



# ADMISSION BROCHURE 2024



DIRECTORATE OF DISTANCE AND ONLINE EDUCATION  
UNIVERSITY OF JAMMU

CENTRE FOR DISTANCE AND ONLINE EDUCATION  
UNIVERSITY OF JAMMU, JAMMU

# ***Vision & Quality Policy***

## ***Vision***

The University of Jammu strives to be an institution of excellence in higher education that.

- Constantly responds to changing social realities through the creation and application of knowledge.
- Contribute towards a pupil centered and just society that nurtures innovation protects dignity and ensures equality.
- Aims at holistic development of students to face the challenges of globalized world.

## ***Quality Policy***

Committed to imparting quality education and aims at being a globally recognized institution of excellence in teaching, research outreach and administration through continual improvement of its scholastics ability and effectiveness of the quality of the management system.





**Prof. Umesh Rai** *FNASC*  
Vice Chancellor

# UNIVERSITY OF JAMMU

## JAMMU - 180 006 (INDIA)

(NAAC Accredited A<sup>+</sup> University)

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### Message



I am pleased to learn that the Centre for Distance & Online Education (CDOE), University of Jammu, Jammu is bringing out Prospectus-cum-Admission form for various PG courses in Open and Distance Learning Mode and Online Mode being run by the CDOE for the Academic Session 2024-26. Established in 1969 by the Kashmir & Jammu Universities Act 1969, the University of Jammu cherishes a respectable position as a seat of Learning & Teaching.

The Centre for Distance & Online Education was established in 1976 as an Institute of Correspondence Education (ICE). In the last 48 years, the Centre has added many feathers to its cap, latest being the introduction of Online Courses in M.A English & Master of Commerce. All the initiatives of the Centre have sole aim of providing educational opportunities to those aspiring students who could not continue their education through Regular Mode due to one or other reason.

I take this opportunity to inform that the Distance Learners can now even participate in the Sports & Cultural Events at par with the regular students. This will not only integrate Distance Learners with the main stream learning but will also play an important for the development of their overall personality.

This brochure contains the gist of activities undertaken by the Centre for Distance & Online Education & other relevant information.

To all the candidates seeking admission to these programs, I extend my warm greetings and best wishes.

*Umesh Rai*  
**Prof. Umesh Rai**



## CENTRE FOR DISTANCE & ONLINE EDUCATION (CDOE) UNIVERSITY OF JAMMU, JAMMU-180006

[www.distanceeducationju.in](http://www.distanceeducationju.in)

### From the Desk of The Director



Welcome to Centre for Distance and Online Education (CDOE)!

It gives me pleasure to place before you the ODL Admission Brochure 2024-25. CDOE established in 1976 as Institute of Correspondence Education has carved a legacy of providing relevant education in conformation with the contemporary needs confirming quality and excellence in distance education. CDOE is for the current session offering eight PG programmes in Commerce, Dogri, English, Hindi, Political Science, Punjabi, Sociology and Urdu. Besides, the two newly launched online PG programmes in English and M. Com are also gaining popularity among learners. All the above courses have been duly approved by the University Grant Commission- Distance Education Board. CDOE also keeping the local aspirations in view is offering Diploma in Gyani.

CDOE has dedicated faculty, officers and staff who work together to provide the best learning environment to the learners. Besides, learning at learners' pace, CDOE gives immense opportunities to learners through NSS, Sports and Cultural activities to showcase their talent.

I am confident that as a learner enrolled in CDOE you will get ample academic, extension and talent exhibit opportunities for your holistic personality development to meet the professional and personal challenges of the contemporary times.

  
**Director**  
CDOE

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

## **A. About University Of Jammu**

Recognized as one of the premier institutions of the country, the University of Jammu, accredited as 'A+' Grade University by National Assessment and Accreditation Council of India (NAAC) is ranked 63rd in University category under NIRF-2023, and has also been granted autonomy by the UGC, and in terms of this graded autonomy is Category-I University. It came into existence in 1969 vide Kashmir and Jammu Universities Act 1969 following bifurcation of the erstwhile University of Jammu and Kashmir by an ordinance promulgated by the Governor on September 5, 1969, which was subsequently adopted as an Act of the State Legislature.

Hon'ble Lieutenant Governor of the J&K Union Territory is the Chancellor of the University. Apart from its main campus and old campus in Jammu, the University has eleven (11) Offsite Campuses, out of which seven (07) campuses located at Baderwah, Kathua, Kishtwar, Poonch, Ramnagar, Reasi and Udhampur are functional. Teaching-learning and research is being carried out by more than 50 Teaching Departments in the main campus of the university. There are about 170 affiliated colleges, awarding Degree/ Diploma in more than sixty (60) programmes at the P.G. and the U.G. Level.

The main campus at Bahu Wali Rakh with an area of 118.78 acres, houses the Teaching Departments, Centres, Administration Block, Examination Wing, College Development Council, Department of Students Welfare, Directorate of Distance & Online Education, Dhanvantri Library, Computer Centre, Health Centre, Guest House, Post Office, J&K Bank, Gymnasium, Hostels, Cafeteria and Canteens, Residential Quarters and many other facilities. The second campus of the university (the old campus), located at a distance of 4 km from the main campus, is spread over 10.5 acres and currently houses a hostel for boys and residential quarters for teaching and non-teaching employees. The university is truly treading the path of growth which is reflected in the developments over the past more than fifty years.

Introduction of new courses and self-financing programmes, establishment of new campuses, increase in the number of affiliated colleges, use of Information Communication Technology (ICT), impetus to research, collaborations and infrastructural developments are the initiatives taken in the recent years.

University of Jammu introduced NEP 2020 w.e.f academic session 2022-23 in its UG programmes at all its affiliated colleges. The UG programmes are renamed as the Four Year Under Graduate Programmes (FYUGP) under NEP 2020 with multiple entry and multiple exit options to the students in sync with the essence of NEP. The National Education Policy (NEP) is adopted to provide the students with diverse exposure and also nurture their critical thinking skills and knowledge. The university's focus is on producing well-groomed individuals who can excel professionally and personally thereby appealing the employers due to their broad perspective.

Departments at the University of Jammu are offering diverse programs in various fields like sciences, arts, humanities, architecture, engineering, education, law, and mass communication. Besides, University of Jammu showcases a well-established culture of interdisciplinary teaching and research.

## **B. Central Facilities**

### **CENTRAL LIBRARY**

Central Library of the University, the Dhanvantri Library is housed in a three storied building constructed over an area of 60,000. It has a rich collection of books, journals and periodicals, manuscripts, dissertations, thesis etc., which cater to the varied academic and research needs of the users. The library has large reading halls and compact stack areas with open access. About 750 students can be accommodated in the reading area of the library. Most of the functions of the library have been computerized. RIFD technology is being used for security purpose. For efficient and easy retrieval of bibliographic information from the vast collection of the Library, OPAC (Online Public Access Catalogue Service) has efficiently been placed in the Dhanvantri Library for the readers. Access of EDUSAT is provided to students, research scholars and faculty members.

### **HEALTH CENTRE**

A First Aid Centre was initially established in the premises of the boys' hostels of the university managed by a part-time medical assistant. Later, the First Aid Centre was upgraded to a full-fledged Health Centre to provide medical aid benefits to the university community and the dependents of the university employees. The Health Centre has grown manifold over the years. The facilities provided are OPD level treatment; Emergency Service; Dental Facility; Physiotherapy; Ultrasound; ECG Facility; Clinical Laboratory; Ambulance service; Immunization camps with DHS and other organizations; Awareness camps on AIDS and Population Control in collaboration with Department of Lifelong Learning; Treatment of sports personnel during Sports Meets and regular physical checkup of sports students; Regular checkup of children of Pre school located in the Department of Home Science; Medical Aid for retired university staff and their families.

Apart from this, the Health Centre also looks after sanitation and cleanliness in and around the campus, canteens, hostels and undertakes disposal of garbage in collaboration with the Municipality of Jammu. The Health Centre also provides for reimbursement facility during hospitalization of employees. Different Lab. tests are also conducted here.

### **NATIONAL SERVICE SCHEME (NSS)**

National Service Scheme was started to establish a meaningful linkage between the campus and the community. The NSS was started in the University of Jammu in the year 1981. The University of Jammu gives substantial credit to NSS volunteers for seeking admission in the various PG courses of the University of Jammu on the basis of their performance as an NSS volunteer. In recent past, NSS in the University of Jammu has made tremendous strides in the field of social work, community extension reach out and personality development.

Based on the successful conduct of activities by NSS in the University of Jammu, the allocated strength of NSS volunteers has been increased by the Ministry of Sports and Youth Affairs, Government of India. The University organizes regular workshops and programmes for the NSS volunteers.

### **STUDENTS WELFARE**

The office of the Dean Students Welfare, established in 1972, is responsible for planning, organizing and conducting students welfare programmes including cultural and literary activities, festivals, extension and special lectures, etc. It monitors the facilities for organizing various academic and cultural/literary

activities, working of the canteens, kiosks for various student services like photocopying, stationery, book shop etc., on the campus. It is also responsible for maintaining discipline, law and order.

### **GENERAL ZORAWAR SINGH AUDITORIUM COMPLEX (GZSAC)**

General Zorawar Singh Auditorium Complex, a mega infrastructure facility of the university, was established in 2007. The auditorium showcases the rich, diverse and pluralistic traditions and heritage of Ladakh, Jammu and Kashmir, and is a step towards meeting the needs and aspirations of the students and the people of the region. The Complex houses an auditorium, a museum and an art-gallery. The auditorium is named after General Zorawar Singh a Dogra soldier, famous for his military expeditions. The Museum is named after Shiekh Noor-Ud-Din Noorani, a great sufi and propagator of Rishi cult in Kashmir and the art gallery is named after Rinchen Bzangpo, a scholar and propagator of Buddhism in Ladakh and the founder of Gompas, famous for their architecture and design.

The auditorium has a seating capacity of around 1400 and can be divided into two with the help of a state-of-art hydraulic stage and sliding-folding partition to create a mini auditorium with a seating capacity of 400. The Complex also has a brainstorming room, a reading room cum library, an exhibition hall, a souvenir shop, a green room, etc.

The major collection in the gallery is of contemporary paintings. These paintings have been received from the artists who participated in the “All India Contemporary Artists Camp” at Patnitop (Jammu) in October 2004, organized by the University of Jammu. The other collection is of black and white photographs, sketches and painting which have been donated by renowned artists and art historians like Prof. S.D.S Charak, Sh. Sati Sahni and Sh. Sarabjeet Singh. The art gallery also houses some beautiful wooden sculptures, which were carved in the special “Wood Carving Camp” organized by the University of Jammu in 2005 and attended by renowned sculptors from all over the country.

The Shiekh Noor-Ud-Din Noorani museum housed at the ground floor of the complex has a collection of artifacts covering the history of J&K through various ages. The interesting displays in the museum include the remains of Krimchi Temple and a replica of Burzahom pit. Through this unique combination of an art gallery, museum and an auditorium, the University of Jammu seeks to create a holistic academic ambience, where students have exposure to visual arts, performing arts and culture not just for career building but enriching their existing faculties and bringing forth new ones.

The auditorium is being utilized for holding conferences, seminars, award functions, concerts by the various departments of the university, affiliated colleges, educational institutions, social organizations, etc.

### **BRIGADIER RAJINDER SINGH AUDITORIUM (BRSA)**

Brigadier Rajinder Singh Auditorium, named after Rajinder Singh MVC, the Saviour of Kashmir, has a seating capacity of 320. It has two green rooms and is centrally air conditioned with sophisticated sound system.

### **SPORTS FACILITIES**

Apart from offering B.P.Ed. and M.P.Ed. programme, the Directorate of Sports and Physical Education organises various Sports Competition/ Tournaments, Hiking/Trekking and Mountaineering expeditions for the students of the affiliated colleges and University departments. The Sports Infrastructure on the Main Campus includes a Cricket Ground with net facility, Football Ground, Basketball/ Handball/Kho-Kho/ Volley Ball/Lawn Tennis Courts, Athletic Track (400mts.), University Fitness Centre, etc. The university also has a Gymnasium Hall which has been recently named as P V Sindu Gymnasium Hall.

## **C. About Centre for Distance & Online Education**

Centre for Distance & Online Education (formerly known as Institute of Correspondence Education and later Directorate of Distance Education) was established on 3rd March 1976 in the University of Jammu. With the establishment of this institute, the University of Jammu within 7 years of its establishment became a dual mode university from a conventional university.

Centre for Distance & Online Education (CDOE) is located within the main campus of the University of Jammu. It has its own building and infrastructure to provide all the support services to the learners.

CDOE offers undergraduate and postgraduate programmes. The enrolment has grown from less than 100 learners in the year of its establishment to approximately 12,000 learners in the academic session 2023-24. This multi-faculty institution has 09 permanent teachers with a strong orientation and experience in distance education alongwith 09 contractual faculty who are equally trained in imparting learning through online mode. CDOE also uses the services of visiting, guest and contractual faculty.

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

CDOE has adequate infrastructure in the form of halls and smart class rooms for Personal Contact Programmes (PCP) and counselling sessions. CDOE also has a well-stocked library with a collection of over 37,742 books and a computer laboratory with Internet and Wi-Fi facility.

CDOE has also established a network of Learner Support Centres (LSC) at GDC, Rajouri, GDC, Kathua, GDC, Udhampur and GDC, Bhandarwah to provide effective academic and administrative support to distance learners.

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

### **Academic Faculty of Centre for Distance & Online Education**

<b>S.No.</b>	<b>Name of the Teacher</b>	<b>Designation</b>
1.	Prof. Pankaj K. Srivastava	Director
2.	Prof. Sandeep Tandon	Professor of Commerce
3.	Prof. Anupama Vohra	Professor of English
4.	Prof. Anju Sharma Thappa	Professor of Hindi
5.	Dr. V.V.V. Nagendra Rao	Associate Professor of Political Science
6.	Dr. Hina S. Abrol	Associate Professor of History
7.	Dr. Jaspal Singh	Associate Professor of Education
8.	Dr. Neelam Choudhary	Sr. Asstt. Professor of Economics
9.	Dr. Anuradha Goswami	Asstt. Professor of Education
10.	Dr. Jasleen Kaur	Asstt. Professor of English
11.	Dr. Rajber Singh Sodhi	Asstt. Professor of Punjabi

**Contractual Faculty of the Centre for Distance & Online Education**

S.No.	Name	Designation
1	Dr. Neha Vij	Lecturer in Sociology
2	Dr. Pooja Sharma	Lecturer in Hindi
3	Dr. Mamta Sharma	Lecturer in Political Science
4	Dr. Jatinder Singh	Lecturer in Dogri
5	Dr. Iftakhar Ahmed	Lecturer in Urdu
6	Dr. Deepti Abrol	Lecturer in Commerce
7	Dr. Summet Kour	Lecturer in Commerce
8	Dr. Himanshi Chandervanshi	Lecturer in English
9	Dr. Pragati Jasrotia	Lecturer in English

**Administrative Staff of the Centre for Distance Education**

S.No.	Name	Designation
1.	Prof. Pankaj K. Srivatsava	Director
2.	Dr. Saranpreet Kour Broca	Deputy Registrar, 9419193745 <a href="mailto:distanceeducationofficeju@gmail.com">distanceeducationofficeju@gmail.com</a>
3.	Sh. Rajneesh Sharma	Assistant Registrar, 7780918007 <a href="mailto:distanceeducationofficeju@gmail.com">distanceeducationofficeju@gmail.com</a>
4.	S. Satinder Singh	Assistant Registrar, 9419176033 <a href="mailto:distanceeducationofficeju@gmail.com">distanceeducationofficeju@gmail.com</a>
5.	Sh. Sham Lal Sharma	Assistant Registrar, 9419202441 <a href="mailto:distanceeducationofficeju@gmail.com">distanceeducationofficeju@gmail.com</a>
6.	Sh. Sanjeet Charak	Section Officer
7.	Sh. Mukesh Kumar	Section Officer
8.	Sh. Faquir Mohd.	Section Officer
9.	Mr. Raman Gupta	Section Officer

**Library Staff**

S.No.	Name	Designation
1.	Dr. Joginder Singh	Deputy Librarian
2.	Mrs. Monika Kotwal	Professional Assistant

**Information and Enquiry**

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

**Address for Correspondence****Prof. Pankaj K. Srivastava**

Director, Centre for Distance & Online Education,  
University of Jammu,  
Jammu-180006.

email : distanceeducationju@gmail.com

**S. Surinder Singh**, Sr. P.A. to Director

**Ms. Sunita Bhagat**, Junior Assistant

## D. About Post-Graduate Degree Programmes and Diploma

Centre for Distance & Online Education, University of Jammu, offers Post Graduate Degree Programme in Commerce (M.Com.). In Languages, CDOE offers Post Graduate Degree Programme in Hindi, Urdu, English, Dogri and Punjabi. In Social Sciences it offers Post Graduate Degree Programme in Sociology and Political Science. CDOE also offers Diploma in Gyani.

### • Medium of Instruction and Examination

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

### • P.G. Programmes Offered : Eligibility, Fee and Duration

S. No.	Name of the Programme	Eligibility	Annual Fee	Duration	Coordinator/ Teacher Incharge
1.	P.G. Commerce/ M.Com.	- Bachelor of Commerce (B.Com)/ B.Com Honors 10+2+3 pattern; with not less than 50% marks. - Graduation under 10+2+3 pattern in any other discipline with not less than 60% marks; - PGDBM/B.B.A with not less than 55% marks	<b>Rs 11,700/-</b>	2 Academic Years 4 Semesters	Coordinator: Prof. Gurjeet Kaur gurjeetkaur18@gmail.com Prof. Sandeep Tandon sktandonjmu@gmail.com Teacher Incharge : Dr. Sumeet Kour summetask@gmail.com Dr. Deepti Abrol drdeeptiabrol@gmail.com
2.	P.G. Dogri	- Graduation under 10+2+3 pattern in any stream	<b>Rs.12,350/-</b>	2 Academic Years 4 Semesters	Coordinator: Prof. Anju Sharma Thappa hodhindidde@gmail.com Teacher Incharge: Dr. Jatinder Singh jeetusingh1970@gmail.com
3.	P.G. English	- Graduation under 10+2+3 pattern with English Literature as an elective subject; - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; - Graduation under 10+2+3 pattern in any other discipline with 60% marks.	<b>Rs.12,350/-</b>	2 Academic Years 4 Semesters	Coordinator: Prof. Anupama Vohra anupama_vohra@jammuuniversity.ac.in Teacher Incharge: Dr. Jasleen Kaur dde.jasleenkaur@gmail.com
4.	P.G. Hindi	- Graduation under 10+2+3 pattern with Hindi as an elective subject; or - Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System; or - Graduation under 10+2+3 pattern in any other discipline with 60% marks.	<b>Rs.12,350/-</b>	2 Academic Years 4 Semesters	Coordinator: Prof. Anju Sharma Thappa hodhindidde@gmail.com Teacher Incharge : Dr. Pooja Sharma Sharma15. Pooja.87@gmail



5.	P.G. Political Science	<ul style="list-style-type: none"> <li>- Graduation under 10+2+3 pattern with Political Science as an elective subject;</li> <li>- Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks;</li> <li>- Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System;</li> <li>- Graduation under 10+2+3 pattern in any other discipline with 60% marks.</li> </ul>	<b>Rs.12,350/-</b>	2 Academic Years 4 Semesters	<p>Coordinator: Dr. V.V.V Nagendra Rao vvnagendra@gmail.com</p> <p>Teacher Incharge: Dr. Mamta Sharma mamtaaddeju@gmail.c om</p>
6.	P.G. Sociology	<ul style="list-style-type: none"> <li>- Graduation under 10+2+3 pattern with Sociology as an elective subject;</li> <li>- Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System;</li> <li>- Graduation under 10+2+3 pattern in any other discipline with 60% marks.</li> </ul>	<b>Rs.14,290/-</b>	2 Academic Years 4 Semesters	<p>Coordinator: Prof. Vishav Raksha vraksha2@gmail.com</p> <p>Teacher Incharge: Dr. NehaVij vij.neha022@gmail.co m</p>
7.	P.G. Urdu	<ul style="list-style-type: none"> <li>- Graduation under 10+2+3 pattern with Urdu or Persian or Arabic as an elective subject or Honors in Urdu or Persian or Arabic;</li> <li>- Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System;</li> <li>- Graduation under 10+2+3 pattern in any other discipline with 60% marks.</li> </ul>	<b>Rs.12,350/-</b>	2 Academic Years	<p>Coordinator: Prof. Shohab Inayat Malik profshohabmalik@gmail.com</p> <p>Teacher Incharge: Dr. Iftakhar Ahmed iftakharchoudhary46@gmail.com</p>
8.	P.G. Punjabi	<p>Graduation under 10+2+3 pattern with Punjabi as an elective subject. Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks.</p> <p>Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System.</p> <p>Graduation under 10+2+3 pattern in any other discipline with 60% marks.</p>	<b>Rs.12,350/-</b>	2 Academic Years 4 Semester	<p>Coordinator: Dr. Rajber Singh Sodhi rajbeersinghsodhi@gmail.com</p>
9.	Diploma in Gyani	10th Pass	<b>Rs.11,370/-</b>	1 Year	<p>Coordinator: Dr. Rajber Singh Sodhi rajbeersinghsodhi@gmail.com</p>

**Note: NOC/Departmental Permission: University employees need to submit a NOC from the Registrar, University of Jammu to seek admission in P.G. Degree Programme.**

**i. Additional Fee**

- a) Eligibility fee @ Rs.1070/- Registration fee @ Rs.440/- Revival fee @ Rs.1670/- wherever applicable, shall also be paid by the candidates who have qualified from Universities/Institutes other than University of Jammu.
- b) The candidates are required to create UCC DEB-ID on URL link: <https://deb.ugc.ac.in> before proceeding further for the admission.
- c) The fee has to be deposited through online (Internet payment gateway) mode available.

**ii. Refund of Fee**

- a) The applicants declared ineligible for admission must submit an application for refund of fee (as per rules) to the Director, Centre for Distance & Online Education within 30 days after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 30 days.
- b) If the applicant is not enrolled because of his/her having not submitted the required Certificates by the date fixed for the purpose or have submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
- c) No refund or adjustment of fee is permissible once a Learner has been admitted in a P.G. Programme in the CDOE.
- d) In case a Learner deposits the admission fee in the bank but does not submit his/her admission form within the stipulated time in CDOE due to whatsoever reasons, his/her fee shall not be refunded.
- e) Each Learner 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 Learner does not fulfil the eligibility conditions and/or has furnished incorrect information or suppressed any material information or facts, his/her candidature/ admission will be cancelled and the fee paid by such a Learner shall be forfeited.

**• Important Instructions to Fill in Online Admission Form**

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

- i. Learner seeking admission to Postgraduate Programme shall ensure that he/she fulfils the **eligibility conditions** as specified.
- ii. Read the contents carefully before filling in online application form.
- iii. Fill the Application Form online at [www.distanceeducationju.in](http://www.distanceeducationju.in).
- iv. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination passed.
- v. Scan relevant academic documents, passport size photographs and signatures and **UPLOAD** them where required. Uploading of all documents is **MANDATORY**.

- vi. The Learner should communicate personal contact number and email address, while filling in the admission form.

**Note :** The applicant automatically comes to know about the fee details once she/he clicks the 'submit' button after filling in the form online. He/she also comes to know about the 'Serial Number' of his/her application. Please note down this 'Serial Number' as it is required for further correspondence and queries, especially to know about the status of Admission Form.

- vii. While filling in the form, write University of Jammu **REGISTRATION NUMBER** of earlier degree properly, particularly the registration number of graduation.
- viii. The Learner has to deposit the admission fee through online mode (Debit card/Credit card/ Net banking). The Transaction fee receipt will be generated with relevant fee amount, when the Learner submits the form. Attach one copy of Transaction Fee Receipt to the Application Form after making online payment before submitting the hard copy at the CDOE by hand. The Learner must keep her/his copy of the Transaction Fee Receipt for any further reference if required.
- ix. Print two copies of the filled in online form (one copy to be submitted later by hand in the Centre for Distance & Online Education (CDOE), University of Jammu after putting signature at the appropriate place and one for the personal record of the Learner for further use).
- x. The Learner must attach/upload original Provisional, Migration, Character Certificate and Gap Affidavit if applicable (specimen given at the end of the (Brochure) and attach it to the hard copy of the Admission Form before submission.
- xi. One recent passport size photograph with name written at the backside, to be affixed to the hard copy of the Admission Form.
- xii. The Learner must attach all the documents as per the Checklist given below.
- xiii. Incomplete Admission form, in any respect shall be rejected. Seeking admission on the basis of false identity, misrepresentation by submitting false certificate /documents or suppression of any material fact is unlawful and will result in cancellation of admission
- xiv. In view of rampant reports of fake certificates and fake Universities, the University reserves the right of screening applications of applicants who have obtained their qualifying degrees from universities other than University of Jammu and evaluating competence before considering them for the admission in a manner as decided by University/CDOE from time to time.
- xv. In pursuance of the decision taken by the Standing Committee of the Academic Council at its meeting held on 5th September 2005 vide notification No. /Franchise of any university in the country except IGNOU is not recognized.
- xvi. Admission cannot be claimed as a matter of right.
- xvii. Programme opted by the Learner should be carefully filled in the relevant column of the admission form, enrolment form, examination form and Learner profile form. Course option once exercised by the Learner and approved by CDOE shall not be changed subsequently.

**Note :** CDOE shall not open the admissions after the declaration of the result of re-evaluation.

• **Check List of Documents to be uploaded with the Admission Form:**

1. Scanned original Bachelor's Degree and Marks Certificates of graduation Semester 1 to 6/ Part-I, II, III.
2. Scanned original Matriculation Diploma or equivalent examination.
3. Scanned original Degree/Certificate of the last examination passed. Provisional Certificate in original required in case of fresh Learners.
4. Migration Certificate in original for Learners having passed last examination from a university other than the University of Jammu.
5. Receipt/Proof of Online payment i.e. Transaction Fee Receipt after depositing the fee.
6. Recent character certificate issued by a gazetted officer.
7. One recent passport size photograph.
8. Gap Affidavit if required.

(A Learner seeking admission after a gap/ break in the continuity of his/her academic pursuit shall have to submit an affidavit duly attested by a Magistrate/ Oath Commissioner/ Notary Public. The specimen of the affidavit is available at the end of this Brochure).

9. A Learner will have to submit an Affidavit if Graduation Degree or Migration certificate is not available with the Learner at the time of admission.
10. A Learner will have to submit an Affidavit if he/she is pursuing B.Ed. or any other course at the time of admission.

• **Admission to Subsequent Semesters**

The Learners 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 Transaction Fee Receipt by hand in CDOE.

**Note: For further instructions keep visiting CDOE website [www.distanceeducationju.in](http://www.distanceeducationju.in)**

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

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

**UGC Guidelines on Determination of Uniform Span period**

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

1. Time span = N+2 years for the completion of the programme where N stands for the normal or minimum duration prescribed for completion of the programme.
2. In the following exceptional circumstances a further extension of one more year may be granted after N+2 years :

- a) Serious illness requiring hospitalization.
  - b) Death of one of the following members on the day of Examination / one day before examination (mother, father, mother-in-law, father-in-Law, brother, sister, son & daughter).
  - c) Serious accident requiring hospitalization
  - d) Prolonged disability requiring medical care.
  - e) Curfew, riots, natural disaster causing immobility of the Learner to reach the examination hall.
3. During the extended period the Learner shall be considered as a private candidate and also not be eligible for ranking.

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

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

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

• **Course Structure**

**Course Structure of P.G. Sociology (Non-CBCS) 2024-25**

**Semester-I**

Course Code	Title	Credits
SOC-C-101	Basic Concepts in Sociology	6
SOC-C-102	Sociology of Family, Kinship and Marriage	6
SOC-C-103	Classical Sociological Traditions	6
SOC-C-104	Perspectives on Indian Society	6

**Semester II**

Course Code	Title	Credits
SOC-C-201	Methodology of Social Research	6
SOC-C-202	Sociological Theory	6
SOC-C-203	Environment and Sustainable Development	6
SOC-C-204	Social Stratification and Mobility	6

**Semester III**

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

**Semester IV**

Course Code	Title	Credits
SOC-C-401	Modernity, Culture and Society	6
SOC-C-402	Social Development in India	6
SOC-C-403	Rural Society and Development in India	6
SOC-C-404	Political Sociology	6
SOC-C-405	Urban and Industrial Sociology	6
		Total Credits : 108

**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 P.G. Political Science (Non-CBCS) Semester – I

### Semester–I

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

### Semester–II

Course Code	Title	Credits
POL-201	Political Theory	6
POL-202	India's Foreign Policy	6
POL-203	State Politics in India	6
POL-204	Comparative Politics	6

### Semester–III

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

### Semester–IV

Course Code	Title	Credits
POL-401	Dynamics of Jammu and Kashmir Politics	6
POL-402	India's Neighbourhood Extended Neighbourhood and Near Abroad	6
POL-403	International Organization and International Law	6
POL-404	Human Rights	6
POL-405	Public Policy and Governance	6
		Total Credits : 108

**NOTE : All courses are compulsory.**

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

## Course Structure of P.G. English (Non-CBCS) 2024-25

### Semester-I

Course Code	Title	Credits
ENG-121	Drama-I	6
ENG-122	Poetry-I	6
ENG-123	Novel-I	6
ENG-124	Literary Criticism	6

### Semester-II

Course Code	Title	Credits
ENG-221	Drama-II	6
ENG-222	Poetry-II	6
ENG-223	Novel-II	6
ENG-224	Literature and Ecology	6

### Semester-III

Course Code	Title	Credits
ENG-321	Literary Theory-I	6
ENG-322	American Literature-I	6
ENG-323	Indian Writing in English	6
ENG-324	European Literature	6
ENG-325	Female Literary Tradition in India	4

### Semester-IV

Course Code	Title	Credits
ENG-421	Literary Theory-II	6
ENG-422	Modern Poetry-III	6
ENG-423	American Literature-II	6
ENG-424	Colonial & Post-Colonial Literature	6
ENG-425	Indian Writing in English Translation	4
		Total Credits: 104

**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 P.G. Hindi (Non-CBCS) 2024-25

### Semester-I

Course Code	Title	Credits
HIN-101	Bhartiya Kavya Shastra	6
HIN-102	Hindi Sahitya Ka Itihas (upto Reetikaal)	6
HIN-103	Prachin Avam Bhakti Kavya	6
HIN-104	Reetikaleen Kavya	6

### Semester-II

Course Code	Title	Credits
HIN-201	Pashchatya Kavya Shastra	6
HIN-202	Hindi Sahitya Ka Itihas: Adhunik Kaal	6
HIN-203	Swatantrata Purav Hindi Kavita	6
HIN-204	Swatantrayottar Hindi Kavita	6

### Semester-III

Course Code	Title	Credits
HIN-301	Bhasha Vigyan	5
HIN-302	Hindi Katha Sahitya	5
HIN-303	Hindi Nibandh Aur Aalochna	5
HIN-304	Bhartiya Sahitya	5
HIN-305	Kathakar Yashpal	4

### Semester-IV

Course Code	Title	Credits
HIN-401	Hindi Natak Avam Rangmanch	5
HIN-402	Kathakar Prem Chand	5
HIN-403	Lambi Kavita Avam Hindi Gazal	5
HIN-404	Jansanchar Avam Anuvad	5
HIN-405	Lok Sahitya	4
		Total Credits: 96

**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 P.G. Urdu (Non-CBCS) 2024-25

### Semester-I

Course Code	Title	Credits
101	Study of Urdu ghazal	4
102	The course study of Urdu Qasida and Marsia	4
103	History of Urdu literature	4
104	Elementary Persian	4
105	Development of Urdu language and literature in Jammu & Kashmir	4
106	The art of Translation	4

### Semester-II

Course Code	Title	Credits
201	Study of Urdu Masnavi	4
202	Study of Classical Fiction	4
203	History of Urdu Literature	4
204	Special Study of Ghalib	4
205	Urdu Lisaniyataur Qawaid	4
206	Urdu Journalism	4

### Semester-III

Course Code	Title	Credits
301	Study of Urdu Novel	4
302	History of Urdu language	4
303	Study of Nazam-e-jadeed	4
304	Principal of literary criticism	4
305	Art of radio drama	4
306	Study of Prem Chand	4

**Semester-IV**

Course Code	Title	Credits
401	Study of Urdu Novel	4
402	Study of Humour and Satire	4
403	Urdu drama	4
404	Special study of Mir Taqi Mir	4
405	Special study of Iqbal	4
406	Application of Computer in Urdu	4
407	Study of mysticism in Urdu	4
		Total Credits: 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 P.G. Dogri (Non-CBCS) 2024-25

### Semester-I

Course Code	Title	Credits
DOG-101	Dogri Sahitya Da Itihas (San 1960 Tagar)	6
DOG-102	Prabandh Kavya	6
DOG-103	Dogri Vyakaran Te Lipian	6
DOG-104	Lok Sahitya Te Sanskriti	6

### Semester-II

Course Code	Title	Credits
DOG-201	Kahani	6
DOG-202	Bhasha Vigyan	6
DOG-203	Adhunik Kavita	6
DOG-204	Dogri Padya Te Katha-Sahitya Da Itihas (1960 Isvi De Baad)	6

### Semester-III

Course Code	Title	Credits
DOG-301	Upanyas	5
DOG-302	Natak	5
DOG-303	Anuvad Vigyan	5
DOG-304	Bharti Alochana	5
DOG-306	Dogri Ch Anoodit Sahitya	4

### Semester-IV

Course Code	Title	Credits
DOG-401	Nibandh	5
DOG-402	Jan Sanchar	5
DOG-403	Padamshree Prof. Ram Nath Shastri : Vyaktitva Te Krittiva	5
DOG-405	Dogri Natak Te Gadya Sahitya De Itihas	5
DOG-406	Natak Sahitya	4
		Total Credits: 96

**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 Punjabi (Non-CBCS) 2024-25

### Semester-I

Course Code	Title	Credits
Pbi101	Punjabi Kavita (1900-1947)	5
Pbi102	Punjabi Novel	5
Pbi103	Bharti Kav Shaster Te Kav Roop	5
Pbi104	Punjabi Sahit Da Itihaas upto 1799	5

### Semester-II

Course Code	Title	Credits
Pbi201	Adhunik Punjabi Kavita (After 1947)	5
Pbi202	Punjabi Kahani	5
Pbi203	Pashchami Kav Shastar Ate Punjabi Alochana	5
Pbi204	Punjabi Sahit Da Itihaas (1800) onward	5

### Semester-III

Course Code	Title	Credits
Pbi301	Gurmat te Sufi Kav	5
Pbi302	Punjabi Natak	5
Pbi303	Bhasha Vigyan Ate Punjabi Bhasha-I	5
Pbi304	Sabhyachar Ate Punjabi Lokdhara	5

### Semester-IV

Course Code	Title	Credits
Pbi401	Kissa Te War Kav	5
Pbi402	Punjabi Vartak	5
Pbi403	Bhasha Vigyan Te Punjabi Bhasha-II	5
Pbi404	Jammu Kashmir De Punjabi Sahit Dai Itihas	5
		Total Credits : 80

**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 P.G. Commerce / M.Com. (Non-CBCS) 2024-25**

**Semester-I**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
MCOMC150	Financial Reporting	4
MCOMC151	GST Law and Practice	4
MCOMC152	Organisational Behaviour	4
MCOMC153	Managerial Economics	4
MCOMC154	Business Statistics	4
MCOMC160	Seminar	4

**Semester-II**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
MCOMC250	Advanced Accounting	4
MCOMC251	Strategic Management	4
MCOMC252	Financial Management	4
MCOMC253	Human Resource Management	4
MCOMC254	Marketing Management	4
MCOMC260	Viva-Voce	4

**Semester-III**

<b>S.No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
1	MCOMC350	Entrepreneurship and New Ventures	4
2	MCOMC351	Business Research Methods	4
3	MCOMC360	Corporate Presentation	4
<b>ONE OF THE THREE GROUPS</b>			
<b>Finance &amp; Accounting</b>			
4	MCOMFE352	Financial Markets and Institutions	4
5	MCOMFE353	Investment Management	4
6	MCOMFE354	Advanced Cost Accounting	4
7	MCOMFE355	Behavioural Finance	4
<b>Marketing</b>			
4	MCOMME352	International Marketing	4
5	MCOMME353	Services Marketing	4
6	MCOMME354	Consumer Behaviour	4
7	MCOMME355	Retail Management	4

<b>Human Resource Management</b>			
4	MCOMHE352	Strategic HRM	4
5	MCOMHE353	Human Resource Development	4
6	MCOMHE354	Management of Transformation	4
7	MCOMHE355	Knowledge Management	4

**Semester-IV**

<b>S.No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
1	MCOMC450	International Business	4
2	MCOMC451	E-Commerce	4
3	MCOMC460	Comprehensive Viva-Voce	4
<b>ONE OF THE THREE GROUPS</b>			
<b>Finance &amp; Accounting</b>			
4	MCOMFE452	International Finance	4
5	MCOMFE453	Management Control System	4
6	MCOMFE454	Financial Planning	4
7	MCOMFE455	Financial Econometrics	4
<b>Marketing</b>			
4	MCOMME452	Brand Management	4
5	MCOMME453	Strategic Marketing	4
6	MCOMME454	Business-To-Business Marketing	4
7	MCOMME455	Supply Chain Management	4
<b>Human Resource Management</b>			
4	MCOMHE452	Legal and Social Security	4
5	MCOMHE453	Performance Management and Reward System	4
6	MCOMHE454	Talent Management	4
7	MCOMHE455	International Human Resource Management	4
			Total Credits=104

**Course Structure of Diploma in Gyani 2024-25**

Course Code	Title
Paper 1	Punjabi Kavita.
Paper 2	Punjabi Natak ate Ikaagi.
Paper 3	Punjabi Galap.
Paper 4	Punjabi Vartak.
Paper 5	Punjabi Sahit Da Ithaas.
Paper 6	Sahit Da Roop.
Paper 7	Additional Paper is Elementary Hindi, Dogri and Urdu (8 <sup>th</sup> class syllabus of J&K Board)



• **Important Academic Components:**

**i. Personal Contact Programme (PCP)**

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

<b>PCP SCHEDULE FOR SEMESTER I, SESSION 2024-25</b>
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Distance Learner of all the programmes are advised to visit the CDOE website for updates. Schedule of PCP shall be uploaded on the website <a href="http://www.distanceeducationju.in">www.distanceeducationju.in</a>
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**ii. Internal Assessment**

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

<b>INTERNAL ASSESSMENT ASSIGNMENTS (IAA) SUBMISSION SCHEDULE SEMESTER I, SESSION 2024-25</b>
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Please note that updates regarding the mode, date of submission of assignments and guidelines for submission of assignments shall be uploaded on the CDOE website <a href="http://www.distanceeducationju.in">www.distanceeducationju.in</a>
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**Note:**

- **No IAAs shall be accepted after the last date notified for submission.**
- **Internal Assessment Assignment (IAA) is a compulsory component and Learner who fails to submit IAAs within the stipulated time is ineligible to appear in the external examination.**
- **No Internal Assessment Assignments shall be accepted after the last date fixed for submission.**

**iii. Seminar Presentation / Viva-Voce**

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

**iv. Extension Lectures**

Apart from Personal Contact Programmes, CDOE also organises extension lectures by eminent resource persons for Learners.

**v. NSS, Sports and Cultural Activities**

CDOE offers an opportunity to the P.G. Learners to enrol as NSS volunteers for the holistic development of their personality and also to encourage Learners to participate in sports activities and cultural activities including Display Your Talent.

**• Enrolment Card**

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

**• Counselling and Guidance**

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

**• External Examination**

The dates for the conduct of external semester end examination, including seminar/viva-voce in M.Com. course, are fixed by the office of the Controller of Examinations, University of Jammu.

**• Declaration of Result**

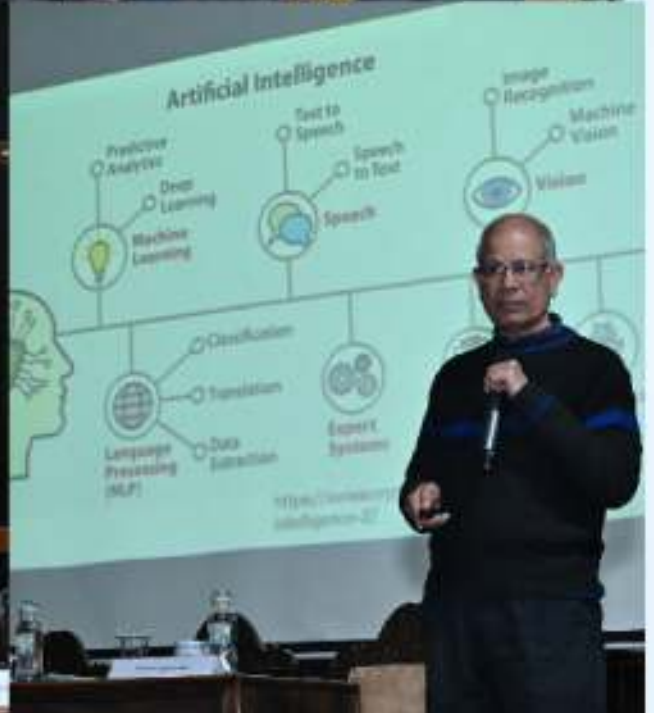
The result of Learners enrolled in CDOE is declared by the office of Controller of Examinations, University of Jammu and is displayed on website of Controller of Examination, University of Jammu: [www.coeju.com](http://www.coeju.com).

**• Post Admission Instructions**

1. Admission granted to the Learner to Postgraduate Programmes shall remain provisional till the University confirms the admission.
2. Learners enrolled with the CDOE for all the P.G. Degree Programmes shall have to abide by the provision of the Act, Statutes, Regulations, etc., of the University prescribed from time to time.
3. Submission of Internal Assessment Assignments (IAAS) is a compulsory component. No separate letter will be sent in this regard. No IAAs shall be accepted after the last date notified for submission.
4. A Learner enrolled with the CDOE for P.G. Programmes will be issued an enrolment card for identification. A learner must carry his/her enrolment card with him/her during visits to CDOE. 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 CDOE, the learner must mention his/her enrolment number, course and session.
7. Collection of roll no. slip from CDOE is mandatory for appearing in the semester end examination. Procedure to be adopted for collecting/downloading roll no. slip shall be notified to the Learners through CDOE website.
8. No learner can appear in the semester end examination on the basis of enrolment card.
9. Learner must bring their enrolment cards during PCP classes and show the same when asked for.

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





## E. About the B.Ed. Programme

1. **Course Structure:** The course structure for Bachelor of Education (B.Ed.) Programme in the Centre for Distance and Online Education (CDOE) extends over a period of two academic years (04 Semesters). This course is based on contact programmes, practice of teaching, internship/field work (different components), project work, workshop, assignments, internal as well as external examinations etc. The detailed scheme of the programme in terms of number of papers and other similar components is the same as is in vogue in the Colleges of Education affiliated to the University of Jammu.
2. **Duration:** B.Ed. programme offered through the CDOE is of two-year duration (four semesters). However, as per the Regulation 3 of NCTE Norms and Standards for Bachelor of Education Programme through Distance Learning System, Learner shall be permitted to complete the components of the degree within a period of five years.
3. **Intake Capacity:** The intake capacity for the two-year B.Ed. Programme in the CDOE in a given academic session is of 500.
4. **Eligibility:** Admission to B.Ed. Programme in the Directorate shall be open to those Learners:
  - i) Learners with atleast 50% marks (45% for SC/ST Learners) either in the Bachelor's Degree (10+2+3 pattern) and /or Master's degree in Sciences/ Social Sciences/ Humanity, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme.
  - ii) who are serving as full time teachers in recognized schools (Primary, Elementary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the university of Jammu.
  - iii) Who have a minimum of 2 years teaching experience either at a stretch or in parts at the time of submission of the application form for admission. The experience/service certificate has to be countersigned by the competent authority concerned.
  - iv) First preference will be given to the Learners who have completed (D.El.Ed) Diploma in Education/Diploma in Elementary Education/ who are trained in-service teachers in Elementary Education.
5. **Reserved Category Seats:** The reservation in seats for admission to the B.Ed. Programme for SC/ST/OBC/PWD and other categories shall be as per the rules of JKUT / University of Jammu.
6. **Admission Procedure:** Admission shall be made through Counseling on the basis of properly filled in forms. Incomplete forms shall be rejected. The Counseling schedule shall be notified separately. No separate invitation for Counseling shall be sent individually to the Learners. The Learners have to be present personally at the time of Counseling.

7. **Admission Fee:** Admission Fee for the session 2024-26 is Rs.36,000/-. In addition to the mentioned fee, the Learners are required to deposit the following fee in the directorate as the case may be:

a)	<b>Registration Fee</b>	Rs: 440/- for the Learners not already registered with the University of Jammu.
b)	<b>Eligibility Fee</b>	Rs: 1070/- for Learners migrating from other universities.
c)	<b>Revival of Registration Fee</b>	Rs: 600/- if migration certificate is surrendered.
d)	<b>Revival Fee</b>	Rs: 2100/-

8. **Refund of Fee:** The applicants declared ineligible for admission at the time of counseling cum admission to the B.Ed. programme must submit an application addressed to the Director, Centre for Distance and Online Education for refund of fee within 15 days after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 15 days.
9. **Self-Learning Material:** The Directorate shall provide the self-learning material to the enrolled Learner as per the prescribed syllabus.
10. **Personal Contact Programme:** Apart from the self-learning material, the CDOE shall conduct 04 personal contact programmes (one in each semester) during the entire programme in addition to other programmes like internship, workshops, extension lectures, etc. The duration of each contact programme shall be 15 working days per semester, which will be conducted at different available academic institutions/PCP centres.

**Note:**

**The schedule for PCP will be notified on the website of The Directorate [www.distanceeducationju.in](http://www.distanceeducationju.in).** The Learner teachers are advised to regularly visit the website regarding schedule of the PCP.

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

**11. Scheme for Two Years B.Ed. Programme****FIRST SEMESTER**

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

**SECOND SEMESTER**

Course No.	Subject Component	Credits	Inst. Hrs/Wk	Marks				Total
				Theory	Practical			
					Tr.	Int.	Ext Examiner	
201	Philosophical and Sociological Bases of Education	4	4	60	5+5	20	10	100
202	Teaching, Learning and Evaluation	4	4	60	5+5	20	10	100
203	Educational Technology and ICT	4	4	60	5+5	20	10	100
204	Methodology of Teaching Language-I English/Hindi and Urdu	4	4	60	5+5	20	10	100



205	Methodology of Teaching Subject-I Social Science/ Physical Science/Biological Science/ Commerce/ Maths	4	4	60	5+5	20	10	100
206	Action Research	2	2	30	2.5+2.5	10	5	50
207	Yoga Education	2	2	50		20	30	50
INT2	School Interaction	2	Continued & Combined Internship					50 (30 Internal + 20)

### THIRD SEMESTER

Course No.	Subject Component	Credits	Inst. Hrs/Wk	Theory	Marks			Total
					Practical			
					Tr.	Int.	Ext Examiner	
INT3	School Internship	10 (2credits for routine work in school as a teacher & 4 credits each for the teaching Practice in two subjects	Continued & Combined Internship in 6.1 E of as shown B.Ed. Statutes.					250=50 routine work +100 (TPI) +100 (TP2) Marks
301	Methodology of Teaching Language-II English/ Hindi/And Urdu	4	4	60	5+5	20	10	100
302	Methodology of Teaching Subject II Social Science/Physical Science/ Biological Science/Commerce /Maths.	4	4	60	5+5	20	10	100
303	Env. Education & Disaster Management	4	4	60	5+5	20	10	100

## FOURTH SEMESTER

Course No.	Subject Component	Credits	Inst. Hrs/Wk	Theory	Marks			Total
					Practical			
					Tr.	Int.	Ext Examiner	
INT4	School Internship	10 (2 credits for routine work in school as a teacher & 4 credits each for the teaching Practice in two subjects)	Continued & Combined Internship as shown in 6.1E of B.Ed. Statutes.					250=50 routine work +100 (TP1) +100 (TP2) Marks
PR 401	Project Work Teacher Education	4 4						100 100
402	Optional Papers (any one) i. History of Education ii. Health and Physical Education iii. Value & Peace Education iv. Guidance and Counselling v. Comparative Education vi. Computer Education vii. Curriculum Development viii. Contemporary India & Education	4						100

## 12. Practical Components

- Internship/School Based Activities:** The Learner teachers pursuing B.Ed. programme through the distance mode by the Centre for Distance and Online Education shall be involved in activities, which a teacher is supposed to perform in the school. These activities shall be conducted in the recognized institutions of the school education department like elementary schools, Anganwadi centres, SCERT, DIETS, high and higher secondary schools. As per Regulation 6.2 (g) of NCTE Norms and Standards for Bachelor of Education Programme through Distance Learning System, the Learner- teacher shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school where the Learner teacher is working) to work on school-based activities. Thus, a Learner teacher shall be supervised/ guided by the mentor for the school-based activities. The activities of the Learner teacher shall be monitored by a team comprising three senior teacher- educators, constituted in consultation with dean and coordinator concerned. The team shall visit the venue when internship and teaching practice are in progress.

**Practice of Teaching:** As per Regulation 6.2 (h) of NCTE Norms and Standards for Bachelor of Education Programme through Distance Learning System, this activity shall be conducted in the recognized schools of the school education department where the Learner teacher works, under supervision of senior teacher/ headmaster/principal of the school concerned. The Learner teacher shall be provided constructive feedback on his/her performance by the supervisors/ teacher educators. The Learner teacher shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Each Learner teacher shall receive personal supervision and feedback on his/her teaching practice from the teacher. Considerable emphasis will be given on skill development and pedagogy.

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

## 13. Internship Schedule

The Internship will be observed as per the following schedule

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

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

<b>Third Semester (August-December) INT 3</b>				
<b>INT 3</b>	<b>Activity</b>	<b>Duration</b>	<b>Credits</b>	<b>Marks</b>
	<b>Internship cum Teaching Practice</b>	<b>8 Weeks</b>	<b>10</b>	<b>250</b>
	School internship (all mentioned activities to be performed (as per B.Ed. Statutes E Clause No. 5.II)	8 Wks.	2	50
	Teaching Practice (TP1A) comprises of delivery of 50 lessons on one chosen subject in addition to 30 lessons (10 on spot lesson+ 8 observation lessons of the peers and 2 criticism lessons)	8 Wks.	4	100 (60 Internal +40 external)
	Teaching Practice (TP1B) comprises of delivery of 50 lessons on other chosen subject in addition to 30 lessons (10 on spot lesson+8 observation lessons of the peers and 2 criticism lessons)	8 Wks.	4	100 (60 Internal +40 external)

<b>Fourth Semester (Jan-June) INT 4</b>				
<b>INT 4</b>	<b>Activity</b>	<b>Duration</b>	<b>Credits</b>	<b>Marks</b>
	<b>Internship cum Teaching Practice</b>	<b>8 Weeks</b>	<b>10</b>	<b>250</b>
	School internship (all mentioned activities to be performed as per clause No. 5. II of B.Ed. statutes.	8Wks.	2	50
	Teaching Practice (TP2A) comprises of delivery of 50lessons on one chosen subject in addition to 30 lessons (10 on spot lesson+ 8 observation lessons of the peers and 2 Criticism Lessons)	8Wks.	4	100 (60 Internal +40 external)
	Teaching Practice (TP2B) comprises of delivery of 50 lessons on the other chosen subject in addition to 30 lessons (10 on spot lessons +8 Observation lessons of the peers and 2 criticism lessons)	8Wks.	4	100 (60 Internal +40 external)

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

- a. Differential functions of the school system.
- b. System of managing the classroom by another teacher (if the teacher is on leave).
- c. System of managing Internal and External Evaluation.
- d. System of maintaining of school records and registers (in physical form or in the computer).
- e. System of managing curriculum activities.

#### 14. Project Work

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

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

**15. Guidance and Counselling:** Guidance and counselling plays a vital role in guiding the distance Learner with respect to their academic problems. Academic counselling will spread over the entire duration of the B.Ed. programme and be conducted on regular basis depending on the needs and convenience of the learner. The counselling will be meant for providing personalized guidance to the enrolled Learner regarding content difficulty, internship, practice of teaching, fieldwork, assignments etc. For guidance and counselling, Learner are advised to contact their Course Co-ordinator/ faculty of Education of the CDOE during working hours. They can contact them through email as

**16. Workshop/s:** CDOE will organize orientation workshop (one in each semester) related to the various components/skills for the academic excellence and professional development of the enrolled trainees. The duration of workshop will be of two days. The workshop will be conducted at Headquarter of the CDOE/centres identified by the CDOE.

**17. Medium of Instruction and Examination:** English is the medium of instruction and examination in all papers except in Modern Indian Languages, where the medium of instruction and examination will be the language concerned.

**18. Attendance:** In order to earn eligibility to sit in the semester-end examination, each pupil teacher is required to obtain 80% attendance of the total lectures delivered during the PCP in each course offered by him/her in that semester. 90% attendance is compulsory for practical components of the Programme like internship and internal practice of teaching. Regarding the attendance of contact programmes, the attendance record will be maintained by the resource person concerned and the record of the attendance of the practical components of the course i.e., internship and internal practice of teaching shall be maintained by the senior teacher/headmaster/principal of the practice teaching school allotted to the trainee/ where the Learner teacher is working.

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

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

**19. Shortage of Attendance & Condoning the Shortage:** The Course Coordinator in consultation with the Director/Competent Authority may condone shortage of a Learner teacher 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 learner teacher, for which no condoning is effective. The internship and practice of teaching is compulsory.

## **20. Eligibility for Examinations**

1. At the end of every semester, semester/term end examination would be held by the university as per the academic calendar/schedule. All the Learner teachers who have fulfilled the conditions of attendance, internals as well as Internship cum Teaching Practice, shall be allowed to take examination.
2. Examinations in the 1st and 3rd semester courses will be held ordinarily in the November and examination in the 2nd and 4th semester courses will be held ordinarily in the May every year or on such dates as may be approved by the Vice- Chancellor.
3. The examination shall be open to the Learners teacher who:
  - a) Has a good conduct and character;
  - b) Has completed 80 % of attendance in each subject in theory and 90% for school internship in each semester.
  - c) Has completed school internship as per the norms laid down for the same;

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

**Note:**

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

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

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

- 22. Examination:** The Examination is a continuous process and the formative and summative techniques would be used to complete the process of examinations. The semester end examination will be conducted at the end of each semester by the Controller of Examinations, University of Jammu, as in the case of regular Learner. The examination would be held in the following components:
- a) Theory Papers (External Examination): The theory comprises the core subjects and the content-cum-methodology papers. The theory examination will be held as per the date sheet notified by the Controller of Examinations. The minimal pass percentage for Learners the same as is in vogue in the colleges of education affiliated to the University of Jammu. The scheme of evaluation of the Learner will be based on internal and external modes of evaluation. The evaluation shall be as per the scheme approved by the Board of Studies in Teacher Education, University of Jammu and as in vogue for regular colleges of education.
  - b) Internship-cum-Teaching Practice Examination (External Examiners): The competent authority by the powers vested in him/her would appoint External Examiners for the evaluation of various components pertaining to practical course work like practice of teaching, internship, project work etc. from the panel submitted by the convenor Board of Studies in Teacher Education. The qualification and eligibility for an external examiner is the same as is in vogue for the colleges of education affiliated to the University of Jammu.
- 23. Award of Degree:** The successful Learner of the B.Ed. programme through the distance mode by the Centre for Distance and Online Education, University of Jammu shall be awarded the same degree as is awarded to the successful regular Learner of college of education affiliated to the University of

Jammu. A Learner teacher shall be eligible for the Award of the Degree of B.Ed. only if he/she has earned the required credits for the programme prescribed.

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

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

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

**24. Enrolment Card:** It is mandatory for all Learner teachers to carry enrolment card while visiting University/ Centre for PCP, library, submission of assignments, appearing in the seminar/ presentation/ viva voce or any other query.

**25. Smart Card:** The Learner teachers will be issued smart card for borrowing books from the library.

## **26. General Instructions**

1. The admission granted to a Learner teacher may be cancelled at any time in case it is found that the Learner teacher has furnished incorrect information or false documents, or has suppressed the facts.
2. A person, so long as he is a Learner of the B.Ed. programme, shall not be eligible to attend any other course of study (whole or part time) or to appear in any other examination either of the University of Jammu or any other University, Provided that a Learner teacher, who has been placed under compartment or has to re-appear in one paper/subject only or was scheduled to appear in the examination either as a regular or private Learner before the commencement of first contact programme of the B.Ed. course through distance education mode but could not do so on account of delay in the conduct of normal examination of that course, shall be eligible to appear in that examination even after he has been admitted to the B.Ed. programme through distance education mode.
3. A Learner teacher, who on account of compelling circumstances, fails to complete the prescribed components of the programme during the year of enrolment, but has partially attended the course may be allowed by the Director, Centre for Distance and Online Education on payment of



prescribed fee of Rs.1000/- to complete the course in the subsequent academic session provided the B.Ed. programme through distance education mode continues. Such a Learner shall complete the components of the degree within the maximum period of 5 years.

4. A Learner shall maintain good behaviour and conduct during the course of his enrolment to the B.Ed. programme. Any Learner who indulges in misbehaviour or commits an act of misconduct or indiscipline or disrupts or tries to disrupt classes during the personal contact programme shall be dealt with the Regulations governing discipline of Learner of the teaching departments of the University.
5. The Learners undergoing the B.Ed. programme shall have to appear in the B.Ed. examination at the centres located at Jammu or at any other place within the territorial jurisdiction of the University of Jammu as may be decided by the Controller of Examinations.
6. The contact programme shall be conducted on such dates as may be notified by the Director, Centre for Distance and Online Education, from time to time preferably during vacations. The examination of the Learner of B.Ed. programme mode shall be conducted on such dates as may be decided by the Controller of Examinations.
7. All legal disputes relating to the B.Ed. programme shall be subject to the jurisdiction of Jammu courts only.

## 27. ANNEXURE - I

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

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

To

The Chief Secretaries/Administrators All State/UTs

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

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

Priority I: Widows/Wards of Defence personnel killed in action. Priority II: Wards of disabled in action and boarded out from service.

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

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

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

- a. Param Vir-Chakra
- b. Ashok Chakra
- c. Maha Vir Chakra
- d. Kirti Chakra
- e. Vir Chakra
- f. Shaurya Chakra
- g. Sena, Nau-sena, Vayu Sena Medal
- h. Mention-in-Despatches

Priority VI: Wards of Ex-Servicemen

Priority VII: Wives of:

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

Priority VIII: Wards of Serving Personnel Priority IX: Wives of Serving personnel

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

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

## F. Learner Support Services for all Programmes

### 1. Library Facility

CDOE has a well-stocked library with a collection of over 37,742 books. The library remains open from 9.30 am to 5.00 pm on all working days for reference, issue and return of books. The following newspapers, magazines and periodicals are subscribed and are available for Learners.

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

### E-resources

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

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

Distance Learner can use National Digital Library at the following link: <https://ndl.iitkgp.ac.in/>

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

**Ask your Librarian:** Distance Learner for seeking any information regarding library books can send an email to [ddelibrary2@gmail.com](mailto:ddelibrary2@gmail.com) for seeking any information regarding library books.

**Smart Card:** The Learner will be issued smart card for borrowing books from the library.

### 2. Cafeteria

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

### 3. Smart Class Room

CDOE has the facility of smart class room for the academic benefit of learners.

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## **G. University of Jammu Learner Charter**

### **I. Responsibilities of the University of Jammu towards its Learner**

- The University of Jammu shall communicate the policies, objectives and vision of the University systematically and clearly to all the Learner. The University shall provide clear information to all the Learner about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student Support services, and evaluation systems etc.
- The University of Jammu shall facilitate running of the teaching-learning programmes, implement a well conceived plan for monitoring student's progress continuously and shall ensure sufficient and efficient support services to all the students.
- The University of Jammu will use feedback from Learner 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 learners.

### **II. Students Responsibilities of Learning**

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

## H. Anti-Ragging Campaign in University of Jammu

*Let us join hands to curb this menace*

What constitutes Ragging?

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

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or student which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of Learner.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other Learner with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a Learner over any fresher or any other student.

### **Administrative Action in the Event of Ragging:**

1. Suspension from attending PCP Classes and Academic privileges. Withholding/Withdrawing Scholarship/Fellowship and other benefits.
2. Debarring from appearing in any Test/Examination or other Evaluation Process.
3. Withholding Results.
4. Debarring from representing the institution in any Regional, National or International Meet, Tournament, Youth Festival, etc.

5. Suspension/Expulsion from the Hostel.
6. Rustication from the Institution for period ranging from one to four semesters.
7. Cancellation of Admission.
8. Expulsion from the institution” and consequent debarring from Admission to any other Institution for a specified period.
9. University of Jammu strictly adheres to the provisions of “***The Cigarettes and other Tobacco Products Act 2003***” to ensure smoke free campus. The University seeks co- operation of all stakeholders including Faculty Members, Officers, Non- Teaching Staff, Research Scholars and Learner in making the campus No Smoking Zone.

# I. Online Master's Degree Programmes in M.Com & M.A. English (UGC-DEB recognized) (Academic Session: 2024-26)

CDOE has launched two online Post Graduate Programmes: Master's in Commerce (M.COM.) and Master's in English (M.A. ENGLISH). The programmes shall be delivered in online mode as per the UGC-DEB Regulations, 2020 at the Centre for Distance and Online Education (CDOE), University of Jammu.

## A. Eligibility:

### i. Eligibility for M. Com

A candidate seeking admission to M.Com (Online Programme) should have passed / appeared in the final year of B.Com. General / B.com. Hons/BBA/PGDBM/ Examination.

OR

A candidate should have passed any other Bachelor's Degree with 60% marks.

### ii. Eligibility for M.A (English)

A candidate should have passed / appeared in B.A (Hons.) in English or passed Bachelor Examination with English Literature as one of the main / elective or additional subjects in at least 4 semesters.

OR

A candidate should have passed the Bachelor's Degree in any discipline with 60% marks.

## B. Admission Procedure

1. Candidates can fill online applications through the Website: [www.distancededucationju.in](http://www.distancededucationju.in), against non-refundable application fee of (Rs. 500/- for Indian Nationals and USD 10 for International Candidates).
2. Candidates shall be required to upload all the necessary documents (self-attested) while filling up *the* online application form.
3. If any, original documents will be needed during the admission process, the candidates shall be required to send those through surface mail by the stipulated deadline.
4. Candidates are strongly advised to ensure their eligibility for the programme/s before submitting their application. Admissions shall be made strictly as per the eligibility criteria.
5. Applications incomplete in any form and / or without the supporting documents shall be summarily rejected. No request for reconsideration shall be entertained in this regard.
6. All candidates found eligible for admission shall be sent an 'Offer for Provisional Admission' over email. The Provisional Admission shall be made after the acceptance of the offer of admission and the payment of the requisite fee for the programme by the candidate.

7. Admission cancellation and fee refund shall be strictly as per norms prescribed by the University.
8. For International Students the eligibility in the programme shall be determined by deriving equivalence of the qualifying degree.
9. International students must comply with the legal requirements of Government of India, as shall be applicable for the studying in India.
10. Since the programme shall be delivered / operated completely in online / digital/ virtual mode, internet connectivity will be the responsibility of the student concerned. No complaint or excuses shall be entertained in this regard.
11. It is compulsory to maintain the same e-mail and telephone number during the application process. Any inconvenience or loss of communication will be the responsibility of the applicant.
12. **Applicants considering to pursue ‘dual degree’ may like to refer the dual degree norms / guidelines of University of Jammu available on University Website: [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in).**
13. Candidates are advised to refer the programme details / statutes attached as **Annexure – I**

**C. Programme Fee M. Com / M.A. (English)**

S.No.	Annual Fee (Semester I & II)	Fee for Indian National (Rs.)	Fee for international candidates (USD)
i.	Tuition & Programme Fee	15,000/-	250
ii.	Examination Fee	5,140/-	100
Total (i) + (ii)		20,140/-	350

**D. Guidelines for International Candidates**

Interested foreign candidates seeking admission in the Online Programmes of University of Jammu must read the rules, regulations and conditions for admission carefully before submitting their applications. No change in the application form would be allowed once the final application is submitted. Please note that the Signature of a foreign student comes as an undertaking as part of process and it is mandatory to follow all the rules and regulations as laid down by the University of Jammu, Jammu from time to time. **It is compulsory to maintain the same E-mail and telephone number during the application process. Any inconvenience or loss of communication will be the responsibility of the applicant.**

The candidates must ensure that all their documents bear exact name as is written in their passports and the academic records. Documents must be written in English or official certified English translations approved by the authorities.



**E. Checklist of Documents:**

**Indian Nationals**

- i) Mark Sheet of 10<sup>th</sup> Class.
- ii) Mark Sheet of 12<sup>th</sup> Class.
- iii) Graduation Semester I to Semester VI and overall mark sheet.
- iv) Provisional / Character Certificate.
- v) Migration Certificate.
- vi) Gap Affidavit (if required).

**International candidates**

- i) Proof of all educational qualifications (10+2. Schooling and pre-university studies).
- ii) Duration of the undergraduate programme / qualifying examination completed.
- iii) Grade Obtained / percentage of marks where marks are awarded.
- iv) Cumulative Grade Point Average (CGPA) where grades are awarded.
- v) Transcripts of all the courses cleared in the undergraduate / qualifying examination (with explanation of assigned grades) and conversion formulae for percentage.
- vi) Proof of English proficiency (A certificate indicating that the undergraduate courses are taken in English or IELTS Academic Score of 5.0 and above or equivalent).
- vii) Scanned copy of relevant passport pages showing nationality and personal details.

For other details please visit Websites: [www.jammuuniversity.ac.in](http://www.jammuuniversity.ac.in), [www.distanceeducationju.in](http://www.distanceeducationju.in)

**M.COM. ONLINE PROGRAMME STRUCTURE**  
**(Courses Outline of Semester I, II, III & IV)**

S.No.	Course code	Course title	Credit	Nature of the Course
<b>SEMESTER FIRST</b>				
1	PSCOTC150	Financial Reporting	4	CORE
2	PSCOTC151	GST Law and Practice	4	
3	PSCOTC152	Organisational Behaviour	4	
4	PSCOTC153	Managerial Economics	4	
5	PSCOTC154	Business Statistics	4	
6	PSCOTC160	Seminar	4	
<b>Total Credits</b>			<b>24</b>	
<b>SEMESTER SECOND</b>				
1	PSCOTC250	Advanced Accounting	4	CORE
2	PSCOTC251	Strategic Management	4	
3	PSCOTC252	Financial Management	4	
4	PSCOTC253	Human Resource Management	4	
5	PSCOTC254	Marketing Management	4	
6	PSCOTC260	Summer Training Project Report	4	
<b>Total Credits</b>			<b>24</b>	
<b>SEMESTER THIRD</b>				
1	PSCOTC350	Entrepreneurship and New Ventures	4	CORE
			4	
2	PSCOTC351	Business Research Methods	4	
3	PSCOTC360	Corporate Presentation		
<b>ONE OF THE THREE GROUPS</b>				
<b>Finance &amp;Accounting</b>				
1	PSCOTFC352	Financial Markets and Institutions	4	MAJOR
2	PSCOTFC353	Investment Management	4	MINOR(Any One of the two)
3	PSCOTFE354	Advanced Cost Accounting	4	
4	PSCOTFE355	Behavioural Finance	4	
<b>Marketing</b>				
1	PSCOTMC352	International Marketing	4	MAJOR
2	PSCOTMC353	Services Marketing	4	MINOR(Any One of the two)
3	PSCOTME354	Consumer Behaviour	4	
4	PSCOTME35	Retail Management	4	
<b>HRM</b>				
1	PSCOTH352	Strategic HRM	4	MAJOR
2	PSCOTH353	HRD	4	MINOR(Any One of the two)
3	PSCOTHE354	Management of Transformation	4	
4	PSCOTH355	Knowledge Management	4	
<b>OPENCOURSE(For other than Commerce Students)</b>				
1.	PSCOTOC356	Financial Policies and Practices	4	
<b>Total Credits</b>			<b>28</b>	

<b>FOURTH SEMESTER</b>				
1	PSCOTC450	International Business	4	CORE
2	PSCOTC451	E-Commerce	4	
3	PSCOTC460	Comprehensive Viva-Voce	4	
<b>ONE OF THE THREE GROUPS</b>				
<b>Finance &amp; Accounting</b>				
1	PSCOTFC452	International Finance	4	MAJOR
2	PSCOTFC453	Management Control System	4	
3	PSCOTFE454	Financial Planning	4	MINOR(Any One of the two)
4	PSCOTFE455	Financial Econometrics	4	
<b>Marketing</b>				
1	PSCOTMC452	Brand Management	4	MAJOR
2	PSCOTMC453	Strategic Marketing	4	
3	PSCOTME454	Business-To-Business Marketing	4	MINOR(Any One of the two)
4	PSCOTME455	Supply Chain Management	4	
<b>HRM</b>				
1	PSCOTHC452	Legal and Social Security	4	MAJOR
2	PSCOTHC453	Performance Management and Reward System	4	
3	PSCOTHE454	Talent Management	4	MINOR(Any One of the two)
4	PSCOTHE455	International Human Resource Management	4	
<b>OPENCOURSE</b>				
1	PSCOTOC456	Creativity and Innovation	4	
<b>Total credits</b>			<b>28</b>	
<b>TOTAL CREDITS FOR THE PROGRAMME: 104</b>				

**MA ENGLISH ONLINE PROGRAMME STRUCTURE  
(Semester I, II, III & IV)**

**Semester I**

S.no	Course No.	Title of the Course	Credits	Nature of the Course
1.	PSENTC 101	Drama-I	6	CORE
2.	PSENTC102	Poetry-I	6	
3.	PSENTC 103	Novel-I	6	
4.	PSENTC 104	Literary Criticism	6	
<b>Total Credits</b>			<b>24</b>	

**Semester II**

S.no	Course No.	Title of the Course	Credits	Nature of the Course
1.	PSENTC 201	Drama-II	6	CORE
2.	PSENTC 202	Poetry-II	6	
3.	PSENTC 203	Novel-II	6	
4.	PSENTE 204	Literature & Ecology	6	
5.	PSENTE 205	Classical Greek and Roman Literature	6	OPTIONAL
6.	PSENTE 206	Professional Writing Skills	6	
<b>Total Credits</b>			<b>24</b>	

**Semester III**

S.no.	Course No.	Title of the Course	Credits	Nature of the Course
1.	PSENTC 301	Literary Theory-I	6	CORE
2.	PSENTC 302	American Literature-I	6	
3.	PSENTC 303	Indian Writing in English	6	
4.	PSENTE 304	European Literature	6	
5.	PSENTE 305	Translation Studies	6	OPTIONAL
6.	PSENTE 306	Dalit Studies	6	
7.	PSENTO 307	Communication Skills	4	Compulsory
8.	Course from Swayam/MOOC		4	
<b>Total Credits</b>			<b>28</b>	

## Semester IV

	<b>Course No.</b>	<b>Title of the Course</b>	<b>Credits</b>	
1.	PSENTC 401	Literary Theory –II	6	CORE
2.	PSENTC 402	Poetry III	6	
3.	PSENTC 403	American Literature-II	6	
4.	PSENTE 404	Colonial & Post Colonial Literature	6	
5.	PSENTE 405	South Asian Diaspora Writing	6	OPTIONAL
6.	PSENTE 406	Indian Writing in English Translation	6	
7.	PSENTE 407	Gender and Literature	6	
8.	PSENTE 408	Gender & Popular Media	6	
9.	PSENTO 409	Gender and Art	4	
10.	Course from Swayam/MOOC		4	Compulsory
<b>Total Credits</b>			<b>28</b>	

## J. Sample Formats of Affidavits and Certificates

### 1. Eligibility Certificate

#### UNIVERSITY OF JAMMU

Application for an Eligibility Certificate

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

- \*1. Name of the applicant (Capital Letters) \_\_\_\_\_
  2. Father's Name \_\_\_\_\_
  3. Permanent Home address \_\_\_\_\_
  4. Present address \_\_\_\_\_
  - \*\*5. The Examination on the basis of which admission is sought:  
 Name of the Exam \_\_\_\_\_ Year of passing \_\_\_\_\_  
 Roll No: \_\_\_\_\_ University/Board/Other Body \_\_\_\_\_
  6. Name of the College/Postgraduate Deptt. to which admission is sought \_\_\_\_\_
  7. Class to which Admission is sought \_\_\_\_\_
  8. Fee for eligibility certificate paid under bank draft/University receipt No. \_\_\_\_\_ dated \_\_\_\_\_  
 for Rs: \_\_\_\_\_
  9. Name of the Institute (If any attended after passing the examination shown in item 5 \_\_\_\_\_  
 Class \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (Mention the exact date)
  10. Name of the University/Board/Body to which the Institution mentioned at item 9 is affiliated  
 \_\_\_\_\_
  11. Subject he/she had taken up at Institution Mentioned at Item 9 \_\_\_\_\_  
 \_\_\_\_\_
- (A certificate of attendance from the head of Institution mentioned at Item 9 should be attached with the application).
12. Reason for migration (A certificate from the concerned authority in support of the reason stated should be attached with the application).

Signature of the Applicant

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

## 2. Sample Affidavit Format for Gap Period

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_  
R/o \_\_\_\_\_ do hereby solemnly affirm and declare  
as under:

1. That I have passed \_\_\_\_\_ examination in the year \_\_\_\_\_  
Under Roll No. \_\_\_\_\_ from Board / University. University Registration No. (if any)  
is \_\_\_\_\_
2. That during the gap period, from \_\_\_\_\_ to \_\_\_\_\_ I have not sought  
admission in any educational institution due to \_\_\_\_\_.
3. I further declare that I am applying for admission to the \_\_\_\_\_ in the CDOE.  
University of Jammu, Jammu, as a fresh Learner and I will appear in all the subjects allotted by the  
Admission Committee.
4. I also solemnly affirm and declare that in case averments made above in this regard or in any affidavit  
are found false, I will be liable to criminal prosecution in the court of competent jurisdiction besides  
any other action under the University Statutes.
5. I further declare that in such an event, the Centre for Distance and Online Education, University of  
Jammu shall have the exclusive and absolute right to cancel the admission/examination taken by me  
in the University of Jammu and I shall not question the validity of such a decision in any court of  
law.

DEPONENT

### VERIFICATION

Verified today on \_\_\_\_\_ The averments made above are true and  
Correct and nothing has been concealed there from.

DEPONENT

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

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

1. That I have passed B.A/B. Com/B.Sc. examination in the year \_\_\_\_\_ under Roll  
No. \_\_\_\_\_ from \_\_\_\_\_ University.  
University Registration No. (if any) \_\_\_\_\_
2. That during the gap period, (if any) \_\_\_\_\_ to \_\_\_\_\_  
I have not sought admission in any educational institution due to \_\_\_\_\_.
3. I further declare that I am applying for admission to B.Ed. in \_\_\_\_\_ in the CDOE,  
University of Jammu, Jammu and affirm that the degree/provisional certificate/ and other qualifying  
examination certificates produced by me are genuine.

4. I also solemnly affirm and declare that in case averments made above in this regard, is found false, I will be liable to criminal prosecution in the court of competent jurisdiction besides any other action under the University Statues.
5. I further declare that in such an event, the Centre for Distance and Online Education. University of Jammu shall have the exclusive and absolute right to cancel the admission/examination taken by me in the University of Jammu and shall not question the validity of such a decision in any court of law.

DEPONENT

## VERIFICATION

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

SIGNATURE

Verified at \_\_\_\_\_

On \_\_\_\_\_

**4. Sample Affidavit Format for Submission of Degree/ Provisional Certificate**

I \_\_\_\_\_ D/o, S/o \_\_\_\_\_

do hereby solemnly affirm and declare as under:

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

DEPONENT

## VERIFICATION

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

DEPONENT



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

I \_\_\_\_\_ D/O, S/O \_\_\_\_\_ do hereby solemnly affirm and declare as under:

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

DEPONENT

**VERIFICATION**

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

DEPONENT

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

I \_\_\_\_\_ D/O, S/O \_\_\_\_\_ do hereby solemnly affirm and declare as under:

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

DEPONENT

**VERIFICATION**

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

DEPONENT

**7. Sample Format of service certificate for Enrolling in B.Ed. programme, to be Procured from Respective Institution/School in which the Learner was Employed/is Presently Employed( for Jammu and Kashmir School Teacher only)**

**i) SERVICE CERTIFICATE FROM THE INSTITUTION/SCHOOL  
IN WHICH THE LEARNER IS PRESENTLY EMPLOYED**

I hereby certify that Mr/ Miss/ Mrs \_\_\_\_\_ D/o or S/o \_\_\_\_\_  
is working as a teacher w.e.f. \_\_\_\_\_ in (Name And Address of the school)  
\_\_\_\_\_ which is Recognized by the government vide order No.(in case of private  
school) \_\_\_\_\_ dated \_\_\_\_\_ and falls under the jurisdiction of (Name of the  
Education Block) \_\_\_\_\_ (District) \_\_\_\_\_.

**School/Institution Seal**  
**Date:** \_\_\_\_\_

**Signature of the Principal with stamp**

**ii). SERVICE CERTIFICATE FOR DEFENCE PERSONNEL  
(For Admission to B.Ed. course through Distance Education Mode)**

(A) I hereby certify that Sh/ Smt/ \_\_\_\_\_ S/o D/o \_\_\_\_\_  
Rank No. \_\_\_\_\_ is serving as Education Instructor in the Army Education Core/  
Air Force/ Navy/ Paramilitary forces since \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_  
unit. The Unit is located in \_\_\_\_\_ District \_\_\_\_\_ State. He  
is still in service/ left the service on \_\_\_\_\_.

**(B) The Unit is located in the territorial jurisdiction of University of Jammu.**

(C) I further certify that if any information recorded above is found incorrect I shall be responsible for the same.

Seal of Authority  
Date of Issue:

Signature  
Name and Address of the CO. of the Unit

\_\_\_\_\_  
\_\_\_\_\_

I counter sign the above certificate and further certify that all the above entries have been verified by me personally and are found correct to the best of my knowledge and record.

Commander  
(Name and Address with Stamp)

\_\_\_\_\_  
\_\_\_\_\_

The above particulars given are correct to the best of my knowledge and belief. In the event of any information found in corrector mis leading, my candidature is liable to be cancelled by the Competent Authority at any time.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of the Applicant



## ADMISSION BROCHURE COMMITTEE 2024

- |                        |                                   |
|------------------------|-----------------------------------|
| 1. Prof. Anupama Vohra | 5. Asstt. Registrar (Adm)         |
| 2. Prof. Anju Thappa   | 6. Asstt. Registrar (Publication) |
| 3. Dr. Hina Abrol      | 7. Asstt. Registrar (Academics)   |
| 4. Dr. Jaspal Singh    |                                   |