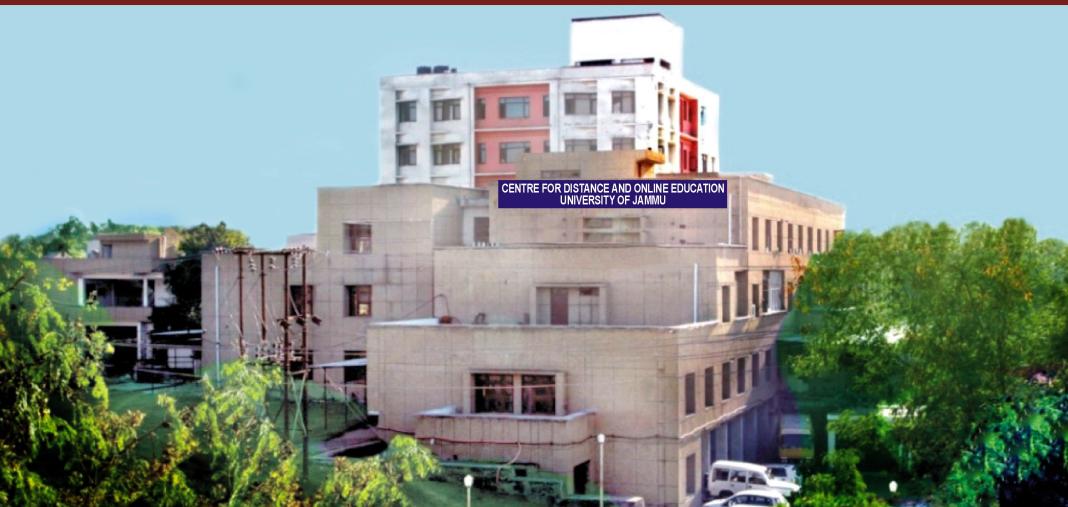


# ADMISSION BROCHURE 2025





CENTRE FOR DISTANCE AND ONLINE EDUCATION UNIVERSITY OF JAMMU, JAMMU

### PRE-ADMISSION 2025 COUNSELLING SESSIONS IN PROGRESS















# Prof. Umesh Rai FNASc. Vice Chancellor

### UNIVERSITY OF JAMMU

**JAMMU - 180 006 (INDIA)** 

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



Phones: +91-191-2435268, 2450014

Fax : +91-191-2459383

E-mail: vc@jammuuniversity.ac.in

rai u@rediffmail.com

### Message

I am pleased to know that the Centre for Distance and Online Education (CDOE), University of Jammu, is bringing out Prospectus-cum-Admission Brochure for various UG and PG courses in Open & Distance Learning and Online mode for the Academic Session 2025-2026. Established by the Kashmir & Jammu Universities Act 1969, the University of Jammu is recognized both at the National and the International platforms for excellence in academics and research.

The Centre for Distance and Online Education (CDOE), University of Jammu, established in 1976 offers a wide spectrum of courses designed to meet the aspirations of learners who seek flexible and accessible pathways to higher education. With a strong focus on quality and inclusivity, CDOE has consistently catered to the needs of learners who may not be able to pursue regular on-campus programmes.

This year holds special significance as CDOE celebrates fifty years of dedicated service in the field of distance education. The Golden Jubilee marks not only a milestone in CDOE's journey but also reflects its enduring commitment to expanding educational opportunities and embracing new modes of online learning. Over the decades, CDOE has empowered thousands of learners to realize their academic and professional goals.

On this historic occasion, I extend my warm greetings to the faculty, staff, learners, alumni of CDOE and welcome all the candidates seeking admission to the various programmes offered by CDOE.

I with CDOE shall continue to enrich lives and uphold its legacy of excellence in open distance and online education, while contributing meaningfully to the vision and mission of the University of Jammu.

Prof. Umesh Rai

### **LEARNERS PARTICIPATION IN DISPLAY YOUR TALENT (DYT-2024)**

















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

www.distanceeducationju.in

### From the Desk of The Director



Welcome to Centre for Distance and Online Education!

It gives me pleasure to place before you the ODL and Online Admission Brochure 2025-26. CDOE is for the current academic session offering ten PG Programmes in Commerce, Dogri, Economics, Education, English, Hindi, Political Science, Punjabi, Sociology and Urdu; and three UG Programmes in Bachelor of Arts and Bachelor of Commerce and Bachelor of Education in ODL mode. Besides, the two recently launched Online PG Programmes in English and M.Com are also gaining popularity among learners. All the above Programmes stand duly approved by the University Grant Commission-Distance Education Board (DEB). Moreover, CDOE also keeping the local aspirations in view is offering Diploma in Gyani.

CDOE has dedicated and experienced faculty, responsive officers and diligent staff who work together to 'reach the unreached' and promote learning with modern educational policies to enable learners to pursue self-paced learning to upskill and reskill for a dynamic global market. Our self-learning resources, both print and online, are continuously updated. Besides, flexible, self-paced learning, CDOE gives immense opportunities to learners through NSS, Sports and Cultural activities to showcase their talent with opportunities for networking and personal development.

CDOE's mission is to encourage learners to contribute to the University's legacy and use their skills to make a positive impact on society.

I am delighted to share with you all that this year is significant as CDOE celebrates fifty years of dedicated academic contribution to society. I welcome all candidates-youth, in-service professionals, homemakers enrolled for different programmes at CDOE during the Golden Jubilee celebrations and hope that you will make the best use of academic, extension and talent exhibit opportunities for your holistic personality development to meet the professional and personal challenges of the contemporary times.

I encourage you to explore the options, imagine what you can achieve, and take the next step with confidence. On behalf of everyone at CDOE, I extend my best wishes for your success and look forward to welcome you into our learning family.

Director CDOE

### INDEPENDENCE DAY CELEBRATION @CDOE

















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Learners 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++' (CGPA:3.72) Grade University by National Assessment and Accreditation Council of India (NAAC) is ranked 51st in University category under NIRF-2025, 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.

Lieutenant Governor of the J&K Union Territory (UT) is the Chancellor of the University. And Chief Minister of the J&K UT is the Pro-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 Bhaderwah, 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. Levels.

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, Centre for Distance & Online Education, Dhanvantri Library, Computer Centre, Health Centre, of interdisciplinary teaching and research.

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, Design Your Degree (DYD), increase in the number of affiliated colleges, use of Information Communication Technology (ICT), impetus to research, collaborations and infrastructural developments are the key 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 programmes in various fields like sciences, arts, humanities, architecture, engineering, education, law, and mass communication. Besides, University of Jammu showcases a well-established culture

### **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; welfare programmes including cultural and literary activities,

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 Jammu Municipal Corporation. The Health Centre also provides for reimbursement facility during hospitalization of employees. Different Lab. tests are also conducted here.

### NATIONAL SERVICE SCHEME (NSS)

In India, National Service Scheme was started to establish a meaningful linkage between the campus and the community. The NSS was launched 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 activities 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 student 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 and 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. programmes, the Directorate of Sports and Physical Education organizes various Sports Competitions/ 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 (400 mts.), University Fitness Centre, etc. The University also has a Gymnasium Hall which has been 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 and afterwards Directorate of Distance and Online 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 buildings 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 10,000 learners in the academic session 2024-25. This multi-faculty institution has 11 permanent teachers with a strong orientation and experience in distance education along with 12 contractual faculty who are equally trained in imparting learning through both ODL and online mode. CDOE also uses the services of visiting faculty, guest faculty and faculty from the regular departments of the University.

In order to augment the delivery of the programmes being offered, latest and updated Self-Learning Material is provided to the 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 Contractual Faculty of Centre for Distance & Online Education 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, Bhaderwah to provide effective academic and administrative support to learners.

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

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

S.No.	Name of the Teacher	Designation
1.	Prof. Pankaj K. Srivastava	Director
2.	Prof. Sandeep Kour 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 Abrol	Associate Professor of History
7.	Dr. Jaspal Singh	Associate Professor of Education
8.	Dr. Neelam Choudhary	Sr. Assistant Professor of Economics
9.	Dr. Anuradha Goswami	Assistant Professor of Education
10.	Dr. Jasleen Kaur	Assistant Professor of English
11.	Dr. Rajber Singh Sodhi	Assistant Professor of Punjabi
12.	Dr. P.P. Singh	Assistant Professor of Urdu

S.No.	Name	Designation		
1	Dr. Neha Vij	Assistant Professor of Sociology		
2	Dr. Pooja Sharma	Assistant Professor of Hindi		
3	Dr. Mamta Sharma	Assistant Professor of Political Science		
4	Dr. Jatinder Singh	Assistant Professor of Dogri		
5 Dr. Deepti Abrol		Assistant Professor of Commerce		
6	Dr. Sumeet Kour	Assistant Professor of Commerce		
7	Dr. Himanshi Chandervanshi	Assistant Professor of English		
8	Dr. Pragati Jasrotia	Assistant Professor of English		
9	Dr. Deepika Sharma	Assistant Professor of Sociology		
10	Dr. Ashu Sharma	Assistant Professor of Sociology		
11	Dr. Anuradha Rani	Assistant Professor of Education		
12 Dr. Pooja Sharma Assista		Assistant Professor of Education		

### Administrative Staff of Centre for Distance & Online Education

S.No.	Name	Designation
1.	Prof. Pankaj K. Srivatsava	Director
2.	Dr. Sumita Sharma	Joint Registrar 9469213599 distanceeducationofficeju@gmail.com
3.	Mr. Sham Lal Sharma	Assistant Registrar 9419202441 distanceeducationofficeju@gmail.com
4.	Mr. Satinder Singh	Assistant Registrar 9419176033 distanceeducationofficeju@gmail.com
5.	Mr. Harish Gupta	Assistant Registrar 9419922029 distanceeducationofficeju@gmail.com

7. Mr. Mukesh Kumar		Section Officer Adm.	
		Section Officer PG	
		Section Officer B.Ed.	
9.	Mr. Faquir Mohd.	Section Officer UG	

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

### **Address for Correspondence**

Prof. Pankaj K. Srivastava

Director, Centre for Distance & Online Education University of Jammu

Jammu-180006

email: distanceeducationju@gmail.com

Ms. Jyoti Aima, Sr. P.A. to Director

Ms. Sunita Bhagat, Junior Assistant

### D. About Undergraduate (General) Degree Programme offered by Centre for Distance and Online Education (CDOE)

Centre for Distance & Online Education offers B.A / B. Com Three Year (General) Degree Programme. Learners/ candidates can seek admission in the Centre for Distance and Online Education on the University Campus or can also get enrolled in Learner Support Centres at Rajouri, Kathua, Bhaderwah and Udhampur.

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

- (i) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three Year Degree (General) Programme Semester I. However, those who have cleared their said examination from Board other than J&K Board will have to submit an affidavit (Annexure 1).
- (ii) Candidates who have passed the Higher Secondary Part-II (10+2) examination in commerce subjects of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three Year B.Com (General) Programme Semester I. However, those who have cleared their said examination from Board other than J&K Board will have to submit an affidavit (Annexure 1).

(iii) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto in any stream (other than commerce) obtaining not less than 45% marks in the aggregate shall also be eligible for admission to the B.Com Degree (General) Programme Semester I. However, those who have cleared their said examination from Board other than J&K Board will have to submit an affidavit (Annexure 1).

### **NOTE:**

• With reference to University Council Resolution No. 80.08, "Candidate failing in one or more subject/s at 10+2 level is not eligible for pursuit of any undergraduate course offered by the University".

## II. Eligibility Criteria for Promotion to B.A/ B.Com Semester-II, III, IV, V & VI

### (i) B.A/ B.Com Semester I to II

A learner will be eligible for promotion from Semester I to II if he/she has:

- a) secured pass marks in Internal Assessment in 75% of subjects/papers of Semester I
- b) has appeared in at least one of the papers in the Semester End Examination of Semester I

### (ii) B.A/ B.Com Semester II to III

A learner will be eligible for promotion from Semester II to III if he/she has:

a) passed at least 50% of the subjects of Semester I and

b) passed in Internal Assessment of 75% subjects/papers of B A / B Com Semester II

### (iii) B.A./B.Com Semester III to IV

A learner will be eligible for promotion from Semester III to IV if he/ she has:

- a) secured pass marks in Internal Assessment of 75% of III. Medium of Instruction and Examination the subject of Semester III
- b) appeared in at least one of the papers in the Semester End Examination of Semester III

### (iv) B.A./B.Com Semester IV to V

A learner will be eligible for promotion from Semester IV to V provided he/she has:

- a) passed at least 50% of the subjects of Semester III and
- b) passed in Internal Assessment of 75% subjects/papers of Semester IV

### (v) B.A./B.Com Semester V to VI

A learner will be eligible for promotion from Semester V to VI provided he/she has:

- a) secured pass marks in Internal Assessment of 75% of the subjects/papers of Semester V
- b) appeared in at least one of the papers in the Semester End Examination of Semester V

#### Note:

- Admission to B.A/B.Com. Semester III and V shall be open only to Non- CBCS students.
- A learner will have to get himself/ herself enrolled in the II, IV, VI Semester ( as the case may be)

within seven days of the termination of the B.A/ B.Com. Semester I,III and V Examination (as the case may be).

• CDOE shall not open the admission after the declaration of the result of re-evaluation.

Medium of instruction and examination in all the subjects shall be English except in case of Hindi, Urdu, Punjabi and Dogri. The medium of instruction and examination in modern Indian languages i.e. Hindi, Urdu, Punjabi and Dogri shall be the language concerned.

### **IV.** (i) Annual Fee For Session 2025-26 for Undergraduate Programmes (B.A / B.Com)

Note:

- The learner shall pay full fee at the time of admission. Beside this, the learners enrolled with the CDOE shall be required to pay any other fee and dues, prescribed from time to time by the University of Jammu.
- The details of late fee to be charged ( as applicable) for admission form being submitted late are available in the admission notification on the website: www.distanceeducationju.in

### (ii) Mode of Payment of Fee

The learner interested to seek admission in the Centre for Distance & Online Education, University of Jammu, in B.A/B.Com. Semester I, III and V shall deposit their admission fee through the online mode (Internet payment gateway) available.

### (iii) Refund of Fee

- 1. The applicant declared ineligible for admission must submit an application for refund of fee to the Director, Centre for Distance & Online Education within 15 days after being declared as ineligible, after which no request for refund shall be entertained.
- 2. If a learner is found ineligible and not enrolled, the fee paid by him/her shall be refunded after deducting Rs.220/- to cover remittance and other charges.
- 3. If the learner is not enrolled because of his/her having not submitted the required certificate by the dates fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.

### V. Important Instructions to fill in Online Admission Form of B.A/ B.Com. Semester-I

Learners will be required to apply Online exclusively through the Centre for Distance & Online Education website: www.distanceeducationju.in

Learners are advised to read carefully the following instructions before they fill in Online Admission Form:

- 1. Learner seeking admission to Semester I of the Undergraduate programme (B.A/B.Com) shall ensure that he/ she fulfils the **eligibility conditions** as specified.
- 2. Read the contents of the brochure carefully before filling in Online Admission Form.
- 3. Fill in the Admission Form online only at www.distanceeducationju.in
- 4. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of last qualifying examination.

- 5. Properly scan relevant **documents** and **signature** and **UPLOAD** them. Uploading of all documents is **MANDATORY.**
- 6. The learner automatically comes to know about the fee details once he/she clicks the 'submit' button after filling 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.
- 7. The learner will have to pay the admission fee only through online mode (Internet payment gateway) available.
- 8. The learner is advised to keep with him/her at least two printed copies of the filled in form along with bank transaction details for further reference.
- The learner must upload CLEARLY SCANNED
   Original Documents as per the checklist given with the online form.
- 10. Admission Form incomplete in any respect shall be rejected.
- 11. Seeking admission on the basis of false identity, misrepresentation by submitting false/forge certificates/ documents or suppression of any material fact is unlawful and will result in cancellation of admission.
- 12. Admission cannot be claimed as a matter of right.
- 13. Subjects opted by the learner should be carefully filled in the relevant column of the Online Form. **Subject option**

once exercised by the learner and approved by the CDOE shall not be changed subsequently.

- VI. Checklist of documents to be uploaded along with B.A/B.Com Semester I Online Admission Form:
  - i) Matriculation Diploma (for DOB)
  - ii) Marks Sheet of Higher Secondary Part-II (10+2)
  - iii) Higher Secondary Part- II Diploma (for old candidates)
  - iv) Provisional Certificate of Higher Secondary Part-II (10+2) for fresh candidates
  - v) Cancellation Certificate for those who were registered earlier with colleges affiliated to the University of Jammu.
  - vi) Migration Certificate for those who were registered earlier with cluster/ any other University.
  - vii) Character certificate from the Institution last attended or from any other gazetted officer/ 1st class magistrate.
  - viii) Migration certificate from the learner who has passed his/her last examination from Board other than the J&K State Board of Secondary Education.
  - ix) Eligibility form duly filled in and an affidavit as given in (Annexure-4).
  - x) In case of learner having a "gap' of more than one year the applicant must upload Notary Certified/ Affidavit for Gap Period. (Annexure 2)
  - xi) Re-admission case: Learner seeking admission in B.A/B.Com Semester I for the second time will be called as readmission case and will have to provide the relevant documents that is Cancellation certificate/ Migration certificate as the case may be.

- xii) Passport size photographs.
- xiii) Signature of the candidate.
- xiv) Declaration Affidavit.

#### **NOTE:**

- No Online submission of the Admission Form will be entertained after the last date prescribed for submission of Admission Form is over. Hard copy of the admission form will not be acceptable in any case after the last date is over.
- A separate notification for Second Semester shall be notified after Semester I Examination.

## VII. Important Instructions to fill in Online Admission Form of B.A./B. Com Semester III

Learners will be required to apply Online exclusively through the Centre for Distance & Online Education website www.distanceeducationju.in

Learners are advised to read carefully the following instructions before they fill in Online Admission Form:

- 1. Learner seeking admission to Semester III of the Undergraduate programme (B.A/B.Com) shall ensure that he/ she fulfils the **eligibility conditions** as specified.
- 2. Read the contents of UG **eligibility criteria** carefully before filling in Online Admission Form.
- 3. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of last qualifying examination.
- 4. Properly scan relevant **documents** and **signature** and **UPLOAD** them. Uploading of all documents is **MANDATORY**.

- 5. The applicant automatically comes to know about the fee details once he/she clicks the 'submit' button after filling 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.
- 6. The learner will have to pay the admission fee only through online mode (Internet payment, Gateway) available.
- 7. The learner is advised to keep at least two printed copies of the filled in form along with banking transaction details for further reference.
- 8. The learner must upload **CLEARLY SCANNED** documents as per the checklist given with the online form.
- 9. Admission form incomplete in any respect shall be rejected.
- 10. Seeking admission on the basis of false identity, misrepresentation by submitting false/forge certificates/documents or suppression of any material fact is unlawful and will result in cancellation of admission.
- 11. Admission cannot be claimed as a matter of right.
- 12. Subjects opted by the learners in the first semester have to be retained in all six semesters and filled in carefully in the relevant column of the Online Form.

## 5. The applicant automatically comes to know about the fee details once he/she clicks the 'submit' button after III Online Admission Form.

Documents required to be uploaded along with the Online Admission Form of B.A/B.Com Semester III:

- I. Scanned Original marks card of B.A./B.Com Semester I
- II. Scanned Original NOC from Principal in case migration from college (signed and verified by concerned) mentioning that the candidate has passed in Internal Assessment of at least 75% of subjects/papers of Semester II.
- III. Scanned Original Migration certificate in case of Inter College Migration (Migration allowed only from college offering Non CBCS B.A/B.Com course)
- IV. Scanned Original Gap affidavit and Reappear affidavit as the case may be (Annexure 2 and 3). The affidavit has to be duly attested by a Magistrate/ Oath commissioner/ Notary Public.
- V. Scanned Passport size photograph.
- VI. Scanned Signature of the learner.

VII. Scanned Examination Roll No. Slip of Semester II.

### VIII. Important Instructions to fill in Online Admission Form for B.A/ B.Com Semester V

Learners will be required to apply Online exclusively through the Centre for Distance & Online Education website www.distanceeducationju.in

Learners are advised to read carefully the following instructions before they fill in Online Admission Form:

1. Learner seeking admission to Semester V of the Undergraduate programme (B.A/B.Com) shall ensure that he/ she fulfils the **eligibility conditions** as specified.

- 2. Read the **eligibility criteria** carefully before filling in Online Admission Form.
- 3. Fill in the Admission form online only at www.distanceeducationju.in
- 4. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of last qualifying examination.
- 5. Properly scan relevant **documents** and **signature** and **UPLOAD** them. Uploading of all documents is **MANDATORY.**
- 6. The applicant automatically comes to know about the fee details once he/she clicks the 'submit' button after filling 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.
- 7. The learner will have to pay the admission fee only through online mode (Internet Payment, Gateway) available.
- 8. The learner is advised to keep with them at least two printed copies of the filled in form along with banking transaction details for further reference.
- 9. The learner must upload **CLEARLY SCANNED** Original documents as per the checklist given with the online form.
- 10. Admission form incomplete in any respect shall be rejected.

- 11. Seeking admission on the basis of false identity, misrepresentation by submitting false/forge certificates/ documents or suppression of any material fact is unlawful and will result in cancellation of admission.
- 12. Admission cannot be claimed as a matter of right.
- 13. Subjects opted by the learner in the previous semesters have to be retained and carefully filled in the relevant column of the Online Form.

### **Documents to be Uploaded Along with B.A/ B.Com Semester V Online Admission Form.**

Documents required to be uploaded along with the Online Admission Form of B.A/B.Com Semester V

- I. Scanned Original marks card of B.A./B.Com Semester I, II & III
- II. Scanned Original NOC from Principal in case of migration from college (signed and verified by concerned) mentioning that the learner has passed in Internal Assessment of at least 75% of subjects/papers of Semester IV
- III. Scanned Original Migration certificates in case of Inter College Migration (Migration allowed only from college offering Non CBCS B.A/B.Com course)
- IV. Scanned Original **Gap affidavit** and **Reappear affidavit** (Annexure 2 and 3). The affidavit has to be duly attested by a Magistrate/ Oath Commissioner/Notary Public.
- V. Scanned Passport size photograph.
- VI. Scanned Signature of the learner.
- VII. Scanned Examination Roll No. Slip of Semester IV.

I S/o, D/o VERIFICATION  do hereby solemnly affirm and declare as under:  1. That I have passed 10+2 examination in the year that the averments mad under Roll No from Board/ are true and correct and nothing has been concealed ther University Registration No. (if any)	ersity of
(To be submitted by the student concerned on Rs. 10/- Stamp Paper for CBSE and Boards other than JK Board)  I S/o, D/o VERIFICATION  do hereby solemnly affirm and declare as under:  1. That I have passed 10+2 examination in the year that the averments mad under Roll No from Board/ University Registration No. (if any) SIGNA  2. That I am submitting my documents in original, viz	of such a
Stamp Paper for CBSE and Boards other than JK Board)  I S/o, D/o VERIFICATION  do hereby solemnly affirm and declare as under:  1. That I have passed 10+2 examination in the year that the averments mad under Roll No from Board/ University Registration No. (if any) SIGNAR.  2. That I am submitting my documents in original, viz Verified at	
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1. That I have passed 10+2 examination in the year that the averments mad under Roll No from Board/ are true and correct and nothing has been concealed ther University Registration No. (if any) SIGNATI.  2. That I am submitting my documents in original, viz Verified at	
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under Roll No from Board/ are true and correct and nothing has been concealed ther University Registration No. (if any) SIGNAL.  2. That I am submitting my documents in original, viz Verified at	de above
2. That I am submitting my documents in original, viz Verified at	
2. That I am submitting my documents in original, viz Verified at	
verified at	NATURE
Migration Cartificate/ Provisional Cartificate/ School	
On	
Leaving Certificate or Transfer Certificate, as applicable.	
3. I further declare that I am applying for admission to  ANNEXURE 2	
the B.A./B.Com Semester I in the CDOE, University of Jammy Jammy as a fresh candidate and I will  2. Sample Affidavit Format for Gap Period	
Of Janning, Janning as a fiesh candidate and I will	e-annear
appear in an the subjects another by the Admission	с ирреш
Committee.	
4. I also solemnly affirm and declare that in case averments  made above in this regard or in any affidavit are found  S/o, D/o  S/o, D/o	
false, I will be liable to criminal prosecution in the	
court of competent jurisdiction besides any other action do hereby solemnly affirm and declare as under:	
under the University Statutes.  1. That I have passed examination	on in the
5. I further declare that in such an event, the Centre for year Under Roll No	
Distance & Online Education, University of Jammu,  Board/ University. University Registration No.	
shall have the exclusive and absolute right to cancel the is	, , ,

	That during the Gap Period, from to	ANNEXURE 3
	I have not sought admission in any	3. Sample Affidavit Format for Re-Appear Candidates
_	educational institution due to	(To be submitted on Rs. 10/- Stamp Paper by Re-appear
2.	I further declare that I am applying for admission to the	candidates only)
	in CDOE, University of Jammu, Jammu,	<u> </u>
	as a fresh candidate and I will appear in all the subjects	S/o,D/o
	allotted by the Admission Committee.	R/o
3.	I also solemnly affirm and declare that in case averments	do hereby solemnly affirm and declare as under:
	made above in this regard or in any affidavit are found	1. That I am seeking admission to the B.A /B. Com Sem
	false, I will be liable to criminal prosecution in the court of	III/V, (specify) course of the CDOE on the basis of
	competent jurisdiction besides any other action under the	having re-appear in the B.A I/III (Two Papers)/ B.Com
	University Statutes.	Sem I/III(Two Papers)/ examination in one paper (Please
4.	I further declare that in such an event, the Centre for Distance	specify the Paper) I further declare
	& Online Education, University of Jammu, shall have the	that if I will not clear the said paper within the statutory
	exclusive and absolute right to cancel the Admission/	prescribed period/ chances, my result of B.A/B.Com Sem
	Examination taken by me in the University of Jammu and	III/V, be kept withheld. I also declare that I will appear
	I shall not question the validity of such a decision in any	in the said examination at my own risk and responsibility.
	court of law.	2. That the averments made above are true and correct to the
		best of my knowledge and nothing has been concealed.
	DEPONENT	DEPONENT
	VERIFICATION	VERIFICATION
	ed at Jammu today	Verified at Jammu today
<b>)</b> ay _	that the averments made above	Day that the averments made above
ire tr	ue and correct and nothing has been concealed therefrom.	are true and correct and nothing has been concealed therefrom.
	SIGNATURE	SIGNATURE
Verifi	ed at	Verified at
On		On

### **ANNEXURE 4**

### 4. Eligibility Certificate

### UNIVERSITY OF JAMMU

Application for an Eligibility Certificate
(The Statutes Governing grant of Eligibility Certificate are given overleaf)

FOR ALL APPLICANTS

	TOR MEETING			
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 ExamYear of passing			
	Roll No University /Board / Other			
	Body			
6.	Name of the Institute to which admission is sought			
7.	Class to which admission is sought			
	3. Fee for eligibility certificate paid under bank draf			
	University receipt No.			
	Dated for Rs			
9.	Name of the Institute (If any attended after passing the			
	examination shown at serial 5 Class			
	from to (mention the			
	exact date)			
10	Name of the University/ Board/Body to which the Institution			
	mentioned at serial 9 is affiliated			
11	Subject he/ she had taken up at Institution mentioned at			
	serial 9			

- (A certificate of attendance from the head of Institution mentioned at serial 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.

\*The spelling of the Name must correspond to the Matriculation Certificate.

\*\*The migration certificate in original be attached with application.

\*\*\*This certificate is to be given only in the case of applicants who are unable to produce migration and qualification certificate.

### **BACHELOR IN COMMERCE**

### **Course Structure (Non-CBCS)**

### SEMESTER-I

### **SEMESTER-III**

S.No.	Course Code	Course Title	Credits	No. of Assignments	Study Hours of Learners
		Core Courses			
1	AA-101	General English	4	2	120 Hours
2	BCG-101	Financial Accounting	4	2	120 Hours
3	BCG-102	Management Theory and Practice	4	2	120 Hours
4	BCG-103	Micro Economics	4	2	120 Hours
		Elective (Any one of the following)			
5	BCG-104	Basic Business Communication	4	2	120 Hours
6	BCG-105	Business Mathematics I	4	2	120 Hours
7	BCG-106 (Vocational)	Tax Procedure and Practice: (Public Finance)	4	2	120 Hours
8	BCG-107 (Vocational)	Computer Application I: (Computer Fundamentals)	4	2	120 Hours

S.No.	Course Code Course Title		Credits	No. of Assignments	Study Hours of Learners
		Core Courses			
1	AA-301	General English	4	2	120 Hours
2	BCG-301	Corporate Accounting	4	2	120 Hours
3	BCG-302	Income Tax - I	4	2	120 Hours
4	BCG-303	Business Law	4	2	120 Hours
5	ES-301	Environmental Studies with Practical			60 Hours
		Elective (Any one of the following)			
6	BCG-304	Entrepreneurship For Small Business	4	2	120 Hours
7	BCG-305 (Vocational)	Tax Procedure & Practice : (Service Tax and VAT)	4	2	120 Hours
8	BCG-306 (Vocational)	Computer Application III : (Database Management System)	4	2	120 Hours
	•	To	tal Credits	= 20	•

**Total Credits = 20** 

Total Credits = 20

### **SEMESTER-II**

### SEMESTER-IV

S.No.	Course Code	Course Title	Credits	No. of Assignments	Study Hours of Learners
		Core Courses			
1	AA-201	General English	4	2	120 Hours
2	BCG-201	Advanced Financial Accounting	4	2	120 Hours
3	BCG-202	Business Ethics	4	2	120 Hours
4	BCG-203	Economics for Managerial Decisions	4	2	120 Hours
		Elective (Any one of the following)			
5	BCG-204	Communication Skills	4	2	120 Hours
6	BCG-205	Business Mathematics II	4	2	120 Hours
7	BCG-206 (Vocational)	Tax Procedure & Practice (Federal Finance)	4	2	120 Hours
8	BCG:207 (Vocational)	Computer Application II ( PC Software)	4	2	120 Hours

S.No.	Course Code	Course Title	Credits	No. of Assignments	Study Hours of Learners
		Core Courses			
1	AA-401	General English	4	2	120 Hours
2	BCG-401	Advance Corporate Accounting	4	2	120 Hours
3	BCG-402	Income Tax - II	4	2	120 Hours
4	BCG-403	Corporate Law	4	2	120 Hours
5	ES-401	Environmental Studies with Practical			60 Hours
		Elective (Any one of the following)			
6	BCG-404	Business Environment	4	2	120 Hours
7	BCG-405 (Vocational)	Tax Procedure and Practice (Central Excise & Custom Duty)	4 2		120 Hours
8	BCG-406 (Vocational)	Computer Application IV (Web Designing Tools and Techniques)	4	2	120 Hours

**Total Credits = 20 Total Credits = 20** 

### SEMESTER-V

# SEMESTER-VI

S.No.	Course Code	Course Title	Credits	No. of Assignments	Study Hours of Learners
		Core Courses			
1	AA-501	General English	4	2	120 Hours
2	BCG-501	Cost Accounting	4	2	120 Hours
3	BCG-502	Business Statistics	4	2	120 Hours
4	BCG-503	Contemporary Management	4	2	120 Hours
		Elective (Any one of the following)			
5	BCG-504	Economic Regulations of Domestic and Foreign Exchange	4	2	120 Hours
6	BCG-505 (Vocational)	Tax Procedure and Practice (Tax Planning and Management-1)	4	2	120 Hours
7	BCG-506 (Vocational)	Computer Application (Computer Networks and Internet)	4	2	120 Hours

S.No.	Course Code	Course Title	Credits	No. of Assignments	Study Hours of Learners
		Core Courses			
1	AA-601	General English	4	2	120 Hours
2	BCG-601	Advanced Management Accounting	4	2	120 Hours
3	BCG-602	Logistic Management	4	2	120 Hours
4	BCG-603	Auditing	4	2	120 Hours
		Elective (Any one of the following)			
5	BCG-604	Insurance Management	4	2	120 Hours
6	BCG-605 (Vocational)	Tax Procedure and Practice (Tax Planning & Management-11)	4	2	120 Hours
7	BCG-606 (Vocational)	Computer Application VI : C-Language Programming	4	2	120 Hours

Total Credits = 20

Total Credits = 20

**Credits = 120** 

#### Coordinator:

Prof. Sandeep Kour Tandon: B.Com. Semester-I-VI

email: sktandonjmu@gmail.com

### Teacher Incharge:

Dr. Sumeet Kour: B.Com. Semester-I-VI

email: sumeetask@gmail.com

### Coordinator:

Prof. Jaspal Singh: B.A. Semester–I and II

email: jswarwal@gmail.com

Dr. Hina Abrol: B.A. Semester-III and IV

email: hinabrol1001@gmail.com

Dr. Anuradha Goswami : B.A. Semester-V and VI

email: goswamianuradha499@gmail.com

Learners are advised to regularly visit the website

www.distanceeducationju.in for important information regarding their programme

# COURSE STRUCTURE (NON CBCS) B.A GENERAL SEMESTER I to VI

### Combination of subjects (B.A. General Programme) 120 - Credits

S.No.	Subject 1	Subject 2	Subject 3	Subject 4
1.	General English	Education	History	Hindi
2.	General English	Marketing Management	Business Management	Political Science
3.	General English	English Literature	History	Economics
4.	General English	Sociology	Political Science	Economics
5.	General English	Business Management	Political Science	Economics
6.	General English	History	Sociology	Hindi
7.	General English	Education	Political Science	Dogri
8.	General English	Hindi	History	Economics
9.	General English	Political Science	Sociology	Punjabi
10.	General English	Sociology	Political Science	Urdu
11.	General English	Education	History	Political Science
12.	General English	History	Sociology	Political Science
13.	General English	Education	Political Science	Punjabi
14.	General English	Marketing Management	Political Science	Economics
15.	General English	Education	Hindi	Economics
16.	General English	Education	Political Science	Urdu
17.	General English	History	Political Science	Dogri
18.	General English	Sociology	Hindi	Economics
19.	General English	Marketing Management	English Literature	Economics
20.	General English	Education	English Literature	Economics

### SEMESTER-I

#### Subject Course Title Study Course Credits No of Code hours Assignment AA-101 6 3 180 General English General English English Literature EL-101 English Literature 6 3 180 ED-101 Education & Society 4 2 Education 120 Sociology 2 SO-101 Introduction to Sociology 120 HT-101 Ancient India 4 2 History 120 Kavya Evam Vyakaran 3 Hindi HI-101 180 PS-101 Political Science Introduction to Political 6 3 180 Science 2 EC-101 4 Micro Economics **Economics** 120 2 UR-101 Ghazal &Afsana 4 Urdu 120 BM-101 Principles of Management 2 Business 120 Management 4 2 Marketing MK-101 **Business Environment** 120 Management DG-101 Poetry Te Natak 4 2 Dogri 120 Punjabi PB-101 Adhunik Punjabi Kavita, 2 120 Kahani Te Pubjabi Sahit Da Itihaas

### **SEMESTER-II**

Subject	Course Code	Course Title	Credits	No of Assignment	Study hours
General English	AA-201	General English	6	3	180
English Literature	EL-201	English Literature	6	3	180
Education	ED-201	Educational Psychology & Statistics	, .,		120
Sociology	SO-201	Society in India	4	2	120
History	HT-201	Medieval India	4	2	120
Hindi	HI-201	Kahani Evam Vyakaran	6	3	180
Political Science	PS-201	Indian Government & Politics	6	3	180
Economics	EC-201	Indian Economy	4	2	120
Urdu	UR-201	Study of Urdu Nazam	4	2	120
Business Management	BM-201	Organisational Behaviour	4	2	120
Marketing Management	MK-201	Branding Decisions	4	2	120
Dogri	DG-201	Novel	4	2	120
Punjabi	PB-201	Adhunik Punjabi Kavita, Ikangite Te Punjabi Sahit da Itihas	4	2	120

20 Credits 20 Credits

### **SEMESTER-III**

#### Subject No of Study Course Course Title Credits Code Assignment hours 3 180 General English AA-301 General English 6 English Literature EL-301 English Literature 6 3 180 Education ED-301 Education in Modern 4 2 120 India Foundations of 4 2 Sociology SO-301 120 Sociological Thought 2 History HT-301 Modern India 4 120 HI-301 Gadhya Vidhya Evam 6 3 Hindi 180 Hindi Bhasha Political Science PS-301 Western Political Thought 6 3 180 EC-301 2 **Economics** Macroeconomics 4 120 4 2 Urdu UR-301 Qasida Marsiya & Drama 120 BM-301 Human Resource 4 2 Business 120 Management Management Marketing MK-301 Retail Management 4 2 120 Management DG-301 Poetry 2 Dogri 4 120 Sufi, Kissa Ate 2 Punjabi PB-301 4 120 Lakdhara

### **SEMESTER-IV**

Subject	Course Code	Course Title	Credits	No of Assignment	Study hours
General English	AA-401	General English	6	3	180
English Literature	EL-401	English Literature	6	3	180
Education	ED-401	Psychology of Foundations of Education	4	2	120
Sociology	SO-401	Indian Society – Issues & Problems	4	2	120
History	HT-401	History of Jammu & Kashmir			120
Hindi	HI-401	Natak, Ekanki Evam Vyakaran	6	3	180
Political Science	PS-401	Comparative Politics	6	3	180
Economics	EC-401	Quantitative Methods in Economics	4 2		120
Urdu	UR-401	Study of Masnavi & Inshiya	4	2	120
Business Management	BM-401	Marketing Management	4	2	120
Marketing Management	MK-401	Channel Management 4 2		2	120
Dogri	DG-401	Short Story	Story 4 2		120
Punjabi	PB-401	Punjabi Novel, Sahit 4 Sidhant Ate Bhasha Vigiyan		2	120

20 Credits 20 Credits

### SEMESTER-V

#### Subject Course Course Title Credits No. of Study Assignment Code hours General English General English AA-501 6 3 180 English Literature EL-501 English Literature 6 3 180 2 Education ED-501 Principles of Education 4 120 2 Sociology SO-501 Social Research 4 120 2 History of Modern Europe History HT-501 120 till 1870 Kathakar Prem Chand 6 3 Hindi HI-501 180 Political Science PS-501 International Politics 6 3 180 **Economics** EC-501 Money, Banking, Public 4 2 120 Finance & International Trade Ghazal &Nazam& Novel 4 2 Urdu UR-501 120 2 Business BM-501 Financial Management 4 120 Management Marketing MK-501 Industrial Marketing 4 2 120 Management 2 4 Dogri DG-501 Poetry 120 Punjabi Gurmat Kav Ate 2 PB-501 4 120 Adhunik Vartak

### SEMESTER-VI

Subject	Course	Course Title	Credits	No of	Study
	Code			Assignment	hours
General English	AA-601	General English 6 3		3	180
English Literature	EL-601	English Literature	6	3	180
Education	ED-601	Development of	4	2	120
		Educational System			
		in India			
Sociology	SO-601	Social Change &	4	2	120
		Development in India			
History	HT-601	Modern World 1860-1945	4	2	120
Hindi	HI-601	Natakkar Mohan Rakesh	6	3	180
Political Science	PS-601	Government & Politics in	6	3	180
		Jammu & Kashmir			
Economics	EC-601	Development Economics	4	2	120
Urdu	UR-601	Urdu Criticism	4	2	120
Business	BM-601	Export Procedures and	4	2	120
Management		Documentation			
Marketing	MK-601	International Marketing	4	2	120
Management					
Dogri	DG-601	Novel	4	2	120
Punjabi	PB-601	Riasati Punjabi Sahit	4	2	120
		Da Itihas			
Management Dogri	DG-601	Novel Riasati Punjabi Sahit	4	2	120

20 Credits 20 Credits

### E. About Diploma Programme in Gyani

Programme	Eligibility	Fee	Duration
Diploma in Gyani (ODL Mode)	10th Pass	Rs.11,730/-	1 Year (Annual)

### Syllabi and Courses of Study in Gyani (Honours in Punjabi)

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 optional paper : Hindi, Dogri and Urdu

Coordinator:
Dr. Rajber Singh Sodhi
rajbeersinghsodhi@gmail.com

### F. About Post-Graduate Degree Programmes

Centre for Distance & Online Education (CDOE), 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, Economics and Political Science.

### • 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. Sociology (ODL Mode)	<ol> <li>A candidate must have passed Bachelor's Degree examination with Sociology as core subject OR have earned 50% of Credits in Sociology in UG programme under NEP-2020;</li> <li>Candidate having earned 24 credits as minor in Sociology;</li> <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 55% marks.</li> </ol>	Rs.16,460/-	2 Academic Years (4 Semesters)	Coordinator: Prof. Vishav Raksha Department of Sociology University of Jammu Room No. 109 vraksha2@gmail.com Teacher Incharge: Dr. Neha Vij CDOE Room No. 203 vij.neha022@gmail.com Dr. Ashu Sharma Assistant Professor CDOE Room No. 203 ashu84lecturer@gmail.com Dr. Deepika Sharma Assistant Professor CDOE, Room No. 204 deepikasharma70008@gmail.com

2.	P.G. Pol. Science (ODL Mode)	<ol> <li>A candidate must have passed the Bachelor's Degree examination with Political Science as a core subject OR have earned 50% of credits in Political Science in UG Programme under NEP 2020;</li> <li>Graduation with 24 credits as minor in Political Science OR 24 Credits in the Core/DSE courses across all the semesters;</li> <li>Graduation in any Social Science disciplines with 50% marks (Public Administration, Public Policy, International Relations, History, Economics, Anthropology, Psychology, Education, Sociology, Social Work and Philosophy);</li> <li>Graduation in any other discipline with 60%.</li> </ol>	Rs. 14,300/-	2 Academic Years (4 Semesters)	Coordinator: Dr. V.V.V Nagendra Rao CDOE Room No. 108 vvnagendra@gmail.com  Teacher Incharge: Dr. Mamta Sharma CDOE Room No. 205 mamtaddeju@gmail.com
3.	P.G. Economics	<ol> <li>A candidate must have passed Bachelor's Degree examination with Economics as core subject or have earned 50% of credits in Economics in UG programme under NEP-2020;</li> <li>having earned 24 credits as minor in Economics;</li> <li>Graduation under 10+2+3 pattern with Economics 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 55% marks.</li> </ol>	Rs. 14,300/-	2 Academic Years (4 Semesters)	Coordinator: Dr. Neelam Choudhary CDOE Room No. 104 neelam11choudhary@gmail.com

4.	P.G. English (ODL Mode)	<ol> <li>A candidate must have passed Bachelor's Degree examination with English (Honors) or English Literature as core subject or having earned 50% of credits in English or English Literature in UG programme under NEP-2020;</li> <li>having earned 24 credits as minor in English or English Literature; Bachelor's Degree with English (Honors) or English Literature under 10+2+3 pattern;</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 55% marks.</li> </ol>	2Academic Years (4 Semesters)	Coordinator: Prof. Anupama Vohra CDOE Room No.109 anupama_vohra@jammuuniversity.ac.in Teacher Incharge: Dr. Jasleen Kaur CDOE Room No.105 dde.jasleenkaur@gmail.com  Dr. Himanshi Chandervanshi Assistant Professor CDOE Room No.210 email: himanshichandervansi@gmail.com  Dr. Pragati Jasrotia Assistant Professor CDOE Room No.210 email: pragatijasrotia@gmail.com
5.	P.G. Hindi (ODL Mode)	<ol> <li>A candidate must have passed Bachelor's Degree examination with Hindi (Hons) or Hindi as core subject or have earned 50% of credits in Hindi in UG programme under NEP-2020;</li> <li>Candidate having earned 24 credits as minor in Hindi; Graduation under 10+2+3 pattern with Hindi 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>A candidate must have passed Bachelor's Degree examination with 55% marks.</li> </ol>	2 Academic Years (4 Semesters)	Coordinator: Prof. Anju Sharma Thappa CDOE Room No. 107 anju.thappa@jammuuniversity.ac.in  Teacher Incharge: Dr. Pooja Sharma CDOE Room No. 204 sharma.15pooja.87@gmail.com

6.	P.G. Urdu (ODL Mode)	<ol> <li>A candidate must have passed Bachelor's Degree examination with Urdu OR have earned 50% of credits in Urdu in UG programme under NEP-2020;</li> <li>having earned 24 credits as minor in Urdu OR having 50% credits in Persian/Arabic/Islamic Studies/ Kashmiri;</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 55%.</li> </ol>	Rs. 14,300/-	2 Academic Years (4 Semesters)	Coordinator: Prof. Shohab Inayat Malik Department of Urdu University of Jammu Room No. 01 profshohabmalik@gmail.com  Teacher Incharge: Dr. Parshotam Paul Singh CDOE Room No.206 ppsingh347@gmail.com
7.	P.G. Dogri (ODL Mode)	<ol> <li>A candidate must have passed Bachelor's Degree examination with Dogri as core subject OR have earned 50% of credits in Dogri in UG programme under NEP-2020;</li> <li>having earned 24 credits as minor in Dogri;</li> <li>Graduation examination along with Shiromani Honors;</li> <li>Bachelor Degree examination with any other language;</li> <li>Graduation in any stream.</li> </ol>	Rs. 14,300/-	2 Academic Years (4 Semesters)	Coordinator: Prof. Anju Sharma Thappa CDOE Room No.107 anju.thappa@jammuuniversity.ac.in  Teacher Incharge: Dr. Jatinder Singh CDOE Room No.208 jeetusingh1970@gmail.com

8.	M.A. Punjabi (ODL Mode)	<ol> <li>A candidate must have passed Bachelor's Degree examination with Punjabi as core subject OR having earned 50% of credits in Punjabi in UG programme under NEP-2020;</li> <li>having earned 24 credits as minor in Punjabi;</li> <li>Graduation along with Gyani Honors examination with atleast 50% marks;</li> <li>Bachelor's Degree in any other discipline with 55% marks;</li> <li>Graduation with any of the allied subject of Social Science securing atleast 50% marks.</li> </ol>	Rs. 14,300/-	2 Academic Years (4 Semesters)	Coordinator: Dr. Rajber Singh Sodhi CDOE Room No. 211 rajbeersinghsodhi@gmail.com
9.	M.Com. (ODL)	<ol> <li>B.Com. programme under NEP-2020 with 50% of credits earned;</li> <li>Bachelor Degree in Commerce (B.Com.) (General) under CBCS;</li> <li>Bachelor Degree in Commerce (B.Com.) (Honors) under CBCS;</li> <li>Bachelor Degree in Commerce (B.Com.) under 10+2+3 pattern;</li> <li>having B.Com. minor with 24 credits earned across all the six (06) semesters;</li> <li>Graduation under 10+2+3 in any other discipline with 55% marks.</li> </ol>	Rs.13,610/-	2 Academic Years (4 Semesters)	Coordinator: Prof. Sandeep Tandon CDOE Room No. 111 sktandonjmu@gmail.com  Teacher Incharge: Dr. Deepti Abrol CDOE Room No. 106 drdeeptiabrol@gmail.com

10.	M.A. Education (CBCS)	<ol> <li>A candidate having passed Bachelor's Degree examination under 10+2+3 pattern with Education as an elective subject;</li> <li>having earned 24 credits in Education subject across all the six semesters at the undergraduate level under the choice-based credit system;</li> <li>Graduation under 10+2+3 pattern in any other discipline with 60% marks;</li> <li>having passed Bachelor's Degree under 10+2+3 pattern with the subject of Sociology/Psychology/Philosophy securing at least 50% marks.</li> </ol>	Rs. 20,305/-	2 Academic Years (4 Semesters)	Coordinator: Dr. Anuradha Goswami CDOE Room No. 1 goswamianuradha499@gmail.com  Dr. Anuradha Rani Assistant Professor CDOE Room No. 207 ranuradha493@gmail.com  Dr. Pooja Sharma Assistant Professor CDOE Room No. 207 pooja.cuhimachal@gmail.com
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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.1120/- Registration fee @ Rs.470/- Revival fee @ Rs.1780/- 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 UGC 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 P.G. programme shall ensure that he/she fulfils the **eligibility conditions** as specified.
- ii. Learner needs to read the contents carefully before filling in online application form.

- iii. Fill the Application Form online at 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. 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. 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 immediately by hand in the Centre for Distance & Onine 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. 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. 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, 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 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 I to VI/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: 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 given 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 Semester I and III are advised to fill in their examination forms Online for Semester II and Semester IV within 15 days after the last date of their Semester I and

Semester III examination and submit the hard copy of the same along with the Transaction Fee Receipt by hand in the concerned section in CDOE.

# Note: For further instructions keep visiting CDOE website www.distanceeducationju.in

To be eligible to seek admission to the Semester III 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.
- 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.

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

#### Course Structure of P.G. Sociology (Non-CBCS) Semester-I

<b>Course Code</b>	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**

<b>Course Code</b>	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

<b>Course Code</b>	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

<b>Course Code</b>	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

<b>Course Code</b>	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

<b>Course Code</b>	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

<b>Course Code</b>	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	
POL-404	Human Rights	6
POL-405	Public Policy and Governance	6
	Total Cre	dits: 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 MA Economics (Non-CBCS)**

### Semester-I

#### **Course Title** S.No. Course No. **Credits** ECO 101 Microeconomics 6 ECO 107 Macroeconomics 6 Mathematical Methods in Economics ECO 103 6 Development Economics ECO 104 6

#### Semester-II

S.No.	Course Title	Course No.	Credits
1	Advanced Micro-economics	ECO 201	6
2	Advanced Macro-economics	ECO 202	6
3	Statistical Methods	ECO 203	6
4	Indian Economic Policy*	ECO 207	6

#### Semester-III

S.No.	Course Title	Course No.	Credits
1	International Economics	ECO 301	6
2	Theory of Economic Growth	ECO 302	6
3	Industrial Economics	ECO 304	6
4	Agricultural Economics	ECO 309	6
5	Economics of Infrastructure	ECO 316	4

#### Semester-IV

S.No.	Course Title	Course No.	Credits
1	International Political Economy	ECO 401	6
2	Public Economics	ECO 404	6
3	Indian Industry	ECO 422	6
4	Indian Agriculture	ECO 423	6
5	Research Methodology	ECO 420	4
Total Credits = 104			

• In course ECO 207, a field visit report is to be submitted by the learner, which shall be evaluated out of 10 marks.

#### 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. English (Non-CBCS)**

#### Semester-I

<b>Course Code</b>	Title	Credits
ENG-121	Drama-l	6
ENG-122	Poetry-l	6
ENG-123	Novel-I	6
ENG-124	Literary Criticism	6

#### Semester-II

<b>Course Code</b>	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

<b>Course Code</b>	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

<b>Course Code</b>	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
	Tota	al 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)

#### Semester-I

<b>Course Code</b>	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

<b>Course Code</b>	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

<b>Course Code</b>	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 C	redits: 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)

#### Semester-I

<b>Course Code</b>	Title	Credits
URD-101	History of Urdu Literature	4
URD-102	Daccani Literature	4
URD-103	Urdu Ghazal	4
URD-104	Qasida and Marsia	4
URD-105	Development of Urdu Language and Literature in J&K	4
URD-106	The Art of Translation	4

#### Semester-II

Course Code	Title	Credits
URD-201	History of Urdu Language	4
URD-202	Study of Urdu Masnavi	4
URD-203	Study of Classical Fiction	4
URD-204	Literary Movements And Trends	4
URD-205	Study of Mir Taqi Mir	4
URD-206	Urdu Journalism	4

#### Semester-III

<b>Course Code</b>	Title	Credits
URD-301	Principle of Literary Criticism	4
URD-302	Study of Urdu Novel	4
URD-303	study of Nazm-e-Jadeed	4
URD-304	Study of Urdu Drama	4
URD-305	Study of Humour and Satire	4
URD-306	Study of Non Fiction	4

#### Semester-IV

<b>Course Code</b>	Title	Credits
URD-401	Study of Urdu Short Story	4
URD-402	Special Study of Ghalib	4
URD-403	Special Study of Iqbal	4
URD-404	Special Study of Prem Chand	4
URD-405	Contemporary Urdu Literature	4
URD-406	Application of Computer in Urdu	4
Total Credits: 96		redits: 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. Dogri (Non-CBCS)

#### Semester-I

<b>Course Code</b>	Title	Credits
DGR111	Dogri Sahitya Da Itihas (San 1960 Tagar)	6
DGR112	Prabandh Kavya	6
DGR113	Dogri Vyakaran te Lipian	6
DGR114	Lok Sahitya te Sanskriti	6

#### **Total Credits = 24**

#### Semester-II

Course Code	Title	Credits
DGR211	Kahani	6
DGR212	Bhasha Vigyan	6
DGR213	Adhunik Kavita	6
DGR214	Dogri Padya te Katha Sahitya Da Itihas (San 1960 Isvi de Baad)	6

#### Total Credits = 24

#### Semester-III

<b>Course Code</b>	Title	Credits
DGR311	Upanyas	5
DGR312	Natak	5
DGR313	Anuvad Vigyan	5
DGR314	Bharti Alochna	5
DGR315	Dogri Ch Anoodit Sahitya	4

#### **Total Credits = 24**

#### Semester-IV

Course Code	Title	Credits
DGR411	Nibandh	5
DGR412	Jan Sanchar	5
DGR413	Padamshree Prof. Ram Nath Shastri Vyaktitva te Krititva	5
DGR414	Dogri Natak te Gadya Sahitya Da Itihas	5
DGR415	Natak Sahitya	4

#### **Grand 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)**

#### Semester I

<b>Course Code</b>	Title	Credits
Pbi111	Punjabi Kavita (1900-1947)	6
Pbi112	Punjabi Novel	6
Pbi113	Bharti Kaav Shastar	6
Pbi114	Punjabi Sahit Da Itihaas	6

#### Semester II

<b>Course Code</b>	Title	Credits
Pbi211	Adhunik Punjabi Kavita (After 1947)	6
Pbi212	Punjabi Kahani	6
Pbi213	Pashm Kaav Shaster	6
Pbi214	Punjabi Sahit Da Itihaas	6

#### Semester III

<b>Course Code</b>	Title	Credits
Pbi311	Gurmat Te Sufi Kaav	5
Pbi312	Punjabi Natak	5
Pbi313	Bhasha Vigyan Ate Punjabi Bhasha-I	5
Pbi314	Punjabi Sabhyachaar Ate Lokdhara	5
Pbi315	Jammu Kashmir Di Punjabi Galap	4

#### **Semester IV**

<b>Course Code</b>	Title	Credits
Pbi411	Kissa Te Vaar Kaav	5
Pbi412	Punjabi Vaartak	5
Pbi413	Bhasha Vigyan Ate Punjabi Bhasha-II	5
Pbi414	Jammu-Kashmir De Punjabi Sahit Da Itihaas	5
Pbi415	Jammu Kashmir Da Punjabi Natak Ate Ikaangi	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. Commerce / M.Com. (Non-CBCS)

#### Semester-I

<b>Course Code</b>	Title	Credits
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>	Title	Credits
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

S.No.	Course Code	Course Title	Credits	
1	MCOMC350	Entrepreneurship and New Ventures	4	
2	MCOMC351	Business Research Methods	4	
3	MCOMC360	Corporate Presentation	4	
	ON	E OF THE THREE GROUPS		
		Finance & Accounting		
4	MCOMFC352	Financial Markets and Institutions	4	
5	MCOMFC353	Investment Management	4	
6	MCOMFE354	Advanced Cost Accounting	4	
7	MCOMFE355	Behavioural Finance	4	
	Marketing			
4	MCOMMC352	International Marketing	4	
5	MCOMMC353	Services Marketing	4	
6	MCOMME354	Consumer Behaviour	4	
7	MCOMME355	Retail Management	4	

Human Resource Management				
	<b>Course Code</b>	Course Title	Credits	
4	MCOMHC352	Strategic HRM	4	
5	MCOMHC353	Human Resource Development	4	
6	MCOMHE354	Management of Transformation	4	
7	MCOMHE355	Knowledge Management	4	

#### Semester-IV

S.No.	<b>Course Code</b>	Course Title	Credits	
1	MCOMC450	International Business	4	
2	MCOMC451	E-Commerce	4	
3	MCOMC460	Comprehensive Viva-Voce	4	
	ONI	E OF THE THREE GROUPS		
		Finance &Accounting		
4	MCOMFC452	International Finance	4	
5	MCOMFC453	Management Control System	4	
6	MCOMFE454	Financial Planning	4	
7	MCOMFE455	Financial Econometrics	4	
		Marketing		
4	MCOMMC452	Brand Management	4	
5	MCOMMC453	Strategic Marketing	4	
6	MCOMME454	Business-To-Business Marketing	4	
7	MCOMME455	Supply Chain Management	4	
	Hı	ıman Resource Management		
4	MCOMHC452	Legal and Social Security	4	
5	MCOMHC453	Performance Management and Reward System	4	
6	MCOMHE454	Talent Management	4	
7	MCOMHE455	International Human Resource Management	4	
	Total Credits=104			

#### Master Degree Programme in Education (M.A. Education)

#### Semester-wise Distribution of Courses and Credits under Choice Based Credit System

#### Semester-I

Course Code	Paper	Credits		
PSEDTC 101	Philosophical Foundations of Education	4		
PSEDTC 102	Psychological Foundations of Education	4		
PSEDTC 103	Contemporary India and Education	4		
PSEDTC 104	Introduction to Educational Research	4		
PSEDTC 105	Teaching of Skills	4		
PSEDTC 106	Computer Skills	4		
Total Credits = 24				

#### Semester-II

<b>Course Code</b>	Paper	Credits		
PSEDTC 201	Sociological Foundations of Education	4		
PSEDTC 202	Methods of Educational Research	4		
PSEDTC 203	Guidance and Counseling	4		
PSEDTC 204	Teacher Education	4		
PSEDTC 205	Special Education	4		
PSEDTC 206	Educational Measurement and Evaluation	4		
Total Credits = 24				

#### Semester-III

<b>Course Code</b>	Paper		Credits
PSEDTC 301	Educational Technology		4
PSEDTC 302	Comparative Education		4
PSEDTC 303	Methods of Data Analysis		4
PSEDTE 304	Creativity and Education		4
PSEDTE 305	Information and Communication Technology in Education		4
PSEDTE 306	Environmental Education		4
PSEDDC 307	Dissertation		4
PSEDOC 308	Open Course (SWAYAM)		4
		Total Credit	s=24

#### Semester-IV

<b>Course Code</b>	Paper	Credits		
PSEDTC 401	Curriculum Development	4		
PSEDTC 402	Pedagogy of Education	4		
PSEDTE 403	PSEDTE 403 Educational Planning and Finance			
PSEDTE 404	4			
PSEDTE 405	PSEDTE 405 Mental Health and Yoga			
PSEDIC 406	School internship	4		
PSEDDC 407	Dissertation	4		
PSEDPC 408	Project Work	4		
	To be done from other discipline	4		
Total Credits = 28				

#### Note: -

- 01. Learners are required to choose one paper from PSEDTE304 to PSEDTE306 in third semester and one paper from PSEDTE403 to PSEDTE405 in fourth semester respectively as elective paper.
- 02. A candidate, who passes, in theory but is not successful in Internship examination will not earn the Degree as the candidate 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.

#### • 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. Economics, 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. P.G. Education PCP is for twenty days and attendance is compulsory.

#### PCP SCHEDULE FOR SEMESTER I, SESSION 2025-26

Learners of all the programmes are advised to visit the CDOE website for updates. Schedule of PCP shall be uploaded on the website www.distanceeducationju.in

#### ii. Internal Assessment

All P.G. programmes have a compulsory component of Internal Assessment in each semester (I, II, III, IV) carrying 30% of marks in each paper of the respective courses.

# INTERNAL ASSESSMENT ASSIGNMENTS (IAA) SUBMISSION SCHEDULE FOR ALL SEMESTERS

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 www.distanceeducationju.in

#### Note:

- No IAAs shall be accepted after the last date notified for submission.
- Internal Assessment Assignment (IAA) is a compulsory component and a 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 point semester organizes seminar presentations (1st & 3rd Sem.)/vivavoce (2nd & 4th Sem.) for learners of M.Com. programme. This is a compulsory component of external examination. Updates regarding the conduct of vivavoce shall be available on the CDOE website www.distanceeducationju.in.

#### iv. Extension Lectures

Apart from Personal Contact Programmes (PCPs), CDOE also organizes 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 encourages learners to participate in sports activities and cultural activities including Display Your Talent.

#### • Enrolment Card

It is mandatory for a 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.

#### • Post Admission Instructions

- 1. Admission granted to the learner to P.G. programmes shall remain provisional till the University confirms the admission.
- 2. Learners enrolled with the CDOE for all the P.G. programmes shall have to abide by the provision of the Act, Statutes, Regulations, etc., of the University of Jammu 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 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.

Learners are advised to regularly visit the website

www.distanceeducationju.in for important information regarding their programme

## G. About the B.Ed. Programme

- 1. Course Structure: The course structure for Bachelor of Education (B.Ed.) programme in the Centre for Distance & 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 500.
- **4. Eligibility:** Admission to B.Ed. programme in the Centre 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 and Elementary 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.

Learners have to be present personally at the time of Counseling.

- **7. Admission Fee:** Admission Fee for the session 2025-27 is Rs.41,000/-.
- **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 & Online Education (CDOE) 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 CDOE shall provide 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 (PCPs) (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 CDOE www.distanceeducationju.in. Learners 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 offered through the distance mode by the Centre for Distance & Online Education (CDOE), University of Jammu.

## 11. Syllabus for Two-Year B.Ed. Programme

#### FIRST SEMESTER

Course No.	Subject Component	Credits	Inst. Hrs/Wk		Marks		
				Theory	Pract	ical	Total
					Int. Examiner	Ext	
101	Indian Constitution of Education in Indian Perspective	4	4	70	20	10	100
102 103	Childhood and Adolescence Education Language Competence and	4	4	70	20	10	100
	Communication Skills	4	4	70	20	10	100
104	Educational Planning and Management	4	4	70	20	10	100
105	Inclusive Education	4	4	70	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		
				Theory	Practi	ical	Total
					Int. Examiner	Ext	
201	Philosophical and Sociological Bases of Education	4	4	70	20	10	100
202	Teaching, Learning & Evaluation	4	4	70	20	10	100
203	Educational Technology and ICT	4	4	70	20	10	100
204	Methodology of Teaching Language-l English/Hindi and Urdu	4	4	70	20	10	100

205	Methodology of Teaching Subject-I Social Science/ Physical Science/Biological Science/ Commerce/ Maths	4	4	70	20	10	100
206	Action Research	2	2	30	15	5	50
207	Yoga Education	2	2	30	15	5	50
INT2	School Interaction	2	Continued & Combined Internship				50 (30 Internal + 20)

#### THIRD SEMESTER

Course No.	Subject Component	Credits	Inst. Hrs/Wk		Marks		
				Theory	Practi	ical	Total
					Int. Examiner	Ext	
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	70	20	10	100
302	Methodology of Teaching Subject II Social Science/ Physical Science/ Biological Science/ Commerce/ Maths.	4	4	70	20	10	100
303	Envt. Education & Disaster Management	4	4	70	20	10	100

#### FOURTH SEMESTER

Course No.	Subject Component	Credits	Inst. Hrs/Wk		Mai	rks	
				Theory	Prac	Practical	
					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	Project Work	4	4				100
401	Teacher Education	4	4	70	20	10	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	4	70	20	10	100

#### 12. Practical Components

• Internship/School Based Activities: Learner in-service teachers pursuing B.Ed. programme through the distance mode by CDOE 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 learnerin-service teacher shall interact with a faculty member (a senior and experienced teacher/principal/faculty of the school where the learner in-service teacher is working) to work on school-based activities. Thus, a learner inservice teacher shall be supervised/ guided by the mentor for the school-based activities. The activities of the learner in-service 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 in-service teacher works, under supervision of senior teacher/headmaster/principal of the school concerned. The learner in-service teacher shall be provided constructive feedback on his/her performance by the supervisors/ teacher

educators. The learner in-service teacher shall discuss with supervisors/teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Each learner in-service 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 and internal practice of teaching shall be carried out by the Course Coordinator concerned including the faculty (Education) of the CDOE.

**13. Internship Schedule**: The Internship will be observed as per the following schedule

	First Semester (August-December) INT 1								
INT 1	Ac	tivity	Duration	Credits	Marks				
	Vis	it Cum Observation to	2 Weeks	2	50				
	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				

	Second Semester (Jan-June) INT 2							
INT 2	Activity	Duration	Credits	Marks				
	Visit Cum Observation to	2 Weeks	2	50				
	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				

	Third Semester (August-December) INT 3							
INT 3	Activity	Duration	Credits	Marks				
	Internship cum Teaching Practice	8 Weeks	10	250				
	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)				

	Fourth Semester (Jan-	June) INT	· 4	
INT 4	<u>Activity</u>	Duration	Credits	Marks
	Internship cum Teaching Practice	8 Weeks	10	250
	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 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)	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 in-service 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 Marks	25
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 under- standing to handle different situations				
					100 Marks

15. Guidance and Counselling: Guidance and counselling plays a vital role in guiding the 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, learners are advised to contact their course co-ordinator/ faculty of Education of the CDOE

- during working hours. They can contact them through email at distanceeducationju@gmail.com
- 16. Workshop/s: CDOE organizes 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 is of two days. The workshop are 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 Modem 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 semesterend examination, each learner in-service 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 in-service teacher is working. The percentage of attendance earned by the learner in-service 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 inservice 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 in-service 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 in-service 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 in November and examination in the 2nd and 4th semester courses will be held in May every year or on such dates as may be approved by the Vice-Chancellor.
- 3. The examination shall be open to the learners in-service 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) programme 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 CDOE within 15 days from the date of termination of the I/III Semester examination. However, admission in the III 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 students. The examination would be held in the following components:
  - a) Theory Papers (External Examination): The theory comprises the core subjects and the content-cummethodology papers. The theory examination will be held as per the date sheet notified by the Controller of Examinations. The minimal pass percentage for learners is 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 CDOE shall be awarded the same degree as is awarded to the successful regular student of college of education affiliated to the University of Jammu. A learner in-service 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 in-service 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 in-service teachers pursuing the said course shall be permitted to complete the programme within a maximum period of five years from the date of the admission to the programme.
- 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 in-service 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:** Learner in-service teachers will be issued smart card for borrowing books from the library.

#### 26. General Instructions

- 1. The admission granted to a learner in-service teacher may be cancelled at any time in case it is found that the learner in-service teacher has furnished incorrect information or false documents, or has suppressed the facts.
- 2. A person, so long as he/she 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 in-service teacher, who has been placed under compartment or has to reappear 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 in-service 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 & Online Education (CDOE) 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. 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, CDOE, 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. Sarvottarn Yudh Seva Medal, Uttarn 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

## **GLIMPSES OF LITERARY, CULTURAL AND EXTENSION ACTIVITIES**



# 49<sup>TH</sup> FOUNDATION DAY CELEBRATION (03-03-2025)

















# 49<sup>™</sup> FOUNDATION DAY CELEBRATION (03-03-2025)



# **GLIMPSES OF LITERARY, CULTURAL AND EXTENSION ACTIVITIES** Directorale Of Destance Education Centre for Distance & Online Education (COOE) Organice One Day Workshop

# H. Online Master's Degree Programmes in M.Com & M.A. English

(UGC-DEB Recognized)

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 & 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. Honors/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 (Honors) 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.distanceducationju.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. Admission cancellation and fee refund shall be strictly as per the norms prescribed by the University.
- 7. For International Students the eligibility in the programme shall be determined by deriving equivalence of the qualifying degree.
- 8. International students must comply with the legal requirements of Government of India, as shall be applicable for studying in India.
- 9. 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.
- 10. 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.

- 11. Applicants considering to pursue 'dual degree' may like to refer the dual degree norms / guidelines of University of Jammu available on University Website: E. www.jammuuniversity.ac.in.
- 12. 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.	Tution & Programme Fee	15,000/-	250
ii.	Examination Fee	5,140/-	100
Tot	al (i) + (ii)	20,140/-	350

#### D. Guidelines for International Students

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 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.

#### . Checklist of Documents:

#### **Indian Nationals**

- i) 2 Mark Sheets of 10th Class.
- ii) 2 Mark Sheets of 12th Class.
- iii) Graduation Semester I to Semester VI and overall mark sheet. (2 copies of each semester)
- iv) Provisional / Character Certificate. (Original)
- v) Migration Certificate. (Original)
- vi) Gap Affidavit (if required).

#### **International Students**

- 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, www.distanceeducationju.in

# 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.	PSENTC101	Drama-I	6	
2.	PSENTC102	Poetry-I	6	
3.	PSENTC103	Novel-I	6	
4.	PSENTC104	Literary Criticism	6	CORE
	<b>Total Credits</b>		24	

#### Semester II

S. No.	Course No.	Title of the Course	Credits	Nature of the Course
1.	PSENTC201	Drama-II	6	
2.	PSENTC202	Poetry-II	6	CORE
3.	PSENTC203	Novel-II	6	
4.	PSENTE204	Literature & Ecology	6	OPTIONAL
5.	PSENTE205	Classical Greek and Roman Literature	6	OPTIONAL
6.	PSENTE206	Professional Writing Skills	6	OPTIONAL
	<b>Total Credits</b>		24	

#### Semester III

S. No.	Course No.	Title of the Course	Credits	Nature of the Course
1.	PSENTC301	Literary Theory-I	6	CORE
2.	PSENTC302	American Literature-I	6	CORE
3.	PSENTC303	Indian Writing in English	6	CORE
4.	PSENTE304	European Literature	6	OPTIONAL
5.	PSENTE305	Translation Studies	6	OPTIONAL
6.	PSENTE306	Dalit Studies	6	OPTIONAL
7.	PSENTO307	Communication Skills	4	OPTIONAL
8.	Course from S	wayam/MOOC	4	Compulsory
	<b>Total Credits</b>		28	

#### **Semester IV**

S. No.	Course No.	Title of the Course	Credits	Nature of the Course
1.	PSENTC401	Literary Theory-II	6	
2.	PSENTC402	Poetry-III	6	
3.	PSENTC403	American Literature-II	6	CORE
4.	PSENTE404	Colonial & Post Colonial Literature	6	OPTIONAL
5.	PSENTE405	South Asian Diaspora Writing	6	OPTIONAL
6.	PSENTE406	Indian Writing in English Translation	6	OPTIONAL
7.	PSENTE407	Gender and Literature	6	OPTIONAL
8.	PSENTE408	Gender & Popular Media	6	OPTIONAL
9.	PSENTO409	Gender and Art	4	OPTIONAL
10.	Course from Swayam/MOOC		4	Compulsory
	<b>Total Credits</b>		28	

**TOTAL CREDITS FOR THE PROGRAMME: 104** 

#### M.COM. ONLINE PROGRAMME STRUCTURE

(Courses Outline of Semester I, II, III & IV)

#### SEMESTER FIRST

S. No.	Course Code	Course Title	Credit	Nature of the Course
1	PSCOTC150	Financial Reporting	4	
2	PSCOTC151	GST Law and Practice	4	
3	PSCOTC152	Organisational Behaviour	4	1
4	PSCOTC153	Managerial Economics	4	CORE
5	PSCOTC154	Business Statistics	4	
6	PSCOTC160	Seminar	4	
	<b>Total Credits</b>	•	24	

#### SEMESTER SECOND

S. No.	Course Code	Course Title	Credit	Nature of the Course
1	PSCOTC250	AdvancedAccounting	4	
2	PSCOTC251	StrategicManagement	4	1
3	PSCOTC252	FinancialManagement	4	1
4	PSCOTC253	HumanResourceManagement	4	CORE
5	PSCOTC254	MarketingManagement	4	1
6	PSCOTC260	Summer Training Project Report	4	
	<b>Total Credits</b>		24	

#### SEMESTER THIRD

SEMESTER THIRD				
Course Code	Course Title	Credit	Nature of the Course	
PSCOTC350	Entrepreneurship and New Ventures	4	CORE	
PSCOTC351	Business Research Methods	4	1	
PSCOTC360	Corporate Presentation	4	1	
	ONE OF THE THREE GRO	UPS		
	Finance & Accounting			
PSCOTFC352	Financial Markets and Institutions	4	MAJOR	
PSCOTFC353	Investment Management	4		
PSCOTFE354	Advanced Cost Accounting	4	MINOR (Any	
PSCOTFE355	Behavioural Finance	4	One of the two)	
	Marketing			
PSCOTMC352	International Marketing	4	MAJOR	
PSCOTMC353	Services Marketing	4		
PSCOTME354	Consumer Behaviour	4	MINOR (Any	
PSCOTME35	RetailManagement	4	One of the two)	
	HRM	•		
PSCOTHC352	Strategic HRM	4	MAJOR	
PSCOTHC353	HRD	4		
PSCOTHE354	Management of Transformation	4	MINOR (Any	
PSCOTHE355	Knowledge Management	4	One of the two)	
OPEN	COURSE (For other than Comm	erce Studer	nts)	
PSCOTOC356	Financial Policies and Practices	4		
<b>Total Credits</b>		28		
	PSCOTC350 PSCOTC351 PSCOTC351 PSCOTC360  PSCOTFC352 PSCOTFC353 PSCOTFE354 PSCOTMC352 PSCOTMC353 PSCOTME354 PSCOTME354 PSCOTMC352 PSCOTHC352 PSCOTHC353 PSCOTHC355 PSCOTHC355 PSCOTHC355 PSCOTHC355 PSCOTHC355 PSCOTHC355	PSCOTC350 Entrepreneurship and New Ventures  PSCOTC351 Business Research Methods  PSCOTC360 Corporate Presentation  ONE OF THE THREE GROUND Finance & Accounting  PSCOTFC352 Financial Markets and Institutions  PSCOTFC353 Investment Management  PSCOTFE354 Advanced Cost Accounting  PSCOTFE355 Behavioural Finance  Marketing  PSCOTMC352 International Marketing  PSCOTMC353 Services Marketing  PSCOTMC354 Consumer Behaviour  PSCOTME355 RetailManagement  HRM  PSCOTHC352 Strategic HRM  PSCOTHC353 HRD  PSCOTHC354 Management of Transformation  PSCOTHE355 Knowledge Management  OPEN COURSE (For other than Comm	PSCOTC350 Entrepreneurship and New Ventures  PSCOTC351 Business Research Methods 4  PSCOTC360 Corporate Presentation 4  ONE OF THE THREE GROUPS  Finance & Accounting  PSCOTFC352 Financial Markets and Institutions Institutions Investment Management 4  PSCOTFC353 Investment Management 4  PSCOTFE354 Advanced Cost Accounting 4  PSCOTFE355 Behavioural Finance 4  Marketing  PSCOTMC352 International Marketing 4  PSCOTMC353 Services Marketing 4  PSCOTMC354 Consumer Behaviour 4  PSCOTME355 RetailManagement 4  HRM  PSCOTHC352 Strategic HRM 4  PSCOTHC353 HRD 4  PSCOTHC354 Management of Transformation 4  PSCOTHE355 Knowledge Management 4  OPEN COURSE (For other than Commerce Studer PSCOTOC356 Financial Policies and Practices 4	

#### FOURTH SEMESTER

S. No.	Course Code	Course Title	Credit	Nature of the Course
1	PSCOTC450	International Business	4	CORE
2	PSCOTC451	E-Commerce	4	
3	PSCOTC460	Comprehensive Viva-Voce	4	
		ONE OF THE THREE GROU	JPS	
		Finance & Accounting		
1	PSCOTFC452	International Finance	4	MAJOR
2	PSCOTFC453	Management Control System	4	
3	PSCOTFE454	Financial Planning	4	MINOR (Any
4	PSCOTFE455	Financial Econometrics	4	One of the two)
	•	Marketing		•
1	PSCOTMC452	Brand Management	4	MAJOR
2	PSCOTMC453	Strategic Marketing	4	1
3	PSCOTME454	Business-To-Business Marketing	4	MINOR (Any
4	PSCOTME455	Supply Chain Management	4	One of the two)
		HRM	•	•
1	PSCOTHC452	Legal and Social Security	4	MAJOR
2	PSCOTHC453	Performance Management and Reward System	4	]
3	PSCOTHE454	Talent Management	4	MINOR (Any
4	PSCOTHE455	International Human Resource Management	4	One of the two)
		OPEN COURSE	•	•
1	PSCOTOC456	Creativity and Innovation	4	
	Total credits		28	•
TO	TAL CREDITS	FOR THE PROGRAMME: 104		

## I. 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 Daily Excelsior		
4.	Employment News		
5.	Hind Samachar		
6.	Dainik Jagran		

#### **E-resources**

- 1. Conference Alerts www.conferencealerts.com
- 2. Economic and Political Weekly (UGC-Infonet) www.epw.in
- 3. Emerald Insight (UGC-Infonet) www.emeraldinsight.com
- 4. Oxford University Press (UGC-Infonet) www.oxfordjournals.org
- 5. Springer Link (UGC-Infonet) www.link.springer.com

- 6. Open Access E Journals (UGC-Infonet) oaeresources.php#ejournals
- 7. Open Access Directories (UGC-Infonet) oaeresources.php#directories
- 8. Full Text Thesis (Shodhganga)(UGC-Infonet) www.shodhganga.inflibnet.ac.in
- 9. e-PG Pathshalla (Subject Gateway) (UGC-infonet) www.epgp.inflibnet.ac.in
- 10. Research Proposals Synopsis (Shodhgangotri) (UGC-Infonet) www.shodhgangotri.inflibnet.ac.in

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

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 CDOE.

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

**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.

# J. University of Jammu Learner Charter (CDOE)

#### 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 learners. The University shall provide clear information to all the learners about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and learner 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 learner's progress continuously and shall ensure sufficient and efficient support services to all the learners.
- 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.

# K. Anti-Ragging Campaign at 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 learner or learners whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or undisciplined activities by any learner or learners 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/learner to do any act which such student/learner 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/learner.
- 4. Any act by a senior learner that prevents, disrupts or disturbs the regular academic activity of any other learner or a fresher.
- 5. Exploiting the services of a fresher or any other student/learner for completing the academic tasks assigned to an individual or a group of learners.

- 6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other learner by a learner.
- 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/learner.
- 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 In house, Regional, National or International Meet, Tournament, Youth Festival, etc.
- 5. Suspension from PCP counselling classes.

- 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 cooperation of all stakeholders including Faculty Members, Officers, Non-Teaching Staff, Research Scholars, Students and Learners in making the campus No Smoking Zone.

1.

# L. Sample Formats of Affidavits and Certificates (PG & B.Ed.)

Appli (The given	bility Certificate  UNIVERSITY OF JAMMU  ication for an Eligibility Certificate  Statutes Governing grant of Eligibility Certificate are overleaf) FOR ALL APPLICANTS  Name of the applicant (Capital Letters)			
2. F	. Father's Name			
3. P	Permanent Home address			
4. P	Present address			
se N Y	The Examination on the basis of which admission is ought:  Name of the Exam Roll No: University/Board/Other Body			
_	Name of the Institution to which admission is sought			
7. 0	Class to which Admission is sought			
Ţ	Gee for eligibility certificate paid under bank draft/ University receipt No dated for Rs:			
9. N	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.	11. Subject he/she had taken up at Institution Mentioned						
		Item 9						
		(A certificate of attendance from the head of Institution						
		mentioned at Item 9 should be attached with the						
	1.0	application).						
	12.	Reason for migration (A certificate from the concerned						
		authority in support of the reason stated should be attached						
		with the application).						
	Sig	nature of the Applicant						
	***	Certified that the applicant has been admitted at his/her						
	owi	n risk and responsibility on production of the provisional						
	cer	tificate in original. The required undertaking on the						
		scribed form has been obtained from him/her and retained						
		me.						
2.	-	nple Affidavit Format for Gap Period						
		<u> </u>						
R/o								
do h	ereb	by solemnly affirm and declare as under:						
1.	Tha	at I have passed						
		mination in the year Under Roll No.						

	from Board / University. University Registration No. (if any) is		Sample Affidavit Format of Gap Period for learner ling for B.Ed. programme
2.	That during the gap period, from to	Ι	
	I have not sought admission in any		
	educational institution due to	do he	ereby solemnly affirm and declare as under:—
	<u> </u>	1.	That I have passed B.A/B. Com/B.Sc. examination in the
3.	I further declare that I am applying for admission to the		year under Roll No
	in the CDOE. University of		from
	Jammu, Jammu, as a fresh Learner and I will appear in all		University. University Registration No. (if any)
	the subjects allotted by the Admission Committee.		
4.	I also solemnly affirm and declare that in case averments	2.	That during the gap period, (if any)
	made above in this regard or in any affidavit are found false,		to
	I will be liable to criminal prosecution in the court of		I have not sought admission in any educational institution
	competent jurisdiction besides any other action under the		due to
	University Statutes.	3.	I further declare that I am applying for admission to B.Ed. in
5.	I further declare that in such an event, the Centre for Distance		in the CDOE,
	and Online Education (CDOE), University of Jammu shall		University of Jammu, Jammu and affirm that the degree/
	have the exclusive and absolute right to cancel the admission/		provisional certificate/ and other qualifying examination
	examination taken by me in the University of Jammu and I		certificates produced by me are genuine.
	shall not question the validity of such a decision in any court		I also solemnly affirm and declare that in case averments
	of law.		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.
	DEPONENT		I further declare that in such an event, the Centre for Distance
VERIFICATION			and Online Education (CDOE). University of Jammu shall have
	fied today on		the exclusive and absolute right to cancel the admission/
The averments made above are true and Correct and nothing has			examination taken by me in the University of Jammu and shall
been concealed there from.			not question the validity of such a decision in any court of law.

- e that I am applying for admission to B.Ed. in in the CDOE, Jammu, Jammu and affirm that the degree/ rtificate/ and other qualifying examination duced by me are genuine.
- v affirm and declare that in case averments this regard, is found false, I will be liable to eution in the court of competent jurisdiction er action under the University Statues.
- that in such an event, the Centre for Distance cation (CDOE). University of Jammu shall have and absolute right to cancel the admission/ en by me in the University of Jammu and shall validity of such a decision in any court of law.

**DEPONENT DEPONENT** 

VERIFICATION			VERIFICATION		
Veri	fied At	today	this	Verified that the above statement made by me is true and corre	
	day of	the averments m	ade above	to the best of my knowledge and belief and nothing has been	
		ing has been concealed th		concealed therein.	
		SIG	SNATURE	DEPONEN	
Verif	fied at		MAIOKL	5. Sample Affidavit Format for Pursuing B.Ed./Any Otho	
On		<u> </u>		Course	
				, I	
	-	mat for Submission of	f Degree/	D/o, S/o	
_	visional Certificate			do hereby solemnly affirm and declare as under:	
I			1. That I am submitting this affidavit for the record and reference		
D/0,	S/0	.1 11 1	<del> </del>		
		nd declare as under:			
1.	avamination under Pall	Noi	in the weer	examination during the session and the result of	
	examination under Kon	and have a	nnlied for	examination is awaited.	
		icate of the said examinat			
	•	lmission in		CDOE, University of Jammu during the session on my own risk and responsibility.	
۷.		in CDOE,			
	of Jammu in the current		Omversity	concerned institutional university.	
		degree / provisional cer	tificate of	ž	
	-	ex			
	within 45 days to the un	niversity authorities.		no objection for the same if there is clash in my qualifyir	
	· · · · · · · · · · · · · · · · · · ·	ne said degree / provisional	certificate		
	within the time prescribed	above then my admission	shall stand	DEPONEN	
	automatically cancelled a	nd I have no objection for	the same.	VERIFICATION	
5.	That this affidavit is so	licited for reference and	record of	F Verified at that the statement made above	
	CDOE, University of Ja	mmu.		is true and correct to the best of my knowledge and belief ar	
				nothing has been concealed therein.	
		DE	EPONENT	DEPONEN	

6. Sample Affidavit Format for Submission of Migration Certificate (Original)	i) SERVICE CERTIFICATE FROM THE INSTITUTION/SCHOOL IN WHICH THE LEARNER IS PRESENTLY EMPLOYED
I	I hereby certify that Mr/ Miss/ Mrs
do hereby solemnly affirm and declare as under:	D/o or S/o
1. That I have passed my	is working as a teacher w.e.f.
examination under Roll No in the year	in (Name And Address of the school)
and have applied for migration	which is Recognized
certificate of the said examination.  2. That now I am seeking admission in	by the government vide order No. (in case of private school)  dated
in CDOE, University of Jammu in the current session.	
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.	9
<ul><li>5. That this affidavit is solicited for reference and record of CDOE, University of Jammu.</li></ul>	ii). SERVICE CERTIFICATE FOR DEFENCE PERSONNEL
DEPONENT	(For Admission to B.Ed. course through Distance Education Mode)
VERIFICATION	(A) I hereby certify that Sh/ Smt/
Verified that the above statement made by me is true and correct	S/o D/o
to the best of my knowledge and belief and nothing has been	S/o D/o is serving as Education
concealed therein.	Instructor in the Army Education Core/ Air Force/ Navy/
DEPONENT	Paramilitary forces since to
7. Sample Format of service certificate for Enrolling in	in unit. The Unit
B.Ed. programme, to be Procured from Respective	is located in District
Institution/School in which the Learner was Employed/	State. He is still in service/ left the
is Presently Employed (for Jammu and Kashmir School	service on
Teacher only)	

- (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	Signature
Date of Issue:	Name and Address of the CO. of the Uni

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 :	Signature of the Applicant
Date :	

## **ADMISSION BROCHURE COMMITTEE 2025**





Prof. Anju Sharma Thappa Member



Mr. Sham Lal Sharma
Member



Prof. Anupama Vohra
Convener



Dr. Hina Abrol Member



Mr. Satinder Singh
Member





Dr. Jaspal Singh Member



Mr. Harish Gupta
Member

## CDOE@ A GLANCE



Centre for Internal Quality Assurance organises

Industry -Academia Linkage Lecture Series

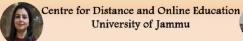
Topic: "Individual's Investment Opportunities in India"



Venue: Hall A, CDOE University of Jammu, Jammu

Date: 12th November, 2024 Time: 11:00 a.m.











Centre for Distance and Online Education

Centre for Internal Quality Assurance



Lecture on the International Day for the Elimination of Violence against Women Topic: "From Awareness to Action: Combating Violence Against Women"



Prof. Pankaj K. Srivastava



Dr. Neha Vij

Venue: Hall A, CDOE University of Jammu, Jammu



Director, Centre for Women Studies,

Prof. Sandeep Kour Tandon Director CIOA

Date: 25th November, 2024 Time: 2:00 p.m.





Centre for Distance and Online Education Centre for Internal Quality Assurance

organises

Industry - Academia Linkage Lecture Series Topic: "Employment Opportunities in Industries and Commerce"

Venue: Hall A, CDOF



University of Jammu, Jammu

Prof. Pankaj K. Srivastava



Time: 11:00 a.m.

Centre for Distance and Online Education

University of Jammu

Prof. Sandeep Kour Tandon

Ms Anudeen Kaur JKAS

Financial Advisor/CAO



IN CONVERSATION WITH

Guest - Prof. Pankaj K Srivastava **Director, Center for Distance and Online** Education, University Of Jammu.

> Host- Dr. Jatinder Singh Lecturer in Dogri,CDOE

PROF. MONIKA CHADHA Convenor, CRS,JU



11th July 2025 10.00 Am





Skilva



PROF. MONIKA CHADHA Convenor, CRS JU



Nipun Sharma

14th July ,2025 Monday



## हिन्दी निदेशालय जम्मु विश्वविद्यालय, जम्मु

YEARDES

दूरस्थ एवं ऑनलाइन शिक्षा केंद्र जम्म विश्वविद्यालय, जम्मू

के संयुक्त तत्वावधान में

हिन्दी परनवाडा के समापन समारोह के उपलक्ष्य में

## काट्य गोष्ठी

30 सितम्बर, 2024

स्थान : समिति कक्षा (दरस्थ एवं ऑनलाइन शिक्षा केंद्र, जम्म विश्वविद्यालय, जम्म)



CENTRE FOR DISTANCE & ONLINE EDUCATION

Organises Guest Lecture

By Dr. Madhu Singh on Various Approaches of Teaching Practice (Herbartian, RCEM and Constructivism)

> Venue : Committee Room CDOE University of Jammu, Jammu

Date : 18th July 2025 : 11 AM | Time





CENTRE FOR DISTANCE & ONLINE EDUCATION University of Jammu, Jammu - 180006



Centre for Distance & Online Education (CDOE)

Organises One Day Workshop

SLM and PPR

as per UGC Regulations

Date: 28-10-2024 U. Time: 11.00 am

Venue: Committee Room of CDOE

Prof. Pankaj K. Srivastava Director, CDOE

