credits: 24	

NOTE: All courses are compulsory.

- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.
- No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

ix. Course Structure of Post Graduate Diploma in Business Management (PGDBM) 2020-21

Semester I

Course Code	Title	Credits	Max. Marks
Paper I	Management Principles and Techniques	4	100
Paper II	Business Economics	4	100
Paper III	Financial Accounting	4	100

Paper IV	Legal Framework of Business	4	100
		Total Credits: 16	

Semester II

Course Code	Title	Credits	Max. Marks
Paper I	Human Resource Management	4	100
Paper II	Marketing Management	4	100
Paper III	Financial Management	4	100
Paper IV	Quantitative Methods	4	100
		Total Credits: 16	

NOTE:

- Eligibility for appearing in the PGDBM examination is attendance in the Personal Contact Programme and submission of the Internal Assessment Assignments of the said semester.
- Personal Contact Programme will be of 15 days and attendance of five days in each paper is compulsory to be eligible to appear in the External Semester-End Examination.
- No IAAs shall be accepted after the last date notified for submission.

7. Important Academic Components:

i. Personal Contact Programme (PCP)

To provide academic guidance to distance learners, the Directorate organises Personal Contact Programme (PCP) of 20 days duration in each semester for P.G. Economics, P.G. English, P.G. Hindi, P.G. Political Science, Dogri, Sociology and PCP of 15 days duration for P.G. Urdu and M.Com. Though PCP is optional, it proves to be beneficial to the distance learners in terms of knowledge acquisition.

Likewise, PCP of 15 days duration is organised for PGDBM programme. However, attendance of five days in each paper is compulsory to be eligible to appear in the External Semester-End Examination PGDBM programme.

PCP SCHEDULE FOR SEMESTER I, SESSION 2020-21

Distance learners of all the programmes are advised to visit the DDE website for updates, as the platform as well as full schedule of PCP shall be uploaded on the website www.distanceeducationju.in.

ii. Internal Assessment

All P.G. Programmes have a compulsory component of Internal Assessment in each semester (I, II, III, IV) carrying 20% of marks in each paper of the respective courses.

INTERNAL ASSESSMENT ASSIGNMENTS (IAA) SUBMISSION SCHEDULE SEMESTER I, SESSION 2020-21
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Please note that updates regarding the mode, date of submission of assignments and guidelines for submission of assignments shall be uploaded on the DDE website www.distanceeducationju.in .

Note: No IAAs shall be accepted after the last date notified for submission.

Note:

- **Internal Assessment Assignment (IAA) is a compulsory component and distance learners who fail to submit IAAs within the stipulated time are ineligible to sit in the external examination.**
- **No Internal Assessment Assignments shall be accepted after the last date fixed for submission. Any distance learner who fails to submit the assignments shall not be eligible to appear in the examination.**

iii. Seminar Presentation / Viva-Voce

The Directorate organises seminar presentations (1st & 3rd Sem.) /viva-voce (2nd & 4th Sem.) for students of M.Com. Programme after the examination of each semester. This is a compulsory component of external examination. Updates regarding the conduct of Viva-Voce shall be available on the DDE website www.distanceeducationju.in.

iv. Extension Lectures

Apart from Personal Contact Programmes, the Directorate also organises extension lectures by eminent resource persons for distance learners.

v. NSS and Community Activities

The Directorate offers an opportunity to the P.G. distance learners to enrol themselves as NSS volunteers for the holistic development of their personality and also to engage them in community activities.

8. Enrolment Card

It is mandatory for all distance learners to carry enrolment card while visiting University/ Directorate for PCP, library, submission of assignments and appearing in the seminar/ presentation/viva voce or any other query.

9. Counselling and Guidance

Counselling plays a vital role in guiding the distance learners with respect to their academic problems. For counselling, learners are advised to contact their respective Course Coordinators/ Teacher Incharge during working hours. Distance learners can contact their coordinators through email as well.

10. External Examination

The dates for the conduct of external semester end examination, including seminar

/viva-voce in M.Com. course, are fixed by the office of the Controller of Examinations, University of Jammu.

11. Declaration of Result

The result of candidates enrolled in DDE is declared by the office of Controller of Examinations, University of Jammu and is displayed on website of Controller of Examination, University of Jammu: www.coeju.com.

12. Post Admission Instructions

1. Admission granted to the distance learners to Postgraduate Programmes shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for all the P.G. degree Programmes shall have to abide by the provision of the Act, Statutes, Regulations, etc., of the University prescribed from time to time.
3. Submission of Internal Assessment Assignments (IAAS) is a compulsory component. No separate letter will be sent in this regard. No IAAS shall be accepted after the last date notified for submission.
4. A candidate enrolled with the Directorate of Distance Education for P.G. Programmes will be issued an enrolment card for identification. A distance learner must carry his/her enrolment card with him/her during visits to the Directorate. A penalty of Rs. 200 will be imposed for issue of duplicate enrolment card/identity card. An affidavit duly attested will also be attached along with the application by the distance learner while applying for the same.
5. All legal disputes shall be subject to the jurisdiction of Jammu Courts only.
6. In all written correspondence with the DDE, the distance learner must mention his/her enrolment number, course and session.
7. Collection of roll no. slip from the Directorate is mandatory for appearing in the semester end examination. **Procedure to be adopted this year for collecting /downloading roll no. slip shall be notified to the candidates through DDE website.**
8. No distance learner can appear in the semester end examination on the basis of enrolment card.
9. Distance learners must bring their enrolment cards during PCP classes and show the same when asked for.

Distance Learners are advised to regularly visit the website
www.distanceeducationju.in for important information regarding their programme.

J. About the B.Ed. Programme

1. **Course Structure:** The course structure for Bachelor of Education (B.Ed.) Programme in the Directorate of Distance Education extends over a period of two academic years (04 Semesters). This course is based on contact programmes, practice of teaching, internship/ field work (different components), project work, workshop, assignments, internal as well as external examinations etc. The detailed scheme of the programme in terms of number of papers and other similar components is the same as is in vogue in the Colleges of Education affiliated to the University of Jammu.
2. **Duration:** B.Ed. programme offered through the DDE is of two-year duration (four semesters). However, as per the Regulation 3 of NCTE Norms and Standards for Bachelor of Education Programme through Distance Learning System, students shall be permitted to complete the components of the degree within a period of five years.
3. **Admission Criteria:** The admission to two year B.Ed. Programme (04 Semesters) is made on the basis of merit of the candidate to be determined out of 100 points in the following manner:

a)	In the case of candidate having passed B.A./ B.Sc./B.Com. under 10+2+3 examination	90 points
b)	In the case of candidate having passed M.A./ M.Sc./ M.Com. after Bachelor's Degree as mentioned at (a) above	10 points

Note:

- **The weightage of Post-Graduation shall only be given if the candidate has completed M.A./M.Sc/M.Com.**
- **Aggregate marks obtained by a candidate in the examinations mentioned at a & b above, as the case may be, shall be reduced to the base of the number of points mentioned against each.**

Example: If a candidate has obtained 900 marks out of 1600 marks in B.A./B.Sc./ B.Com, he/she will have secured 50.625 points out of 90 points (as per formula $900/1600 \times 90$). Likewise if a candidate has secured 1000 marks out of 1600 marks in M.A./ M.Sc./M.Com after bachelor's degree, he/she will have secured 6.25 points out of 10 points (as per formula $1000/1600 \times 10$). The merit of the candidate out of 100 points will be $50.5625 + 6.25 = 56.875$

Note:

- **Credit for Master's Degree examination shall be given to a candidate in one subject only to his/her best advantage.**
- **Inter-se order of priority for admission, of the students who have equal merit in terms of the above criteria shall be determined on the basis of higher percentage of marks in the matriculation examination or any other examination recognized as equivalent thereto.**

4. **Intake Capacity:** The intake capacity for the two-year B.Ed. Programme in the DDE in a given academic session is of 500.
5. **Time of Admission:** Admission to B.Ed. Programme through distance mode by the

Directorate of Distance Education, University of Jammu will start ordinarily in the first week of July every year.

6. Eligibility: Admission to B.Ed. Programme in the Directorate shall be open to those candidates:

- i. Who have passed Bachelor Degree Examination with 45% aggregate marks for general category and 40% marks for the reserved categories of SC/ST and others (as per the rules of the U.T. Govt./reservation policy of the University of Jammu) in the faculty of Arts, Science, Social Sciences, Commerce or the faculty of Music and Fine arts conducted by the University of Jammu or an examination from any other university organized as equivalent thereto. It needs to be mentioned that all those in-service teachers who shall be deputed by the School Education Department shall be exempted from the % age criteria in the qualifying examination. They shall be deputed by their parent department on the basis of the seniority determined by the School Education Department.
- ii. Who have a minimum of 2 years teaching experience at the time of submission of the application form for admission. The experience/service certificate has to be countersigned by the competent authority concerned.
- iii. Who are serving as full time teachers in recognized schools (Primary, Elementary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.
- iv. First preference will be given to the candidates who have completed Diploma in Education/Diploma in Elementary Education who are trained in-service teachers in Elementary Education.

7. Reserved Category Seats: The reservation in seats for admission to the B.Ed. Programme for SC/ST/OBC/PWD and other categories shall be as per the rules of U.T. Government/University of Jammu.

8. Admission Procedure: Admission will be made through counselling on the basis of properly filled in forms. Incomplete forms shall be rejected. The counselling schedule shall be notified separately. No separate invitation for counselling will be sent individually to the candidates. The candidates will have to appear for counselling-cum-admission as and when notified by the Directorate on its website www.distanceeducationju.in.

9. Admission Fee: Admission Fee for the session 2020-21 is Rs. 32,380/-. In addition to the mentioned fee, the candidates are required to deposit the following fee in the directorate as the case may be:

a)	Registration Fee	Rs: 360/- for the candidates not already registered with the University of Jammu.
b)	Eligibility Fee	Rs: 880/- for candidates migrating from other universities.
c)	Revival of Registration Fee	Rs: 500/- if migration certificate is surrendered.
d)	Revival Fee	Rs: 1380/-

10. Refund of Fee: The applicants declared ineligible for admission at the time of counselling

cum admission to the B.Ed. programme must submit an application addressed to the Director, Directorate of Distance Education for refund of fee within 15 days after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 15 days.

11. Self-Learning Material: The Directorate shall provide the self-learning material to the enrolled students as per the prescribed syllabi.

12. Personal Contact Programme: Apart from the self-learning material, the DDE shall conduct 04 personal contact programmes (one in each semester) during the entire programme in addition to other programmes like internship, workshops, extension lectures, etc. The duration of each contact programme shall be 15 working days per semester, which will be conducted at different available academic institutions/PCP centres.

Note:

The schedule for PCP will be notified on the website of The Directorate www.distanceeducationju.in. The student teachers are advised to regularly visit the website regarding schedule of the PCP.

13. Curriculum: The curriculum of the B.Ed. programme offered through the face to face mode (applicable to the colleges of education affiliated to the University of Jammu) is the curriculum of the B.Ed. programme through the distance mode by the Directorate of Distance Education, University of Jammu.

14. Scheme for Two Years B.Ed. Programme

FIRST SEMESTER								
Course No.	Subject Component	Credits	Inst. Hrs/Wk	Theory	Marks			Total
					Tr.	Int.	Ext Examiner	
101	Education in Indian Perspective	4	4	60	5+5	20	10	100
102	Childhood and Adolescence Education	4	4	60	5+5	20	10	100
103	Language Competence and Communication Skills	4	4	60	5+5	20	10	100
104	Educational Planning and Management	4	4	60	5+5	20	10	100
105	Inclusive Education	4	4	60	5+5	20	10	100
INT1	School Internship	2	Continued & Combined Internship					50 (30 Internal +20 Ext)

SECOND SEMESTER								
Course No.	Subject Component	Credits	Inst. Hrs/Wk	Theory	Marks			Total
					Tr.	Int.	Ext Examiner	
201	Philosophical and Sociological Bases of Education	4	4	60	5+5	20	10	100
202	Teaching, Learning and Evaluation	4	4	60	5+5	20	10	100
203	Educational Technology and ICT	4	4	60	5+5	20	10	100
204	Methodology of Teaching Language-1 English/Hindi and Urdu	4	4	60	5+5	20	10	100
205	Methodology of Teaching Subject-1 Social Science/Physical Science/Biological Science/ Commerce/ Maths	4	4	60	5+5	20	10	100
206	Action Research	2	2	30	2.5+2.5	10	5	50
INT2	School Interaction	2	Continued & Combined Internship					50 (30 Internal + 20)

THIRD SEMESTER								
Course No.	Subject Component	Credits	Inst. Hrs/Wk	Theory	Marks			Total
					Practical			

					Tr.	Int.	Ext Examiner	
INT3	School Internship	10 (2credits for routine work in school as a teacher & 4 credits each for the teaching Practice in two subjects	Continued & Combined Internship as shown in 6.1E of B.Ed. Statutes.					250=50 routine work + 100 (TPI) + 100 (TP2) Marks
301	Methodology of Teaching Language-II English/Hindi/ And Urdu	4	4	60	5+5	20	10	100
302	Methodology of Teaching Subject II Social Science/ Physical Science/ Biological Science/ Commerce /Maths.	4	4	60	5+5	20	10	100
303	Envt. Education &Disaster Management	4	4	60	5+5	20	10	100

FOURTH SEMESTER

Course No.	Subject Component	Credits	Inst. Hrs/Wk		Marks			
				Theory	Practical			Total
					Tr.	Int.	Ext Examiner	
INT4	School Internship	10 (2credits for routine work in school as a teacher & 4	Continued & Combined Internship as shown in 6.1E of B.Ed. Statutes.					

		credits each for the teaching Practice in two subjects					
PR 401	Project Work Teacher Education	4 4					100 100
402	Optional Papers (any one) i. History of Education ii. Health and Physical Education iii. Value & Peace Education iv. Guidance and Counselling v. Comparative Education vi. Computer Education vii. Curriculum Development viii. Contemporary India & Education	4					100

15. Practical Components

- Internship/School Based Activities:** The student teachers pursuing B.Ed. programme through the distance mode by the Directorate of Distance Education shall be involved in activities, which a teacher is supposed to perform in the school. These activities shall be conducted in the recognized institutions of the school education department like elementary schools, Anganwadi centres, SIE, DIETS, high and higher secondary schools. As per Regulation 6.2 (g) of NCTE Norms and Standards for Bachelor of Education Programme through Distance Learning System, the student- teacher shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school where the student teacher is working) to work on school-based activities. Thus, a student teacher shall be supervised/ guided by the mentor for the school-based activities. The activities of the student teacher shall be monitored by a team comprising three senior teacher- educators, constituted in consultation with dean and coordinator concerned. The team shall visit the venue when internship and teaching practice are in progress.
- Practice of Teaching:** As per Regulation 6.2 (h) of NCTE Norms and Standards for Bachelor of Education Programme through Distance Learning System, this activity shall be conducted in the recognized schools of the school education department where the student teacher works, under supervision of senior teacher/ headmaster/principal of the school concerned. The student teacher shall be provided constructive feedback on his/her performance by the supervisors/ teacher educators. The student teacher shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery

of lessons and feedback on the lessons delivered. Each student teacher shall receive personal supervision and feedback on his/her teaching practice from the teacher. Considerable emphasis will be given on skill development and pedagogy.

Note:

The overall supervision of both these activities i.e., internship as well as internal practice of teaching shall be carried out by the course coordinator concerned including the faculty (Education) of the Directorate.

16. Internship Schedule

The Internship will be observed as per the following schedule

First Semester (August-December) INT 1				
INT 1	Activity	Duration	Credits	Marks
	Visit Cum Observation to	2 Weeks	2	50
	a) Aganwadi (neighbouring Centre)	2 Days		8
	b) Nursery School (Observation of 5 Lessons)	2 Days		8
	c) DIET (7 wings)	2 Days		8
	d) Innovative Centre (Pry & Middle Schools)	2 Days		8
	e) Pry School (Observation of 5 Lessons)	2 Days		8
	f) Middle School (Observation of 8 Lessons.)	2 Days		10

Second Semester (Jan-June) INT 2				
INT 2	Activity	Duration	Credits	Marks
	Visit Cum Observation to	2 Weeks	2	50
	a) High Schools (Observation of 8 Lessons)	4 Days		15
	b) Hr. Secondary schools (Observation of 5 Lessons)	4 Days		15
	c) SIE (7 branches) (Observation of 2 Lessons)	2 Days		10

	d) Innovative Centres	2 Days		10
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Third Semester (August-December) INT 3				
INT 3	Activity	Duration	Credits	Marks
	Internship cum Teaching Practice	8 Weeks	10	250
	School internship (all mentioned activities to be performed (as per B.Ed. Statutes E Clause No. 5.II)	8 Wks.	2	50
	Teaching Practice (TP1A) comprises of delivery of 40 lessons on one chosen subject in addition to 20 lessons (10 on spot lesson+ 8 observation lessons of the peers and 2 criticism lessons)	8 Wks.	4	100 (60Internal +40external)
	Teaching Practice (TP1B) comprises of delivery of 40 lessons on other chosen subject in addition to 20 lessons (10 on spot lesson+8 observation lessons of the peers and 2 criticism lessons)	8 Wks.	4	100 (60Internal +40external)

<u>Fourth Semester (Jan-June) INT 4</u>				
INT 4	Activity	Duration	Credits	Marks
	Internship cum Teaching Practice	8 Weeks	10	250
	School internship (all mentioned activities to be performed as per clause No. 5. II of B.Ed. statutes.	8Wks.	2	50
	Teaching Practice (TP2A) comprises of delivery of 40lessons on one chosen subject in addition to 20 lessons (10 on spot lesson+ 8 observation	8Wks.	4	100 (60Internal +40external)

	lessons of the peers and 2 Criticism Lessons)			
	Teaching Practice (TP2B) comprises of delivery of 40 lessons on the other chosen subject in addition to 20 lessons (10 on spot lessons +8 Observation lessons of the peers and 2 criticism lessons)	8Wks.	4	100 (60Internal +40external)

Note: In addition to the above activities, the following activities are must in the component of the School Internship:

- i. Differential functions of the school system.
- ii. System of managing the classroom by another teacher (if the teacher is on leave).
- iii. System of managing Internal and External Evaluation.
- iv. System of maintaining of school records and registers (in physical form or in the computer).
- v. System of managing curriculum activities.

17. Project Work

The project work to be undertaken by each trainee under the directions of the teacher educator and the student teachers are to complete the following components

No.	Activity	Completion Period	Internal Marks	External Marks	Total Marks
i.	Each one teach one	Two Years	15	10	25 Marks
ii.	Plant and own tree	Two Years	15	10	25 Marks
iii.	Psychological testing	4th Sem	15	10	25 Marks
iv.	Portfolio	Two Years	15	10	25 Marks
	a) Development of the self as a person				
	b) Development of self as a teacher				
	Development of the holistic & integrated understanding to handle different situations				
					100 Marks

18. Guidance and Counselling: Guidance and counselling plays a vital role in guiding the

distance learners with respect to their academic problems. Academic counselling will spread over the entire duration of the B.Ed. programme and be conducted on regular basis depending on the needs and convenience of the learner. The counselling will be meant for providing personalized guidance to the enrolled students regarding content difficulty, internship, practice of teaching, fieldwork, assignments etc. For guidance and counselling, learners are advised to contact their Course Co-ordinator/ faculty of Education of the DDE during working hours. They can contact them through email as well.

- 19. Workshop/s:** The DDE will organize the orientation workshop (one in each semester) related to the various components/skills for the academic excellence and professional development of the enrolled trainees. The duration of workshop will be of two days. The workshop will be conducted at Headquarter of the DDE/centres identified by the DDE.
- 20. Medium of Instruction and Examination:** English is the medium of instruction and examination in all papers except in Modern Indian Languages, where the medium of instruction and examination will be the language concerned.
- 21. Attendance:** In order to earn eligibility to sit in the semester-end examination, each pupil teacher is required to obtain 80% attendance of the total lectures delivered during the PCP in each course offered by him/her in that semester. 90% attendance is compulsory for practical components of the Programme like internship and internal practice of teaching. Regarding the attendance of contact programmes, the attendance record will be maintained by the resource person concerned and the record of the attendance of the practical components of the course i.e., internship and internal practice of teaching shall be maintained by the senior teacher/headmaster/principal of the practice teaching school allotted to the trainee/ where the student teacher is working.

The percentage of attendance earned by the student teacher will be awarded according to a set procedure, which is as follows:

95% and above	= 5
Less than 95 and above 90%	= 4
Less than 90% and above 85%	= 3
Less than 85% and equal or above to 80%	= 2

- 22. Shortage of Attendance & Condoning the Shortage:** The Course Coordinator in consultation with the Director/Competent Authority may condone shortage of a student in attendance in a particular contact programme for special reasons, to be recorded in writing, up to 5% of the lectures delivered. But the internship and internal practice of teaching is to be done by the student, for which no condoning is effective. The internship and practice of teaching is compulsory.
- 23. Eligibility for Examinations:**
1. At the end of every semester, semester/term end examination would be held by the University as per the academic calendar/schedule. All the candidates who have fulfilled the conditions of attendance, internals as well as Internship cum Teaching Practice, shall be allowed to take examination.
 2. Examinations in the 1st and 3rd semester courses will be held ordinarily in the November and examination in the 2nd and 4th semester courses will be held ordinarily in the May every year or on such dates as may be approved by the Vice- Chancellor.
 3. The examination shall be open to the student teacher who:
 - a) Has a good conduct and character;

- b) Has completed 80 % of attendance in each subject in theory and 90% for school internship in each semester.
- c) Has completed school internship as per the norms laid down for the same;

Ex-students i.e. persons who after having undergone a course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester end examination including minimum attendance requirement and having secured D grade in sessional work and having either failed to pass the semester examination in that course(s) or has been unable to appear in the examination in that course(s) will be eligible to appear as a private candidate in a examination by submitting his/her application on the prescribed form along with prescribed fees to reach the controller of examinations within the dates fixed for this purpose.

Note:

Notwithstanding anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted there to.

24. Admission in the next Semester

Admission in the II, III and IV Semester in B.Ed. Two year (four semesters) program in operation shall be made on the prescribed forms to be filled up by every student seeking continuation of admission to the next semester.

- i. Admission for the II & IV semesters shall be completed by the Directorate within 15 days from the date of termination of the I/III semester examination. However, admission in the 3rd Semester of B.Ed. shall be subject to having passed at least 50% of the courses of the Ist Semester, appearance in at least in the two courses of the IInd Semester and having secured minimum of D grade in the Internals and must have completed the Internship of the Ist & IInd Semesters.
- ii. Provided that a late fee as per the notification issued from time to time shall be paid by each student seeking admission after the last prescribed date, up to 3 days maximum delay and thereafter no admission for continued enrolment shall be made. Notwithstanding anything contained above the Vice-Chancellor shall be competent to alter the above schedule of continued enrolment.

There will be carry-on system in the Two-year B.Ed. programme and supplementary examination in the 3rd & 4th semesters of Two year B.Ed. programme (as approved by the University Council).

25. Examination:

The Examination is a continuous process and the formative and summative techniques would be used to complete the process of examinations. The semester end examination will be conducted at the end of each semester by the Controller of Examinations, University of Jammu, as in the case of regular students. The examination would be held in the following components:

- a) Theory Papers (External Examination): The theory comprises the core subjects and the content-cum-methodology papers. The theory examination will be held as per the date sheet notified by the Controller of Examinations. The minimal pass percentage for a student is the same as is in vogue in the colleges of education affiliated to the University of Jammu. The scheme of evaluation of the students will be based on internal and external modes of evaluation. The evaluation shall be as per the scheme

approved by the Board of Studies in Teacher Education, University of Jammu and as in vogue for regular colleges of education.

- b) Internship- cum- Teaching Practice Examination (External Examiners): The competent authority by the powers vested in him/her would appoint External Examiners for the evaluation of various components pertaining to practical course work like practice of teaching, internship, project work etc. from the panel submitted by the convenor Board of Studies in Teacher Education. The qualification and eligibility for an external examiner is the same as is in vogue for the colleges of education affiliated to the University of Jammu.

26. Award of Degree: The successful candidate of the B.Ed. programme through the distance mode by the Directorate of Distance Education, University of Jammu shall be awarded the same degree as is awarded to the successful regular candidate of college of education affiliated to the University of Jammu. A candidate shall be eligible for the Award of the Degree of B.Ed. only if he/she has earned the required credits for the programme prescribed.

The final results shall be displayed in grades as approved by the competent body.

Those who obtain A+ to D grades are considered successful whereas, below D (i.e. E) is to be considered fail or dropped for the different components

- i. Core /Foundation Courses
- ii. Pedagogy Cum Content Courses
- iii. Internship-cum-Practice Teaching &Project work

- I. A candidate, who passes in theory but is not successful in Internship examination will not be a successful candidate to earn the Degree as the candidate has to be successful in all the three components (Core/ Foundation Courses, Teaching Courses and the Internship) simultaneously irrespective of the minimum of grades earned.
- II. A candidate, who is successful in Internship examination but not successful in Theory Part (Foundation Courses and the Teaching Courses) of the examination, shall be required to take the examination again in theory to earn the minimum grades to be declared eligible for award of B.Ed. Degree.
- III. Students pursuing the said course shall be permitted to complete the program within a maximum period of five years from the date of the admission to the program.
- IV. In no case the Internship could be exempted fully or partially. It is to be done as suggested.

27. Enrolment Card

It is mandatory for all distance learners to carry enrolment card while visiting University/ Directorate for PCP, library, submission of assignments, appearing in the seminar/ presentation/viva voce or any other query.

28. Smart Card: The student teachers will be issued smart card for borrowing books from the library.

29. General Instructions

1. The admission granted to a candidate may be cancelled at any time in case it is found that the candidate has furnished incorrect information or false documents, or has suppressed the facts.
2. A person, so long as he is a student of the B.Ed. programme, shall not be eligible to attend any other course of study (whole or part time) or to appear in any other examination either

- of the University of Jammu or any other University, Provided that a candidate, who has been placed under compartment or has to re-appear in one paper/subject only or was scheduled to appear in the examination either as a regular or private candidate before the commencement of first contact programme of the B.Ed. course through distance education mode but could not do so on account of delay in the conduct of normal examination of that course, shall be eligible to appear in that examination even after he has been admitted to the B.Ed. programme through distance education mode.
3. A candidate, who on account of compelling circumstances, fails to complete the prescribed components of the programme during the year of enrolment, but has partially attended the course may be allowed by the Director, Directorate of Distance Education on payment of prescribed fee of Rs. 1000/- to complete the course in the subsequent academic session provided the B.Ed. programme through distance education mode continues. Such a candidate shall complete the components of the degree within the maximum period of 5 years.
 4. A candidate shall maintain good behaviour and conduct during the course of his enrolment to the B.Ed. programme. Any candidate who indulges in misbehaviour or commits an act of misconduct or indiscipline or disrupts or tries to disrupt classes during the personal contact programme shall be dealt with the Regulations governing discipline of students of the teaching departments of the University.
 5. The candidates undergoing the B.Ed. programme shall have to appear in the B.Ed. examination at the centres located at Jammu or at any other place within the territorial jurisdiction of the University of Jammu as may be decided by the Controller of Examinations.
 6. The contact programme shall be conducted on such dates as may be notified by the Director, Directorate of Distance Education, from time to time preferably during vacations. The examination of the students of B.Ed. programme mode shall be conducted on such dates as may be decided by the Controller of Examinations.
 7. All legal disputes relating to the B.Ed. programme shall be subject to the jurisdiction of Jammu courts only.

30. ANNEXURE - I

F.NO. 6 (I) 2017D (Res.II)
 Government of India
 Ministry of Defence
 Department of Ex-Servicemen Welfare

Room No. 273 'B' Wing
 Sena Bhawan, New Delhi
 May 21, 2018

To

The Chief Secretaries/Administrators
 All State/UTs

Subject: Inter-se-priority for reservation/preference to the wards of Armed Forces Personnel by States/UTs for admission to Medical/Professional/Non-Professional Courses.

Approval of the Competent Authority is conveyed to the removal of Yudh Sewa Medal series of Awards i.e. Sarvottam Yudh Seva Medal, Uttam Yudh Seva Medal and Yudh Seva Medal from Category V of the priority list for reservations/preferences to the wards of Armed Forces personnel by States/UTs/Central/State Universities/Autonomous Institutions for admission in medical/professional/non-professional courses. The revised list of priorities will be as follows:

Priority I: Widows/Wards of Defence personnel killed in action.

Priority II: Wards of disabled in action and boarded out from service.

Priority III: Widows/Wards of Defence personnel who died while service with death attributable to military service.

Priority IV: Wards of disabled in service and boarded out with disability attributable to military service.

Priority V: Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.

- i. Param Vir- Chakra
- ii. Ashok Chakra
- iii. Maha Vir Chakra
- iv. Kirti Chakra
- v. Vir Chakra
- vi. Shaurya Chakra
- vii. Sena, Nau-sena, Vayu Sena Medal
- viii. Mention-in-Despatches

Priority VI: Wards of Ex-Servicemen

Priority VII: Wives of:

- i. Defence personnel disabled in action and boarded out from service.
- ii. Defence personnel disabled in service and boarded out with disability attributable to military service
- iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards

Priority VIII: Wards of Serving Personnel

Priority IX: Wives of Serving personnel

This issues with approval of Hon'ble Raksha Mantri and supersedes our earlier letters of even number dated 19.05.2017 and 30.11.2017 on the subject.

(Santosh)
Joint Secretary (Res.II)
Tel. 23015772

K. Student Support Services for all Programmes

i. Library Facility

The Directorate has a well-stocked library with a collection of over 37,060 books. The library remains open from 9.30 am to 5.00 pm on all working days for reference, issue and return of books. The following newspapers, magazines and periodicals are subscribed and are available for our distance learners.

S. No.	Newspapers	Magazines	Periodicals
1.	The Times of India	The Business India	University News
2.	The Hindu	Outlook	Aajkal (Urdu)
3.	The Economic Times	Chronicle	
4.	The Daily Excelsior		
5.	Employment News		
6.	Hind Samachar		
7.	Dainik Jagran		
8.	Jammu Prabhat		

E-resources

1. Conference Alerts www.conferencealerts.com
2. Economic and Political Weekly (UGC-Infonet) www.epw.in
3. Emerald Insight (UGC-Infonet) www.emeraldinsight.com
4. Oxford University Press (UGC-Infonet) www.oxfordjournals.org
5. Springer Link (UGC-Infonet) www.link.springer.com
6. Open Access E Journals (UGC-Infonet) oaeresources.php#ejournals
7. Open Access Directories (UGC-Infonet) oaeresources.php#directories
8. Full Text Thesis (Shodhganga)(UGC-Infonet) www.shodhganga.inflibnet.ac.in
9. e-PG Pathshalla (Subject Gateway) (UGC-infonet) www.epgp.inflibnet.ac.in
10. Research Proposals Synopsis (Shodhgangotri) (UGC-Infonet) www.shodhgangotri.inflibnet.ac.in

The E-resources are accessed through UGC-infonet i.e. UGC-Infonet Digital Library Consortium.

Distance Learners can use National Digital Library at the following link:

<https://ndl.iitkgp.ac.in/>

- ii. OPAC: Books available in Library can be searched in Online Public Access Catalogue. One can search the OPAC through any field like Author, Title, Subject, Keyword, Place of Publication, Publisher, Year of Publication, Class No, ISBN No., etc. in the Library of the Directorate.
- iii. Ask your Librarian: Distance learners for seeking any information regarding library books can send an email to ddelibrary2@gmail.com for seeking any information regarding library books.
- iv. Smart Card: The student will be issued smart card for borrowing books from the library.
- v. Cafeteria: The Directorate offers hygienic, clean and healthy eating facilities on university approved rates in the cafeteria housed on the ground floor of DDE, New Building. The cafeteria remains open from 9.30 am to 5.00 pm.

L. University Of Jammu Student Charter

- I. Responsibilities of the University of Jammu towards its Students
 - The University of Jammu shall communicate the policies, objectives and vision of the

University systematically and clearly to all the students. The University shall provide clear information to all the students about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services, and evaluation systems etc.

- The University of Jammu shall facilitate running of the teaching-learning programmes, implement a well conceived plan for monitoring student's progress continuously and shall ensure sufficient and efficient support services to all the students.
- The University of Jammu will use feedback from students to continually upgrade the systems and processes of admission, teaching learning, examination, evaluation, research and extension in order to become a globally recognized institution of academic excellence.
- The University of Jammu shall promote values such as professionalism, social responsibilities, environmental concerns and good citizenry in all the students.

II. Students' Responsibilities of Learning

- We, the students of the University of Jammu, appreciate the policies, objectives and vision of the University of Jammu and shall contribute to their realisation by participating in relevant institutional activities.
- We, the students of the University of Jammu, have a clear knowledge of the programmes, admission policies, teaching learning strategies and evaluation systems of the University of Jammu.
- We, the students of the University of Jammu, shall have a positive attitude and participative approach towards the learning activities with the objective to enhance knowledge and shall follow the time schedules, rules and regulations strictly and prepare rigorously for continuous improvement and the term end examinations.
- We, the students of the University of Jammu, shall respect and make optimum use of the learning resources, support services and infrastructure available in the University of Jammu.
- We, the students of the University of Jammu, shall give honest feedback for the improvement of the Quality Management System of the University of Jammu.
- We, the students of the University of Jammu, have faith in ourselves and our ability to pursue lifelong learning and live a life of worthy alumni of the University.

M. Anti-Ragging Campaign in University of Jammu

Let us join hands to curb this menace

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts as listed in the **UGC regulation on ragging:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students, which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Administrative Action in the Event of Ragging:

1. Suspension from attending PCP Classes and Academic privileges. Withholding/Withdrawing Scholarship/Fellowship and other benefits.
2. Debarring from appearing in any Test/Examination or other Evaluation Process.
3. Withholding Results.
4. Debarring from representing the institution in any Regional, National or International Meet, Tournament, Youth Festival, etc.
5. Suspension/Expulsion from the Hostel.
6. Rustication from the Institution for period ranging from one to four semesters.
7. Cancellation of Admission.
8. Expulsion from the institution" and consequent debarring from Admission to any other Institution for a specified period.
9. University of Jammu strictly adheres to the provisions of "*The Cigarettes and other Tobacco Products Act 2003*" to ensure smoke free campus. The University seeks co-operation of all stakeholders including Faculty Members, Officers, Non- Teaching Staff, Research Scholars and Students in making the campus No Smoking Zone.

N. Sample Formats of Affidavits and Certificates**1. Eligibility Certificate****UNIVERSITY OF JAMMU**

Application for an Eligibility Certificate

(The Statutes Governing grant of Eligibility Certificate are given overleaf)

FOR ALL APPLICANTS

- *1. Name of the applicant (Capital Letters) _____
2. Father's Name _____
3. Permanent Home address _____
4. Present address _____
- **5. The Examination on the basis of which admission is sought:
Name of the Exam _____ Year of passing _____ Roll
No: _____ University/Board/Other Body _____
6. Name of the College/Postgraduate Deptt. to which admission is sought _____
7. Class to which Admission is sought _____
8. Fee for eligibility certificate paid under bank draft/University receipt
No _____ dated _____ for Rs: _____
9. Name of the Institute (If any attended after passing the examination shown in item
5 _____ Class _____ from _____ to _____ (Mention
the exact date)
10. Name of the University/Board/Body to which the Institution mentioned at item 9 is affiliated

11. Subject he/she had taken up at Institution Mentioned at Item 9 _____

(A certificate of attendance from the head of Institution mentioned at Item 9 should be attached with the application).

12. Reason for migration (A certificate from the concerned authority in support of the reason stated should be attached with the application).

Signature of the Applicant

***Certified that the applicant has been admitted at his/her own risk and responsibility on production of the provisional certificate in original. The required undertaking on the prescribed form has been obtained from, him/her and retained by me.

Director,
DDE.

No _____ Dated _____

Forwarded to the Registrar,
University of Jammu for necessary action.

Principal/Head of the Post Graduate
Department _____
College/Department

* The spelling of the Names must correspond to the Matriculation Certificate.

** The migration Certificate in original be attached with application.

*** This certificate is to be given only in the case of applicants who are unable to produce Migration and qualification certificate.

(Page 2 Continued)

TO BE FILLED IN BY THE REGISTRY
REPORT OF THE ACCOUNT SECTION

Fee of Rs _____ Recieved vide receipt No. _____ dated _____

REPORT OF THE REGISTRATION SECTION

The application is/not in order.

The applicant is/not eligible for admission under statutes _____
_____ Pages _____ of Hand Book 20 _____ Syndicate
Resolution _____ Dated _____

Asstt. Incharge

Head Asstt.

Asstt./Dy. Registrar

Registrar

The certificate may/shall not be issued under Statutes regarding grant of eligibility of certificate. A student from another University or a board of Secondary, Higher Secondary or Intermediate examination or any other statutory examining body, seeking admission to the University or College shall apply to the Registrar on the prescribed form through the Principal of the College or Head of the Deptt. to which he/she is seeking admission for a certificate of eligibility, shall at the same time pay a fee of Rs. 320/- one half of which may be refunded if no such certificate can be issued by the University because of any reason whatsoever. All such applications shall be accompanied by the qualification and migration Certificate from the University or the Board, he/she intends to leave. No student from another University or Board, shall be admitted to any institution or department maintained by or affiliated to the University except on production of a certificate of eligibility in the following form signed by the Registrar.

CERTIFICATE OF ELIGIBILITY

Certified that _____ having passed/Failed in the _____
Examination of the _____ in the year _____ not having
attended _____ year class of _____ (university) _____
_____ upto _____ is eligible for
admission to the _____ in the University.

Provided, however, that the Principal of the College or the Head of the Deptt. concerned may admit a student provisionally at the candidate's risk & responsibility on production of provisional qualification certificate in original and payment of the prescribed fee for the issue of eligibility certificate & submission of the application on the prescribed form. Such provisional admission shall entitle a student to join at his/her own risk and on condition that he/she obtains a final certificate of eligibility before the close of the academic year in which the student is provisionally admitted. An undertaking in writing to this effect shall be obtained from the applicant in the following form duly attested by a magistrate or an oath commissioner.

“I _____ son/daughter of _____
resident of _____
hereby declare that I am seeking provisional to _____
class in _____ College/Deptt. Of _____
_____ of the University of Jammu, on the clear understanding that
my admission to the class is provisional and is subject to confirmation on the issue of a certificate
of eligibility by the University under rules. If for any reason whatsoever the University declines to
issue the said certificate, my provisional admission will automatically, stand cancelled”.

2. Sample Format for Affidavit CBSE and Boards other than JK Board

(To be submitted by the student concerned on Rs. 10/- Stamp Paper for CBSE and boards other than JK Board)

I _____ S/o, D/o _____ do hereby
Solemnly affirm and declare as under:

1. That I have passed 10+2 examination in the year _____ under Roll No _____ from Board/University Registration No. (if any) _____
2. That I am submitting my documents in original, viz Migration Certificate/Provisional Certificate/School Leaving Certificate or Transfer Certificate, as applicable.
3. I further declare that I am applying for admission to the B.A/B.Com. Semester-I in the DDE, University of Jammu, Jammu as a fresh candidate and I will appear in all the subjects allotted by the Admission Committee.
4. I also solemnly affirm and declare that in case averments made above in this regard or in any affidavit are found false, I will be liable to criminal prosecution in the court of competent jurisdiction besides any other action under the University Statutes.
5. I further declare that in such an event, the Directorate of Distance Education, University of Jammu, shall have the exclusive and absolute right to cancel the Admission/Examination taken by University of Jammu and I shall not question the validity of such a decision in any court of law.

DEPONENT

VERIFICATION

Verified at Jammu today _____ Day _____ that the
averments made above are true and correct and nothing has been concealed therefrom.

SIGNATURE

Verified at Jammu

On _____ Day of _____

3. Sample Affidavit Format for Re-Appear Candidates

(To be submitted on Rs, 10/-Stamp Paper by re-appear candidates only)

I _____ S/o, D/o _____
R/o _____

do hereby solemnly affirm and declare as under: -

1. That I am seeking admission to the B.A/B Com. Sem III/V, (specify) course of the DDE on the basis of having re-appear in the B.A. Sem I/III (Two Papers)/B Com Sem I/III (Two Papers of 50% credits)/ examination in one paper (Please specify the Paper)_____
_____. I further declare that if I will not clear the said paper within the statutory prescribed period/chances, my result of B.A./B. Com Sem III/V, be kept withheld. I also declare that I will appear in the said examination on my own risk and responsibility.

2. That the averments made above are true and correct to the best of my knowledge and nothing has been concealed.

DEPONENT

VERIFICATION

Verified at _____ today _____
this _____ the averments made above are true and correct and nothing
has been concealed therefrom.

SIGNATURE

Verified at _____
On _____

4. Sample Affidavit Format for Gap Period

I _____ S/o, D/o _____

R/o _____ do hereby solemnly affirm and declare as under:

1. That I have passed _____ examination in the year _____ under Roll No. _____ from _____ Board/University. University Registration No. (if any) is _____

2. That during the gap period, from _____ to _____ I have not sought admission in any educational institution due to _____

3. I further declare that I am applying for admission to the _____ in the DDE. University of Jammu, Jammu, as a fresh candidate and I will appear in all the subjects allotted by the Admission Committee.

4. I also solemnly affirm and declare that in case averments made above in this regard or in any affidavit are found false, I will be liable to criminal prosecution in the court of competent jurisdiction besides any other action under the University Statutes.

5. I further declare that in such an event, the Directorate of Distance Education, University of Jammu shall have the exclusive and absolute right to cancel the admission/examination taken by me in the University of Jammu and I shall not question the validity of such a decision in any court of law.

DEPONENT

VERIFICATION

Verified today on _____ the averments made above are true and correct and nothing has been concealed therefrom.

DEPONENT

5. Sample Affidavit Format of Gap Period for distance learner enrolling for B.Ed. programme.

I _____ D/o, S/o _____
do hereby solemnly affirm and declare as under: —

1. That I have passed B.A/B. Com/B.Sc. examination in the year _____ under Roll no. _____ from _____ University. University Registration No. (if any) _____
2. That during the gap period, (if Any) _____ to _____ I have not sought admission in any educational institution due to _____.
3. I further declare that I am applying for admission to B.Ed. in _____ in the DDE, University of Jammu, Jammu and affirm that the degree/provisional certificate/ and other qualifying examination certificates produced by me are genuine.
4. I also solemnly affirm and declare that in case averments made above in this regard, is found false, I will be liable to criminal prosecution in the court of competent jurisdiction besides any other action under the University Statues.
5. I further declare that in such an event, the Directorate of Distance Education. University of Jammu shall have the exclusive and absolute right to cancel the admission/examination taken by me in the University of Jammu and shall not question the validity of such a decision in any court of law.

DEPONENT

VERIFICATION

Verified At _____ today _____ this _____
day of _____ the averments made above are true and correct and
nothing has been concealed therefrom.

SIGNATURE

Verified at _____
On _____

6. Sample Affidavit Format for Submission of Degree/ Provisional Certificate

I _____ D/o S/o _____ do hereby solemnly affirm and declare as under:

1. That I have passed my _____ examination under Roll No _____ in the year _____ and have applied for degree /provisional certificate of the said examination.
2. That now I am seeking admission in _____ in DDE University of Jammu in the current session.
3. That I shall deposit the degree / provisional certificate of _____ examination within 45 days to the university authorities.
4. That if I fail to produce the said degree / provisional certificate within the time prescribed above then my admission shall stand automatically cancelled and I have no objection for the same.
5. That this affidavit is solicited for reference and record of DDE University of Jammu.

DEPONENT

VERIFICATION

Verified that the above statement made by me is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

7. Sample Affidavit Format for Pursuing B.Ed. / Any Other Course

I _____ D/O S/O _____ do hereby solemnly affirm and declare as under:

1. That I am submitting this affidavit for the record and reference to the concerned authority/department.
2. That I have appeared in _____ examination during the session and the result of _____ examination is awaited.
3. That I am seeking admission in _____ in DDE, University of Jammu during the session _____ on my own risk and responsibility.
4. That I shall abide by all the rules and regulations of the concerned institutional university.
5. That the above statement is true and correct.
6. My admission shall stand automatically cancelled and I have no objection for the same if there is clash in my qualifying degrees.

DEPONENT

VERIFICATION

Verified at _____ that the statement made above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

8. Sample Affidavit Format for Submission of Migration Certificate (Original)

I _____ S/o D/o _____ do hereby solemnly affirm and declare as under:

1. That I have passed my _____ examination under Roll No _____ in the year _____ and have applied for migration certificate of the said examination.
2. That now I am seeking admission in _____ in DDE University of Jammu in the current session.
3. That I shall deposit the migration certificate of _____ examination within one month to the university authorities.
4. That if I fail to produce the said certificate then my admission shall stand automatically cancelled and I have no objection for the same.
5. That this affidavit is solicited for reference and record of DDE, University of Jammu.

DEPONENT

VERIFICATION

Verified that the above statement made by me is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

9. Sample Format of service certificate for Enrolling in B.Ed. programme, to be Procured from Respective Institution/School in which the Candidate was Employed/is Presently Employed

I hereby certify that Mr./Miss./Mrs. _____ D/o
or S/o _____ has worked/ is working as a full
time regular paid teacher w.e.f. _____ to _____ in
(Name and Address of the school) _____

_____ which is recognised by the
government vide order No. (in case of private school) _____
dated _____ and falls under the jurisdiction of (Name of the Education Block)
_____ (District) _____

Dated: _____ Signature of the Headmaster/Headmistress/Principal
with stamp

Dated: _____ Signature of ZEO/CEO or Equivalent officer with
stamp