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## **DIRECTORATE OF DISTANCE EDUCATION**

The Directorate of Distance Education (formerly known as Institute of Correspondence Education) was established on 3rd March 1976 in the University of Jammu, which was established in 1969 vide Kashmir and Jammu Universities Act following bifurcation of University of Jammu and Kashmir (established 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 to achieve the following objectives :-

- To provide educational opportunities to those students who could not take advantage of conventional institutions of higher learning, particularly weaker and under-privileged sections of the society inhabiting remote and inaccessible hilly areas of Jammu region.
- To provide flexibility with regard to enrolment, age of entry, choice of courses, methods of learning and the completion of the programme.
- To optimally harness Institution's human capital, infrastructure, learning resources and support services to enhance the quality of design and delivery of the courses offered.
- To make provision for research, advancement and dissemination of knowledge.

Spread over 118.78 acre, the main New Campus of the University houses teaching departments, centres, administration block, examination wing, college development council, department of Dean students welfare, information wing, computer centre, computer laboratories, internet facilities, post office, bank, book shop, health care centre, guest house, central library, auditoriums, gymnasium, hostels, playgrounds, cafeterias, canteens, residential quarters and many other facilities. Directorate of Distance Education is located near the Law School and the famous General Zorawar Singh Auditorium Complex in the University of Jammu.

The Directorate offers Undergraduate and Post Graduate programmes ranging from conventional B.A./B.Com. degree to professional programme like PGDBM. The enrolment has grown from 100 distance learners in the year of its establishment to more than 12000 distance learners in 2017-18. This multi-faculty institution has 11 permanent teachers with a strong orientation and experience in distance education. The Directorate also uses the services of contractual teachers, visiting faculty and guest faculty. In addition, the Directorate also organises extension and special lectures for the distance learners.

Self-Learning Material (SLM) is provided to the distance learners by hand and through post.

The Directorate has adequate infrastructure in the form of halls and rooms for Personal Contact Programmes, Seminar Presentations, viva-voce and Counselling sessions. The Directorate has a well stocked library with a collection of over 36,987 books and a computer laboratory with internet and wi-fi facility.

Directorate of Distance Education has also established a network of UG Learner Support Centres at Rajouri, Kathua, Udhampur, Bhaderwah, Poonch, Doda, Kishtwar, to ensure effective academic and administrative support to distance learners.

The faculty, administrative staff and support services staff of the Directorate are trained and committed to provide excellent academic service to the satisfaction of distance learners.

## ACADEMIC FACULTY OF THE DIRECTORATE

### Name of the Faculty

### Designation

Prof. (Dr.) Darshana Sharma

Director / Professor (Education)

Prof. (Dr.) Sandeep Kour Tandon

Professor (Commerce)

Dr. Anupama Vohra

Associate Professor (English)

Dr. V.V. Nagendra Rao

Associate Professor (Political Science)

Dr. Anju Thappa

Associate Professor (Hindi)

Mrs. Rohini Gupta Suri

Sr. Assistant Professor (Commerce)

Dr. Hina S. Abrol

Sr. Assistant Professor (History)

Dr. Neelam Choudhary

Sr. Assistant Professor (Economics)

Dr. Jaspal Singh

Sr. Assistant Professor (Education)

Mr. Stanzin Shakya

Assistant Professor (English)

Dr. Anuradha Goswami

Assistant Professor (Education)

**ADMINISTRATIVE STAFF OF  
THE DIRECTORATE OF DISTANCE EDUCATION**

1. Prof. Darshana Sharma Director (Mob. 94191-06715)
2. Mr. B.R. Sharma Assistant Registrar (Administration and Publication)  
(Mob. 95966-84732)
3. Mr. Sham Lal Sharma Assistant Registrar (P.G. and I.T.) (Mob. 94192-42146)
4. Ms. Amita Gupta Assistant Registrar (U.G.) (Mob. 94695-02252)
5. Mrs. Anju Gupta Section Officer (P.G.) (Mob. 94691-61208)
6. Mr. Subash Chander Section Officer (U.G.) (Mob. 94192-79265)

**LIBRARY STAFF**

- Mr. Rakesh Kumar Assistant Librarian (Selection Grade)  
(Mob. 97976-36368)
- Mrs. Monica Kotwal Sr. Professional Asstt. (Mob. 94692-13752)

**COMPUTER LABORATORY**

- Mr. Raj Kumar Incharge Computer Lab. (Mob. 94197-24311)
- Mr. Abhimanyu Sharma Computer Assistant (Mob. 078898-36685)

**Distance Learners are advised to regularly visit the  
website of the Directorate for important  
information regarding their programme.  
website: [www.distanceeducationju.in](http://www.distanceeducationju.in)**

## P.G. Programme Details : Eligibility, Fee and Duration

S. No.	Name of the Course	Eligibility	Annual Fee	Duration	Coordinator/ Teacher Incharge
1.	P.G. Commerce : M.Com.	<ul style="list-style-type: none"> <li>– Graduation (B.Com.) under 10+2+3 pattern</li> <li>– Graduation under 10+2+3 pattern in any other discipline with 60% marks</li> <li>– Graduation with PGDBM securing atleast 50% marks.</li> </ul>	₹ 6610/-	2 Academic Years 4 Semesters	<b>Prof. Sandeep Kour Tandon</b> email : sktandonjmu@gmail.com <b>Dr. Rupa Mahajan</b> Teacher Incharge email : rupamhjn23@gmail.com
2.	P.G Dogri	<ul style="list-style-type: none"> <li>– Graduation under 10+2+3 pattern in any stream</li> </ul>	₹ 7090/-	2 Academic Years 4 Semesters	<b>Prof. Sushma Sharma</b> P.G Department of Dogri, University of Jammu <b>Dr. Manoj Heer</b> Teacher Incharge email : hrmanoj0028@gmail.com
3.	P.G Economics	(a) B.A./B.Com. examination under 10+2+3 pattern with Economics or B.Sc. Agriculture examination with Agriculture Economics as one of the subjects or B.A./B.Sc. examination under 10+2+3 pattern with Mathematics as an elective subject. (b) Any person having passed B.A./B.Sc/B.Com. examination under 10+2+3 pattern or equivalent with first division. (c) Any person having passed LL.B/D.O.M/DBM/Diploma in Marketing Management or equivalent atleast with 50% marks.	₹ 7090/-	2 Academic Years 4 Semesters	<b>Dr. Neelam Choudhary</b> Teacher Incharge
4.	P.G English	<ul style="list-style-type: none"> <li>– Graduation under 10+2+3 pattern with English Literature as an elective subject</li> <li>– Graduation under 10+2+3 pattern in any other discipline with 60% marks.</li> </ul>	₹ 7090/-	2 Academic Years 4 Semesters	<b>Dr. Anupama Vohra</b> email : coordinatorengdde@gmail.com <b>Mr. Stanzin Shakya</b> Teacher Incharge email : shakya1001@gmail.com

5.	P.G Hindi	– Graduation under 10+2+3 pattern with Hindi as an elective subject – Graduation under 10+2+3 pattern in any other discipline with 60% marks.	₹7090/-	2 Academic Years 4 Semesters	<b>Dr. Anju Thappa</b> email : anjuthappa@distance-educationju.in <b>Dr. Nisha Jamwal</b> Teacher Incharge email : nishabandral@gmail.com
6.	P.G Political Science	-Graduation under 10+2+3 pattern with Political Science as an elective subject -Graduation under 10+2+3 pattern in any other discipline with 60% marks	₹7090/-	2 Academic Years 4 Semesters	<b>Dr. Nagendra Rao</b> Email: vvnagendra@gmail.com
7.	P.G Sociology	– Graduation under 10+2+3 pattern with Sociology as an elective subject – Graduation under 10+2+3 pattern in any other discipline with 60% marks.	₹ 8570/-	2 Academic Years 4 Semesters	<b>Prof. Vishav Raksha</b> P.G. Department of Sociology, University of Jammu <b>Dr. Neha Vij</b> Teacher Incharge email : vij.neha022@gmail.com
8.	P.G Urdu	– Graduation under 10+2+3 pattern with Urdu or Persian or Arabic as an elective subject or honours in Urdu or Persian or Arabic – Graduation under 10+2+3 pattern in any other discipline with 60% marks.	₹ 7090/-	2 Academic Years 4 Semesters	<b>Prof. Shohab Inayat Malik</b> P.G Department of Urdu, University of Jammu <b>Dr. Liaqat Ali</b> Teacher Incharge email:liaqat.ali393@gmail.com
9.	P.G DBM	– Graduation under 10+2+3 pattern in any discipline	₹ 6650/-	1Academic Year 2 Semesters	<b>Mrs. Rohini Gupta Suri</b> email : rohinigupta@distanceeducationju.in

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

## **Additional Fee**

In addition to the earlier cited fee the candidates are required to deposit the following fee in the Directorate of Distance Education at the time of admission in 1<sup>st</sup> and 3<sup>rd</sup> Semester as the case may be :

- I. Registration Fee : Rs. 330/- for the candidates not already registered with University of Jammu
- II. Eligibility Fee : Rs. 800/- for candidates migrating from other Universities
- III. Smart Card Fee : Rs. 120/- on demand basis
- IV. Library Security : Rs. 730/- Refundable  
for those candidates  
who want to avail the  
DDE Library facility
- V. Revival of Registration : Rs. 450/-  
if Migration Certificate  
is surrendered
- VI. Revival Fee : Rs. 1250/-

## **Availability of Prospectus**

The candidates can get the Prospectus from any of the branches of Jammu and Kashmir Bank Ltd. (J&K Bank) mentioned below :

1. J&K Bank, New University Campus, Baba Saheb Ambedkar Road, Jammu
2. J&K Bank, Shastri Nagar, Main Branch, Jammu
3. J&K Bank, Shalamar, Main Branch, Jammu
4. J&K Bank, Janipur, Main Branch, Jammu
5. J&K Bank, Talab Tillo, Main Branch, Jammu
6. J&K Bank, Main Branch, Kathua
7. J&K Bank, Main Branch, Samba
8. J&K Bank, Main Branch, Udhampur
9. J&K Bank, Main Branch, Bhandarwah
10. J&K Bank, Main Branch, Poonch



11. J&K Bank, Main Branch, Doda
12. J&K Bank, Main Branch, Rajouri
13. J&K Bank, Main Branch, Katra
14. J&K Bank, Main Branch, Kishtwar
15. J&K Bank, Main Branch, Billawar
16. J&K Bank, Main Branch, Reasi
17. J&K Bank, Main Branch, Ramban
18. J&K Bank, Main Branch, Kargil
19. J&K Bank, Main Branch, Leh
20. J&K Bank, Main Branch, R.S. Pura

**The student can fill in the admission form by using Unique Number given on the cover page of the Prospectus. The student can deposit the fee through Online mode, Debit card/Credit card or any Bank Internet Banking.**

### **Refund of Fee**

1. The applicants declared ineligible for admission must submit an application for refund of Fee (as per rules) to **The Director, Directorate of Distance Education** within **30 days** after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 30 days.
2. 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.
3. No refund or adjustment of fee is permissible once a candidate has been admitted in a P.G. Programme in the Directorate.
4. **In case a candidate deposits the admission fee in the bank but does not submit his/her admission form within the stipulated time in the Directorate due to whatsoever reasons, his/her fee shall not be refunded.**
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/admission will be cancelled and the fee paid by such a candidate shall be forfeited.

**UNDER GRADUATE PROGRAMMES OFFERED BY THE  
DIRECTORATE OF DISTANCE EDUCATION**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Coordinator</b>
1.	B.A. General Degree Programme	3 Academic Years	Dr. Neelam Choudhary B.A. Sem I & II neelam11choudhary@gmail.com Dr. Hina S. Abrol B.A. Sem III & IV hinabrol1001@gmail.com Prof. Darshana Sharma B.A. Part III and B.A. Semester V & VI email : darshanapsharma@yahoo.co.in
2.	B.Com. General Degree Programme	3 Academic Years	Mrs. Rohini Gupta Suri B.Com. Sem. I, II, III, IV, V and VI and B.Com. Part-III email : rohinigupta@distanceeducationju.in

## INFORMATION & ENQUIRY

### For Telephonic Information

1. University Exchange No. 2452201, 2435248, 2452208, 2453165
2. Section Officer, Under Graduate **2460** (Extension)
3. Section Officer, Post Graduate **2467** (Extension)
4. Section Officer (Administration) **2463** (Extension)
5. Learner Support Centre **2464** (Extension)

### Address for Correspondence

**Prof. Darshana Sharma** **2120** (Extension)

Director, Directorate of Distance Education  
University of Jammu  
Jammu-180006

**Mr. Aman Singh**

Junior Assistant, Office of The Director, DDE

**Ph. No. 0191-2430828** **2119** (Extension)

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

**Distance Learners are advised to regularly visit the  
website of the Directorate for important  
information regarding their programme.  
website : [www.distanceeducationju.in](http://www.distanceeducationju.in)**

## **POST GRADUATE PROGRAMMES : IMPORTANT GUIDELINES**

The Directorate of Distance Education, University of Jammu offers Post Graduate Degree Programme in Commerce, (M.Com.) and Post-Graduate Diploma in Business Management (PGDBM), in Languages P.G. Hindi, P.G. Urdu, P.G. English, P.G. Dogri, and in Social Sciences, P.G. Sociology, P.G. Political Science and P.G. Economics.

### **Medium of Instruction and Examination**

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

### **Self-Instructional Study Material**

The study material is provided to all the enrolled distance learners. The Directorate endeavours to provide updated study material written in a comprehensive and simple style following the objectives of Self-Learning Material (SLM).

### **Personal Contact Programme (PCP)**

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

PGDBM Personal Contact Programme (PCP) is for **15 days and is a compulsory component of the course**. Every candidate is required to attend at least 5 lectures in each paper during the Personal Contact Programme to be eligible to appear in the external semester end examination.

The PCPs for all the P.G. Programmes are conducted at Jammu only.

## **Seminar Presentation / Viva-Voce**

The Directorate organises seminar presentations/viva-voce for students of M.Com. Course after the examination of each semester. This is a compulsory component of external examination.

## **Extension Lectures**

Apart from Personal Contact Programmes, the Directorate also organises extension lectures by eminent resource persons for distance learners.

## **NSS and Community Activities**

The Directorate offers an opportunity to the P.G. distance learners to enroll themselves as NSS volunteers for their holistic personality development and also to engage them in community reach out activities.

## **Library Facility**

The Directorate has a well stocked library with a collection of over 36,987 books. The library remains open from 9.30 am to 5.00 pm on all working days for reference, issue and return of books. The following newspapers, magazines and periodicals are subscribed and are available for our Distance Learners :

<b>NEWSPAPERS</b>	<b>MAGAZINES</b>	<b>PERIODICALS</b>
The Times of India The Hindu The Economic Times The Daily Excelsior Employment News Hind Samachar (Urdu) Dainik Jagran (Hindi) Jammu Prabhat (Dogri)	The Business India Outlook Chronicle	University News Aajkal (Urdu)

## **E-resources**

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

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

Distance Learners can use National Digital Library at the following link :

[“https://ndl.iitkgp.ac.in/”](https://ndl.iitkgp.ac.in/)

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

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

## **Cafeteria**

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

## **Enrolment Card**

It is mandatory for all distance learners to carry enrolment card while visiting University/ Directorate for PCP, Library, submission of Assignments or any other query.

## **Counselling and Guidance**

Counselling plays a vital role in guiding the distance learners with respect to their academic problems. For face to face counselling, learners are advised to contact their respective Course Co-ordinator/Teacher Incharge during working hours. Distance Learners can contact their Coordinators/Teachers Incharge through email as well.

## **Internal Assessment**

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

### **Note :**

- i) Internal Assessment Assignment (IAA) is a compulsory component and distance learners who fail to submit IAAs within the stipulated time are ineligible to sit in the external examination.
- ii) **No Internal Assessment Assignments shall be accepted after the last date fixed for submission. Any distance learner who fails to submit the assignments shall not be eligible to appear in the examination.**

## **External Examination**

The dates for the conduct of External Semester Examination including seminar /viva-voce in M.Com. Course are fixed by the office of the Controller of Examinations, University of Jammu.

## **Admission to Subsequent Semesters**

The candidates of I and III semester are advised to fill in their Examination Forms Online for II and IV semester within 15 days after the last date of their I and III semester examination and submit the hard copy of the same along with the **Transaction Fee Receipt** by hand in the Directorate of Distance Education (DDE).

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

- i) Pass at least 50% of credits in Semester I and
- ii) Submit all the assignments of Semester II.

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

\*UGC guidelines on Determination of Uniform Span period within which a student may be allowed to qualify for a degree is as under –

1. Time span = N+2 years for the completion of the programme where N stands for the normal or minimum duration prescribed for completion of the programme.
2. In the following exceptional circumstances a further extension of one more year may be granted after N+2 years :-
  - (a) Serious illness requiring hospitalization.
  - (b) Death of one of the following members on the day of Examination/one day before Examination (Mother, Father, Mother-in-law, Father-in-Law, Brother, Sister, Son & Daughter).
  - (c) Serious accident requiring hospitalization.
  - (d) Prolonged disability requiring medical care.
  - (e) Curfew, riots, natural disaster causing immobility of the candidate to reach the Examination Hall.
3. During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.

**The candidates already admitted prior to 2018-19 shall be governed with as per the old Statutes.**

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

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

### **Declaration of Result**

The result of candidates enrolled in DDE is declared by the office of Controller of Examinations, University of Jammu and is displayed on website of University of Jammu.



## **IMPORTANT INSTRUCTIONS TO FILL IN ONLINE ADMISSION FORM**

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

1. Candidate seeking admission to Postgraduate Programme shall ensure that he/she fulfills the eligibility conditions as specified.
2. Read **the contents of P.G. Prospectus** carefully before filling in Online Application Form.
3. Fill the Application Form online at **[www.distanceeducationju.in](http://www.distanceeducationju.in)**. Enter the **unique number given on the cover page of the prospectus to fill the admission form**.
4. The name should be filled in **BLOCK LETTERS** and should be the same as given in the certificate of the last qualifying examination passed.
5. Scan relevant documents, photographs and signatures and **UPLOAD** them. Uploading of all documents is **MANDATORY**.
6. The applicant automatically comes to know about the fee details once she/he clicks the **'submit'** button after filling the form online. She/he also comes to know about the **'Serial Number'** of her/his application. Please note down this Serial Number as it is required for further correspondence and queries, especially to know about the Application Form Status.
7. While filling in the form, write **REGISTRATION NUMBER** of earlier degree properly, particularly the registration number of graduation.
8. **The candidates have to deposit the admission fee through online mode (Debit card/Credit card/Internet Banking). The Transaction fee receipt will be generated with relevant fee amount, when the candidate submits the form. Attach one copy of Transaction Fee Receipt to the Application Form after making online payment before submitting the hard copy at the Directorate by hand. The candidate must keep her/his copy of Transaction Fee Receipt for any further reference if required.**
9. **Print two copies of the filled in online form (one copy to be submitted by hand in the Directorate of Distance Education, University of Jammu after putting signature at the appropriate place and one for the personal record of the candidate for further use).**

10. The candidate must attach **original** Provisional, Migration, Character Certificate, and Gap Affidavit if applicable (specimen given on Page 37 to Page 40) to the hard copy of the Admission Form before submission.
- ~~11.~~ One recent passport size photograph with name and Serial Number written at the back side, to be affixed to the hard copy of the Admission Form.
12. The candidate must attach all the documents as per the **Checklist** given on Page 19.
13. Incomplete Admission form, 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.**
14. In view of rampant reports of fake certificates and fake Universities, the University reserves the right of screening applications of applicants who have obtained their qualifying degrees from Universities other than University of Jammu and evaluating their competence before considering them for admission in a manner as decided by University/Directorate from time to time.
15. **In pursuance of the decision taken by the Standing Committee of the Academic Council at its meeting held on 5<sup>th</sup> September 2005 vide notification No. FACD/V/128/05/6368-6517 dated 05/10/2005, any course run by Study Centres/Franchise of any University in the country except IGNOU is not recognized.**
16. Admission cannot be claimed as a matter of right.
17. Programme opted by the candidate 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.**

## **ATTENTION !**

### **CHECK LIST**

#### **DOCUMENTS REQUIRED TO BE SUBMITTED ALONGWITH THE ADMISSION FORM IN THE DIRECTORATE BY HAND (Hard Copy)**

1. Three self-attested photo copies of Bachelor's Degree and Marks Certificates of Part-I, II, III.
2. Three self-attested photo copies of the Matriculation Diploma or equivalent examination.
3. Three self-attested photo copies of the Degree/Certificate of the last examination passed, Provisional Certificate in original required.
4. Migration Certificate, in original for candidates having passed last examination from a University other than the University of Jammu.
5. Receipt/Proof of Online payment i.e. Transaction Fee Receipt after depositing the fee.
6. Recent Character certificate issued by a Gazetted Officer.
7. One recent passport size photograph, with name and Serial Number written at the backside, to be affixed to the hard copy of the Admission Form.
8. Gap Affidavit if required.\* (Page 37)  
  
\*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. **Download the specimen of the affidavit from DDE website.**
9. A candidate will have to submit an Affidavit if Graduation Degree or Migration certificate is not available with the candidate at the time of admission. (Page 38 and Page 40)
10. A candidate will have to submit an Affidavit if he/she is pursuing B.Ed. or any other course at the time of admission. (Page 39)

## POSTADMISSION INSTRUCTIONS

1. Admission granted to the distance learners to Postgraduate Programmes shall remain provisional till the University confirms the admission.
2. Candidates enrolled with the Directorate of Distance Education for all the P.G. Programmes shall have to abide by the provision of the Act, Statutes, Regulations, etc., of the University prescribed from time to time.
3. **Submission of Internal Assessment Assignments (IAAs) is a compulsory component. No separate letter will be sent in this regard. No IAAs shall be accepted after the last date notified for submission.**
4. A candidate enrolled with the Directorate of Distance Education for P.G. Programmes will be issued an enrolment card for identification. A distance learner must carry his/her enrolment card with him/her during visits to the Directorate. A penalty of Rs. 200 will be imposed for issue of duplicate enrolment card/identity card. An affidavit duly attested will also be attached along with the application by the distance learner while applying for the same.
5. All legal disputes shall be subject to the jurisdiction of Jammu Courts only.
6. In all written correspondence with the DDE, the distance learner must mention his/her enrolment number, course and session.
7. Collection of roll no. slip from the Directorate is mandatory for appearing in the semester end examination.
8. **No distance learner can appear in the semester end examination on the basis of enrolment card.**
9. Distance learners must bring their enrolment card during PCP classes and show the same when asked for.
10. Distance Learners are advised to carry drinking water bottles with them during PCP classes and seminar presentations/viva-voce.

**Distance Learners are advised to regularly visit the website of the Directorate for important information regarding their programme.  
website: [www.distanceeducationju.in](http://www.distanceeducationju.in)**

**COURSE STRUCTURE OF P.G. COMMERCE : M.COM. (NCBCS)\* 2018-19**

<b>FIRST SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>M.Com.-101</b>	Accounting Theory and Practice	4	100
<b>M.Com.-102</b>	Organisational Behaviour	4	100
<b>M.Com.-103</b>	Quantitative Techniques for Business Decisions	4	100
<b>M.Com.-104</b>	Corporate Governance and Business Ethics	4	100
<b>M.Com.-105</b>	Tax Planning and Procedures	4	100
<b>M.Com.-106</b>	Seminar	2	50
<b>SECOND SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>M.Com.-201</b>	Higher Accounting	4	100
<b>M.Com.-202</b>	Strategic Management	4	100
<b>M.Com.-203</b>	Human Resource Management	4	100
<b>M.Com.-204</b>	Marketing Management	4	100
<b>M.Com.-205</b>	Financial Management	4	100
<b>M.Com.-206</b>	Viva Voce	2	50

**NOTE :-** Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for submission of IAAs.

Seminar Presentations and viva-voce shall be conducted in The Directorate of Distance Education.

\* NCBCS Non Choice Based Credit System

<b>THIRD SEMESTER</b>					
<b>S. No.</b>	<b>Course Title</b>		<b>C. No.</b>	<b>Credits</b>	<b>Max. Marks</b>
1.	<b>Presentation on Business Performance</b>		M.Com. - 300	2	50
<b>Any one of the following groups</b>					
I	<b>Marketing Group</b>	International Marketing	M.Com. - 301	4	100
		Industrial Marketing	M.Com. - 302	4	100
		Service Marketing	M.Com. - 303	4	100
		Advertising & Sales Management	M.Com. - 304	4	100
		E-Marketing	M.Com. - 305	4	100
II	<b>HRM Group</b>	Strategic HRM	M.Com. - 315	4	100
		Human Resource Development System	M.Com. - 316	4	100
		Labour & Labour Laws	M.Com. - 317	4	100
		Management of Training & Development	M.Com. - 318	4	100
		Organisation Change & Development	M.Com. - 319	4	100
III	<b>Finance &amp; Accounting Group</b>	Investment Management	M.Com. - 330	4	100
		Financial Policies & Practices	M.Com. - 331	4	100
		Security Analysis and Portfolio Management	M.Com. - 332	4	100
		Financial Markets & Institutions	M.Com. - 333	4	100
		Indian Financial System	M.Com. - 334	4	100

<b>FOURTH SEMESTER</b>					
<b>S. No.</b>	<b>Course Title</b>		<b>C. No.</b>	<b>Credits</b>	<b>Max. Marks</b>
1.	<b>Comprehensive Viva Voce</b>		M.Com.- 400	2	50
<b>Any one of the following groups</b>					
I	<b>Marketing Group</b>	Brand Management	M.Com. - 401	4	100
		Customer Relationship Management	M.Com. - 402	4	100
		Supply Chain Management	M.Com. - 403	4	100
		Strategic Management	M.Com. - 404	4	100
		Consumer Behaviour & Marketing Research	M.Com. - 405	4	100
II	<b>HRM Group</b>	Wage & Salary Administration	M.Com. - 415	4	100
		International Human Resource Management	M.Com. - 416	4	100
		Organisational Dynamics	M.Com. - 417	4	100
		Union-Management Relations	M.Com. - 418	4	100
		Entrepreneurial Skill Development	M.Com. - 419	4	100
III	<b>Finance &amp; Accounting Group</b>	Strategic Cost Management	M.Com. - 430	4	100
		Financial Decision Analysis	M.Com. - 431	4	100
		Advanced Financial Management	M.Com. - 432	4	100
		Contemporary Areas of Financial Accounting	M.Com. - 433	4	100
		International Finance	M.Com. - 434	4	100

## COURSE STRUCTURE OF P.G. DOGRI (NCBCS) 2018-19

<b>FIRST SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>DOG - 101</b>	Dogri Sahitya Da Itihas (San 1960 Tagar)	5	100
<b>DOG - 102</b>	Prabandh Kavya	5	100
<b>DOG - 103</b>	Dogri Vyakaran Te Lipian	5	100
<b>DOG - 104</b>	Lok Sahitya Te Sanskriti	5	100
<b>SECOND SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>DOG - 201</b>	Kahani	5	100
<b>DOG - 202</b>	Bhasha Vigyan	5	100
<b>DOG - 203</b>	Adhunik Kavita	5	100
<b>DOG - 204</b>	Dogri Padya Te Katha-Sahitya Da Itihas (1960 Isvi De Baad)	5	100
<b>THIRD SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>DOG - 301</b>	Upanyas	5	100
<b>DOG - 302</b>	Natak	5	100
<b>DOG - 303</b>	Anuvad Vigyan	5	100
<b>DOG - 304</b>	Bharti Alochana	5	100
<b>FOURTH SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>DOG - 401</b>	Nibandh	5	100
<b>DOG - 402</b>	Jan Sanchar	5	100
<b>DOG - 403</b>	Padamshree Prof. Ramnath	5	100
<b>DOG - 404</b>	Dogri Natak Te Gadya Sahitya De Itihas	5	100
<b>DOG - 405</b>	Natak Sahitya	5	100

**NOTE :- All courses are compulsory.**

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.



## COURSE STRUCTURE OF P.G. ECONOMICS (NCBCS) 2018-19

<b>FIRST SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>410</b>	Micro Economic Analysis-I	4	100
<b>411</b>	Macro Economic Analysis-I	4	100
<b>412</b>	Mathematical Methods in Economics	4	100
<b>413</b>	Economics of Development	4	100
<b>SECOND SEMESTER</b>			
<b>460</b>	Micro Economic Analysis-II	4	100
<b>461</b>	Macro Economic Analysis-II	4	100
<b>462</b>	Statistical Analysis	4	100
<b>463</b>	Public Economics	4	100

**NOTE :- All courses are compulsory.**

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

## COURSE STRUCTURE OF P.G. ENGLISH (NCBCS) 2018-19

<b>SEMESTER I</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>ENG 111</b>	Drama-I	6	100
<b>ENG 112</b>	Novel-I	6	100
<b>ENG 113</b>	Poetry-I	6	100
<b>ENG 114</b>	Non Fictional Prose	6	100
All the above courses are compulsory carrying total of 24 credits.			
<b>SEMESTER II</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>ENG 211</b>	Drama-II	6	100
<b>ENG 212</b>	Poetry-II	6	100
<b>ENG 213</b>	Novel-II	6	100
<b>ENG 214</b>	Literary Criticism	6	100
All the above courses are compulsory carrying total of 24 credits.			
<b>SEMESTER III</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>ENG 311</b>	Literature Theory-I	6	100
<b>ENG 312</b>	American Literature-I	6	100
<b>ENG 313</b>	European Literature	6	100
<b>ENG 314</b>	Indian Writing in English	6	100
<b>ENG 315</b>	Female Literary Tradition in India	4	100
All the above courses are compulsory carrying total of 28 credits.			
<b>SEMESTER IV</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>ENG 411</b>	Literary Theory-II	6	100
<b>ENG 412</b>	Modern Poetry-III	6	100
<b>ENG 413</b>	American Literature-II	6	100
<b>ENG 414</b>	Colonial & Post Colonial Literature	6	100
<b>ENG 415</b>	Indian Writing in English Translation	4	100
All the above courses are compulsory carrying total of 28 credits.			

**NOTE :- All courses are compulsory.**

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

## COURSE STRUCTURE OF P.G. HINDI (NCBCS) 2018-19

<b>SEMESTER I</b>			
Course Code	Title	Credits	Max. Marks
HIN-101	Hindi Bhasha Ka Parichey	6	100
HIN-102	Hindi Sahitya Ka Itihas	6	100
HIN-103	Aadi Evam Bhagti Kavya	6	100
HIN-104	Reeti Evam Adhunik Kavya	6	100
<b>SEMESTER II</b>			
Course Code	Title	Credits	Max. Marks
HIN-201	Bhartiya Evam Pashchatya Kavya Shastra	6	100
HIN-202	Hindi Upanyas	6	100
HIN-203	Hindi Kahani	6	100
HIN-204	Hindi Natak Evam Rangmanch	6	100
<b>SEMESTER III</b>			
Course Code	Title	Credits	Max. Marks
HIN-301	Bhasha Shastra	5	100
HIN-302	Kathetar Gadya Sahitya	5	100
HIN-303	Hindi Nibandh/Hindi Aalochna	5	100
HIN-304	Jansanchar/Anuvaad (Translation)	5	100
HIN-305	Upnyaskar Premchand (Vishisht Adhyan)	4	100
<b>SEMESTER IV</b>			
Course Code	Title	Credits	Max. Marks
HIN-401	Chhayavadi/Pragativadi Evam Prayogvadi Kavya	5	100
HIN-402	Prem Chand/Yashpaal	5	100
HIN-403	Bhartiya Sahitya/Atampark Sahitya	5	100
HIN-404	Lambi Kavita/Navgeet Evam Hindi Gazal	5	100
HIN-405	Lok Sahitya	4	100

**NOTE :** Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

## COURSE STRUCTURE OF P.G. POLITICAL SCIENCE (NCBCS) 2018-19

<b>SEMESTER I</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>101</b>	Western Political Thought	04	100
<b>102</b>	Internal Political : Theory and Issues	04	100
<b>103</b>	Indian Political System	04	100
<b>104</b>	Public Administration	04	100
<b>SEMESTER II</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>201</b>	Political Theory	04	100
<b>202</b>	India's Foreign Policy	04	100
<b>203</b>	State Politics in India	04	100
<b>204</b>	Comparative Politics	04	100
<b>SEMESTER III</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>301</b>	Modern Indian Political Thought	04	100
<b>302</b>	Indian Politics : Issues and Trends	04	100
<b>303</b>	Politics in South Asia	04	100
<b>304</b>	International Political Economy	04	100
<b>305</b>	Indian Administration	04	100
<b>SEMESTER IV</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>401</b>	Dynamics of Jammu and Kashmir Politics	04	100
<b>402</b>	India's Neighbourhood, Extended Neighbourhood and Near Abroad	04	100
<b>403</b>	International Organization and International Law	04	100
<b>404</b>	Human Rights	04	100
<b>405</b>	Public Policy Making and Policy Analysis	04	100

**NOTE :- All courses are compulsory.**

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

## COURSE STRUCTURE OF P.G. SOCIOLOGY (NCBCS) 2018-19

<b>FIRST SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
SOC-C-101	Basic Concepts in Sociology	4	100
SOC-C-102	Sociology of Family, Kinship and Marriage	4	100
SOC-C-103	Classical Sociological Tradition	4	100
SOC-C-104	Perspectives on Indian Society	4	100
SOC-C-105	Sociology of Change & Development	4	100
SOC-C-106	Sociology Stratification and Mobility	4	100
<b>SECOND SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
SOC-C-201	Methodology of Social Research	4	100
SOC-C-202	Sociological Theory	4	100
SOC-C-203	Environment & Sustainable Development	4	100
SOC-C-204	Rural Society and Development in India	4	100
SOC-C-205	Sociology of Religion	4	100
SOC-C-206	Social Development in India	4	100
<b>THIRD SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
SOC-C-301	Contemporary Sociological Theory	4	100
SOC-C-302	Social Statistics and Computer Analysis	4	100
SOC-C-303	Modernity, Culture & Society	4	100
SOC-C-304	Gender & Society	4	100
SOC-C-305	Sociology of Health and Sanitation	4	100
SOC-C-306	Crime & Society	4	100
<b>FOURTH SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
SOC-C-401	Sociology of Migration	4	100
SOC-C-402	Sociology of Popular Culture and Media	4	100
SOC-C-403	Urban & Industrial Sociology	4	100
SOC-C-404	Political Sociology	4	100
SOC-C-405	Social Movements in India	4	100
SOC-C-406	Sociology of Education	4	100

**NOTE :- All courses are compulsory.**

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

## COURSE STRUCTURE OF P.G. URDU (NCBCS) 2018-19

SEMESTER I			
Course Code	Title	Credits	Max. Marks
Urd-101	A study of Urdu Ghazal	4	100
Urd-102	A Study of Qasida and Marsia	4	100
Urd-103	History of Urdu Literature	4	100
Urd-105	Development of Urdu Language and Literature in Jammu and Kashmir	4	100
SEMESTER II			
Course Code	Title	Credits	Max. Marks
Urd-201	A study of Urdu Masnavi	4	100
Urd-202	A Study of Classical Fiction	4	100
Urd-203	History of Urdu Literature	4	100
Urd-204	Special Study of Ghalib	4	100
SEMESTER III			
Course Code	Title	Credits	Max. Marks
Urd-301	A Study of Urdu Novel	4	100
Urd-302	History of Urdu Language	4	100
Urd-303	A Study of Nazm-e-Jadeed	4	100
Urd-304	Principles of Literary Criticism	4	100
Urd-305	Art of Radio Drama	4	100
SEMESTER IV			
Course Code	Title	Credits	Max. Marks
Urd-401	A Study of Urdu Short Story	4	100
Urd-402	A Study of Humour and Satire in Urdu	4	100
Urd-403	A Study of Urdu Drama	4	100
Urd-405	Special Study of Iqbal	4	100

**NOTE :- All courses are compulsory.**

Eligibility for appearing in the examination is submission of Internal Assessment Assignments of the said semester.

No Internal Assessment Assignments shall be accepted after the last date notified for the submission of IAAs.

**COURSE STRUCTURE OF POST GRADUATE DIPLOMA IN  
BUSINESS MANAGEMENT (PGDBM) 2018-19**

<b>FIRST SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>Paper I</b>	Management Principles and Techniques	4	100
<b>Paper II</b>	Business Economics	4	100
<b>Paper III</b>	Financial Accounting	4	100
<b>Paper IV</b>	Legal Framework of Business	4	100
<b>SECOND SEMESTER</b>			
<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Max. Marks</b>
<b>Paper I</b>	Human Resource Management	4	100
<b>Paper II</b>	Marketing Management	4	100
<b>Paper III</b>	Financial Management	4	100
<b>Paper IV</b>	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 and **attendance is compulsory.**

No Internal Assessment Assignments shall be accepted after the last date notified for submission of IAAs.

**PCP SCHEDULE FOR 1ST SEMESTER  
SESSION 2018-19**

<b>SUBJECT</b>	<b>DATES OF COMMENCEMENT / CONCLUSION</b>	<b>TIME</b>	<b>VENUE</b>
COMMERCE : M.COM.	8-10-2018 to 27-10-2018	1.30 pm	Halls : 1 & 2 New Building, DDE
DOGRI	4-9-2018 to 30-09-2018	1.30 pm	Hall : 5, New Building DDE
ECONOMICS	10-09-2018 to 6-10-2018	1.30 pm	Hall : F of DDE
ENGLISH	7-9-2018 to 6-10-2018	1.30 pm	Hall : A Main Building, DDE
HINDI	7-9-2018 to 7-10-2018	1.30 pm	Halls : 1,2,3,4 New Building, DDE
POLITICAL SCIENCE	To be Notified Later	—	—
SOCIOLOGY	1-10-2018 to 30-10-2018	1.30 pm	Halls : 5 & 6 New Building DDE
URDU	4-9-2018 to 29-9-2018	1.30 pm	P.G. Department of Urdu University of Jammu
PGDBM	8-10-2018 to 27-10-2018	1.30 pm	Halls : E & F Old Building, DDE



**INTERNAL ASSESSMENT ASSIGNMENTS SUBMISSION  
SCHEDULE, SESSION 2018-19**

<b>SUBJECT</b>	<b>Submission of Internal Assessment Assignments</b>
COMMERCE : M.COM.	08-10-2018 to 28-10-2018
DOGRI	13-11-2018 to 30-11-2018
ECONOMICS	17-09-2018 to 28-09-2018
ENGLISH	01-10-2018 to 22-10-2018
HINDI	08-10-2018 to 19-10-2018
POLITICAL SCIENCE	25-10-2018 to 10-11-2018
SOCIOLOGY	25-10-2018 to 10-11-2018
URDU	20-09-2018 to 05-10-2018
PGDBM	29-10-2018 to 02-11-2018

**Note :** Internal Assessment Assignments shall be deposited in respective P.G. Sections.

**No IAAs shall be accepted after the last date notified for submission.**

## Anti-Ragging Campaign @ JU



*Let us join hands to curb this menace*

What constitutes Ragging ?

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

- \* Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- \* Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- \* Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- \* Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- \* Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- \* Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- \* Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- \* Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

- \* Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

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

- \* Suspension from attending PCP Classes and Academic privileges. Withholding/ Withdrawing Scholarship/Fellowship and other benefits.
- \* Debarring from appearing in any Test/Examination or other Evaluation Process.
- \* Withholding Results.
- \* Debarring from representing the institution in any Regional, National or International Meet, Tournament, Youth Festival, etc.
- \* Suspension/Expulsion from the Hostel.
- \* Rustication from the Institution for period ranging from one to four semesters.
- \* Cancellation of Admission.
- \* Expulsion from the institution and consequent debarring from Admission to any other Institution for a specified period.
- \* University of Jammu strictly adheres to the provisions of **“The Cigarettes and other Tobacco Products Act 2003”** to ensure smoke free campus. The University seeks co-operation of all stakeholders including Faculty Members, Officers, Non-Teaching Staff, Research Scholars and Students in making the campus ***No Smoking Zone.***



# UNIVERSITY OF JAMMU

## STUDENT CHARTER

### **(A) Responsibilities of the University of Jammu towards its Students**

The University of Jammu shall communicate the policies, objectives and vision of the University systematically and clearly to all the students. The University shall provide clear information to all the students about the admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services, and evaluation systems etc.

The University of Jammu shall facilitate running of the teaching-learning programmes, implement a well conceived plan for monitoring student's progress continuously and shall ensure sufficient and efficient support services to all the students.

The University of Jammu will use feedback from students to continually upgrade the systems and processes of admission, teaching learning, examination, evaluation, research and extension in order to become a globally recognized institution of academic excellence.

The University of Jammu shall promote values such as professionalism, social responsibilities, environmental concerns and good citizenry in all the students.

### **(B) Students' Responsibilities of Learning**

We, the students of the University of Jammu, appreciate the policies, objectives and vision of the University of Jammu and shall contribute to their realisation by participating in relevant institutional activities.

We, the students of the University of Jammu, have a clear knowledge of the programmes, admission policies, teaching learning strategies and evaluation systems of the University of Jammu.

We, the students of the University of Jammu, shall have a positive attitude and participative approach towards the learning activities with the objective to enhance knowledge and shall follow the time schedules, rules and regulations strictly and prepare rigorously for continuous improvement and the term end examinations.

We, the students of the University of Jammu, shall respect and make optimum use of the learning resources, support services and infrastructure available in the University of Jammu.

We, the students of the University of Jammu, shall give honest feedback for the improvement of the Quality Management System of the University of Jammu.

We, the students of the University of Jammu, have faith in ourselves and our ability to pursue lifelong learning and live a life of worthy alumni of the University.

**FORMAT OF AFFIDAVIT  
(GAP PERIOD)**

I .....  
R/o ..... do hereby  
solemnly affirm and declare as under :-

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

**DEPONENT**

**VERIFICATION**

Verified today on ..... the averments made above are true and correct  
and nothing has been concealed therefrom.

**DEPONENT**

**FORMAT OF AFFIDAVIT  
(FOR SUBMISSION OF DEGREE / PROVISIONAL CERTIFICATE)**

I .....  
do hereby solemnly affirm and declare as under :-

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

**DEPONENT**

**VERIFICATION**

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

**DEPONENT**

**FORMAT OF AFFIDAVIT  
(PURSUING B.ED. / ANY OTHER COURSE)**

I .....  
do hereby solemnly affirm and declare as under :-

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

**DEPONENT**

**VERIFICATION**

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

**DEPONENT**

**FORMAT OF AFFIDAVIT  
FOR SUBMISSION OF MIGRATION CERTIFICATE (ORIGINAL)**

I .....  
do hereby solemnly affirm and declare as under :-

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

**DEPONENT**

**VERIFICATION**

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

**DEPONENT**