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DIRECTORATE OF DISTANCE EDUCATION

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

- To provide educational opportunities to those students who could not take advantage of conventional institutions of higher learning, particularly weaker and under-privileged sections of the society inhabiting remote and inaccessible hilly areas of Jammu region.
- To provide flexibility with regard to enrolment, age of entry, choice of courses, methods of learning and the completion of the programme.
- To optimally harness Institution's human capital, infrastructure, learning resources and support services to enhance the quality of design and delivery of the courses offered.
- To make provision for research, advancement and dissemination of knowledge.

Spread over 118.78 acre, the main New Campus of the University houses teaching departments, centres, administration block, examination wing, college development council, department of students welfare, information wing, computer center, computer laboratories, internet facilities, post office, bank, book shop, health care centre, guest house, central library, auditorium, gymnasium, hostels, playgrounds, cafeteria, canteens, residential quarters and many other facilities. Directorate of Distance Education is located near the Law School and the famous General Zorawar Singh Auditorium Complex in the University of Jammu.

The Directorate offers Undergraduate and Post Graduate programmes ranging from conventional B.A./B.Com. degree to professional programme like PGDBM. The enrolment has grown from 100 distance learners in the year of its establishment to more than 13000 distance learners in 2016-17. This multi-faculty institution has 14 permanent teachers with a strong orientation and experience in distance education. The Directorate also uses the services of contractual teachers, visiting and guest faculty. In addition, the Directorate also organises extension and special lectures for the distance learners.

Self-Learning Material (SLM) is provided to the distance learners by hand and through post.

The Directorate has adequate infrastructure in the form of halls and rooms for Personal Contact Programmes and Counselling sessions. The Directorate has a well stocked library with a collection of over 36,881 books and a computer laboratory with internet and wi-fi facility.

Directorate of Distance Education has also established a network of UG Learner Support Centres at Rajouri, Kathua, Udhampur, Baderwah, Poonch, Doda, Kishtwar, Billawar, Ramban and Ramnagar to ensure effective academic and administrative support to distance learners.

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

ACADEMIC FACULTY OF THE DIRECTORATE

Name of the Faculty	Designation
Dr. Dhian Singh Bhau	Director / Professor (Economics)
Dr. Darshana P. Sharma	Professor (Education)
Dr. Sandeep Tandon	Professor (Commerce)
Dr. Suabil Sharma	Associate Professor (Punjabi)
Dr. Anupama Vohra	Associate Professor (English)
Dr. V.V. Nagendra Rao	Associate Professor (Political Science)
Dr. Anju Thappa	Associate Professor (Hindi)
Mrs. Rohini Gupta Suci	Sr. Assistant Professor (Commerce)
Dr. G.L. Wazir	Sr. Assistant Professor (Law)
Dr. Hina S. Abrol	Sr. Assistant Professor (History)
Dr. Neelam Choudhary	Sr. Assistant Professor (Economics)
Dr. Jaspal Singh	Sr. Assistant Professor (Education)
Mr. Stanzin Shakya	Assistant Professor (English)
Dr. Anuradha Goswami	Assistant Professor (Education)

**ADMINISTRATIVE STAFF OF
THE DIRECTORATE OF DISTANCE EDUCATION**

1. Prof. Dhian Singh Bhau Director
2. Sh. Sunil Sahi Assistant Registrar (Administration and Publication)
3. Mr. B.R. Sharma Assistant Registrar (PG and IT)
4. Mr. Pritam Singh Assistant Registrar (UG)
5. Mrs. Anju Gupta Section Officer (PG)

LIBRARY STAFF

- Sh. Rakesh Kumar Assistant Librarian (Senior Scale)
- Mr. Jagdev Sharma Semi Professional Assistant

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

PG Programme Details : Eligibility, Fee and Duration

S. No.	Name of the Course	Eligibility	Annual Fee	Duration	Coordinator/ Teacher-in Charge
1.	English	<p>– Graduation under 10+2+3 pattern with English Literature as an elective subject</p> <p>– Graduation under 10+2+3 pattern in any other discipline with 60% marks.</p>	₹ 6435/-	2 Academic Years 4 Semesters	<p>Dr. Anupama Vohra email : coordinatoreng dde@gmail.com</p> <p>Mr. Stanzin Shakya Teacher Incharge email : shakya1001@ gmail.com</p>
2.	Hindi	<p>– Graduation under 10+2+3 pattern with Hindi as an elective subject</p> <p>– Graduation under 10+2+3 pattern in any other discipline with 60% marks.</p>	₹ 6435/-	2 Academic Years 4 Semesters	<p>Dr. Anju Thappa email : anjuthappa@distance- educationju.in</p> <p>Dr. Nisha Jamwal Teacher Incharge email : nishahandral@ gmail.com</p>
3.	Dogri	<p>– Graduation under 10+2+3 pattern in any stream</p>	6435/-	2 Academic Years 4 Semesters	<p>Prof. Archana Kesar Department of Dogri, University of Jammu</p> <p>Dr. Sunil Kumar Teacher Incharge email : sunilk7811@ gmail.com</p>

4.	Urdu	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with Urdu or Persian or Arabic as an elective subject or honours in Urdu or Persian or Arabic - Graduation under 10+2+3 pattern in any other discipline with 60% marks. 	₹ 6435/-	2 Academic Years 4 Semesters	Dr. Ashok Singh Teacher Incharge email : drashoksingh13@gmail.com
5.	Sociology	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern with Sociology as an elective subject - Graduation under 10+2+3 pattern in any other discipline with 60% marks. 	₹ 7785/-	2 Academic Years 4 Semesters	Dr. Vishav Raksha Department of Sociology, University of Jammu Dr. Neha Vij Teacher Incharge vij.neha022@gmail.com
6.	Commerce	<ul style="list-style-type: none"> - Graduation (B.Com.) under 10+2+3 pattern - Graduation under 10+2+3 pattern in any other discipline with 60% marks - Graduation with PGDBM securing at least 50% marks. 	₹ 6005/-	2 Academic Years 4 Semesters	Prof. Sandeep Tandon email : sandeptandon@distanceeducationju.in Dr. Rupa Mahajan Teacher Incharge email : rupamhjn23@gmail.com
7.	PGDBM	<ul style="list-style-type: none"> - Graduation under 10+2+3 pattern in any discipline 	₹ 6040/-	1 Academic Year 2 Semesters	Mrs. Rohini Gupta Suri email : rohinigupta@distanceeducationju.in

Note : NOC/Departmental Permission — University employees need to submit a NOC from the Registrar, University of Jammu to seek admission in PG Programme.

Additional Fee

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

- I. **Registration Fee** : Rs.300/- for the candidates not already registered with University of Jammu
- II. **Eligibility Fee** : Rs.730/- for candidates migrating from other Universities
- III. **Smart Card Fee** : Rs.110/- on demand basis
- IV. **Library Security** : Rs.650/- Refundable
for those candidates
who want to avail the
DDE Library facility
- V. **Revival of Registration** : Rs.410/-
if Migration Certificate
is surrendered
- VI. **Revival Fee** : Rs.1140/-

Sale of Prospectus

The candidates can purchase the Prospectus from any of the branches of Jammu and Kashmir Bank Ltd. (J&K Bank) mentioned below :

1. J&K Bank, New University Campus, Baba Saheb Ambedkar Road, Jammu
2. J&K Bank, Shastri Nagar, Main Branch, Jammu
3. J&K Bank, Shalimar, Main Branch, Jammu
4. J&K Bank, Janipur, Main Branch, Jammu
5. J&K Bank, Talab Tillo, Main Branch, Jammu
6. J&K Bank, Main Branch, Kathua
7. J&K Bank, Main Branch, Samba
8. J&K Bank, Main Branch, Udhampur
9. J&K Bank, Main Branch, Bhaderwah
10. J&K Bank, Main Branch, Poonch

11. J&K Bank, Main Branch, Doda
12. J&K Bank, Main Branch, Rajouri
13. J&K Bank, Main Branch, Katra
14. J&K Bank, Main Branch, Kishtwar
15. J&K Bank, Main Branch, Billawar
16. J&K Bank, Main Branch, Reasi
17. J&K Bank, Main Branch, Ramban

Besides, the J&K Bank Main branches mentioned above, the candidates can deposit the admission fee through any other branch of Jammu and Kashmir Bank (J&K Bank). The J&K Bank Challan will be generated automatically, with relevant fee amount, when the candidate submits the form. Attach one copy of Challan to the Application Form after depositing the fee in the bank before submitting the hard copy at the Directorate by hand. The candidate must keep her/his copy of Challan for any further reference if required.

Refund of Fee

1. The applicants declared ineligible for admission must submit an application for refund of Fee (as per rules) to The Director, Directorate of Distance Education within 30 days after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 30 days.
2. If the applicant is not enrolled because of his/her having not submitted the required certificates by the date fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
3. No refund or adjustment of fee is permissible once a candidate has been admitted in a PG Course in the Directorate.
4. In case a candidate deposits the admission fee in the bank but does not submit his/her admission form within the stipulated time in the Directorate due to whatsoever reasons his/her fee shall not be refunded.
5. Each candidate shall ensure that the particulars furnished in the admission form are complete and correct in all respects. In case, it is detected at any stage that a candidate does not fulfill the eligibility conditions and/or has furnished incorrect information or suppressed any material information or facts his/her candidature/admission will be cancelled and the fee paid by such a candidate shall be forfeited.

UNDER GRADUATE PROGRAMMES OFFERED BY THE DIRECTORATE

S.No.	Name of the Course	Duration	Coordinator
1.	B.A. Part-I	Two Semesters (Semester I) (Semester II)	Dr. Neelam Choudhary
2.	B.A. Part-II	Two Semesters (Semester III) (Semester IV)	Dr. Hina S. Abrol email : hinabrol97@yahoo.co.in
3.	B.A. Part-III	1 Academic Year	Prof. Darshana Sharma email :darshanapsharma@ yahoo.co.in
4.	B.Com Part I	Two Semesters (Semester I) (Semester II)	Mrs. Rohini Gupta Suri email : rohinigupta@distance educationju.in
5.	B.Com Part II	Two Semesters (Semester III) (Semester IV)	Mrs. Rohini Gupta Suri email : rohinigupta@distance educationju.in
6.	B.Com. Part III	1 Academic Year	Mrs. Rohini Gupta Suri email : rohinigupta@distance educationju.in
7.	Teacher Incharge Learner Support Centres :		Dr. Jaspal Singh email : jaspalsinghwarwal@ distanceeducationju.in

INFORMATION & ENQUIRY

For Telephonic Information

1. University Exchange No. 2452201, 2435248, 2452208, 2453165
2. Section Officer, Under Graduate **2460 (Extension)**
3. Section Officer, Post Graduate **2467 (Extension)**
4. Information pertaining to Study Centres **2466 (Extension)**
5. Section Officer (Administration) **2463 (Extension)**

Address for Correspondence

Prof. Dhlan Singh Bhanu

Director, Directorate of Distance Education

University of Jammu

Jammu-180006

Mr. Aman Singh

P.A.

Ph. No. 2430828

Website : www.distanceeducationju.in

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

POST GRADUATE PROGRAMMES : IMPORTANT GUIDELINES

The Directorate of Distance Education, University of Jammu offers M.Com and Post-Graduate Diploma in Business Management (PGDBM), and in Languages PG Hindi, Urdu, English, Dogri, and in Social Sciences PG Sociology.

Medium of Instruction and Examination

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

Self-Instructional Study Material

The study material is provided to all the enrolled distance learners. The Directorate endeavours to provide updated study material written in a comprehensive and simple style following the objectives of Self-Learning Material (SLM).

Personal Contact Programme (PCP)

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

PGDBM Personal Contact Programme (PCP) is for 15 days and is a compulsory component of the course. Every candidate is required to attend at least 5 lectures in each paper during the Personal Contact Programme to be eligible to appear in the external semester end examination.

The PCPs for all the PG Programmes are conducted at Jammu only.

Extension Lectures

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

NSS and Community Activities

The Directorate offers an opportunity to the PG distance learners to enroll themselves as NSS volunteers for their holistic personality development and also to engage them in community reach out activities.

During the session 2016-17 Mr. Beer Singh enrollment no. 1089-URDC-16, NSS volunteer attended 10 days adventure camp at Aial Bihari Vaypayee Institute of Mountaineering and Allied Sports at Manali, Himachal Pradesh. He also participated in the 21st National Youth Festival at Rohtak, Haryana. Besides, Mr. Raghav Jamwal, Ms. Komal Kotwal, Ms Shivani Bandral participated in debate competition on "Demonitization" organized by SBI at SBI Learning Centre, Roop Nagar, Jammu and won 1st, 2nd and consolation prizes.

Library Facility

The Directorate has a well stocked library with a collection of over 36,881 books. The library remains open from 9.30 am to 5.00 pm on all working days for reference, issue and return of books. The following newspapers, magazines and periodicals are subscribed :

NEWSPAPERS	MAGAZINES	PERIODICALS
The Times of India	India Today	Economic and Political Weekly
The Hindu	The Business India	University News
The Economic Times	Reader's Digest	Aajkal (Urdu)
The Daily Excelsior	Outlook	
Employment News	Chronicle	
Hind Samachar (Urdu)		
Kashmir Times		
State Times		
Amar Ujala (Hindi)		
Dainik Jagran (Hindi)		
Jammu Prabhat (Dogri)		

E-resources

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

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

OPAC : Books available in Library can be searched in Online Public Access Catalogue. One can search the OPAC through any field like Author, Title, Subject, Keyword, Place of Publication, Publisher, Year of Publication, Class No., ISBN, etc., in the Library of the Directorate.

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

Cafeteria

The Directorate offers hygienic, clean and healthy eating facilities on university approved rates in the cafeteria housed on the ground floor of DDE, New Building. The cafeteria remains open from 9.30 am to 5.00 pm.

Enrollment Card

It is mandatory for all distance learners to carry enrollment card when visiting University/ Directorate for PCP, Library, submission of IAAs, or any query, etc.

Counselling and Guidance

Counselling plays a vital role in guiding the distance learners with respect to their academic problems. For face to face counselling, learners are advised to contact their respective Course Co-ordinator/Teacher Incharge during working hours. The Coordinators/Teachers Incharge are contactable through email as well.

Internal Assessment

All PG Programmes have a compulsory component of Internal Assessment in each semester (I, II, III, IV) carrying 20% of marks in each paper of 4/5 credits and 10% of marks in each paper of 2 credits.

Note :

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

External Examination

The dates for the conduct of External Semester Examination are fixed by the office of the Controller of Examinations, University of Jammu.

Admission to Subsequent Semesters

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

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

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

Admission to subsequent semester after a gap

A candidate who has been on the rolls of Directorate of Distance Education in the I or II or III semester of Master Degree Programme and earns eligibility to join the II or III or IV semester of the programme, as the case may be, but fails to join the semester when he/she was due to join it or discontinues his/her studies for any reason whatsoever may be considered for admission to the semester concerned within two years if he/she submits an application to this effect along with a fee of Ra. 1000/- (One thousand rupee only) before the commencement of the semester in which he/she wishes to join. The final decision regarding admission of such a candidate shall be taken by the Director, Directorate of Distance Education.

Declaration of Result

The result of candidates enrolled in DDE is declared by the office of Controller of Examinations, University of Jammu.

IMPORTANT INSTRUCTIONS TO FILL IN ONLINE ADMISSION FORM

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

1. Candidate seeking admission to Postgraduate Course shall ensure that he/she fulfills the eligibility conditions as specified.
2. Read the contents of PG Prospectus carefully before filling Online Application Form.
3. Fill the Application Form online at www.distanceeducation.jk.in. Enter the unique number given on the cover of the prospectus to fill the admission form.
4. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination passed.
5. Scan relevant documents, photographs, and signatures and **UPLOAD** them. Uploading of all documents is **MANDATORY**.
6. The applicant automatically comes to know about the fee details once she/he clicks the 'submit' button after filling the form online. She/he also comes to know about the 'Serial Number' of her/his application. Please note down this Serial Number as it is required for further correspondence and queries, especially to know about the Application Form Status.
7. While filling the form, write **REGISTRATION NUMBER** of earlier degree properly, particularly the registration number of graduation.
8. The candidates can deposit the admission fee through any branch of Jammu and Kashmir Bank (J&K Bank). The J&K Bank Challan will be generated automatically, with relevant fee amount, when the candidate submits the form. Attach one copy of Challan to the Application Form after depositing the fee in the bank before submitting the hard copy at the Directorate by hand. The candidate must keep her/his copy of Challan for any further reference if required.
9. Print two copies of the filled in form (one copy to be submitted by hand in the Directorate of Distance Education, University of Jammu after putting signature at the appropriate place and one for the personal record of the candidate for further use).

10. The candidate must attach original Provisional, Migration, Character Certificate; and Gap Affidavit if applicable (specimen of Gap Affidavit Annexure D) to the hard copy before submission.
11. One recent passport size photograph, with name and Serial Number written at the back side, to be affixed to the hard copy of the Form.
12. The candidate must attach all the documents as per the Checklist given.
13. Admission form incomplete in any respect shall be rejected. **Seeking admission on the basis of false identity, misrepresentation by submitting false certificates/ documents or suppression of any material fact is unlawful and will result in cancellation of admission.**
14. In view of rampant reports of fake certificates and fake Universities, the University reserves the right of screening applications of applicants who have obtained their qualifying degrees from Universities other than University of Jammu and evaluating their competence before considering them for admission in a manner as decided by University/Directorate from time to time.
15. In pursuance of the decision taken by the Standing Committee of the Academic Council at its meeting held on 5th September 2005 vide notification No. FACD/V/128/05/6368-6517 dated 05/10/2005, any course run by Study Centres/Franchise of any University in the country except IGNOU is not recognized.
16. Admission cannot be claimed as a matter of right.
17. Programme opted by the candidate should be carefully filled in the relevant column of the admission form, enrolment form, examination form and student profile form. Course option once exercised by the candidate and approved by the Directorate shall not be changed subsequently.

ATTENTION

CHECK LIST

DOCUMENTS REQUIRED TO BE SUBMITTED ALONGWITH THE ADMISSION FORM IN THE DIRECTORATE BY HAND (Hard Copy)

1. Three self-attested photo copies of Bachelor's Degree and Marks Certificates of Part-I, II, III.
2. Three self-attested photo copies of the Matriculation Diploma or equivalent examination.
3. Three self-attested photo copies of the Degree/Certificate of the last examination passed/Provisional Certificate (in original).
4. Migration Certificate (in original) for candidates having passed last examination from a University other than the University of Jammu.
5. Receipt/Challan of the J&K Bank after depositing the fee.
6. Recent Character certificate issued by a Gazetted Officer.
7. One recent passport photograph, with name and Serial Number written at the backside, to be affixed to the hard copy of the Admission Form.
8. Gap Affidavit if required.*

*A candidate seeking admission after a gap/ break in the continuity of his/her academic pursuit shall have to submit an affidavit duly attested by a Magistrate/ Oath Commissioner/ Notary Public. Download the specimen of the affidavit from the website.

POST ADMISSION INSTRUCTIONS

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

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

COURSE STRUCTURE OF PG ENGLISH

FIRST SEMESTER			
Course Code	Title	Credits	Max. Marks
ENG 101	Drama-I	5	100
ENG 102	Novel-I	5	100
ENG 103	Poetry-I	5	100
ENG 104	Non Fictional Prose	5	100
SECOND SEMESTER			
Course Code	Title	Credits	Max. Marks
ENG 201	Drama-II	5	100
ENG 202	Poetry-II	5	100
ENG 203	Literary Criticism	5	100
ENG 204	Novel II	5	100

NOTE :- All courses are compulsory.

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

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

COURSE STRUCTURE OF PG HINDI

FIRST SEMESTER			
Course Code	Title	Credits	Max. Marks
HIN 101	Bhartiya Kavya Shashtra	4	100
HIN 102	Hindi Sahitya Ka Itihas (upto Reeti Kaal)	4	100
HIN 103	Prachin Kavya	2	50
HIN 104	Nirgun Kavya	2	50
HIN 105	Sagun Kavya	2	50
HIN 106	Reeti Kaleen Kavya	2	50
SECOND SEMESTER			
Course Code	Title	Credits	Max. Marks
HIN 201	Pashchatya Kavya Shashtra	4	100
HIN 202	Dwivedi Yugin Kavya	2	50
HIN 203	Chhaya Vadi Kavya	2	50
HIN 204	Hindi Sahitya Ka Itihas (Adhunik Kaal)	4	100
HIN 205	Hindi Upanayas	2	50
HIN 206	Hindi Kahani	2	50

NOTE :- All courses are compulsory.

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

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

COURSE STRUCTURE OF PG URDU

FIRST SEMESTER			
Course Code	Title	Credits	Max. Marks
101	A Study of Urdu Ghazal	4	100
102	A Study of Qasida and Marsia	4	100
103	History of Urdu Literature	4	100
105	Development of Urdu Language and Literature in Jammu and Kashmir	4	100
SECOND SEMESTER			
Course Code	Title	Credits	Max. Marks
201	A Study of Urdu Masnavi	4	100
202	A Study of Classical Fiction	4	100
203	History of Urdu Literature	4	100
204	Special Study of Ghalib	4	100

NOTE :- All courses are compulsory.

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

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

COURSE STRUCTURE OF PG DOGRI

FIRST SEMESTER			
Course Code	Title	Credits	Max. Marks
DOG - 101	Dogri Sahitya Da Itihas (San 1960 Tagar)	4	100
DOG - 102	Prabandh Kavya	4	100
DOG - 103	Dogri Vyakaran Te Lipian	4	100
DOG - 104	Lok Sahitya Te Sanskriti	4	100
SECOND SEMESTER			
Course Code	Title	Credits	Max. Marks
DOG - 201	Kahani	4	100
DOG - 202	Bhasha Vigyan	4	100
DOG - 203	Adhunik Kavita	4	100
DOG - 204	Dogri Pariya Te Katha-Sahitya Da Itihas (1960 Isvi De Band)	4	100

NOTE :- All courses are compulsory.

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

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

COURSE STRUCTURE OF PG SOCIOLOGY

FIRST SEMESTER			
Course Code	Title	Credits	Max. Marks
101	Basic Concepts in Sociology	4	100
102	Sociology of Family, Kinship and Marriage	4	100
103	Classical Sociological Tradition	4	100
104	Perspectives on Indian Society	4	100
SECOND SEMESTER			
Course Code	Title	Credits	Max. Marks
201	Methodology of Social Research	4	100
202	Sociological Theory	4	100
203	Sociology of Change & Development	4	100
205	Social Stratification & Mobility	4	100

NOTE :- All courses are compulsory.

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

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

COURSE STRUCTURE OF M.COM.

FIRST SEMESTER			
Course Code	Title	Credits	Max. Marks
M.Com-101	Accounting Theory and Practice	4	100
M.Com-102	Organisational Behaviour	4	100
M.Com-103	Quantitative Techniques for Business Decisions	4	100
M.Com-104	Corporate Governance and Business Ethics	4	100
M.Com-105	Tax Planning and Procedures	4	100
M.Com-106	Seminar	2	50
SECOND SEMESTER			
Course Code	Title	Credits	Max. Marks
M.Com-201	Higher Accounting	4	100
M.Com-202	Strategic Management	4	100
M.Com-203	Human Resource Management	4	100
M.Com-204	Marketing Management	4	100
M.Com-205	Financial Management	4	100
M.Com-206	Viva Voce	2	50

NOTE :- Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

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

**COURSE STRUCTURE OF POST GRADUATE DIPLOMA IN
BUSINESS MANAGEMENT (PGDBM)**

FIRST SEMESTER			
Course No.	Title	Credits	Max. Marks
Paper I	Management Principles and Techniques	4	100
Paper II	Business Economics	4	100
Paper III	Financial Accounting	4	100
Paper IV	Legal Framework of Business	4	100
SECOND SEMESTER			
Course No.	Title	Credits	Max. Marks
Paper I	Human Resource Management	4	100
Paper II	Marketing Management	4	100
Paper III	Financial Management	4	100
Paper IV	Quantitative Methods	4	100

NOTE :-

Eligibility for appearing in the examination is attendance in the Personal Contact Programme and submission of the Internal Assessment Assignments of the said semester.

Personal Contact Programme will be of 15 days and attendance is compulsory.

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

**PCP SCHEDULE FOR 1ST SEMESTER
SESSION 2017-18**

SUBJECT	DATES OF COMMENCEMENT / CONCLUSION	TIME	HALLS
ENGLISH	7-9-2017 to 7-10-2017	1.30 pm	Halls : A and B Main Building, DDE
HINDI	7-9-2017 to 7-10-2017	1.30 pm	Halls : D,E,F Old Building, DDE
DOGRI	26-10-2017 to 21-11-2017	1.30 pm	Hall : 1, New Building DDE
URDU	11-9-2017 to 28-9-2017	1.30 pm	Hall : 3, New Building DDE
SOCIOLOGY	3-10-2017 to 30-10-2017	1.30 pm	Hall : 6, New Building DDE
COMMERCE	3-10-2017 to 25-10-2017	1.30 pm	Halls : 1, 2, 3, 4 New Building, DDE
PGDBM	16-10-2017 to 3-11-2017	1.30 pm	Halls : E, F Old Building, DDE

**SUBMISSION OF PG SEMESTER-I
INTERNAL ASSESSMENT ASSIGNMENTS
SESSION 2017-18**

SUBJECT	Submission of Internal Assessment Assignments
English	9-10-17 to 27-10-17
Hindi	9-10-17 to 17-10-17
Dogri	13-11-17 to 30-11-17
Urdu	20-09-17 to 05-10-17
Sociology	23-10-17 to 10-11-17
Commerce	26-10-17 to 31-10-17
PGDBM	30-10-17 to 03-11-17

Note : Internal Assessment Assignments shall be deposited in respective PG Sections.

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

Anti-Ragging Campaign @ JU



Let us join hands to curb this menace

What constitutes Ragging :

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

- * Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- * Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- * Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- * Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- * Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- * Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- * Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- * Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

- * Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Administrative Action in the Event of Ragging :

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

STUDENT CHARTER

(A) Responsibilities of the University of Jammu towards its Students

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

The University of Jammu shall facilitate running of the teaching-learning programmes, implement a well conceived plan for monitoring student progress continuously and shall ensure sufficient and efficient support services to all the students.

The University of Jammu will use feedback from students to continually upgrade the systems and processes of admission, teaching learning, examination, evaluation, research and extension in order to become a globally recognized institution of academic excellence.

The University of Jammu shall promote values such as professionalism, social responsibilities, environmental concerns and good citizenry in all the students.

(B) Students Responsibilities of Learning

We, the students of the University of Jammu, appreciate the policies, objectives and vision of the University of Jammu and shall contribute to their realisation by participating in relevant institutional activities.

We, the students of the University of Jammu, have a clear knowledge of the programmes, admission policies, teaching learning strategies and evaluation systems of the University of Jammu.

We, the students of the University of Jammu, shall have a positive attitude and participative approach towards the learning activities with the objective to enhance knowledge and shall follow the time schedules, rules and regulations strictly and prepare rigorously for continuous improvement and the term end examinations.

We, the students of the University of Jammu, shall respect and make optimum use of the learning resources, support services and infrastructure available in the University of Jammu.

We, the students of the University of Jammu, shall give honest feedback for the improvement of the Quality Management System of the University of Jammu.

We, the students of the University of Jammu, have faith in ourselves and our ability to pursue lifelong learning and live a life of worthy alumni of the University.

UNIVERSITY OF JAMMU



CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to **Constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

FUNDAMENTAL DUTIES

It shall be the duty of every citizen of India:

- a. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- b. To cherish and follow the noble ideals which inspired our national struggle for freedom;
- c. To uphold and protect the sovereignty, unity and integrity of India;
- d. To defend the country and render national service when called upon to do so;
- e. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- f. To value and preserve the rich heritage of our composite culture;
- g. To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- h. To develop the scientific temper, humanism and the spirit of inquiry and reform;
- i. To safeguard public property and to abjure violence;
- j. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
- k. To provide opportunities for education by the parent or the guardian, to his child, or a ward between the age of 6-14 years as the case may be.