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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](http://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 a Diploma in Business Management. 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 agument 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, Bhaderwah, 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.

### **Know the Coordinator/Teacher Incharge**

1. B.A.Part-I Dr. Seema Bhasin, Teacher Incharge  
(9419891198)
2. B.A. Part-II Dr. Hina Abrol, Coordinator.  
(9419189188)
3. B.A.Part-III Prof. Romesh Verma, Coordinator.  
(9419197219)
4. B.Com Part-I, II & III Ms. Rohini Gupta Suri, Coordinator.  
(9419186716)

### **Know the administration wing**

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

### Study Centrewise Principals and Coordinators

|    | Study Centre                      | Principal                      | Coordinator                        |
|----|-----------------------------------|--------------------------------|------------------------------------|
| 1. | Govt. Degree<br>College Kathua    | Dr. Ram Krishan<br>0199223425  | Dr. Tilak Raj Sharma<br>9419150823 |
| 2. | Govt. Degree<br>College Kishtwar  | Dr. Romesh Chander             | Dr. S.K Sen<br>9419154591          |
| 3. | Govt. Degree<br>College, Doda     | Dr. S.P. Sharma<br>9419168898  | Dr. Nisar Ahmed<br>9419796248      |
| 4. | Govt. Degree<br>College, Poonch   | Sh. GL Sharma<br>9419673855    | Dr. Jamit A. Khan<br>9419673855    |
| 5. | Govt. Degree<br>College, Rajouri  | Dr. S.H. Shah<br>9419267250    | Dr. Hardyal Singh<br>9419266119    |
| 6. | Govt. Degree<br>College, Udampur  | Dr Nutan Kumar<br>01992270239  | Dr. Bhamash Chand<br>9419180767    |
| 7. | Govt. Degree<br>College, Baderwah | Dr. M. I. Sheikh<br>9419175805 | Ms. Mehjooba Bano<br>9419174239    |

Overall Coordinator for study centres at DDE

Prof. Dhian Singh Bhau

Teacher Incharge for study centres at DDE

Dr. Seema Bhasin  
(9419891198)

### Know the Teaching Faculty of the Directorate

|     |                         |   |
|-----|-------------------------|---|
| 1.  | Prof. Romesh Verma      | Professor of Education<br>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<br>Co-ordinator, Study Centres           |
| 4.  | Dr. Alka Bakshi         | Professor of English  |
| 5.  | Dr. H. R. Shan          | Associate Professor of<br>Education, Co-ordinator M.Ed.         |
| 6.  | Dr. Darshana P. Sharma  | Associate Professor of<br>Education, Co-ordinator B.Ed.         |
| 7.  | Dr. Sushil Sharma       | Associate Professor of Punjabi                                  |
| 8.  | Dr. Sandeep Tandon      | Associate Professor of Commerce,<br>Co-ordinator M.Com          |
| 9.  | Dr. Anupama Vohra       | Associate Professor of English<br>Co-ordinator, M.A. English    |
| 10. | Ms. Rohini Gupta Suri   | Sr. Asstt. Professor of Commerce,<br>Co-ordinator B.Com & PGDBM |
| 11. | Dr. Nagendra Rao        | Sr. Asstt. Professor of Pol. Science (on leave)                 |
| 12. | Dr. Anju Thappa         | Sr. Asstt. Professor of Hindi, Incharge,<br>M.A. Hindi          |
| 13. | Dr. Hina S. Abrol       | Sr. Asstt. Professor of History,<br>Coordinator B.A Part I & II |
| 14. | Ms. Neelam Chowdhary    | Asstt. Professor of Economics (on study leave)                  |
| 15. | 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 the Personal Contact Programmes.

## **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,  
University of Jammu,  
Jammu-180006.

Sr. P.A to Director  
Ph. No : 2430828

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

## About the three year Undergraduate Programme offered by the Directorate

### B.A & B.Com

Directorate offers three year B.A & three year B.Com programmes. General English is compulsory in both B.A and B.Com programmes.

### Medium of Instruction and Examination

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

### Subject Combination Available for B.A. Programme

The candidates must choose three subjects in addition to General English which is compulsory. Student can choose only one subject from each column :—

| Subject 1       | Subject 2                            | Subject 3                             | Subject 4   | Subject 5                            | Subject 6               | Subject 7                              | Subject 8   |
|-----------------|--------------------------------------|---------------------------------------|---|--------------------------------------|-------------------------|--|---|
| General English | Education<br>Marketing<br>Management | Psychology<br>Home Science<br>History | Sociology<br>Mathematics<br>English<br>Literature<br>Business<br>Management | Statistics<br>Political Sc.<br>Music | Philosophy<br>Geography | MIL<br>(Hindi, Urdu,<br>Dogri,Punjabi) | Economics<br>OCL<br>(Sanskrit,<br>Persian,<br>Arabic) |

## **SUBJECTS PRESCRIBED FOR B.COM. PROGRAMME**

### **PART-I**

- |                             |                                  |
|-----------------------------|----------------------------------|
| 1. General English          | 2. Financial Accounting          |
| 3. Principles of Management | 4. Business Regulatory Framework |
| 5. Business Economics       | 6. Any one of the following      |
| i) Business Math            | ii) Business Communication       |

### **PART-II**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. General English                   | 2. Corporate Accounting             |
| 3. Company law                       | 4. Money and Financial System       |
| 5. Cost Accounting                   | 6. Income Tax                       |
| 7. Principles of Business Management | 8. Fundamentals of Entrepreneurship |

### **PART-III**

- |                              |  |
|------------------------------|--|
| 1. General English           | 2. Information Technology and its Applications |
| 3. Business Statistics       | 4. Management Accounting                       |
| 5. Auditing                  | 6. Indirect Taxes                              |
| 7. Fundamentals of Insurance | 8. Indian Banking System                       |

**NOTE : All courses prescribed for B.Com. Part-I, II & III are Compulsory**

## **STUDY MATERIAL**

The Directorate shall provide Study Material to all the enrolled candidates. The candidates of study centres shall have to collect the study material from their respective study centres.

### **NOTE :**

- (i) The Candidates who opt for Punjabi in B.A Part-I are advised to collect their study material in the month of September from the Directorate of Distance Education. The candidates of the study centres opting for Punjabi shall also collect their study material from their respective study centres in the month of September.
- (ii) The Candidates enrolled in B.Com Part-I are advised to collect their study material in the month of September from the Directorate of Distance Education. The candidates of the study centres opting for B.Com shall also collect their study material from the respective study centres in the month of September.
- (iii) The candidates enrolled in B.A Part-II who are opted for Education, Political Science and Geography are advised to collect their study material in the month of September from the Directorate of Distance Education. The candidates of the Study Centres opting for the above mentioned subjects shall also collect their study material from their respective study centres in the month of September.

## **Library**

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 & Sundays (except public holidays) for consultation as well as issue and return of books.

## Personal Contact Programme

Fifteen days Personal Contact Programme shall be conducted for the candidates for providing them personal guidance and counselling. The candidates enrolled at study centres shall have to attend the PCP at their respective study centres only. As the study material of B.Com is being updated the same shall be provided to the students from 01/09/2010 to 15/09/2010 in DDE as well as there respective study centres.

- Note:
- i) *Attending the Personal Contact Programme is not compulsory.*
  - ii) *This programme does not carry any marks.*
  - iii) *In case of a subject/subjects where faculty is not available in the study centre the candidate shall have to undergo theory as well as practical classes at the Directorate of Distance Education at Jammu.*

## Internal Assessment

Internal assessment assignment booklets are provided along with the study material.

The students of study centres shall be provided Internal Assessment Assignment booklets alongwith the study material at their respective study centres.

The students are advised to collect their internal assessment assignment booklets along with the study material.

The components of internal assessment shall consist of four assignments in each subject. 20% of the total marks in each subject are allocated for internal assessment. **A candidate shall have to obtain minimum of 36% marks separately in the internal assessment and external examination in all subjects, except General English, in order to be declared pass in the external examination. However, pass percentage in General English shall of sbe 33% separately both in the external examination and internal assessment.**

*Note :- 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.*

## **Practicals**

Geography, Statistics, Psychology, Home Science and Music are optional subjects which involve both theory and practicals. Environmental Science is a compulsory subject in B.A Part-II which also involves both theory & practicals.

For environmental science as well as in case of subjects mentioned above involving practicals, the students shall have to attend practicals under the supervision of a teacher/expert to be specified by the Directorate failing which he/she shall not be eligible to appear in the examination. ***Thus attending practicals classes is a compulsory component of the course.***

Further for Environmental Science as well as in case of subjects mentioned above involving practicals, the students shall have to appear in internal & external practical examination on the dates and venue communicated by the Directorate of Distance Education/ University of Jammu.

## **Reconduct of Practical**

Re-conduct of Internal Practical for a student shall only be permitted under very pressing circumstances provided :

- i) application of the student for reconduct reaches the Directorate prior to one month of commencement of Annual Examination and
- ii) payment of Rs.1000/- per subject.

## **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.

## **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 colleges and the Certificate/Degree shall be the same as awarded to the successful regular candidates of the colleges.

## **Eligibility Criteria for B.A/B.Com Part-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 B.A. Degree (General) Course Part-I.
- (ii) Candidates who have passed the Higher Secondary Part-II (10+2) examination in commerce subjects of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year B.Com. (General) Course Part-I.
- (iii) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto in any stream (other than commerce) obtaining not less than 45% marks in the aggregate shall also be eligible for admission to the B.Com Degree (General) Course Part-I.
- (iv) A candidate who has reappear in one subject only in Hr. Sec. Part-II examination shall also be eligible to seek provisional admission of the next higher class at his/her own risk and responsibility. The candidate has to submit an affidavit duly attested by Notary as per specimen given in Annexure (IV). The candidate has to clear the subject in which he/she has been placed under reappear category within the permissible statutory chances failing which his/her provisional admission to the next higher class shall stand cancelled.

## **Eligibility Criteria for B.A/B.Com Part-II**

- (i) Candidates who have passed the B.A Part-I examination of the University of Jammu or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year B.A. Degree (General) Course Part-II.
  
- (ii) Candidates who have passed B.Com Part-I examination of the University of Jammu or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three Year B.Com Degree (General) Course Part-II.
  
- (iii) Candidate who has reappear in one subject only in B.A/ B.Com Part-I examination shall also be eligible to seek provisional admission of the next higher class at his/her own risk and responsibility. The candidate has to submit an affidavit duly attested by Notary as per specimen given in Annexure (IV). The candidate has to clear the subject in which he/she has been placed under reappear category failing which his/her provisional admission to the next higher class shall stand cancelled.

### **Eligibility Criteria for B.A/B.Com Part-III**

- (i) Candidates who have passed B.A. Part-II examination of the University of Jammu or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year B.A. Degree (General) Course Part-III.
- (ii) Candidates who have passed B.Com. Part-II examination of the University of Jammu or any other examination recognized as equivalent thereto by the University of Jammu shall be eligible for admission to Three-Year B.Com. Degree (General) Course Part-III.
- (iii) A candidate who has reappear in one subject only in B.A./ B.Com. Part-II examination shall also be eligible to seek provisional admission of the next higher class at his/her own risk and responsibility. The candidate has to submit an affidavit duly attested by Notary as per specimen given in Annexure (IV). The candidate has to clear the subject in which he/ she has been placed under re-appear category failing which his/ her provisional admission to the next higher class shall stand cancelled.

### **Eligibility Criteria for Bridge Course (Part-III of Three Year B.A Degree Programme)**

Bridge course is of one year duration, comprising courses of study prescribed for Part-III of the Three-Year B.A. Degree (General) Course of University of Jammu. The students who have passed B.A. examination under 10+2+2 Pattern of the University shall be eligible to seek admission in Bridge course and shall appear in Part-III examination of Three Year B.A. Degree (General) Course in the same combination of subjects as pursued in their Degree Course.

## 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 Undergraduate Course shall ensure that he/she fulfills the eligibility conditions given on page 12,13 & 14 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 Undergraduate Course must attach all the documents as per the checklist given on page 17 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. Subjects opted for the course should be carefully filled in the relevant column of the admission form, enrolment form, examination form and student profile form. **Subject option once exercised by the candidate and approved by the Directorate shall not be changed subsequently.** Subjects must be selected as per the combinations given on page 8 & 9.

7. Subjects opted in B.A. Part-I shall continue in B.A. Part-II and III. No change in subjects shall be permitted in B.A. Part-II or B.A. Part-III. However, in case of B.Com., the candidates shall pursue the combination of subjects as prescribed year wise on page
8. 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.**
9. Examination form carefully filled in all the respects along with examination fee should be deposited at the time of submission of admission form.
10. 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.
11. 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.
12. 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.
13. Admission cannot be claimed as a matter of right.

## **CHECKLIST OF DOCUMENTS REQUIRED**

### **B.A./B/Com Part-I**

1. Provisional certificate from the Institution last attended (in original).
2. Character Certificate from the Institution last attended or from any other gazetted officer/1st Class Magistrate (in original).
3. Diploma of Matriculation Examination (in original) along with three attested copies (with clearly visible particulars).
4. Diploma of Hr. Sec. Part-II and Marks Card (in original) along with three attested copies (with clearly visible particulars).
5. The candidates who have passed their last examination from other Universities/Boards shall submit Migration certificate (in original) along with the eligibility form duly filled in.
6. Three address sheets (enclosed with the admission form) duly filled in capital letters in a legible hand.
7. Six recent passport size photographs to be affixed on the space provided for the purpose in the admission , enrolment , examination forms and library card.

### **B.A./B.Com. Part-II**

1. Marks card of B.A./B.Com. Part-I in original alongwith three attested copies.
2. Six recent passport size photographs to be affixed on the space provided for the purpose in the admission , enrolment , examination forms and library card.

### **B.A./B.Com. Part–III**

1. B.A./B.Com. Part–I original marks card and three attested copies (with clearly visible particulars)
2. B.A./B.Com. Part–II, original marks card and three attested copies (with clearly visible particulars).
3. Six recent passport-size photographs to be affixed on the space provided for the purpose in the admission , enrolment , examination forms and library card.

### **Note:**

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

**Admission Fee and other charges for B.A/B.Com. Part-I, II, III (For each year) & Bridge course (i.e. Part-III only) Rs. 3270/-**

In addition to the above fee the candidates are required to deposit the following fee in the Directorate as the case may be ;

- |      |  |   |          |   |
|------|--|---|----------|---|
| I.   | Registration Fee   | = | Rs.155/- | For the candidates not already registered with Jammu University.                                |
| II.  | Eligibility Fee  | = | Rs.320/- | Candidates migrating from Universities or Boards other than J&K Sate Board of School Education. |
| III. | Practical Fee Per Subject.   | = | Rs.340/- | In addition to the normal the students of B.A. Part-II, Practical fee is compulsory for EVS.    |
| IV.  | Library security for Candidates, who want to be the Member of DDE Library. | = | Rs.575/- | Refundable  |
| V.   | Study Center Fee   | = | Rs.300   | For those who are anrolled through study centres.   |

**NOTE :**

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

## **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 the **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.

The candidates interested to seek admission in the **Directorate of Distance Education, University of Jammu through study centers namely kathua, Udhampur, Rajouri, Poonch , Bhaderwah, Doda and Kishtawarh** shall deposit their admission fee through A/C payee Bank draft in favour of the **Director, Directorate of Distance Education, University of Jammu** payable at Jammu through any Nationalized Bank.

## **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. Fee once paid by enrolled candidates shall not be refunded.

## POST-ADMISSION INSTRUCTIONS

1. Admission granted to the students to B.A. & B.Com. (Three Year Degree Course) shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for UG course 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. Internal Practicals in the subjects which involve both theory & practicals i.e. Music, Home Science, Geography, Psychology and Statistics are compulsory. **A Student who has not undergone 15 days internal practical is neither eligible to appear in the external practical nor sit in the theory examination.**
5. 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.
6. All legal disputes relating to the undergraduate courses through distance education mode shall be subject to the jurisdiction of Jammu Courts only.
7. In all written correspondence with the DDE, the candidate must mention his/her enrolment number, class and session.

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

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

## SCHEDULE OF ACADEMIC COMPONENTS\*

### B.A. PART—I

|                        |                     |            |                          |
|------------------------|---------------------|------------|--------------------------|
| Personal Contact       | 16-09-2010          | 10-00 a.m. | DDE Halls                |
| Programme              | for 15 working days |            | University of Jammu      |
| Internal Practicals    | 01-11-2010          |            |                          |
|                        | for 15 working days |            |                          |
| Submission of Internal | 15-10-10 to         | 10.00 a.m. | Undergraduate<br>Section |
| Assessment Assignments | 30-10-2010 to       | 4.00 p.m.  | DDE                      |

Interactive Counselling Session only for the students of B.A Part-I enrolled with study centres of DDE shall be held as per schedule :

| <b>Place</b> | <b>Date</b>    | <b>Time</b> |
|--------------|----------------|-------------|
| Udhampur     | 6th September  | 1.00 p.m.   |
| Kathua       | 9th September  | 1.00 p.m.   |
| Rajouri      | 13th September | 1.00 p.m.   |
| Poonch       | 14th September | 1.00 p.m.   |
| Doda         | 20th September | 1.00 p.m.   |
| Bhaderwah    | 21st September | 1.00 p.m.   |
| Kishtwar     | 22nd September | 1.00 p.m.   |

## **B.A. PART—II**

|                                    |                                   |              |  |
|------------------------------------|-----------------------------------|--------------|--|
| Personal Contact Programme         | 11-10-2010<br>for 15 working days | 02.30 pm     | Govt. MAM P.G<br>College, Jammu  |
| Internal Practicals                | 1-12-2010<br>for 15 working days  | 10.00 a.m.   | DDE Halls,<br>University of<br>Jammu                                   |
| Internal Practicals                | 20-12-2010                        | 10.00 a.m.   | DDE Halls,<br><br>(Environmental<br>Science)<br>University of<br>Jammu |
| Submission of Internal             | 16-11-10                          | 10.00 a.m.   | Undergraduate<br>Section, D.D.E  |
| Assessment Assignments             | to 30.11.10                       | to 4.00 p.m. |  |
| Evaluation of Internal Assignments |                                   | 20-12-10     |  |

## **B.A PART—III**

|                            | <b>DATE</b>          | <b>TIME</b>  | <b>VENUE</b>            |
|----------------------------|----------------------|--------------|-------------------------|
| Personal Contact Programme | 15-11-10 to 30-11-10 | 02:30 p.m    | Social<br>Science Block |
| Internal Practicals        | 05-12-10 to 20-12-10 | 10:00 a.m    | University of<br>Jammu  |
| Submission of Internal     | 30-11-10 to 15-12-10 | 10.00 a.m to | UGC Section             |
| Assignments                |                      | 4.00 p.m     | D.D.E                   |

## B.COM PART I, II & III

|  |                             |                           |                                    |
|--|-----------------------------|---------------------------|------------------------------------|
| PCP B. Com. Part I,<br>II & III                  | 02-12-2010 to<br>23-12-2010 | 11.30 a.m.to<br>5.00 p.m. | DDE Halls<br>Evening Shift         |
| Submission of Internal<br>Assessment Assignments | 05-01-2011                  | 9.30 a.m to<br>5.00 pm    | B.Com.<br>Undergraduate<br>Section |

Interactive Counselling Session only for the students of B.Com Part-I enrolled with DDE shall be held on 30.08.2010 at 12 noon in the premises of DDE.

Interactive Counselling Session only for the students of B.Com Part-I/ B.Com Part II enrolled with study centres of DDE shall be held as per schedule :

| Place     | Date           | Time      |
|-----------|----------------|-----------|
| Udhampur  | 6th September  | 1.00 p.m. |
| Kathua    | 9th September  | 1.00 p.m. |
| Rajouri   | 13th September | 1.00 p.m. |
| Poonch    | 14th September | 1.00 p.m. |
| Doda      | 20th September | 1.00 p.m. |
| Bhaderwah | 21st September | 1.00 p.m. |
| Kishtwar  | 22nd September | 1.00 p.m. |

**Note :**

1. No assignments shall be accepted after the last date.
2. Study Centres located in Rajouri, Poonch, Doda, Bhaderwah, Kishtwar, Udhampur and Kathua shall also follow the calendar.

**\* Students are advised to regularly visit the website of the Directorate for any changes in the above schedule and important information regarding their programme.**

**website:www.distanceeducationju.in**