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ABOUT THE DIRECTORATE

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

Directorate of Distance Education is located in the 118.78 acre main New Campus of the University, which houses teaching departments, centres, administration block, examination wing, college development council, department of student welfare, information wing, continuing education information, computer center, computer laboratories, internet facilities, post office, bank, book shop, health care, guest house, central library, auditorium, gymnasium, hostel facility, play grounds, cafeteria, canteens, residential quarters and many more facilities. Directorate of Distance Education is located near the Law School and the famous Gen.Zorawar Singh Auditorium Complex.

The Directorate offers Undergraduate and Post Graduate programmes ranging from a conventional B.A degree to professional programmes like PGDBM, B.Ed and M.Ed. The enrolment has grown from under 100 students in the year of its establishment to more than 14000 students in 2009-10. This multi- faculty institution has 15 permanent teachers with a strong orientation and experience in distance education. The Directorate also uses the services of visiting and contractual faculty.

To augment the delivery of the courses being offered latest and updated Self Learning Material is provided to the distance learners by hand and through post. In some courses the SLM has also been put on the website.

The Directorate has adequate infrastructure in the form of halls and rooms for Personal Contact Programmes and Counseling sessions. The Directorate has a well stocked library with a collection of over 30,000 books and a computer laboratory with internet and wi-fi facility.

Directorate of Distance Education has also established a network of study centres at Rajouri, Kathua, Udhampur, Bhandarwah, Poonch, Doda and Kishtwar to ensure effective academic and administrative support to distance learners.

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

ABOUT THE PROGRAMMES*

| S.No | Name of the Programme | Eligibility | Fee | Duration | Coordinator/ Teacher Incharge |
|------|-----------------------|---|-----------|---------------------------------|--|
| 1 | M.A. English | B.A under 10+2+3 pattern with English Literature, without English Literature having secured atleast 45% marks. | Rs.3745/- | 2 Academic Years 4 Semesters | Dr. Anupama Vohra 9419186466 |
| 2 | M.A Hindi | B.A Under 10+2+3 pattern with Hindi, Sanskrit as an elective subject or honours in Hindi or Sanskrit. | Rs.3745/- | 2 Academic Years 4 Semesters | Dr. Anju Thappa 9469213043 |
| 3 | M.A Urdu | B.A under 10+2+3 pattern with Urdu, Persian or Arabic as an elective subject or honours in Urdu, Persian or Arabic. | Rs.3745/- | 2 Academic Years 4 Semesters | Dr. V.D Singh 9419157497 |
| 4 | M.A Dogri | B.A Under 10+2+3 pattern with or honours in Dogri or Graduate with Hindi, Sanskrit, Urdu, Punjab and English Literature. Graduate in any discipline with 50 % marks. | Rs.3745/- | 2 Academic Years 4 Semesters | Prof. Shashi Kanta** |
| 5 | M.A.Sociology | B.A under 10+2+3 pattern with Sociology or B.A with allied subjects securing atleast 48% marks or B.Sc/B.Com/BBA/B.Sc. Agriculture or Home Science/LL.B Securing atleast 50% marks. | Rs.4845/- | 2 Academic Years 4 Semesters | Dr.Neharica Subhash 9906900103 |
| 6 | M.Com | B.Com/BBA under 10+2+3 pattern or B.A/B.Sc with atleast 60 % marks & PGDBM with atleast 48% marks | Rs.3320/- | 2 Academic Years 4 Semesters | Dr. Sandeep Tandon 9419318585 |
| 7 | PGDBM | Graduation in any discipline | Rs.3510/- | 1Academic Year 2 Semesters | Ms. Rohini Gupta Suri 9419186716 |

*Other Programmes offered by the Directorate : B.A, B.Com, B.Ed & M.Ed

** The candidate may also contact A.R (Acad.)/ Liaison officer/ Teacher Incharge

Know the Teaching Faculty of the Directorate

| | | |
|-----|-------------------------|---|
| 1. | Prof. Romesh Verma | Professor of Education Co-ordinator, B.A. Part-III |
| 2. | Prof. Vijay Dev Singh | Professor of Urdu Co-ordinator, M.A. Urdu |
| 3. | Prof. Dhian Singh Bhau | Professor of Economics Co-ordinator, Study Centres |
| 4. | Dr. Alka Bakshi | Professor of English |
| 5. | Dr. H. R. Shan | Associate Professor of Education, Co-ordinator M.Ed. |
| 6. | Dr. Darshana P. Sharma | Associate Professor of Education, Co-ordinator B.Ed. |
| 7. | Dr. Sushil Sharma | Associate Professor of Punjabi |
| 8. | Dr. Sandeep Tandon | Associate Professor of Commerce, Co-ordinator M.Com |
| 9. | Dr. Anupama Vohra | Associate Professor of English Co-ordinator, M.A. English |
| 10. | Ms. Rohini Gupta Suri | Sr. Asstt. Professor of Commerce, Co-ordinator B.Com & PGDBM |
| 11. | Dr. G.L. Wazir | Sr. Asstt. Professor of Law |
| 12. | Dr. Nagendra Rao | Sr. Asstt. Professor of Pol. Science |
| 13. | Dr. Anju Thappa | Sr. Asstt. Professor of Hindi, Incharge, M.A. Hindi |
| 14. | Dr. Hina S. Abrol | Sr. Asstt. Professor of History, Coordinator B.A Part I & II |
| 15. | Ms. Neelam Chowdhary | Asstt. Professor of Economics (on study leave) |
| 16. | Dr. Jaspal Singh Warwal | Asstt. Professor of Education |

In addition to the regular faculty members, Directorate also uses the services of contractual and visiting faculty during Personal Contact Programmes.

KNOW THE ADMINISTRATION WING

| | |
|---------------------------|---|
| 1. Dr. Dharminder Magotra | Deputy Registrar |
| 2. Sh. Ashwani Kumar | Assistant Registrar, (Acad & Publication) |
| 3. Sh. Sudershan Gupta | Assistant Registrar, (Admin, Accounts & Study Centres) |

FOR INFORMATION & ENQUIRY

For Telephonic Information

1. University Exchange No. 2452201, 2435248, 2452208, 2453165
3. Section Officer, Under Graduate. 2460 (Extension)
4. Section Officer, Post Graduate. 2459 (Extension)
5. Section Officer, Bachelor in Education 2462 (Extension)
6. Section Officer, Master in Education 2467 (Extension)
7. Information pertaining to Study Centres 2466 (Extension)
8. Section Officer (Administration) 2463 (Extension)

For Personal Face to Face Enquiry

1. Ms. Rakhee Maini Liaison Officer 2435687

Address for Correspondence

Dr. Meenakshi Kilam Mr. Satpal Sharma
Director, Directorate of Distance Education, Sr. P.A to Director
University of Jammu, Ph. No : 2430828
Jammu-180006.

Website: www.distanceeducationju.in

About the Postgraduate Programmes offered through this Prospectus

Directorate offers Postgraduate programmes in English, Hindi, Sociology, Urdu, Dogri, Commerce & Postgraduate Diploma in Business Management.

Medium of Instruction and Examination

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

Duration of the Programmes

The duration of P.G English/Hindi/Urdu/Dogri/Sociology/Commerce is two Academic Years split into four Semesters. The duration of PGDBM is one Academic Year split into two Semesters.

Study Material

The study material shall be provided to all the enrolled candidates. The Directorate endeavours to provide updated study material in a comprehensive and simple style following the principles of SLM (Self Learning Material).

Library Facility

The Directorate has a well stocked library with a collection of over 30,000 books. The library remains open from 9.30 am to 5.00 pm on all working days including Saturdays and Sundays (except public holidays) for consultation as well as issue and return of books.

Counselling & Guidance

Counselling plays a vital role in guiding the distance learners with respect to their academic problems. For face to face counselling students are advised to contact their respective Course Co-ordinator / Teaching Incharge during working hours. The coordinators/Teacher Incharges can be contacted on telephone or through e-mail as well.

INTERNAL ASSESSMENT

All P.G programmes have a compulsory component of Internal Assessment carrying 20% of marks in each paper.

For 4 credit paper, internal assessment of 20 marks is split into two assignments of 10 marks each as follows :

- i. One Assignment comprising of one long answer type question of 500-600 words.
- ii. One assignment comprising of two or more short answer type questions of 100 words

For 2 credit paper, internal assessment is based on :

- i. One assignment of 100-200 words. (10 marks)

The assignments have to be submitted as per the schedule notified as on page no.15 & 16.

- i. **Internal assessment assignment is a compulsory component and students who fail to submit it within the stipulated time will be ineligible to sit in the external examination.**
- ii. No assignment shall be accepted after the last date fixed for the purpose. Any candidate who fails to submit the assignment shall not be eligible to appear in the examination.
- iii. A candidate, who on account of compelling circumstances fails to submit assignment during the academic year of enrollment, may be allowed to submit assignments by Director, DDE in the following academic session alongwith the students of that session on payment of the prescribed fee of Rs. 500/- only.

PERSONAL CONTACT PROGRAMME

For reinforcing instructions through study material and for providing academic guidance to learners, the Directorate organizes Personal Contact Programme of 20 days duration in each semester for P.G English/Hindi/Urdu/Dogri/Sociology/M.Com.

Though the Personal Contact Programme **is not compulsory & does not carry any marks, yet it can prove to be very beneficial.**

However, in case of **PGDBM**, the Personal Contact Programme of 15 days is a **compulsory component** of the programme. **Every candidate shall be required to attend atleast 5 lectures in each paper in the Personal Contact Programme to be eligible to appear in the external examination.**

Note:

- i. The programme does not carry any marks.**
- ii. PCP shall be conducted at Jammu only.**
- iii. Every candidate of PGDBM shall be required, to attend atleast 5 lectures in each paper in the PCP to be eligible to appear in the external examination.**

EXTENSION LECTURES

Apart from Personal Contact Programme, the Directorate also organises extension lectures by eminent resource persons

NSS & OUTREACH ACTIVITIES 7

The Directorate also provides opportunity to the distance learners to enrol themselves as NSS volunteers in order to reach out to the community and to serve it.

External Examination

The dates for the conduct of **External Annual Examination** are fixed by the office of the Controller of Examination, University of Jammu and the result is also declared by the office of the Controller of Examination.

Admission to subsequent semesters

The candidates of Ist and IIIrd semester are advised to fill in their Examination Forms for IInd and IVth semester within 15 days of the last date of their Ist and IIIrd semester examination.

To be eligible to seek admission to the IIIrd semester of P.G. courses, a candidate shall have to :

- i) secure pass marks in Internal Assessment of all the courses of Ist Semester
- ii) pass atleast 50% of credits in the Ist semester and
- iii) submit allthe assignments of the IInd semester.

Admission to subsequent semesters after a Gap

A candidate who has been on the rolls of Directorate of Distance Education in the 1st or 2nd or the 3rd semester of Master Degree Programme and earns eligibility to join the 2nd or the 3rd or the 4th semester of the programme, as the case may be, but fails to join the semester when he/ she was due to join it or discontinues his studies for any reason whatsoever may be considered for admission to the semester concerned in a subsequent year if he submits an application to this effect before the commencement of the semester concerned, he /she wishes to join and the candidate seeks admission within a period of 2 years from the date he/she discontinued his/her studies. The final decision regarding admission of such a candidate shall be taken by the Director, Directorate of Distance Education.

Declaration of Result And Award of Certificate/Degree

The result of candidates enrolled in DDE shall be declared by the office of Controller of Examinations along with the regular students of the University and the Certificate/ Degree shall be the same as awarded to the successful regular candidates of the University.

Important Instructions for Filling in the Admission Form

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

1. The candidate seeking admission to Postgraduate Courses shall ensure that he/she fulfills the eligibility conditions on page no. 3 as applicable.
2. The admission form should be filled in by the candidate in his/her own handwriting. The name in the enrolment form should be filled in BLOCK LETTERS and should be the same as given in the certificate of the last examination passed.
3. Candidates shall affix recent passport size photographs on the space provided for the purpose in the admission form, the enrolment form and the examination form.
4. **The candidate seeking admission to Postgraduate Courses must attach all the documents as per the checklist given on page 11 as applicable.**
5. A candidate seeking admission after a gap/break in the continuity of his/her academic pursuit shall have to submit an affidavit duly attested by a Magistrate/ Oath Commissioner/Notary public as per specimen given in Annexure (II)
6. Centre of examination must be clearly indicated in the examination form as well as in the admission form. **No request shall be entertained later regarding change of examination centre.**
7. Examination form carefully filled in all the respects along with examination fee should be deposited at the time of submission of admission form.

8. Postal address for correspondence must be filled in legibly in the form as well as in the address sheets enclosed with the admission form. **The Directorate shall not be responsible for non-delivery of registered letters or other letters containing important instructions, Roll Number Slips, study material, etc., to the students, on account of incorrect address or postal lapses. Thus, students are** advised to regularly visit the website of the Directorate for important information regarding their programme.
9. Admission form incomplete in any respect shall be rejected. Seeking admission on the basis of false identity, misrepresentation by submitting false certificates/documents or suppression of any material fact is unlawful and will result in cancellation of admission.
10. Admission cannot be claimed as a matter of right.

**CHECK LIST OF THE DOCUMENTS REQUIRED TO BE SUBMITTED
ALONGWITH THE ADMISSION FORM**

1. Three attested photo copies of Bachelor's Degree and Marks Certificates of Part-I, II and III.
2. Three attested photo copies of the Matriculation Diploma or equivalent examination.
3. Three attested photo copies of the Degree/Certificate of the last examination passed/ Provisional Certificate (in original).
4. Migration Certificate (in original) for candidates having passed last examination from a University other than the University of Jammu.
5. A Crossed Demand Draft of requisite fee drawn in favour of the Director, Directorate of Distance Education, University of Jammu, payable at Jammu.
6. Character certificate issued by a Gazetted officer.
7. Gap affidavit if required.*

* A candidate seeking admission after a gap/break in the continuity of his/her academic pursuit shall have to submit an affidavit duly attested by a Magistrate/ Oath Commissioner/Notary public as per specimen given in Annexure (II)

Admission Fee and other charges for the Session 2010-11

- | | |
|--|------------------|
| 1. M.A. English,Urdu,Hindi,Dogri (for each year) | Rs.3745/- |
| 2. M.A Sociology (for each year) | Rs.4845/- |
| 3. M.Com (for each year) | Rs.3320/- |
| 4. PGDBM (for each year) | Rs.3510/- |

In addition to the above fee the candidates are required to deposit the following fee in the Directorate at the time of admission in Ist/3rd Semester as the case may be ;

| | | | |
|---|---|-------|--|
| I.Registration Fee | = | 155/- | For the candidates not already registered with Jammu University. |
| II.Eligibility Fee | = | 320/- | Candidates migrating from other Universities |
| III. Library security for those Candidates, who want to be the Member of DDE Library. | = | 575/- | Refundable |

Mode of Payment of Fee

The candidate interested to seek admission in the Directorate of Distance Education, University of Jammu shall deposit their admission fee in cash in J&K Bank, New University Campus, Jammu only and obtain a receipt in duplicate . Out of the two receipts, the candidate shall paste one copy of the said receipt on the requisite form & submit along with other documents at the time of admission or through a Crossed Bank Draft drawn in favour of Director, Directorate of Distance Education, University of Jammu payable at JAMMU.

Refund of Fee

1. The applicants declared ineligible for admission must submit an application for refund to The Director, Directorate of Distance Education within 15 days after being declared as ineligible, after which no request for refund shall be entertained.
2. If a candidate is found ineligible and not enrolled, the fee paid by him/her shall be refunded after deducting Rs. 100/- to cover remittance and other charges.
3. If the applicant is not enrolled because of his/her having not submitted the required certificates by the date fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
4. No refund or adjustment of fee is permissible once a candidate has been admitted or is declared ineligible after seeking admission, on account of misbehaviour, misrepresentation or suppression of facts.
5. Each candidate shall ensure that the particulars furnished in the admission form are complete and correct in all respects. In case, it is detected at any stage that a candidate does not fulfil the eligibility conditions and/or has furnished incorrect information or suppressed any material information or facts, his/her candidature will be cancelled and the fee paid by such a candidate shall be forfeited.

POST-ADMISSION INSTRUCTIONS

1. Admission granted to the students to Postgraduate Courses shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for all the PG courses shall have to abide by the provisions of the Act, Statues, Regulations etc. of the University prescribed from time to time.
3. Submission of Internal Assessment Assignment is a compulsory component. No separate letters will be sent in this regard.
4. Candidates enrolled with the Directorate of Distance Education for PG Course will be issued an enrollment card for their identification. A penalty of Rs.200 will be imposed for issue of duplicate enrollment card/Identity card. An affidavit duly attested will also be attached by the students while applying for the same.
5. All legal disputes relating to the undergraduate courses through distance education mode shall be subject to the jurisdiction of Jammu Courts only.
6. In all written correspondence with the DDE, the candidate must mention his/her enrolment number, class and session.
7. Programmes opted by the candidates should be carefully filled in the relevant column of the admission form, enrolment form, examination form and student profile form. **Course option once exercised by the candidate and approved by the Directorate shall not be changed subsequently.**

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

Schedule of Academic Components*

M.A English

| | | | |
|--|--|----------------------------|----------------------------------|
| Personal Contact Programme | 07-10-2010 to 30-10-2010 for 20 working days | 2.00 p.m. | DDE Halls University of Jammu |
| Submission of Internal Assessment Assignments | 01-11-10 to 13-11-2010 | 10.00 a.m. to 4.00 p.m. | M.A English Section DDE |

M.A Hindi

| | | | |
|--|--|----------------------------|----------------------------------|
| Personal Contact Programme | 09-11-2010 to 01-12-2010 for 20 working days | 2.00 p.m. | DDE Halls University of Jammu |
| Submission of Internal Assessment Assignments | 15-11-10 to 01-12-2010 | 10.00 a.m. to 4.00 p.m. | M.A Hindi Section DDE |

M.A Urdu

| | | | |
|--|--|----------------------------|----------------------------------|
| Personal Contact Programme | 18-10-2010 to 08-11-2010 for 20 working days | 2.00 p.m. | DDE Halls University of Jammu |
| Submission of Internal Assessment Assignments | 15-10-10 to 30-10-2010 | 10.00 a.m. to 4.00 p.m. | M.A Urdu Section DDE |

M.A Dogri

Shall be notified at a later date. kindly visit our website for the schedule

M.A Sociology

| | | | |
|--|--|----------------------------|--|
| Personal Contact Programme | 04-10-2010 to 26-10-2010 for 20 working days | 2.00 p.m. | Gen. Zorawar Singh Auditorium, University of Jammu |
| Submission of Internal Assessment Assignments | 25-10-10 to 05-11-2010 | 10.00 a.m. to 4.00 p.m. | M.A Sociology Section DDE |

M.Com

| | | | |
|--|--|----------------------------|----------------------------------|
| Personal Contact Programme | 04-10-2010 to 20-10-2010 for 20 working days | 10.00 a.m. | DDE Halls University of Jammu |
| Submission of Internal Assessment Assignments | 13-10-10 to 20-10-2010 | 10.00 a.m. to 4.00 p.m. | M.Com Section DDE |

PGDBM

| | | | |
|--|--|----------------------------|----------------------------------|
| Personal Contact Programme | 09-11-2010 to 30-11-2010 for 20 working days | 2.00 p.m. | DDE Halls University of Jammu |
| Submission of Internal Assessment Assignments | 06-12-10 to 10-12-2010 | 10.00 a.m. to 4.00 p.m. | PGDBM Section DDE |

Note:

1. Attending the Personal Contact Programme is not compulsory except in case of PGDBM.
2. *No assignment should be accepted after the due date already notified.*
3. *Internal assessment assignment is a compulsory component and students who fail to submit it within the stipulated time will be ineligible to sit in the external examination.*
4. *A candidate, who on account of compelling circumstances fails to submit assignment during the academic year of enrollment, may be allowed to submit assignments by Director, DDE in the following academic session alongwith the students of that session on payment of the prescribed fee of Rs. 500/- only.*

COURSE STRUCTURE OF M.A. ENGLISH

FIRST SEMESTER

| Course No. | Title | Credits | External/ Internal | Marks |
|-------------------|---------------------|----------------|-------------------------------|--------------|
| 405 | Drama-I | 4 | 80/20 | 100 |
| 406 | Novel-I | 4 | 80/20 | 100 |
| 407 | Poetry-I | 4 | 80/20 | 100 |
| 408 | Non-Fictional Prose | 4 | 80/20 | 100 |

SECOND SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|-------------------|----------------|----------------|--------------|
| 458 | Drama-II | 4 | 80/20 | 100 |
| 459 | Novel-II | 4 | 80/20 | 100 |
| 460 | Poetry-II | 4 | 80/20 | 100 |
| 461 | Literary Theory-I | 4 | 80/20 | 100 |

THIRD SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|---------------------------|----------------|----------------|--------------|
| 507 | Literary Theory-II | 4 | 80/20 | 100 |
| 508 | Indian Writing in English | 4 | 80/20 | 100 |
| 509 | Novel-III | 4 | 80/20 | 100 |
| 510 | American Literature-I | 4 | 80/20 | 100 |

FOURTH SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|---------------------------------------|----------------|----------------|--------------|
| 561 | Literary Theory-III | 4 | 80/20 | 100 |
| 562 | American Literature-II | 4 | 80/20 | 100 |
| 563 | Modern Poetry-III | 4 | 80/20 | 100 |
| 564 | Colonial and Post Colonial Literature | 4 | 80/20 | 100 |

Note: All Courses are compulsory.

For further details/ Queries you may contact the concerned Coordinator.

Dr. Anupama Vohra,

Mobile No. 9419186466

e-mail. anupamavohra@distanceeducationju.in

COURSE STRUCTURE OF M.A DOGRI

FIRST SEMESTER

| Course No. | Title | Credits | External/ Internal | Marks |
|-------------------|--------------------------|----------------|-------------------------------|--------------|
| 401 | Dogri Sahitya da Itihas | 4 | 80/20 | 100 |
| 402 | Prabandh Kavya | 4 | 80/20 | 100 |
| 403 | Dogri Vyakaran te lipian | 4 | 80/20 | 100 |
| 404 | Lok Sahitya Te Sanskriti | 4 | 80/20 | 100 |

SECOND SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|---|----------------|----------------|--------------|
| 450 | Kahani (Dogri) | 4 | 80/20 | 100 |
| 451 | Bhasha Vigyan | 4 | 80/20 | 100 |
| 452 | Adhunik Kavita | 4 | 80/20 | 100 |
| 454 | Dogri Padya Te Katha Sahitya Da Itihas (1960 Isvi De Baad) | 4 | 80/20 | 100 |

THIRD SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|---------------|----------------|----------------|--------------|
| 500 | Upanyas | 4 | 80/20 | 100 |
| 501 | Natak | 4 | 80/20 | 100 |
| 502 | Anuvad Vigyan | 4 | 80/20 | 100 |
| 503 | Alochana | 4 | 80/20 | 100 |

FOURTH SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|--|----------------|----------------|--------------|
| Compulsory | | | | |
| 551 | Dogri Bhasha Vigyan | 4 | 80/20 | 100 |
| 552 | Nibandh | 4 | 80/20 | 100 |
| 555 | Jan Sanchar | 4 | 80/20 | 100 |
| 100 | optional (Choose any one) | | | |
| 554 | Padamshree Prof. Ram Nath Shastri : Vyaktitva te Krittiva | 4 | 80/20 | 100 |
| 556 | Dogri Natak te Gadya Sahitya Da Itihas | 4 | 80/20 | 100 |
| 557 | Nari Vimarsh te Dogri Sahitya | 4 | 80/20 | 100 |

For further details/ Queries you may contact the concerned Coordinator.

Dr.Shashi Kanta

Professor and Head
Department of Dogri

COURSE STRUCTURE OF M.A HINDI

FIRST SEMESTER

| Course No. | Title | Credits | External/ Internal | Marks |
|------------|--|---------|-----------------------|-------|
| 400 | Bhartiya Kavya Shastra | 4 | 80/20 | 100 |
| 401 | Hindi Sahitya Ka Itihas (Upto Reeti Kal) | 4 | 80/20 | 100 |
| 402 | Prachin Kavita | 2 | 40/10 | 50 |
| 403 | Nirgun Kavya | 2 | 40/10 | 50 |
| 404 | Sagun Kavya | 2 | 40/10 | 50 |
| 405 | Reeti Kaleen Kavya | 2 | 40/10 | 50 |

SECOND SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|------------|---------------------------------------|---------|---------|-------|
| 450 | Pashchatya Kavya Shastra | 4 | 80/20 | 100 |
| 452 | Chayavadi Kavya | 4 | 80/20 | 100 |
| 453 | Hindi Sahitya Ka Itihas (Adhunik kal) | 4 | 80/20 | 100 |
| 454 | Hindi Upnayas (Novels) | 4 | 80/20 | 100 |

THIRD SEMESTER

| Course No. | Title | Credits | Ext/Int | Marks |
|------------|--------------------------------|---------|---------|-------|
| 500 | Bhasha Shastra | 4 | 80/20 | 100 |
| 501 | Samajik Evam Sanskritik Itihas | 4 | 80/20 | 100 |
| 504 | Lambi Kavita | 4 | 80/20 | 100 |
| 505 | Hindi Nibandh | 4 | 80/20 | 100 |

Fourth Semester

| Course No. | Title | Credits | Ext/Int | Marks |
|------------|----------------------------------|---------|---------|-------|
| 551-A | Vishisht Adyayan – A (Premchand) | 4 | 80/20 | 100 |
| 552 | Folk Lore | 4 | 80/20 | 100 |
| 553 | Hindi Natak Aur Rang Manch | 4 | 80/20 | 100 |
| 555 | Hindi Bhasha Ka Itihas | 4 | 80/20 | 100 |

Note All courses are compulsory.

For further details/ Queries you may contact the concerned Coordinator.

Dr. Anju Thappa

Mb. No 9469213043

e-mail. anjuthappa@distanceeducationju.in

COURSE STRUCTURE OF M.A URDU

FIRST SEMESTER

| Course No. | Title | Credit | External/ Internal | Marks |
|-------------------|---|---------------|-------------------------------|--------------|
| UR-400 | Urdu Ghazal | 4 | 80/20 | 100 |
| UR-401 | Qasida Marsia | 4 | 80/20 | 100 |
| UR-402 | History of Urdu Literature | 4 | 80/20 | 100 |
| UR-404 | Development of Urdu Language and Literature In Jammu & Kashmir. | 4 | 80/20 | 100 |

SECOND SEMESTER

| Course No. | Title | Credit | Ext/Int | Marks |
|-------------------|----------------------------|---------------|----------------|--------------|
| UR-450 | Study of Urdu Masnavi | 4 | 80/20 | 100 |
| UR-451 | Study of Classical Fiction | 4 | 80/20 | 100 |
| UR-452 | History of Urdu Literature | 4 | 80/20 | 100 |
| UR-453 | Special Study of Ghalib | 4 | 80/20 | 100 |

THIRD SEMESTER

| Course No. | Title | Credit | Ext/Int | Marks |
|-------------------|---|---------------|----------------|--------------|
| UR-500 | A study of Urdu Novel | 4 | 80/20 | 100 |
| UR-501 | History of Urdu language | 4 | 80/20 | 100 |
| UR-502 | A Study of Nazm-e-Jadeed | 4 | 80/20 | 100 |
| UR-504 | Art of Radio Drama and Feature Writing | 4 | 80/20 | 100 |

FOURTH SEMESTER

| Course No. | Title | Credit | Ext/Int | Marks |
|-------------------|-----------------------------|---------------|----------------|--------------|
| UR-550 | A Study of Urdu Short Story | 4 | 80/20 | 100 |
| UR-551 | A Study of Humour and | 4 | 80/20 | 100 |
| UR-552 | Urdu Drama | 4 | 80/20 | 100 |
| UR-553 | Special Study of Iqbal | 4 | 80/20 | 100 |

Note: All courses are compulsory.

For further details/ Queries you may contact the concerned Coordinator.

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COURSE STRUCTURE OF M.A SOCIOLOGY

FIRST SEMESTER

Compulsory courses

| Course No. | Title | Credits | Ext/Int | Marks |
|------------|--|---------|---------|-------|
| SOC F-400 | Basic Concepts in Sociology | 4 | 80/20 | 100 |
| SOC F-402 | Sociology of Family, Kinship and Marriage | 4 | 80/20 | 100 |
| SOC F-404 | Classical Sociological Traditions | 4 | 80/20 | 100 |
| SOC F-405 | Perspectives on Indian Society | 4 | 80/20 | 100 |

SECOND SEMESTER

Compulsory courses

| | | | | |
|-----------|--|---|-------|-----|
| SOC F-451 | Methodology of Social Research | 4 | 80/20 | 100 |
| SOC F-457 | Sociological Theory | 4 | 80/20 | 100 |
| SOC F-458 | Sociology of Change and Development | 4 | 80/20 | 100 |

Optional Courses (choose any one course)

| | | | | |
|------------------|----------------------------------|----------|--------------|------------|
| SOC-O-461 | Crime and Society | 4 | 80/20 | 100 |
| SOC O-462 | Social Stratification & Mobility | 4 | 80/20 | 100 |

THIRD SEMESTER

Compulsory courses

| | | | | |
|-----------|---|---|-------|-----|
| SOC F-506 | Contemporary Sociological Theory | 4 | 80/20 | 100 |
| SOC F-507 | Social Statistics and Computer Analysis | 4 | 80/20 | 100 |
| SOC S-508 | Rural Society and Development in India | 4 | 80/20 | 100 |

Optional courses (choose any one course)

| | | | | |
|-----------|------------------------------|---|-------|-----|
| SOC O-510 | Gender and Society | 4 | 80/20 | 100 |
| SOC O-511 | Urban & Industrial Sociology | 4 | 80/20 | 100 |
| SOC O-512 | Sociology of Education | 4 | 80/20 | 100 |

FOURTH SEMESTER

Compulsory courses

| | | | | |
|-----------|--|---|-------|-----|
| SOC F-551 | Environment and Sustainable Development | 4 | 80/20 | 100 |
| SOC F-552 | Social Development in India | 4 | 80/20 | 100 |
| SOC F-553 | Modernity, Culture & Society | 4 | 80/20 | 100 |

Optional courses (choose any one course)

| | | | | |
|-----------|---------------------------|---|-------|-----|
| SOC O-563 | Sociology of Religion | 4 | 80/20 | 100 |
| SOC O-564 | Political Sociology | 4 | 80/20 | 100 |
| SOC O-565 | Social Movements in India | 4 | 80/20 | 100 |

For further details/ Queries you may contact the concerned Teacher Incharge

Dr. Neharica Subhash,

Mb . No. 9906900103

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COURSE STRUCTURE OF M.COM

FIRST SEMESTER

Compulsory courses

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|---|----------------|----------------|--------------|
| 400 | Business Economics | 4 | 80/20 | 100 |
| 401 | Management Thoughts & Perspective | 4 | 80/20 | 100 |
| 402 | Accounting Theory | 4 | 80/20 | 100 |
| 403 | Quantitative techniques for Business Decisions | 4 | 80/20 | 100 |
| 404 | Taxation Theory | 4 | 80/20 | 100 |
| 407 | Seminar | 2 | 50/- | 50 |

SECOND SEMESTER

Compulsory courses

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|-----------------------------|----------------|----------------|--------------|
| 450 | Business Environment | 4 | 80/20 | 100 |
| 451 | Organisational Behaviour | 4 | 80/20 | 100 |
| 452 | Higher Accounting | 4 | 80/20 | 100 |
| 453 | Entrepreneurial Development | 4 | 80/20 | 100 |
| 454 | Indian Tax System | 4 | 80/20 | 100 |
| 457 | Viva-Voce | 2 | 50/- | 100 |

THIRD SEMESTER

Compulsory courses

| Course No. | Title | Credits | Ext/Int | Marks |
|-------------------|----------------------|----------------|----------------|--------------|
| 500 | Financial Management | 4 | 80/20 | 100 |
| 501 | Marketing Management | 4 | 80/20 | 100 |
| 502 | Personnel Management | 4 | 80/20 | 100 |

| | | | | |
|-----|------------------------------------|---|-------|-----|
| 509 | Business Policy | 4 | 80/20 | 100 |
| 511 | Project work: Review of Literature | 2 | 50/- | 50 |

Optional Courses (Choose any one course)

| | | | | |
|-----|-----------------------------------|---|-------|-----|
| 504 | Accounting for Business Decisions | 4 | 80/20 | 100 |
| 505 | Management of Public Enterprises | 4 | 80/20 | 100 |
| 508 | Tax Planning and Management | 4 | 80/20 | 100 |

FOURTH SEMESTER

Compulsory Courses

| <u>Course No.</u> | <u>Title</u> | <u>Credit</u> | <u>Ext/int</u> | <u>Marks</u> |
|-------------------|--------------|---------------|----------------|--------------|
| 550-B | E-Commerce | 4 | 80/20 | 100 |
| 600 | Viva-voice | 2 | 50/- | 50 |

Optional Courses (Choose any two groups)

Group A : Finance

| | | | | |
|-----|-------------------------------|---|-------|-----|
| 551 | Management of Working Capital | 4 | 80/20 | 100 |
| 554 | Financial Decisions Analysis | 4 | 80/20 | 100 |

Group B : Marketing

| | | | | |
|-----|--|---|-------|-----|
| 561 | Consumer Behaviour and Marketing Research | 4 | 80/20 | 100 |
| 563 | Advertising and Sales Management | 4 | 80/20 | 100 |

Group C : Human Resources

| | | | | |
|-----|----------------------------|---|-------|-----|
| 572 | Collective Bargaining | 4 | 80/20 | 100 |
| 573 | Human Resource Development | 4 | 80/20 | 100 |

Industrial Democracy

For further details/ Queries you may contact the concerned Coordinator.

Dr. Sandeep Tandon

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COURSE STRUCTURE OF POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT

COURSE STRUCTURE

FIRST SEMESTER

| Course no. | Title | Credits | Max. Marks |
|-------------------|------------------------------------|----------------|-------------------|
| I | Management Principles & Techniques | 4 | 100 |
| II | Business Economics | 4 | 100 |
| III | Financial Accounting | 4 | 100 |
| IV | Legal Framework of Business | 4 | 100 |

SECOND SEMESTER

| Course no. | Title | Credits | Max. Marks |
|-------------------|---------------------------|----------------|-------------------|
| I | Human Resource Management | 4 | 100 |
| II | Marketing Management | 4 | 100 |
| III | Financial Management | 4 | 100 |
| IV | Quantitative Methods | 4 | 100 |

Note : Eligibility for appearing in the examination is attendance in the Personal Contact Programme and submission of the Internal assessment assignments of the said semester.

Personal Contact Programme will be of 15 days.

For further details/ Queries you may contact the concerned Coordinator.

Ms. Rohini Gupta Suri

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**FEE STRUCTURE OF P.G. ENGLISH, HINDI, URDU
I AND II SEMESTER**

| S. No. | Details | Amount | Remarks |
|---------------|---|--------------------|----------------------------------|
| 1. | Enrollment Fee | 100.00 | |
| 2. | Instructional/Academic Fee | 1200.00 | |
| 3. | PCP Fee | 600.00 | |
| 4. | Student's Support Services | 150.00 | |
| 5. | Printing Fee | 100.00 | |
| 6. | Miscellaneous | 20.00 | |
| 7. | Library Fee | 100.00 | Including Cost of I. Card |
| 8. | Postage Fee | 125.00 | |
| 9. | Development Fee | 200.00 | |
| 10. | Examination Fee | 355.00 | Per Semester |
| 11. | IQAF | 100.00 | |
| 12. | N.S.S. | 50.00 | |
| 13. | University Corpus Fund | 70.00 | |
| 14. | Examination Dev. Fund | 100.00 | |
| 15. | TOTAL | Rs. 3270.00 | |
| 16. | Cost of Examination Form | 35.00 | |
| 17. | Registration Fee | 135.00 | |
| 18. | Eligibility Fee | 280.00 | |
| 19. | Library Security for those candidates who want to be the member of D.D.E. Library | 400.00 | Refundable |

**FEE STRUCTURE OF M. COM. COURSE
I AND II SEMESTER**

| S. No. | Details | Amount | Remarks |
|---------------|---|---------------------|---|
| 1. | Academic Fee | 800.00 | |
| 2. | PCP Fee | 300.00 | |
| 3. | Printing Fee | 200.00 | |
| 4. | Postage Fee | 100.00 | |
| 5. | Corpus Fund | 70.00 | |
| 6. | IQAF | 100.00 | |
| 7. | Seminar/Viva voce | 70.00 | To be sent to the Controller of Examinations |
| 8. | Library Fee | 100.00 | Including cost of I. Card Rs. 25/- Central Library, Rs. 75/- D.D.E. |
| 9. | Stationery Fee | 75.00 | Rs. 40/- University Chest & Rs. 35/- D.D.E. |
| 10. | N.S.S. | 50.00 | |
| 11. | Enrollment Fee | 100.00 | |
| 12. | Development Fund | 200.00 | |
| 13. | Infrastructure Fund. | 200.00 | |
| 14. | Examination Fee | 355.00 | Per Semester |
| 15. | Reading Room Fee | 50.00 | |
| 16. | Miscellaneous Fee | 20.00 | |
| 17. | Examination Dev. Fund | 100.00 | |
| 18. | TOTA | Rs. 2,890.00 | |
| 19. | Cost of Examination Form | 35.00 | |
| 20. | Registration Fee | 135.00 | |
| 21. | Eligibility Fee | 280.00 | |
| 22. | Library Security for those candidates who want to be the member of D.D.E. Library | 400.00 | Refundable |

**FEE STRUCTURE OF P. G. COURSE IN SOCIOLOGY
I AND II SEMESTER**

| S. No. | Details | Amount | Remarks |
|---------------|---|---------------------|---------------------------|
| 1. | Enrollment Fee | 100.00 | |
| 2. | Instructional/Academic Fee | 2000.00 | |
| 3. | PCP Fee | 700.00 | |
| 4. | Student's Support Services | 150.00 | |
| 5. | Printing Fee | 100.00 | |
| 6. | Miscellaneous | 20.00 | |
| 7. | Computer Lab Fee | 200.00 | |
| 8. | Development Fee | 300.00 | |
| 9. | Postage Fee | 125.00 | |
| 10. | Library Fee | 100.00 | Including cost of I. Card |
| 11. | Examination Fee | 355.00 | Per Semester |
| 12. | IQAF | 100.00 | |
| 13. | N.S.S. | 50.00 | |
| 14. | University Corpus Fund | 70.00 | |
| 15. | Exam. Dev. Fund | 100.00 | |
| 16. | TOTAL | Rs. 4,470.00 | |
| 17. | Cost of Examination Form | 35.00 | |
| 18. | Registration Fee | 135.00 | |
| 19. | Eligibility Fee | 280.00 | |
| 20. | Library Security for those candidates who want to be the member of D.D.E. Library | 400.00 | Refundable |

**FEE STRUCTURE OF M.Sc. FISHERIES
I AND II SEMESTER**

| S. No. | Details | Amount | Remarks |
|---------------|---|------------------|---|
| 1. | Enrollment Fee | 100.00 | |
| 2. | Instructional/Academic Fee | 12000.00 | |
| 3. | PCP Fee | 6000.00 | |
| 4. | Printing Fee | 200.00 | |
| 5. | Miscellaneous | 20.00 | |
| 6. | Development Fee | 3000.00 | |
| 7. | Postage Fee | 200.00 | |
| 8. | Library Fee | 100.00 | Including cost of I. Card |
| 9. | Local Fund | 65.00 | |
| 10. | Examination Fee | 495.00 | Per Semester |
| 11. | IQAF | 100.00 | |
| 12. | N.S.S. | 50.00 | |
| 13. | University Corpus Fund | 70.00 | |
| 14. | Fish Farm/Lab. Development Fund | 5000.00 | |
| 15. | Laboratory Security | 2500.00 | Refundable |
| 16. | Exam Development Fund | 100.00 | |
| 17. | TOTAL | 30,000.00 | |
| 18. | Cost of Examination Form | 35.00 | |
| 19. | Registration Fee | 135.00 | For candidates who have passed their qualifying exam. other than Jammu University |
| 20. | Eligibility Fee | 280.00 | |
| 21. | Library Security for those candidates who want to be the member of D.D.E. Library | 400.00 | Refundable |

**FEE STRUCTURE OF LL. B. ACADEMIC
I AND II TERM**

| S. No. | Details | Amount | Remarks |
|---------------|---|-----------------|---------------------------|
| 1. | Academic Fee | 1000.00 | |
| 2. | PCP Fee | 300.00 | |
| 3. | Printing Fee | 200.00 | |
| 4. | Postage Fee | 100.00 | |
| 5. | Corpus Fund | 70.00 | |
| 6. | IQAF | 100.00 | |
| 7. | Library Fee | 100.00 | Including cost of I. Card |
| 8. | Stationery Fee | 100.00 | |
| 9. | N.S.S | 50.00 | |
| 10. | Enrollment Fee | 100.00 | |
| 11. | Development Fund | 200.00 | |
| 12. | Infrastructure Fund | 100.00 | |
| 13. | Reading Room Fee | 50.00 | |
| 14. | Examination Fee | 355.00 | Per Term |
| 15. | Miscellaneous | 25.00 | |
| 16. | Exam. Dev. Fund | 100.00 | |
| 17. | TOTAL | 2,950.00 | |
| 18. | Eligibility Fee | 280.00 | |
| 19. | Registration Fee | 135.00 | |
| 20. | Cost of Exam. Rorm | 35.00 | |
| 21. | Library Security for those candidates who want to be the member of D.D.E. Library | 400.00 | Refundable |

FEE STRUCTURE OF P.G.D.B.M.

| S. No. | Details | Amount | Remarks |
|---------------|---|-----------------|---------------------------|
| 1. | Enrollment Fee | 100.00 | |
| 2. | Instructional/Academic Fee | 1000.00 | |
| 3. | PCP Fee | 500.00 | |
| 4. | Printing Fee | 100.00 | |
| 5. | Miscellaneous | 20.00 | |
| 6. | Development Fee | 200.00 | |
| 7. | Postage Fee | 190.00 | |
| 8. | Library Fee | 100.00 | Including cost of I. Card |
| 9. | Stationery/Local Fund | 75.00 | |
| 10. | Examination Fee | 355.00 | Per Semester |
| 11. | IQAF | 100.00 | |
| 12. | N.S.S. | 50.00. | |
| 13. | University Corpus Fund | 70.00 | |
| 14. | Exam Dev Fund | 100.00 | |
| 15. | TOTAL | 2,960.00 | |
| 16. | Cost of Examination Form | 35.00 | |
| 17. | Registration Fee | 135.00 | |
| 18. | Eligibility Fee | 280.00 | |
| 19. | Library Security for those candidates who want to be the member of D.D.E. Library | 400.00 | Refundable |

**FEE STRUCTURE OF
CERTIFICATE COURSE IN URDU THROUGH HINDI MEDIUM**

| S. No. | Details | Amount | Remarks |
|---------------|------------------|-------------------|----------------|
| 1. | Enrollment Fee | 50.00 | |
| 2. | Academic Fee | 400.00 | |
| 3. | Development Fund | 100.00 | |
| 4. | Examination Fee | 20.00 | |
| 5. | Postage Fee | 50.00 | |
| 6. | Stationery Fee | 30.00 | |
| 7. | Reading Room Fee | 50.00 | |
| 8. | N.S.S. Fee | 50.00 | |
| 9. | IQAF | 100.00 | |
| 10. | TOTAL | Rs. 850.00 | |

**FEE STRUCTURE OF
ENGLISH IMPROVEMENT CERTIFICATE COURSE**

| S. No. | Details | Amount | Remarks |
|---------------|-----------------------------|-------------------|----------------|
| 1. | Enrollment Fee | 50.00 | |
| 2. | Academic Fee | 400.00 | |
| 3. | University Development Fund | 100.00 | |
| 4. | Postage Fee | 50.00 | |
| 5. | Reading Room Fee | 50.00 | |
| 6. | Stationery Fee | 30.00 | |
| 7. | N.S.S. Fee | 50.00 | |
| 8. | IQAF | 100.00 | |
| 9. | TOTAL | Rs. 830.00 | |