



DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU

Admission Notice

Applications on prescribed format are invited from eligible candidates for admission to the M.Ed. programme through Distance mode for the academic session 2009-10.

Eligibility : Any person having a Bachelor's Degree in Education(B.Ed) or any other degree recognized as equivalent thereto shall be eligible for admission to M.Ed programme.

The detailed information about the admission process shall be available on the website : www.distanceeducationju.in.

The application form can be downloaded from the above Website on an A-4 size paper. The filled in form accompanied with a demand draft of Rs.200/- (non-refundable) drawn in favour of **Director, Directorate of Distance Education, University of Jammu payable at Jammu** along with attested photocopies of certificates/degrees of all the qualifying examinations must be sent to the Asstt. Registrar (Academic), Directorate of Distance Education, Room No. 17, University of Jammu, Jammu by **Registered Post/Speed Post Only**, to reach on or before the last date(s) specified as under :-

- 1)Availability of application form on University website w.e.f 23.11.2009
- 2)Submission of application form without late fee upto 07.12.2009
- 3)Submission of application form with late fee of Rs. 50/- upto :14.12.2009

Admission Process : Admission shall be made through Counseling on the basis of merit. The Counseling schedule shall be notified separately. No separate invitation for Counseling shall be sent individually to the candidates. The candidates have to be present personally at the time of counseling.

IMPORTANT NOTES :

1. ***NCTE Act is not applicable to the state of Jammu and Kashmir.***
2. **No document/certificate shall be accepted after the submission of application form.**
3. **Under-process State Subject Certificate/Category Certificate shall not be accepted.**
4. **Application Forms by hand/Courier services shall not be accepted.**
5. **University will not be responsible for any postal delay and forms received after the last date(s) shall in no case, be accepted.**
6. **Handbook of information shall be provided to the candidates at the time of counseling without any charges.**
7. **The University/ Directorate has not authorized any person/agency to conduct admission on its behalf. Anybody found indulging in such malpractice shall be liable to be dealt with under law.**

No.: DDE/09/SPA/938

Dated :22.11..2009

Sd/-
Dr. Meenakshi Kilam
Director

Form No

Reference No

i

(for office use only)

(for office use only)

DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU, JAMMU
APPLICATION FORM FOR ADMISSION TO THE M.Ed PROGRAMME, Session 2009-10
(To be filled in by the Candidate Only)

For office use only

Signatures of the Admisson Committee Members

Status: Eligible _____ Not Eligible _____

1.

2.

3.

4.

SPACE FOR
ATTESTED
PHOTOGRAPH

Bank Draft No. _____ Name of the Bank _____

Amount of Draft Rs. _____ Date of Issue _____ Place of Issue _____

Note: Please Tick the relevant

- (i). Do you belong to J&K State : Yes _____ No _____
(ii). Are you a permanent resident of territorial jurisdiction of University of Jammu and have passed B.Ed from the University of Jammu. : Yes _____ No _____
(iii). Are you a permanent resident of territorial jurisdiction of University of Jammu and have passed B.Ed from a University other than the University of Jammu. : Yes _____ No _____
(iv). Are you/your parents/spouse an employee of Central Govt. or Public Sector Undertaking and posted within territorial jurisdiction of the University of Jammu. : Yes _____ No _____
(v). If you are not a permanent resident of territorial jurisdiction of University of Jammu and have passed B.Ed from a University other than the University of Jammu with not less than 60 % marks. : Yes _____ No _____

Name (in Capital Letters)

[Name grid]

(Leave one space to indicate different parts of the name)

Father's Name

(in capital letters)

[Father's Name grid]

(Leave one space to indicate different parts of the name)

Address for Correspondence: _____

Pin _____

Permanent Address: _____

Pin _____

Phone _____ Mobile No. _____
(With Code)

(For receiving information from DDE through SMS)

Sex : Male _____ Female _____

Date of Birth : Date Month Year

Pl. specify the category you belong to :

- 1. General : _____ 2. Scheduled Caste (SC) : _____
3. a) Sports Category : _____ 4. a) Participated with Distinction in NCC activities : _____
b) Excelled in Cultural Activities/ Literary Activities : _____ b) Participated with Distinction in NSS activities : _____
5. Defence Service Personnel _____ 6. Ward of Ex-Serviceman : _____
7. Area adjoining the Actual Line of Control (ALC) : _____ 8. Scheduled Tribes (Gujjar, bakarwal, Gaddi, Balti, Sippi etc) : _____
9. Belong to Districts of Leh and Kargil : _____ 10. Belong to Backward Area other than Leh and Kargil : _____
11 Belong to weak and underprivileged classes as notified in SRO by the state of J&K _____ 12. Handicap : _____

(Signature of the Applicant)

Details of the Examinations Passed

Name of the Examination	Name of the University/ Institution	Roll No.	Registration No.	Session/ Year	Maximum Marks	Total Marks Obtained	% age of Marks obtained	Division
Matriculation								
10+2								

B.A/B.Sc/ B.Com(Part-I)								
B.A/B.Sc/ B.Com(Part-II)								
B.A/B.Sc/ B.Com(Part-III)								
Total Marks								

B.Ed								
M.A/M.Sc/ M.Com								
M.Phil								
Ph.D								

Details of B.Ed. Examination Passed :

Maximum Marks of Theory Papers of B.Ed. Programme (Inclusive of internal and external assessment)	Total Marks obtained in Theory Papers of B.Ed Programme (Inclusive of internal and external assessment)	% of Marks obtained in Theory Papers of B.Ed Programme (Inclusive of internal and external assessment)	Maximum Marks of Teaching Practice / Practicals of B.Ed Programme (Inclusive of internal and external assessment)	Total Marks obtained in Teaching Practice / Practicals of B.Ed Programme. (Inclusive of internal and external assessment)	% of Marks obtained in Teaching Practice/ Practical of B.Ed Programme (Inclusive of internal and external assessment)

Certificates:

Attach two attested photocopies of all the certificates and degrees of the examinations passed matriculation onwards, a copy of the Migration Certificate (if applicable) an attested copy of state subject and category certificate, if you belong to J&K State.

Encl. (Certificates Attached) :

- | | |
|--|--------------------|
| 1. Matriculation | Yes _____ No _____ |
| 2. 10+2 | Yes _____ No _____ |
| 3. Bachelor's Degree | Yes _____ No _____ |
| 4. B.Ed Degree | Yes _____ No _____ |
| 5. Post Graduate Degree | Yes _____ No _____ |
| 6. M.Phil | Yes _____ No _____ |
| 7. Ph.D | Yes _____ No _____ |
| 8. State Subject | Yes _____ No _____ |
| 9. Category Certificate | Yes _____ No _____ |
| 10. Migration Certificate | Yes _____ No _____ |
| 11. Provisional Certificate of the last qualifying examination in original | Yes _____ No _____ |
| 12. Affidavit | Yes _____ No _____ |
| 13. (Any other), please specify | |
| a) _____ | |
| b) _____ | |
| c) _____ | |

I solemnly declare that

all information given by me in this application form is complete and correct. I further declare that all documents attached with my application form are genuine. In the event of this being found otherwise, my candidature shall stand automatically cancelled besides any other action can be taken against me for my criminal or civil liability.

Signature of the Applicant

Note :

- Under-process State Subject Certificate/Category Certificate shall not be accepted .
- The Application Form alongwith requisite attested photocopies of certificates/degrees of all the qualifying examinations must be sent to the Asstt. Registrar (Academic), Directorate of Distance Education, Room No. 17, University of Jammu, Jammu by **Registered Post/Speed Post Only**.
- Application Form by hand/Courier services shall not be accepted.

Format of Affidavit

I S/o/D/o

R/o.....

do hereby declare and affirm as under :-

1. That I have passed B. Ed. examination from university under Roll No. in the Annual / Bi-Annual Session
2. That on the basis of the said examination if I am admitted provisionally to the M.Ed. Programme in the Directorate of Distance Education in the University of Jammu, Session it shall be on my own risk and responsibility. I further affirm that the degree / Provisional certificate of the qualifying examination produced by me is genuine.
3. That I declare / solemnly affirm that I have genuinely passed the above said examination from University after completing the requisite formalities of the said University.
4. That I shall not undergo any other course of study or appeared in any other examination of the University of Jammu or any other university so long as I am student of M.Ed. Course.
5. That I under take / solemnly affirm that in case the depositions made by me in this affidavit, or in any other affidavit submitted in this regard are found to be partly or totally false, I shall be liable to penal prosecution in the competent court of law at Jammu besides any other action under the University Statutes that may be taken by the University of Jammu.
6. That I further declare / solemnly affirm that in the event of any of my Certificate / degree / deposition proved Fake / False, the University of Jammu shall have exclusive and absolute right to cancel the admission / examination taken by me on the basis of this affidavit or any other affidavit duly sworn in on this account.

DEPONENT

VERIFICATION :- Verified today this days of 2009 that the averments made above are true and correct and nothing has been concealed there from.

DEPONENT

UNIVERSITY OF JAMMU

Application for an Eligibility Certificate

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

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

Signature of the Applicant
 College/Department

Note:

* The spelling of the Names 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.

**TO BE FILLED IN BY THE REGISTRY
REPORT OF THE ACCOUNT SECTION**

Fee of Rs.....Received vide receipt No.....Dated.....

Accountant

REPORT OF THE REGISTRATION SECTION

The application is/not in order.

The applicant is/not eligible for admission under Statutes.....

Pages.....of the Hand book 200.....Syndicate Resole

.....Dated.....

Asstt. Incharge

Head Asstt.

Asstt./Dy. Registrar

Registrar

The certificate may/shall not be issued under Statutes regarding grant of eligibility of certificate.

A student from another University or a board of Secondary, Higher Secondary or Intermediate examination or any other statutory examining body, seeking admission to the University or College shall apply to the Registrar on the prescribed form through the Principal of the College or Head of the Deptt. to which he/she is seeking admission for a certificate of eligibility, shall at the same time pay a fee of Rs. 320/- one half of which may be refunded if no such certificate can be issued by the University because of any reason whatsoever. All such applications shall be accompanied by the qualification and migration Certificate from the University or the Board, he/she intends to leave. No student from another University or Board, shall be admitted to any institution or department maintained by or affiliated to the University except on production of a certificate of eligibility in the following form signed by the Registrar.

CERTIFICATE OF ELIGIBILITY

Certified that.....having passed/failed in
the..... Examination of the.....in the
year.....not having attendedyear class
of(University).....
upto.....is eligible for admission to
the.....
class in the University.

Provided, however, that the Principal of the College or the Head of the Deptt. concerned may admit a student provisionally at the candidate's risk & responsibility on production of provisional qualification certificate in original and payment of the prescribed fee for the issue of eligibility certificate & submission of the application on the prescribed form. Such provisional admission shall entitle a student to join at his/her own risk and on condition that he/she obtain a final certificate of eligibility before the close of the academic year in which the student is provisionally admitted. An undertaking in writing to this effect shall be obtained from the applicant in the following form duly attested by a magistrate or an oath commissioner.

PROSPECTUS OF M.Ed

1. **Duration :** M.Ed. Programme shall be of the duration of one year (two semesters).

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2. **Medium:** The medium of instruction and examination shall be **English**.

3. Eligibility Conditions

WHO CAN SEEK ADMISSION

Any person having a Bachelor's Degree in Education or any other degree recognized as equivalent thereto shall be eligible for admission to M.Ed Programme through Distance Education Mode.

Subject to fulfillment of eligibility criteria and other conditions prescribed for M.Ed. Programme through Distance Education, the admission shall first be given to a candidate, who: -

- A. (i) Has passed the qualifying examination from the University of Jammu and is a permanent resident of territorial jurisdiction of the University of Jammu; or
- (ii) Has passed the qualifying examination from any other University other than the University of Jammu but is a permanent resident of the territorial jurisdiction of the University of Jammu or
- (iii) Is an employee of the Central or a state Govt. or a public Undertaking or any other organization recognized for the purpose by the syndicate, posted within the territorial jurisdiction of the University of Jammu, or son/daughter/spouse of such an employee;

OR

- (iv) Is not a permanent resident of the territorial jurisdiction of University of Jammu, but has passed qualifying examination with not less than 60% marks from any University other than University of Jammu, subject to the condition that number of seats in this category shall not exceed 10% of the total number of seats available in the course of study.
- B. After making admission of students falling under the foresaid criteria, if seats remain vacant these shall be open to such candidates as have passed qualifying examination from any recognized University provided they have applied in time and are otherwise eligible.

4. Guidelines for filling in the application form

1. The admission form and the other forms must be filled in by the applicant neatly in his / her own handwriting. The name and parentage in the admission form must be filled in block letters and should be the same as given in the certificate of the last examination passed.
2. The date of birth in the application form must be the same as recorded in the matriculation or equivalent certificate of the applicant.
3. The details of the examination passed on the basis of which a candidate considers himself / herself eligible for admission to the M.Ed. Programme must be filled in by the applicant, *duly supported by attested photocopies of the relevant certificates, failing which application for admission will be rejected outrightly without any intimation to the candidate.*
4. Percentage of marks obtained by the applicant in theory and practice of teaching / Practical work in the B.Ed. Examination must be mentioned separately in the specified columns of the admission form.
5. The applicant must mention the category he/she belongs to and also attach copy of the category certificate to claim admission against reserved category along with a copy of state subject certificate.
6. Address for correspondence must be filled in correctly and neatly. The address *must be the one where registered letters in the name of the applicant shall be accepted.* The address must indicate the Tehsil, District and the State *If after enrolment there is any change in the address for correspondence, the same be immediately communicated through registered post to the Asst. Registrar (Academic) DDE, University of Jammu, Jammu - 180 006.*

7. The Directorate will not be responsible for non-delivery of registered and other letters containing important instructions, self learning material, examination form, Information regarding personal contact programme, practicum, Roll No. Slip, etc. to the student because of incorrect address for correspondence supplied by the student / postal lapses.

5. Checklist of Documents

Enclose two attested photocopies of the following documents

1. Degree and marks certificate of the Bachelor of Education (B.Ed.) Examination.
2. B.A./B.Sc./B.Com degree and marks certificates of Part-I, II and III.
3. Certificate of Matriculation or equivalent examination showing date of birth.
4. M.A./M.Sc./M.Com marks certificate and degree, if the candidate has passed M.A./M.Sc./M.Com. Examination.
5. M.Phil degree and/or Ph.D degree, if the candidate holds either or both the degrees.
6. Provisional certificate in original of the last qualifying Examination.
7. Migration Certificate in original is to be submitted by the candidates having passed their last examination from a University other than the University of Jammu. No candidate shall be granted admission without migration certificate as well as duly attested eligibility form.
8. Affidavit on the prescribed format.
9. Category certificate and State subject of the candidate. *

Important Notes:

1. **Incomplete application forms and application forms received after the last prescribed date shall be rejected outrightly without any further communication.**
2. **The admission granted to a candidate may be cancelled at any time in case it is found that the candidate has furnished incorrect information or false documents, or has suppressed the facts.**

* Under-process State Subject Certificate/Category Certificate shall not be accepted.

6. Admission Procedure

Admission shall be made through Counselling on the basis of merit. The schedule for counseling cum on the spot admission shall be notified separately. No separate invitation for Counselling shall be sent individually to the candidates. The candidates have to be present personally at the time of Counselling.

Criteria for Determination of Merit

A candidate to be eligible for admission to M.Ed. Programme, must have passed the qualifying examination of B.Ed. The criteria to determine merit will be out of a total of 100 points which will be calculated as under:

- (i) The percentage of marks obtained by a candidate in the B.Ed. Examination shall be worked out with the weightage of :

(a) Theory	=	80%
(b) Practice of Teaching	=	20%

- (ii) In event of a tie between candidates seeking admission to the M.Ed. Programme it shall be resolved on the basis of the aggregate marks obtained by the candidate in the first degree *i.e.*, B.A./B.Sc./B.Com./B.B.A. examination.
- (iii) If the tie still persists, their marks in Part-III of the said examination (B.A./ B.Sc./B.Com/B.BA.) will be the deciding factor. The candidate with higher marks shall get priority in admission.

Total Seats and Reserved Category Seats

(A) Total number of seats for admission to the M.Ed. course (DDE), will be 500 from the session 2009-10, out of which 67% seats will be filled on the basis of open merit.

(B) RESERVED CATEGORY SEATS

- (i) After selection of candidates is made on the basis of open merit, the remaining thirty-three percent (33%) seats, notwithstanding any thing contrary contained in any law. S.R.O. or regulation in the state, shall be filled up in accordance with the criteria given below :

- (ii) Break-up of the Reserved Categories :-

Category (i)	Scheduled Caste	8%
Category (ii)	a)Sportsmen	4%
	b)Persons who have excelled in Cultural/Literary Activities	6%
		2%
Category (iii)	a) persons who have Participated with distinction in NCC activities	2%
	b) Person who have participated with distinction in NSS/Bharat Scouts & Guides activity.	4%
		2%
Category (iv)	Defence Service Personnel including Ex-Servicemen and their children who are permanent residents of the State and have had a satisfactory service record	2%
Category (v)	Candidates belonging to the areas adjoining the Actual Line of Control.	2%
Category (vi)	Candidates belonging to Scheduled Tribe	5%
Category (vii)	Candidates belonging to Backward area other than that of districts Leh & Kargil	2%
Category (viii)	Candidates belonging to Districts of Leh & Kargil	2%
Category (ix)	Candidates belonging to weak and under-Privileged Classes as notified in S.R.O. by the state from time to time.	2%

Explanation :

- i) In case only one seat is available under category (ii) or category (iii) the same shall be filled on the basis of comparative merit of all the candidates under category (ii) (a) and (b), or category (iii) (a) and (b) put together, as the case may be.
- ii) For determining the number of seats under any reserved category mentioned at Sr. No. iii (b) fraction of less than one-half shall be ignored and fraction of one half and more shall be treated as one. The benefit of fraction shall be given to each category separately even if it means an overall marginal increase in seats in any course of study.

- iii) In the event of number of seats available in the Directorate being such that representation to all the reserved categories is not possible, the Directorate will still provide at least one seat to each reserved category even if it means marginal increase in the number of seats.
- iv) In case, any of the seats remain vacant in a reserved category for want of eligible candidates, the same will be offered to the candidates of non-reserved i.e. open merit group
- (C) Unless covered under Statute Explanation (i), only such candidates shall be eligible for consideration under reserved category (i) to (ix) specified at Sr.No. iii(b) as **have not already availed of this concession for admission to any course of study in teaching department of the University in any session.**
- (D) Selection of candidates against reserved seats specified at Sr.No. iii(b)ii shall be made on the basis of comparative merit.
- (E) To be a beneficiary of reservation, the candidate must be a Permanent resident of J&K State, except when applying under Categories (ii) i.e. sports/Cultural and Literary activities and (iii) i.e. N.C.C./N.S.S./Bharat Scouts & Guides activities, for which he must have passed the qualifying examination from the University of Jammu.

Enrolment Card/Identity Card

Each student will be provided with an Enrolment Card from the DDE, at the time of admission. The students are advised to keep the Enrolment Card in safe custody till the completion of the course. The Enrolment Card will be required for attending Personal Contact Programme, Writing Class Tests, Submitting Assignments, Practicum Work, receiving the Self Learning Material, and for all important academic activities (receiving Roll No. Slip) during the course.

Library Card

Library card shall be issued to a candidate against a deposit of Rs.300/- which is refundable to borrow books from the library of the directorate.

7. About the Programme

COURSES/ PAPERS OFFERED UNDER THE PROGRAMME

The following courses of study are prescribed for the 1st & 2nd Semesters of the Master of Education Programme (M.Ed.). It is a 44 credit course, split in to two Semesters. The 1st Semester course carries 20 credits and 2nd Semester carries 24 credits.

Ist SEMESTER

Course No.	Title	Credits
Ed-1	Philosophical Foundations of Education	4
Ed-2	Psychological Foundations of Education	4
Ed-3	Methods of Data Analysis in Education	4
Ed-4	Methodology of Educational Research	4
Ed-5	Comparative Education and Curriculum Development	4

(All Courses are compulsory).

IInd SEMESTER

Ed-6	Sociological Foundations of Education	4
Ed-7	Educational Technology	4
Ed-19	Practicum/ Practicum Work	4

Candidate can choose any 3 of following 5 courses :

Ed-8	Advanced Educational Statistics	4
Ed-9	Teacher Education	4

Ed-10	Guidance and Counselling	4
Ed-12	Educational Administration and Management	4
Ed-18	Dissertation-Cum-Viva-Voce *	4
(Course Nos. Ed-6, Ed-7 and Ed-19 are compulsory)		

Personal Contact Programme (PCP)

In order to provide opportunity for face to face interaction between the teacher and the students, the Directorate will organise compulsory **Personal Contact Programme** for **20 days in each course, per semester**. Every student will be required to obtain at least 75% attendance compulsory in each paper/ course in the PCP. During the PCP, the candidates will have the facilities of class room lectures and personal guidance with regard to their academic difficulties. The **Personal Contact Programme shall be conducted at Jammu only**.

An enrolled candidate / student because of compelling circumstances if, fails to complete any of the required component / components of the Programme (PCP and its allotted PCP batch, Assignments, Class Tests, Practicum work etc.) to earn eligibility to appear in the examination during the year of enrolment (Semester I or II) of the M.Ed. programme will be allowed to complete the deficient component/components along with the students for the next session of M.Ed. Programme with the fee of Rs. 1000/- .”

Practicum/ Practical Work

The practicum/practical work will be held in both the semesters. In first semester, the students will be oriented in Practicum and in the second semester, they will practice teaching in practicing schools allotted for 3 weeks. After practice lessons (in school) the students will deliver two model lessons for evaluation during the IInd Semester.

Internal Assessment

The M.Ed. Programme through distance education shall also have the system of internal assessment as is applicable in case of the regular students of M.Ed Programme. Internal assessment shall carry 20 per cent of marks in each course/paper. The components of internal assessment in every course/paper will be as follows:

- i) One class test of 7 marks,
- ii) One assignment of 8 marks; and
- iii) Attendance in the PCP of 5 marks. *

**(i) A candidate who fails to complete the internal assessment components, shall not be eligible to appear in the semester examination.*

(ii) Bifurcation of marks of attendance

- (a) 75%— 80% — 3 marks*
- (b) Above 80%— 90% — 4 marks*
- (c) Above 90% — 100% — 5 marks*

Eligibility Conditions to Appear in the Examination

A student admitted to the M.Ed. Programme through distance mode of education shall be eligible to appear in the theory examination, if he / she has;

- (i) Obtained 75% of attendance in the Personal Contact Programme (PCP) in each course/paper in each semester. The Director, DDE, University of Jammu, shall have the authority to condone shortage up to 5 lectures in aggregate of all the courses in the concerned semester to the best advantage of the student.
- (ii) Submitted one written assignment in each course/paper on 5th day of the concerned PCP.
- (iii) Taken one class test in each course/paper during the PCP.

- (iv) Obtained at least 36 percent of the maximum marks allotted to the internal assessment in each theory paper and
- (v) Have completed practicum work (Ed-19).

Award of Degree

The statutes governing the examination of the regular M.Ed. Programme shall also apply to the students of the M.Ed Programme through Distance mode of Education. Accordingly, the successful candidates of the M.Ed. Programme through Distance mode of Education shall be awarded the same Degree as is awarded to the successful candidates of the P.G. Department of Education, University of Jammu. **The examination of the students of the M.Ed. Programme shall be conducted at Jammu only.**

8. General Instructions

1. A candidate enrolled for the M.Ed. programme shall be required to
 - i) Attend 2 personal contact programmes of 20 days each
 - ii) write 1 assignment in each paper
 - iii) take one test in each paper;
 - iv) undergo practice of teaching (practicum) for three weeks.
2. A person, so long as he is a student of the M.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.
3. Application form, incomplete in any respect, shall not be accepted and no correspondence will be entertained in this respect.
4. The admission granted to a candidate may be cancelled at any time in case it is found that the candidate has furnished incorrect Information or false documents, or has suppressed the facts.
5. The candidate shall maintain good behaviour and conduct during the time course of his/her enrolment to the M. Ed. programme. Any candidate who indulges in misbehaviour, or commits an act of misconduct or indiscipline or tries to disrupt classes during the personal contact programme shall be dealt with under the same regulations governing discipline of students as are applicable in the case of students of the regular teaching departments of the University.
6. All legal disputes relating to the M.Ed. programme shall be subject to the jurisdiction of Jammu courts only.
7. The candidates undergoing the M.Ed programme shall have to appear in the M.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. **No centre of examination (theory as well as practice of teaching) for the M.Ed course through distance education mode shall be constituted outside the territorial jurisdiction of the University of Jammu.**
8. The contact programme shall be conducted on such dates as may be notified by the Director, Directorate of Distance Education, from time to time preferably during vacations. The examination of the students of M.Ed. programme mode shall be conducted on such dates as may be decided by the Controller of Examinations.
9. **A candidate once enrolled in the course is not eligible for refund of fee under any circumstances.**