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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 Post Graduate programmes. The enrolment has grown from under 100 students in the year of its establishment to 11776 students in academic session 2017-18. 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 at the time of admission.

The Directorate has adequate infrastructure in the form of halls and rooms for Personal Contact Programmes and Counseling sessions. The Directorate has a well stocked library with a collection of over 36,987 books and a computer laboratory with internet and wi-fi facility.

Directorate of Distance Education has also established a network of Learner Support Centres at Rajouri, Kathua, Udhampur, Bhandarwah, Poonch, Doda and Kishtwar to ensure 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.

ACADEMIC STAFF OF THE DIRECTORATE OF DISTANCE EDUCATION

S.No.	Name of the Teacher	Designation
1.	Prof. Darshana Sharma	Director/Professor (Education)
2.	Prof. Sandeep Tandon	Professor (Commerce)
3.	Dr. Anupama Vohra	Associate Professor (English)
4.	Dr. V.V.V Nagendra Rao	Associate Professor (Pol. Science)
5.	Dr. Anju Thappa	Associate Professor (Hindi)
6.	Mrs. 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.	Mr. Stanzin Shakya	Asstt. Professor (English)
11.	Dr. Anuradha Goswami	Asstt. Professor (Education)

ADMINISTRATIVE STAFF OF THE DIRECTORATE OF DISTANCE EDUCATION

1.	Prof. Darshana Sharma	Director	94191-06715
2.	Mr. B.R. Sharma	Assistant Registrar (Adm., Accounts and Publication)	70064-94812
3.	Ms. Amita Gupta	Assistant Registrar (UG) & Learner Support Centres	94695-02252
4.	Mr. Sham Lal	Assistant Registrar (PG) & IT	9419242146
5.	Ms. Kiran Bala	Section Officer (UG)	9419262559

LIBRARY STAFF

1.	Mr. Rakesh Kumar	Assistant Librarian (Senior Scale)	9797636368
2.	Mrs. Monika Kotwal	Professional Assistant	9469213752

**PRINCIPALS/CO-ORDINATORS AND DEALING ASSISTANTS
OF LEARNER SUPPORT CENTRES**

Centre	Principal	Co-ordinator	Dealing Asstt.
Govt. Degree College, Kathua (Boys) 184101	Prof. Kartar Chand 9419152050	Prof. Shub Kumar 9419247400	Mr. Avtar Krishan 9419207652
Govt. Degree College, Udhampur, 182101	Prof. K. Magotra 9419160428	Dr. Gurvinder Raj 9419253303	Mr. Rajinder Gupta 9419215306
Govt. Degree College, Doda 182202	Dr. Shafquet Hussain Rafiqui 9419168898	Dr. Ajaz A. Wani 9419110443	Mr. Hari Krishan 9797624211
Govt. Degree College, Bhaderwah 182222	Prof. S.S. Bhalwal 9419155151	Prof. Umir Din 9858684011	Mr. Irshad Tak 9906375058
Govt. Degree College, Kishtwar, 182204	Prof. Pawan Kumar 9419154591	Prof. Saraita Parhair 9419258154	Mr. Khurshid Ahmed 9419174446
Govt. Degree College, Rajouri 185131	Prof. J.A. Qazi 9419171895	Prof. Javed Ahmed Mughal 7006739289	Mr. Mohd Altaf 9018749780
Govt. Degree College, Poonch 185101	Prof. M.H. Shah 9419601920	Dr. Mohd. Azam 9419609744	Mr. Romesh 9419170113

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

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

INFORMATION & ENQUIRY

For Telephonic Information

1. University Exchange No. 2452201, 2435248, 2452208, 2453165
2. Section Officer, Under Graduate 2460 Extension
3. Section Officer, Post Graduate 2467 Extension
4. Information pertaining to 2464 Extension
Learner Support Centres
5. Section Officer (Administration) 2463 Extension

Address for Correspondence

Prof. Darshana Sharma

Director, Directorate of Distance Education, Ph. No. 2430828
University of Jammu,
Jammu-180006.

Mr. Aman Singh
Junior Assistant

Ph. No. 2430828

Website : www.distanceeducationju.in

ABOUT THE THREE YEAR UNDERGRADUATE (GENERAL) DEGREE COURSE OFFERED BY THE DIRECTORATE OF DISTANCE EDUCATION

B.A. and B. Com.

Directorate of Distance Education offers B.A./B.Com Three Year (General) Degree Course. 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 combination as given in the table on Page 11-12 in this prospectus. However, General English is a compulsory Subject. The subject of Environmental Studies (EVS) is compulsory for B.A./B.Com. Sem.-III & IV Only.

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 cognate 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.

ELIGIBILITY CRITERIA FOR PROMOTION TO :-

B.A. / B.Com. Semester-III

A student will be eligible for promotion from Semester-II to III provided he/she has passed atleast 50% of the subjects/papers of theory/practicals (separately) of Semester-I and has passed in Internal Assessment of all subjects/papers of Semester-II.

B.A./B.Com. Semester-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 all the subjects of Semester III.
- b) Has appeared in at least one of the papers in the semester end examination of semester III.

B.A./B.Com. Semester-V

A student will be eligible for promotion from semester IV to V provided he/she has passed at least 50% of the subjects/papers of theory/practicals (Separately) of semester-III and passed in Internal assessment of all the subjects/papers of semester IV.

B.A./B.Com. Semester-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 all 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.

B.A./B.Com. Part-III

- (i) Candidates who have passed B.A./B.Com. Part-II examination of the University of Jammu or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year Degree (General) Course B.A./B.Com. Part-III.
- (ii) A candidate who has reappear in one subject only in either B.A./B.Com. Part-I or Part-II examination shall also be eligible to seek provisional admission to B.A./B.Com. Part-III at his/her own risk and responsibility. The candidate has to submit an affidavit duly attested by Notary as per specimen given in Annexure III of the Admission Form. The candidate has to clear the subject in which he/she has been placed under re-appear category failing which his/her provisional admission to the next higher class shall stand cancelled.

Eligibility Criteria for Bridge Course (Part III of B.A./B.Com. Three Year Degree Programme)

Bridge course is of one year duration, comprising courses of study prescribed for Part-III of the B.A./B.Com. Three-Year Degree (General) Course of University of Jammu. The students who have passed B.A./B.Com. examination under

10+2+2 pattern of the University shall be eligible to seek admission in Bridge Course and shall appear in Part-III examination of B.A./B.Com. Three Year Degree (General) Course in the same combination of subjects as pursued in their two year Degree Course.

I) Checklist of documents required to be submitted along with Admission Form of B.A./B.Com. Semester-III

- (i) Three self attested photocopies of the page of the Result Gazette of B.A./B.Com. semester-I showing their roll no. and result. The roll no. and the result of the candidate must be highlighted.
- (ii) The candidates who possess Marks Card of B.A./B.Com. semester-I should submit three self attested photocopies of Marks Card. (Original to be brought at verification).
- (iii) College students should bring from their principal a NOC mentioning that the candidate has passed in Internal Assessment of all subjects/papers of semester-II. It should bear the signature and stamp of the principal concerned.
- (iv) Six recent passport size photographs to be submitted for the purpose of admission, enrolment card, examination form and library card.

II) Checklist of documents required to be submitted alongwith Admission Form of B.A./B.Com. Semester-V

- (i) Three self attested photocopies of the page of the Result Gazettes of B.A./B.Com. semester-III showing their roll no. and result. The roll no. and the result of the candidate must be highlighted.
- (ii) The candidates who possess Marks Card of B.A./B.Com. semester-III should submit three self attested photocopies of the Marks Card (Original to be brought for verification).
- (iii) College students should bring from their principal a NOC mentioning that the candidate has passed in Internal Assessment of all subjects/papers of semester-IV. It should bear the signature and stamp of the principal concerned.
- (iv) Six recent passport size photographs to be submitted for the purpose of admission, enrolment card, examination form and library card.

III) Checklist of Documents Required to be submitted along with Admission Form of B.A./B.Com. Part-III

1. Three self attested photocopies of Marks Card of B.A./B.Com. Part-I (Original Marks Card to be brought for verification).
2. Three self attested photocopies of Marks Card of B.A./B.Com. Part-II (original Marks Card to be brought for verification purpose).
3. Six recent passport size photographs to be submitted for the purpose of admission, enrolment card, examination form and library card.
4. In case of '**Gap**' of one or more than one year, the applicant must attach Notary certified affidavit for the Gap Period. The specimen is given as Annexure-II of the Admission Form.
5. The candidate who has passed his last examination from other University shall have to submit a **Migration Certificate (in original)** along with the duly filled in Eligibility Form.

Note. Students of B.A./B.Com. already enrolled with the Directorate of Distance Education are required to attach enrolment card with the Admission Form. No certificate will be entertained after the last date prescribed for submission of admission form.

Reservation for Physically Challenged

The decision of the UGC regarding implementation of Persons with Disabilities Act 1995 in universities for providing 3% reservation for persons with disabilities for admission in all the courses of study offered by the universities and colleges including Directorate of Distance Education, University of Jammu, stands adopted. As such eligible candidates can avail of the same facility for courses being offered by the Directorate of Distance Education.

CHOICE OF COMBINATION OF SUBJECTS FOR B.A. 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 any of these columns.

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

* Modern Indian Language

** Oriental Classical Language

*** Practical subject. 12 days of attendance in internal practical is compulsory for B.A. Semester I, II, III, IV, V and VI For B.A III, 15 days of attendance in internal practicals is compulsory.

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

× 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).

SUBJECTS PRESCRIBED FOR B.COM. PROGRAMME

B.Com. 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

B.Com. 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

B.Com 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 Ex change

B.Com Semester VI

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

B.COM. PART-III

1. General English
2. Cost & Management Accounting (BCG-301)
3. Business Statistics (BCG-302)
4. Auditing (BCG-303)
5. Indirect Taxes (BCG-304)
6. Any one of the following :-
 - i) Marketing Management (BCG-307)
 - ii) Human Resource Management (BCG-308)

STUDY MATERIAL

The Directorate shall provide study material to all the enrolled candidates. The candidates of Learner Support Centres shall collect the study material from their respective Learner Support Centres. The study material is easy to comprehend and is on Self Learning Material (SLM) format.

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 counselling, learners are advised to contact their respective Course Co-ordinator/Teacher Incharge during working hours. The Coordinators/Teachers Incharge can be contacted through email as well.

Library

The Directorate has a well stocked library with a collection of over 36,987 books which are made accessible to the students of the DDE for reference and borrowing. The library remains open from 9.30 am to 5 pm on all working days for reference, issue and return of Books.

Library Rules

1. The library is open to the registered borrowers from 9.30 A.M. to 5.00 P.M.
2. In the library, strict silence should be observed.
3. Students found misbehaving in the library are liable to be debarred from the use of library.
4. Smoking in the library is strictly prohibited.
5. Books shall be lent to those students for home reading who deposit the prescribed library security.
6. Students can borrow two books at a time for 14 days.
7. Fine for overdue books will be charged as given below :
 - Rs. 5... per day for first 10 days.
 - Rs. 7... per day for next 20 days.
 - Rs. 10...per day for beyond 20 days.

8. Books lost or defaced in any way shall have to be replaced by the borrower.
9. Students appearing at the University Examination shall surrender their library books to the DDE library before receiving roll number slips.
10. Students are required to keep their mobiles on silent mode while in the library.
11. The librarian is empowered to recall books at any time if necessity arises.
12. Borrowers shall be responsible for the books issued to them.
13. The Smart Card should be produced at the time of issue and return of books.
14. All the students are required to produce their Enrolment/Smart Card at the main gate of the DDE library.
15. Personal books, study materials and other belongings are not to be brought inside the DDE library.

LIBRARY SERVICES

1. Circulation Services : The DDE library issues books to its users according to their entitlement i.e. two books issued to the students for 14 days only.
2. Reference Services : For any kind of help and query the library staff is available to the users. The students can consult the library staff for personal assistance.
3. Current Awareness Services : The lists of all the procured books of current session are displayed on the notice board from time to time.
4. Photocopying Service : Students can get desired material xeroxed at Rs.1/- per copy within the premises of the library.
5. Smart Card facility is also provided to the students of the DDE on demand basis.

The following Newspapers, Magazines and Periodicals are subscribed.

Newspapers	Magazines	Periodicals
1. The Times of India	1. The Business India	1. University News
2. The Hindu	2. Outlook	2. Aajkal (Urdu)
3. The Economic Times	3. Chronicle	
4. The Daily Excelsior		
5. Employment News		
6. Hind Samachar		
7. Dainik Jagran		
8. Jammu Prabhat		

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, etc., in the library of the Directorate.

Ask your Librarian : Distance learners for any information regarding library books can send an email to ddelibrary2@gmail.com

National Digital Library : Distance learners can use National Digital Library at "<https://ndl.iitkgp.ac.in/>"

PERSONAL CONTACT PROGRAMME

1. B.A./B.Com. SEMESTER III, IV, V and VI

Ten days Personal Contact Programme 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 counseling. Besides, similar facility shall be extended for PCP to the students enrolled in the Learner Support Centres at the door steps in their respective Learner Support Centres established in various Government Degree Colleges of Jammu Division. However, the P.C.P. will be optional for the students.

2. B.A./B.Com. PART III

Fifteen days Personal Contact Programme shall be conducted for the candidates of B.A./B.Com. Part III. The candidates enrolled at Learner

Support Centres shall have to attend the PCP at their respective Learner Support Centres only. In addition to this, candidates shall also be provided need based counselling.

NOTE :

- (i) Attending the Personal Contact Programme is not compulsory.
- (ii) This programme does not carry any marks.
- (iii) 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 co-ordinator concerned in the Directorate by the co-ordinator of the Learner Support Centre so that timely necessary action is taken.**

2. INTERNAL ASSESSMENT

Internal Assessment Assignment is a compulsory component and students who fail to submit it within the stipulated time shall not be eligible to sit in the external examination i.e. will not be issued the examination Roll Number Slips and thus will not be able to sit for the B.A./B.Com. Semester III IV, V, VI and B.A./B.Com. Part III final examination.

Internal Assessment Assignment booklet is provided along with the study material.

The students of Learner Support Centres shall be provided internal Assessment Assignment booklets alongwith the study material at their respective Learner Support Centres.

The students of B.A./B.Com. Sem III, IV, V, VI and B.A/B.Com. Part-III course are advised to collect their Internal Assessment Assignment (IAA) booklets alongwith the study material.

Internal Assessment is a compulsory component based on the submission of the assignment for each semester by the students. The theory paper shall have 80 marks of each subject. The component of internal assessment shall be of 20 marks in each semester, i.e two home assignments. Each assignment shall carry 10 marks. **The students who fail to submit the assignment within the stipulated time period will not be eligible to sit in the final examination.**

The components of internal assessment for B.A./B.Com. Part-III shall consist of four assignments in each subject. 20% of the total marks in each subject are allocated for internal assessment. A candidate shall have to obtain minimum of

36% marks separately in the internal assessment and external examination in all subjects, except General English in order to be declared pass in the external examination. However, pass percentage in General English shall be 33% separately for both external examination and internal assessment.

3. PRACTICALS

For B.A. Semester III, IV, V and VI in the subjects of Statistics, Geography, Psychology, Home Science and Music, the practical part is compulsory component. The practicals will of 12 days in each practical subject in semester system. **Without appearing in the practicals, the students shall not be eligible to appear in the examination.**

For B.A. Part III, students who have opted for subjects—Geography, Home Science, Music, Psychology and Statistics have to undergo 15 days practical classes which is a compulsory component. **The students shall have to attend practicals under the supervision of a teacher/expert to be specified by the Directorate failing which he/she will not be eligible to appear in the examination.**

In case of practical subjects, the students will have to appear in internal and external practical examination on the dates and venue communicated by the Directorate of Distance Education, University of Jammu. The students are advised to visit the DDE website for updates regarding practical schedules.

Environmental Science is a compulsory subject in B.A./B.Com. semester-III & IV and involves both theory and practicals.

Practical, in Environment Science (EVS) will be held once only on the date given in the prospectus. It is compulsory for students of B.A./B.Com. semester-III & IV to attend the practicals. No separate letters will be sent in this regard nor shall it be re-conducted. The dates of the practicals for B.A./B.Com. semester-III are notified in the academic schedule on page 23 & 24.

Reconduct of Internal Practical

Re-conduct of internal practicals in Geography/Home Science/Music/Psychology/Statistics for a student shall only be permitted under very pressing circumstances provided :

- Application of the student for reconduct reaches the Directorate prior to one month of commencement of Annual/Semester End Examination.

External Examination

The dates for the conduct of external examination of B.A./B.Com. semester-III, IV, V and IV and B.A./B.Com. Part III annual 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.

Declaration of Result and Award of Certificate/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 Certificate/Degree shall be the same as awarded to the successful regular candidates of the colleges.

Note. Students are advised to go through the academic schedule given on page Nos. 23, 24 and 25.

Important instructions for Filling in the Admission Form

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

1. The candidate seeking admission to Undergraduate Course shall ensure that he/she fulfills the eligibility conditions given on page Nos. 7, 8 and 9 as applicable.
2. The admission form should be filled in by the candidate in his/her own handwriting. The name in the enrolment form should be filled in the same as given in the certificate of the last examination passed.
3. Candidates shall affix recent passport size photographs on the space provided for the purpose – in the admission form, the enrolment form and the examination form.
4. The candidate seeking admission to Undergraduate Course must attach all the documents as per the checklist given on pages 9 and 10 as applicable.
5. 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 as per specimen given in Annexure-II of the Admission Form.
6. Subjects opted for the course should be carefully filled in the relevant column of the admission form, enrolment form, examination form and student profile form. Subject option once exercised by the candidate approved by the Directorate shall not be changed subsequently. Subjects must be selected as per the combination given on page 11.
7. Subjects opted in B.A. semester-I shall continue in subsequent semesters. Subjects Opted in B.A.-II shall continue in B.A.-III. However, in case of B.Com., the candidates shall pursue the combination of subjects as prescribed on page 12 for Semester III, IV, V and VI and for B.Com. III.

8. Centre of examination must be clearly indicated in the examination form as well as in the admission form. **No request shall be entertained later regarding change of examination centre.**
9. Examination form, filled in all the respects along with examination fee should be deposited at the time of submission of admission form.
10. Postal address for correspondence must be filled in legibly in the form as well as in the address sheets enclosed with the admission form. **The Directorate shall not be responsible for non-delivery of registered letters or other letter containing important instructions, Roll Number Slips, Study Material, etc., to the students, on account of incorrect address or postal lapses.** Thus, students are advised to regularly visit the website of the Directorate for important information regarding their programme.
11. 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 will be cancelled and the fee paid by such a candidate shall be forfeited.
12. Admission form incomplete 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.
13. Admission cannot be claimed as a matter of right.

ANNUAL FEE FOR SESSION 2018-19

Annual Fee for session 2018-19 for Undergraduate programmes (B.A./B.Com.) is Rs. 6405/-.

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

Session 2018-19

- i) Registration Fee – Rs. 330/- For the candidates not registered with Jammu University
- ii) Eligibility Fee – Rs. 800/- Candidates migrating from Universities or Boards other than J & K State Board of School Education.
- iii) Practical Fee per Subject – Rs. 700/- In addition to normal fee.
- iv) Library Security – Rs. 730/- Refundable candidates, who want to be the member of the DDE library.
- v) Learner Support Centre Fee – Rs. 670/- For those who are enrolled through Learner Support Centres.
- vi) Degree Fee – Rs. 740/- One Time
- vii) EVS Practical Fee – Rs. 700/- For the students of B.A./ B.Com. semester 3rd & 4th.
- viii) Revival of Registration – Rs. 450/-
(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 is available in the admission notification.

Mode of Payment of Fee

The candidates interested to seek admission in the Directorate of Distance Education, University of Jammu shall deposit their admission fee in cash in J & K Bank, New University Campus, Jammu only and obtain a receipt in duplicate. Out of the two receipts, the candidates shall paste one copy of the said receipt on the admission form and submit it along with other documents at the time of admission. The other receipt is for student's personal record.

OR

Through a Bank Draft drawn in favour of Director, Directorate of Distance Education, University of Jammu, Payable at Jammu through any nationalised/scheduled Bank.

The candidates interested to seek admission in the Directorate of Distance Education, University of Jammu through Learner Support Centres namely Kathua, Udhampur, Rajouri, Poonch, Bhaderwah, Doda and Kishtwar shall deposit their admission fee through A/C payee Bank draft drawn in favour of the Director, Directorate of Distance Education, University of Jammu payable at Jammu.

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. 200/- 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 candidates shall not be refunded.

POST-ADMISSION INSTRUCTIONS

1. Admission granted to the students to B.A./B.Com. Sem III & V and B.A./B.Com. Part III shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for UG course 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 Assignment is a compulsory component. No separate letters will be sent in this regard.
4. Internal Practicals in the subjects which involve both theory and practicals i.e. Geography, Home Science, Music, Psychology and Statistics are compulsory. **A student who has not undergone internal practicals is neither eligible to appear in the external practical nor sit in the theory examination of all subjects.**
5. A candidate enrolled with the Directorate of Distance Education for UG Programme 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.
6. 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.
7. Collection of roll no. slip from the Directorate is mandatory for appearing in the semester examination.
8. No distance learner can appear in the semester end examination on the basis of enrolment card.
9. Distance learners must bring their enrolment card during PCP classes and show the same when asked for.
10. All legal disputes relating to the undergraduate courses through distance education mode shall be subject to the jurisdiction of Jammu Courts only.
11. In all written correspondence with the DDE, the candidate must mention his/her enrolment number, class and session.

**ACADEMIC SCHEDULE OF B.A./B.Com. PROGRAMME,
SESSION 2018-2019**

B.A. Semester-III

Academic Activity	Dates	Time	Venue
Personal Contact Programme (PCP)	25.09.18 to 06.10.2018 (for 10 working days)	10.20 a.m. onwards	Halls B, C, D, and E
Internal Practicals	w.e.f. 10.10.2018 (for 12 working days).	To be notified	To be notified
Submission of Internal Assessment Assignments	08.10.2018 to 23.10.2018	10:00 a.m. to 4:00 p.m.	Undergraduate Section (Room No. 8 Ground Floor)
EVS Practical	29.10.2018 to 30.10.2018	1:30 p.m.	Halls E and F.

B.A. Semester-V

Academic Activity	Dates	Time	Venue
Personal Contact Program (PCP)	01.09.2018 to 14.09.2018 (for 10 working days).	10:20 am onwards	Halls B,C ,D and Room No. 107 and 112
Internal Practicals	w.e.f. 17.09.2018 (for 12 working days).	To be notified.	To be notified.
Submission of Internal Assessment Assignments	01.09.2018 to 20.09.2018	10:00 am to 4:00 pm	Undergraduate section Room No. 8, Ground Floor.

B.A Part-III

Academic activity	Dates	Time	Venue
Personal Contact Program (PCP)	29.10. 2018 to 17.11.2018 (for 15 working days).	10:20 am onwards	Halls A,B,C and Room No. 107 and 112
Internal Practicals	w.e.f. 22.11.2018 (for 15 working days).	To be notified.	To be notified.
Submission of Internal Assessment Assignments	29.10.2018 to 20.11.2018	10:00 am to 4:00 pm	Undergraduate section (room No. 8, Ground Floor).

B.Com. SEMESTER -III

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	8 th Oct, 2018 To 20 th Oct, 2018	9:30 am onwards	DDE Hall B Old Building
Submission of I.A. Assignments	Till 1 st Nov, 2018		B.Com Section
EVS Practical	19 th Nov, 2018 And 20 th Nov, 2018	11:30 am onwards	DDE Hall A Old Building

B.Com. SEMESTER -V

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	8 th Oct, 2018 To 20 th Oct, 2018	9:30 am onwards	DDE Hall C Old Building
Submission of I.A. Assignments	Till 1 st Nov, 2018		B.Com Section

B.Com. PART-III

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	8 th Oct, 2018 To 27 th Oct, 2018	1:30 pm onwards	DDE Hall D Old Building
Submission of I.A. Assignments	Till 1 st Nov, 2018		B.Com Section

INTERACTIVE COUNSELLING SCHEDULE FOR LEARNER SUPPORT CENTRES

Interactive Counselling Session only for the students of B.A./B.Com. semester I, III, IV, V and VI B.A./B.Com. Part II & B.A./B.Com. Part III enrolled with Learner Support Centres of the DDE shall be held as per schedule given below :

LSC,DDE	Date	Time
Udhampur	17 Sept. 2018 Monday	1.00 p.m.
Kathua	18 Sept. 2018 Tuesday	1.00 p.m.
Rajouri	24 Sept. 2018 Friday	1.00 p.m.
Poonch	25 Sept. 2018 Saturday	1.00 p.m.
Doda	27 Sept. 2018 Monday	1.00 p.m.
Bhaderwah	28 Sept. 2018 Tuesday	1.00 p.m.
Kishtwar	29 Sept. 2018 Wednesday	1.00 p.m.

The Competent Authority has approved the merger of the three Learner Support Centres at Govt. Degree College Ramban, Ramnagar and Billawar with the following LSCs of the DDE from the Current Academic Session 2018-19.

1. Ramban with Udhampur.
2. Billawar with Kathua.
3. Ramnagar with Udhampur.

The Distance learners enrolled with Learner Support Centre at Govt Degree College Ramban, Ramnagar and Billwar now can enroll themselves with Learner Support Centre at Govt Degree College Udhampur and Kathua. However, the students will have the option to get themselves enrolled with the DDE Head Quarter, University of Jammu.

NOTE :

1. No assignments shall be accepted after the last date.
2. Learner Support Centres located in Rajouri, Poonch, Doda, Bhaderwah, Kishtwar, Udhampur and Kathua, shall also follow the Academic Calendar.
3. Students are advised to regularly visit the website of the Directorate for any changes in the above schedule and important information regarding their programme.

Website : www.distanceeducationju.in

**PROGRAMMES OFFERED BY THE DIRECTORATE OF
DISTANCE EDUCATION**

S.No.	Programme	Duration	Coordinator
1.	B.A. General Degree Programme	3 Academic Years	Dr. Neelam Choudhary B.A. Sem I & II neelam11choudhary@gmail.com Dr. Hina S. Abrol B.A. Sem-III & IV hinabrol1001@gmail.com Prof. Darshana Sharma B.A. Part III and B.A. Semester V & VI email : darshanapsharma@yahoo.co.in
2.	B.Com. General Degree Programme	3 Academic Years	Ms. Rohini Gupta Suri B.Com. Sem. I, II, III, IV, V and VI and B.Com. Part-III email : rohinigupta@distanceeducationju.in
3.	M.Com	2 Academic Years (4 Semesters)	Prof. Sandeep Tandon email:sandeeptandon@distanceeducationju.in
4.	M.A. Urdu	2 Academic Years (4 Semesters)	Prof. Shohab Inayat Malik
5.	M.A. English	2 Academic Years (4 Semesters)	Dr. Anupama Vohra email: coordinatorengdde@gmail.com
6.	M.A. Hindi	2 Academic Years (4 Semesters)	Dr. Anju Thappa email: anjunthappa@distanceeducationju.in
7.	M.A. Sociology	2 Academic Years (4 Semesters)	Prof. Vishav Raksha
8.	M.A. Dogri	2 Academic Years (4 Semesters)	Prof. Archana Kesar
9.	PGDBM	1 Academic Year (2 Semesters)	Ms. Rohini Gupta Suri email : rohinigupta@distanceeducationju.in

