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ABOUT THE 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. 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.

The Directorate of Distance education is located within the main campus of the University of Jammu. It has its own building and infrastructure to provide all the services to the students.

The Directorate offers Undergraduate and Post Graduate programmes. The enrolment has grown from under 100 students in the year of its establishment to 13194 students in academic session 2016-17. This multi-faculty institution has 13 permanent teachers with a strong orientation and experience in distance education. The Directorate also uses the services of visiting and contractual faculty.

In order to augment the delivery of the courses being offered, latest and updated Self Learning Material is provided to the distance learners by hand at the time of admission.

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 36,886 books and a computer laboratory with internet and wi-fi facility.

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

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

ACADEMIC STAFF OF THE DIRECTORATE OF DISTANCE EDUCATION

S.No.	Name of the Teacher	Designation
1.	Prof. Dhian Singh Bhau	Director/Professor. (Economics)
2.	Prof. Darshana Sharma	Professor (Education)
3.	Prof. Sandeep Tandon	Professor (Commerce)
4.	Dr. Sushil Sharma	Associate Professor (Punjabi)
5.	Dr. Anupama Vohra	Associate Professor (English)
6.	Dr. V.V.V Nagendra Rao	Associate Professor (Pol. Science)
7.	Mrs. Rohini Gupta Suri	Sr. Asstt. Professor (Commerce)
8.	Dr. Anju Thappa	Sr. Asstt. Professor (Hindi)
9.	Dr. Hina S. Abrol	Sr. Asstt. Professor (History)
10.	Dr. Neelam Choudhary	Sr. Asstt. Professor (Economics)
11.	Dr. Jaspal Singh	Sr. Asstt. Professor (Education)
12.	Mr. Stanzin Shakya	Asstt. Professor (English)
13.	Dr. Anuradha Goswami	Asstt. Professor (Education)

ADMINISTRATIVE STAFF OF THE DIRECTORATE OF DISTANCE EDUCATION

1.	Prof. Dhian Singh Bhau	Director	94197-97491
2.	Mr. B.R. Sharma	Assistant Registrar (P.G., IT & Academics)	94197-99491
3.	Mr. Sunil Sahi	Assistant Registrar (Adm. & Accounts)	9419145344
4.	Mr. Pritam Singh	Assistant Registrar (UG) & Learner Support Centres	9419119010 Extn 2460
5.	Ms. Kiran Bala	Section Officer (UG)	9419262559

**PRINCIPALS/CO-ORDINATORS AND DEALING ASSISTANTS
OF LEARNER SUPPORT CENTRES**

Centre	Principal	Co-ordinator	Dealing Asstt.
Kathua 184101	Prof. Asha Ram 9419152050	Prof. Shub Kumar 9419247400	Mr. Avtar Krishan 9419207652
Udhampur 182101	Prof. S.S. Bhalwal 9419160428	Dr. Gurvinder Raj 9419253303	Mr. Rajinder Gupta 9419215306
Doda 182202	Dr. R.K. Raina 9697004149	Dr. Ajaz A. Wani 9419110443	Mr. Hari Krishan 9797624211
Bhaderwah 182222	Prof. Z.A. Hasshmi 9419168170	Prof. Umir Din 9858684011	Mr. Irshad Tak 9906375058
Kishtwar 182204	Dr. Shafkat Hussain 9419154591	Prof. M.M. Mattoo 9419258154	Mr. Khurshid Ahmed 9419174446
Rajouri 185131	Prof Shabir Hussain 9419171895	Prof. M.K. Waqar 9419271351	Mr. Manjoor 9697210407
Poonch 185101	Prof. S. Tajinder Singh 9419170917	Dr. Mohd. Azam 9419609744	Mr. Romesh 9419170113
Ramnagar 182122	Prof. Tara Nath 9419175876	Prof. Satish Kumar 9419158354	Mr. Hans Raj 9055080491
Billawar 184204	Prof. Suresh Sharma 9419207800	Mr. Rakesh Sharma 9419239100	Mr. Mangoo Ram 9906110799
Ramban 182144	Prof. Judhvir Singh 9419167464	Prof. A.S. Ganai 9419169486	Mr. Parveen Kumar 7298062643

Teacher Incharge, Learner Support Centres : Dr. Jaspal Singh (9419202118)

INFORMATION & ENQUIRY

For Telephonic Information

1. University Exchange No. 2452201, 2435248, 2452208, 2453165
2. Section Officer, Under Graduate 2460 Extn.
3. Section Officer, Post Graduate 2467 Extn.
4. Information pertaining to Learner Support Centres 2466 Extn.
5. Section Officer (Administration) 2463 Extn.

CONTACT US

Director

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

Ph. No. 2430828
2120 Extn.

Mr. Aman Singh
Junior Assistant

Ph. No. 2430828
2119 Extn.

ABOUT THE THREE YEAR UNDERGRADUATE (GENERAL) DEGREE COURSE OFFERED BY THE DIRECTORATE OF DISTANCE EDUCATION

B.A. and B. Com.

Directorate of Distance Education offers B.A./B.Com Three Year (General) Degree Course. Students can seek admission in the Directorate of Distance Education in the University Campus or can also get enrolled in our **Learner Support Centres**. The students can choose subjects from the combination as given in the table on Page 12-14 in this prospectus. However, General English is a compulsory Subject. The subject of Environmental Studies (EVS) is compulsory for B.A./B.Com. Sem.-III & IV and B.A./B.Com. Part-II.

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 shall be the language concerned or the cognate modern Indian language opted by the candidate. The medium of instruction and examination in modern Indian languages i.e. Hindi, Urdu, Punjabi and Dogri shall be the language concerned.

Eligibility Criteria for B.A./B.Com. Semester I

- (i) Candidates who have passed the Higher Secondary Part-II (10+2) examination of the J&K Board of School Education or any other examination recognized as equivalent thereto by the University of Jammu, shall be eligible for admission to Three-Year Degree (General) Course Semester-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 Semester 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 Semester -I.

NOTE : With reference to University Council Resolution No. 80.08, “Candidate failing in one or more subject/s in 10+2 is not eligible for pursuit of any undergraduate course offered by the University”. Hence, from the academic session 2016-2017, the Directorate of Distance Education has discontinued admission of candidates in B.A./B.Com. Sem I who are failing in one or more subject/s at 10+2 level.

The candidates are advised to choose any three subjects out of the combination of subjects in arts stream. Geography, Home Science, Music, Psychology and Statistics are practical subjects and involve attending 12 days of Internal Practical which is a compulsory component.

Checklist of Documents Required along with Application Form of B.A./B.Com. Semester 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. Three self attested Photocopies of Diploma of Matriculation Examination. Please bring the original for verification purpose.
4. Diploma of Hr.Sec. Part-II (10+2) and Marks Card along with three self attested copies of each with clearly visible particulars (original to be brought for verification purpose).
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 and an affidavit as given in Annexure-I.
6. The address sheet, enclosed with the admission form has to be duly filled in capital letters in a legible hand.

7. Six recent passport size photographs, to be submitted for the purpose of admission, enrolment card, examination form and library card.
8. In case of candidates having a 'gap' of more than one year, the applicant must attach a **Notary Certified affidavit for Gap period**. The specimen has been given as Annexure-II of the Admission Form.
9. Re-admission Case. Candidate seeking admission in B. A./B.Com Semester-I for the second time will be called as readmission case and will have to provide 'No Objection Certificate' (NOC) from the institution last attended.

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

A separate notification for Second and Fourth Semester shall be notified after Semester I and Semester III Examination.

Eligibility Criteria for B.A. / B.Com. Semester-III

A student will be eligible for promotion from Semester-II to III provided he/she has passed atleast 50% of the subjects/papers of theory/practicals (separately) of Semester-I and has passed in Internal Assessment of all subjects/papers of Semester-II.

Checklist of documents required to be submitted alongwith form of BA/ B.Com Semester-III

- (i) Three self attested photocopies of B.A. Semester-I marksheet. (Original to be brought for verification purpose).
- (ii) College students should bring from their Principal - an NOC mentioning that the candidate has passed in Internal Assessment of all subjects/papers of Semester-II. It should bear the signature and stamp of the Principal concerned.
- (iii) Six recent passport size photographs to be submitted for the purpose of admission, enrolment card, examination form and library card.

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 B.A. 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 B. Com. Part-II.

- (iii) Candidate who is placed as reappear in one subject in B.A./B.Com. Part-I examination shall also be eligible to seek provisional admission to 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 (III) of the Admission Form. 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.

Checklist of Documents Required to be submitted along with Application Form of B.A./B.Com. Part-II

1. Three self attested photocopies of Marks Card of B.A./B.Com Part-I (original Marks Card to be brought for verification purpose).
2. Six recent passport size photographs to be submitted for the purpose of admission, enrolment card, examination form and library card.
3. In case of candidates coming from colleges affiliated to University of Jammu, they will have to submit a No objection Certificate (NOC) from the institution last attended.
4. In case of 'Gap' of one or more than one year, the applicant must attach Notary certified affidavit for the Gap Period. The specimen is given as Annexure-II of the Admission Form.

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

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

- (i) Candidates who have passed B.A./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 Degree (General) Course B.A./B.Com. Part-III.
- (ii) A candidate who has reappear in one subject only in either B.A./B.Com. Part-I or Part-II examination shall also be eligible to seek provisional admission to B.A./B.Com Part-III at his/her own risk and responsibility. The candidate has to submit an affidavit duly attested by Notary as per specimen given in Annexure (III) of the Admission Form. 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.

Checklist of Documents Required to be submitted along with Application Form of B.A./B.Com. Part-III

1. Three self attested photocopies of Marks Card of B.A./B.Com Part-I (original Marks Card to be brought for verification purpose).
2. Three self attested photocopies of Marks Card of B.A./B.Com Part-II (original Marks Card to be brought for verification purpose).
3. Six recent passport size photographs to be submitted for the purpose of admission, enrolment card, examination form and library card.
4. In case of '**Gap**' of one or more than one year, the applicant must attach Notary certified affidavit for the Gap Period. The specimen is given as Annexure-II of the Admission Form.
5. The candidate who has passed his last examination from other University shall have to submit a **Migration Certificate (in original)** along with the duly filled in Eligibility Form.

Note. Students of B.A./B.Com already enrolled with the Directorate of Distance Education are required to attach enrolment card with the Admission Form. No certificate will be entertained after the last date prescribed for submission of admission form.

Eligibility Criteria for Bridge Course (Part III of B.A./B.Com. Three Year Degree Programme)

Bridge course is of one year duration, comprising courses of study prescribed for Part-III of the B.A./B.Com Three-Year Degree (General) Course of University of Jammu. The students who have passed B.A./B.Com 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 B.A./B.Com. Three Year Degree (General) Course in the same combination of subjects as pursued in their two year Degree Course.

Reservation for Physically Challenged

The decision of the UGC regarding implementation of Persons with Disabilities Act 1995 in Universities for providing 3% reservation for persons with disabilities for admission in all the courses of study offered by the universities and colleges including Directorate of Distance Education, University of Jammu, stands adopted. As such eligible candidates can avail of the same facility for courses being offered by the Directorate of Distance Education.

CHOICE OF COMBINATION OF SUBJECTS

General English is a compulsory subject. The candidates must choose three subjects in addition to General English. Students can choose only one subject from any of these columns.

Compulsory	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
General English	Education	Psychology***	Sociology	Statistics****	Philosophy	Hindi Urdu, Dogri, Punjabi MIL*	Economics
	Marketing Management	Home Science***	Mathematics*	Political Science	Geography***		Sanskrit, Persian, Arabic OCL**
		History	English Literature Business Management	Music***			

* Modern Indian Language

** Oriental Classical Language

*** Practical subject. 12 days of attendance in internal practical is compulsory for B.A. Semester I, II, III & IV. For B.A. II & B.A III, 15 days of attendance in internal practicals is compulsory.

• Note : As per statutes, no candidate will offer Mathematics for B.A. Semester-I Course unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics.

× As per statutes, no candidate will opt Statistics for B.A. Semester-I unless he/she has qualified the Higher Secondary Part-II (10+2 pattern) examination with Mathematics/Business Mathematics).

SUBJECTS PRESCRIBED FOR B.COM. PROGRAMME

B. Com. Semester Ist

AA-101	General English
BC-101	Financial Accounting
BC-102	Management Theory and Practice
BC- 103	Micro Economics

ANY ONE OF THE FOLLOWING

BC-104	Business Mathematics
BC-105	Basic Business Communication

B. Com. Semester IInd

AA-201	General English
BC-201	Advance Financial Accounting
BC-202	Business Ethics
BC-203	Economics for Managerial Decisions

ANY ONE OF THE FOLLOWING

BC-204	Business Mathematics-II
BC- 205	Communication Skills

B.Com. Semester IIIrd

AA-301	General English
BCG-301	Corporate Accounting
BCG-302	Income Tax Law & Practice-I
BCG-303	Business Law
BCG-304	Entrepreneurship for Small Businesses
ES-301	Environmental Studies

B.Com. Semester IVth

AA	401	General English
BCG	401	Advance Corporate Accounting
BCG	402	Income Tax Law & Practice-II
BCG	403	Corporate Laws
BCG	404	Business Environment
ES	401	Environmental Studies

B.COM. PART-II

1. General English
2. Income Tax (BCG-201)
3. Corporate Accounting (BCG-202)
4. Company Law (BCG-203)
5. Business Environment (BCG-204)
6. Fundamentals of Entrepreneurship (BCG-205)
7. EVS

B.COM. PART-III

1. General English
2. Cost & Management Accounting (BCG-301)
3. Business Statistics (BCG-302)
4. Auditing (BCG-303)
5. Indirect Taxes (BCG-304)
6. Any one of the following :-
 - i) Marketing Management (BCG-307)
 - ii) Human Resource Management (BCG-308)

STUDY MATERIAL

The Directorate shall provide Study Material to all the enrolled candidates. The candidates of Learner Support Centres shall collect the study material from their respective Learner Support Centres. The study material is easy to comprehend and is on Self Learning Material (SLM) format.

Telephonic Counselling in Persian and Arabic

The Directorate of Distance Education, University of Jammu has initiated a student friendly initiative of imparting Telephonic counselling for students of B.A. Sem I, II, III & IV and B.A Part II & III in Persian and Arabic subjects. Students can call the subject experts on every Saturday and Sunday between 4 to 6 p.m. to clear their subject related queries. The facility is also available for the students of Learner Support Centres. The details of the subject experts or resource persons can be seen on website of DDE (www.distanceeducationju.in).

Library

The Library is located on the first floor of the new building of the Directorate. It has 36,886 books which are made accessible to the students of DDE for reference and borrowing. It is well organised and maintained.

Library Rules

1. The Library is open to the registered borrowers from 9.30 A.M. to 5.00 P.M.
2. In the Library, strict silence should be observed.
3. Students found misbehaving in the Library are liable to be debarred from the use of Library.
4. Smoking in the Library is strictly prohibited.
5. Books shall be lent to those students for home reading who deposit the prescribed Library security.
6. Students can borrow two books at a time for 14 days.
7. Fine for overdue books will be charged as given below :
 - Rs. 5... per day for first 10 days.
 - Rs. 7... per day for next 20 days.
 - Rs. 10...per day for beyond 20 days.

8. Books lost or defaced in any way shall have to be replaced by the borrower.
9. Students appearing at the University Examination shall surrender their library books to the DDE Library before receiving roll number slips.
10. Students are required to keep their mobiles on silent mode while in the library.
11. The Librarian is empowered to recall books at any time if necessity arises.
12. Borrowers shall be responsible for the books issued to them.
13. The Smart card should be produced at the time of issue and return of books.
14. All the students are required to produce their Enrolment/Smart Card at the main gate of the DDE Library.
15. Personal books, study materials and other belongings are not to be brought inside the DDE Library.

LIBRARY SERVICES

1. Circulation Services : The DDE Library issues books to its users according to their entitlement i.e. two books issued to the students for 14 days only.
2. Reference Services : For any kind of help and query the Library staff is available to the users. The students can consult the library staff for personal assistance.
3. Current Awareness Services : The Lists of all the procured books of current session are displayed on the notice board from time to time.
4. Photocopying Service : Students can get desired material Xeroxed at Rs.1/- per copy within the premises of the Library.
5. Smart card facility is also provided to the students of DDE on demand basis.

PERSONAL CONTACT PROGRAMME

1. B.A./B.Com. SEMESTER I, II, III & IV

Ten days Personal Contact Programme in each semester will be conducted for the facility of students enrolled in the DDE. In addition to this, DDE is also providing day to day counseling. Besides, similar facility shall be extended for PCP to the students enrolled in the Learner Support Centres at the door steps in their respective Learner Support Centres established in various Government Degree Colleges of Jammu Division. However, the P.C.P. will be optional for the students.

2. B.A./B.Com. PART II and B.A./B.Com PART III

Fifteen days Personal Contact programme shall be conducted for the candidates of B.A./B.Com. Part II and Part III. The candidates enrolled at Learner Support Centres shall have to attend the PCP at their respective Learner Support Centres only. In addition to this, candidates shall also be provided need based counselling.

NOTE :

- (i) Attending the Personal Contact Programme is not compulsory.
- (ii) This programme does not carry any marks.
- (iii) In case of a subject where faculty is not available in the Learner Support Centre, the candidate shall have to undergo theory as well as **practical classes** at the Directorate of Distance Education at Jammu. In such a case, prior information should be given to the Co-ordinator concerned in the Directorate by the Co-ordinator of the Learner Support Centre so that timely necessary action is taken.

2. INTERNAL ASSESSMENT

Internal Assessment Assignment is a compulsory component and students who fail to submit it within the stipulated time shall not be eligible to sit in the external examination i.e. will not be issued the examination Roll Number Slips and thus will not be able to sit for the B.A./B.Com. Semester I, II, III & IV and B.A./B.Com. Part II and III final examination.

Internal Assessment Assignment booklet is provided along with the study material and is uploaded on the website (www.jammuuniversity.in)

The students of Learner Support Centres shall be provided internal Assessment Assignment booklets alongwith the study material at their respective Learner Support Centres.

The students of B.A./B.Com. Sem I, II, III & IV and B.A./B.Com. Part-II and III course are advised to collect their Internal Assessment Assignment (IAA) booklets alongwith the study material.

Internal Assessment is a compulsory component based on the submission of the assignment for each semester by the students. The theory paper shall have 80 marks of each subject. The component of internal assessment shall be of 20 marks in each semester, i.e two home assignments. Each assignment shall carry 10 marks. The students who fail to submit the assignment within the stipulated time period will not be eligible to sit in the final examination.

The components of internal assessment for B.A./B.Com. Part-II and III 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 be 33% separately for both external examination and internal assessment.

3. PRACTICALS

For B.A. Semester I, II, III & IV in the subjects of Statistics, Geogrpahy, Psychology, Home Science and Music, the practical part is compulsory component. The practicals will of 12 days in each practical subject in semester system. Without appearing in the practicals, the students shall not be eligible to appear in the examination.

For B.A. Part II and III, students who have opted for subjects—Geography, Home Science, Music, Psychology and Statistics have to undergo 15 days practical classes which is a compulsory component. The students shall have to attend practicals under the supervision of a teacher/expert to be specified by the Directorate failing which he/she will not be eligible to appear in the examination.

In case of practical subjects, the students will have to appear in internal and external practical examination on the dates and venue communicated by the Directorate of Distance Education, University of Jammu. The students are advised to visit the DDE website for updates regarding practical schedules.

Environmental Science is a compulsory subject in B.A./B.Com. Part II and Sem.-III & IV and involves both theory and practicals.

Practical, in Environment Science (EVS) will be held once only on the date given in the prospectus. It is compulsory for students of B.A./B.Com. Part II and Sem.-III & IV to attend the practicals. No separate letters will be sent in this regard nor shall it be re-conducted. The dates of the practicals are notified in the academic schedule on page 24.

Reconduct of Internal Practicals

Re-conduct of internal Practicals in Geography/Home Science/Music/Psychology/Statistics for a student shall only be permitted under very pressing circumstances provided :

- Application of the student for reconduct reaches the Directorate prior to one month of commencement of Annual/Semester end Examination.

External Examination

The dates for the conduct of External Examination of B.A./B.Com Sem I, II, III & IV and B.A./B.Com Part II and III annual are fixed by the office of the Controller of Examinations, University of Jammu and the result is also declared by the Office of the Controller of Examinations.

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 (www.coeju.com) 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.

Note. Students are advised to go through the academic schedule given on page Nos. 24, 25 and 26.

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 No. 7, 8, 9, 10 & 11, 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 pages 8, 9, 10, 11 as applicable.
5. A candidate seeking admission after a gap/break in the continuity of his/her academic pursuit shall have to submit an affidavit duly attested

by a Magistrate/Oath Commissioner/Notary public as per specimen given in Annexure-II of the Admission Form.

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 approved by the Directorate shall not be changed subsequently. Subjects must be selected as per the combination given on page 12.
7. Subjects opted in B.A. Sem-I shall continue in subsequent semesters. Subjects Opted in B.A-I shall continue in BA-II and BA-III. However, in case of B.Com, the candidates shall pursue the combination of subjects as prescribed on page 13 & 14 for Semester I, II, III & IV and for B.Com Part-II and B.Com III as prescribed on Page 14.
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 letter 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.

ADMISSION FEE AND OTHER CHARGES

Admission Fee and other charges for B.A./B.Com Semester-I, II, III & IV and B.A./B.Com Part-II and III and Bridge Course is Rs. 5855.

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. 300/- for the candidates not registered with Jammu University.
- ii) Eligibility Fee = Rs. 730/- for the candidates migrating from Other Universities or Boards other than J&K State Board of School Education.
- iii) Practical Fee Per Subject = Rs. 640/- in addition to the normal fee.
- iv) Library Security = Rs. 660/- Refundable; Candidates, who want to be the Member of DDE Library.
- v) Learner Support Centre Fee = Rs. 605/- for those who are enrolled through learner support centres.
- vi) Degree Fee = Rs. 670/- one time.
- vii) EVS Practical fee for B.A/ B.Com Semester-III & IV, and B.A./B.Com Part II = Rs. 640/- (Compulsory)
- viii) Revival of Registration (If Migration certificate is surrendered) = Rs. 410/-

NOTE

The candidate 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 candidates interested to seek admission in the Directorate of Distance Education, University of Jammu shall deposit their admission fee in cash in J & K Bank, New University Campus, Jammu only and obtain a receipt in duplicate. Out of the two receipts, the candidates shall paste one copy of the said receipt on the admission form and submit it along with other documents at the time of admission. The other receipt is for students personal record.

OR

Through Bank Draft drawn in favour of Director, Directorate of Distance Education, University of Jammu, Payable at Jammu through any nationalised/scheduled Bank.

The candidates interested to seek admission in the Directorate of Distance Education, University of Jammu through Learner Support Centres namely Kathua, Udhampur, Rajouri, Poonch, Bhaderwah, Doda, Kishtwar, Billawar, Ramban and Ramnagar shall deposit their admission fee through A/C payee Bank draft drawn in favour of the Director, Directorate of Distance Education, University of Jammu payable at Jammu.

Refund of Fee

1. The applicant 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. 200/- 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. Sem I, II, III & IV and B.A./B.Com. Part III 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, Statutes, 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 and practicals i.e. Geography, Home Science, Music, Psychology and Statistics are compulsory. **A student who has not undergone internal practicals is neither eligible to appear in the external practical nor sit in the theory examination of all subjects.**
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.

ACADEMIC SCHEDULE SESSION 2017-2018

B.A. Semester-I

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	16th Oct 2017 to 28th Oct 2017 (10 working days) (Optional)	10.20 a.m. onwards	DDE Halls A, B, C & D (Old Building)
Internal Practicals	1st Nov. 2017 to 15th Nov. 2017 (12 working days) (Compulsory)	To be notified	To be notified
Submission of Internal Assessment Assignments (IAA)	30th Oct. 2017 for 15 working days (Compulsory)	10:00 a.m. to 4:00 p.m.	Undergraduate Section (Room No. 8 Ground Floor)

B.A. Semester-III

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	30th Oct. 2017 to 10th Nov. 2017 (10 working days) (Optional)	10.20 a.m. onwards	DDE Halls A, B, C, & D (Old Building)
Internal Practicals	15th of Nov. 2017 for 12 working days (Compulsory)	To be notified	To be notified
EVS Practicals (Compulsory)	4th Dec. and 6th Dec. 2017	2.30 pm to 3.30 pm	Halls A, B & C (Old Building)
Submission of Internal Assessment Assignment (IAA)	13th of Nov. 2017 (for 15 working days) (Compulsory)	10:00 a.m. to 4:00 p.m.	Undergraduate Section (Room No. 8 Ground Floor)

B.A. Part-II

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	11th Dec. 2017 to 28th Dec. 2017 (15 working days) (Optional)	10.20 a.m. onwards	Halls A, B, C, D, E & F
Internal Practicals (Compulsory)	Jan. 2018 (15 working days)	To be notified	To be notified
EVS Practicals (Compulsory)	Jan 2018	To be notified	DDE Halls
Submission of Internal Assessment Assignments (IAA) (Compulsory)	15th Dec. to 31 Dec. 2017 for 15 working days	10:00 a.m. to 4:00 p.m.	Undergraduate Section (Room No. 8 Ground Floor)

B.A. Part III

Academic Activity	Dates	Time	Venue
Personal Contact Programme (Class Work)	13th Nov. 2017 to 1st Dec. 2017 (15 working days) (Optional)	10.20 a.m. onwards	DDE Halls A, B, C, D, E & F of Old Building
Internal Practicals	6th Dec. 2017 (15 working days) (Compulsory)	10.00 a.m.	To be notified
Submission of Internal Assessment Assignments (IAA)	13th Nov. 2017 to 4th Dec. 2017 (Compulsory)	10:00 a.m. to 4:00 p.m.	Undergraduate Section (Room No. 8 Ground Floor)

B. Com. Semester I, II, III, IV and B.Com Part-II & III

Academic Activity	Dates	Time	Venue
Personal Contact Programme Semester Ist & Illrd	3rd October 2017 to 15th October 2017	10am onwards	DDE, Halls A, B, (Old Building)
B.Com Part II	1st October 2017 to 15 October 2017 including Sat, Sun & holidays if any	2 pm onwards	DDE Hall C (Old Building)
B.Com Part III	1st October 2017 to 15 October 2017 including Sat, Sun & holidays if any	10am onwards	DDE, Hall C (Old Building)
EVS Practicals B.Com Sem III & B.Com Part II	4th Dec. 2017 (Male) 6th Dec. 2017 (Female)	11.30 am onwards	Hall C, DDE (Old Building)
B.Com Sem II	16th Feb. 2018 to 27th Feb. 2018 including Sat, Sun & holidays if any	2 pm onwards	Hall A (Old Building)
B.Com Sem IV	16th Feb. 2018 to 27th Feb. 2018 including Sat, Sun & holidays if any	2 pm onwards	Hall B (Old Building)

INTERACTIVE COUNSELLING SCHEDULE FOR LEARNER SUPPORT CENTRES

Interactive Counselling Session only for the students of B.A./B.Com Sem I, III, B.A./B.Com. Part II & B.A./B.Com Part III enrolled with Learner Support Centres of DDE shall be held as per schedule given below :

LSC,DDE	Date	Time
Udhampur	18 Sept. 2017 Monday	1.00 p.m.
Kathua	19 Sept. 2017 Tuesday	1.00 p.m.
Rajouri	22 Sept. 2017 Friday	1.00 p.m.
Poonch	23 Sept. 2017 Saturday	1.00 p.m.
Doda	25 Sept. 2017 Monday	1.00 p.m.
Bhaderwah	26 Sept. 2017 Tuesday	1.00 p.m.
Kishtwar	27 Sept. 2017 Wednesday	1.00 p.m.

NOTE :

1. No assignments shall be accepted after the last date.
2. Learner Support Centres located in Rajouri, Poonch, Doda, Bhaderwah, Kishtwar, Udhampur, Kathua, Billawar, Ramban & Ramnagar shall also follow the Academic calendar.
3. 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

PROGRAMMES OFFERED BY THE DIRECTORATE OF DISTANCE EDUCATION

S.No.	Programme	Duration	Coordinator
1.	B.A. General Degree Course	3 Academic Years	Dr. Neelam Choudhary B.A. Sem I & II Dr. Hina S. Abrol B.A. Sem-III & IV Prof. Darshana. Sharma B.A. III
2.	B.Com. General Degree Course	3 Academic Years	Ms. Rohini Gupta Suri B.Com. Sem. I, II, III & IV and B.Com. Part-III
3.	M.Com	2 Academic Years (4 Semesters)	Prof. Sandeep Tandon distanceeducationju.in
4.	M.A. Urdu	2 Academic Years (4 Semesters)	Dr. Ashok Singh (Teacher Incharge) drashoksingh13@gmail.com
5.	M.A. English	2 Academic Years (4 Semesters)	Dr. Anupama Vohra coordinatorengdde@gmail.com
6.	M.A. Hindi	2 Academic Years (4 Semesters)	Dr. Anju Thappa anjunthappa@distanceeducationju.in
7.	M.A. Sociology	2 Academic Years (4 Semesters)	Dr. Vishav Raksha
8.	M.A. Dogri	2 Academic Years (4 Semesters)	Prof. Archana Kesar
9.	PGDBM	1 Academic Year (2 Semesters)	Ms. Rohini Gupta Suri