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ABOUT THE DIRECTORATE OF DISTANCE EDUCATION

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

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

The Directorate offers Undergraduate and Post Graduate programmes. The enrolment has grown from under 100 students in the year of its establishment to 11776 students in academic session 2017-18. This multi-faculty institution has 11 permanent teachers with a strong orientation and experience in distance education. The Directorate also uses the services of visiting and contractual faculty.

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

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

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

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

ACADEMIC STAFF OF THE DIRECTORATE OF DISTANCE EDUCATION

S.No.	Name of the Teacher	Designation
1.	Prof. Darshana Sharma	Director/Professor (Education)
2.	Prof. Sandeep Tandon	Professor (Commerce)
3.	Dr. Anupama Vohra	Associate Professor (English)
4.	Dr. V.V.V Nagendra Rao	Associate Professor (Pol. Science)
5.	Dr. Anju Thappa	Associate Professor (Hindi)
6.	Mrs. Rohini Gupta Suri	Sr. Asstt. Professor (Commerce)
7.	Dr. Hina S. Abrol	Sr. Asstt. Professor (History)
8.	Dr. Neelam Choudhary	Sr. Asstt. Professor (Economics)
9.	Dr. Jaspal Singh	Sr. Asstt. Professor (Education)
10.	Mr. Stanzin Shakya	Asstt. Professor (English)
11.	Dr. Anuradha Goswami	Asstt. Professor (Education)

ADMINISTRATIVE STAFF OF THE DIRECTORATE OF DISTANCE EDUCATION

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

LIBRARY STAFF

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

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

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

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

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

INFORMATION & ENQUIRY

For Telephonic Information

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

Address for Correspondence

Prof. Darshana Sharma

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

Mr. Aman Singh
Junior Assistant

Ph. No. 2430828

Website : www.distanceeducationju.in

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

B.A. and B. Com.

Directorate of Distance Education offers B.A./B.Com. Three Year (General) Degree Programme. Students can seek admission in the Directorate of Distance Education in the University Campus or can also get enrolled in our **Learner Support Centres**. The students can choose subjects from the combination as given in the table on Page 10-11 in this Prospectus. However, General English is a compulsory Subject. The subject of Environmental Studies (EVS) is compulsory for B.A./B.Com. Sem.-III & IV only.

Medium of Instruction and Examination

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

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

- (i) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu, shall be eligible for admission to Three-Year Degree (General) Programme Semester-I.
- (ii) Candidates who have passed the Higher Secondary Part-II (10+2) examination in commerce subjects of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year B.Com. (General) Programme 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) Programme Semester -I.

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

The candidates are advised to choose any three subjects out of the combination of subjects in arts stream. Geography, Home Science, Music, Psychology and Statistics are practical subjects and involve attending 12 days of Internal Practical which is a compulsory component.

Eligibility Criteria for seeking promotion from B.A./B.Com. Sem I to II

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

- a) secured pass marks in Internal Assessment of all the subjects/papers of the Semester I.
- b) has appeared in at least one of the papers in the Semester End Examination of Semester I
- c) A student will have to get himself/herself enrolled to the second semester within seven days of the termination of the B.A./B.Com. Sem I examination.

Reservation for Physically Challenged

The decision of the UGC regarding implementation of Persons with Disabilities Act 1995 in universities for providing 3% reservation for persons with disabilities for admission in all the programmes 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 programmes being offered by the Directorate of Distance Education.

CHOICE OF COMBINATION OF SUBJECTS FOR B.A. PROGRAMME

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

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

* Modern Indian Language

** Oriental Classical Language

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

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

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

SUBJECTS PRESCRIBED FOR B.COM. PROGRAMME

B. Com. Semester Ist

AA-101	General English
BC-101	Financial Accounting
BC-102	Management Theory and Practice
BC- 103	Micro Economics

ANY ONE OF THE FOLLOWING

BC-104	Business Mathematics
BC-105	Basic Business Communication

B. Com. Semester IInd

AA-201	General English
BC-201	Advance Financial Accounting
BC-202	Business Ethics
BC-203	Economics for Managerial Decisions

ANY ONE OF THE FOLLOWING

BC-204	Business Mathematics-II
BC- 205	Communication Skills

ANNUAL FEE FOR SESSION 2018-19

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

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

Session 2018-19

- i) Registration fee – Rs. 330/- For the candidates not registered with Jammu University
- ii) Eligibility Fee – Rs. 800/- Candidates migrating from Universities or Boards other than J & K State Board of School Education.
- iii) Practical Fee per Subject – Rs. 700/- In addition to normal fee.
- iv) Library Security – Rs. 730/- Refundable for candidates who want to be the member of the DDE library.
- v) Learner Support Centre Fee – Rs. 670/- For those who are enrolled through Learner Support Centres.
- vi) Revival of Registration – Rs. 450/-
(if migration certificate is surrendered)

NOTE

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

Mode of Payment of Fee

The Candidates interested to seek admission in the Directorate of Distance Education, University of Jammu in B.A./B.Com. semester I shall deposit their admission fee either through the online mode (Credit card/debit card/internet banking) OR through a Challan of J&K Bank.

Refund of Fee

1. The applicant declared ineligible for admission must submit an application for refund to the Director, Directorate of Distance Education within 15 days after being declared as ineligible, after which no request for refund shall be entertained.
2. If a candidate is found ineligible and not enrolled, the fee paid by him/her shall be refunded after deducting Rs. 200/- to cover remittance and other charges.
3. If the applicant is not enrolled because of his/her having not submitted the required certificates by the date fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
4. Fee once paid by enrolled candidates shall not be refunded.

AVAILABILITY OF THE PROSPECTUS

The Prospectus is available at the below mentioned branches of Jammu & Kashmir Bank Ltd. (J&K Bank) on Payment of Rs. 100

1. J&K Bank, New University campus, Baba Saheb Ambedkar Road
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, Bhandarwah
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
18. J&K Bank, Main Branch, Kargil
19. J&K Bank, Main Branch, Leh
20. J&K Bank, Main Branch, R.S. Pura.

Besides the J&K Bank main branches mentioned above, the candidates can deposit the admission fee through any other branch of Jammu & Kashmir Bank (J&K Bank) either through Challan or through Online mode (any Credit Card or any Bank Debit Card or any Bank Internet Banking).

IMPORTANT INSTRUCTIONS TO FILL IN ONLINE ADMISSION FORM FOR SEMESTER-I

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

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

1. Candidate seeking admission to semester I of the the undergraduate programmes (B.A./B.Com.) shall ensure that he/she fulfills the eligibility conditions as specified.
2. Read **the contents of UG Semester I Prospectus** carefully before filling in Online Application Form.
3. Fill the Application Form online at www.distanceeducationju.in. Enter the **unique number given on the cover of the Prospectus to fill in 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 and signature and **UPLOAD** them. Uploading of all documents is **MANDATORY**.

Note:- DOCUMENTS TO BE UPLOADED FOR FILLING IN B.A./B.COM. SEMESTER I ONLINE FORM.

- i. **Matriculation Diploma (for DOB)**
- ii. **Marksheet of Hr. Secondary Part - II (10+2)**
- iii. **Provisional Certificate of Hr. Secondary Part - II (10+2)**
- iv. **Hr. Sec Part II Diploma (for old candidates)**
- v. **Passport size photograph**

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 status of Admission Form.

7. The Student can either pay the admission fee through Online mode (using any Credit Card or any Bank Debit Card or any Bank Internet Banking) or through pre-filled Challan generated after the form is submitted. Challan can be submitted in any branch of Jammu and Kashmir Bank. The Student must attach the copy of the Challan/ Payment Receipt to the hard copy of the Admission Form and submit it in the Undergraduate Section of the Directorate (Room No. 8 for B.A. Semester I and Room No. 5 for B.Com. Semester I) or in the learner support centre in which the candidate wants to seek admission by hand. He/She needs to preserve the payment receipt generated after online payment or challan as the case may be.
8. Print two copies of the filled in form (one copy to be submitted by hand in the Directorate of Distance Education, University of Jammu or in the Learner support centre in which the candidate wants to seek admission after putting signature at the appropriate place, and one for the personal record of the candidate for further use).
9. The candidate must attach the documents as per the checklist given on page 16 with the hard copy of the Admission Form.
10. 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.**
11. Admission cannot be claimed as a matter of right.
12. Subjects opted by the candidate should be carefully filled in the relevant column of the Online form. Subject option once exercised by the candidate and approved by the Directorate shall not be changed subsequently.

CHECK LIST

Documents required to be submitted along with Admission Form of B.A./ B.Com. Semester-I in the Directorate/Learner Support Centres by hand (hard copy).

1. Provisional Certificate from the Institution last attended (in original).
2. Character Certificate from the Institution last attended or from any other gazetted officer/1st Class Magistrate (in original).
3. Three self attested photocopies of Diploma of Matriculation Examination. Please bring the original for verification purpose.
4. Three self attested photocopies of Diploma of Hr.Sec. Part-II (10+2) for old Students.
5. Three self attested photocopies of Marks Card of Hr. Sec Part-II (10+2) with clearly visible particulars (original to be brought for verification).
6. The candidates who have passed their last examination from Board other than the J&K State Board of Secondary Education shall submit **Migration Certificate** (in original) along with the Eligibility Form duly filled in and an affidavit as given in Annexure-I.
7. The address sheet, enclosed with the Prospectus has to be duly filled in capital letters in a legible hand.
8. Six recent passport size photographs, to be submitted for the purpose of admission, enrolment card, examination form and library card. (Write Name and Parentage at the backside of the Photograph).
9. In case of candidates having a 'gap' of more than one year, the applicant must attach a **Notary Certified affidavit for Gap period**. The specimen has been given as Annexure-II of the Prospectus.
10. Receipt/Challan of the J&K Bank after depositing the fee.
11. Re-admission Case. Candidate seeking admission in B.A./B.Com. semester-I for the second time will be called as readmission case and will have to provide 'No Objection Certificate' (NOC) from the institution last attended.

NOTE. No certificate will be entertained after the last date prescribed for submission of admission form.

A separate notification for Second Semester shall be notified after Semester I Examination.

STUDY MATERIAL

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

Guidance and Counselling

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

Library

The library is located on the first floor of the new building of the Directorate. It has 36,987 books which are made accessible to the students of the DDE for reference and borrowing. It is well organised and maintained.

Library Rules

1. The library is open to the registered borrowers from 9.30 A.M. to 5.00 P.M.
2. In the library, strict silence should be observed.
3. Students found misbehaving in the library are liable to be debarred from the use of library.
4. Smoking in the library is strictly prohibited.
5. Books shall be lent to those students for home reading who deposit the prescribed library security.
6. Students can borrow two books at a time for 14 days.
7. Fine for overdue books will be charged as given below :
 - Rs. 5... per day for first 10 days.
 - Rs. 7... per day for next 20 days.
 - Rs. 10...per day for beyond 20 days.
8. Books lost or defaced in any way shall have to be replaced by the borrower.
9. Students appearing at the university examination shall surrender their library books to the DDE library before receiving roll number slips.

10. Students are required to keep their mobiles on silent mode while in the library.
11. The librarian is empowered to recall books at any time if necessity arises.
12. Borrowers shall be responsible for the books issued to them.
13. The Smart Card should be produced at the time of issue and return of books.
14. All the students are required to produce their Enrolment/Smart Card at the main gate of the DDE library.
15. Personal books, study materials and other belongings are not to be brought inside the DDE library.

LIBRARY SERVICES

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

The following Newspapers, Magazines and Periodicals are subscribed.

Newspapers	Magazines	Periodicals
1. The Times of India	1. The Business India	1. University News
2. The Hindu	2. Outlook	2. Aajkal (Urdu)
3. The Economic Times	3. Chronicle	
4. The Daily Excelsior		

5. Employment News
6. Hind Samachar
7. Dainik Jagran
8. Jammu Prabhat

OPAC :- Books available in the 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 : For any information regarding library books, the distance learners can send an email to ddelibrary2@gmail.com

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

PERSONAL CONTACT PROGRAMME (Class Work)

1. B.A./B.Com. SEMESTER I

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

NOTE :

- (i) Attending the Personal Contact Programme is not compulsory.
- (ii) This programme does not carry any marks.
- (iii) In case of a subject where faculty is not available in the Learner Support Centre, the candidate shall have to undergo theory as well as **practical classes** at the Directorate of Distance Education at Jammu. **In such a case, prior information should be given to the Co-ordinator concerned in the Directorate by the Co-ordinator of the Learner Support Centre so that timely necessary action is taken.**

2. INTERNAL ASSESSMENT

Internal Assessment Assignment is a compulsory component and stu-

dents who fail to submit it within the stipulated time shall not be eligible to sit in the external examination i.e. will not be issued the examination Roll Number Slips and thus will not be able to sit for the final examination.

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

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

The students of B.A./B.Com. semester I are advised to collect their Internal Assessment Assignment (IAA) booklets alongwith the study material.

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

3. PRACTICALS

For B.A. semester I in the subjects of Statistics, Geography, Psychology, Home Science and Music, Practical is a compulsory component. The practicals will be of **12 days** in each practical subject in semester system. **Without appearing in the practicals, the students shall not be eligible to appear in the examination.** In case of a subject where faculty is not available in the Learner Support Centre, the candidate will have to undergo internal as well as external practical in the DDE, Jammu. In such a case prior information should be sent by the co-ordinator of the LSC to the concerned co-ordinator in the DDE, Jammu so that timely necessary action is taken.

The name and enrolment number of the student, the subject in which internal practical has to be conducted should be sent by co-ordinator, LSC to the concerned co-ordinator in the Directorate well in time.

Reconduct of Internal Practical

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

- Application of the student for reconduct reaches the Directorate prior to one month of commencement of semester end examination.

External Examination

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

Declaration of Result and Award of the Degree.

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

Note. Students are advised to go through the academic schedule given on page No 23.

POST-ADMISSION INSTRUCTIONS

1. Admission granted to the students to B.A./B.Com. semester I & II shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for Undergraduate programmes shall have to abide by the provisions of the Act, Statutes, Regulations etc. of the University prescribed from time to time.
3. Submission of Internal Assessment Assignment is a compulsory component. No separate letter will be sent in this regard.
4. Internal Practicals in the subjects which involve both theory and practicals i.e. Geography, Home Science, Music, Psychology and Statistics are compulsory. **A student who has not undergone internal practicals is neither eligible to appear in the external practical nor sit in the theory examination of all subjects.**
5. A candidate enrolled with the Directorate of Distance Education for Undergraduate programmes will be issued an enrolment card for identification. A distance learner must carry his/her enrolment card with him/her during visits to the Directorate. A penalty of Rs. 200 will be imposed for issue of duplicate enrolment card/identity card. An affidavit duly attested will also be attached along with the application by the distance learner while applying for the same.
6. No refund or adjustment of fee is permissible once a candidate has been admitted or is declared ineligible after seeking admission, on account of misbehaviour, misrepresentation or suppression of facts.
7. All legal disputes relating to the undergraduate courses through distance education mode shall be subject to the jurisdiction of Jammu Courts only.
8. In all written correspondence with the DDE, the candidate must mention his/her enrolment number, class and session.
9. No distance learner can appear in the semester end examination on the basis of enrolment card.
10. Distance learners must bring their enrolment card during PCP classes and show the same when asked for.
11. Collection of Roll No. Slip from the Directorate/Learner Support Centres is mandatory for appearing in the semester end examination.

ACADEMIC SCHEDULE SESSION 2018-2019

B.A. Semester-I

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	20th August, 2018 to 31st August 2018 (10 working days) (Optional)	10.20 a.m. onwards	DDE Halls A,B, C & D (Old Building)
Internal Practicals	5th of Sep. 2018 (for 12 working days) (Compulsory)	To be notified	To be notified
Submission of Internal Assessment Assignments (IAA)	4th Sep. 2018 to 14th Sep. 2018 (Compulsory)	10:00 a.m. to 4:00 p.m.	Undergraduate Section (Room No. 8 Ground Floor)

B.COM. SEMESTER-I

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	8 th Oct, 2018 To 20 th Oct, 2018	9.30 am onwards	DDE Hall A Old Building
Submission of I.A. Assignments	Till 1 st Nov, 2018		B.Com. Section

INTERACTIVE COUNSELLING SCHEDULE FOR LEARNER SUPPORT CENTRES

Interactive Counselling Session only for the students of B.A./B.Com. semester I, enrolled with Learner Support Centres of DDE shall be held as per schedule given below :

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

NOTE :

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

Website : www.distanceeducationju.in

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

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

