THE KASHMIR & JAMMU

UNIVERSITIES ACT, 1969
ACT NO. XXIV OF 1969

[Received the assent of the Governor on 30th October, 1969 and published in Government Gazette dated 10th November, 1969, (Ext.)]

AN ACT to provide for the establishment of the University of Kashmir and the University of Jammu in the State.

Be it enacted by the Jammu and Kashmir State Legislature in the Twentieth Year of the Republic of India as follows:-

Short Title
1. This Act may be called the Kashmir and Jammu Universities Act, 1969.

Definitions
2. In this Act and in all Statutes made hereunder, unless there is anything repugnant in the subject or context-
(a) “Academic Council" means the Academic Council of the University;
(b) “affiliated college" means an institution imparting instruction up to the Bachelor’s degree excluding integrated Honours, Post-graduate and professional degree courses recognised by the University concerned in accordance with the provisions of this Act and the Statutes;
(c) “college" means an institution maintained or admitted to its privileges by the University concerned and includes a constituent college;
(d) “constituent college" means an institution recognised as such by the Syndicate of the University concerned in accordance with the provisions of this Act and the Statutes;
(e) “Faculties”, “Boards of Studies”, “Board of Inspection” and “Boards of Research Studies” mean the Faculties, Boards of Studies, Board of Inspection and Boards of Research Studies of a University;
(f) “Head of the Department" means the head of a University Teaching Department who has the status of a Professor or Reader in the University and where any University has no teaching department in a subject the senior most Professor in that subject in an affiliated or constituent college;
(g) “Principal" means the head of a college;
(h) “Statutes" and “Regulations" mean respectively the Statutes and Regulations of a University made or continued under this Act;
(i) “Syndicate" means the Syndicate of a University;
(j) “teacher" means a person giving instructions on behalf of a University, in the teaching department of a University, constituent or affiliated college, and includes a Principal, Professor, Reader, Lecturer, Demonstrator, Director of Physical Education, Director of the Bureau of Educational and Vocational Guidance and a teacher of Teachers' Training College, and such member of staff of a University Library as the Syndicate of a University may declare to be a teacher;
(k) “University" means the University of Kashmir or the University of Jammu, as the case may be;
(l) “University Council" means the University Council of a University.

[Signatures]

Registrar
University of Jammu
Jammu.
UNIVERSITIES

3. (1) There shall be two Universities in the State, one in the Kashmir Division and the other in the Jammu Division, each having jurisdiction extending to its respective Division of the territories of the State.

(2) The University in the Kashmir Division shall be known as the "University of Kashmir" and the University in the Jammu Division shall be known as the "University of Jammu."

INCORPORATION

4. The University of Kashmir and the University of Jammu shall be corporate bodies known by the names of the "University of Kashmir" and the "University of Jammu", each having perpetual succession and a common seal with power to acquire and hold property, movable and immovable, to transfer the same, to contract and to do all other things necessary for the purpose of its constitution and may sue or be sued by its corporate name as aforesaid.
No. F. 5-5/2014 (CPP-J/PU)

The Registrar,
University Of Jammu,
Jammu-180008,
Jammu & Kashmir.

Sub: - Status of University of Jammu, Jammu (Jammu & Kashmir).

June, 2014

Sir,

With reference to your letter No. PA/REG/14/99 dated 04.06.2014 on the above subject, I am directed to inform you that as per the list of Universities maintained by the UGC, University of Jammu, Jammu (Jammu & Kashmir) is a State University established by an Act of the State Legislature of Jammu & Kashmir as a State University and is eligible to award degrees as specified by the UGC under Section 22 of the UGC Act, 1956. The name of the University is also included in the list of Universities (S.No. 85) under section 12-15 of the UGC Act, 1956 to be eligible to receive central assistance.

Yours faithfully,

(P.K. Sharma)
Under Secretary

ISSUED

9 JUN 2014

Registrar
University of Jammu
Jammu.
RESOLVED ALSO that in future the matter regarding
appointment of the Director of the Centre be processed
through the Selection Committee to be constituted in
accordance with the provisions of the University Act.

CORRESPONDENCE COURSES

6. RESOLVED that letter No. F. 8-3/75(E) dated January
14, 1976, received from the University Grants Commission
conveying approval to the proposal of the University
for introduction of correspondence courses at the
under-graduate level be recorded.

RESOLVED FURTHER that immediate steps be taken by the
University for starting instruction by correspondence
for the B.Ed. Course also, preferably in collaboration with
the Regional College of Education, Ajmer (who are
conducting such a course) and Committee consisting of
the following be constituted to formulate a detailed
scheme:

1. Vice-Chancellor,
   University of Jammu.

2. Vice-Chancellor,
   University of Kashmir.

3. Education Commissioner,

4. Principal,
   Regional College of Education,
   Ajmer.

5. Director, Correspondence Courses, Jammu University.

DIRECTOR, CORRESPONDENCE COURSES - APPOINTMENT

7. RESOLVED that, as recommended by the Selection Committ:
Shri Ishwar Sharma, at present working as Controller of
Examinations in the University, be appointed as Director of
the Institute of Correspondence Education on the existing pay
and scale held by him (Rs. 1100-1600) for a period of
two years with effect from March 1, 1976, terminable on
three months notice on either side.

RESOLVED FURTHER that the matter regarding appointment
of his successor be brought up before the Council after
ESTABLISHMENT OF DISTANCE EDUCATION

UNIVERSITY OF JAMMU

ORDER

The University Council at its meeting held on June 10, 1985 has been pleased to approve the following:

1. That the Institute of Correspondence Education be given the status of a constituent post-graduate college maintained by the University and the Faculty be made eligible for membership of academic and other bodies of the University on parity with the academics of the constituent/affiliated colleges.

2. The Director of the Institute be given the status of Principal of a post-graduate college in the pay scale of a University Professor i.e. Rs.1500-2500.

3. Qualifications for the post of Director, Institute of Correspondence Education be the same as are prescribed in the statutes for the post of Professor.

4. The faculty positions in the Institute may be of the status of Readers and Lecturers.

5. The minimum qualifications and also the pay scales of the Faculty members be the same as prescribed for the University teachers.

6. The Faculty be recruited preferably by borrowing services of experienced teachers from the University departments and affiliated/constituent colleges.

7. The senior most teachers in a subject/area of study or any other teacher so nominated by the Director be made act as Co-ordinator to supervise and coordinate academic work in his area.

8. If the Coordinator has the status of a Reader he may be called Reader-Co-ordinator.

9. The duties and norms of workload as given in Annexure-I be assigned to the Co-ordinators and the Faculty members of the Institute.

10. A teacher be required to work on each working day in the Institute for six hours.
ESTABLISHMENT OF DISTANCE EDUCATION

11. The Faculty of the Institute be treated as non-vacation academic staff and be granted earned leave as admissible to non-vacation staff.

12. A single broad-based Advisory Committee with membership and functions as given at Annexure-II with powers to co-opt experts be constituted to consider policy matters and supervise and oversee the functioning and performance of the Institute.

13. A subject Committee, constituting 4-6 members for each subject of study or groups of subjects as approved by the Vice-Chancellor be constituted to advise on academic matters with the functions as given at Annexure-III.


15. Statutes be modified to provide flexibility in the dates of admission and late admission to correspondence courses.

16. The duration of Personal Contact Programmes for the LL.B. (Academic) course be increased from 10 days to 15 days in each semester.

17. The arrangements be made to broadcast lessons and lecturers on important topics of various courses through the media of radio and T.V. for the benefit of learners.

18. The study material in all courses be upgraded.

19. Seminars and workshops on various themes connected with distance learning be organised periodically by the Institute in collaboration with other Institutes of Correspondence Education.

20. The Co-ordinator with the assistance of the members under the supervision of Director be made responsible for making arrangements for personal contact programmes, practice of teaching sessions, accommodation for outstation candidates, constitution of examination centres, publicity campaigns for enrolment of students etc.

21. The printing and publication work of the Institute including study material be assigned to the publication cell.

22. The services of the Junior Typographers already available in the Institute be provided to the faculty members.
23. The Library be kept open for longer hours preferably late in the evening every day.

24. The following additional posts in the Institute be created:

- Section Officer in the scale of 825-1240
- Head Assistant in the scale of 600-925
- Junior Lib. Assistant in the scale of 600-925
- Proof Reader in the scale of 600-925
- Copy Holder in the scale of 475-850
- Dafftry in the scale of 390-500

Consequent upon the creation of above posts the office of the Institute be divided into following three section with the allotment of staff and allocation of functions and arrangement of the Institute as given at Annexure IV & V.

1. Accounts and Administrative Section
2. Academic Section
3. Publication and Public Relation Section.

25. The Institute be allowed to retain with it a major portion of the University Development Fund (to be decided by the Vice-Chancellor) collected from the enrolled students for improving students facilities.

26. The fees charged from the students enrolled be revised as given at Annexure-VI.

27. The Director Institute of Correspondence Education be delegated additional administrative and financial powers as given at Annexure-VII.

28. Subject to fulfilment of minimum qualification the existing Lectures be placed in the U.G.C. scale of Rs.700-1600 and their pay re-fixed under rules.

By order,

Sd/-
(O.P. SHARMA)
ACTING REGISTRAR

No. Adm /85/13083-162
Canal Road, Jammu(Tawi)
Dated : 13-9-85
Certificate of Accreditation

The Executive Committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed Peer Team is pleased to declare the University of Jammu, Jammu and Kashmir as Accredited with CGPA of 3.51 on seven point scale at A+ grade valid up to November 04, 2021.

Date: November 03, 2016

[Signature]
Director

[Signature]
Registrar
University of Jammu
Jammu
# ACADEMIC CALENDAR 2018-19

## Under-graduate Academic Calendar: Session July-December (Semesters I, III & V)

<table>
<thead>
<tr>
<th>Admissions</th>
<th>Issuing Study Material</th>
<th>Contact Program</th>
<th>Issuing the Internal Assessment</th>
<th>Collection of Internal Assessment</th>
<th>Conducting Practical</th>
<th>Dispatching Examination Forms to Controller of Examinations</th>
<th>Evaluation of Internal Assessment</th>
<th>Dispatching Internal Assessment Awards to Controller Exams</th>
<th>Issuing Hall Tickets for Students</th>
<th>Term End Exam</th>
<th>Practical Exams</th>
<th>Declaration of Results</th>
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<tbody>
<tr>
<td>July-August</td>
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## Under-graduate Academic Calendar: Session January-June (Semesters II, IV & VI)

<table>
<thead>
<tr>
<th>Admissions</th>
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<th>Contact Program</th>
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<tr>
<td>January</td>
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*Note: Dates are placeholders and should be replaced with actual dates for the academic year.*
### Post-graduate Academic Calendar: Session July-December (Semesters I & III)

<table>
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<th>Admissions</th>
<th>Issuing Study Material</th>
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<td>March</td>
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### Post-graduate Academic Calendar: Session January-June (Semesters II & IV)

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<td>June</td>
<td>July-August</td>
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APPROVAL OF STATUTORY BODIES FOR THE
PPRS OF ALL THE PROGRAMMES
Approval for PPR B.A. and B.Com

Minutes of the University Council Meeting held on 07 October 1976

I. RESOLVED that —

1) an "Institute of Correspondence Education" having
status of a College maintained by the University
be set up to provide instruction through
 correspondence for such courses as may be determined
by the University Council;

2) to begin with, facilities of education through
 correspondence be provided for the B.A. en?
B.Com. Courses; and

3) the scheme of providing instruction through
 correspondence for the B.A. and B.Com. Courses
as formulated by the Coordination Committee of
the Universities of the Jammu and Kashmir and
circulated with the agenda be approved and
implemented after receipt of approval from the
State Government and the University Grants
Commission.

RESOLVED FURTHER that possibility be explored
for imparting instruction through correspondence for the
B.Ed. Course also in collaboration with other Universities/
institutions imparting such education.

DIPLOMA COURSE IN APPLIED ELECTRONICS

4. RESOLVED that, as recommended by the Syndicate at it
Approval for M.Com

Minutes of the University Council Meeting held on 24 December 1985

RESOLVED FURTHER that the State Government and the Principal, Govt. Medical College, Jammu, be informed no admission in relaxation of Statutes be made in future.

Item No. 25

To consider the admission case of Miss Urmila Thakur D/o Shri Nand Kishore Thakur to Ist Professional M.B., B.S. Course during 1983-84 who did not fulfil the basic eligibility condition of having secured 50% of marks in the qualifying examination, as recommended by the Syndicate at its meeting held on 14 November 1985.

RESOLVED that the action taken in having authorized admission of Miss Urmila Thakur D/o Shri Nand Kishore Thakur to the Ist Professional M.B., B.S. Course in the session 1983-84 in the Govt. Medical College, Jammu in relaxation of the statutory condition of having obtained 50% marks in the aggregate of all Science subjects in the qualifying examination be regularized as a special case, not to form a precedent.

RESOLVED FURTHER that the State Government (General Department) and the Principal Govt. Medical College, Jammu, be informed no admission in relaxation of Statutes be made in future.

Item No. 26

To consider the recommendation made by the Syndicate at its meeting held on 14 November 1985 regarding introduction of M.Com. Course through correspondence in the Institute of Correspondence Education of the University and approval of the detailed scheme for the purpose.

RESOLVED that the proposal for introduction of M.Com. Course through correspondence in the Institute of Correspondence Education of the University and creation of posts and budgetary provisions as contained in the detailed scheme given at annexure-III and recommended for acceptance by the Syndicate at its meeting held on 14.11.1985 be approved subject to the following:

i) the duration of personal contact programme be determined as specified; and

ii) mechanism for the award of internal assessment be defined precisely.
Approval for PGDBM PPR

Minutes of the University Council Meeting held on 06 October 1989

Item No. 23
To consider the proposal, regarding introduction of the Diploma Course in Business Management through Correspondence.

RESOLVED that the proposal regarding introduction of Diploma Course in Business Management through Institute of Correspondence Education be approved, subject to the following:

1/ The annual expenditure in running the course does not exceed the receipts on this account.

2/ Incharge Course (Commerce Coordinator) be paid Honorarium @ Rs. 300/- instead of Rs. 500/- p.m. for attending the work relating to the said Diploma Course in addition to his own duties till the appointment of Reader in Business Management in the Institute of Correspondence Education is made.

Item No. 24
To confirm the action taken by the Vice-Chancellor, on the recommendation of the Syndicate, in having authorized:

i/ institution of One Year Diploma Course in Sanskrit Language;

ii/ adoption of the Statutes governing Diploma Course in Sanskrit Language; and

iii/ adoption and notification of the Syllabi and Courses of Study pertaining to Diploma Course in Sanskrit Language for the examination to be held in the year 1990.

RESOLVED that since no financial implications shall be involved in running the Diploma Course in Sanskrit Language not only in the current year, but also in future, the action taken be confirmed.

Item No. 25
To confirm the action taken by the Vice-Chancellor in having authorized implementation of the following recommendations made by the Committee constituted by the Standing Committee of the Academic Council at its meeting held on 15-2-1988:
Approval for PPRs of MA Sociology, Hindi, English, Urdu

Minutes of the University Council Meeting held on 21 June 2004

c) establishment of Documentation Centre on Early Childhood Care and Education in Post-graduate Department of Home Science, University of Jammu, Jammu

RESOLVED that the whole proposal submitted by the Department of Home Science and indicated in item (as given in the Annexure-XIX) duly endorsed by the Syndicate vide Resolution No. 38 dated 19.01.2004, be approved.

ITEM NO. 81:

Considered the proposal for introduction of Master's Degree Programme in Sociology through Distance Mode of Education.

RESOLVED that the proposal for introduction of MDP in Sociology, through D.D.E., (as given in Annexure-XX) as endorsed by the Syndicate vide Resolution No. 39 dated 19.01.2004, be approved.

ITEM NO. 82:

Considered the confirmation of the action taken by the Vice-Chancellor in having authorised the introduction of the following courses through Distance Education, as recommended by the Academic Council, on self financing basis:

1. Master's Degree programme in Hindi.
2. Master's Degree Programme in Urdu.
3. Master's Degree Programme in English.
4. P.G. Diploma Course in English Language Teaching.

RESOLVED that the action taken by the Vice-Chancellor in having authorized the introduction of the following courses through D.D.E. (as given in Annexure-XXI) duly recommended by the Academic Council and endorsed by the Syndicate vide Resolution No. 12 dated 09.08.2003, be confirmed.
Approval for MA Dogri PPR

Minutes of the University Council Meeting held on 09 February 2010

ITEM NO: 69.34

Considered the introduction of following courses through distance mode as endorsed by the Academic Council at its meeting held on June 5, 2009:

1. M.A. Dogri
2. Executive Master of Business Administration (EMBA) Programme and MBA Programme.

"RESOLVED that the introduction of M.A. Dogri programme through the distance mode be approved, subject to the University securing the prior approval of the Distance Education Council.

RESOLVED FURTHER that the proposal regarding introduction of Executive Master of Business Administration (EMBA) Programme through DDE, be also approved, subject to the University securing the prior approval of the Distance Education Council."

ITEM NO: 69.35

Considered the following recommendations made by the Academic Council at its meeting held on 05.06.2009:

“that reservation of one percent (01%) seats of the total intake capacity be kept as supernumerary seats for the wards of the permanent University employees and College teachers for admission to various courses run by the Directorate of Distance Education.”

“RESOLVED that the item be re-examined by the Academic Council.”

ITEM NO: 69.36

Considered the change in Nomenclature of Centre for Adult Continuing Education and Extension to Department of Lifelong Learning (DLL) as desired by the
Approval for MA Economics PPR

Minutes of the University Council Meeting held on 12 April 2013

3.14 ITEM NO: 74.14

3.14.1 Considered the Introduction of ‘Choice Based Credit System’ for post-graduate programmes in the University of Jammu from the academic session 2014-15.

3.14.2 RESOLVED that-

i) the ‘Choice Based Credit System’ for post-graduate programmes in the University of Jammu, as given in Annexure-II from the academic session 2014-15;

ii) the implementation of ‘Choice Based Credit System’ in some of the Science Departments of the University of Jammu on experimental basis, as far as possible from the academic session 2013-14, be approved.

3.14.3 RESOLVED further that the aforesaid decision shall also be applicable to Kashmir University.

3.15 ITEM NO: 74.15

3.15.1 Considered the proposal regarding revival of M.A. Economics in the Directorate of Distance Education from the ensuing academic session 2013-14.

3.15.2 RESOLVED that the revival of M.A. Economics in the Directorate of Distance Education, University of Jammu, from the academic session 2013-14, be approved.
Approval for MA Political Science PPR

Minutes of the University Council Meeting held on 12 April 2013

3.11.2 RESOLVED that the amendment in the Regulations governing Jammu University Entrance Test, for admission to various academic programmes of University/Offsite Campuses and Affiliated Colleges, from the academic session 2013-14, as given in Agenda item, be approved.

3.12 ITEM NO: 74.12

3.12.1 Considered the recommendations of Board of Research Studies in the Faculty of Life Sciences regarding change of research topic of Mr. Anil Sharma, a research scholar in Botany after a gap of more than one year as per statute 14(a) governing Ph.D.

3.12.2 RESOLVED that the change of research topic of Mr. Anil Sharma, a Ph.D. scholar in Botany, after a gap of more than one year, be approved.

3.13 ITEM NO: 74.13

3.13.1 Considered the proposal for introduction of self-supporting Master's Degree Programme in Political Science in Directorate of Distance Education, University of Jammu.

3.13.2 RESOLVED that the introduction of self-supporting Master's Degree Programme in Political Science in Directorate of Distance Education, University of Jammu, from the ensuing academic session, be approved.
Approval for B.Ed. PPR

Minutes of the University Syndicate Meeting held on 17 March 2018

ITEM NO: 113.17

Considered the matter w.r.t. the start of M.Phil. in the Microbiology programme in the School of Biotechnology, University of Jammu, subject to offering the same within the existing resources.

RESOLVED that the matter w.r.t. the start of M.Phil. in Microbiology programme in the School of Biotechnology, University of Jammu, be endorsed subject to offering the same within the existing resources, be endorsed.

ITEM NO: 113.18

Considered the commencement of the Two Year B.Ed. Programme through Distance mode by the Directorate of Distance Education, University of Jammu, Jammu proposed from the Academic Session 2018-19.

RESOLVED that the commencement of the Two Year B.Ed. Programme through Distance mode by the Directorate of Distance Education, University of Jammu, Jammu, be endorsed in the light of the Resolution of the 76th University Council of the University of Kashmir for the in-service teachers of the State of Jammu and Kashmir as under:

i) those serving as full time teachers in recognized schools (Primary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu;

&

ii) having a minimum of 2 years teaching experience at the time of submission of the application form for admission.

Resolved further that the admission process by the DDE shall be started only after all preparations are made in the matter with regard to the Course scheme, self-learning material and fulfillment of any other academic requirements, etc.

This is also as per the 83rd meeting of the University Council of the University of Jammu, wherein the Hon’ble Minister for Education stressed upon the need for both the Universities to take up the task of training the school teachers of the State through the distance mode B.Ed. Programme on the lines of Indira Gandhi National Open University (IGNOU).
APPROVAL OF SLM BY STATUTORY BODIES

UNIVERSITY OF JAMMU


PRESENT

1. Prof. Jigar Mohammad (Convener) Dean Research Studies
2. Prof. Keshav Sharma Dean Academic Affairs/Dean, Faculty of Business Studies
3. Prof. Naresh Padha Dean, Faculty of Science
4. Prof. Kedur Nath Sharma Dean, Faculty of Arts
5. Prof. D. S. Jamwal Dean, Faculty of Mathematical Sciences
6. Prof. A-vind Jasrotia Dean, Faculty of Law
7. Prof. Darshana Sharma Dean, Faculty of Education
8. Principal/Dean, Faculty of Medical Sciences
9. Principal/Dean, Faculty of Engineering
10. Dean Students Welfare (Special Invitee)
11. I/c Director (DDE)
12. I/c Librarian, Dhanvantri Library (Special Invitee)
13. Director, CDC (Special Invitee)
14. Controller of Examinations
15. Director, DLL (Special Invitee)
16. I/c Principal, IMFA (Special Invitee)
17. Dr. VVV Nagendra Rao (Special Invitee)
18. Registrar

At the outset the Dean Research Studies welcomed all the members. Thereafter, with the permission of the Chair, the Registrar presented the agenda items for deliberations.

Item No. 1 Considered the –

(i) brief progress of the Directorate of Distance Education, University of Jammu during the last one academic year;
(ii) Complying to the UGC New Regulations on the Distance Education;
(iii) Approval of the Study Material and Suggestions to improve;
(iv) Introduction of new courses in the Distance Education; and
(v) Recruiting of the Advisory/Broad Based Committee.
The recommendations of the Broad Based Advisory Committee of the Directorate of Distance Education was discussed thoroughly and after detailed discussion, it was RESOLVED that the recommendations as given in Annexure-I be endorsed.

Item No.2 Considered the amendments proposed in the existing 'Rules for the Weeding Out of Damaged and Out of Use Books, 2008'.

RESOLVED that the suggestions, if any, may be communicated by the members of the Standing Committee to the I/c Librarian, Dhanvantri Library within three days for further changes. In the event of no suggestion being received in the matter, the 'Rules for the Weeding Out of Damaged and Out of Use Books, 2008' shall be deemed to have been approved by the Standing Committee of the Academic Council and the same shall be placed before the ensuing meeting of the University Syndicate for consideration.

The meeting concluded with a vote of thanks to the Chair.

Dean Research Studies 12-9-2017
Registrar

No. F. Acad./I/17/7763-92
Dated: 12-09-2017
Minutes of the Meeting of the Broad Based Advisory Committee of the Directorate of Distance Education, held on 12/09/2017 at 12:30 pm in the Committee Room, Office of the Dean Academic Affairs

PRESENT:

1. Prof. Jigar Mohammed Incharge Vice-Chancellor
2. Prof. Keshav Sharma
3. Prof. Kedar Nath Sharma
4. Prof. Darshana Sharma, Dean/Incharge Director DDE (Member Secretary)
5. Prof. K. S. Koushal
6. Prof. Kulwant Singh
7. Prof. Satnam Kour
8. Dr. Kavita Suri
9. Sh. Y. B. Sharma
10. Prof. Sandeep Tandar
11. Dr. Anupama Vohra
12. Dr. Nagendra Rao
13. Dr. Hena S. Abrol
14. Sh. Jai Kumar, Director CDC (Special Invitee)
15. Sh. Sanjeev Mahajan COE (Special Invitee)

At the outset the l/c Vice-Chancellor welcomed the worthy members of the Committee and the Special Invitee in the meeting.

The Nodal Officer, Dr. VVV Nagendra Rao, Associate Professor of the DDE for presented the Agenda and after discussion the following was resolved:-

1. The Worthy members of the Broad Based Advisory Committee perused the Study Material and approved the same for all the Under Graduate and Post Graduate Courses ie. BA, B.Com, M.Com, PGDBM, MA in English, Hindi, Urdu, Dogri, Sociology, Political Science, Economics.

2. The Advisory Committee approved the proposal to start MA History from 2019-20 academic session.

3. Since many colleges have become part of the Cluster University, the nomenclature need to reframe from Principals of the Affiliated colleges to Principals of the Colleges in the Jammu region.

4. The Broad based Committee may be restructured to include the Registrar, Controller of Examination, Director Colleges Development, Director, Internal Quality Assurance, and Coordinators of all the courses run by the Directorate.

5. DDE should start new courses reflected changing requirements of the society.

6. The DDE must constitute Examination Cell to speed up the process of Internal Assessment Awards.
7. The DDE should improve the quality of the Printing of the Study material in terms of the size, font and binding.

The Meeting terminated with the vote of thanks to the Chair

Prof. Jigar Mohammed Incharge
Vice-Chancellor

Prof. Keshav Sharma
12/9/2017

Prof. Kedar Nath Sharma
12/9/2017

Prof. Darshana Sharma, Dean/Incharge Director DDE (Member Secretary)
17/9/2017

Prof. K. S. Koushal
12/9/2017

Prof. Kulwant Singh
12/9/2017

Prof. Satnam Kaur
17/9/2017

Dr. Kavita Suri

Sh. Y. D. Sharma

Prof. Sandeep Tandan
12/9/2017

Dr. Anupama Vohra

Dr. Nagendra Rao

Dr. Hina S. Abrol

Sh. Jai Kumar, Director CDC (Special Invitee)

Sh. Sanjeev Mahajan COE (Special Invitee)

May like to see P1.

Professor R.D. Sharma

As immediate further case of action as Ms 74 norms

12/9/17

Dr. V. V. V. Nagendra Rao for n.o. ble

17/9/17
## Details of Academic Staff

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the permanent academic staff</th>
<th>Designation</th>
<th>ODL Programm</th>
<th>Qualification</th>
<th>Appointment letter reference number and date</th>
<th>Works at (Headquarter / Regional Centre / Study Center)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Dharshana Sharma</td>
<td>Professor</td>
<td>Coordinator, BA Part III</td>
<td>M.A., Ph.D. (Education)</td>
<td><strong>As a Director:</strong> Estab/17/12050-149 dated 25/09/2017 <strong>As a Professor:</strong> Admin/TW/12/4293-4304 dated 11/09/2012</td>
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<tr>
<td>2</td>
<td>Dr. Sadeep Tandon</td>
<td>Professor</td>
<td>Coordinator, M.Com</td>
<td>M.Com., Ph.D. (English)</td>
<td>Admin/TW/2829-39 dated 13/05/2013</td>
<td>Headquarters</td>
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<tr>
<td>3</td>
<td>Dr. Anupama Vohra</td>
<td>Associate Professor</td>
<td>Coordinator, P.G. English</td>
<td>M.A. Ph.D. (English)</td>
<td>Admin/TW/2009/3688-97 dated 26/10/2009</td>
<td>Headquarters</td>
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<tr>
<td>4</td>
<td>Dr. V.V.V. Nagendra Rao</td>
<td>Associate Professor</td>
<td>Coordinator, P.G. Political Science</td>
<td>M.A., Ph.D. (Political Science)</td>
<td>Admin/TW/13/5033-42 dated 07/08/2013</td>
<td>Headquarters</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Anju Thapa</td>
<td>Associate Professor</td>
<td>Coordinator, P.G. Hindi</td>
<td>M.A., Ph.D. (Hindi)</td>
<td>Admin/TW/17/1826-35 dated 24/07/2017</td>
<td>Headquarters</td>
</tr>
<tr>
<td>6</td>
<td>Ms. Rohini Gupta Suri</td>
<td>Assistant Professor (Sr. Scale)</td>
<td>Coordinator, PGDBM, B.Com</td>
<td>M.Com</td>
<td>Admin/88/10912-20 dated 05/04/1988</td>
<td>Headquarters</td>
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<tr>
<td>7</td>
<td>Dr. G. L. Wazir</td>
<td>Assistant Professor</td>
<td>Law</td>
<td>L.L.M. Ph.D.</td>
<td>Admin/TW/97/9230-40 dated 25/10/1997</td>
<td>Headquarters</td>
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<tr>
<td>8</td>
<td>Dr. Neelam Chowdhary</td>
<td>Assistant Professor (Sr. Scale)</td>
<td>Coordinator, B.A. Part I</td>
<td>M.A., Ph.D. (Economics)</td>
<td>Admin/TW/06/4693-4704 dated 04/08/2006</td>
<td>Headquarters</td>
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<tr>
<td>9</td>
<td>Dr. Hina S Abrol</td>
<td>Assistant Professor (Sr. Scale)</td>
<td>Coordinator, B.A. Part II</td>
<td>M.A., Ph.D. (History)</td>
<td>Admin/TW/06/4780-91 dated 07/08/2006</td>
<td>Headquarters</td>
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<tr>
<td>10</td>
<td>Dr. Jaspal Singh</td>
<td>Assistant Professor (Sr. Scale)</td>
<td>Coordinator, Study Centres</td>
<td>M.A., Ph.D. (Education)</td>
<td>Admin/TW/07/7341-51 dated 05/03/2007</td>
<td>Headquarters</td>
</tr>
<tr>
<td>11</td>
<td>Mr. Stanzin Shakya</td>
<td>Assistant Professor</td>
<td>P.G. English</td>
<td>M.A. (English)</td>
<td>Admin/TW/13/4643-55 dated 30/07/2013</td>
<td>Headquarters</td>
</tr>
<tr>
<td>12</td>
<td>Dr. Anuradha Goswami</td>
<td>Assistant Professor</td>
<td>B.Ed.</td>
<td>M.A., Ph.D. (Education)</td>
<td>Admin/C&amp;R/14/74-88 dated 17/01/2014</td>
<td>Headquarters</td>
</tr>
</tbody>
</table>

One Position of Associate Professor in Commerce is Vacant as Dr. Deshbandhu Gupta retired as Professor in August 2017 and another position of Associate Professor is vacant due to demise of Prof Dhian Singh Bahu

One Position of Assistant Professor in Urdu is Vacant as Dr. Vijay Dev Singh retired as Professor in Urdu in April 2017, one Assistant Professor in Punjabi is Vacant as Dr. Suseel Sharma retired in March 2018

Two Assistant Professor shifted to other Departments along with their posts, the Directorate is pursuing for getting that positions back.
Affidavit

1. Prof. R. D. Sharma, Vice Chancellor of University of Jammu, Babasaheb Ambedkar Road, Jammu (J
d-and-K) - 180006 do hereby solemnly affirm and declare as under:

1. That our university namely, University of Jammu wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-19 beginning in July, 2018.

2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 along with two amendments thereon notified on 11.10.2017 & 06.02.2018.

3. That university has submitted the proposal as per the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.

4. That university has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.

5. That university is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

6. It is also declared that academic and instructional facilities at its Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.

7. That the University has been offering education through open and distance learning mode with the approval of UGC/esthwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. EUC/DEB/Univ/Jammu/JK/2007 dated 22nd July 2015 and norms issued by the relevant/concerned statutory bodies from time to time.

8. That the university shall scrupulously abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while imparting education through open and distance learning mode after getting the approval of UGC.

9. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.

10. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.

11. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage or in case of any violation, the recognition of University shall be withdrawn and UGC may also take other punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of the University for the career consequences of students, if any, arising out of the same.

   [Signature]
   DIRECTOR, DDE

   [Signature]
   REGISTRAR

   [Signature]
   VICE CHANCELLOR

Verification: I, the above named deponent do hereby verify on 23/04/2018 at Jammu that the contents mentioned above are correct and true statements.

   [Signature]
   DIRECTOR, DDE

   [Signature]
   REGISTRAR

   [Signature]
   VICE CHANCELLOR
UNIVERSITY OF JAMMU
DIRECTORATE OF DISTANCE EDUCATION

PROJECT PROPOSAL OF UNDERGRADUATE PROGRAMMES
(B.A. AND B.COM.)
Minutes of the University Council Meeting held on 07 October 1976

UNIVERSITY OF JAMMU


PRESENT
1. Chancellor (in the Chair)
2. Pro-Chancellor
3. Shri D.D. Thakur
4. Vice-Chancellor
   University of Jammu
5. Vice-Chancellor
   University of Kashmir
6. Financial Adviser
7. Education Commissioner
8. Shri A.A. Aftab
9. Dr. N.S. Pathania
10. Dr. T.R. Sharma
11. Dr. Ved Ghat
12. Shri M.N. Bhardwaj
13. Shri J.K. Rathore
14. Registrar.

Before the agenda was taken up, the Chancellor welcomed the following new members to the first meeting of the Council constituted for the triennial period 1976-79:-

1. Shri D.D. Thakur
2. Shri A.A. Aftab
3. Dr. T.R. Sharma
4. Dr. Ved Ghat
5. Principal M.R. Bhardwaj
6. Professor J.K. Rathore

On a motion moved by the Chair the Council RESOLVED to place on record, its appreciation of the valuable services rendered to the University by the following members of the Council during the tenure of their office, in the triennial period 1973-76:-

1. Mr. Justice Raja Jaswant Singh
2. Shri G.L. Dogra
3. Professor D.S. Bhardwaj
4. Dr. Anurag Somnath
5. Principal Birla

CONFIRMATION OF MINUTES

1. The minutes of the meeting of the University Council held on May 31, 1976, were confirmed.
4th) the courses proposed to be started under the scheme be modified with a view to selecting only such programmes as would be more utilitarian, benefiting larger sections of society; and

v) the rates of fees proposed to be charged be raised so as to achieve, as far as possible, self-sufficiency to the extent of covering the gap in resources after accounting for assistance to be provided by the University Grants Commission.

**INSTITUTE OF CORRESPONDENCE EDUCATION**

**RESOLVED that** -

1) an "Institute of Correspondence Education" having status of a College maintained by the University be set up to provide instruction through correspondence for such courses as may be determined by the University Council;

2) to begin with, facilities of education through correspondence be provided for the B.A. (en. B.Com. Courses; and

3) the scheme of providing instruction through correspondence for the B.A. and B.Com. Courses as formulated by the Coordination Committee of the Universities of the Jammu and Kashmir and circulated with the agenda be approved and implemented after receipt of approval from the State Government and the University Grants Commission.

**RESOLVED FURTHER that** possibility be explored for imparting instruction through correspondence for the B.Ed. Course also in collaboration with other Universities/ institutions imparting such education.

**DIPLOMA COURSE IN APPLIED ELECTRONICS**

**RESOLVED that** as recommended by the Syndicate at it
The Undergraduate Programme in Directorate of Distance Education is one of the first programmes offered through correspondence mode by University of Jammu. In fact the erstwhile Institute of Correspondence Courses within University of Jammu was established in 1976 as a college to offer only B.A. and B.Com courses through distance mode. Later on its nomenclature was changed when the Institute of Correspondence Course was upgraded as Directorate of Distance Education in 1985 with a permission to offer Postgraduate Programmes.

In fact the Directorate of Distance Education, University of Jammu is the ONLY INSTITUTION IN ENTIRE JAMMU AND KASHMIR STATE OFFERING UNDERGRADUATE COURSES, B.A. AND B.COM., THROUGH DISTANCE MODE. Though University of Kashmir is offering various courses through its Directorate of Distance Education, it is not offering B.A. and B.Com. through distance mode. Hence not only students of Jammu region, but students of Kashmir and Ladakh region are also taking admission in B.A. and B.Com courses offered by Directorate Distance Education in large number.

The Jammu and Kashmir State Government meets all the expenditures related to B.A. and B.Com. courses offered by Directorate of Distance Education, University of Jammu. The University deposits receipts of fees and other income in the treasury of state government. Hence, Directorate of Distance Education neither generates any resources out of these courses nor spends any amount to run these courses.

Moreover, the Directorate collaborated with the Government Degree Colleges of Jammu region to establish Learner Support Centres / Study Centres to take the higher education to the doorsteps of students residing in the far-flung and remote areas of Jammu region. The services of the teachers working in these colleges are utilized as councillors during Contract Programmes and other purposes. The Directorate of Distance Education offers only B.A. and B.Com through these Study Centres. All its Postgraduate Programmes are offered from Headquarters only due to non-availability of Councillors outside Jammu city.

**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
concerned language 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 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) Course Semester I.

(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) Course Semester I.

(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) Course Semester-I.

ELIGIBILITY CRITERIA FOR B. A. / B. COM SEMESTER - III

(i) A student will be eligible for promotion from Semester-II to III provided he/she has passed with at least 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.

ELIGIBILITY CRITERIA FOR 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 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 the next higher class 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.

RESERVATION FOR PHYSICALLY HANDICAPPED

This 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.

STUDY MATERIAL

The Directorate shall provide Study Material to all the enrolled candidates. The candidates of learner’s 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. Telephonic Counselling in Persian and Arabic The Directorate of Distance Education, University of Jammu has initiated a student friendly initiative, of imparting Telephonic counselling for students of B.A. I / II/ III in Persian and Arabic subjects. Students can call the subject experts on every Saturday and Sunday between 4 to 6 p.m. to clear their subject related queries. The facility is also available for the students of Learner Support centres. The details of the subject experts or resource persons can be seen on website of DDE (www.distanceeducationju.in).

LIBRARY

The Library is located on the first floor of the new building of the Directorate. It has a very large collection of books which are made accessible to the students of DDE for reference and borrowing. It is well organised and maintained. The Librarians are experts at finding and organising information. It also provides a quiet area for study.

1. The Library is open to the registered borrowers from 9:30 a.m. to 5:00 p.m. on all working days.
2. Students found misbehaving in the Library are liable to be punished or debarred from the use of the Library.
3. Books shall be lent to those students for home reading who have made a payment of Library Security Rs. 490/- (Refundable).
4. Students can borrow two books at a time for 14 days only.

PERSONAL CONTACT PROGRAMME

Ten days of Personal Contact Programme in each semester will be conducted for the facility of students enrolled in the Directorate. In addition to this, the Directorate is also providing day to day counselling. Besides, similar facility shall be extended for Personal Contact Programme (PCP) to the students enrolled in the Learner Support Centres at the door steps in their respective Learner Support Centres established various Government Degree Colleges of Jammu Division. However, the PCP will be optional for the students.

INTERNAL ASSESSMENT

Internal Assessment Assignments is a compulsory component and students fail to submit it within stipulated time shall not be eligible to sit in the term end examination. Internal Assessment Assignment booklet is provided along with the study material and is uploaded on the website (www.distanceeducationju.in).

Internal Assessment is a compulsory component based on the submission of the assignment for each semester by the students. The term end paper shall have 80 marks of each subject. The component of internal assessment shall be of 20 marks in each semester. Each assignment shall carry 10 marks.

PRACTICALS

In case of practical subjects (Statistics, Geography, Psychology, Home Science and Music), the students will have to appear in internal and external practical examination on the dates and venue communicated by the Directorate of Distance Education. The practicals for these subjects is compulsory component. The proactical will be of 12 days in each practical subject. Without appearing in the practicals, the students shall not be eligible to appear in the examination.

Environmental Science is a compulsory subject in B.A and B.Com Semester III & IV and involves both theory and practicals.
TERM END EXAMINATION

The dates for the conduct of Term End Examination for BA and B.Com are fixed by the Office of the Controller of Examination, University of Jammu along with the colleges of regular mode.

DECLARATION OF RESULTS

The results shall be declared by the Office of Controller of Examinations along with the regular students of the colleges.

ADMISSION FEE AND OTHER CHARGES

Admission Fee and other charges for B.A./B.Com Part-I, II & III (For each year) is Rs. 5855/- (This includes the cost of the examination form also, which will be provided to the candidate at the time of admission)

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

I. Registration Fee = Rs. 300/- For the candidates not registered with Jammu University.
II. Eligibility Fee = Rs. 730/- Candidates migrating from Universities or Boards other than J&K State Board of School Education.
III. Practical Fee Per Subject = Rs. 640/- in addition to the normal fee. For the students of B.A. Part-II, Practical fee is compulsory for EVS.
IV. Library security = Rs. 660/- (Refundable) for Candidates, who want to be the Member of DDE Library.
V. Learner’s Support Centre Fee = Rs. 605/- For those who are enrolled through learner support centres.
VI. Degree Fee = Rs. 500/- for B.A./B.Com Part-III only.
VII. EVS practicals Fee = Rs. 640/- for BA/B.Com Semester III & IV only.
VIII. Revival of Registration = Rs. 419/-

MODE OF PAYMENT OF FEE

The candidate 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 to 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 students personal record.

OR

Through 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’s support center namely Kathua, Udhampur, Rajouri, Poonch, Bhaderwah, Doda, Kishtwar, Billawar, Ramban, Ramnagar and Samba 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.

ENROLMENT OF B.A AND B.COM PROGRAMMES 2014-17

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UNIVERSITY OF JAMMU
DIRECTORATE OF DISTANCE EDUCATION

PROJECT PROPOSAL OF UNDERGRADUATE PROGRAMMES
(B.A. AND B.COM.)
Minutes of the University Council Meeting held on 07 October 1976

UNIVERSITY OF JAMMU

137/76

MINUTES OF THE MEETING OF THE UNIVERSITY COUNCIL HELD

ON THURSDAY, THE SECOND OF OCTOBER, 1976, AT 9.30 A.M., AT

JAJA SINGHAV, JAMMU.

PRESENT

1. Chancellor (in the Chair)
2. Pro-Chancellor
3. Shri D.D. Thakur
4. Vice-Chancellor
   University of Jammu
5. Vice-Chancellor
   University of Kashmir
6. Financial Adviser
7. Education Commissioner
8. Shri A.A. Afzal
9. Dr. N.S. Pathania
10. Dr. T.R. Sharma
11. Dr. Ved Ghai
12. Shri M.R. Bhardwaj
13. Shri J.K. Rathore
14. Registrar.

Before the agenda was taken up, the Chancellor welcomed the following new members to the first meeting of the Council constituted for the triennial period 1976-79:

1. Shri D.D. Thakur
2. Shri A.A. Afzal
3. Dr. T.R. Sharma
4. Dr. Ved Ghai
5. Principal M.R. Bhardwaj
6. Professor J.R. Rathore

On a motion moved by the Chair the Council RESOLVED to place on record, its appreciation of the valuable services rendered to the University by the following members of the Council during the tenure of their office in the triennial period 1973-76:

1. Mr. Justice Raja Jaswant Singh
2. Shri G.L. Dogra
3. Professor Prerit Singh
4. Dr. Aparaj Somnath
5. Principal Bhal Raj Sharma.

CONFIRMATION OF MINUTES

1. The minutes of the meeting of the University Council held on May 31, 1976, were confirmed.
IV. the courses proposed to be started under the scheme
be modified with a view to selecting only such
programmes as would be more utilitarian, benefiting
larger sections of society; and
V. the rates of fees proposed to be charged be raised so
as to achieve, as far as possible, self-sufficiency to
the extent of covering the gap in resources after
accounting for assistance to be provided by the
University Grants Commission.

INSTITUTE OF CORRESPONDENCE EDUCATION

3. RESOLVED that —

1) an "Institute of Correspondence Education" having
status of a College maintained by the University
be set up to provide instruction through
correspondence for such courses as may be determined
by the University Council;

2) to begin with, facilities of education through
correspondence be provided for the B.A. and
B.Com. Courses; and

3) the scheme of providing instruction through
correspondence for the B.A. and B.Com. Courses
as formulated by the Coordination Committee of
the Universities of the Jammu and Kashmir and
circulated with the agenda be approved and
implemented after receipt of approval from the
State Government and the University Grants
Commission.

RESOLVED FURTHER that possibility be explored
for imparting instruction through correspondence for the
B.Ed. Course also in collaboration with other Universities/
institutions imparting such education.

DIPLOMA COURSE IN APPLIED ELECTRONICS

4. RESOLVED that, as recommended by the Syndicate at it
The Undergraduate Programme in Directorate of Distance Education is one of the first programmes offered through correspondence mode by University of Jammu. In fact the erstwhile Institute of Correspondence Courses within University of Jammu was established in 1976 as a college to offer only B.A. and B.Com courses through distance mode. Later on its nomenclature was changed when the Institute of Correspondence Course was upgraded as Directorate of Distance Education in 1985 with a permission to offer Postgraduate Programmes.

In fact the Directorate of Distance Education, University of Jammu is the ONLY INSTITUTION IN ENTIRE JAMMU AND KASHMIR STATE OFFERING UNDERGRADUATE COURSES, B.A. AND B.COM., THROUGH DISTANCE MODE. Though University of Kashmir is offering various courses through its Directorate of Distance Education, it is not offering B.A. and B.Com. through distance mode. Hence not only students of Jammu region, but students of Kashmir and Ladakh region are also taking admission in B.A. and B.Com courses offered by Directorate Distance Education in large number.

The Jammu and Kashmir State Government meets all the expenditures related to B.A. and B.Com. courses offered by Directorate of Distance Education, University of Jammu. The University deposits receipts of fees and other income in the treasury of state government. Hence, Directorate of Distance Education neither generates any resources out of these courses nor spends any amount to run these courses.

Moreover, the Directorate collaborated with the Government Degree Colleges of Jammu region to establish Learner Support Centres / Study Centres to take the higher education to the doorsteps of students residing in the far-flung and remote areas of Jammu region. The services of the teachers working in these colleges are utilized as councillors during Contract Programmes and other purposes. The Directorate of Distance Education offers only B.A. and B.Com through these Study Centres. All its Postgraduate Programmes are offered from Headquarters only due to non-availability of Councillors outside Jammu city.

**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
concerned language 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 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) Course Semester I.

(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) Course Semester I.

(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) Course Semester-I.

ELIGIBILITY CRITERIA FOR B. A. / B. COM SEMESTER - III

(i) A student will be eligible for promotion from Semester-II to III provided he/she has passed with at least 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.

ELIGIBILITY CRITERIA FOR 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 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 the next higher class 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.

RESERVATION FOR PHYSICALLY HANDICAPPED

This 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.

STUDY MATERIAL

The Directorate shall provide Study Material to all the enrolled candidates. The candidates of learner’s 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. Telephonic Counselling in Persian and Arabic The Directorate of Distance Education, University of Jammu has initiated a student friendly initiative, of imparting Telephonic counselling for students of B.A. I / II/ III in Persian and Arabic subjects. Students can call the subject experts on every Saturday and Sunday between 4 to 6 p.m. to clear their subject related queries. The facility is also available for the students of Learner Support centres. The details of the subject experts or resource persons can be seen on website of DDE (www.distanceeducationju.in).

LIBRARY

The Library is located on the first floor of the new building of the Directorate. It has a very large collection of books which are made accessible to the students of DDE for reference and borrowing. It is well organised and maintained. The Librarians are experts at finding and organising information. It also provides a quiet area for study.

1. The Library is open to the registered borrowers from 9:30 a.m. to 5:00 p.m. on all working days.
2. Students found misbehaving in the Library are liable to be punished or debarred from the use of the Library.
3. Books shall be lent to those students for home reading who have made a payment of Library Security Rs. 490/- (Refundable).
4. Students can borrow two books at a time for 14 days only.

PERSONAL CONTACT PROGRAMME

Ten days of Personal Contact Programme in each semester will be conducted for the facility of students enrolled in the Directorate. In addition to this, the Directorate is also providing day to day counselling. Besides, similar facility shall be extended for Personal Contact Programme (PCP) to the students enrolled in the Learner Support Centres at the door steps in their respective Learner Support Centres established various Government Degree Colleges of Jammu Division. However, the PCP will be optional for the students.

INTERNAL ASSESSMENT

Internal Assessment Assignments is a compulsory component and students fail to submit it within stipulated time shall not be eligible to sit in the term end examination. Internal Assessment Assignment booklet is provided along with the study material and is uploaded on the website (www.distanceeducationju.in).

Internal Assessment is a compulsory component based on the submission of the assignment for each semester by the students. The term end paper shall have 80 marks of each subject. The component of internal assessment shall be of 20 marks in each semester. Each assignment shall carry 10 marks.

PRACTICALS

In case of practical subjects (Statistics, Geography, Psychology, Home Science and Music), the students will have to appear in internal and external practical examination on the dates and venue communicated by the Directorate of Distance Education. The practicals for these subjects is compulsory component. The proactical will be of 12 days in each practical subject. Without appearing in the practicals, the students shall not be eligible to appear in the examination.

Environmental Science is a compulsory subject in B.A and B.Com Semester III & IV and involves both theory and practicals.
TERM END EXAMINATION

The dates for the conduct of Term End Examination for BA and B.Com are fixed by the Office of the Controller of Examination, University of Jammu along with the colleges of regular mode.

DECLARATION OF RESULTS

The results shall be declared by the Office of Controller of Examinations along with the regular students of the colleges.

ADMISSION FEE AND OTHER CHARGES

Admission Fee and other charges for B.A./B.Com Part-I, II & III (For each year) is Rs. 5855/- (This includes the cost of the examination form also, which will be provided to the candidate at the time of admission)

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

I. Registration Fee = Rs. 300/- For the candidates not registered with Jammu University.
II. Eligibility Fee = Rs. 730/- Candidates migrating from Universities or Boards other than J&K State Board of School Education.
III. Practical Fee Per Subject = Rs. 640/- in addition to the normal fee. For the students of B.A. Part-II, Practical fee is compulsory for EVS.
IV. Library security = Rs. 660/- (Refundable) for Candidates, who want to be the Member of DDE Library.
V. Learner’s Support Centre Fee = Rs. 605/- For those who are enrolled through learner support centres.
VI. Degree Fee = Rs. 500/- for B.A./B.Com Part-III only.
VII. EVS practicals Fee = Rs. 640/- for BA/B.Com Semester III & IV only.
VIII. Revival of Registration = Rs. 419/-

MODE OF PAYMENT OF FEE

The candidate 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 to 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 students personal record.

OR

Through 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’s support center namely Kathua, Udampur, Rajouri, Poonch, Bhaderwah,
Doda, Kishtwar, Billawar, Ramban, Ramnagar and Samba 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.

ENROLMENT OF B.A AND B.COM PROGRAMMES 2014-17

<table>
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<tr>
<th>Programme</th>
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<th>2015-16</th>
<th>2016-17</th>
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<td>Enrolled</td>
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<td>589</td>
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<tr>
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<td>251</td>
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<td>B.Com II</td>
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UNIVERSITY OF JAMMU

DIRECTORATE OF DISTANCE EDUCATION

PROPOSAL FOR INTRODUCTION OF SELF-SUPPORTING B.Ed
PROGRAMME IN DIRECTORATE OF DISTANCE EDUCATION,
UNIVERSITY OF JAMMU
ITEM NO: 113.17

Considered the matter w.r.t. the start of M.Phil. in the Microbiology programme in the School of Biotechnology, University of Jammu, subject to offering the same within the existing resources.

RESOLVED that the matter w.r.t. the start of M.Phil. in Microbiology programme in the School of Biotechnology, University of Jammu, be endorsed subject to offering the same within the existing resources, be endorsed.

ITEM NO: 113.18

Considered the commencement of the Two Year B.Ed. Programme through Distance mode by the Directorate of Distance Education, University of Jammu, Jammu proposed from the Academic Session 2018-19.

RESOLVED that the commencement of the Two Year B.Ed. Programme through Distance mode by the Directorate of Distance Education, University of Jammu, Jammu, be endorsed in the light of the Resolution of the 76th University Council of the University of Kashmir for the in-service teachers of the State of Jammu and Kashmir as under:

i) those serving as full time teachers in recognized schools (Primary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu;

&

ii) having a minimum of 2 years teaching experience at the time of submission of the application form for admission.

Resolved further that the admission process by the DDE shall be started only after all preparations are made in the matter with regard to the Course scheme, self learning material and fulfillment of any other academic requirements, etc.

This is also as per the 83rd meeting of the University Council of the University of Jammu, wherein the Hon’ble Minister for Education stressed upon the need for both the Universities to take up the task of training the school teachers of the State through the distance mode B.Ed. Programme on the lines of Indira Gandhi National Open University (IGNOU).
Statutes and the Scheme for Two year B.Ed. Programme (Self Financing) to be offered by the Directorate of Distance Education, University of Jammu shall be based on the following Norms and Procedures:

1. **Course Structure**: The Course Structure for bachelor of Education (B.Ed.) Programme in the Directorate of Distance Education shall extend over a period of two academic years (04 Semesters). This course shall be based on contact programmes, practice of teaching, internship or field Work (different components), Project work, workshop, assignments, external as well as internal examinations etc. The detailed scheme of the programme in terms of number of papers and other similar components shall be as same as is in vogue in the Colleges of Education affiliated to the University of Jammu.

2. **Mode of Admission**: The admission to two year B.Ed. Programme (04 Semesters) shall be made on the basis of Merit obtained by the candidates in their qualifying examination at under graduate level.

3. **Intake Capacity**: The intake capacity for the two year B.Ed. Programme in the DDE shall be determined on the basis of availability of resources subject to change on year to year basis.

4. **Time of Admission**: Admission to the B.Ed. Programme in the DDE shall be made immediately after the declaration of B.A 3rd year or B.A 6th Semester results of the University of Jammu.

5. **Eligibility**: Admission to B.Ed. Programme in the Directorate shall be open to those candidates
   i) who have passed Bachelor Degree Examination from the UGC recognized institutions with 45% aggregate marks for General Category and 40% marks for the reserved categories as per the rules of the State Govt./reservation policy of the University of Jammu. 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) having a minimum of 2 years teaching experience at the time of submission of the application form for admission.
iii) who are serving as teachers in recognized schools (Primary, Elementary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.

6 Self Learning Material: The Directorate shall provide the self learning material to the enrolled students as per the prescribed syllabi and statutes. In addition a supplementary reading material as per need shall be provided as a student support services.

7 Personal Contact Programme: Apart from the self learning material, the DDE shall conduct 04 personal contact programmes during the entire programme in addition to other components like internship, practice of teaching, 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/TP centres.

8. Practical Components

• Internship: This activity shall be conducted in the recognized institutions of the School Education Department like Elementary Schools, Anganwadi centres, SIE, DIETS, High and Higher Secondary Schools.

• Practice of Teaching: This activity shall be conducted in the recognized institutions of the School Education Department. 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 concerned course coordinator including the concerned faculty (Education) of the Directorate.

9. Curriculum:- The curriculum of the B.Ed programme offered through the face to face (applicable to the college of Education affiliated to the university of Jammu) will be the curriculum of the Directorate.

10. Practice Teaching Schools: The DDE shall select the practice teaching schools identified by the enrolled trainees as per their convenience for their practice of teaching. The list of these schools from the enrolled learners shall be collected immediately after the first contact programme and the same shall be consolidated in the Directorate for further course of action. As per the past analogy, the Director DDE shall get a formal approval from the Director School Education Department Jammu for allowing the students for practice of teaching in different Government/Private Schools across the Jammu Province.

11. Academic Counseling: Academic Counseling shall be spread over the entire duration of the B.Ed. programme and be conducted on regular basis depending on the needs and convenience of the learners. The academic problems related to the programme shall be discussed/addressed in the counseling sessions. The counseling sessions shall be utilized for providing personalized guidance to the enrolled students regarding content difficulty, internship, practice of teaching, field work, assignments etc. The detailed schedule of counseling shall be notified in the local newspaper and shall be made available in the website of the Directorate for the larger information of the enrolled learners. In order to ensure the purpose of PCP/TP centres and to reach the
unreached, ‘Coordinator-Student Meet’ shall be carried out at respective PCP/TP centres.

12. **Workshop/s:** The DDE shall organize the orientation workshops related to the various Components/Skills for the academic excellence and professional development of the enrolled trainees in each semester. Considerable emphasis will be given on skill development, value addition and pedagogy in the workshops. For the convenience of the enrolled trainees, the workshops shall be conducted both at Headquarter & PCP/TP centres.

13. **Medium of Instructions and Examination:** English shall be the medium of instruction in all papers except in Modern Indian Languages, where the medium of instruction shall be the language concerned. However, the candidate shall have the option to answer the questions either in Hindi or English. The question papers would include questions in Hindi and English both.

14. **Attendance:** 80% attendance shall be compulsory for each and every contact programme and 90% attendance shall be compulsory for practical components of the course like internship and internal practice of teaching. Regarding the attendance of contact programmes, the attendance records shall be maintained by the concerned resource person 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 concerned head teacher of the practice teaching school identified or selected by the trainee. Any relaxation in the shortage shall be considered as per the following procedure/s:

   a) **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 practice of teaching is compulsory. A student, whose deficiency in lectures in a course is not condoned by the Course Coordinator/Director in consultation with the competent authority or is not condonable, shall not be eligible to appear in the final examination in the B.Ed Programme.

   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.

15. **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 or the term end examination will be conducted at the end of each semester by the Controller of Examinations as in the case of regular students. The Examination would be held in the following components:

   a. **Theory Papers:** 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 shall as same as is in vogue in the colleges of education affiliated to the
University of Jammu. The scheme of evaluation of the students shall be based on internal and external modes of evaluation. The evaluation shall be as per the scheme approved by the Board of Studies of Faculty of Education, University of Jammu as in vogue for regular colleges of education.

*Note: The External examination shall be conducted by the Controller of Examinations by the end of each academic year followed by the external practice of teaching which also be the prerogative of Controller of Examinations. It needs to be mentioned here that only those candidates shall be allowed to submit their examination forms who have completed all the required formalities pertaining to the course.*

b. **Teaching Practice cum Internship.**

Students of the B.Ed programme through distance mode shall be governed by the same examination statutes as are applicable to the students of college of education affiliated to the University of Jammu. The successful candidates will be awarded the same degree as is awarded to the regular students of the college of education affiliated to the University of Jammu.

16. **External Examiners:** The Controller of Examinations by the powers vested in him would appoint External Examiners for the evaluation of various components pertaining to practical course work like practice of teaching, internship etc in consultation with Director and Coordinator concerned. The qualification and eligibility for an external examiner shall be as same as is in vogue for the colleges of Education affiliated to the University of Jammu.

17. **Monitoring and Supervision:** The DDE shall put in place a systematic monitoring mechanism for the academic excellence and welfare of its learners. Various strategies for monitoring the academic activities like periodic visits to the PCP centres/practice teaching schools by the concerned course coordinator/faculty, collection of regular feedback both from the students & I/C PCP programme and supervisor of TP programme, interaction with learners through electronic media, etc and maintaining specified records by the DDE shall be some of the components of the Monitoring and Supervision system.

18. **Duties of the Coordinator:** The Coordinator of B.Ed. Programme shall perform the following duties:

   a) To supervise and coordinate academic work of the programme.

   b) To ensure that enrollment is completed.

   c) To get the study material prepared in accordance with the syllabus prescribed for the programme by the University and get that delivered to the students.

   d) To plan the holding of Personal contact Programme classes, make arrangements for resource persons, frame the time table, organization of instructional work of the Programme and draw allowances for the purpose of PCPs and maintenance of attendance record of the students.

   e) To take up instructional work in Personal contact Programme at least one period a day.
f) To arrange evaluation of assignments and maintain internal assessment record of candidates and to ensure its safe custody.

g) To plan holding and organization of internship and internal practice of teaching component, arrangement of supervisors in schools for Practice Teaching Programme and to maintain assessment record of internal practice of teaching.

h) To forward the Internal assessment Awards of the candidates to the Controller of Examinations.

i) To provide academic and informative support to the enrolled students.

j) To supervise the books of the Programme in the Library and to ensure provision of adequate number of text books and reference books of the Programme in the Library.

k) To perform such duties as are assigned under statutes of the University and other academic, administrative work as may be assigned to him/her by the Director of the Directorate from time to time.

19. Duties of a Teacher: Duties of a teacher in the Programme shall be:

a) Organization and supervision of internship teaching during Personal contact Programme providing academic guidance to the students and such other teaching work as may be assigned by the Coordinator/Director of the Directorate.

b) To take instructional work in Personal Contact Programme.

c) In case a teacher is required to take classes on Saturdays, Sundays and Holidays in the personal contact programme he will be permitted to avail himself/herself of compensatory leave.

d) Checking of Students’ assignments.

e) Maintenance of record of work done, maintenance of Internal Assessment record of the students and timely submission of such record to the Coordinator.

f) To perform such duties as are assigned under statutes of the University and other academic, administrative work as may be assigned to him/her by the Director of the Directorate from time to time.

Remuneration: Remuneration on account of lesson writing, proof reading, PCP classes, Evaluation of Assignments shall be paid at the rates which shall be approved by the competent authority of the University from time to time for the said course.
### Admission Fee and Programme Fee:
The breakup of the fee shall be as follows:-

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<thead>
<tr>
<th>S.No.</th>
<th>Nature of Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Academic Fee</td>
<td>Rs.8156/-</td>
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<tr>
<td>02</td>
<td>PCP Fees</td>
<td>Rs.3046/-</td>
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<td>03</td>
<td>Teaching Practice</td>
<td>Rs. 850/-</td>
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<td>04</td>
<td>University Corpus Fund</td>
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<td>05</td>
<td>Stationery Fee</td>
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<td>06</td>
<td>Printing Fee</td>
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<td>07</td>
<td>Enrolment Fee</td>
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<td>08</td>
<td>Development Fund (DDE)</td>
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<td>09</td>
<td>B.Ed. Contingency Fund</td>
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<td>10</td>
<td>Infrastructure Fund (DDE)</td>
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<td>11</td>
<td>Study Material Fee</td>
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<td>12</td>
<td>Digitalization and Networking Fund</td>
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<td>13</td>
<td>Students Insurance Fee</td>
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<td>Miscellaneous Fee</td>
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<td>Degree Fee</td>
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### Support Services and Miscellaneous Fee:

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<tr>
<td>1.</td>
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<td>2.</td>
<td>Medical Assistance Fee</td>
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<td>3.</td>
<td>NSS Fee</td>
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<td>4.</td>
<td>DIQA Fee</td>
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<td>Prospectus –Cum-Brochure Fee</td>
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<td>6.</td>
<td>Students Support Fee</td>
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<td>Project Fee</td>
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Examination Related Fee:

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<td>Cost of Examination Form</td>
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<td>Examination Development Fund</td>
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<td>5.</td>
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Grand Total = 22,644+3,095+2,300+1,580= Rs 29,619/-

Every Candidate shall also have to pay registration, Eligibility and such other fee as are prescribed by the University.

Note: - The Fee Structure indicated above is subject to revision after obtaining necessary permission from the competent authority.

Expected Income in First Three Academic Sessions:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No of Candidates= 500</td>
<td>500X29,619</td>
<td>500X29,619</td>
<td>500X29,619</td>
</tr>
<tr>
<td></td>
<td>=1,48,09,500</td>
<td>=1,48,09,500</td>
<td>=1,48,09,500</td>
</tr>
</tbody>
</table>
## Proposed Expenditure for First Three Academic Sessions:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Year</th>
<th>2018-2020</th>
<th>2019-2021</th>
<th>2020-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparation of Study Material, 540 Lessons @ Rs.2500/-</td>
<td>Rs 13,50,000/-</td>
<td>SLM need not to be prepared</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Typing of Lessons @ Rs 20 per page</td>
<td>Rs 36,000/-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Cost of Printing Paper</td>
<td>Rs 50,000/-</td>
<td>Rs 60,000</td>
<td>Rs 60,000</td>
</tr>
<tr>
<td>4</td>
<td>Printing of Lessons</td>
<td>Rs 4,00,000/-</td>
<td>Rs 4,00,000</td>
<td>Rs 4,00,000</td>
</tr>
<tr>
<td>5</td>
<td>Evaluation of assignments</td>
<td>Rs 3,20,000/-</td>
<td>Rs 4,00,000</td>
<td>Rs 4,00,000</td>
</tr>
<tr>
<td>6</td>
<td>PCP programme Director</td>
<td>Rs.2000/- Per PCP, Four PCPs in a session = 8000/-</td>
<td>Rs.2000/- Per PCP, Four PCPs in a session = 8000/-</td>
<td>Rs.2000/- Per PCP, Four PCPs in a session = 8000/-</td>
</tr>
<tr>
<td>7</td>
<td>Programmer Co-ordinator @ Rs 2000/-P.M.</td>
<td>Rs.24,000/-</td>
<td>Rs.24,000/-</td>
<td>Rs.24,000/-</td>
</tr>
<tr>
<td>8</td>
<td>PCP resource person remuneration @ Rs 500/-per Lectures</td>
<td>Rs 15,00,000/-</td>
<td>Rs.15,00,000/-</td>
<td>Rs.15,00,000/-</td>
</tr>
<tr>
<td>9</td>
<td>Books for Library</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000</td>
<td>Rs 1,00,000</td>
</tr>
<tr>
<td>10</td>
<td>Psychological Tests</td>
<td>Rs 20,000/-</td>
<td>Rs 20,000/-</td>
<td>Rs 15,000/-</td>
</tr>
<tr>
<td>11</td>
<td>Internship 1000@50</td>
<td>Rs 50,000/-</td>
<td>Rs 50,000/-</td>
<td>Rs 50,000/-</td>
</tr>
<tr>
<td>12</td>
<td>Stationary/clerks/peons/waterman</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
</tr>
<tr>
<td>13</td>
<td>Project 500 @1000 for 50 students</td>
<td>Rs 10,000/-</td>
<td>Rs 10,000/-</td>
<td>Rs 10,000/-</td>
</tr>
<tr>
<td>14</td>
<td>Workshop/extension activity</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
</tr>
<tr>
<td>15</td>
<td>Final TP/Projects</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
</tr>
<tr>
<td>16</td>
<td>Teaching practice 50 schools @2000 For supervisor 10 CEO’S @2500</td>
<td>Rs 2,50,000/-</td>
<td>Rs 2,50,000/-</td>
<td>Rs 2,50,000/-</td>
</tr>
<tr>
<td>17</td>
<td>TA/DA</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
<td>Rs 1,00,000/-</td>
</tr>
<tr>
<td>18</td>
<td>Remuneration of Jr Assistant@11690+Peon@8762</td>
<td>Rs 2,45,424</td>
<td>Rs 2,45,424</td>
<td>Rs 2,45,424</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Rs 47,63,424</strong></td>
<td><strong>Rs 34,67,424</strong></td>
<td><strong>Rs 3,46,424</strong></td>
</tr>
</tbody>
</table>
Income and Expenditure Statement:

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Income</th>
<th>Exp.</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-20</td>
<td>Rs. 1,48,09,500/-</td>
<td>Rs. 47,63,424/-</td>
<td>Rs. 1,00,46,076/-</td>
</tr>
<tr>
<td>2019-21</td>
<td>Rs. 1,48,09,500/-</td>
<td>Rs. 34,67,424/-</td>
<td>Rs. 1,13,42,076/-</td>
</tr>
<tr>
<td>2020-22</td>
<td>Rs. 1,48,09,500/-</td>
<td>Rs. 3,46,424/-</td>
<td>Rs. 1,44,63,076/-</td>
</tr>
</tbody>
</table>

It is evident from the figures of income and expenditure that the B.Ed programme is not only viable but will also generate surplus funds, which will ultimately lead to the development of the Directorate as well as of the University.
SCHEME FOR STARTING MA IN DOGRI THOUGH DIRECTORATE OF DISTANCE EDUCATION
ITEM NO: 69.34

Considered the introduction of following courses through distance mode as endorsed by the Academic Council at its meeting held on June 5, 2009:-

1. M.A. Dogri
2. Executive Master of Business Administration (EMBA) Programme and MBA Programme.

"RESOLVED that the introduction of M.A. Dogri programme through the distance mode be approved, subject to the University securing the prior approval of the Distance Education Council.

RESOLVED FURTHER that the proposal regarding introduction of Executive Master of Business Administration (EMBA) Programme through DDE, be also approved, subject to the University securing the prior approval of the Distance Education Council."

ITEM NO: 69.35

Considered the following recommendations made by the Academic Council at its meeting held on 05.06.2009:-

"that reservation of one percent (01%) seats of the total intake capacity be kept as supernumerary seats for the wards of the permanent University employees and College teachers for admission to various courses run by the Directorate of Distance Education."

"RESOLVED that the item be re-examined by the Academic Council."

ITEM NO: 69.36

Considered the change in Nomenclature of Centre for Adult Continuing Education and Extension to Department of Lifelong Learning (DLL) as desired by the
INTRODUCTION

Dogri is the language of Dogras who are well known for their valour on the battle field and for their famous school of Pahari paintings. It is spoken by approximately one crore people of the mountainous and sub-Mountainous region and the adjoining plains of North India, laying between Pirpanjal and Dhauladhar ranges in North and Plains of Punjab. Dogri is the second prominent languages of J&K State. It has got its due place in the 8th Schedule of Indian Constitution.

As present Dogri is taught as a third language at primary level, as an additional optional subject at High level, as an elective subject at Hr Secondary level 10+2 level and as an elective subject at under graduate level in the colleges of Jammu region.

The University of Jammu has full-fledged Post Graduate Department of Dogri. This is the only department, which offers Master Degree Programme, M.Phil & Ph.D degrees in Dogri and the intake capacity of P.G Department of Dogri for M.A Course is restricted to 35 seats.

Since Dogri is spoken in mountainous and sub-mountainour regions and the adjoining plains of North West India lying between Pirpanjal and Dhauladhar ranges in North and Plains of Punjab and people from these remote areas cannot avail the opportunity for studies by joining the regular course and moreover no guidance is available to the desirous students to pursue M.A in this subject as a private candidate.

OBJECTIVES

Language and Education are closely tied and contribute to societal and economic growth. This proposal would be one step towards the promotion of Dogri Language in the filed of higher education. At present there is only one P.G department, which offers Master Degree Programme in Dogri in regular mode and its intake is restricted only to 35seats.

The major objectives of starting Master Degree Programme in Dogri through Directorate Education can be summarized as follows:

i) To provide an alternative cost-effective non-formal channel to the desirous candidates.

ii) To supplement the conventional university system and to reduce the pressure on it.

iii) To provide chance to those who have had to discontinuous or could not join regular course in the University owing to social, economic and other constraints.
iv) To democratize higher education by providing access to large segments of the population, in particular the disadvantaged groups such as those living in remote and rural area, including working people, women and other adults who is to acquire Master Degree in Dogri for pursuing research.

ORGANISATION

Directorate of Distance Education shall organize Master Degree Programme in Dogri with such teaching, non-teaching staff as may be needed for the introduction of the course. DDE shall however, be assisted in the organization of this course by the P.G Department of Dogri.

One lecturer on contractual basis in the subject of Dogri may be appointed who shall look after the course. The Head of the P.G Deparmtne Dogri shall act as Coordinator of the course.

JURSIDICATION

A person residing in any part of the country will be eligible to enroll himself/herself for M.A Dogri, provided he/she is otherwise eligible.

DURATION AND COURSES OF STUDY

The duration of the course shall be 2 years. It shall be divided into four semester. The syllabi of the course shall be the same as is prescribed by the PG Department for regular students.

ELIGIBILITY

A candidate having passed Bachelor’s Degree with Dogri subject shall be eligible for admission to M.A Dogri Course through distance mode.

A candidate who has passed the qualifying examination after having passed the Honours examination in Dogri Language and Literature in the faculty of Oriental Learning shall also be eligible for admission to M.A (Dogri) course at par with thousand who have passed the qualifying examination with Dogri. A Candidate not having studied Dogri at the under-graduate level but have passed the qualifying examination with any of the following subjects, namely Hindi, Sanskrit, Urdu, Punjabi and English Literature shall also be considered for admission.

A graduate in any discipline with 60% marks shall also be eligible for admission in the Master Degree Programme in Dogri through Distance Education.

EXAMINATION AND AWARD OF DEGREE

Examination will be conducted at the end of the each semester. The successful candidate will be issued degrees by the office of the Controller of Examinations.

STUDY MATERIAL

The syllabus for each course will be divided into a suitable number of lesson units known as lecture scripts by the Subject Committee. The lesson script will be revised and edited before printing.
These lessons will also be reviewed periodically to enrich and update them as per the guidelines of the UGC and the DEC.

PERSONAL CONTACT PROGRAMME

To enforce instruction through study materials and for providing academic guidance to students, the Directorate shall organize a contact programme of 20 days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the student, it will be optional for them to attend the same.

INTERNAL ASSESSMENT

The internal assessment will carry 20% marks in each course/paper the components of the internal assessment shall be two assignments shall be two assignments of ten marks each in each course/paper. The internal assessment awards shall be complied and sent to the Controller of Examinations within 15 days after the semester examination.

LIBRARY

The students will be provided library facilities.

DUTIES OF CO-ORDINATOR

1. To supervise and co-ordinate all the academic works of the course is done by the HOD of any P.G Department, in the University.

2. To frame time table and assign work to other teachers in the manner as is done by the Head of P.G Department, of the University.

3. To ensure that the enrollment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule before the start of the PCP/Practicum etc.

4. To organize PCP make arrangement for the resource persons (local/out side the sate) establishment of PCP centres/, Centres of Examination, drawing advnces for the purpose PCPs and organization of publicity campaigns for enrolment of students in different areas with assistance/ co-operation of Director, DDE.

5. Propose members of Subject committees, Research Advisory Committee. Penal of examiners and suggest alternative to deal with all difficulties pertaining to the course.

REVENUE AND EXPENDITURE:

Remuneration on account of lesson writing, proof reading, evaluation of assignment/class test, PCP classes etc shall be paid at the rates which have been approved by the University Council for the MDP in Hindi, English and Urdu for the DDE Salary/wages and other expenses related to the
programme shall be paid out of the Receipts of this programme. However if the receipts are not sufficient the same shall be met out of some other fund of DDE after seeking prior approval of the Hon’ble Vice-Chancellor.

**FEE STRUCTURE**

Every students enrolled for the P.G course in Dogri through Distance education shall have to pay the Fee as prescribed for P.G Programmes in English, Hindi & Urdu being run by the DDE.
UNIVERSITY OF JAMMU

PROPOSAL FOR INTRODUCING SELF SUPPORTING MASTER DEGREE PROGRAMME IN ECONOMICS THROUGH THE DIRECTORATE OF DISTANCE EDUCATION
3.14 ITEM NO: 74.14

3.14.1 Considered the introduction of ‘Choice Based Credit System’ for post-graduate programmes in the University of Jammu from the academic session 2014-15.

3.14.2 RESOLVED that-

i) the ‘Choice Based Credit System’ for post-graduate programmes in the University of Jammu, as given in Annexure-II from the academic session 2014-15;

ii) the implementation of ‘Choice Based Credit System’ in some of the Science Departments of the University of Jammu on experimental basis, as far as possible from the academic session 2013-14,

be approved.

3.14.3 RESOLVED further that the aforesaid decision shall also be applicable to Kashmir University.

3.15 ITEM NO: 74.15

3.15.1 Considered the proposal regarding revival of M.A. Economics in the Directorate of Distance Education from the ensuing academic session 2013-14.

3.15.2 RESOLVED that the revival of M.A. Economics in the Directorate of Distance Education, University of Jammu, from the academic session 2013-14, be approved.
PROPOSAL FOR INTRODUCING SELF SUPPORTING MASTER DEGREE PROGRAMME IN ECONOMICS THROUGH THE DIRECTORATE OF DISTANCE EDUCATION

GENERAL INTRODUCTION
The scope of distance education has considerably broadened over time and likely to grow up further. As the number of education seekers at the higher level is going to rise exponentially in the years to come, both as a consequence of further economic development and also as a result of rising population, the pressure on the regular system of education will mount up to an extent that is would neither be possible nor even feasible to meet the educational needs of the society through a formal system of education. Distance Education, of which the Directorates of Distance Education are the vital organs, is going to be the only workable alternative for providing education at higher levels to the people. With economic development increasing in the years to come, the natural consequences of improved socio-economic conditions will demand a more equipped manpower to manage the country’s affairs and it will be through Distance Education alone that educational arrangement can be augmented and meet the enhanced needs of the society. Since education is an instrument of human enlightenment and also a means for better livelihood, the people even in the employed categories will like to pursue education for attainment of higher degrees of qualification.

People living at distant and remote areas not capable of benefitting from the regular University and College education system will also turn towards the correspondence education. Hence the Directorate of Distance Education in different universities will have to conduct these academic programmes and open their doors to the learners in different disciplines.

NEED FOR CONDUCTING MASTER’S DEGREE PROGRAMME IN ECONIMICS THROUGH DIRECTORATE OF DISTANCE EDUCATION
The discipline of Economics is one of the primary and also the most important subject in the faculty of social sciences. Not only is this subject of high value for job opportunities, it is equally important for masses in general who would take more and more interest in the interplay of economic force in the society facing more and more complex phenomenon as a result of rapid economic transformation. Naturally, therefore the reason for admission in the P.G Courses of Economics is very much in order. Even in a small region like Jammu the number of candidates seeking admission in M.A Economics is far more than the enrolment capacity of the regular Department.
During the last twelve years the number of candidates seeking admission has for exceeded. The number that could be admitted in the Department is evident from the following table:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Year</th>
<th>Number of Applications Received for Admission to MA in Economics in the Regular Department of University of Jammu</th>
<th>Number of Candidates Admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1986-87</td>
<td>298</td>
<td>55</td>
</tr>
<tr>
<td>2</td>
<td>1987-88</td>
<td>365</td>
<td>58</td>
</tr>
<tr>
<td>3</td>
<td>1988-89</td>
<td>231</td>
<td>55</td>
</tr>
<tr>
<td>4</td>
<td>1989-90</td>
<td>143</td>
<td>40</td>
</tr>
<tr>
<td>5</td>
<td>1990-91</td>
<td>168</td>
<td>51</td>
</tr>
<tr>
<td>6</td>
<td>1991-92</td>
<td>189</td>
<td>51</td>
</tr>
<tr>
<td>7</td>
<td>1992-93</td>
<td>231</td>
<td>49</td>
</tr>
<tr>
<td>8</td>
<td>1993-94</td>
<td>280</td>
<td>50</td>
</tr>
<tr>
<td>9</td>
<td>1994-95</td>
<td>296</td>
<td>52</td>
</tr>
<tr>
<td>10</td>
<td>1995-96</td>
<td>262</td>
<td>49</td>
</tr>
<tr>
<td>11</td>
<td>1996-97</td>
<td>271</td>
<td>49</td>
</tr>
<tr>
<td>12</td>
<td>1997-98</td>
<td>293</td>
<td>49</td>
</tr>
</tbody>
</table>

Apart from the above mentioned table the candidates who appeared privately in the year 1994-95 & 1996 was 473, 456 and 285 respectively.

Naturally, therefore, those of the candidates who do not find their names in the admission list enroll themselves as private students of the University, but they face many difficulties for want of proper guidance more so when the subject of Economics has tended to be more and more technical in its nature. The consequence of the phenomenon is that the poor quality products get turned out from among those who do not have any University contact.

Needless to emphasize that such people do not gather the required competence for handling the important positions on which they are supposed to work at different stages of their career. Taking note of the fact that demand for talented young economists will keep on rising in general and more so for those areas where considerable explorative work is called for on the economic front, the Directorate of Distance Education will only be taking the right step at the right time to initiate importance of education at master’s level in the subject of Economics. This will be fulfilling a social obligation and making the academic programme socially relevant which is expected of such organizations in the present day world.

ORGANIZATION

The Directorate of Distance Education shall administer the P.G Course in economics with such additions in academic and ministerial staff as may be needed for the introduction of this course. The faculty of social science shall take necessary measures to maintain the academic standards of the course. The
Directorate shall, however, be assisted in the organization of the above course by the Post-Graduate Department of Economics.

**JURISDICTION**

Any person residing in any part of the country will be entitled to enroll himself/herself for this course provided he/she is otherwise eligible.

**DURATION AND COURSE OF STUDY**

The duration of the course is of two academic years, i.e four semesters. The course of study will comprise the following papers:

1. **1st semester shall have four compulsory courses of study, namely:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course No.</th>
<th>Title of the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>400</td>
<td>Micro-economic Analysis</td>
</tr>
<tr>
<td>2.</td>
<td>401</td>
<td>Macro-economic Analysis</td>
</tr>
<tr>
<td>3.</td>
<td>402</td>
<td>Economics of Development</td>
</tr>
<tr>
<td>4.</td>
<td>403</td>
<td>Mathematics for Economics/Classical Political Economy</td>
</tr>
</tbody>
</table>

2. **2nd Semester shall have the following four compulsory courses of study:**

   | 1.    | 450        | Micro-Economic Analysis |
   | 2.    | 451        | Public Finance |
   | 3.    | 452        | Monetary Theory |
   | 4.    | 453        | Statistical Methods for Economic Analysis |

3. **3rd semester shall have following three compulsory courses along with one optional course out of the two given as under:-**

   **Compulsory courses**

   | 1.    | 500        | International Economics |
   | 2.    | 501        | Growth and Structure of Indian Economy |
   | 3.    | 502        | Agricultural Economics |

   **Optional Courses**

   | 1.    | 503        | Labour Economics |
   | 2.    | 504        | Applied Statistics |

These two courses are option for each other.
4th Semester shall have the same pattern of three compulsory courses with two optional courses. Following are the courses:

1. 550 International Economics
2. 551 Sociology of Economic Development
3. 553 Economics of Socialism
4. 556 Economics of Inflation
5. 557 Economics of Growth

However course Nos. 551 and 553 shall be the optional courses.

ELIGIBILITY
The candidates having passed the following examinations shall be eligible to join P.G Course or Master’s Degree Programme in Economics through Directorate of Distance Education.

(a) B.A/ B.Com examination under 10+2+3 pattern with economics or B.Sc Agriculture examination with Agriculture Economics as one of the subjects or B.A/ B.Sc examination under 10+2+3 pattern with mathematics as an elective subjects.
(b) Any person having passed B.A/ B.Sc/ B.Com examination under 10+2+3 pattern or equivalent with first division.
(c) Any person having passed LL.B/ DOM/ DMB/ Diploma in Marketing Management or equivalent at least with 50% marks.

ADMISSION
Admission in P.G course in Economics will be made on the date as it prescribed by the Directorate of Distance Education with the approval of the proper University authorities. The criteria for selection of candidates for admission will be fixed by the Directorate of the advice of the Broad Based Advisory committee and subject committee of the course.

FEE
Every student enrolled for P.G Course in Economics through Correspondence shall have to pay the following fee every year:

1. Enrolment fee Rs. 75/-
2. Tuition fee Rs. 1000/-
3. P.C.P fee Rs. 400/-
4. Magazine fee Rs. 30/-
5. DDF Development Fund Rs. 200/-
6. Reading room fee Rs. 50/-
7. Postage fee Rs. 125/-
8. Library fee Rs. 25/-
9. Cost of Exam form Rs. 20/-
10. University Corpus Fund Rs. 50/-
11. Local fund Rs. 25/-
**Total Rs. 2000/-**
Besides, every candidate will also have to pay registration, eligibility, examination and other such fee as are prescribed by the University. Students further will have to deposit security (refundable) as may be decided upon by the Directorate for library books if they want to avail themselves of the facility.

**METHOD OF INSTRUCTIONS**
Instructional methods in Distance Education are essentially based on the supply of instructional material for home study, supported by the response sheets, assignments personal contact programme, library facilities, radio talk, audio visual cassettes.

**LESSIONS**
The contents of syllabus will be divided into a suitable number of lessons / units known as lecture-scripts by the subject committee. Lecture scripts will be prepared by the subject committee. Lecture scripts will be prepared by expert teachers. These lessons will also be reviewed and updated after regular intervals as per the guidelines issued by the UGC. The students shall be dispatched lessons at regular intervals.

**PERSONAL CONTACT PROGRAMME**
For further assistance and to reinforce instructions through correspondence the Directorate will organize a contact programme at such centers inside and outside the state where there is a viable concentration of students (subject to the availability of suitable accommodation and resource personnel).

**INTERNAL ASSESSMENT**
The internal assessment will carry 20% marks in each paper. The component of internal assessment will be as follows:

Four assignments of 5 marks each.

**RESPONSE SHEET/ ASSIGNMENTS**
For assessing the performance of the candidates and to train them for final examination, there will be response sheet assignments in each paper. The evaluated response sheets will be returned to the students for their guidance. Each student shall be required to submit a minimum of three response sheets in each paper to clear the eligibility conditions laid down for final examinations.

**LIBRARY**
The students will be provided with well equipped library facilities.

**MAGAZINE**
A copy of magazine published by the Directorate will be sent to the enrolled students.
TEACHING STAFF
Immediately after the approval of P.G course in Economics, the post of Lecturer in Economics, Under Graduate courses will be upgraded to the post of Reader/ Coordinator in Economics. The upgraded post of Reader/ Coordinator will be filled up instantly in order to coordinate the P.G Course and to keep the lessons ready before the enrolment is completed. However after two years of the introduction of P.G Course (i.e in 2000) one post of Lecturer in Economics already lying vacant in the Directorate of Distance Education will be filled up if the need would arise for the smooth functioning of the said course.

Details of teaching staff are given Appendix-1

Duties of the Teaching Staff

a/ To supervise and coordinate academic work on the area.

b/ To frame time tables and assign work to other teachers in the manner as is done by the Head of the Department in the P.G/ Department/Affiliated colleges.

c/ To ensure that enrolment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule.

d/ To organise Personal Contact Programmes, make arrangements for resource personnel, establishment of centers of examinations outside Jammu and organization of publicity campaigns for enrollment of students in the area with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.

B. Duties of the teacher (Lecturer)

a/ To write, revise, review and edit lessons and other reading materials and get the study material ready for supply to the enrolled candidates.

b/ To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator OR Director of the Directorate.

Note:
The obligation to take classes will be as relevant on Sunday and other holidays as on working days. In case teacher is required to take personal contact programme classes on Sunday and/or other holidays he/she will be permitted to avail himself of compensatory leave.

c/ To correct students response sheets/assignments.

d/ To supervise academic work and provide academic guidance to the students enrolled IN THE SUBJECT CONCERNED.

e/ To maintain record of work done, progress report and internal assessment record of the student and timely submission of such record to the Director.

f/ To perform such duties as may be assigned under statutes of the University.

g/ Every teacher shall be available on each working day in the Institute for six hours as specified by the University Council.

h/ A teacher will also be required if necessary to work during vacations, to prepare reading materials and reading of proof etc.
Non-Teaching Staff

For secretarial assistance in the P.G course of Economics through correspondence following non-teaching staff shall be required:

1. Junior Assistant-Cum-Typist - 2 (Temporary)
2. Orderly - 1
3. Packer/ Duplicating Operator - 1

ENROLMENT

Anticipated enrolment is as under:-

<table>
<thead>
<tr>
<th></th>
<th></th>
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<td>2000-2001</td>
<td>375</td>
<td>375</td>
<td>375</td>
<td>375</td>
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<td>2002-2003</td>
<td>375</td>
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</table>

TEACHING STAFF

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>One</td>
<td>Reader/ Coordinator</td>
<td>12000-18000</td>
<td>1,88,00</td>
<td>3,07,00</td>
<td>2.25,00</td>
<td>2,47,00</td>
<td>2,68,00</td>
</tr>
<tr>
<td>(Minus)</td>
<td>Lecturer (Existing)</td>
<td></td>
<td>1,555,00</td>
<td>1,70,00</td>
<td>1,87,00</td>
<td>2,02,00</td>
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</tr>
</tbody>
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Note: Budget is as per new scales.

APPENDIX-II

MINISTERIAL STAFF

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>Two</td>
<td>Jr. Asstt-cum Typist</td>
<td>3050-4500 (A)</td>
<td>45,000</td>
<td>49,000</td>
<td>53,000</td>
<td>58,000</td>
<td>62,000</td>
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<tr>
<td></td>
<td>(B) Orderly</td>
<td>2550-3200</td>
<td>38,000</td>
<td>41,000</td>
<td>45,000</td>
<td>48,000</td>
<td>52,000</td>
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<tr>
<td>One</td>
<td>Orderly</td>
<td>38,000</td>
<td>41,000</td>
<td>45,000</td>
<td>48,000</td>
<td>52,000</td>
<td></td>
</tr>
<tr>
<td>One</td>
<td>Packer/ Duplicator</td>
<td>38,000</td>
<td>41,000</td>
<td>45,000</td>
<td>48,000</td>
<td>52,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>1,21,000</td>
<td>1,31,000</td>
<td>1,96,000</td>
<td>2,12,000</td>
<td>2,28,000</td>
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<tr>
<td>Salaries of teaching staff:</td>
<td></td>
<td></td>
<td>33,000</td>
<td>37,000</td>
<td>39,000</td>
<td>45,000</td>
<td>48,000</td>
</tr>
<tr>
<td>Total Salaries of teaching Non-Teaching Staff:</td>
<td></td>
<td></td>
<td>1,54,000</td>
<td>1,68,000</td>
<td>2,35,000</td>
<td>2,57,000</td>
<td>2,76,000</td>
</tr>
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</table>

Differences between Leader/ Coordinator’s Salary and upgraded post of lecture.
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<thead>
<tr>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Salaries of teaching &amp; Non-Teaching Staff</td>
<td>1,54,000</td>
<td>1,68,000</td>
<td>2,35,000</td>
<td>2,57,000</td>
<td>2,76,000</td>
</tr>
<tr>
<td>Writing of Lesson &amp; rough typing &amp; assignments</td>
<td>40,000</td>
<td>42,000</td>
<td>25,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Evaluation f response sheets &amp; assignments</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>P.C.P</td>
<td>20,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Stationery &amp; Printing paper</td>
<td>70,000</td>
<td>75,000</td>
<td>80,000</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Printing of lessons</td>
<td>35,000</td>
<td>40,000</td>
<td>20,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Postage &amp; Telegrams</td>
<td>10,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>T.A</td>
<td>5,000</td>
<td>7,000</td>
<td>8,000</td>
<td>8,000</td>
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<tr>
<td>Furniture</td>
<td>15,000</td>
<td>10,000</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Typewriter</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Duplicating Machine</td>
<td>35,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,000</td>
</tr>
<tr>
<td>Books</td>
<td>40,000</td>
<td>40,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
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<tr>
<td>Magazine</td>
<td>10,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td>Contigencies</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Total</td>
<td>4,74,000</td>
<td>4,64,000</td>
<td>4,80,000</td>
<td>4,47,000</td>
<td>4,86,000</td>
</tr>
</tbody>
</table>

**MODE OF ENROLMENT OF CANDIATES FOR THE COURSE (in Rs.)**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I 250</td>
<td>I 250</td>
<td>I 250</td>
<td>I 250</td>
<td>I 250</td>
</tr>
<tr>
<td>III 125</td>
<td>III 125</td>
<td>III 125</td>
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<td>III 125</td>
</tr>
<tr>
<td>250</td>
<td>375</td>
<td>375</td>
<td>375</td>
<td>375</td>
</tr>
</tbody>
</table>

**NET INCOME FORM THE SCHEME (in Rs.)**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>5,00,000</td>
<td>7,50,000</td>
<td>7,50,000</td>
<td>7,50,000</td>
<td>7,50,000</td>
</tr>
<tr>
<td>Expenditure</td>
<td>4,74,000</td>
<td>4,64,000</td>
<td>4,80,000</td>
<td>4,47,000</td>
<td>4,86,000</td>
</tr>
<tr>
<td>Surplus/ Deficit</td>
<td>26,000</td>
<td>2,86,000</td>
<td>2,70,000</td>
<td>3,03,000</td>
<td>2,64,000</td>
</tr>
</tbody>
</table>

In order to augment the teaching staff and other necessary facilities, the expenditure is likely to rise in the subsequent years which will, however, not upset the budgetary position in view of surplus as indicated in the above statement.
The enrolment of candidates will be reviewed periodically and adjusted against the demand keeping in view the infrastructural facilities at the disposal of the Directorate.

**Rates of remuneration**

1. Writing of Lecture Scripts  
   Rs. 500 per lecture script plus typing charges @ Rs. 5/- per page subject to the maximum of Rs 50/-

2. Evaluation of response sheets/ Assignment  
   Rs. 50/- per response sheet/ assignment

3. Personal Contact Programme  
   a Incharge PCP  
   Rs. 700/-

   b Teachers to be engaged  
   Rs. 100/- per lecture plus Rs. 50/- for delivering lectures as conveyance charges in the PCP

   c Clerk  
   Rs. 500/- for the whole PCP

   d Sweeper  
   Rs. 20/- per day

   e Water man or any other corresponding post  
   Rs. 20/- per day

Expenditure for the whole scheme is given in the Appendix-III and Income is given in Appendix-IV.
UNIVERSITY OF JAMMU
DIRECTORATE OF DISTANCE EDUCATION

PROPOSAL FOR STARTING MASTERS IN
ENGLISH COURSE THROUGH DIRECTORATE
OF DISTANCE EDUCATION
Minutes of the University Council Meeting held on 21 June 2004

c) establishment of Documentation Centre on Early Childhood Care and Education in Post-graduate Department of Home Science, University of Jammu, Jammu

RESOLVED that the whole proposal submitted by the Department of Home Science and indicated in item (as given in the Annexure-XIX) duly endorsed by the Syndicate vide Resolution No. 38 dated 19.01.2004, be approved.

ITEM NO. 81:

Considered the proposal for introduction of Master's Degree Programme in Sociology through Distance Mode of Education.

RESOLVED that the proposal for introduction of MDP in Sociology, through D.D.E., (as given in Annexure-XX) as endorsed by the Syndicate vide Resolution No. 39 dated 19.01.2004, be approved.

ITEM NO. 82:

Considered the confirmation of the action taken by the Vice-Chancellor in having authorised the introduction of the following courses through Distance Education, as recommended by the Academic Council, on self financing basis:

1. Master's Degree programme in Hindi.
2. Master's Degree Programme in Urdu.
3. Master's Degree Programme in English.
4. P.G. Diploma Course in English Language Teaching.

RESOLVED that the action taken by the Vice-Chancellor in having authorized the introduction of the following courses through D.D.E. (as given in Annexure-XXI) duly recommended by the Academic Council and endorsed by the Syndicate vide Resolution No. 12 dated 09.08.2003, be confirmed.
MASTER’S DEGREE PROGRAMME IN ENGLISH THROUGH THE DIRECTORATE OF DISTANCE EDUCATION, UNIVERSITY OF JAMMU

INTRODUCTION

Distance Education System is going to be the education of the future because of its flexible nature, democratic character and low input cost. This is evident from the fact that during the last three decades, distance mode of education has been increasingly used all over the world as a means of expanding educational opportunities. Distance Education, therefore, both a potential and cost-effective method of imparting educational instructions vis-a-vis traditional face-to-face teaching system. This system is a boon particularly for less privileged and distantly placed learners and also for those who want to accomplish their educational goals while remaining occupied in full time jobs/professions/vocations.

NEED FOR CONDUCTING MASTER’S DEGREE PROGRAMME IN ENGLISH THROUGH DISTANCE EDUCATION

English, as a medium of instruction, is a universally accepted phenomenon. Careful observation of the recruitment advertisements for teaching staff in various schools, colleges and Universities clearly depicts that the Master’s Degree in English is one of the most job-oriented degrees. A good command of English language in oral communication and reading comprehension is not only necessary for those who want to take up teaching as a career but equally important for those who prepare for Civil Services and other competitive examinations both at the national and regional level. Besides the Post-Graduate Department of English, the University of Jammu, has set up a Centre for New Literature, Culture and Communications. The Department is now engaged in the teaching of New Literatures in addition to traditional courses like British and American Literatures. The titles of the courses introduced in new Literatures are:

1. Canadian Literature.
2. African Literature
3. Australian Literature.

This has further opened up new vistas for job opportunities in India and abroad for our students. The candidates appearing privately are facing a lot of difficulties in procuring books and other printed study material related to New Literatures as books on these subjects are not easily available in the local market. Being foreign publications, these books are also very expensive. Master’s Degree Course in English through Directorate of Distance Education will solve the problems of these candidates by providing them printed study material in various subjects of the prescribed syllabus. Furthermore, the Post-graduate Department of English, University of Jammu, has limited intake capacity of 45 seats only. It receives about 400-450 applications for M.A. English Course every year. Most of these applicants do not get admission to the regular course and appear as private candidates. The number of candidate who appear privately in M.A. English examination has
increased considerably during the last 3-4 years. Thus, if the Post-graduate Degree Course in English is introduced through distance mode of education, it will be of great benefit to them.

The UGC has laid down the following guidelines for starting new courses through the distance mode:

1. “Correspondence Courses at the Post-graduate level should be started only in 252 Chapter L-B those Universities which have experience of running under-graduate correspondence courses properly for at least three years. The under-graduate correspondence programme should be fully consolidated in accordance with the guidelines before correspondence courses are offered at the P.G. Level.

2. Correspondence courses at the post-graduate level should be started only in those subjects in which the University has well established Post-graduate Departments noted for their high standards”.

Directorate of Distance Education fulfils both conditions as laid down by the UGC for starting M.A. English Course through distance mode. The Directorate has been offering instructions in the subject of English and English Literature since 1977. Besides, the University of Jammu has a well-established regular Post-Graduate Department of English which will help in the maintenance of high academic standards in running of M.A. English Degree Course through the Directorate of Distance Education, University of Jammu, Jammu.

OBJECTIVES

M.A. English Course through Distance mode will cater to the following categories of students:

1. A large number of graduate teachers working in secondary schools in the State of Jammu and other neighboring States who want to upgrade themselves by doing Post-graduation.

2. Students residing in geographically remote areas who are unable to join as regular candidates.

3. Students who had to discontinue their formal education due to financial and/or other difficulties.

4. Students who do not succeed in getting admission in the regular P.G. Department

5. Students who decide to appear privately due to one reason or the other.

ORGANISATION

The Directorate shall run and administer the M.A. English Course with the present academic staff of one Associate Professor and one Assistant Professor. The Directorate, will, however, be assisted in the organization of the M.A. in English course by the P.G. Department of English, University of Jammu and also by the Centre for New Literature, Culture and Communications, University of Jammu. The services of the resource personnel from neighboring Universities will also be utilized for the course. The Associate Professor in English shall be the Coordinator for the Course.
There shall be one Subject Committee for the course. The composition of Subject Committee will be as follows:-

1. Director (DDE) Convener
2. H.O.D. English
3. Two Professors of P.G. Department of English
4. Coordinator of the course in the DDE.

ELIGIBILITY, DURATION AND COURSES OF STUDY

Eligibility conditions, duration of the course, the number and nomenclature of papers, syllabus and courses of study will be the same as prescribed for the regular students of M.A. English Course in the Post-Graduate Department of English, University of Jammu or as may be approved by the competent bodies.

Further, the eligibility criteria for admission to the Master Degree Programme in English being run in Directorate of Distance Education is lowered to 45% from 48% w.e.f. the academic session 2005-06 and onwards.

ADMISSION PROCEDURE

Admission to M.A. in English Course through Distance Mode in the Directorate of Distance Education, university of Jammu will be made on the dates as prescribed by the DDE with the approval of the Vice-Chancellor/Dean, Academic Affairs. The admission will be finalized by the Admission Committee, which will be constituted with the approval of the Dean, Academic Affairs/Vice-Chancellor.

METHODS OF INSTRUCTIONS

Instructional methods in Distance Education are essentially based on the supply of instructional material for home study, supported by the response sheets, assignments, Personal Contact Programmes, Library facility, Radio talks, audio-video cassettes etc.

STUDY MATERIALS

The preparation of instructional materials is crucial for the success of distance education system. As such, strenuous efforts will be made to prepare course materials. Each paper of the course will be divided into suitable number of lesson units. Competent and suitably qualified subject experts will be requested to prepare lesson scripts in the self-instructional format of distance education. The study materials will be sent to the students in different sets after suitable intervals. The study materials will be got reviewed and revised from time to time, in conformity with the practice of distance education.
PERSONAL CONTACT PROGRAMME

To reinforce instructions through study materials and for providing academic guidance to students, the Directorate shall organise a contact Programme of 20 days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the students, it will be optional for them to attend the same.

INTERNAL ASSESSMENT

The Internal Assessment shall carry 20% marks in each paper/course. The components of internal assessment shall be of four assignments of five marks each in each paper/course.

FEE STRUCTURE

Every student enrolled for the course shall have to pay the following fees in 1st Year and 2nd Year:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Head of Fee</th>
<th>1st Year</th>
<th>2nd Year</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Enrolment Fee</td>
<td>Rs. 75.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tuition Fee</td>
<td>Rs. 1000.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>P.C.P.</td>
<td>Rs. 400.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Development Fund</td>
<td>Rs. 150.00</td>
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<tr>
<td>5</td>
<td>Postage Fee</td>
<td>Rs. 125.00</td>
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<td>6</td>
<td>Library Fee</td>
<td>Rs. 75.00</td>
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<tr>
<td>7</td>
<td>University Corpus Fund</td>
<td>Rs. 50.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Student Support Services</td>
<td>Rs. 150.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>N.S.S. Fee</td>
<td>Rs. 15.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>Rs. 2040.00</td>
</tr>
</tbody>
</table>

LIBRARY

The students shall be provided with well-equipped library facilities.

JURISDICTION

Any person residing in any part of the country will be entitled to enroll himself/herself to the P.G. Course in English through distance mode provided he/she is otherwise eligible.

EXAMINATION AND AWARD OF DEGREE

Examination will be conducted as in the case of regular students. The successful candidates shall be awarded the same degree as is awarded to the regular candidates.
NON-TEACHING STAFF

The following non-teaching staff shall be engaged on remuneration basis immediately after the implementation of the scheme:

1. Junior-Asstt-cum-Typist One On remuneration basis
2. Orderly/Packer –do

If enrolment increases substantially in subsequent years, another Junior Asstt.-cum-typist and packer will be engaged on remuneration basis. In addition, services of the following will also be utilized on part-time basis for the execution of the work of the course:

1. Dy. Registrar/Assistant Registrar -One  Rs. 200/- p.m.
2. S.O./H.A. -One     Rs. 150/- p.m.
3. Accounts Clerk -One    Rs. 100/- p.m.
4. Store-keeper -One    Rs. 100/- p.m.

A. DUTIES OF THE COORDINATOR

(a) To supervise and coordinate academic work in the area.
(b) To frame timetables and assign work to other teachers in the manner as is done by the head of the department in P.G. Department
(c) To ensure that enrolment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule.
(d) To organise personal contact programme, make arrangements for resource personnel, establishment of centres of examinations outside Jammu and organization of publicity campaigns for enrolment of students with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.

B. DUTIES OF THE TEACHER (Assistant Professor)

(a) To write, revise, review and edit lessons and other reading materials and get the study material ready for supply to the enrolled candidates.
(b) To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or Director of the Directorate.

Note:- The obligation to take classes will be as relevant on Sunday and other holidays as on working days. In case teacher is required to take personal contact programme classes on Sundays and/or other holidays he will be permitted to avail himself/herself of compensatory leave.

(c) To correct students response sheets/assignments.
(d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.

(e) To maintain record of work done, progress report and internal assessment record of the students and timely submission of such record to the Director.

(f) To perform such duties as may be assigned under Statutes of the University.

(g) Every teacher shall be available on each working day in the Institute for six hours as specified by the University Council.

(h) A teacher will also be required if necessary to work during holidays, to prepare study materials and reading of proof etc.

Statement showing Rates of Remuneration to be paid to Teaching and Nonteaching staff during First Four Years of introduction of M.A. English Course in DDE, University of Jammu, Jammu.

1. Writing Lecture Scripts Rs. 500/- per lesson
2. Recording of lessons Rs. 500/- for one hour recording
3. Typing of lessons Rs. 5/- per page subject to a maximum of Rs. 50/-
4. Revision of lessons Rs. 100/- per lesson
5. Proof Reading-cum-editing Rs. 7/- per page
6. Evaluation of assignments Rs. 5/- per assignment
7. Personal Contact Programme
   a) Programme Co-ordinator Rs. 1000/- per PCP
   b) Lecture fee Rs. 100/- per lecture plus Rs.50/- as conveyance charges
   c) Clerical Assistance Rs. 500/- for the entire period of PCP Programme
   d) Class IV Rs. 10/- per day

Notes:

1. The proof reading shall be done by the subject experts only. In case of proof reading the rates approved by the University of Jammu from time to time shall be applicable.

2. For any other remunerative work/item for which the rates have not been fixed specifically as mentioned above, the rates relating to other P.G. Courses of the Directorate shall apply.
INCOME STATEMENT FOR FIRST FOUR YEARS

<table>
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<tr>
<th>S.No.</th>
<th>Income Head</th>
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<th>2002-03</th>
<th>2003-04</th>
<th>2004-05</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enrolment fee @ Rs. 75/-</td>
<td>22500</td>
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<td>41250</td>
<td>45000</td>
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<tr>
<td>2.</td>
<td>Tuition fee @ Rs.1000/-</td>
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<td>600000</td>
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<tr>
<td>3.</td>
<td>PCP fee @ Rs.400/-</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
<td>Library fee @ Rs.75/-</td>
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<td>41250</td>
<td>45000</td>
</tr>
<tr>
<td>6.</td>
<td>Postage fee @ Rs.125/-</td>
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<td>60625</td>
<td>68750</td>
<td>75000</td>
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<tr>
<td>7.</td>
<td>University Corpus Fund @ Rs.50/-</td>
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<td>27500</td>
<td>30000</td>
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<tr>
<td>8.</td>
<td>Students Support Service @ Rs.150/-</td>
<td>45000</td>
<td>72750</td>
<td>82500</td>
<td>90000</td>
</tr>
<tr>
<td>9.</td>
<td>N.S.S. fee @ Rs.15/-</td>
<td>4500</td>
<td>7275</td>
<td>8250</td>
<td>9000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>612000</strong></td>
<td><strong>989400</strong></td>
<td><strong>1122000</strong></td>
<td><strong>1224000</strong></td>
</tr>
</tbody>
</table>

INCOME AND EXPENDITURE STATEMENT FOR FOUR YEARS

<table>
<thead>
<tr>
<th>S.No</th>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2001-2002</td>
<td>6,12,000</td>
<td>6,12,200</td>
<td>200</td>
</tr>
<tr>
<td>2.</td>
<td>2002-2003</td>
<td>9,89,400</td>
<td>7,47,200</td>
<td>2,42,200</td>
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<tr>
<td>4.</td>
<td>2004-2005</td>
<td>122,4000</td>
<td>6,35,200</td>
<td>5,88,800</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>394,7400</strong></td>
<td><strong>26,24600</strong></td>
<td><strong>13,22,600</strong></td>
</tr>
</tbody>
</table>

It is evident from the above figures that the scheme of P.G. Course in English will operate on self supporting basis. The scheme is not only financially viable but will also generate profits, which will ultimately lead to the development of the Directorate and the University.
### STATEMENT SHOWING THE EXPENDITURE ON THE SCHEME DURING FIRST FOUR YEARS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lesson Writing</td>
<td>90,000</td>
<td>90,000</td>
<td>30,000</td>
<td>30,000</td>
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<tr>
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<td>Evaluation of</td>
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<td>45,000</td>
<td>50,000</td>
<td>55,000</td>
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<tr>
<td></td>
<td>Assignments</td>
<td></td>
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<tr>
<td>3.</td>
<td>P.C.P.</td>
<td>50,000</td>
<td>80,000</td>
<td>80,000</td>
<td>90,000</td>
</tr>
<tr>
<td>4.</td>
<td>Stationery/Printing</td>
<td>1,00,000</td>
<td>1,50,000</td>
<td>1,50,000</td>
<td>1,00,000</td>
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<tr>
<td>5.</td>
<td>Printing of Lessons</td>
<td>1,00,000</td>
<td>1,00,000</td>
<td>40,000</td>
<td>50,000</td>
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<tr>
<td>6.</td>
<td>Advertisements</td>
<td>15,000</td>
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<td>20,000</td>
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<tr>
<td>7.</td>
<td>Postage</td>
<td>25,000</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
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<tr>
<td>8.</td>
<td>T.A.</td>
<td>15,000</td>
<td>15,000</td>
<td>20,000</td>
<td>20,000</td>
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<tr>
<td>9.</td>
<td>Furniture</td>
<td>5,000</td>
<td>15,000</td>
<td>15,000</td>
<td>5,000</td>
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<tr>
<td>10.</td>
<td>Computer</td>
<td>60,000</td>
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<td>15,000</td>
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<tr>
<td></td>
<td>(Repeat)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Course Contingency</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>12.</td>
<td>Books</td>
<td>1,00,000</td>
<td>80,000</td>
<td>80,000</td>
<td>1,00,000</td>
</tr>
<tr>
<td>13.</td>
<td>Wages of Casual Labour</td>
<td>30,000</td>
<td>30,000</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td>Clerk@Rs.100/- per day</td>
<td></td>
<td></td>
<td></td>
<td>2 persons</td>
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<tr>
<td>14.</td>
<td>Wages of Casual Labour @Rs.60/-p.day</td>
<td>18,000</td>
<td>18,000</td>
<td>36,000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 persons</td>
</tr>
<tr>
<td>15.</td>
<td>Scheme Allowances</td>
<td>19,200</td>
<td>19,200</td>
<td>19,200</td>
<td>19,200</td>
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<tr>
<td>i)</td>
<td>Asstt. Registrar @Rs.250/- p.m.</td>
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<td>ii)</td>
<td>S.O. @ Rs.150/- p.m.</td>
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<td>iii)</td>
<td>Store-keeper @ Rs.100/-p.m.</td>
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<tr>
<td>iv)</td>
<td>S.A. Acctts. @ Rs.200/-p.m.</td>
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<tr>
<td>v)</td>
<td>Programme Coordinator Rs.1000/- p.m</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total** | **6,12,200** | **7,47,200** | **6,30,200** | **6,35,200**
UNIVERSITY OF JAMMU
DIRECTORATE OF DISTANCE EDUCATION

PROPOSAL FOR INTRODUCTION OF SELF-SUPPORTING MASTER’S DEGREE PROGRAMME IN POLITICAL SCIENCE
3.11.2 RESOLVED that the amendment in the Regulations governing Jammu University Entrance Test, for admission to various academic programmes of University/Offsite Campuses and Affiliated Colleges, from the academic session 2013-14, as given in Agenda item, be approved.

3.12 ITEM NO: 74.12

3.12.1 Considered the recommendations of Board of Research Studies in the Faculty of Life Sciences regarding change of research topic of Mr. Anil Sharma, a research scholar in Botany after a gap of more than one year as per statute 14(a) governing Ph.D.

3.12.2 RESOLVED that the change of research topic of Mr. Anil Sharma, a Ph.D. scholar in Botany, after a gap of more than one year, be approved.

3.13 ITEM NO: 74.13

3.13.1 Considered the proposal for introduction of self-supporting Master's Degree Programme in Political Science in Directorate of Distance Education, University of Jammu.

3.13.2 RESOLVED that the introduction of self-supporting Master's Degree Programme in Political Science in Directorate of Distance Education, University of Jammu, from the ensuing academic session, be approved.
UNIVERSITY OF JAMMU

NOTIFICATION
(13/July/GEN/Jt)

In pursuance to resolution No. 3.13.2 posted by the University Council at its meeting held on 12.04.2013, self-supporting Master's Degree Programme in Political Science is hereby introduced in the Directorate of Distance Education, University of Jammu from the academic session 2013-14.

Sd/-
REGISTRAR

No. F.Acd/1/13/3394-07
Dated: 8-7-2013

Copy for information to:-
1. Spl. Secy. to Vice-Chancellor
2. P.S. to Dean Academic Affairs/Research Studies
3. Sr. P.A. to Registrar/Controller of Examinations/Director (CDC)
4. The Director, Directorate of Distance Education, University of Jammu
5. Convener, BSc in Political Science, University of Jammu
6. HoD, Political Science, University of Jammu
7. Coordinator, Political Science, DDE
8. Confidential Assistant to Controller of Examinations/Asst. Registrar (Confidential)
9. Incharge, University Website.

Assistant Registrar (Acad)
PROPOSAL FOR INTRODUCTION OF SELF-SUPPORTING MASTER’S DEGREE PROGRAMME IN POLITICAL SCIENCE IN DIRECTORATE OF DISTANCE EDUCATION, UNIVERSITY OF JAMMU

INTRODUCTION

Political Science is one of the important and most popular disciplines among social sciences. The scope of Political Science is comprehensive, and it has great significance. The study of Political Science is very important for the efficient organisation and development of the political system. Political Science provides valuable information and ideas about state, government and many political organisations and institutions to the individual. State is the most universal and powerful of all social institutions, and politically enlightened people are capable of playing a useful role in social and political affairs. Political Science also puts one in a better position to understand phenomena like war, disasters, conflicts and the issue of refugees among other things.

Political Science is a social science concerned with the theory and practice of politics and the description and analysis of political systems and political behaviour. It is the study of political values, institutions, processes, and policies. It focuses on the system of governance by which societies set their public priorities and policies and on how government touches the individual. Political Science deals with basic questions about power, authority, social values—the ways that societies determine their collective priorities and attempt to bring them into being. Political scientists also study matters concerning the allocation and transfer of power in decision making, the roles and systems of governance including national governments and international organizations, political behaviour and public policies. They measure the success of governance and specific policies by examining many factors, including stability, justice, material wealth, and peace.

In addition, International Relations is a branch of Political Science that examines the role of states, international alliances, NGOs and multinational companies in an increasingly globalised world. International Relations (IR) deals with issues like sovereignty, environmentalism, development and human rights in the context of global affairs and is also concerned with the policies of individual states as far as they impact on the affairs of other states.

Apart from these utilitarian considerations, the acquisition of knowledge of Political Science enriches one’s mind and widens one’s intellectual horizon. In order to know what is happening in the world around us demands an elementary knowledge of Political Science. The success of democracy depends upon the political consciousness of its people. The study of Political Science makes people conscious of their rights and duties.

POLITICAL SCIENCE IN THE UNIVERSITY OF JAMMU

Political Science is very popular course for the students both at Undergraduate and Postgraduate levels. Most of the degree colleges in the Jammu region are having Political Science as one of the options at undergraduate level and large number of students opts for this.
The University of Jammu has a full-fledged Postgraduate Department of Political Science. The P.G. Department of Political Science offers MA, M.Phil. and Ph.D. degrees. Many students who studied in the PG Department were selected for various Central and State services and working as teachers at schools, colleges and Universities. Many other are working in research institutions, print and electronic media, armed forces and civil society organisations.

**NEED FOR STARTING POSTGRADUATE COURSE IN POLITICAL SCIENCE IN THE DIRECTORATE OF DISTANCE EDUCATION (DDE)**

The Directorate of Distance Education (DDE) is offering various undergraduate and postgraduate programmes through distance mode to benefit many students, particularly to those who could not pursue higher education through regular mode due to various reasons. The Directorate is intended to start the Postgraduate Programme in Political Science considering the following factors:

(a) The P.G. Department of Political Science, University of Jammu, admits 50 students annually in its MA programme. However, it is receiving 700-950 applications every year seeking admission in MA Political Science. Such a huge demand can be met only by starting MA programme in the Directorate through distance mode.

(b) Around 400 students appear annually as private students in MA Political Science examination conducted by University of Jammu. These private students are facing many troubles in terms of understanding the subject, getting appropriate study material and guidance to successful completion of their post-graduation. Thus, MA Political Science through distance mode will greatly benefit those students who are appearing privately at present. As prevailed in other P.G. courses offered through distance mode, the University will not allow students to appear privately in the examination to the courses offered in distance mode.

(c) Since University of Jammu is not offering MA Political Science though distance mode, many students of Jammu region are opting for distance education programmes offered by various other Universities. For example, around 750 students are registered through Indira Gandhi National Open University (IGNOU), Jammu Study Centre in 2012-13 academic session. Many students also opting for distance programmes of other universities like Pondicherry University. If University of Jammu offers MA Political Science through distance education, substantial number of these students would prefer to enrol in programme offered by University of Jammu due to accessibility, compatibility in the syllabus, regular Personal Contact Programmes, availability of guidance on regular basis and so on.

(d) Most importantly, distance education programme offered by University of Jammu facilitates students belongs to weaker sections of the society especially those belong to geographically remote and far flung areas of Jammu region. Since Directorate of Distance Education, University of Jammu has 7 Study Centre in all the interior regions of the Jammu region, many students can avail the facilities offered by these Study Centres to pursue higher education. The facilities provided by these Study Centres drastically reduces the time and money one has to spend for pursuing higher education. The course through distance education equally
benefits the girls and housewives who cannot undertake regular studies for one or the other reasons.

CAREER OPPORTUNITIES

The study of Political Science enables students to understand how groups of people govern themselves, how policies are made, and how we can improve our government policies at the local, state, national, and international levels. A Post-graduate course in Political Science prepares students for jobs in almost any field, from business to law to research. Generally, the students qualified MA in Political Science can get employment opportunities in the following fields:

a) University and College Teachers  
b) Lecturers at 10+2 level  
c) Social Science Teachers in Schools  
d) Central and State Government services (UPSC, KAS, and Other Services)  
e) Careers in Local Governments  
f) Armed, Police and other Security forces  
g) Public and Private sectors  
h) Journalism  
i) International Organisations  
j) Civil Society Organisations (NGOs)  
k) Research Institutes  
l) Judiciary

OBJECTIVES OF THE PROGRAMME

Starting the Master Degree Programme in Political Science through Directorate of Distance Education, University of Jammu has the following objectives:

i) To provide opportunity for the students who want to pursue MA Political Science but could not get admission in the regular Department of Political Science due to limited availability of seats;  

ii) To facilitate working people (in service or self-employed) who want to pursue higher education but cannot opt for regular mode of education;  

iii) Those students who could not pursue higher education in conventional way due to social, economic and other constraints;  

iv) To provide opportunity to large segments of the population, in particular the disadvantaged groups such as those live in remote and rural areas, women and other adults who wish to acquire Master Degree in Political Science.  

v) To offer an alternative cost-effective, non-formal channel to the desirous candidates who want to pursue higher education;
ORGANIZATION

The Directorate of Distance Education shall organize and run the Post Graduate Course in Political Science in distance mode with such teaching and ministerial staff as may be needed to administer the course. The Directorate will be assisted by the Post Graduate Department of Political Science in the organization of the programme. The Directorate has already received a proposal from the P.G. Department of Political Science vide letter No. PGD/Pol.Sc./2011/967 dated 15-03-2011 in this regard. The services of the Resource Persons from other universities will be utilised in academic aspects of the Programme such as preparation of study material, multimedia course content, visiting lectures, etc.

The teacher in Political Science, presently serving as a permanent faculty member of the Directorate, shall be the Coordinator for the Course. One Assistant Professor on contractual/ad hoc basis in the subject of Political Science shall be appointed to assist the Coordinator of the PG Programme in day-to-day management of the Programme. An additional Assistant Professor will be appointed for the enrolment of every 1000 candidates (one for 1000 or more, two for 2000 or more and likewise).

The Directorate has already submitted a proposal to Financial Advisor to the University, Govt of Jammu and Kashmir through the Competent Authority of the University to appoint Assistant Professors on Three year contractual basis with the funds available from the Directorate’s Self Supporting Courses. The appointment of Assistant Professors in Political Science will be based on same lines as and when State Govt and University approves Directorate’s proposal. In the meantime, the Directorate follows the norms prevailed in the University to make such appointments.

SUBJECT COMMITTEE

There shall be a Subject Committee for the Course. It will be constituted with following members:

1. Director (DDE) - Convenor
2. Head of the Department, P.G. Department of Political Science
3. Two Professors of P.G. Department of Political Science
4. One member nominated by the Vice-chancellor/Director
5. Coordinator of the Programme in the DDE

JURISDICTION

A person residing in any part of the country will be eligible to enrol for M.A. Political Science, provided he/she is otherwise eligible.

DURATION AND COURSES OF THE STUDY

The duration of the course shall be two academic years. It shall be divided into four semesters. The Syllabi and Courses of study shall be the same as are prescribed to the regular students of P.G. Department of Political Science, or as may be approved by the competent bodies.
ELIGIBILITY

The following candidates are eligible to seek admission in the MA Political Science Programme offered by the Directorate of Distance Education, University of Jammu.

- A candidate having passed Bachelor’s Degree with Political Science as a subject;
- A Candidate not having Political Science at the Bachelor’s level but have passed the qualifying examination with any of the allied Social Science subjects;
- A graduate in any discipline with 55% marks.

EXAMINATION AND AWARD OF DEGREES

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 successful candidates will be awarded the degree as is awarded to the regular candidates of the PG Department of Political Science.

ADMISSION PROCEDURE

Admission to the course shall be made on the dates as prescribed by the Directorate of Distance Education with the approval of the Vice-Chancellor/ Dean Academic Affairs. The admission will be finalized by the Admission Committee duly constituted with the approval of Competent Authority following eligibility norms laid down for the course.

METHODS OF INSTRUCTIONS

Instructional methods in distance education are essentially based on the supply of instructional material for home study supported by the assignments, personal contact programmes, library facilities, multimedia modules.

STUDY MATERIAL

The Directorate shall ensure the distribution of quality study material to all the students enrolled in MA Political Science course. The Study Material will be prepared following the guidelines of the Distance Education Council (DEC). Hence, it will be self-instructional and easy to understand. The syllabus of each course will be divided into a suitable number of lesson units by the Subject Committee. The lessons will be reviewed periodically and updated as per the suggestions and requirements.

PERSONAL CONTACT PROGRAMME (PCP)

To reinforce instructions through self-instructional study material and to provide academic guidance to students, the Directorate shall organize a Contact Programme of Twenty days duration in each semester for the enrolled students. During the period of Contact Programme, the students shall have the opportunity to interact with teachers, get clarifications and resolve their problems.
However, the participation in Personal Contact Programmes is optional to the students, though the Directorate encourages active participation of the students as it is immensely beneficial to them.

### INTERNAL ASSESSMENT

The Internal Assessment shall carry 20% marks in each paper/course. The components of internal assessment shall be two assignments of 10 marks each in every paper/course.

### FEE STRUCTURE

Every student enrolled for the MA Political Science through Directorate of Distance Education shall have to pay the following Fee:

<table>
<thead>
<tr>
<th>I</th>
<th>Admission and Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Academic Fee</td>
</tr>
<tr>
<td>2.</td>
<td>Personal Contact Programme</td>
</tr>
<tr>
<td>3.</td>
<td>Study Material Printing</td>
</tr>
<tr>
<td>4.</td>
<td>Corpus Fund</td>
</tr>
<tr>
<td>5.</td>
<td>Stationery Fee</td>
</tr>
<tr>
<td>6.</td>
<td>Enrolment Fee</td>
</tr>
<tr>
<td>7.</td>
<td>Development Fund</td>
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<tr>
<td>8.</td>
<td>Infrastructure Fund (DDE)</td>
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<td><strong>Total</strong></td>
<td><strong>Rs. 4020</strong></td>
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</table>

<table>
<thead>
<tr>
<th>II</th>
<th>Support Services &amp; Miscellaneous Fee</th>
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<tbody>
<tr>
<td>1.</td>
<td>Postage Fee</td>
</tr>
<tr>
<td>2.</td>
<td>Medical Assistance Fee</td>
</tr>
<tr>
<td>3.</td>
<td>NSS</td>
</tr>
<tr>
<td>4.</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>5.</td>
<td>Internal Quality Assurance</td>
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<td>6.</td>
<td>Identity Card</td>
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<tr>
<td>7.</td>
<td>Student Support Fee</td>
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<tr>
<td>8.</td>
<td>Computer Lab Fee</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>III</th>
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<tbody>
<tr>
<td>1.</td>
<td>Examination Fee</td>
</tr>
<tr>
<td>2.</td>
<td>Cost of Examination Form</td>
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<td>3.</td>
<td>Examination Development Fund</td>
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<td>4.</td>
<td>Desk Fee</td>
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<tr>
<td>5.</td>
<td>Examination Maintenance Service</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Rs. 680</strong></td>
</tr>
</tbody>
</table>
IV Library & Reading Room Fee

1. Library Fee    Rs. 100
2. Reading Room Fee   Rs. 75
3. Library Development Fee  Rs. 200

Total          Rs. 375

GRAND TOTAL    Rs. 5780

Every Candidate shall also have to pay registration, eligibility and such other fees as are prescribed by the University. The students will also have to deposit library security (refundable) as will be decided by the Directorate for Library books, if they want to avail this facility.

Note:
1. The Fee structure indicated above is based on the existing Fee structure of the MDP Sociology with minor modifications.
2. The Directorate is in the process of revising and rationalising fee structure of all the courses after obtaining necessary permission from the competent authorities. As and when competent authority approves new fee structure, the same will be followed for the P.G. Course in Political Science as well.

NON-TEACHING STAFF

1. In the first year of the course one Junior Assistant-cum-Typist and one Orderly/Packer shall be engaged on remuneration basis. Subsequent years, based on the number of students enrolled in the course, one Junior Assistant-cum-Typist and one packer shall be engaged on remuneration basis for every 1000 students enrolled.

DUTIES OF THE COORDINATOR

a) To supervise and coordinate academic work in the area;
b) To frame timetables and assign work to other teachers;
c) To ensure that enrolment is completed, Study Material is prepared and delivered to the students;
d) To organize Personal Contact Programme, make arrangements for resource persons, identifying PCP Centres, drawing advances for the purpose of PCPs and organization of publicity campaigns for enrolment of students under the supervision of the Director, DDE;
e) Coordinating evaluation of Assignments
f) Ensuring timely dispatch of Award Rolls of Internal Assignments
g) To render academic guidance to enrolled students.
DUTIES OF THE TEACHERS

a) To write, revise, review and edit lessons and get the study material ready for the enrolled students;

b) To organize and supervise teaching during Personal Contact Programme and such other teaching work as may be assigned by the Coordinator or the Director of the DDE.

Note: The obligation to take classes will be as relevant on Saturdays, Sundays and other holidays as on working days. In case teacher is required to take personal contact programme classes on Saturdays, Sundays and other holidays, he/she will be permitted to avail himself of compensatory leave.

c) To correct students assignments

d) To provide academic guidance to the students

e) To maintain record of work done, progress report and internal assessment record of the students and timely submission of such record to the Director;

f) To perform such duties as may be assigned under statutes of the University

g) Every teacher shall be available on each working day in the Directorate as per the norms specified by the University.

h) A teacher will also be required, if necessary, to work during holidays, to prepare reading materials and reading of proofs, etc.

REMUNERATION

Remuneration on account of lesson writing, proof reading, PCP classes, evaluation of assignments shall be paid at the rates which have been approved by the University for the all self-supporting programmes run by the Directorate.

ENROLMENT

Anticipated Enrolment for the First Three years:

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td>-</td>
<td>600</td>
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<tr>
<td>2014-15</td>
<td>-</td>
<td>900</td>
</tr>
<tr>
<td>2015-16</td>
<td>-</td>
<td>1200</td>
</tr>
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</table>
## Expected Income in First Three Years

<table>
<thead>
<tr>
<th>Year</th>
<th>2013-14</th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Of Candidates</td>
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<td>900</td>
<td>1200</td>
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<tr>
<td>Enrolment Fee @100</td>
<td>60000</td>
<td>90000</td>
<td>120000</td>
</tr>
<tr>
<td>Tuition Fee @2000</td>
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<td>Development Fund @300</td>
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<td>Infrastructure Fund @200</td>
<td>120000</td>
<td>180000</td>
<td>240000</td>
</tr>
<tr>
<td>Computer Lab @200</td>
<td>120000</td>
<td>180000</td>
<td>240000</td>
</tr>
<tr>
<td>PCP @700</td>
<td>420000</td>
<td>630000</td>
<td>840000</td>
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<tr>
<td>Study Material @500</td>
<td>300000</td>
<td>450000</td>
<td>600000</td>
</tr>
<tr>
<td>Corpus Fund @100</td>
<td>60000</td>
<td>90000</td>
<td>120000</td>
</tr>
<tr>
<td>Stationary Fee @120</td>
<td>72000</td>
<td>108000</td>
<td>144000</td>
</tr>
<tr>
<td>Support Services @355</td>
<td>213000</td>
<td>319500</td>
<td>426000</td>
</tr>
<tr>
<td>Library &amp; Reading Room @375</td>
<td>225000</td>
<td>337500</td>
<td>450000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2970000</td>
<td>4455000</td>
<td>5460000</td>
</tr>
<tr>
<td>+ Fee paid by Second year students</td>
<td>2970000</td>
<td>4455000</td>
<td>7425000</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>7425000</td>
<td>9915000</td>
<td></td>
</tr>
</tbody>
</table>

## Tentative Expenditure for First Three Years

<table>
<thead>
<tr>
<th>Year</th>
<th>2013-14</th>
<th>2014-15</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of Study Material</td>
<td>30 lessons @2000 for 8 courses in the first year and 12 courses in the second year</td>
<td>480000</td>
<td>720000</td>
</tr>
<tr>
<td>Printing of Study Material @110 per page, 300 pages for each course, 8 courses in the first year, 20 in the second year</td>
<td>300000</td>
<td>700000</td>
<td>750000</td>
</tr>
<tr>
<td>Stationary</td>
<td>150000</td>
<td>300000</td>
<td>350000</td>
</tr>
<tr>
<td>Evaluation of Assignments</td>
<td>80000</td>
<td>200000</td>
<td>230000</td>
</tr>
<tr>
<td>PCP</td>
<td>1200000</td>
<td>2400000</td>
<td>2400000</td>
</tr>
<tr>
<td>Advertisement</td>
<td>50000</td>
<td>50000</td>
<td>50000</td>
</tr>
<tr>
<td>Postage &amp; Telegrams</td>
<td>50000</td>
<td>80000</td>
<td>10000</td>
</tr>
<tr>
<td>Assistant Professor (Ad hoc) @30000</td>
<td>360000</td>
<td>360000</td>
<td>720000</td>
</tr>
<tr>
<td>Remuneration of Jr. Asst (@6000) + Orderly (@4000)</td>
<td>120000</td>
<td>240000</td>
<td>240000</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>50000</td>
<td>100000</td>
<td>100000</td>
</tr>
<tr>
<td>Books</td>
<td>200000</td>
<td>300000</td>
<td>200000</td>
</tr>
<tr>
<td>Furniture</td>
<td>50000</td>
<td>50000</td>
<td></td>
</tr>
<tr>
<td>Multimedia equipment (Laptop, LCD projector, public audio system, etc.)</td>
<td>100000</td>
<td>200000</td>
<td>100000</td>
</tr>
<tr>
<td>Student support Services</td>
<td>100000</td>
<td>100000</td>
<td>100000</td>
</tr>
<tr>
<td>Misc.</td>
<td>100000</td>
<td>100000</td>
<td>100000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2310000</td>
<td>3740000</td>
<td>3290000</td>
</tr>
</tbody>
</table>
## INCOME AND EXPENDITURE STATEMENT

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>Balance</th>
</tr>
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<tr>
<td>2013-14</td>
<td>2970000</td>
<td>2310000</td>
<td>660000</td>
</tr>
<tr>
<td>2014-15</td>
<td>7425000</td>
<td>3740000</td>
<td>3685000</td>
</tr>
<tr>
<td>2015-16</td>
<td>9915000</td>
<td>3290000</td>
<td>6625000</td>
</tr>
</tbody>
</table>
PROPOSAL FOR STARTING MASTERS IN
SOCIOLOGY COURSE THROUGH DIRECTORATE
OF DISTANCE EDUCATION
Minutes of the University Council Meeting held on 21 June 2004

c) establishment of Documentation Centre on Early Childhood Care and Education in Post-graduate Department of Home Science, University of Jammu, Jammu

RESOLVED that the whole proposal submitted by the Department of Home Science and indicated in item (as given in the Annexure-XIX) duly endorsed by the Syndicate vide Resolution No. 38 dated 19.01.2004, be approved.

ITEM NO. 81:

Considered the proposal for introduction of Master's Degree Programme in Sociology through Distance Mode of Education.

RESOLVED that the proposal for introduction of MDP in Sociology, through D.D.E., (as given in Annexure-XX) as endorsed by the Syndicate vide Resolution No. 39 dated 19.01.2004, be approved.

ITEM NO. 82:

Considered the confirmation of the action taken by the Vice-Chancellor in having authorised the introduction of the following courses through Distance Education, as recommended by the Academic Council, on self financing basis:

1. Master's Degree programme in Hindi.
2. Master's Degree Programme in Urdu.
3. Master's Degree Programme in English.
4. P.G. Diploma Course in English Language Teaching.

RESOLVED that the action taken by the Vice-Chancellor in having authorized the introduction of the following courses through D.D.E. (as given in Annexure-XXI) duly recommended by the Academic Council and endorsed by the Syndicate vide Resolution No. 12 dated 09.08.2003, be confirmed.
INTRODUCTION OF MASTERS DEGREE PROGRAMME IN SOCIOLOGY

INTRODUCTION

Sociology is the youngest discipline among others in the field of social sciences but the knowledge that has been emerged within Sociology till date is amassed and can be readily applied to our life in countless ways. Sociology is the subject which help us to recognize human diversity and to understand the challenges of living within a diverse world. It goes without saying that Sociology is a very popular subject not because it helps the students to make a career through competitive examination but because this subject helps the student to imbibe the norms and values of the society to become a social animal.

Students are attracted to Sociology as it is interesting, challenging and applicable to the kinds of questions to those who regard truth as important value, who believe that there is nothing more existing than understanding self, others, society and humanity, then Sociology is important to study and know. Some of us will find this subject as liberating, sociology should make us more tolerant of Human differences and it will foster a commitment in us to better the human conditions.

NEED AND JUSTIFICATION FOR STARTING P.G. COURSE IN SOCIOLOGY THROUGH DIRECTORATE OF DISTANCE EDUCATION

The distance mode of teaching of sociology is not available in the entire North West India and the students of these areas are dependent upon the Pondicherry University. The Jammu Centre of Pondicherry University admits some 500 students on an average.

The department of Sociology, University of Jammu introduced Masters Degree course in 1999 and the department every year receive around 600 applications for only 20 seats. This has resulted in hardship for the private students of some 500 in number.

It is important to mention here that IGNOU has not so far introduced P.G in Sociology through its distant mode.

All the points stated above suggest to the fact that there is the urgent need of introducing the P.G. Sociology through distant mode through the Directorate of Distance Education, University of Jammu with the following justifications.

1. It is expected that at least 500 students may seek admission from Jammu region and the number may go to because of states of Punjab, H.P, Haryana etc.

2. The curriculum offered to the Dept. of Sociology is market friendly in contrast to the conventional pattern of Pondicherry University.

3. The Staff of the Dept. of Sociology can prepare the study materials in a stipulated time frame along with support from some others from neighboring Universities.

4. Above all, the Directorate of Distance Education, University of Jammu already runs the correspondence teaching in Sociology for undergraduate students and the number of students admitted are around 500.

The undergraduate course in Distance Education in University of Jammu was introduced in the year 1977 and Sociology as one of the subject in undergraduate course is being taught from last ten years. It has, thus, acquired the expertise in imparting education through distant mode in this subject.
The University of Jammu has well established P.G regular teaching Dept. in Sociology with commendable achievements. The Department shall assist and take the responsibility for ensuring academic standards of the P.G course in Sociology to be launched through Distance Education mode.

Hence, the Directorate fulfill the conditions (mentioned below) as laid down by UGC for starting P.G courses through distance education.

1. Correspondence courses at the P.G. level should be started only in those Universities which have experience of running under graduate correspondence courses for at least three years. The undergraduate correspondence programme should be fully consolidated in accordance with the guidelines before correspondence courses offered at the postgraduate level.

2. Correspondence course at the post graduate level should be started only in which the University has well established postgraduate departments noted for their high standards. The Head of the Departments concerned should be willing it assume responsibility for the maintenance of the standards.

ORGANISATION

The Directorate of distance education shall organize P.G course in Sociology with such teaching and ministerial staff as may be needed for the introduction of the course. The Directorate will be assisted in this programme by the postgraduate department of Sociology. One post of Assistant Professor in the subject of Sociology has to be filled by the Directorate. The teacher so appointed shall attend to the work of the course. Head of the Department/senior Professor of the Department of Sociology shall act as co-ordinator of the course. He/she will be paid Rs 2000/- for the purpose.

JURIDISCTION

Any person residing any part of the country will be entitled to enroll himself/herself for the course provided he/she is otherwise eligible.

DURATION AND THE COURSE OF STUDY

The duration of course is of two academic years, i.e four semesters. The syllabi and courses of study shall be the same as are prescribed and taught in the regular P.G course of Sociology in the University except the course No. SOE-o-566 (Dissertation)

ELIGIBILITY

1. Candidates having passed the qualifying examination with Sociology are eligible to seek admission in M.A. Sociology through distant mode.

2. Candidates having passed the qualifying examination without Sociology subject but with the subjects falling in the Faculty of Behavioural Science and Social Sciences namely, Anthropology, Economics, Political Science, History, Psychology, Education, Philosophy etc. are eligible to seek admission in the course if they secured 48% marks in aggregate in their qualifying examination.

3. Candidates having passed B.Sc./B.Com/BBA/B.Sc. Agricultural/B.Sc. home science/ LL.B. (Professional) examination securing 50% marks in aggregate shall also be eligible for admission in the course.
EXAMINATION AND AWARD OF DEGREE

Examination will be conducted by the controller of examinations of the University as in the case of regular students. The successful candidates will be awarded the degree as is awarded to the regular candidates of this department of sociology of the University.

ADMISSION

Admission to the course shall be made on the dates as are prescribed by the Directorate of Distance Education with the approval of Dean Academic Affairs/Vice Chancellor. Selection of the candidates shall be made on the basis of their academic merits.

METHODS OF INSTRUCTIONS

Instructional methods in distance education are essentially based on the supply of instructional material for home study supported by the response sheets, assignments, personal contact programmes, library in the radio talks, audio-video cassettes etc.

STUDY MATERIALS

The preparation of instructional materials is crucial for the success of distance education system. As such, strenuous efforts will be made to prepare course materials. Each paper of the course will be divided into suitable number of lessons. Competent and suitably qualified subject experts will be requested to prepared lessons scripts in the self instructional format of distance education. The study materials will be send to the students in different set after suitable intervals. The study materials will be got reviewed and revised from time to time in conformity with the practice of distance education.

PERSONAL CONTACT PROGRAMME

To reinforce instructions through study material and for providing academic guidance to students, the directorate shall organize a contact programme of twenty days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the students, it will be compulsory for them to attend the same and the students will have to earn at least 50% attendance to be eligible to appear in examination.

INTERNAL ASSESSMENT

The internal assessment shall carry 20% of marks in each paper. The components of internal assessment shall be four assignments of 5 marks in each paper/course. The internal assessment awards shall be complied and send to the Controller of Examinations within one month after the semester end examination.

RESPONSE SHEETS ASSIGNMENTS

For motivating the students and obtaining their interests in studies, there shall be repose sheets assignments in each paper. The evaluated repose sheets will be returned to the students for their
guidance and feedback. Each student shall be required to submit minimum of three response sheets in each paper to earn eligibility for semester examination.

LIBRARY

The students shall be provided with well-equipped library facilities.

FEE STRUCTURE

Every student enrolled for the P.G. course in Sociology through distance education shall have to pay the following fee:-

1. Enrolment fee Rs. 75/-
2. Tuition fee Rs. 2000/-
3. PCP Rs. 700/-
4. Development fund Rs. 300/-
5. Postage fee Rs. 125/-
6. Library fee Rs. 100/-
7. Computer lab. Fee Rs. 200/-
8. University corpus fund Rs. 50/-
9. Student support services Rs. 150/-
10. N.S.S. Rs. 15/-

**Total Rs. 3715/-**

Every candidate shall also have to pay registration, eligibility, examination and such other fees as are prescribed by the University. The students will also have to deposit library security (refundable) as will be decided by the Directorate for Library Books, if they want to avail this facility.

NON-TEACHING STAFF

In the first year of the course one Junior Assistant-cum-typist and one peon/packer shall be engaged on remuneration basis. During the second year one more Junior Assistant-cum-typist and one packer shall be engaged on remuneration basis.

ENROLLMENT

Anticipated Enrollment for three years

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-05</td>
<td>400</td>
</tr>
<tr>
<td>2005-06</td>
<td>600</td>
</tr>
<tr>
<td>2006-07</td>
<td>800</td>
</tr>
</tbody>
</table>

The enrollment of candidates will be reviewed periodically and adjusted against the demand keeping in view the infrastructure facilities at the disposal of Directorate.
**RATES OF REMUNERATION**

1. Writing of lecture scripts Rs. 700/- per lecture
2. Evaluation of response sheets/assignments Rs. 7/- per assignment
3. Revision/Review of lessons Rs. 100/- per lesson
4. Proof Reading Same as other courses of DDE
5. Personal contact programme
   (a) In-charge PCP Rs. 2000/-
   (b) Course co-ordinator Rs. 1000/- per month
   (c) Teachers to be engaged for PCP classes Rs. 150/- per lecture plus Rs. 50/- as conveyance charges every day during the programme
   (d) Clerk Rs. 700/-
   (e) Sweeper Rs. 20/- per day
   (f) Waterman or incumbent of any other Rs. 20/- per day

**Corresponding post**
Remuneration charges of other items as are applicable to other P.G. courses of DDE.

**DUTIES OF THE TEACHING STAFF**

**Duties of The Co-Ordinator**

a) To supervise and coordinate academic work in the area

b) To frame timetables and assign work to other teachers

c) To ensure that enrollment is completed, study material prepared and dispatches

d) To organize personal contact programme, make arrangements for response personal, establishments of centers of examinations outside Jammu and organization of publicity campaigns for enrollment of students with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.

e) To render academic guidance to the enrolled students during office hours and during PCP programmes.

a) To evaluate response sheets and assignments.

**Duties of The Teacher (Assistant Professor)**

a) To write, revise and edit lessons and other readings materials and get the study material ready for supply to the enrolled candidates.

b) To organize supervise teaching during personal contact programme and such other teaching work as may assigned by the coordinator or the Director of the Directorate.
Note:- The obligation to take classes will be as relevant on Sundays and other Holidays as on working days. In case teacher is required to take personal contact programme classes on Sundays and on other holidays he will be permitted to avail himself of compensatory leave.

c) To correct students response sheets/assignments.
d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
e) To maintain record of work done, progress report and internal assignment record of the students and timely submission of each record to the Director.
f) To perform such duties as may be assigned under the Statutes of University.
g) Every teacher shall be available on each working day in the Directorate for six hours as specified by the University Council.
h) A teacher will also be required, if necessary, to work during holidays to prepare reading material and reading of proofs, etc.

INCOME STATEMENT OF THREE YEARS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of candidates</td>
<td>400</td>
<td>600</td>
<td>800</td>
</tr>
<tr>
<td>Enrolment fee @ Rs. 75/-</td>
<td>30,000</td>
<td>45,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Tuition fee @ Rs. 2000/-</td>
<td>8,00,000</td>
<td>12,00,000</td>
<td>16,00,000</td>
</tr>
<tr>
<td>Development fund @ Rs. 300/-</td>
<td>1,20,000</td>
<td>1,80,000</td>
<td>2,40,000</td>
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<tr>
<td>Computer Lab fee @ Rs. 200/-</td>
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<td>1,20,000</td>
<td>1,60,000</td>
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<tr>
<td>Postage @ Rs. 125/-</td>
<td>50,000</td>
<td>75,000</td>
<td>1,00,000</td>
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<tr>
<td>Library fee @ Rs. 100/-</td>
<td>40,000</td>
<td>60,000</td>
<td>80,000</td>
</tr>
<tr>
<td>Corpus fund @ Rs. 50/-</td>
<td>20,000</td>
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<td>40,000</td>
</tr>
<tr>
<td>Students support services @ Rs.150/-</td>
<td>60,000</td>
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<td>NSS@15</td>
<td>6000</td>
<td>9000</td>
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<td>Total</td>
<td>14,86,000</td>
<td>22,29,000</td>
<td>29,72,000</td>
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## ESTIMATE OF YEAR WISE EXPENDITURE

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<tr>
<th></th>
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<tbody>
<tr>
<td>Teacher</td>
<td>1,56,000</td>
<td>1,56,000</td>
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<tr>
<td>Writing &amp; typing of lessons</td>
<td>1,60,000</td>
<td>1,68,000</td>
<td>80,000</td>
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<td>Evaluation of response/assignments</td>
<td>80,000</td>
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<tr>
<td>PCP</td>
<td>60,000</td>
<td>1,20,000</td>
<td>1,20,000</td>
</tr>
<tr>
<td>Stationery</td>
<td>1,50,000</td>
<td>2,00,000</td>
<td>2,00,000</td>
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<tr>
<td>Printing of lessons</td>
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<td>Advertisements</td>
<td>35,000</td>
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<tr>
<td>Postage and telegrams</td>
<td>30,000</td>
<td>35,000</td>
<td>35,000</td>
</tr>
<tr>
<td>T.A.</td>
<td>15,000</td>
<td>20,000</td>
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</tr>
<tr>
<td>Furniture</td>
<td>15,000</td>
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<td>Computer</td>
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<tr>
<td>Books</td>
<td>1,50,000</td>
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<tr>
<td>Contingency</td>
<td>20,000</td>
<td>20,000</td>
<td>25,000</td>
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<tr>
<td>Wages of casual labour @ Rs. 4000/- p.m</td>
<td>48,000</td>
<td>96,000</td>
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<tr>
<td>Wages of casual labour @ Rs. 60/- per day</td>
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<td>36,000</td>
<td>36,000</td>
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<tr>
<td>Scheme Allowance to</td>
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<tr>
<td>Asstt. Registrar</td>
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<td>4800</td>
<td>4800</td>
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<tr>
<td>@ Rs. 250 p.m.</td>
<td>b) Storekeeper</td>
<td>2400</td>
<td>2400</td>
</tr>
<tr>
<td>(study material) and S.A. Accounts @ Rs.100/- p.m. each</td>
<td>Program co-coordinator</td>
<td>24,000</td>
<td>24,000</td>
</tr>
<tr>
<td>@ Rs. 2000/- p.m</td>
<td>Total</td>
<td><strong>10,93,200</strong></td>
<td><strong>12,30,200</strong></td>
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</tbody>
</table>
## INCOME EXPENDITURE STATEMENT

<table>
<thead>
<tr>
<th>YEAR</th>
<th>INCOME (Rs.)</th>
<th>EXPENDITURE (Rs.)</th>
<th>SURPLUS (Rs.)</th>
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</thead>
<tbody>
<tr>
<td>2003-2004</td>
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<td>10, 93, 200</td>
<td>3, 92, 800</td>
</tr>
<tr>
<td>2004-2005</td>
<td>22, 29, 000</td>
<td>12, 30, 200</td>
<td>9, 98, 800</td>
</tr>
<tr>
<td>2005-2006</td>
<td>32, 12, 000</td>
<td>10, 69, 200</td>
<td>19, 02, 800</td>
</tr>
</tbody>
</table>

It is evident from the above figures of income and expenditure that the scheme in Sociology will operate on self-financial basis. The scheme is not only viable but will generate surplus funds which will ultimately lead to the development of the Directorate as well as the University.
PROPOSAL FOR STARTING MA URDU COURSE THROUGH DIRECTORATE OF DISTANCE EDUCATION
c) establishment of Documentation Centre on Early Childhood Care and Education in Post-graduate Department of Home Science, University of Jammu, Jammu

**RESOLVED** that the whole proposal submitted by the Department of Home Science and indicated in item (as given in the Annexure-XIX) duly endorsed by the Syndicate vide Resolution No. 38 dated 19.01.2004, be approved.

**ITEM NO. 81:**

Considered the proposal for introduction of Master's Degree Programme in Sociology through Distance Mode of Education.

**RESOLVED** that the proposal for introduction of MDP in Sociology, through D.D.E., (as given in Annexure-XX) as endorsed by the Syndicate vide Resolution No. 39 dated 19.01.2004, be approved.

**ITEM NO. 82:**

Considered the confirmation of the action taken by the Vice-Chancellor in having authorised the introduction of the following courses through Distance Education, as recommended by the Academic Council, on self financing basis:

1. Master's Degree programme in Hindi.
2. Master's Degree Programme in Urdu.
3. Master's Degree Programme in English.
4. P.G. Diploma Course in English Language Teaching.

**RESOLVED** that the action taken by the Vice-Chancellor in having authorized the introduction of the following courses through D.D.E. (as given in Annexure-XXI) duly recommended by the Academic Council and endorsed by the Syndicate vide Resolution No. 12 dated 09.08.2003, be confirmed.
P.G. COURSE IN URDU THROUGH DISTANCE EDUCATION

INTRODUCTION
It has been a persistent demand and pressing need of the people of the State of Jammu & Kashmir, especially those belonging to remote areas of the State, to provide facilities for higher education through distance education mode.

The State of Jammu and Kashmir contains a large area which is extremely mountainous and socially and educationally backward. The people residing there are mostly poor. It is difficult for the desirous person of these areas to join regular courses in the University teaching departments because of geographical barriers, economic compulsions and extremely limited intake capacity of the teaching departments and the hostels. It will therefore be appropriate and equitable to provide opportunities of higher education through distance mode of education to the deprived inhabitants of these areas.

NEED FOR P.G. COURSE IN URDU THROUGH THE DIRECTORATE OF DISTANCE EDUCATION
Urdu is the official language of the State of Jammu & Kashmir. Consequently, all the major official transactions in vital govt. departments such as Police, Judiciary, Revenue and Forest are conducted through Urdu. The employees who join these departments must necessarily possess a good deal of knowledge and proficiency in the Urdu Language for working effectively. Hence, language needs to be promoted and popularized by all possible means, including courses through distance mode of education.

Post Graduate course in Urdu through mode of Distance Education shall also benefit all those who have special interest in the Urdu language and its literature, House-wives, girls, inservice persons and all others who can not join regular programme for one or the other reason shall also be benefited by the Master’s Degree Programme in Urdu of the Directorate. Furthermore, at present about 300 candidates are appearing privately in the Post Graduate Urdu examination of the University. These students are not able to carry on their studies effectively because of lack of proper academic guidance, course materials, etc. They depend on ordinary text books and guides. Thus, the P.G. Course in Urdu through Distance Education mode shall especially benefit these students.

ORGANISATION
The Directorate of Distance Education shall administer the M.A. Course in Urdu with such academic and ministerial staff as may be needed for the introduction of the course. The Directorate shall, however, be assisted in the organization of the above programme by the Post Graduate Department of Urdu of the University. The Post-Graduate Department of Urdu shall undertake suitable measures for assuring academic standard of the course. Jurisdiction A person residing in any part of the country will be eligible to enroll himself/herself for this course, provided he/she is otherwise eligible.

DURATION AND COURSES OF STUDY
The duration of the course, the number and nomenclature of the papers, syllabus, courses of study will be the same as prescribed for the regular students of M.A. Urdu Course in the P.G. Department of Urdu of the University.
ELIGIBILITY
The eligibility conditions for admission to the P.G. Course of Urdu shall be the same as are applicable in the case of regular students of the P.G. Department of Urdu of the University.

EXAMINATION AND AWARD OF DEGREE
The examination will be conducted by the Controller of Examinations of the University as in the case of regular students. The successful candidates will be awarded the same degree as is awarded to the successful regular candidates of the P.G. Department of Urdu of the University.

ADMISSION
Admission to M.A. Urdu through Distance Mode will be made on the dates as are prescribed by the Directorate of Distance Education with the approval of the Dean, Academic Affairs/Vice-Chancellor. The selection of the candidates will be made on the basis of academic merit of the candidates.

ENROLMENT
The Directorate proposes to enroll 220 candidates initially. The enrolment will be increased in the subsequent years keeping in view the infrastructural facilities of the Directorate.

METHODS OF INSTRUCTIONS
Infrastructural methods in Distance Education are essentially based on the supply of Course material for home study, supported by the written assignments, personal contact programme, library facilities, audio-video aids, radio broadcasts, extension Assistant Professors, etc.

LESSONS
The syllabus for each course will be divided into a suitable number of lessons/units known as lecture scripts by the subject committee. Lecture scripts will be prepared by the expert teachers. The lessons will be reviewed periodically to enrich and up-date as per the practice of Distance Education. The students shall be dispatched lessons at regular intervals.

PERSONAL CONTRACT PROGRAMMES
In order to provide opportunity for face to face interaction between the teachers and the students, the Directorate of Distance Education will organise optional personal contact programme for a period for 15 days in each semester. During the personal contract programme the candidates will have facilities of class room lectures and personal guidance with regard to their academic difficulties.

RESPONSE SHEETS ASSIGNMENTS
For evaluating the students and sustaining their interest in studies, there shall be response sheets in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student will be required to submit minimum three response sheets in each paper to earn eligibility for semester examination.
INTERNAL ASSESSMENT

The internal assessment shall carry 20% marks in each paper/course. The components of the internal assessment will be four assignments of 5 marks each for each course/paper.

NON-TEACHING STAFF

In order to carry-out administrative work of the course, One Junior Assistant-cum-typist and one Peon/Packer shall be engaged on remuneration basis immediately after issuing admission notification.

TEACHING STAFF

At present, the Directorate has one Associate Professor in the subject of Urdu for undergraduate programme. He will be appointed as Course Coordinator for P.G. Course in Urdu. Since, this task is over and above his routine duties relating to under-graduate programme, he will be paid an amount of Rs. 1000/- per month for working as Co-ordinator for the Course.

FEE STRUCTURE

Every student enrolled for P.G. Course in Urdu through Directorate of Distance Education shall have to pay the following fee every year:

1. Enrolment fee Rs. 75.00
2. Tuition fee Rs. 1000.00
3. P.C.P. fee Rs. 400.00
4. D.D.E. Development Fund Rs. 150.00
5. Postage fee Rs. 125.00
6. Library fee Rs. 75.00
7. Students Support Service Fund Rs. 150.00
8. N.S.S. fee Rs. 15.00
9. University Corpus Fund Rs. 50.00

Total: Rs. 2040.00

Besides, every candidate will also have to pay registration, eligibility, examination and such other fees as are prescribed by the University. Students will have to deposit security (refundable) as may be decided upon by the Directorate for Library books if they want to avail themselves of this facility.

DUTIES OF THE TEACHING STAFF

DUTIES OF THE CO-ORDINATOR

a) To supervise and coordinate academic work in the area.

b) To frame time table and assign work to other teachers in the manner as is done by the head of the department.
c) To ensure that enrolment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule.

d) To organise personal contact programme, make arrangements for resource personnel, establishment of centres of examinations outside Jammu and organization of publicity campaigns for enrolment of students in the area with the assistance and cooperation of faculty members in the concerned department under the superintendence of the Director, Directorate of Distance Education.

e) To render academic guidance to the enrolled students during office hours and teach during the PCP Programmes.

f) To evaluate response sheets and assignments.

DUTIES OF THE TEACHER (ASSISTANT PROFESSOR)

a) To write, revise, review and edit lessons and other reading materials and get the study material ready for supply to the enrolled candidates.

b) To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or the Director of the Directorate.

Note: The obligation to take classes will be as relevant on Sunday and other holidays as on working days.

In case teacher is required to take personal contact Programme classes on Sundays and/or other holidays he will be permitted to avail himself of compensatory leave.

c) To correct students response sheets/assignments

d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.

e) To maintain record of work done, progress report and internal assessment record of the Students and timely submission of such record to the Director.

f) To perform such duties as may be assigned under statutes of the university.

g) Every teacher shall be available on each working day in the Institute for six hours as specified by the University Council.

h) A teacher will also be required if necessary to work during holidays, to prepare study materials and reading of proof, etc.
STATEMENT SHOWING THE RATE OF REMUNERATION TO BE PAID TO TEACHING AND NON-TEACHING STAFF ENGAGED IN VARIOUS ACADEMIC ACTIVITIES

1. Lesson Writing
   Rs. 500/- per lesson + Rs. 5/- typing charges per page subject to a maximum of Rs. 50/-.

2. Recording
   Rs. 500/- per topic (One hour recording)

3. Typing Lessons
   a) Double space per page Rs. 4/-
   b) Single space per page Rs. 5/-

4. Revision/review of lessons
   Rs.100/- per lesson

5. Editing-cum-Proof-reading
   Rs. 7/- per page to be done by subject experts only.
   However, in case of proof reading only the remuneration will be paid at the approved rates of the University of Jammu to the subject experts.

6. Evaluation of Response Sheets/Assignments
   Rs.4/- per assignment

7. Personal Contact Programme
   a) PCP Programme Director Rs. 1,000/-
   b) Delivering of lectures Rs. 100/- per lecture, Rs. 50/- conveyance charges per day
   c) Contingency As applicable to other P.G. Courses of the DDE.
   d) Clerk Rs. 500/- during the entire period of PCP Programme.
   e) Class-IV (PCP) Rs. 20/- per day

8. Other remuneration charges will be as applicable to other P.G. Courses run by the Directorate.

9. Programme Coordinator Rs. 1000/- per month
### STATEMENT SHOWING EXPENDITURE FOR THE PERIOD OF THREE YEARS AFTER THE INTRODUCTION OF P.G. COURSE IN URDU

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<tbody>
<tr>
<td>1.</td>
<td>Honorarium to the Coordinator</td>
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<td>Rs. 1000/p. month</td>
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<tr>
<td>2.</td>
<td>Writing/typing of lessons</td>
<td>75000.00</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>6.</td>
<td>Printing of lessons</td>
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<td>80000.00</td>
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<tr>
<td>7.</td>
<td>Postage</td>
<td>15000.00</td>
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<tr>
<td>8.</td>
<td>Advertisement</td>
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<td>9.</td>
<td>T.A.</td>
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<td>Furniture</td>
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<td>Typewriter</td>
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<tr>
<td>12.</td>
<td>Computer</td>
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<td>Books</td>
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<td>Contingency</td>
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<td>15.</td>
<td>Wages of Casual Lab 36000.00</td>
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<td>36000.00</td>
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<td></td>
<td>Clerk @ Rs. 100/- per day</td>
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<td>16.</td>
<td>Wages of Casual Lab</td>
<td>21600.00</td>
<td>21600.00</td>
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<td></td>
<td>Orderly @ $s. 60/- per day</td>
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<td>17.</td>
<td>Honorarium to part-time staff (A.R., 7200.00 7200.00 7200.00 7200.00 7200.00 S.O.) @ Rs. 250/- &amp; Rs. 150/- P.M. Store Keeper (study material) &amp; S.A. Acctt. @ Rs. 100/per head per month. Total 441800.00 566800.00 461800.00 Statement showing Anticipated Enrolment and Income for the First Three Years Years 2001-2002 2002-2003 2003-2004 No. of Enrolments: (220) (320) (320) 1. Enrolment fee @ Rs.75/- 16500.00 24000.00 24000.00 2. Tuition fee @ Rs.1000/- 220000.00 320000.00 320000.00 3. P.C.P. fee @ Rs.400/- 88000.00 128000.00 128000.00 4. D.E.E. Development Fund 33000.00 48000.00 48000.00 @Rs.150/- 5. Library fee@Rs.75/- 16500.00 24000.00 24000.00 6. Postage fee @Rs.125/- 27500.00 40000.00 40000.00 7. N.S.S. fee @ Rs.15/- 3300.00 4800.00 48000 8. Students support Service Fund 33000.00 48000.00 48000.00 @Rs.150/- 9. University Corpus Fund @ Rs.50/- 11000.00 16000.00 16000.00 Total Income:- 448800.00 652800.00 652800.00</td>
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</tbody>
</table>
SCHEME FOR STARTING M.COM COURSE THROUGH CORRESPONDENCE
RESOLVED FURTHER that the State Government (General Department and the Principal, Govt. Medical College, Jammu, be informed/no admission in relaxation of Statutes be made in future.

Item No. 25

To consider the admission case of Miss Urmila Thakur D/o Shri Nand Kishore Thakur to 1st Professional M.B.,B.S. Course during 1983-84 who did not fulfill the basic eligibility condition of having secured 50% of marks in the qualifying examination, as recommended by the Syndicate at its meeting held on 14 November 1985.

RESOLVED that the action taken in having authorised admission of Miss Urmila Thakur D/o Shri Nand Kishore Thakur to the 1st Professional M.B.,B.S. Course in the session 1983-84 in the Govt. Medical College, Jammu in relaxation of the statutory condition of having obtained 50% marks in the aggregate of all Science subjects in the qualifying examination be regularised as a special case, not to form a precedent.

RESOLVED FURTHER that the State Government (General Department) and the Principal Govt. Medical College, Jammu, be informed/no admission in relaxation of Statutes be made in future.

Item No. 26

To consider the recommendation made by the Syndicate at its meeting held on 14 November 1985 regarding introduction of M.Com. Course through correspondence in the Institute of Correspondence Education of the University and approval of the detailed scheme for the purpose.

RESOLVED that the proposal for introduction of M.Com. Course through correspondence in the Institute of Correspondence Education of the University and creation of posts and budgetary provisions as contained in the detailed scheme given at annexure-III and recommended for acceptance by the Syndicate at its meeting held on 14.11.1985 be approved subject to the following:

i) the duration of personal contact programme be determined as specified; and

ii) mechanism for the award of internal assessment be defined precisely.
DIRECTOARTE OF DISTANCE EDUCATION  
UNIVERSITY OF JAMMU  
JAMMU

**Item No.26**  To consider the recommendation made by the Syndicate at its meeting held on 14 November 1985 regarding introduction of M.Com Course through correspondence in the Institute of Correspondence Education of the University and approval of the detailed scheme for the purpose.

Resolved that the proposal for introduction of M.Com Course through correspondence in the Institute of Correspondence Education of the University and creation of posts and budgetary provisions as contained in the detailed scheme given at annexure –III and recommended for acceptance by the Syndicate at its meeting held on 14-11-1985 be approved subject to the following:-

1. The duration of personal contact programme be determined as specified and
2. Mechanism for the award of internal assessment be defined precisely.

Meeting :University Council  
Date:24 December 1985  

**Item No.26**  To consider the recommendation made by the Syndicate at its meeting held on 14 November 1985 regarding introduction of M.Com Course through correspondence in the Institute of Correspondence Education of the University and approval of the detailed scheme for the purpose as given at Annexure-II

**Note**

The University Grants Commission approved the proposal of the University of Jammu for introduction of M.Com Course through Correspondence and conveyed the sanction vide their letter No.F.8-3/75 (ER) dated 29-08-1984 (given at annexure – I pages 149 to 150) on the following conditions:-

1. The Scheme will be implemented by the University in accordance with the guidelines.
2. The assistance of the Commission will be utilised for appointment of teaching staff personal Contact Programme, Study Centres, preparation of lessons and library facilities. The expenditure on other items will be met by the University.
3. The Commission’s assistance will be limited to Rs. 1.50 Lakh (Rupees one lakh and fifty thousand only) per annum for a period of 5 (five years). The expenditure over and above the prescribed ceiling of Rs.1.50 lakh will be met by the University from its own recourses.
4. The assistance of the Commission will be outside the plan allocation.
5. The University may please give an assurance that the expenditure after a period of 5 years will be borne by it or the State Government after the Commission’s assistance ceases.
The matter was referred to the Financial Adviser to accord his concurrence to the implementation of the scheme for introduction of the above course along with creation of the posts mentioned in the proposal and he observed as under:

“I agree to the proposal subject to the condition that no liability on this account would be taken over by the University/State after stoppage of assistance from the University Grants Commission as the scheme would be a financing one”.

As regards financing of the programme after assistance of the University Grants Commission ceases, it is clarified that the course is anticipated to be economically viable and self-sufficient and no assistance would be required from the State even after the U.G.C assistance ceases. As such the detailed proposal (given submitted for the consideration of the syndicate.

Annexure –II
Pages 151 to 163

The syndicate at its meeting held on 14 November 1985 considered the matter and resolved that introduction of M.Com Course through Correspondence in the Institute of Correspondence Education of the University together with the scheme for the purpose be recommended to the University Council for approval.

The Course has already been started.

Annexure –II to item 1-6
SCHEME FOR STARTING M.COM COURSE THROUGH CORRESPONDENCE

Introduction

There has been a long-standing demand and need of the society in general and the people residing in the remotest areas of the Jammu & Kashmir State in particular to provide facilities for Post-Graduate studies through correspondence. The Jammu & Kashmir State contains a very large area which is extremely mountainous and geographically remote. It is difficult for the desirous persons to join regular post-graduate classes in the University for the reasons of economic compulsions, geographic barriers and very limited intake in teaching departments of the University in relation to the number of applicants seeking admission as regular students. The aim of the persons who intend to acquire higher education, therefore, remains unfulfilled due to non-availability of seats in the post-graduate departments and for lack of physical facilities.

A large number of queries are being received from inside and outside the state with regard to admission to various post-graduate Courses through Correspondence. After a careful assessment of the needs of the society and queries being received, the matter regarding the introduction of M.Com course was referred to the Committee Constituted by the Vice-Chancellor for introduction of new courses through correspondence. The committee held its meeting on 28-08-1980. After due liberations the Committee directed the Institute of Correspondence Education in the University to take steps for introduction of M.Com Course through Correspondence from the academic session 1981-82. It is pertinent to point out that the course proposed by the Committee, to be introduced through Correspondence, can be organised in smooth manner as our University has well established regular Department in this discipline.

The Institute of Correspondence Education was established in March 1976. To begin with T.D.C Part-I Class was introduced through correspondence. Keeping in view the needs of the society the following course were added:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Course</th>
<th>Year of Introduction</th>
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<tbody>
<tr>
<td>1.</td>
<td>B.A/B.Com. Previous</td>
<td>1977</td>
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<tr>
<td>2.</td>
<td>B.A/B.Com. Final</td>
<td>1978</td>
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<tr>
<td>3.</td>
<td>B.Ed. Course for in-service Teachers</td>
<td>1977</td>
</tr>
<tr>
<td>4.</td>
<td>L.L.B 2 Years (Academic) Course</td>
<td>1977</td>
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<tr>
<td>5.</td>
<td>Certificate Course for learning through Hindi Medium</td>
<td>1980</td>
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<tr>
<td>6.</td>
<td>English Improvement Course</td>
<td>1982</td>
</tr>
</tbody>
</table>
The institute has been conducting these courses successfully and has gained sufficient expertise in the field of correspondence education. Thus there would be no practical difficulty for the Institute to introduce the correspondence courses at the post-graduate level.

Our Institute also fulfils the conditions of University Grants Commission guidelines for introduction of post-graduate courses through correspondence. The extract of the University Grants Commission guidelines is as under:-

1. Correspondence courses at the post-graduate level should be started only in these Universities which have experience of running under-graduate correspondence properly for at least three years.

2. The under-graduate correspondence Course should be fully consolidated in accordance with the guidelines before correspondence course offered at the post-graduate level.

3. Correspondence courses at the post-graduate level should be started only in those subjects in which the University has well-established post-graduate departments noted for their high standards. The Heads of the Departments concerned should be willing to assume full responsibility for the maintenance of standards.

Objectives

The Correspondence Courses to be started at the post-graduate level will cater for (a) students who have to discontinued their formal education due to financial or other difficulties; (b) students raising in geographically remote areas who are unable to join as regular candidates for instruction in higher education; (c) students who discontinued their education because of failure or lack of interest and later on wish to improve their qualifications; (d) students who cannot find a seat in a regular Department although they have the necessary qualifications to pursue higher education; and (e) individuals who may like to refresh their knowledge or to acquire knowledge in a new area.

To cater to the needs of all these students the Institute of Correspondence Education has been pondering over this problem for the last many years. Ultimately the issue was taken up with the University Grants Commission and a detailed scheme was submitted some time in 1983. The U.G.C responded favourably and deputed a team to estimate the requirements of the Institute, material and human, and also the potential for the success of this scheme in this region. On the recommendation of the team, the U.G.C approved our scheme to introduce M.Com Course through Correspondence.

The proposed scheme will benefit the students in two ways (i) systematic preparation for the examination on regular basis through lessons and response sheets and (ii) exposure of students in the Contact Programmes. The teaching techniques adopted by the Institute will make most of the benefits of class room teaching available to the students outside the class room.
**Organisation**

The Institute of Correspondence Education will administer the M.Com Course with such additions in academic and ministerial staff as may be needed for the introduction of this course.

The institute will be assisted in Organisation of the above course by the Post-graduate Department of Commerce of the University. The concerned faculty will also look after the academic standards of the course.

**Jurisdiction**

A person residing in any part of the country will be free to enrol himself for this course provided he is otherwise eligible.

**Courses of Study**

The duration of M.Com Course shall be of **two years** and syllabi shall be the same as prescribed for regular students.

**Examination and Award of Degree**

Examination of M.Com Course will be conducted annually or semester-wise as will decided by the Advisory Committee of the Course.

**Admission**

Admission in M.Com Course will be made on the date as will be prescribed by the Institute with the approval of the Vice-Chancellor. The criteria for selection of candidates for admission will be fixed by the Institute on the advice of the Advisory Committee of the Course.

**Fees**

Every student enrolled in M.Com (pert-I and II) for instructions through correspondence shall have to pay the following fees:-

1. Enrolment fees  Rs.50/-
2. Tuition fee  Rs.450/- (payable in two instalment of Rs.225/-)
3. Personal Contact Programme  Rs. 75/-
4. Magazine fee  Rs. 10/-
5. University Development Funds  Rs.30/-
6. Postage Fee  Rs. 20/-

Every student will also have to pay registration, eligibility, examination and other fees as are prescribed by the University. Every student will further have to pay such other dues as may be decided to charge from him by the Institute of Correspondence Education. They will
have to deposit security (refundable) as may be decided by the Institute for Library Books if they want to avail themselves of this facility.

**Academic Components**

**Syllabi and Course of Study**

M.Com Course will be of four semesters having 64 credits. Regulations relating to internal assessment as applicable to regular students will also apply to the students of the Institute of Correspondence Education. The Syllabi and Course of the study shall be the same as prescribed for the regular students.

**Method of Instructions**

The Instructional work for this course will be organized in the following manners:-

1. Dispatch of lesson scripts to the candidates on papers included in their course.
2. Correction of students response sheets.
3. Organization of Personal Contact Programme at different places where sufficient number of the candidates are available.
4. Broadcasting or lectures on the prescribed course over the radio for the guidance of the candidates.
5. The Institute will provide Library facilities to its enrolled students.

**Lessons**

The preparation of instructional material is crucial to the success of correspondence education and for this purpose each paper of the courses will be divided into suitable number of lesson units. Competent and suitable qualified teachers will be requested to prepare the lessons scripts in accordance with the syllabi of the courses. The lessons will be dispatched to the students in instalments at suitable intervals.

The payment to the script-writers will be made at the rate of Rs. 150/- per lesson. The reviewing charge for each lesson script will be Rs.35/-

**Response Sheets**

At the end of every lesson a few questions will be given to the students to try their hand at answering them. Since a very limited teaching staff is proposed to be employed by the Institute, the work of correcting response sheets will be entrusted to the University teachers for which Rs.1.50/- per script will be paid to them. Every student will be expected to submit at least 40% of the response sheets in each paper.

**Personal Contact Programme**

To reinforce education through correspondence, the Institute will hold two contact programmes in the course of the academic session. During the Personal Contact Programme the candidates will have the facilities of class room lectures and personal guidance with
regard to their academic difficulties. Personal Contact Programme will be arranged at such centres inside and outside the State where there is a viable concentration of students subject to availability of suitable accommodation and resource personnel.

**Radio-Lessons**

Efforts will be made to utilise the broadcasting media to supplement correspondence education.

**Library**

The students will be provided Library facilities.

**Magazine**

The Institute publishes News-letters/Magazines with regard to various activities of the institute. A copy of this Magazine will be sent to the enrolled students.

**Enrolment**

Students to be enrolled in M.Com Course are as per detail given below:-

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<td>300</td>
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</table>

**Teaching Staff**

To begin with to supervise M.Com Course, the services of One Reader and One Lecturer in this discipline are needed, during the next year i.e. 1986-87, one post of Lecturer in this discipline will be added to cope with the increased academic work.

**Duties of the Teaching Staff**

The duties of the staff are defined at Appendix –I (Page 41)

**Non Teaching Staff**

A unit consisting of the following staff shall be set up to render the secretarial assistance for conducting M.Com Course through correspondence during the year 1985-86.

<table>
<thead>
<tr>
<th></th>
<th>Assistant Registrar (Accounts)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Section Officer</td>
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<tr>
<td>2.</td>
<td>Senior Assistant</td>
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</tr>
<tr>
<td>3.</td>
<td>Junior Assistant</td>
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<td>4.</td>
<td>Daftari</td>
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</tr>
<tr>
<td>5.</td>
<td>Orderly</td>
<td>One</td>
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<tr>
<td>6.</td>
<td>Packer</td>
<td>One</td>
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<tr>
<td>7.</td>
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</table>

During the second year of the course one post of Senior Assistant will be added to cope with the increase enrolment as is evident from the anticipated enrolment target.
Rates of payment to be paid to the teaching and non teaching staff engaged for various remunerative assignments of M.Com course.

For the purpose of lesson writing, we have to engage the services of experienced teachers for the purpose of writing lesson scripts, evaluation of response sheets, resource personnel to be engaged during personal contact programme in addition to our core staff. The rates of payment to the persons to be engaged during Personal Contact Programme and for writing lesson scripts, evaluation of response sheets, and other clerical and menial staff during Personal Contact Programme are given at Appendix-II (page 42).

FINANCES

The scheme of M.Com Course through Correspondence is a Self-financing proposition. It is clear from the detail of income and expenditure given in the Statement.

The table (given at Appendix –III pages 43) show expect for a minor deficit of Rs 8,550/- in the first year, the Institute is expected to generate a surplus of more than Rs.24,750/- in 1986-87 and Rs.24,550/- in 1987-88.

The given proposition is therefore not only self-sufficient but is also expected to give a surplus which will be utilised for improving the quality of service to be rendered to the students community by the Institute.

It is requested that the scheme may be approved to enable the Institute to proceed further to implement the scheme with effect from the academic session 1985-86.

Appendix-I

The duties of a teacher will include the following:

1. Teaching during Personal Contact Programme and such other teaching work as may be assigned by the Institute.
2. Editing, writing, revising, translating lessons and other reading materials.
3. Correspondence students’ Response sheets.
4. Such other work as may be assigned by the Department in connection with the arrangement of teaching.
5. The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case the teachers are required to take personnel contact programme classes on Sundays and/or other holidays, they will be permitted to avail themselves of compensatory leave.
6. Every teacher shall maintain a record of work done by him term wise and shall submit contact programme are arranged by the Institute of Correspondence Education. It shall be obligatory for every member of the Department to attend such Personal Contact Programme outside the headquarters depending upon the requirements of the Institute. T.A and D.A for this purpose will be paid as per University rules.
7.(i) Every Teacher shall maintain a record of work done by him term wise and shall submit the same to the Institute.
   (ii.) Each teacher shall be available on each working day in the Institute for such period may be specified by the Institute.
   (iii) A teacher will also be required, if necessary, to work during vacation to prepare reading material for reading of proofs etc.
(iv) A Teacher will be entitled to compensatory leave as per University rules, if he is required to work during vacation or holidays.

Appendix-II

RATES OF PAYMENT TO BE PAID TO TEACHING AND NON-TEACHING STAFF ENGAGED FOR VARIOUS REMUNERATIVE ASSIGNMENTS OF M.COM COURSE

1. Writing of lectures scripts Rs. 150/- per lecture script plus typing charge @ Rs 2/- per page Subject to a maximum of Rs 25/-

2. Evaluation of Response sheets Rs 1.50 per Response Sheets

3. Personal Contact Programme
   (i) Incharge personal contact programme Rs. 250/-
   (ii) Teachers to be engaged during PCP Rs. 35/-
   (iii) Clerk Rs. 150/-
   (iv) Orderly Rs. 6/- per day
   (v) Sweeper Rs. 4/- per day

Appendix-III

a) Schedule of Establishment (Academic Staff) Budgetary Provisions

<table>
<thead>
<tr>
<th>No. of Posts</th>
<th>Designation</th>
<th>Grade</th>
<th>1985-86</th>
<th>1986-87</th>
<th>1987-88</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Reader</td>
<td>1200-1900</td>
<td>25,200</td>
<td>26,500</td>
<td>27,800</td>
</tr>
<tr>
<td>Two</td>
<td>Lectures</td>
<td>700-1600</td>
<td>18,000</td>
<td>27,600</td>
<td>39,600</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>43,200</strong></td>
<td><strong>64,100</strong></td>
<td><strong>67,400</strong></td>
</tr>
</tbody>
</table>

One post of Lecturer will be filled up in the year 1986-87

b) Schedule of Establishment (Administrative Staff) Budgetary Provisions

<table>
<thead>
<tr>
<th>No. of Posts</th>
<th>Designation</th>
<th>Grade</th>
<th>1985-86</th>
<th>1986-87</th>
<th>1987-88</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Assistant Registrar (Accounts)</td>
<td>1000-1560</td>
<td>17,000</td>
<td>18,000</td>
<td>19,000</td>
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<tr>
<td>One</td>
<td>Section Officer</td>
<td>825-1240</td>
<td>12,600</td>
<td>13,200</td>
<td>14,000</td>
</tr>
<tr>
<td>Two</td>
<td>Senior Assistant</td>
<td>475-850</td>
<td>7,200</td>
<td>15,200</td>
<td>16,000</td>
</tr>
<tr>
<td>One</td>
<td>Jr. Assistant (Typist)</td>
<td>410-700</td>
<td>6,500</td>
<td>6,800</td>
<td>7,100</td>
</tr>
<tr>
<td>One</td>
<td>Daftri</td>
<td>390-500</td>
<td>6,000</td>
<td>6,300</td>
<td>6,700</td>
</tr>
<tr>
<td>One</td>
<td>Orderly</td>
<td>345-460</td>
<td>5,400</td>
<td>5,700</td>
<td>6,000</td>
</tr>
<tr>
<td>One</td>
<td>Packer</td>
<td>345-460</td>
<td>5,400</td>
<td>5,700</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>60,100</strong></td>
<td><strong>70,900</strong></td>
<td><strong>74,800</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>1,03,300</strong></td>
<td><strong>1,35,000</strong></td>
<td><strong>1,42,200</strong></td>
</tr>
</tbody>
</table>

One post of Senior Assistant will be filled up in the year 1985-86

..............
PROPOSAL FOR STARTING MA HINDI COURSE THROUGH DIRECTORATE OF DISTANCE EDUCATION
Minutes of the University Council Meeting held on 21 June 2004

c) establishment of Documentation Centre on Early Childhood Care and Education in Post-graduate Department of Home Science, University of Jammu, Jammu

RESOLVED that the whole proposal submitted by the Department of Home Science and indicated in item (as given in the Annexure-XIX) duly endorsed by the Syndicate vide Resolution No. 38 dated 19.01.2004, be approved.

ITEM NO. 81:

Considered the proposal for introduction of Master’s Degree Programme in Sociology through Distance Mode of Education.

RESOLVED that the proposal for introduction of MDP in Sociology, through D.D.E., (as given in Annexure-XX) as endorsed by the Syndicate vide Resolution No. 39 dated 19.01.2004, be approved.

ITEM NO. 82:

Considered the confirmation of the action taken by the Vice-Chancellor in having authorised the introduction of the following courses through Distance Education, as recommended by the Academic Council, on self financing basis:

1. Master’s Degree programme in Hindi.
2. Master’s Degree Programme in Urdu.
3. Master’s Degree Programme in English.
4. P.G. Diploma Course in English Language Teaching.

RESOLVED that the action taken by the Vice-Chancellor in having authorized the introduction of the following courses through D.D.E. (as given in Annexure-XXI) duly recommended by the Academic Council and endorsed by the Syndicate vide Resolution No. 12 dated 09.08.2003, be confirmed.
INTRODUCTION

The importance of Hindi language could hardly be over-emphasized. It has been declared as official language of the Union of India under the provisions of the Constitution. The Constitution of India also imposes duty on the Central Government to promote the spread of the Hindi language and to take steps for its growth and enrichment. Consequently, the Central Government in conformity with the constitutional directive has launched a number of initiatives to promote and popularise Hindi. Apart from its being the principal language of the country, Hindi has also gained an important position among the languages of the world. In the Universities of many developed and developing countries, the courses pertaining to Hindi are being imparted. Hence, it will be appropriate and consistent with the national objective (of promoting progressive use of Hindi as an official language of the Union), if the University of Jammu starts the P.G. course in Hindi through Distance Education Mode.

NEED FOR STARTING THE POSTGRADUATE COURSE IN HINDI THROUGH DISTANCE EDUCATION

At present, more than 800 students appear annually as private candidates in the postgraduate examination of Hindi. The intake in the regular department is restricted only to 55 seats. Needless to state, most of the students who appear privately are ill equipped to pursue the course effectively and successfully. This is so because they have to depend entirely on their own efforts and ordinary textbooks and guides. Thus, Postgraduate course in Hindi through distance education will greatly benefit the students presently appearing privately. Moreover, many students from the geographical remote and far-flung areas of Jammu region who are desirous of pursuing the course on regular basis are unable to do so because of limited intake capacity of the regular department, lack of accommodation in the hostels and economic constraints. Thus, if the P.G. Course in Hindi through distance mode of education is introduced, many prospective candidates, who cannot join regular course, will be able to pursue studies through this mode. Furthermore, the course through distance mode shall also be beneficial for girls and housewives who cannot undertake regular studies for one reason or the other.

The Directorate of Distance Education, the then Institute of Correspondence Education, introduced undergraduate programme in the year 1977. Since then the Directorate is imparting instructions in the subject of Hindi at the undergraduate level, with the result, it has acquired a lot of expertise in imparting instruction through distance education mode in the subject. Besides this, the University of Jammu has a well established regular teaching department of Hindi which offers master’s degree programme in Hindi. The department shall assist and take the responsibility for ensuring academic standard of the P.G. course in Hindi to be launched through distance education mode. The Directorate fulfils the conditions (mentioned below) as laid down by the UGC for starting P.G. courses through distance education.

1. Correspondence courses at the postgraduate level should be started only in those Universities, which have experience of running undergraduate correspondence courses properly for at least
three years. The undergraduate correspondence programme should be fully consolidated in accordance with the guidelines before correspondence courses offered at the postgraduate level.

2. Correspondence courses at the postgraduate level should be started only in which the university has well established postgraduate departments noted for their high standards. The Head of the Departments concerned should be willing to assume full responsibility for the maintenance of standards.

ORGANISATION

The Directorate of Distance Education shall organize P.G. Course in Hindi with such teaching and ministerial staff as may be needed for the introduction of the course. The Directorate will be assisted in running this programme by the Postgraduate Department of Hindi. One post of Assistant Professor in Hindi has been advertised for the Directorate. This will be filled up soon and the teacher so appointed shall attend to the work of the course. Head of the Department/ Senior Professor of the Department of Hindi shall act as Coordinator for the course. He/she will be paid Rs.1000/- per month for the purpose.

JURISDICTION

Any person residing in any part of the country will be entitled to enrol himself/herself for the course provided he/she is otherwise eligible.

DURATION AND THE COURSES OF STUDY

The duration of course is of two academic years i.e. 4 semesters. The syllabi and courses of study shall be the same as are prescribed and taught in the regular P.G. Course of Hindi in the University

ELIGIBILITY

The eligibility conditions for seeking admission to the course shall be the same as have been laid down for admission to the P.G. Course of Hindi of the Postgraduate Department of Hindi.

EXAMINATION AND AWARD OF DEGREE

Examination will be conducted by the Controller of Examinations of the University as in the case of regular students. The successful candidates will be awarded the degree as is awarded to the regular candidates of the Department of Hindi of the University.

ADMISSION

Admission to the course shall be made on the dates as are prescribed by the Directorate of Distance Education with the approval of the Dean Academic Affairs/Vice-Chancellor. Selection of the candidates shall be made on the basis of their academic merit.
METHODS OF INSTRUCTIONS

Instructional methods in distance education are essentially based on the supply of instructional material for home study, supported by the response sheets, assignments, Personal Contact Programmes, Library facility, Radio talks, audio-video cassettes etc.

STUDY MATERIALS

The preparation of instructional materials is crucial for the success of distance education system. As such, strenuous efforts will be made to prepare course materials. Each paper of the course will be divided into suitable number of lesson units. Competent and suitably qualified subject experts will be requested to prepare lesson scripts in the self-instructional format of distance education. The study materials will be sent to the students in different sets after suitable intervals. The study materials will be got reviewed and revised from time to time, in conformity with the practice of distance education.

PERSONAL CONTACT PROGRAMME

To reinforce instructions through study materials and for providing academic guidance to students, the Directorate shall organize a contact programme of 20 days duration in each semester for the enrolled students. During the period of contact programme, the students shall have the opportunity to solve their academic problems and to have close interaction with teachers. Although contact programme is immensely beneficial for the students, it will be optional for them to attend the same.

INTERNAL ASSESSMENT

The internal assessment shall carry 20% of marks in each paper. The components of internal assessment shall be four assignments of five marks each in each paper course. The internal assessment awards shall be compiled and sent to the Controller of Examinations within one month after the semester end examination.

RESPONSE SHEETS ASSIGNMENTS

For motivating the students and sustaining their interest in studies, there shall be response sheets assignments in each paper. The evaluated response sheets will be returned to the students for their guidance and feedback. Each student shall be required to submit minimum of three response sheets in each paper to earn eligibility for semester examination.

LIBRARY

The students shall be provided with well equipped library facilities.
FEE STRUCTURE

Every student enrolled for the P.G. Course in Hindi through Distance Education shall have to pay the following fee:

1. Enrolment Fee  Rs.  75.00
2. Tuition Fee    Rs. 1000.00
3. P.C.P        Rs.   400.00
4. Development Fund  Rs.  150.00
5. Postage Fee  Rs.  125.00
6. Library Fee   Rs.   75.00
7. University Corpus Fund  Rs.   50.00
8. Student Support Services  Rs.  150.00
9. N.S.S         Rs.   15.00

Total  Rs. 2040.00

Every candidate shall also have to pay registration, eligibility, examination and such other fees as are prescribed by the University. The students will also have to deposit library security (refundable) as will be decided by the Directorate for library books, if they want to avail this facility.

NON-TEACHING STAFF

In the first year of the course one Jr. Asstt.-cum-typist and one Peon/Packer shall be engaged on remuneration basis. During the second year one more Jr. Asstt.-cum-typist and one Packer shall be engaged on remuneration basis.

ENROLMENT

Anticipated Enrolment for Three Years:

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2001-2002</td>
<td>400</td>
</tr>
<tr>
<td>2002-2003</td>
<td>600</td>
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<tr>
<td>2003-2004</td>
<td>800</td>
</tr>
</tbody>
</table>

The enrolment of candidates will be reviewed periodically and adjusted against the demand keeping in view the infrastructure facilities at the disposal of the Directorate.
RATES OF REMUNERATION

1. Writing of Lecture Scripts  Rs.500/- per lecture script plus typing charges @ Rs.5/- per page subject to the maximum of Rs.50/-.  
2. Evaluation of Response Sheets/Assignments  Rs.5/- per response sheet/assignment.  
3. Revision/Review of Lessons  Rs.100/- per lesson  
4. Proof reading  As in the case of other P.G. Courses of the DDE  
5. Personal Contact Programme  
   a) In-charge PCP Rs.1000/-  
   b) Course Co-ordinator Rs.1000/- per month.  
   c) Teachers to be engaged for PCP classes Rs.100/- per lecture plus Rs. 50/- as conveyance charges, everyday during the programme.  
   d) Clerk Rs.500/- for the entire period of PCP programme  
   e) Sweeper Rs.20/- per day  
   f) Waterman or incumbent of any other Rs.20/- per day corresponding post. Remuneration charges of other items as are applicable to other P.G. courses of the DDE.

INCOME EXPENDITURE STATEMENT

<table>
<thead>
<tr>
<th>YEAR</th>
<th>INCOME (Rs.)</th>
<th>EXPENDITURE (Rs.)</th>
<th>SURPLUS (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001-02</td>
<td>8,16,000.00</td>
<td>7,21,400.00</td>
<td>94,600.00</td>
</tr>
<tr>
<td>2002-03</td>
<td>12,24,000.00</td>
<td>9,15,200.00</td>
<td>3,08,800.00</td>
</tr>
<tr>
<td>2003-04</td>
<td>16,32,000.00</td>
<td>7,40,200.00</td>
<td>8,91,800.00</td>
</tr>
</tbody>
</table>

It is evident from the above figures of income and expenditure that the scheme in Hindi will operate on self-financing basis. The scheme is not only viable but will also generate surplus funds, which will ultimately lead to the development of the Directorate as well as of the University.

DUTIES OF THE TEACHING STAFF  
DUTIES OF THE CO-ORDINATOR

a) To supervise and coordinate academic work in the area.

b) To frame timetables and assign work to other teachers.

c) To ensure that enrolment is completed, study material is prepared and dispatched to the students according to a pre-determined schedule.

d) To organize personal contact programme, make arrangements for resource personnel, establishment of centres of examinations outside Jammu and organisation of publicity campaigns for enrolment of students with the assistance and cooperation of faculty members in
the concerned department under the superintendence of the Director, Directorate of Distance Education.

e) To render academic guidance to the enrolled students during office hours and during the PCP programme.

f) To evaluate response sheets and assignments.

**DUTIES OF THE TEACHER (ASSISTANT PROFESSOR)**

a) To write, revise, review and edit lessons and other reading materials and get the study material ready for supply to the enrolled candidates.

b) To organize and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or the Director of the Directorate.

  **Note:**
  The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case teacher is required to take personal contact programme classes on Sundays and or other holidays he will be permitted to avail himself of compensatory leave.

c) To correct students response sheets/assignments.

d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.

e) To maintain record of work done, progress report and internal assessment record of the students and timely submission of such record to the Director.

f) To perform such duties as may be assigned under statutes of the University.

g) Every teacher shall be available on each working day in the Directorate for six hours as specified by the University Council.

h) A teacher will also be required, if necessary, to work during holidays, to prepare study material and reading of proofs, etc.
## ESTIMATE OF YEAR-WISE EXPENDITURE

1. **Writing and typing of lessons**
   - 2001-2002: 80,000.00
   - 2002-2003: 85,000.00
   - 2003-2004: 25,000.00

2. **Evaluation of Response**
   - 2001-2002: 80,000.00
   - 2002-2003: 45,000.00
   - 2003-2004: 45,000.00

3. **P.C.P**
   - 2001-2002: 40,000.00
   - 2002-2003: 70,000.00
   - 2003-2004: 70,000.00

4. **Stationery and printing paper**
   - 2001-2002: 1,40,000.00
   - 2002-2003: 2,00,000.00
   - 2003-2004: 2,00,000.00

5. **Printing of lessons**
   - 2001-2002: 70,000.00
   - 2002-2003: 1,40,000.00
   - 2003-2004: 1,40,000.00

6. **Advertisements**
   - 2001-2002: 35,000.00
   - 2002-2003: 35,000.00
   - 2003-2004: 35,000.00

7. **Postage & telegrams**
   - 2001-2002: 30,000.00
   - 2002-2003: 50,000.00
   - 2003-2004: 50,000.00

8. **T.A**
   - 2001-2002: 15,000.00
   - 2002-2003: 20,000.00
   - 2003-2004: 20,000.00

9. **Furniture**
   - 2001-2002: 15,000.00
   - 2002-2003: 15,000.00
   - 2003-2004: 15,000.00

10. **Type writer**
    - 2001-2002: 15,000.00
    - 2002-2003: -
    - 2003-2004: -

11. **Computer**
    - 2001-2002: 55,000.00
    - 2002-2003: 60,000.00
    - 2003-2004: -

12. **Books**
    - 2001-2002: 60,000.00
    - 2002-2003: 60,000.00
    - 2003-2004: -

13. **Contingency**
    - 2001-2002: 20,000.00
    - 2002-2003: 20,000.00
    - 2003-2004: 25,000.00

14. **Wages of a Clerk**
    - 2001-2002: 30,000.00
    - 2002-2003: 60,000.00
    - 2003-2004: 60,000.00
    @ Rs.100/- per day (Two Clerks)

15. **Wages of a Casual Labour**
    - 2001-2002: 18,000.00
    - 2002-2003: 36,000.00
    - 2003-2004: 36,000.00
    @ Rs.60/- per day (Two Orderly)

16. **Scheme allowance to-**
    - 2001-2002: 4,800.00
    - 2002-2003: 4,800.00
    - 2003-2004: 4,800.00
    i) Asstt. Registrar @ Rs.250/- per month
    ii) Section Officer @ Rs.150/- per month

17. **Store-Keeper(study material) and SA Accounts**
    - 2001-2002: 2,400.00
    - 2002-2003: 2,400.00
    - 2003-2004: 2,400.00
    @ s.100/- per month each

18. **Programme Co-ordinator,**
    - 2001-2002: 12,000.00
    - 2002-2003: 12,000.00
    - 2003-2004: 12,000.00
    per month @ Rs.1000/-

### Total
- 2001-2002: 7,21,400.00
- 2002-2003: 9,15,200.00
- 2003-2004: 7,40,200.00
## INCOME STATEMENT FOR THREE YEARS

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<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>No. of candidates</td>
<td>400</td>
<td>600</td>
<td>800</td>
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<tr>
<td>Enrolment fee @ Rs.75/-</td>
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<td>Tuition fee @ Rs.1000/-</td>
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<td>2,40,000/-</td>
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<tr>
<td>Development</td>
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<td>90,000/-</td>
<td>1,20,000/-</td>
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<tr>
<td>Fund @ Rs.150/-</td>
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<td>Postage @ Rs.125/-</td>
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<td>Library fee @ Rs.75/-</td>
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<td>45,000/-</td>
<td>60,000/-</td>
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<tr>
<td>@ Rs150/-</td>
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<tr>
<td>Students Support Services</td>
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<td>90,000/-</td>
<td>1,20,000/-</td>
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<td>NSS @ Rs.15/-</td>
<td>6000/-</td>
<td>9000/-</td>
<td>12000/-</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>8,16,000.00</strong></td>
<td><strong>12,24,000.00</strong></td>
<td><strong>16,32,000.00</strong></td>
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</table>
SCHEME FOR STARTING POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM) COURSE THROUGH DIRECTORATE OF DISTANCE EDUCATION
Item No. 23
To consider the proposal, regarding introduction of the Diploma Course in Business Management through Correspondence.

RESOLVED that the proposal regarding introduction of Diploma Course in Business Management through the Institute of Correspondence Education be approved, subject to the following:

1/ The annual expenditure in running the course does not exceed the receipts on this account.

2/ Incharge Course (Commerce Coordinator) be paid Honoursum @ Rs.300/- instead of Rs.500/- p.m. for attending the work relating to the said Diploma Course in addition to his own duties till the appointment of Reader in Business Management in the Institute of Correspondence Education is made.

Item No. 24
To confirm the action taken by the Vice-Chancellor, on the recommendation of the Syndicate, in having authorized:

1/ institution of One Year Diploma Course in Sanskrit Language;

2/ adoption of the Statutes governing Diploma Courses in Sanskrit Language; and

3/ adoption and notification of the Syllabi and Courses of Study pertaining to Diploma Course in Sanskrit Language for the examination to be held in the year 1990.

RESOLVED that since no financial implications shall be involved in running the Diploma Course in Sanskrit Language not only in the current year, but also in future, the action taken be confirmed.

Item No. 25
To confirm the action taken by the Vice-Chancellor in having authorized implementation of the following recommendations made by the Committee constituted by the Standing Committee of the Academic Council at its meeting held on 15-2-1988:


**Item No. 23:** To consider the proposal, regarding introduction of the Diploma Course in Business Management through Correspondence.

Resolved that the proposal regarding introduction of Diploma Course in Business Management through Institute of correspondence Education be approved, subject to the following:-

i. The annual expenditure in running the course does not exceed the receipts on this account.

ii. Incharge Course (Commerce Coordinator) be paid Honorarium @ Rs. 300/- instead of Rs. 500/- p.m for attending the work relating to the said Diploma Course in addition to his own duties till the appointment of Reader in Business Management in the Institute of Correspondence “Education is made.

**Item No. 24:** To confirm the action taken by the Vice-Chancellor, on the recommendation of the Syndicate, in having authorized:-

i. Institution of One year Diploma Course in Sanskrit Language;

ii. Adoption of the Statutes governing Diploma Course in Sanskrit Language; and

iii. Adoption and notification of the Syllabi and Courses of Study pertaining to Diploma Course in Sanskrit Language for the examination to be held in the year 1990.

Resolved that since no financial implications shall be involved in running the Diploma Course in Sanskrit Language not only in the current year, but also in future, the action taken be confirmed.

**Item No. 25:** To confirm the action taken by the Vice-Chancellor in having authorized implementation of the following recommendations made by the Committee constituted by the Standing Committee of the Academic Council at its meeting held on 15-2-1988:-

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**University of Jammu**

**Meeting:** University Council

**Date:** 6 October 1989

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**Item No.**

23: To consider the proposal, regarding, given in Annexure –I, regarding introduction of the Diploma Course in Business Management through Correspondence.

**NOTE:**

The proposal submitted by the Director, Institute of Correspondence Education regarding introduction of Diploma Course in Business Management, given in Annexure-II, (Page 84 to 93) was considered by
the Faculty of commerce at its meeting held on 1 October, 1988 and the Faculty of Commerce resolved that:-

“The proposal of the Director, Institute of Correspondence Education, Jammu to introduce Diploma Course in Business Management through Correspondence be accepted in principle.

Resolved further that a Committee to be constituted by the Dean, Faculty of Commerce will take decision regarding the scheme, regulation and other details pertaining to the said diploma. The Committee will submit its report to the Faculty of Commerce which will be considered in its next meeting to be held on 14-10-1988.”

Accordingly the Sub-committee constituted by the Dean, Faculty of Commerce met on 12-10-1988 and made certain recommendations. The recommendations of the Sub-Committee were placed before the Faculty of Commerce at its meeting held on 29 October, 1988. After threadbare discussion, it was resolved that:-

1. Diploma in Business Management may be introduced in the Institute of Correspondence Courses.
2. The Diploma will be run annual basis.
3. The Institute will organise compulsorily contact programme of not less than 20 contact hours in each course. Every student will be required to obtain 66% attendance compulsorily in each course in the contact programme. Any one failing to make 66% attendance in a course or courses will not be permitted to take the examination in the course/s in which he falls short of attendance.
4. The components of internal assessment will be as follows:-
   i. One test of 10 marks, and
   ii. Two assignments of 5 marks each (written assessment of not less than 10 to 12 hand written full scape pages).
   Or
   Assignments of 5 mark each.
5. Proper infrastructural facilities in terms of adequate faculty members, courses material and other material needed by students are to be made available by the Institute in advance. Efforts should be made to get the lessons written by competent Professors in the country. The Director, Institute of Correspondence Courses may also contact Indira Gandhi Memorial Open University and Indian Management Association in this regard.

It was also resolved that other Statutes/ Regulations as put forth by the Director, Institute of Correspondence Education be recommended for approval.

The above recommendations of the Faculty of commerce were considered by the Planning Board at its meeting held on 3rd April, 1989 and the Planning Board endorsed the proposal submitted by the Director Institute of correspondence and the recommendations made by the Faculty of Commerce. The proposal incorporating the changes suggested by the Faculty of Commerce and endorsed by the Planning Board is given in Annexure-II pages 84 to 93).
The Standing Committee of the Academic Council at its meeting held on 23rd May, 1989 resolved that the proposal given in Annexure-II recommended by the Planning Board for introduction of Diploma Course in Business Management through Correspondence be endorsed for approval with the following clarification in respect of teaching staff at page ______ of the annexure.

TEACHING STAFF:

During first year, no post of teaching staff till be filled up. Commerce Co-ordinator will be the inchage of the Diploma Programme. In the subsequent year no post of Lecturer will be added. If the number of students increase and goes beyond the target, one post of Reader will be added subsequently. As soon as the post of Reader is filled the honorarium @ Rs,. 500/- payable to the incharge course (Commerce Co-ordinator) will be stopped.

The matter reading introduction of the of the Diploma Course in Business Management through Correspondence was considered by the Syndicate at its meeting held on 30 May, 1989 and it was resolved that the proposal be endorse for approved with the modification that the proposed honorarium payable to the Incharge Course (Commerce Coordinator) be reduced from Rs. 500/- to Rs. 300/- pm.

Hence submitted for consideration.
SCHEME FOR INTRODUCTION OF DIPLOMA COURSE IN BUSINESS MANAGEMENT THROUGH CORRESPONDENCE

Introduction

After independence one of the major priorities for the country was speedy industrial development. With sustained efforts and planning process country made rapid strides in the field of industrialization. Rapid industrial development, interalia, generated a demand for trained manpower to tackle managerial and business problems. Thus there was need for wide spared of management education.

The need for offering a Diploma Programme in Business Management through correspondence has been a long standing one institute has been constantly receiving queries from persons having varied profiles and coming from different stations of life regarding availability of Diploma Course in Business Management through correspondence. Queries from Defense personnel in the above matter figure prominently.

The Diploma Course in Business Management through Correspondence will specially cater to the demand for management education of the people inhabiting Jammu region and it will benefit the people form to her parts of the country generally. The course will help in generating a spirit of entrepreneurship in our younger generation and thereby engender opportunities of self-employment. The course will also help unemployed ex-servicemen in setting in civil services. In brief, introduction of Diploma Course in Business Management through correspondence will immensely benefit a large segment of people both employed and unemployed.

Objectives

i. The main objective of the course is to provide opportunities for imparting academic competence to a large number of persons who are running joining the business without adequate knowledge of modern know-how of the profession.

ii. To provide a chance to defense personnel to improve their competency in order to seek gainful employment in civil service after their retirement.

iii. Students who have to discontinue their formal education due to financial of other difficulties.

iv. Students residing in geographically remote area who are unable to join as regular candidates for instruction in higher education;

v. Students who discontinue their education because of failure or lack of interest and later on wish to improve their qualification;

vi. Students who cannot find a seat in a regular Departments although they have the necessary qualification to pursue higher education and

vii. Individuals who may like to refresh their knowledge or to acquire knowledge in a new area.
**Organisation**

The Institute of Correspondence Education shall administer the Business Management Course with such additions in academic and ministerial staff as may be needed for the introduction of this course. The institute shall however, be assisted in the organization of the above course by the Post-graduate Department of Management studies. So far as the academic standards of the course are concerned, the Faculty of Commerce and Management Studies shall take necessary measure to maintain the same.

It may be pointed out that Jammu University has strong regular faculty of Management studies.

**Jurisdiction**

A person residing in any part of the country will be entitled to enroll himself/ herself for this course, provided he is otherwise eligible.

**Duration and Course of Study**

The duration of the course, the number and nomenclature of the papers, syllabus, and courses of study will same prescribed for the regular students of Diploma in Business Management Course.

**Eligibility**

Any person having a graduation degree or examination qualified equal to that will be eligible for admission to Diploma Course in Business Management through correspondence.

**Examination and Award of Diploma**

Examination will be conducted as in case of regular students. The successful candidate will be issued the same diploma as it issued to he regular candidates.

**Admission**

Admission in Diploma in Business Management Courses will be made on the date as it prescribed by Institute with the approval of the Vice-Chancellor. The criteria for selection of candidates for admission will be fixed by the Institute on the advice of the Board Based Advisory Committee and the subject committee of the courses.

**Fees**

Every student enrolled for the Diploma in Business Management Course through correspondence shall have to by the following fees:-

1. Enrolment Fee  Rs. 25/-
2. Tuition fee  Rs 450/-
3. Personal Contact Programme Fee  Rs. 150/-
Every candidate will also have to pay registration, eligibility, examination and other such fees as are prescribed by the University. Every student will further have to pay such other dues as may be decided to charge from him/her by the Institute of Correspondence Education. They will have to deposit security (refundable) as may be decided open by the Institute or library books if they want to avail themselves of this facility.

**Method of Instruction**

Instructional method in correspondence Education is essentially based on supply of instructional material for home study supported by the student response sheets assignments, personal contact programme, library facilities, radio-talk and audio cassettes.

**Lessons**

The syllabus for each course will be divided into a suitable number of lessons units known as lecture-scripts by the subject committee. Lecture scripts will be prepared by expert teachers. The lessons will be reviewed and edited before printing. These lessons will also be reviewed and updated after suitable intervals as per the guideline issued by the U.G.C. The students shall be dispatched lessons at regular intervals.

**Personal Contact Programme**

To reinforce instructions through correspondence, the institute will hold one contact programme of 10 working days duration in the course of the academic session. During the Personal Contact Programme the candidates will have the facilities of class room lectures and personnel guidance with regard to their academic difficulties. Personal Contact Programme will be arranged at such centres inside and outside the State where there is a viable concentration of students subject to availability of suitable accommodation and resource personnel. The contact Programme will be compulsory.

**Internal Assessment and Response Sheet**

The internal assessment will carry 20 percent marks in each paper. The components of internal assessment will be.

1. Assignment: Two written assignments in each paper carrying 10 percent marks each for internal assessment purpose.
Response Sheet Assignments.

At the end of every study unit there will be response sheets in each paper. The RSA(s) will have the following purpose:-

i. To grant the entry to final examination, (eligibility condition)
ii. To access the candidate’s performance, and
iii. To train the candidate for final examination.

The student shall be required to submit a minimum of three Response Sheet Assignment in each paper. The evaluated response sheets will be returned to the students for their guidance. Students will not be permitted to take the University examination if they fail to submit the required number of RSA(s) in each subject.

Record Cassettes

Few recorded cassettes will be made available to the students on various important topics in the Institute Library.

Radio Lesson

Efforts will be made to utilize the broadcasting media to supplement correspondence, education. Experienced teachers will be requested to give radio talk on the prescribed course so that some of the important topics about this course can be brought home to them effectively.

Library

The students will be provided library facilities.

Magazine

A copy of the magazine published by the Institute will be sent to the enrolled student.

Enrolment

It is proposed to enroll 250 students in the Diploma Course initially. It is expected that the number of students will be increased in the subsequent years (details of anticipated enrolment is given in the statement showing anticipated enrolment).

Teaching Staff

During first year no post of teaching staff will be filled up. Commerce Co-ordinator will be the Incharge Diploma Programme. In the subsequent years one post of Lecturer will be added. If the number of students increases and goes behind the target, one post of header will be added subsequently.
Duties of the teaching staff

(A) Duties of the Coordinator
a. To supervise co-ordinate academic work in the area.
b. To frame time-table and assign work to other teachers in the manner as is done by Head of the Department in the affiliated Colleges.
c. To ensure that enrolment is completed, study material is prepared and dispatched to students according to a pre-determined schedule.
d. To organise personal contact programme, make arrangements for resource personal, establishment of centers of examination outside Jammu and organization of publicity campaigns for enrolment of students in the area, with the assistance and co-operation of faculty members in the department concerned and under the superintendence of the Director.

(B) Duties of the Teacher (Lecturer)
a. To written revise, review and edit lessons and other reading materials and get the study material ready for supply to the students in accordance with the units in which the syllabus in each paper is to be split and according to pre-determined schedule.
b. To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or Director of the Institute.

Note: The obligation to take classes will be relevant on Sundays and other holidays as on working days. In case a teacher is required to take personal contact programme classes on Sundays/ and / or other days he will be permitted to avail himself of compensatory leave.

A teacher will also be required, if necessary, to take classes outside the headquarters whenever personal contact programmes are arranged by the Institute.

c. To correct students response-sheets/ assignments.
d. To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
e. To maintain record of work done, progress reports and internal assessment record of the students and timely submission of such record to the Director.
f. To perform such duties as may be assigned under Statutes and such other academic, examination and administration work as may be assigned by the Director of the Institute from time to time.
g. Every teacher shall be available on each working day in the institute for six hours period as specified by the University Council.
h. A teacher will also be required, if necessary, to work during vacations to prepare reading materials for reading of proofs etc.
i. A teacher will be entitled to compensatory leave as per University rules, if he is required to work during vacation or holidays.

Non-Teaching staff

A unit consisting of following staff will be set up to render the secretarial assistance for conducting Diploma course in Business Management through Correspondence.
Note:-

During the first year of the courses one post of Junior Assistant and Packer will be filled. In the subsequent year two posts of Junior Assistants and Senior Assistant will be added to scope with the increased enrolment as is evident from the anticipated enrolment target. Section Officer and Head Assistant of M.com Section will look after the courses.

Finances

The following is the anticipated income and expenditure for the first three years:-

<table>
<thead>
<tr>
<th>Year</th>
<th>Income</th>
<th>Expenditure</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989-89</td>
<td>Rs. 1,75,000</td>
<td>Rs. 1,78,500</td>
<td>Rs. 3,500</td>
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<tr>
<td>1989-90</td>
<td>Rs. 2,10,000</td>
<td>Rs. 2,01,000</td>
<td>Rs. 9,000</td>
</tr>
<tr>
<td>1990-91</td>
<td>Rs. 2,52,000</td>
<td>Rs. 2,15,000</td>
<td>Rs. 37,000</td>
</tr>
</tbody>
</table>

It is evident from the above figures that there is a deficit of Rs. 3,500 in the first year of the introduction of the course. In the subsequent years the scheme shows a profit, which will mitigation the deficit of first year. Therefore, the scheme is not only economically viable one but also a profit generating which will ultimately lead to the development of the institute in particular and University in general.

Details of the financial implications are given in the statements attached with the scheme.

STATEMENT SHOWING INCOME FROM DIFFERENT HEADS

<table>
<thead>
<tr>
<th>Heads</th>
<th>1988-89</th>
<th>1989-90</th>
<th>1990-91</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enrolment Fee</td>
<td>6,250</td>
<td>7,500</td>
<td>8,750</td>
</tr>
<tr>
<td>2. Tuition Fee</td>
<td>1,12,500</td>
<td>1,35,000</td>
<td>1,57,500</td>
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<tr>
<td>3. Personal Contact</td>
<td>37,500</td>
<td>45,000</td>
<td>59,500</td>
</tr>
<tr>
<td>Programme Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Magazine Fee</td>
<td>3,750</td>
<td>4,500</td>
<td>5,250</td>
</tr>
<tr>
<td>5. University Development</td>
<td>12,500</td>
<td>15,000</td>
<td>17,500</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Reading Room Fee</td>
<td>2,500</td>
<td>3,000</td>
<td>3,500</td>
</tr>
<tr>
<td>Total:</td>
<td>1,75,000</td>
<td>2,10,000</td>
<td>2,52,000</td>
</tr>
</tbody>
</table>

1. One Senior Assistant
2. Two Junior Assistant
3. One Packer.
STATEMENT SHOWING HEADS OF EXPENDITURE ANTICIPATED

A. Recurring
   (a) Salaries of the staff  29,500  82,500  86,000
   (b) Stationery, printing and paper for lesson Writing  50,000  30,000  20,000
   (c) Lesson Writing  24,000  12,000  12,000
   (d) Personal Contact Programme  8,000  8,000  12,000
   (e) Postage and Telegram  15,000  18,000  22,000
   (f) Correction of RSA and Assignments  15,000  18,000  21,000
   (g) Advertisement  10,000  10,000  10,000
   (h) Telephone  1,000  1,500  2,000
   (i) Magazine  2,000  3,000  4,000
   (j) Contingencies  2,000  __  3,000  __  4,000  __

   Total (A) : 1,56,500  1,86,000  1,95,000

B. Non-Recurring
   (a) Furniture  5,000  5,000  3,000
   (b) Type-Writer  7,000 - 7,000
   (c) Books  10,000  10,000  10,000

   Total (B) : 22,000  15,000  20,000

G. Total (A&B) 1,78,500  2,01,000  2,15,000

STATEMENT SHOWING ANTICIPATED ENROLMENT

<table>
<thead>
<tr>
<th>Year</th>
<th>Anticipated Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988-89</td>
<td>250</td>
</tr>
<tr>
<td>1989-90</td>
<td>300</td>
</tr>
<tr>
<td>1990-91</td>
<td>350</td>
</tr>
</tbody>
</table>

STATEMENT SHOWING THE PAY-SCALE OF TEACHING AND NON-TEACHING STAFF

A. Teaching staff
   (i) Incharge Course (Commerce Coordinator) Consolidated Rs. 500/- p.m.
   (ii) Lecturer  2200-75-2800-100-4000
   (iii) Reader  3700-5700
B. Non-Teaching Staff
   (i) Senior Assistant  1200-30-1560-EB-40-2040
   (ii) Junior Assistant  950-20-1150-EB-25-1500
   (iii) Packer  750-12-870-EB-14-940

STATEMENT SHOWING THE RATES OF REMUNERATION TO
BE PAID TO TEACHING AND NON-TEACHING STAFF
ENGAGED IN VARIOUS ACADEMIC ACTIVITIES

1. (a) Writing of Lecture Scripts  Rs. 200/- per lecture script
   (b) Recording of lessons  Rs. 200/- per topic
      (one hour recording)

2. Typing of Lessons
   (a) Double space per page  Rs. 1/-
   (b) Single space per page  Rs. 1.50

3. Evaluation of Response Sheet  Rs. 1.50 per R.S.A

4. Evaluation of Assignments  Rs. 1.50 per assignment

5. Personal Contact Programme
   i. Programme Director  Rs. 250/- for the whole period.
   ii. Remuneration for Resource  As applicable to M.Com. Course
      Personal
   iii. Clerk  As per prescribed rates
         for other courses.
   iv. Orderly - do -
   v. Sweeper - do -
   vi. Waterman - do –

6. Other remunerative charger will be as applicable to M.Com. Course
ANNEXURE-II

SCHEME FOR INTRODUCTION OF DIPLOMA COURSE IN BUSINESS MANAGEMENT THROUGH CORRESPONDENCE

Introduction

After independence one of the major priorities for the country was spread industrial development. With sustained efforts and planning process country made rapid strides in the field of industrialization. Rapid industrial development, interalia, generated a demand for trained manpower to tackle managerial and business problems. Thus there was need for wide spread of management education.

The need for offering a Diploma Programme in Business Management through correspondence has been a long standing one. Institute has been constantly receiving queries from persons having varied profiles and coming from different stations of life regarding availability of Diploma Course in Business Management through correspondence. Queries from Defence personnel in the above matter figure prominently.

The Diploma Course in Business Management through correspondence will specially cater to the demand for management education of the people inhabiting Jammu region and it will benefit the people from other parts of the country generally. The course will help in generation and thereby engender opportunities ex-servicemen in settling in civil services. In brief, introduction of Diploma Course in Business Management through Correspondence will immensely benefit a large segment of people both employed and unemployed.

Objective

(i) The main objective of the course s to provide opportunities for imparting academic competence to a large number of persons who are running, joining the business without adequate knowledge of modern know-how of the profession;
(ii) To provide a chance to defence personnel to improve their competency in order to seek gainful employment in civil service after their retirement;
(iii) Students who have to discontinue their formal education due to financial or other difficulties;
(iv) Students residing in geographically remote areas who are unable to join as regular candidates for instruction in higher education;
(v) Students who discontinue their education because of failure or lack of interest and later on wish to improve their qualification;
(vi) Students who cannot find a seat in a regular Department although they have the necessary qualifications to pursue higher education; and
(vii) Individuals who may like to refresh their knowledge or to acquire knowledge in a new area.

Organisation

The Institute of Correspondence Education shall administer the Business Management Course with such additions in academic and ministerial staff as may be needed for the introduction of this course. The Institute shall however, be assisted in the organisation of the above course by the Post-graduate Department of Management Studies. So far as the academic
standards of course are concerned, the Faculty of Commerce and Management Studies shall take necessary measure to maintain the same.

It may be pointed out that Jammu University has strong regular faculty of Management Studies.

**Jurisdiction**

A person residing in any part of the Country will be entitled to enroll himself/herself for this course, provided he is otherwise eligible.

**Duration and Course of Study**

The duration of the course, the number and nomenclature of the papers, syllabus, and courses of study will be same as prescribed for the regular students of Diploma in Business Management Course.

**Eligibility**

Any person having a graduation degree or examination qualified equal to that will be eligible for admission to Diploma Course in Business Management through Correspondence.

**Examination and Award of Diploma**

Examination will be conducted as in case of regular students. The successful candidates will be issued the same diploma as is issued to the regular candidates.

**Admission**

Admission in Diploma in Business Management Course will be made on the date as is prescribed by the Institute with the approval of the Vice-Chancellor. The criteria for selection of candidates for admission will be fixed by the Institute on the advice of the Board Based Advisory Committee and the subject committee of the course.

**Fees**

Every student enrolled for the Diploma in Business Management Course through Correspondence shall have to pay the following fees:-

1. Enrolment fee  Rs. 25/-
2. Tuition fee  Rs.450/-
3. Personal Contact Programme fee  Rs. 150/-
4. Magazine fee  Rs.15/-
5. University Development Fund  Rs.50/-
6. Reading Room fee  Rs. 10/-

Total :-  Rs. 700/-

Every candidate will also have to pay registration, eligibility, examination and other fees as are prescribed by the University. Every student will further have to pay such other dues as may be decided to charge from him/her by the Institute of Correspondence Education. They will have to deposit security (refundable) as may be decided upon by the Institute for library books if they want to avail themselves of this facility.
**Method of Instruction**

Instructional method in Correspondence Education is essentially based on supply of instructional material for home study; supported by the student response sheets assignments, personal contact programme, library facilities, radio-talk and audio cassettes.

**Lessons**

The syllabus for each course will be divided into a suitable number of lessons units known as lecture-scripts by the subject committee. Lecture scripts will be prepared by expert teachers. The lessons will be reviewed and edited before printing. These lessons will also be reviewed and updated after suitable intervals as per the guidelines issued by the U.G.C. The students shall be dispatched lessons at regular intervals.

**Personal Contact Programme:**

To reinforce instructions through correspondence, the institute will organize compulsorily contact hours in each course. Every student will be required to obtain 66% attendance compulsorily in each course in the contact programme. Any one falling to make 66% attendance in a course or courses will not be permitted to take up examination in those courses or courses to in which he falls short of attendance. During the Personal Contact Programme the Candidates will have facilities of class room lecturers and personal guidance with regard to their academic difficulties. Personal Contact programme will be arranged at such centres inside and outside the State where there is a viable concentration of students subject to availability of suitable accommodation and resource personnel.

The internal assessment will carry 20 percent marks in each paper. The components of internal assessment will be as follows :-

i) One test of 10 marks and

ii) Two assignments of 5 marks each (written assessment of not less than 10 to 12 hand written full scopes pages)

4 assignments of 58 marks each.

**Response Sheet Assignments:**

At the end of every study unit there will be response sheets in each paper. The RSA(S) will have the following purposes:-

(i) To grant the entry to final examination,

(ii) To assess the candidates’ performance; and

(iii) To train the candidate for final examination

The student shall be required to submit a minimum of three Response Sheet Assignment in each paper. The evaluated response sheets will be returned to the students for their guidance. Students will not be permitted to take the University examination if they fail to submit the required number of RSA(s) in each subject.

**Record Cassettes**
Few recorded cassettes will be made available to the students on various important topics in the Institute Library.

**Radio Lesson**

Efforts will be made to utilize the broadcasting media to supplement correspondence education. Experienced teachers will be requested to give radio talks on the prescribed course so that some of the important topics about their course can be brought home to them effectively.

**Library**

The students will be provided library facilities.

**Magazine**

A copy of the magazine published by the institute will be sent as to the enrolled students.

**Enrolment**

It is proposed to enroll 250 students in the Diploma Course initially. It is expected that the number of students will be increased in the subsequent years (details of anticipated enrolment is given in the statement showing anticipated.

**Teaching staff**

During first year no post of teaching staff will be filled up. Commerce Co-ordinator will be the Incharge Diploma Programme. In the subsequent years one post of Lecturer will be added. If the number of students increases and goes behind the target the target, one post of Reader will be added subsequently.

**Duties of the teaching staff**

**(A) Duties of the Coordinator**

(a) To supervise and co-ordinate academic work in the area.
(b) To frame time-table and assign work to other teachers in the manner as is done by Head of the Departments in the affiliated Colleges.
(c) To ensure that enrolment is completed, study material is prepared and dispatched to students according to a pre-determined schedule.
(d) To organize personal contact programmes, make arrangements for resource personal, establishment of centres of examination outside Jammu and organisation of publicity campaigns for enrolment of students in the areas, with the assistance and co-operation of Faculty members in the department concerned and under the superintendence of the Director.

**(B) Duties of the Teacher (Lecturer)**

(a) To write, revise, review and edit lessons and other trading materials and get the study materials ready for supply to the students in accordance with the units in which the syllabus in each paper is to be split and according to pre-determined schedule.
(b) To organized and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or Director of the Institute.
NOTE: The obligation to take classes will be as relevant on Sundays and other holidays as on working days. In case a teacher is required to take personal contact programme classes on Sundays and/or other holidays he will be permitted to avail himself of compensatory leave.

A teacher will also be required, if necessary, to take classes outside the headquarters whenever personal contact programmes are arranged by the Institute.

(c) To correct students response-sheets/assignments.
(d) To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
(e) To maintain record of work done, progress reports and internal assessment record of the students and timely submission of such record to the Director.
(f) To perform such duties as may be assigned under Statutes and such other academic, examination and administration work as may be assigned by the Director of the Institute from time to time.
(g) Every teacher shall be available on each working day in the Institute for six hours period as specified by the University Council.
(h) A teacher will also be required, if necessary, to work during vacations to prepare reading materials for reading of proofs etc.
(i) A teacher will be entitled to compensatory leave as per University rules, if he is required to work during vacation or holidays.

Non-teaching Staff

A Unit consisting of following staff will be set up to render the secretarial assistance for conducting Diploma Course in Business Management through Correspondence:

1. One Senior Assistant
2. Two Junior Assistants
3. One Packer.

Note: During the first year of the course one post of Junior Assistant and Packer will be filled. In the subsequent year two posts of Junior Assistants and senior Assistant will be added to cope with the increased enrolment as is evident from the anticipated enrolment target. Section officer and Head Assistant of M.Com. Section will look after the course.

Finances

The following is the anticipated income and expenditure for the first three years:-

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<th>Year</th>
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It is evident from the above figures that there is a deficit of Rs. 3,500 in the first year of the introduction of the course. In the subsequent years the scheme shows a profit, which will mitigate the deficit of first year. Therefore, the scheme is not only economically viable one but
also a profit generating which will ultimately lead to the development of the Institute in particular and University in general.

Details of the financial implications are given in the statements attacked with the scheme.

**STATEMENT SHOWING INCOME FROM DIFFERENT HEADS**

<table>
<thead>
<tr>
<th>Heads</th>
<th>1988-89</th>
<th>1989-90</th>
<th>1990-91</th>
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<tbody>
<tr>
<td>7. Enrolment Fee</td>
<td>6,250</td>
<td>7,500</td>
<td>8,750</td>
</tr>
<tr>
<td>8. Tuition Fee</td>
<td>1,12,500</td>
<td>1,35,000</td>
<td>1,57,500</td>
</tr>
<tr>
<td>9. Personal Contact</td>
<td>37,500</td>
<td>45,000</td>
<td>59,500</td>
</tr>
<tr>
<td>Programme Fee</td>
<td></td>
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<tr>
<td>10. Magazine Fee</td>
<td>3,750</td>
<td>4,500</td>
<td>5,250</td>
</tr>
<tr>
<td>11. University Development Fund</td>
<td>12,500</td>
<td>15,000</td>
<td>17,500</td>
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<tr>
<td>12. Reading Room Fee</td>
<td>2,500</td>
<td>3,000</td>
<td>3,500</td>
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<tr>
<td><strong>Total:</strong></td>
<td>1,75,000</td>
<td>2,10,000</td>
<td>2,52,000</td>
</tr>
</tbody>
</table>

**STATEMENT SHOWING HEADS OF EXPENDITURE ANTICIPATED**

**C. Recurring**

- (k) Salaries of the staff: 29,500, 82,500, 86,000
- (l) Stationery, printing and paper for lesson Writing: 50,000, 30,000, 20,000
- (m) Lesson Writing: 24,000, 12,000, 12,000
- (n) Personal Contact Programme: 8,000, 8,000, 12,000
- (o) Postage and Telegram: 15,000, 18,000, 22,000
- (p) Correction of RSA and Assignments: 15,000, 18,000, 21,000
- (q) Advertisement: 10,000, 10,000, 10,000
- (r) Telephone: 1,000, 1,500, 2,000
- (s) Magazine: 2,000, 3,000, 4,000
- (t) Contingencies: 2,000, 3,000, 4,000

**Total (A):** 1,56,500, 1,86,000, 1,95,000

**D. Non-Recurring**

- (d) Furniture: 5,000, 5,000, 3,000
- (e) Type-Writer: 7,000, - , 7,000
- (f) Books: 10,000, 10,000, 10,000

**Total (B):** 22,000, 15,000, 20,000

**G. Total (A&B):** 1,78,500, 2,01,000, 2,15,000
STATEMENT SHOWING ANTICIPATED ENROLMENT

<table>
<thead>
<tr>
<th>Year</th>
<th>Anticipated Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988-89</td>
<td>250</td>
</tr>
<tr>
<td>1989-90</td>
<td>300</td>
</tr>
<tr>
<td>1990-91</td>
<td>350</td>
</tr>
</tbody>
</table>

STATEMENT SHOWING THE PAY-SCALE OF TEACHING AND NON-TEACHING STAFF

C. Teaching staff
   (iv) Incharge Course (Commerce Coordinator) Consolidated Rs. 500/- p.m.
   (v) Lecturer 2200-75-2800-100-4000
   (vi) Reader 3700-5700

D. Non-Teaching Staff
   (iv) Senior Assistant 1200-30-1560-EB-40-2040
   (v) Junior Assistant 950-20-1150-EB-25-1500
   (vi) Packer 750-12-870-EB-14-940

STATEMENT SHOWING THE RATES OF REMUNERATION TO BE PAID TO TEACHING AND NON-TEACHING STAFF ENGAGED IN VARIOUS ACADEMIC ACTIVITIES

7. (a) Writing of Lecture Scripts Rs. 200/- per lecture script
   (b) Recording of lessons Rs. 200/- per topic
      (one hour recording)

8. Typing of Lessons
   (c) Double space per page Rs. 1/-
   (d) Single space per page Rs. 1.50

9. Evaluation of Response Sheet Rs. 1.50 per R.S.A
10. Evaluation of Assignments Rs. 1.50 per assignment
11. Personal Contact Programme
    vii. Programme Director Rs. 250/- for the whole period.
    Personal Contact Programme
    viii. Remuneration for Resource Personal As applicable to M.Com. Course
    ix. Clerk As per prescribed rates
          for other courses.

x. Orderly - do -
xi. Sweeper - do -
   xii. Waterman - do –

Other remunerative charger will be as applicable to M.Com. Course