

# **PROSPECTUS**

## **CENTRE FOR DISTANCE AND ONLINE EDUCATION**

### **For Academic Year 2024-25**

### **Academic Session beginning February, 2025**



**Entitled Full-Fledged Online Programmes**  
**(Through Online Mode)**  
**(Winter Session)**



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,**  
**HISAR-125001 (Haryana)**

**(‘A<sup>+</sup>’ Grade NAAC Accredited State Govt. University)**  
**(Established by State Legislature Act 17 of 1995)**

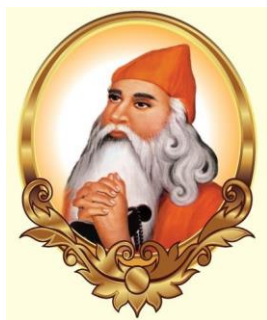
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## RANKING



- 'A+' Grade NAAC Accredited University
- Ranked 55<sup>th</sup> in Pharmacy Category in NIRF-2024
- Ranked 100-125 in Management Category in NIRF-2024
- Rank Band 101-150 in the University Category in NIRF-2024
- 801-1000 Rank Band in "Engineering" subject category in the Times Higher Education World University Rankings 2024
- Rank Band 401-500 in the world in the Young University Rankings by the Times Higher Education World University Ranking 2024 and 41<sup>st</sup> place in India
- Rank Band 501-600 in the world in the Asia University Rankings by the Times Higher Education World University Rankings 2024 and 71<sup>st</sup> place in India
- 1201-1500 Rank Band in the Times Higher Education World University Rankings 2025 and 57<sup>rd</sup> place in India
- Rank 1001+ Band in the 'Physical Science' subject category Rankings in the Times Higher Education World University Rankings 2024
- Scopus h-Index: 130 (Highest in Haryana HEI)
- The Average Paper Citation is 22.33 (Highest in the region)
- Ranked 47<sup>th</sup> in the 'State Public University Category' 'India Ranking 2024 released by Department of Higher Education Ministry of Education Govt. of India
- Ranked 22<sup>nd</sup> in India and 639<sup>th</sup> in the world in UI GreenMetric World University Rankings 2024 by Universitas Indonesia
- More than 5100 research papers in SCOPUS.
- More than 1,15,271 citations to their credit.

## About Guru Jambheshwar Ji Maharaj



Guru Jambheshwar Ji Maharaj was a saint and great environmentalist of 15<sup>th</sup> Century. Amongst all the saints of the 15<sup>th</sup> century, Guru Jambheshwar Ji was unique in preaching about the conservation of the biodiversity to his followers. He also included the same in his 29 commandments. Thus Guru Jambheshwar Ji was not only a religious ‘GURU’ but a great ecologist and environmentalist, many centuries ahead of the scientists.

He was born in 1451 A.D. (Samvat 1508) on 8th day of dark half of the Lunar month Bhadrapad on Janamashtami, in a village Pipasar situated in the revenue jurisdiction of Nagaur, district of Rajasthan, India. He adopted the life of an ascetic teacher in 1484 A.D and started living on the Samrathal, sand Dhora hill of Mukam village situated in Nokha tehsil of Bikaner district of Rajasthan. He enshrined in his followers compassion towards nature and protection of life as the supreme religious goal.

He founded the Bishnoi sect in 1485 A.D corresponding to the eighth day of the black fortnight of the month of Kartika of the year 1542 of the Vikrami Era at Samrathal Dhora and prescribed 29 commandments dealing with various aspects of life. He spent the remaining 51 years of his life in spreading his great vision. He expounded his religious philosophy and the essence of these principles in the form of verses. These spiritual verses have a vigour of their own, vibrant, passionate and sincere. These are distinguished by their vivid and conversational style and moral exhortation. Guru Ji achieved ‘Nirvana’ in 1536 in village Lalasar District Bikaner, Rajasthan.

Among the 29 commandments laid down by Guru Jambheshwar Ji, eight commandments have been prescribed to preserve biodiversity, and encourage good animal husbandry. Seven commandments provide directions for healthy social behavior. Ten Commandments are directed towards personal hygiene and maintaining good basic health. Four commandments provide guidelines for worshipping God daily and always remember that God is omnipresent. Guru Jambheshwar Ji had occupied a unique place in the Bhakti movement. Though his area of activity had been mainly the desert land of Thar yet he had been touring other places too. During these extensive tours he has been spreading the message within and outside the country:

“Jeeya Nai Jugati or Mhan (Moova) Nai Mugati”.

(To live is a device and to die is salvation) within and outside the country



**Prof. Narsi Ram Bishnoi**  
**Vice-Chancellor**

## **FOREWORD**

Welcome to the e-prospectus of Centre for Distance and online Education at Guru Jambheshwar University of Science & Technology, Hisar, a premier institute of higher education in Haryana, for the academic session beginning in February 2025 of 2024-25 academic year. This e-prospectus is a small step towards safeguarding our environment as the University is named after great environmentalist, Guru Jambheshwar Ji Maharaj. Guru Jambheshwar University of Science & Technology started its journey on 20<sup>th</sup> October, 1995 at Hisar, Haryana. The University was established under the Act of State Legislature that facilitates excellence in teaching and research in promising areas of higher education with focus on new frontiers of Science & Technology, Engineering Studies, Environmental Studies, Media Studies, Pharmaceutical Sciences, Management Studies, Yoga Science, Physiotherapy, Humanities and Social Sciences and also to achieve excellence in these and related fields. The University has achieved several milestones since its establishment. The University is duly recognized by the University Grants Commission (UGC) under Section 2(f) for recognition of degrees on 11.1.1996 and under Section 12(B) of the UGC Act for central assistance on 7.2.1997. Today, the University spreads over 372 acres of lush green campus with 10 spacious Teaching Blocks, 29 Teaching Departments classified under 9 Faculties which houses 88 Regular Programmes on the campus and 3 Under Graduate, 8 Post Graduate Programmes and 12 Diploma/Certificate Programmes through Distance mode, 6 Programmes through Online mode along with 32 Certificate Courses in collaboration with HKCL. The University also offers Ph.D. degree Programmes in all most of the Departments.

The National Assessment and Accreditation Council (NAAC) has recently accredited this University at A+ Grade in the 4th cycle w.e.f. 18.10.2022 to 17.10.2027. In addition to this, in India Rankings 2024 - Ranking of Higher Educational Institutions by Ministry of Education, Government of India, the University has been ranked 47th in the 'State Public University' category, 55th in 'Pharmacy' category, rank band 101-125 in the 'Management' category and ranked band 101-150 in the University Category. The University has also been ranked 1201-1500 in the world and 59th in India in The Times Higher Education World University Rankings 2025 and 801-1000 in the world and 33rd in the India in the 'Physical Sciences' subject category rankings in The Times Higher Education World University Rankings 2025, 401-500 in the world and 41st in India in The Young University Rankings 2024, Rank Band 501-600 in Asia and 71st in India in Asia University Rankings 2024, 801-1000 'Engineering & Technology' category ranking 2024 in the world and 43rd in India. The University has also been ranked 22nd in India and 639th in the world in UI Green Metric World University Rankings 2024. The University has also been ranked 1045th, Grade 'A' and Band 'GOLD' in the Global University (GU) Ranking (London) in 2023. The University has also been admitted for the 3rd time for Global Initiative of Academic Network (GIAN) Phase-III Scheme, a prestigious scheme of MHRD (MoE).

The University has constantly motivated and encouraged interdisciplinary collaboration and Research. More than **5206** research papers have been published by the faculty and researchers in peer reviewed journals of repute which are listed in SCOPUS with 1,18,874 citations and our average paper citations is 22.83. The h-index of the University has also gone upto 131. This is the highest h-index of any University in the State of Haryana.

The Centre for Distance and Online Education has made remarkable progress with a mission to deliver higher education at the door steps of learners since its inception in the year 1997. The diversity of Academic Programmes run through Open & Distance Learning and Online Mode in areas of Management, Commerce, Computer Science, Environment Science, Mathematics, Media Studies and Humanities are in alignment with the broader vision, mission, objectives and quality policy of the University. Now, Centre for Distance and Online Education has also started 32 online Certificate Courses aligned with the national standards for skill competency and compliant with the National Skill Qualification Framework level 3 and 4 certificates.

The prominent features of the Centre for Distance and Online Educations are: Online Admission Process, University approved course curricula, experienced expert faculty, well carved E-content/E-tutorial in LMS portal, smart class rooms, well equipped computer lab and efficient student support system. Further, the Student Support System is embraced with online availability of crucial information such as; Prospectus, E-content/E-tutorial, Admission Forms, Fee Payment, Doubt Classes Schedule, Syllabi, Online submission and evaluation of Assignments, Guidelines for Synopsis/Project/Dissertation/Portfolio submission, Important Key date, Examination Date Sheet, Results and Grievance Redressal etc. A Centre for Internal Quality Assurance (CIQA) has also been established in the Centre for Distance and Online Education for ensuring best quality practices in the Open & Distance Learning and Online Education Mode. The Open & Distance Learning and Online Education Programmes entitled by Distance Education Bureau, UGC, New Delhi.

I once again welcome and invite all stakeholders to join our Open & Distance Learning and Online Education Programmes for adding value to your educational and professional qualifications and skills. Wishing you the best of luck and the brightest of future ahead!!!

**Prof. Narsi Ram Bishnoi**



**Dr. Vijay Kumar**  
**REGISTRAR**

## **FROM THE REGISTRAR**

Dear Prospective Students,

The Centre for Distance and Online Education at Guru Jambheshwar University of Science and Technology was established within two years of the university's inception. Our mission is to provide high-quality education in professional courses to individuals who are unable to pursue higher education in the traditional, on-campus format. Our primary goal has always been to deliver education right to your doorstep, ensuring accessibility and convenience for all learners.

Since its inception, the Centre for Distance and Online Education has continuously adapted its programmes to meet evolving market demands. This flexibility allows us to offer a diverse range of courses that are both relevant and beneficial for your career advancement.

Our Centre excels in delivering comprehensive learning experiences directly to our students. From the outset, we provide meticulously crafted study materials and facilitate Doubt Classes at the university, ensuring that our distance learners receive the same level of support and interaction as on-campus students.

We leverage the latest Information and Communication Technology (ICT) to enhance our student support services. Our dedicated website offers extensive resources and support systems designed to assist you throughout your academic journey. These digital tools are aimed at providing you with a seamless and enriching learning experience.

I extend a warm welcome to all new entrants to our Open & Distance Learning and Online Education programmes. We are committed to help you achieve your academic and professional goals. I encourage you to explore the wide array of programmes we offer and find the one that best suits your aspirations.

We look forward to support you in your educational journey and helping you in building a successful future.

**Dr. Vijay Kumar**





**Prof. Khujan Singh**  
**Director, CDOE**

## **From the Director's Desk**

It gives me immense pleasure to welcome you to the online portal of Centre for Distance and Online Education, Guru Jambheshwar University of Science and Technology, Hisar. The Centre for Distance and Online Education of this University was established in the year 1997; in order to meet out the demand for job oriented Programmes.

The Centre for Distance and Online Education is offering job oriented Programmes entitled by UGC (DEB) and approved by the University. The University has also started 32 online short term programmes in collaboration with HKCL. The details of all the Programmes are given in this Prospectus which has been designed touching all the facts of the registration process, rules/regulations, fee payment schedule, Doubt Classes schedule and examination etc. in a very lucid manner. The Doubt Classes are organized by the Centre for Distance and Online Education for the students of online degree courses where teachers hold the classes of the students and satisfy their queries. The Centre for Distance and Online Education gets the E-content/E-tutorial prepared and vetted from the experts in the various fields and updates the same from time to time. In order to look after the interests of students, the Centre for Distance and Online Education has appointed full time dedicated senior teachers as Programme Co-ordinators for each Programme. The support services and administrative staff of the Centre for Distance and Online Education are trained and committed to provide cutting edge services to the satisfaction of Open & Distance Learning and Online learners.

I, on behalf of Centre for Distance and Online Education congratulate the students who have opted to join the DEB (UGC) entitled Open & Distance Learning and Online Programmes of this 'A+' Grade NAAC Accredited University. I am sure that the students who will take admissions in various Programmes run by the Centre for Distance and Online Education will be immensely benefited in view of the ever growing job market in India and abroad.

**Prof. Khujan Singh**

# OFFICERS OF THE UNIVERSITY

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**Sh. Bandaru Dattatreya**

**Governor, Haryana**

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## **CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA) COMMITTEE**

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2. Registrar	Member
3. Dean of Academic Affairs	Member
4. Dean of Colleges	Member
5. Controller of Examinations	Member
6. Prof. Sandeep Rana, (TA-HRM)	Member
7. Prof. O.P. Sangwan Chairperson, Deptt. of C.S.E.	Member
8. Prof. Vinod Bishnoi, Director, HSB	Member
9. Chairperson, Deptt. of Mass Communication	Member
10. Director (CDOE), KUK	Member
11. Prof. R. Baskar, IGNOU, Delhi	Member
12. Director (CDOE), MDU	Member
13. Director, PDUCIC	Member
14. Dy. Registrar (CDOE)	Member
15. DR/ AR (Accounts)	Member
16. DR/ AR (Academic)	Member
17. Director, CDOE/ CIQA	Member Secretary

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<b>4. For PMS related queries and Admission &amp; General queries</b>		01662- 263638
<b>5. Grievance Redressal Cell</b>		<a href="https://www.ddegjust.ac.in/contactus/greivance.htm">https://www.ddegjust.ac.in/contactus/greivance.htm</a>  9812399111

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# CHAPTER-I

## THE UNIVERSITY

**1.1** The Guru Jambheshwar University of Science & Technology, Hisar, was established on October 20, 1995 by an Act of the Legislature of the State of Haryana with the objectives ‘to facilitate and promote studies and research in emerging areas of higher education with focus on new frontiers of technology, pharmacy, environmental studies, non-conventional energy sources and management studies and also to achieve excellence in these and connected fields’. It was formally inaugurated on November 1, 1995. It is named after Guru Jambheshwar Ji Maharaj, a saint environmentalist of 15<sup>th</sup> century. Keeping in view the nature of courses offered at the University and the mandate for which it had been established the name of the University has been changed as Guru Jambheshwar University of Science & Technology.

The University enjoys a rare distinction of getting recognized by the University Grants Commission under Section 2 (f) for recognition of degrees, on 11.1.1996 and, under section 12(B) of the UGC Act to be eligible for central assistance on 7.2.1997, i.e., within 15 months of its coming into being. The University opted for accreditation by National Assessment and Accreditation Council (NAAC), an autonomous organization of the University Grants Commission, in 2001-02. As a result of the exercise, the NAAC accredited this University at “A” level (Institutional score 85%) in 2002 and has been again re-accredited by NAAC three times again with grade “A” with CGPA 3.28 upto 09.12.2021 and University got rank band 101-150 in NIRF Ranking 2024. Now University is recently accredited with ‘A+’ Grade from NAAC valid upto 2027.

### 1.2 LOCATION

The University is situated at Hisar, a rapidly growing town situated at about 167 Kms. from Delhi on Delhi-Rohtak-Hisar-Sirsa-Fazilka National Highway (NH-152) and at a distance of about 231 Kms. from Chandigarh on NH-65. It is well connected by rail and road. Hisar is one of the principal cities catering to the administrative and commercial needs of rural population. It is a major centre of higher education and research with three major Universities of the State, a number of research Institutions, degree colleges, breeding farms and a growing industrial environment. An Army Cantonment located in Hisar enriches its cultural life.

### 1.3 JURISDICTION

*The State Government vide notification No. S.O.7/H.A. 17/1995/S.4/17 dated 21.06.2017 has redefined the jurisdiction and authorized the University to exercise its power on all type of colleges of District Hisar.*

## **1.4 CAMPUS**

The University is situated over a sprawling area of about 372 acres. The campus is laid out with picturesque landscape, numerous buildings of various sizes and wide road network. It presents a spectacle of harmony in architecture and natural beauty. Approximately 275 acres of area has been developed with all providing modern facilities such as road networks, sewerage, pipe lines for water, electricity supply and parks have been developed at various places. The whole Campus is also connected to Internet facility. The University has 8 teaching blocks along with separate building of Haryana School of Business, Mechanical and Bio-Nano Departments. There are residential houses of different types for various categories of employees. Construction work for more Staff quarters is under progress. The University has the Branch of nationalized banks with ATM facility and a post office in the Shopping Complex. Beautification of the campus is being attached priority to provide healthy and pollution free environment on the campus. The University is running its Cafeteria. Besides a spacious Library & Guest House/Faculty House are also located on the Campus.

## **1.5 HOSTELS**

There are Nine Hostels (four for boys, four for girls and a working women hostel) in the University, which have capacity of about 2000 residents. The hostels are provided with colour Televisions, Chess Board, Carom Board, Chinese Checker Board, Badminton, Table Tennis, Newspaper Stands etc. for recreation and entertainment of the students within the hostel premises. All the hostels have been provided with modern facilities such as Electric Geyser, Music System, Telephone Facilities, Desert Coolers, Water Coolers fitted with aqua guards, insect killers and adequate play grounds. The Girls hostels have been provided with physical fitness machines for jogging, cycling and abdominal exerciser. All hostels are connected with Internet facility.

## **1.6 ACADEMIC PROGRAMMES**

The University offers a wide range of academic programmes/courses at post-graduate and undergraduate level. All these programmes are designed by taking into consideration the special needs of the market and the industry and the Model Curricula has been designed in accordance with model course curriculum of the UGC/AICTE. Emphasis is laid on both theoretical and practical training, knowledge and skilling for exposing students to the latest developments in the various areas of science, and technology. For the purpose, the University invites academicians, professionals and researchers from various Institutions and industries. Adequate training and placement facilities are available for the students. The University also arranges campus interviews. Workshops, Seminars and Symposia which are conducted regularly. In-plant industrial training is an essential component of most of the courses. In addition to these, the University also offers programmes through Open & Distance Learning and Online Mode as mentioned in the Prospectus which are entitled by DEB, UGC.



## **CHAPTER-II**

### **THE CENTRE FOR DISTANCE AND ONLINE EDUCATION**

The Centre for Distance and Online Education of this University was established in 1997 with four programmes namely; MBA, PGDCA, BBA & CIC. Since then a lot of progress has been made in terms of number of programmes, number of students enrolled, production of quality E-content/E-tutorial etc. Not only the new programmes were added, but some of the programmes were replaced by the new ones so as to make them highly job-oriented and enable the students to pursue them while being in job and self-employment. At present, 3 under-graduate, 08 post-graduate programmes and 12 Diploma & 32 short-term certificate programmes are being offered through Open & Distance Learning and Online Mode and the learning is imparted directly by the Centre for Distance and Online Education. For the admitted students, the Centre for Distance and Online Education organizes Personal Contact Programmes (PCPs)/Doubt Classes during which the teachers of parent departments and the programme co-coordinators hold classes and satisfy the queries of the students. There is also well equipped Computer Lab for students with internet connection. The E-content/E-tutorial has been prepared by the Centre for Distance and Online Education with the association of specialists in the respective areas and the same is updated as and when the changes are brought about in the programme curriculum as per needs of the market. In order to have the interest of the students closely watched, the Centre for Distance and Online Education has appointed teachers/programme coordinators in the respective disciplines for each programme. Notwithstanding the moderate amount of fee charged for each programme, the students have the facility to pay the same in half yearly installments so that the students with limited financial resources can also afford to acquire quality education. In addition to it, the students of Centre for Distance and Online Education get the benefit of Post Matric Scholarship (PMS) released by the Government of Haryana. From the session 2015-16 onwards, the on-line admission process was adopted to facilitate the student spread all over India and abroad. The Centre for Distance and Online Education is at present offering 24 job oriented programmes including full fledged online programmes i.e. MBA, M.Com, MCA, MA (Mass Communication), B.Com and DCA. These programmes are entitled by DEB (UGC) and approved by the University in Open & Distance Learning and Online Mode. The Centre for Distance and Online Education has also started 32 job-ready online certificate courses in collaboration with Haryana Knowledge Corporation Limited (HKCL).

## CHAPTER-III

### PROGRAMME OFFERED AND ELIGIBILITY

The programmes offered through Online Mode by the University which are entitled by the DEB (UGC) and the eligibility conditions to admission are as follows:

UGC Entitled Full-Fledged Online Programmes			
Programme Code & Name		Duration	Eligibility
81	Master of Business Administration (MBA)	Two Years	Graduation with at least 50% marks (47.5% for SC category of Haryana) from a recognized University/Institution of India/Aboard.
82	Master of Commerce (M.Com.)	Two Years	Commerce Graduate/ BA with Economics/ BBA/equivalent with at least 50% marks (47.5% for SC category of Haryana) from a recognized University.
83	Master of Computer Applications (MCA)	Two Years	<p>Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).</p> <p>Obtained at least 50% marks (47.5% for SC candidates of Haryana) in the qualifying Examination from a recognized University/Institution of India/Aboard.</p> <p><b>Note:</b> Candidates having passed Mathematics/ Statistics in one semester/ in one year as the case may be shall be considered eligible for MCA.from a recognized University/Institution of India/Aboard.</p>
84	Master of Arts (Mass Communication)	Two Years	Graduate in any discipline with atleast 50% marks (pass marks for SC candidates of Haryana)
Programme Code & Name		Duration	Eligibility
95	Bachelor of Commerce-General B.Com.(Gen.)	Three Years	Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana; or its equivalent from Indian recognized board thereto with atleast 40% marks in the Commerce group or 50% marks in the Non-Commerce group (Humanities & Science with Mathematics or Economics). In case of Foreign students 10+2 must be recognized as per their norms of Central Statutory Bodies
97	Diploma/Certificate in Computer Application	One year	Passed 10+2 or equivalent.

If a candidate has passed his/her qualifying examination through correspondence/distance education mode from Universities/Deemed to be University including open/private Universities established by an Act of State Legislature/Parliament which are approved by University Grants Commission and Distance Education Council or the Joint Committee of UGC-AICTE-DEC now Distance Education Bureau (DEB) as the case may be are eligible to apply. However, updated list of such Universities may be seen on Distance Education Bureau (DEB) website [www.deb.ac.in](http://www.deb.ac.in). It will be the responsibility of the candidate to produce the proof of approval of his/her course/ programme/degree by Distance Education Council or Joint Committee of UGC-AICTE-DEC or Distance Education Bureau (DEB), UGC or AICTE or any other statutory body, as the case may be.

<b>ONLINE CERTIFICATE COURSES</b>	
<b>in Collaboration With Haryana Knowledge Corporation Limited (HKCL)</b>	
<b>Eligibility: 10+2 or equivalent.</b>	
<b>Course Name</b>	<b>Course Name</b>
Certificate in Information Technology	Certificate in Photo Editing
Certificate in Financial Accounting	Certificate in Coral Draw (DTP)
Certificate in Advanced Accounting	Certificate in Adobe (DTP)
Certificate in Advanced Excel	Certificate in Graphic Designing
Certificate in AutoCAD	Certificate in Web Designing
Certificate in IT Network Support	Certificate in Video Editing
Certificate in IT Desktop & Hardware Support	Certificate in C & C++ Programming
Certificate in IT Security Support	Certificate in English Communication & Soft Skills
Certificate in Office Assistance	Certificate in Banking, Financial Services and Insurance (BFSI)
HS-CIT (A) [Haryana State Certificate in IT Applications]	Certificate in Advanced Tally (with latest version of Tally Prime)
HS-CIT (A+) [Haryana State Certificate in IT Advanced Applications]	Certificate in Retail Management
Certificate in Java	Certificate in Digital Freelancing
Certificate in Python	Certificate in Social Media Marketing
Certificate in PHP	Certificate in Data Entry and Data Management
Certificate in Database Management System (DBMS)	Certificate in HTML with CSS
Certificate in Data Structures using C and C++	Certificate in C#
<b>Note: For more information/detail see Chapter-XI page No 47 to 52 of the Prospectus</b>	

# CHAPTER-IV

## About the Programmes

The Programmes offered by Centre for Distance and Online Education, Guru Jambheshwar University of Science & Technology are entitled by DEB (UGC). Internal & External Examinations are conducted semester-wise with the scheme of **70% for End term Examination and 30% for Internal Assessment** .

In external major exam there will be nine questions in all taking two questions from each unit and one compulsory question (Question No. 1). The compulsory question will consist of seven/eight short answer type questions, each of two marks and will be distributed over the whole syllabus. The candidate is required to attempt five questions selecting one from each unit and the compulsory question.

### 1. MASTER OF ARTS (MASS COMMUNICATION)

The Centre for Distance and Online Education introduced a two years programme of M.A (Mass Communication). This programme has been designed in such a way that students will make their career in print media, electronic media, public relations, advertising, social media, academics and media research. The programme curriculum also has been designed according to the UGC's NET syllabus. This programme exposes the students to various aspects of Mass Communication as given in the programme structure.

#### PROGRAMME STRUCTURE

#### M.A. MASS COMMUNICATION

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Course Code	Nomenclature	Course Code	Nomenclature
MSM-501	Introduction to Mass Communication	MSM-511	CommunicationResearch
MSM-502	Communication& Information Technology	MSM-512	Management and MarketingPrinciples
MSM-503	Graphics and media production	MSM-513	Media Law
MSM-504	Media writing-1	MSM-514	Media writing-3
MSM-505	Media writing -2	MSM-515	Media Writing-4
MSM-506	General CurrentAwareness –I	MSM-516	General CurrentAwareness-II
3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
MSM-521	Mass Media Structure andManagement	MSM-534	Presentation and communication Skills
MSM-522	Dissertation	MSM-535	ComprehensiveViva
MSM-526	General CurrentAwareness –III	MSM-536	Internship Viva
MSM-537	Open Elective-1 Creative Writing		
In addition to above compulsory papers in 3 <sup>rd</sup> and 4 <sup>th</sup> semester, the students have to opt/ choose any one of the following four specialization in semester 3 <sup>rd</sup> which will continue in 4 <sup>th</sup> semester also.			
PRINT MEDIA		PRINT MEDIA	
MSM 523 A	Special Paper- 1 Reporting	MSM 531 A	Special Paper- IV Newspaper Production and Management
MSM 524 A	Special Paper- II Editing	MSM 532 A	Special Paper- V Productions
MSM 525 A	Special Paper- III Productions	MSM 533 A	Special Paper- VI Productions
ELECTRONIC MEDIA		ELECTRONIC MEDIA	
MSM 523 B	Special Paper-I Radio	MSM 531 B	Special Paper- IV Radio and Television
MSM 524 B	Special Paper-II Television	MSM 532 B	Special Paper- V Productions
MSM 525 B	Special Paper- III Productions	MSM 533 B	Special Paper- VI Productions

ADVERTISING		ADVERTISING	
Course Code	Nomenclature	Course Code	Nomenclature
MSM 523 C	Special Paper-I Advertising: Creativity & Consumer Behavior	MSM 531 C	Special Paper- IV Campaign Management
MSM 524 C	Special Paper-II Advertising Management & Media Planning	MSM 532 C	Special Paper- V Productions
MSM 525 C	Special Paper- III Productions	MSM 533 C	Special Paper- VI Productions
CORPORATE COMMUNICATION & PUBLIC RELATIONS		CORPORATE COMMUNICATION & PUBLIC RELATIONS	
MSM 523 D	Special Paper-I PR Principles and Tools	MSM 531 D	Special Paper- IV P R Campaign Planning
MSM524 D	Special Paper-II Administrative Communication	MSM 532 D	Special Paper- V Productions
MSM 525 D	Special Paper- III Productions	MSM 533 D	Special Paper- VI Productions

## 2. MASTER OF BUSINESS ADMINISTRATION (MBA)

**MBA (Master of Business Administration)** is a two-year full-time programme which is divided into four semesters. It is a postgraduate Master Degree which has three specializations: Human Resource (HR), Finance, and Marketing. The programme is generally focused on different disciplines like accounting, business management, corporate governance, human resource management, economics, statistics, finance, marketing and so on. This programme provides alternative mode of affordable quality education in the field of management.

The following specializations are offered:

- i) **Human Resource**
- ii) **Finance**
- iii) **Marketing**

### PROGRAMME STRUCTURE

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Course Code	Nomenclature	Course code	Nomenclature
MBA-101	Management Process and Organizational Behaviour	MBA-201	Marketing Management
MBA-102	Business Statistics	MBA-202	Human Resource Management
MBA-103	Managerial Economics	MBA-203	Financial Management
MBA-104	Accounting for Managers	MBA-204	Production and Operations Management
MBA-105	Business Environment	MBA-205	International Business
MBA-106	Business Communication	MBA-206	Management Science
MBA-107	Seminar (On Indian Ethos, Computer Applications in Business, Contemporary Issues in Cyber Security and Modern Business) (Internal)	MBA-207	Business Research Methods
3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
MBA-301	Strategic Management	MBA-401	Comprehensive Viva-Voce (External)
MBA-302	Entrepreneurship Development	<b>In addition to above, the students have to study 03 (three) elective courses offered in Semester IV from core specializations (HR, Finance, Marketing).</b>	
MBA-303	Business Legislation		
MBA-304	Summer Internship and Seminar (Internal)		

OE-301	Counseling Skills for Managers		
<b>In addition to above, the students have to study 04 (Four) elective courses offered in Semester III from core specializations (HR, Finance, Marketing).</b>			
<b>Human Resource Management (HRM)</b>			
HRM-301	Management of Industrial Relations	HRM-401	Labour Laws
HRM-302	Human Resource Planning	HRM-402	Human Resource Development
HRM-306	Leadership Dynamics	HRM-404	Organizational Change and Intervention Strategies
HRM-308	Training and Development		
<b>Finance</b>			
FM-302	Security Analysis	FM-401	Portfolio Management
FM-303	Project Management	FM-404	International Financial Management
FM-304	Management of Banks and Financial Institutions	FM-406	Financial and Commodity Derivatives
FM-306	Public Finance		
<b>Marketing</b>			
MM-301	Consumer Behavior	MM-401	Global Marketing
MM-302	Marketing Research	MM-403	Rural Marketing
MM-304	Sales & Distribution Management	MM-405	Retail Management
MM-306	Marketing of Services		

### 3. MASTER OF COMMERCE (M. COM.)

Master of Commerce is a two-year full-time programme which is divided into four semesters. It is a postgraduate Master Degree which has three specializations: Finance, Marketing and Human Resource Management (HRM). The programme is generally focused on different disciplines like accounting, business management, corporate governance, human resource management, economics, statistics, finance, marketing and so on. This programme provides alternative mode of affordable quality education in the field of commerce. It imparts knowledge and necessary skills to the young graduates in emerging areas of commerce like HR, marketing and finance.

#### **PROGRAMME STRUCTURE**

<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>	
<b>Course Code</b>	<b>Nomenclature</b>	<b>Course code</b>	<b>Nomenclature</b>
MC-101	Management Process and Organizational Behaviour	MC-201	International Business
MC-102	Business Environment	MC-202	Financial Management
MC-103	Managerial Economics	MC-203	Marketing Management
MC-104	Financial Accounting and Reporting	MC-204	Human Resource Management
MC-105	Business Statistics	MC-205	Management and Cost Accounting
MC-106	E-Commerce	MC-206	Research Methodology



MC-107	Seminar (On Indian Ethos, Computer Applications in Business, Contemporary Issues in Cyber Security and Modern Business)* (Internal)		
<b>3<sup>rd</sup> Semester</b>		<b>4<sup>th</sup> Semester</b>	
<b>Course Code</b>	<b>Nomenclature</b>	<b>Course code</b>	<b>Nomenclature</b>
MC-301	Corporate Governance and Business Ethics	MC-401	Comprehensive Viva-Voce (External)
MC-302	Business Legislation	<b>In addition to above, the students have to study 04 (Four) elective courses offered in Semester IV from core specializations (Finance, Marketing and Human Resource Management).</b>	
OE-301	Counseling Skills for Managers		
<b>In addition to above, the students have to study 04 (Four) elective courses offered in Semester III from core specializations (Finance, Marketing and Human Resource Management)</b>			
<b>Finance</b>			
MCF-312	Financial Restructuring and Valuation	MCF-411	Management of banks and Financial Institutions
MCF-314	Security Analysis	MCF-414	Portfolio Management
MCF-315	Foreign Exchange Management	MCF-415	Financial and Commodity Derivatives
MCF-316	Risk Management and Insurance	MCF-416	Public Finance
<b>Marketing</b>			
MCM-321	Marketing of Services	MCM-421	Retail Management
MCM-322	Consumer Behavior	MCM-422	Rural Marketing
MCM-324	Sales & Distribution Management	MCM-424	Social Marketing
MCM-326	Product and Brand Management	MCM-426	Customer Relationship Management
<b>Human Resource Management</b>			
MCH-331	Human Resource Planning	MCH-431	Performance Management
MCH-332	Labour Laws	MCH-433	Managing Interpersonal and Group Process
MCH-333	Management of Industrial Relations	MCH-435	Organizational Change and Intervention Strategies
MCH-334	Leadership Dynamics	MCH-436	Global Human Resource Management

#### 4. MASTER OF COMPUTER APPLICATION (MCA)

MCA is a two-year Post Graduate Programme. The MCA programme gives an in-depth, comprehensive understanding for enhancing the knowledge skill in the field of Computer Science and Applications, Computer programmes, and Software. It provides an advanced curriculum focusing on New Age Technology like Data Science, Cyber Security, Developing Programming Skills, and Mobile Applications.

**Bridge Course(s) For students having non-IT background only**

Course Code	Nomenclature	Max. Marks	Exams(Internal)
MCA-BC-01	MCA Bridge Course-I	100	3 Hours
MCA-BC-02	MCA Bridge Course-II	100	3 Hours
Both above courses are qualifying in nature.			

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Course Code	Nomenclature	Course code	Nomenclature
MCA-11	Database Management System	MCA-21	Data Structures and Algorithms
MCA-12	Web Designing	MCA-22	Python Programming
MCA-13	Java Programming	MCA-23	Artificial Intelligence
MCA-14	Software Engineering	MCA-24	Computer System Architecture
MCA-15	Computer Networks and Internet Protocols	MCA-25	Discrete Mathematics and Optimization
MCA-16	Database Management System Lab	MCA-26	Data Structures and Algorithm Lab
MCA-17	Web Designing Lab	MCA-27	Python Programming Lab
MCA-18	Java Programming Lab	MCA-28	Artificial Intelligence Lab
		Four to six-week Industrial training at the end of second semester	
3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
Course Code	Nomenclature	Course code	Nomenclature
MCA-31	Machine Learning	MCA-41	IoT and Cloud Computing
MCA-32	Advanced Operating Systems	MCA-42	Mobile Application Development
MCA-33	Data Analytics	MCA-43	Elective-I (High Speed Networks)
MCA-34	Cyber Security	MCA-44	Elective-II (Computer Graphics)
MCA-35	Theory of Computations	MCA-45	IoT and Cloud Computing Lab
MCA-36	Machine Learning Lab	MCA-46	Android Programming Lab
MCA-37	Data Analytics Lab	MCA-47	Project Work
MCA-38	Industrial Training		

## 5. BACHELOR OF COMMERCE (B.COM.)

The Bachelor of Commerce (B.Com.) programme is a three-year degree programme with semester system of examination. The Bachelor of Commerce (B.Com.) programme has been designed in view of the growing requirements of professionals with adequate knowledge and skills in various functional areas of the discipline of Commerce such as Accounting, Finance, Taxation, Trade, Auditing, Corporate Legislation, Banking, Insurance, Financial Institutions, Entrepreneurship and many more in a transformational economy. Also, this programme is of immense value for the students who want to pursue higher education and research in related disciplines like Management, Economics, Corporate Law, Accounting, Commerce and Taxation.

<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>	
<b>Course Code</b>	<b>Nomenclature</b>	<b>Course code</b>	<b>Nomenclature</b>
BCOM-101	Financial Accounting-I	BCOM-201	Financial Accounting-II
BCOM-102	Micro Economics	BCOM- 202	Macro Economics
BCOM-103	Principles of Business Management	BCOM-203	Business Communication
BCOM-104	Computer Applications in Business	BCOM-204	Marketing Management
BCOM-105	Business Mathematics	BCOM-205	Organisational Behaviour
EVS-201_L	Environmental Studies	BCOM-206	Business Environment
<b>3<sup>rd</sup> Semester</b>		<b>4<sup>th</sup> Semester</b>	
BCOM-301	Corporate Accounting	BCOM-401	Cost Accounting
BCOM-302	Business Statistics-I	BCOM-402	Business Statistics-II
BCOM-303	Business Laws	BCOM-403	Auditing
BCOM-304	Human Resource Management	BCOM-404	Company Law
BCOM-305	Indian Economy	BCOM- 405	Entrepreneurship Development
BCOM-306	International Business	BCOM 406	India's Foreign Trade and Policy
<b>5<sup>th</sup> Semester</b>		<b>6<sup>th</sup> Semester</b>	
BCOM-501	Management Accounting	BCOM-601	Sales Management
BCOM-502	Financial Management	BCOM-602	Financial Services
BCOM-503	Banking Law and Practice	BCOM-603	Indian Polity and Governance
BCOM-504	Income Tax-I	BCOM-604	Income Tax-II
BCOM-505	Business Ethics	BCOM-605	Comprehensive Viva-voce
BCOM-506	Public Finance	BCOM-606	Training and Development

**6. DIPLOMA IN COMPUTER APPLICATION**

<b>1<sup>st</sup> Semester</b>		<b>2<sup>nd</sup> Semester</b>	
<b>Course Code</b>	<b>Nomenclature</b>	<b>Course code</b>	<b>Nomenclature</b>
DCA-11-T	Problem Solving Using C	DCA-21-T	Data Structures and Algorithms
DCA-12-T	PC Software	DCA-22-T	Data Analytics
DCA-13-T	Web Designing	DCA-23-T	Database Management System
DCA-14-T	Operating System	DCA-24-T	Python Programming
DCA-15-T	Object Oriented Programming Using C++	DCA-25-T	Communication Skills and Personality Development
DCA-16-P	Problem Solving Using C Lab	DCA-26-P	Database Management System Lab
DCA-17-P	PC Software Lab	DCA-27-P	Python Programming Lab
DCA-18-P	Web Designing Lab	DCA-28-MP	Major Project

**NOTE:**

1. In case of DCA if the student quit after 1<sup>st</sup> semester, he/she will be awarded certificate after successful completion of 1<sup>st</sup> semester.
2. The Scheme and Syllabus of above said all Programmes can be downloaded from our website from the LMS portal. Link: <https://ddegjustonline.ac.in/>

# CHAPTER-V

## Fee Structure and Dates for Remittance of Fee

### Fees Installment of Post Graduate Programmes:

Code	Name of Programmes	*1 <sup>st</sup> (Rs)	2 <sup>nd</sup> (Rs)	*3 <sup>rd</sup> (Rs)	4 <sup>th</sup> (Rs)
81	MASTER OF BUSINESS ADMINISTRATION (MBA) Online Mode	16250/-	13750/-	16250/-	13750/-
82	MASTER OF COMMERCE (M.COM) Online Mode	16250/-	13750/-	16250/-	13750/-
83	MASTER OF COMPUTER APPLICATIONS (MCA) Online Mode	16250/-	13750/-	16250/-	13750/-
84	M.A. (MASS COMMUNICATION) Online Mode	13000/-	7000/-	13000/-	7000/-

### Fees Installment of Under Graduate Programme:

Code	Name of Programmes	*1 <sup>st</sup> (Rs)	2 <sup>nd</sup> (Rs)	*3 <sup>rd</sup> (Rs)	4 <sup>th</sup> (Rs)	*5 <sup>th</sup> (Rs)	6 <sup>th</sup> (Rs)
95	BACHELOR OF COMMERCE (B.COM.) Online Mode	10000/-	5000/-	10000/-	5000/-	10000/-	5000/-

### Fees Installment of Diploma/Certificate Programme:

Code	Name of Programmes	*1 <sup>st</sup> (Rs.)	2 <sup>nd</sup> (Rs.)
97	DIPLOMA/CERTIFICATE IN COMPUTER APPLICATION (DCA) Online Mode	12000/-	10000/-

\*Includes Rs.2400/- as University examination fee. In addition to above Rs.100/- as Student Fee ship (Alumni Fund) is also payable once at time of admission.

### Last dates for fees submission for Online Post Graduate, Under Graduate, Diploma and Certificate Programmes:

Installment No.	Last date without late fees	Last date with late fees of Rs. 500/- per month
2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup>	31 <sup>st</sup> August every year	31 <sup>st</sup> December every year
3 <sup>rd</sup> and 5 <sup>th</sup>	31 <sup>st</sup> January every year	31 <sup>st</sup> May every year

**Note:** In case of DCA if the student wants to left the programme after 1<sup>st</sup> semester, then he/she will have to submit their request before the last date of submission of 2<sup>nd</sup> installment, otherwise he/she will have to pay 2<sup>nd</sup> installment as per above schedule.

## **PROVISION FOR ADMISSION OF FOREIGN STUDENTS**

### **FOR ONLINE PROGRAMME(S)**

- i) A uniform fee of USD 500 per annum for the duration of the programmes (UG and PG) will be charged from students of SAARC Countries.
- ii) A uniform fee of USD 1000 per annum for the duration of the under Graduate programmes will be charged from students of other than SAARC (Non-SAARC) Countries.
- iii) A uniform fee of USD 1500 per annum for the duration of the under Post-Graduate programmes will be charged from students of other than SAARC (Non-SAARC) Countries.

### **IMPORTANT NOTES REGARDING FEE (FOR ALL PROGRAMMES)**

- i) The first installment of fee is to be deposited along with the registration form without which the candidature will be rejected.
- ii) The fee structure given in Chapter-V includes Admission fee, Examination fee and E-content/E-tutorial fee and Doubt Classes fee. Students are advised not to make any excess payment. However, Rs.1200/- will be paid separately as examination fee for re-appear papers.
- iii) The candidates taking admission in the University have to deposit the required fee by online mode of payment through Net Banking/Debit/Credit Card. In case of any another kind of fee, like re-appear, migration, Duplicate DMC/Degree fee is to be deposited through Miscellaneous Fees on CDOE website at the link <http://web.gjuonline.ac.in>
- iv) In case of non-receipt of any type of dues/fees or part thereof, upto above said dates, the candidature of the candidate will be treated as cancelled. The candidature can, however, be restored in genuine cases during the session on payment of balance dues alongwith late fee of Rs.500/- per month subject to a maximum of Rs. 2000/- and readmission fee of Rs. 1000/- with the approval of Vice-Chancellor. No adjustment/refund of fee paid will be admissible.

In case of already admitted students, if a candidate drops for whole session(s) and fails to submit the required fee as per schedule given in the prospectus and submits the fee after a gap of session/year, he/she can be re-admitted on payment of Rs.1000/- as re-admission fee. Provided further he/she will have to deposit all dues with late fee as per the schedule/rule given in the prospectus of the year in which he/she had taken admission.

- v) All admissions/enrolments are provisional. However, the University reserves the right to cancel an admission, if any deficiency for admission to a course is found at a later stage.



As per the policy of UGC D.O. No. 1-6/2007 (CPP-II) (New) dated 13<sup>th</sup> April, 2022 regarding **Guidelines for Pursuing Two Academic Programmes Simultaneously**

- a. A student can pursue two full time academic programmes in physical mode provided that in such cases, class timings for one programme do not overlap with the class timings of the other programme.
- b. Degree or diploma programmes under these guidelines shall be governed by the Regulations notified by the UGC and also by the respective statutory/professional councils, wherever applicable.
- c. These guidelines shall come into effect from the date of their notification by the UGC. No retrospective benefit can be claimed by the students who have already done two academic programmes simultaneously prior to the notification of these guidelines.

**The above said guidelines are available on the CDOE Website.**

- vi) “The Scheduled Caste students of Haryana whose family income from all sources is up to Rs. 2.5 Lacs per annum as prescribed by the State Govt. for Post Matric Scholarship and who produces, at the time of admission, the “Caste” and "Income" certificates issued by the competent authority and updated Parivar Pehchan Patra (PPP). The eligible SC students can apply for the Post Matric Scholarship on the concerned portal i.e. <https://harchhatravatti.highereduhry.ac.in>.”.

Those students who have applied for above said Post Matric Scholarship and fulfil conditions:

- a. Applied for Post Matric Scholarship well in time.
- b. Are eligible for Post Matric Scholarship?
- c. Are eligible for the respective Programme?

**Note: 1. The above said guidelines are subject to the directions of Scholarship and SC/ST Cell of the University issued from time to time. The same will be notified on Centre for Distance and Online Education Website and be treated as final.**

## CHAPTER - VI

### Code, Duration, Mode and Medium for the Programme

Programme Code	Programme	Duration	Mode	Medium of Exam/Assignments
81	MBA	2 Years	Online Mode	English
82	M.Com.	2 Years	Online Mode	English
83	MCA	2 Years	Online Mode	English
84	M.A. (Mass Comm.)	2 Years	Online Mode	English or Hindi
95	Bachelor of Commerce (B.Com.) in Online Mode	3 Years	Online Mode	English
97	Diploma/Certificate in Computer Application	1 Year	Online Mode	English

#### NOTE:

1. student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programmes shall be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, therefore, will be as follows:
  - a) Time span =  $N+2$  years for the completion of programme.  
Where N stands for the normal or minimum duration prescribed for completion of the programme.
  - b) In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body of the University.
  - c) During the extended period, the student shall be considered as a private candidate and also not be eligible for ranking.
2. Ordinarily, no student will be given time beyond the extended period of two years. However, in exceptional circumstances and on the basis of the merits of each case, University can allow a student one more year for completion of the programme.
3. Further, the mercy chance, if any will be given within maximum duration of the programme as per UGC guidelines. In normal circumstances, only two chances will be given to pass re-appear examination.

# CHAPTER – VII

## Important Notes, General Information and Admission Process

### 7.1 About the Examination/Examination form

The examinations of all Programmes shall be held twice in a year, i.e., in the months of July-August and January- February or on such dates as may be fixed by the Controller of Examinations. The examination of re-appearing candidates of odd semesters will be held only with the odd semester examinations and the examinations for the candidates re-appearing in even semester will be held only with even semester examinations.

### 7.2 Reappear Schedule will be uploaded on the CDOE Website before commencement of examination.

#### Note:

- i) The candidates can submit their examination forms for re-appear/ improvement within 15 days without any late fee from the date of declaration of the result including the date of uploading of result on the website. However, thereafter late fees will be charged as per the schedule notified.
- ii) The University reserves the right to alter the schedule/ provisions whenever considered necessary.
- iii) The examination form and fee for re-appear, once deposited shall not be permitted to be withdrawn. Such examination fee is neither refundable nor adjustable for any other course or subsequent examination.
- iv) The Re-appear examination forms along with requisite fee and required documents are to be sent directly to the Deputy Registrar/Assistant Registrar (Results), Guru Jambheshwar University of Science & Technology, Hisar.

### 7.3 Instruction regarding Re-appear/Mercy Chance/Improvement forms.

- i) A candidate who gets Re-appear in one or more papers shall pay a fee of Rs.1200/- for the whole examination. A candidate have to fill online Re-appear form at the CDOE website and students can also fill their online Re-appear form on the direct link available in their online results at CDOE website i.e. <http://web.gjuonline.ac.in/distance/result.php> . A candidate who has been placed under re-appear in the more than one semester is required to apply separately for re-appear(s) on separate examination form meant for re-appear along with requisite fee.
- ii) Grant of mercy chance is allowed within maximum duration of programme i.e. N+2(where N stands for normal duration of course) to a student who got reappear and has availed two chances to clear the re-appear paper (s) of a particular semester. Such candidates will have to pay a fee of Rs.5000/- per paper subject to maximum of Rs.10000/- per semester, as the case may be and the candidate will have to appear in the examination as and when to be conducted for that particular semester. The schedule for filling examination form for mercy chance students will remain the same as notified from time to time for odd/even exams without late fee. **No application for mercy chance will be entertained after exhausting of examination schedule including maximum late fee.**
- iii) A candidate who has passed the final examination of this University and is desirous of improving his/her performance, will be allowed to appear in the end semester examinations (major tests) only as an ex-student in odd/even semester examinations, as the case may be twice, upto one year after the maximum period permissible N+2 (where N stands for normal duration of course). Those candidates who have taken Migration Certificate from this University will not be eligible for appearing in Improvement examination. Further, those eligible students who want improvement of “Division”/ “Score” after minimum duration of programme may apply with the recommendations of Director (CDOE) with normal fee as per notified schedule of examinations within permissible maximum duration of course.

After maximum duration (N+2), the candidates will have to pay a fee of Rs.5000/- per paper., subject to maximum of Rs.10000/- per semester/year, as the case may be and the candidate will have to appear in the examination as and when being conducting for that particular semester/year. The schedule for filling the examination form for improvement students will remain the same as notified from time to time for odd/even/annual exams without late fee. No application for improvement will be entertained after expiry of scheduled date of without late fee.

#### 7.4 i) Passing Criteria

Sr. No.	Name of Programmes	Passing Criteria
1.	Master of Computer Applications	Minimum pass percentage: 40% in external (Theory/Practical).
2.	Master of Arts (Mass Communication)	Minimum pass percentage: 40% in external (Theory/Practical).
3.	Master of Business Administration (MBA)	Minimum pass percentage: 40% in external (Theory/Practical).
4.	Master of Commerce (M.Com.)	Minimum pass percentage: 40% in external (Theory/Practical).
5.	Bachelor of Commerce (B.Com.)	Minimum pass percentage: 35% in external (Theory/Practical).
6.	Diploma/Certificate in Computer Application (DCA)	Minimum pass percentage: 40% in external (Theory/Practical).

**Note:** The scheme of internal and external marks will be will be of 70:30

- ii) A candidate who fails or remains absent in one or more papers of any semester examination, i.e., odd/even of any course will be eligible to re-appear in the exams as per clause 7.1, if otherwise eligible. The result of the candidates who have passed the course shall be classified in the divisions as under on the basis of aggregate marks obtained in all the examinations and the division obtained by the candidate shall be stated in his/her degree:
- a) Those who obtain 60 % or more marks --- First Division
  - b) Those who obtain 50% or more but less than 60% marks --- Second Division
  - c) Those who obtain less than 50% marks --- Third Division
  - d) Candidates who pass all the exams in the first attempt and within the minimum duration of the course by obtaining 75% or more marks of the total aggregate shall be declared to have “Passed with Distinction”.

**OR**

**In case of Credit Based System Programme :** A candidate securing 85% and above will be awarded A<sup>+</sup> grade with “Distinction”.

- 7.5 i)** The schedule for submitting Training report / Dissertation /Production Portfolio wherever applicable as per guidelines to be circulated by the Centre for Distance and Online Education is as follows:

Programme	Title of Report	Semester	Last Date of Submission
MBA	Summer Internship and Seminar	3 <sup>rd</sup>	30 <sup>th</sup> June after 2 <sup>nd</sup> semester.
MCA	Industrial Training Report	3 <sup>rd</sup>	Four to Six weeks training will start at the end of 2 <sup>nd</sup> sem and Training Report will submit upto 31 <sup>st</sup> May after 2 <sup>nd</sup> semester
MCA	Synopsis	4 <sup>th</sup>	30 <sup>th</sup> September every year without late fees.

MCA	Project Work	4 <sup>th</sup>	30 <sup>th</sup> November every year.
DCA	Synopsis	2 <sup>nd</sup>	31 <sup>st</sup> August every year without late fees.
DCA	Project Work	2 <sup>nd</sup>	30 <sup>th</sup> November every year.
M.A. (Mass Communication)	Media Writing-II	1 <sup>st</sup>	Students will upload the portfolio on the student portal before the assigned date of online viva. The date and link for online viva will be shared with the students through e-mail. No student will be allowed to appear for the viva without the portfolio.
M.A. (Mass Communication)	Media Writing-IV	2 <sup>nd</sup>	Students will upload the portfolio on the student portal before the assigned date of online viva. The date and link for online viva will be shared with the students through e-mail. No student will be allowed to appear for the viva without the portfolio.
M.A. (Mass Communication)	Dissertation	3 <sup>rd</sup>	Synopsis will be uploaded till 30 <sup>th</sup> April without late fees and Dissertation will be uploaded till 31 <sup>st</sup> July. No student will be allowed to appear for the viva without the Dissertation.
M.A. (Mass Communication)	Special Paper -III	3 <sup>rd</sup>	Students will upload the portfolio on the student portal before the assigned date of online viva. The date and link for online viva will be shared with the students through e-mail. No student will be allowed to appear for the viva without the portfolio.
M.A. (Mass Communication)	Special Paper -V	4 <sup>th</sup>	Students will upload the portfolio on the student portal before the assigned date of online viva. The date and link for online viva will be shared with the students through e-mail. No student will be allowed to appear for the viva without the portfolio.
M.A. (Mass Communication)	Special Paper -VI	4 <sup>th</sup>	Students will upload the portfolio on the student portal before the assigned date of online viva. The date and link for online viva will be shared with the students through e-mail. No student will be allowed to appear for the viva without the portfolio.

M.A. (Mass Communication)	Comprehensive Viva	4 <sup>th</sup>	Students will upload the portfolio on the student portal before the assigned date of online viva. The date and link for online viva will be shared with the students through e-mail. No student will be allowed to appear for the viva without the portfolio.
M.A. (Mass Communication)	Internship Viva	4 <sup>th</sup>	30 <sup>th</sup> October without late fees. Students must upload their Internship report on student's portal before appearing for the viva. No student will be allowed to appear for the viva without the Internship report.

**Note:**

- i) The students of above mentioned programmes are required to submit their Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio duly complete in all respects upto the dates mentioned against each without late fee. Thereafter, these shall be accepted with late fee of Rs.1000/- up-to one month by the Director (CDOE). However, in exceptional cases, the Director (CDOE) may allow a candidate to submit his/her Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio with late fee of Rs.2000/- up-to next one month only. If a candidate still fails to submit the same, he/she will be treated as "absent" and will be treated a re-appear case. He/she can apply for re-appear within the time period permissible under the rules.
- ii) For supplementary examinations, student have to submit the Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio alongwith reappear form up-to 15 days from the last date of apply for reappear examination with maximum late fee. In case the student fails to submit the same within duration, the same will be accepted with the approval of Director (CDOE) alongwith late fee of Rs.1000/- upto one month and with late fee of Rs. 2000/- upto next one month from the last date of apply for reappear examination with maximum late fee. If a candidate still fails to submit the same within duration with late fee of Rs. 2000/-, he/she will be treated as "absent" and he /she can apply for re-appear for next session within the time period permissible under the rules.

## 7.6 ABOUT ONLINE ADMISSION FORM

- i) Incomplete admission form, in any respect and without requisite fee will be summarily rejected. The students seeking admission must ensure that they are eligible for taking admission. In case of any doubt they can consult the Centre for Distance and Online Education before submission of admission form.
- ii) All the admissions are made online by filling Online Admission Form. The procedure of filling the online application form is a four step procedure, which is mentioned below:

### STEP ONE: Create ABC ID

### STEP TWO: Create UGC/DEB ID

**STEP THREE: CANDIDATE REGISTRATION:** Click the registration form and fill the necessary details like: Name of Candidate, Father's Name, Date of Birth, Category, Name of Programme etc. by paying the pre-requisite registration cum application form fees.

**STEP FOUR: PAYMENT OPTION:** Registered candidate may deposit fee by any of the following modes of payment:

- a. NET BANKING
- b. DEBIT CARD
- c. CREDIT CARD
- d. UPI PAYMENT

**STEP FIVE: FILLING OF APPLICATION FORM:** After Registration and depositing of fee, registered candidate may fill the complete application form with all the fields given in the form.

**UPLOADING DOCUMENTS:** The following scanned documents (all documents /image/signature should be in “jpg”, “peg” (format only) are to be uploaded:

- a) 10<sup>th</sup> Mark Sheet (for the purpose of proof of Name of candidate, Date of Birth, Father’s and Mother’s Name etc.) not greater than 500kb.
- b) 12<sup>th</sup> Mark Sheet not greater than 500kb.
- c) Mark sheet of qualifying exam along with degree of lower examination, if any, not greater than 500kb.
- d) Photograph of candidate (should not be greater than 75kb) and Maximum size (Width 132px Height 170px) Minimum Size (Width 102px Height 140px).
- e) Signature of candidate (should not be greater than 50kb) and Maximum size (Width 210px Height 80px) Minimum Size (Width 150px Height 50px).
- f) Proof of fee concession, if applicable not greater than 500kb.
- g) Caste Certificate, if applicable, not greater than 500kb.

**STEP SIX: GENERATING PREVIEW:** After uploading the document, a preview of the complete application will be generated. If necessary, academic information can be edited before locking.

**LOCK FORM TO GENERATE ENROLLMENT NO. AND ADMISSION LETTER:** Finally the application form is locked to generate enrolment No. and admission letter.

- iii) The student have to lock the admission form and complete the admission process upto the last date of admission.
- iv) The admission form will be locked automatically thereafter. The admission form will be unlocked after above said stipulated time with a fine of Rs. 500/- with the permission of Director (CDOE) within 15 days thereafter. In case of additional documents required to be uploaded after locking of admission form a fine of Rs. 500/- will be charged.
- v) The candidate appearing in the qualifying examination and whose result has not yet been declared may apply for admission to various programmes as per schedule of admissions, subject to the condition that the candidate will have to produce an evidence of passing the qualifying examination by 15.05.2025, candidate failing which their candidature for admission will be treated as cancelled and he/she will be treated as ineligible. No request after this date will be entertained.
- vi) Students have to get their original certificates verified online by the respective Programme coordinator. The last date for verification of original documents is 15.05.2025 for all the programmes. After this date, a late fee of Rs. 500/- will be charged before 15 days of the commencement of the examinations. **Thereafter the candidature of the candidate will be treated as cancelled.** In genuine cases, the candidature can be restored with the recommendations of the Director, Centre for Distance and Online Education with a fine of Rs. 1000/-.

**NOTE:** In case the student will upload the attested document from 1<sup>st</sup> Class Gazetted Government Officer then there is no need of original document verification.

- vii) Submission of fee and submission of assignment does not mean that a candidate is eligible for that particular course in which he/she has applied.
- viii) The University reserves the right to change the programme curriculum whenever it will be felt that the change/modification could best serve the interest of the students and the potential employers.
- ix) Suppression of any information or furnishing any false information by a candidate will lead to immediate cancellation of his/her admission at any time. In such cases, fee paid shall not be refunded.
- x) For change of address, the Centre for Distance and Online Education should be informed at least 4 weeks in advance to avoid any misplacement or any other correspondence.
- xi) The information given is an indication of the University's plans as on date of publication of this document. Details can be modified from time to time for academic and operational reasons. The students will be governed by latest regulations applicable to them during academic year.
- xii) In the event of any inconsistency in the rules framed for admission or in the event of any clarification with respect to the above said rules/instructions, the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice-Chancellor shall be final. The Vice-Chancellor is also competent to remove any inconsistency and decide as to which provision shall take precedence over the other.
- xiii) Any legal dispute relating to admission of a student will be subject to jurisdiction of the courts at Hisar only.
- xiv) The eligible students who have paid their first installment of fees will be informed of their enrolment numbers (which will also be mentioned on the Identity Card). This enrollment No. will remain same and will continue for the entire duration of the programme. The same number will be used as examination Roll Number of the student. Duplicate enrolment card will be issued by the Centre for Distance and Online Education only on payment of Rs. 500/-.
- xv) There is no bar of passing of any paper for promotion to 2nd and subsequent years/semesters. However, the total duration to complete the course will be as per Chapter VI.

## **7.7 CHANGE OF PROGRAMME/SUBJECT/SPECIALIZATION**

The candidates are advised to check their eligibility and then apply for the concerned programme.

- i) In case student wants to Change his/her programme, he/she can change his/her programme with a fee of Rs. 1000/- alongwith balance fee, if any within 07 days after last date of admissions. If the balance fee after change of programme is excess then the same will be forfeited.
- ii) In case student wants to Change his/her subject/specialization opted (where ever applicable). He/She can change his/her subject/specialization with a fee of Rs. 1000/- within 07 days after last date of admissions.

NOTE: In case of MBA student has to opt his/her specialization: 15 days before commencement of examination of 2<sup>nd</sup> semester otherwise above said Clause will be applicable for the same.

## **7.8 INTER UNIVERSITY MIGRATION CERTIFICATE**

The students passing out various final examinations seeking inter University migration certificate may apply on the proforma provided in the prospectus (Annexure-III). For this purpose, the proforma duly filled



in along with fee of Rs.1000/- is to be deposited through Miscellaneous Fees on CDOE website at the link <http://web.gjuonline.ac.in> and attested copies of DMC of last / final examination passed may be sent to the Centre for Distance and Online Education. In case original migration certificate is lost, the application for duplicate migration certificate along with fee and affidavit from 1st Class Magistrate is required.

## 7.9 RE-EVALUATION

- i) A candidate may apply for re-evaluation on the prescribed form as given in the Prospectus (Annexure-II) along with the uploaded/original D.M.C. and the requisite fee of Rs.600/- per paper within 15 days. Provided that the Controller of Examinations in hard and exceptional cases, may permit, with a late fee of Rs.1100/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 30 days of the uploaded/original DMC of same. No re-evaluation form will be accepted thereafter under any circumstances.
- ii) The re-evaluation forms along with uploaded/original Detailed Marks Card (DMC) and a photocopy of the original DMC and requisite fee of Rs.600/- per paper is to be deposited through Miscellaneous Fees on CDOE website at the link <http://web.gjuonline.ac.in> along with fee receipt are to be sent directly to the Deputy Registrar / Assistant Registrar (Secrecy), Guru Jambheshwar University of Science & Technology, Hisar.

## 7.10 MISCELLANEOUS INFORMATION

- i) Various miscellaneous Fees related to examination: (if any changes in Fees, Contact to Exam. Branch)

Name of Certificate	Fees (₹)
Issue Transcript	500/- per document (DMC/Degree/Certificate)
Provisional Degree Certificate (PDC)	500/-
Duplicate DMC	500/- per DMC
Duplicate Degree	700/- per Degree
Rectification in DMC	500/- per rectification
Rectification in Degree	200/- up to 3 months 600/- after 3 months
Issue of Confidential Result	600/-
Result Verification	700/-
Eligibility Fee in case of Foreign student	2000/- for UG Courses 3000/- for PG Courses
Backlog Certificate if to be issued by the University)	1000/-
2nd time Issuing Duplicate DMC/Degree	1000/- (along with an affidavit issued by 1st Class Magistrate)
UMC Reconsideration Fee	500/-

- ii) For not eligible candidates, 50% fee of first installment is to be refunded. In case he/she has deposited fees more than first installment then full fee will be refunded except 50% of the 1<sup>st</sup> installment.
- iii) The candidates who have passed the qualifying examination in more than one part, say first year, second year etc. shall be required to send original certificates and attested copies certificates /DMC/Degree of all the parts instead of only the final year of degree.
- iv) In case, it is noticed at any stage, that any bogus certificate/information was submitted by a candidate, his/her candidature shall stand cancelled and degree/diploma/marks sheet, if already issued will be withdrawn and the candidate will be liable to be prosecuted.
- v) After the declaration of the result, DMC of candidates will be sent by Registered Post. In case of RL (Result Late) or has been declared provisional or cancelled etc. for any reason, the candidate is advised to approach the University immediately with the relevant document to enable the University to take further necessary action accordingly.

- vi) No admission even "Provisional" shall be made on the basis of certificates issued by the principal of the College/School. Admissions are to be made only on the basis of certificates issued by a recognized Board/University.
- vii) Candidates will have to ensure the filling of registration form, payment of fee, filling of application form, uploading of requisite scanned documents and locking of application form as mentioned in the prospectus, failing which they will themselves be responsible for the consequences including withholding the enrolment-cum-Identity card for appearing in the University examinations.
- viii) No fee shall be accepted in the form of money order or cheque. However, the candidates can deposit the fee on the University website by online mode of payment (Net-banking/Credit card/ Debit Card).
- ix) All correspondence relating to submission of re-appear examination form, re-evaluation form and removal of discrepancy if any, in Degree/Diploma/Certificate/DMC etc., should be addressed to the Controller of Examinations, GJUS&T, Hisar.
- x) **The issue of E-content/E-tutorial/ submission of assignments, if any, subject to checking of eligibility after receipt of admission forms along with fees shall not constitute the basis for claiming admission in a particular programme. If a candidate fails to submit the proof of eligibility within the stipulated period or is found ineligible for admission at a later stage, his/ her admission will be cancelled irrespective of the issuance of E-content/E-tutorial/ submission of assignments etc.**
- xi) The result of all the programmes will be uploaded on the website of Centre for Distance and Online Education: [www.dde.gjust.ac.in](http://www.dde.gjust.ac.in) as soon as it is declared. The students are advised to visit the website of Centre for Distance and Online Education regularly.
- xii) **All the assignments will be uploaded on the Centre for Distance and Online Education's website. The candidate are advised to upload the two handwritten assignments within the stipulated time given in the prospectus (Chapter- VIII).**
- xiii) The Chief Secretary to Govt. Haryana, Chandigarh conveyed the instructions vide letter No. 22/129/2013-1GS III dated 16.07.2014 regarding prescribing minimum eligibility qualification for the various courses for reserved candidates as per the procedure in compliance of the judgment of Hon'ble Supreme Court passed in CWP No. 7084/2011 for  

“A General candidate requires to have 50% marks, then as per Govt. instructions by giving 5% relaxation, the minimum eligibility marks for a reserved caste candidate should be calculated as under:-  
 Out of 100 marks needs to less = 5  
 Out of 1 Marks needs to less = 5/100  
 Out of 50 marks needs to less = 5/100 x 50 = 2.50  
 This way minimum less marks where general category candidates are required to have 50% in a prescribed qualification, the total required marks for a reserved candidates will be 50 – 2.50 = 47.50 and not 45.”

# CHAPTER - VIII

## DOUBT CLASSES AND ASSIGNMENT SCHEDULE

The Centre for Distance and Online Education will provide study material in the form of E-content/E-tutorial through LMS portal.

Doubt Classes will be arranged for each of the programme by the respective Programme Coordinator(s) in Online Mode. Mode of Doubt Classes will be notified with final schedule after taking approval from the competent authority. Theory/Practical teaching as per requirements will be provided to the students by the subject experts. The final Doubt Classes schedule will be notified on CDOE website. It is mentioned that 75% attendance in Doubt Classes is compulsory for appearing in final examinations. The track record of attendance will be counted on basis of the access of E-content/E-tutorial on LMS portal by the student

<b>Name of Programme(s)</b>	<b>Tentative Schedule of Doubt Classes (during following dates of the concerned year)</b>	<b>Contact details of concerned Programme Coordinator</b>
Master of Business Administration (MBA)	March/April (Odd) November/December (Even)	poonamkaushik@gjust.org ddeonlinemba@gjust.org
Master of Commerce (M.Com.)	March/April (Odd) November/December (Even)	ddemcom@gjust.org
Bachelor of Commerce (B.Com.)	March/April (Odd) November/December (Even)	programmebcom55@gmail.com rakesh.ddeonline@gmail.com ddeonlinebcom@gjust.org
Master of Arts (Mass Comm.)	March/April (Odd) November/December (Even)	dde.masscommunication@gmail.com
Master of Computer Applications (MCA)	March/April (Odd) November/December (Even)	mcaonline24@gmail.com
Diploma/Certificate in Computer Application	March/April (Odd) November/December (Even)	<a href="mailto:onlinedca.cdoe@gmail.com">onlinedca.cdoe@gmail.com</a>

**NOTE:** Tentative schedule of Doubt Classes of Diploma/Certificate Programme will be displayed on the CDOE website.

### **ASSIGNMENT SUBMISSION SCHEDULE**

<b>Semester/ Annual</b>	<b>Without late fees</b>	<b>With late fee of Rs.500/-</b>
Odd	31 <sup>st</sup> May	30 <sup>th</sup> June
Even	31 <sup>st</sup> January	28 <sup>th</sup> /29 <sup>th</sup> February

**NOTE:** The students have to upload two internal handwritten assignment of each theory paper of 30% weightage in the stipulated time period mentioned above. Questions of Assignments will be available on the LMS portal (<https://ddegjustonline.ac.in/>). It is the sole responsibility of the student to download the question paper of the assignment and upload the solved assignments online as per above mentioned schedule.

In case, if a student does not upload the internal assignment within the stipulated date, then he/she will be awarded internal assessment proportionally by the Examination Branch on the basis of marks obtained in the respective paper of the final external examination (provided the student pass the External Examination). Same will also be applicable in case of reappear.

Thereafter, there is no provision of improvement in the internal assessment.

# CHAPTER– IX

## ACADEMIC YEAR PLANNER-(2025-26)

Academic calendar			
Sr. no	Name of Activity	Tentative Month-wise Schedule	
		Odd	Even
1.	Admissions	February-March	
2.	Examinations	July- August	January-February
3.	Declaration of results	November-December	May-June
4.	Tentative Schedule of Doubt Classes		
		Odd	Even
a.	MASTER OF COMPUTER APPLICATIONS (MCA)	March-April	Nov-Dec
b.	MASTER OF BUSINESS ADMINISTRATION( MBA)	March-April	Nov-Dec
c.	M.A. (MASS COMM.)	March-April	Nov-Dec
d.	BACHELOR OF COMMERCE (B.COM.)	March-April	Nov-Dec
e.	MASTER OF COMMERCE (M. Com)	March-April	Nov-Dec
f.	DIPLOMA IN COMPUTER APPLICATION (DCA)	March-April	Nov-Dec



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY, HISAR**  
**APPLICATION FORM FOR INTER-UNIVERSITY MIGRATION CERTIFICATE**

- (i) All the particulars should be filled in by the candidate himself/herself.  
(ii) Read instructions carefully on overleaf before filling in this form.  
(iii) No person is entitled to apply on behalf of another person or to receive the migration Certificate.  
(iv) The office will not be responsible for any delay, if the form is found incomplete.
1. Name of the applicant(Block Letters)  
.....
  2. Father's Name (Block Letters).....
- (Spellings of Name & Father's Name should be same as shown in Students Identify Card/Detailed Marks Card (DMC))
3. Registration / Enrolment No.....
  4. Particulars of Last Examination: -  
Name of Exam..... Session/Year.....  
Roll/Enrollment No..... Result.....

**IMPORTANT NOTE**

ATTESTED/PHOTOSTAT COPY OF THE CERTIFICATE OF LAST EXAMINATIONS ALONG WITH THIS MIGRATION FORM MUST BE SENT TO THE DY. REGISTRAR/DIRECTOR (CDOE), GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

5. Whether disqualified by this University; if so give the following particulars: -  
(i) Examination in which disqualified .....Session/Year .....Roll no.....  
(ii) Period for which disqualified .....
  6. Name of institute / college, if still on roll.....  
Class.....Roll No.....
  7. Name of Study Centre last attended .....  
Year/Session.....Class.....Roll No .....
  8. Name of the University to which the applicant wants to migrate  
.....
  9. Name of Institution/College where the applicant has joined/intends to join .....  
Class..... Roll No..... Academic session.....
  10. Fee remitted Rs.....(a) Transaction ID/ No .....  
(Also attach original Receipt)
  11. PostalAddress:  
.....  
.....
- I solemnly declare that: -
- (i) The particulars filled in by me are correct and nothing has been concealed.
  - (ii) I did not appear in any other examination thereafter from this University.
  - (iii) In case of re-appear I will not appear in the re-appear, subject to the last examination from Guru Jambheshwar University of Science & Technology, Hisar.
  - (iv) I shall be responsible for the consequences if the above statements are found incorrect.

Dated.....

(Signature of the applicant)

**FOR OFFICE USE**

Form and particulars in the M.C. No..... Dated: .....  
M.C. Checked ..... M.C. Signed and may be issued .....  
Fee received entered in the register. Issue of M.C. is in order

Dealing Official

Assistant

Supdt. (CDOE)

Dy. Registrar (CDOE)

## INSTRUCTIONS

1. All the required particulars should be carefully filled in by the applicant. The office will not be responsible for any delay in case the form is incomplete.
2. (a) Inter University Migration Certificate/Duplicate Migration Certificate Fee Rs.1000/-  
Link for payment: <https://web.gjuonline.ac.in/miscellaneousFees/>  
(b) Cancellation Fee of Migration Certificate Rs. 200/-
3. Migration Fee once paid is not refundable in any case.
4. Attested/Photostat copy of the certificate of last examination passed/failed must be sent along with this form by the applicant.
5. Migration Certificate to the students who have taken any examination from this University will be issued after the declaration of their result.
6. Under the rules, Inter-University Migration Certificate shall be issued to those candidates who are already registered with this University.
7. In all correspondence with the University till the receipt of Migration Certificate. Name, Father's Name, Registration No., particulars of last examination passed/failed or appeared, the Bank Challan No. and date of the Migration fee must be quoted.
8. Any concealment of facts is an offence and the candidate shall be held responsible for consequences.
9. In case original migration certificate is lost the application for duplicate migration certificate along with fee and affidavit from First Class Magistrate is required.



## FORM FOR RE-EVALUATION OF ANSWER-SCRIPTS

(To be filled in Candidate's own handwriting and submitted along with requisite fee and original/downloaded DMC in the office of the Controller of Examinations within 15 days.)

SECURITY BRANCH DIARY NO. & DATE**		RE-EVALUATION**
No.....Date.....		CASE NUMBER .....
Particulars of fee @ Rs.600/- (Per Answer book)	Amount/Value (In Rs.) .....	Payment ID No. & Date .....

- Name of Applicant .....
- Father's Name .....
- Name of Examination.....
- Year & Session .....
- Semester.....
- Roll No. ....
- Subject and paper(s) in which re-evaluation is applied/desired: -

Paper/Subject	Paper Code as Printed On the top of Q. Paper	Marks Obtained
i) .....	.....	.....
ii) .....	.....	.....
iii) .....	.....	.....
iv) .....	.....	.....
v) .....	.....	.....
vi) .....	.....	.....

- Specimen of handwriting of applicant in the language in which the answer-book(s) has/have been written (Write at least two sentences in own handwriting)

.....  
 .....  
 .....

Address (in capital letters) .....

.....  
 e-mail..... Phone No. with STD Code / Mobile No. ....

- For Office use (EDP Cell / Secrecy Branch)

Paper / Subject	I.D.	Marks Obtained	Answer Book Code	Signature
-----------------	------	----------------	------------------	-----------

**UNDERTAKING:**

I (Applicant) solemnly affirm and declare that the above facts are true to the best of my knowledge and belief and I will be responsible for any kind of discrepancy in it. Further the re-evaluation result (favorable or not) will be binding upon me and in case of any dispute the decision of the University authorities will be final.

Dated: .....

(Signature of the Applicant)

**LIST OF DOCUMENTS ATTACHED:**

- Original Fee receipt Bank Draft : Yes / No
- Original Detailed marks Card : Yes / No

\*Tick mark the relevant: \*\* for office use

**Note: Candidate may read instructions carefully before applying for re-evaluation at overleaf/next page.**



## **INSTRUCTIONS FOR RE-EVALUATION**

### **(Subject to Change)**

1. A candidate may apply for re-evaluation on the prescribed form, along with the uploaded/ original DMC, a photocopy of the original Detailed Marks Card (DMC) & requisite fee, within 15 days. The Controller of Examinations in exceptional cases, may permit, with a late fee of Rs.1100/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 30 days of the dispatch of DMC. No re-evaluation form will be accepted thereafter under any circumstances.
2. Re-evaluation will be permitted only for the theory examinations conducted by this University.
3. No re-evaluation is allowed for examinations in Practical/Viva-Voce/Training Report/Project Report etc. or any other paper wherein there is a joint evaluation by two examiners.
4. University will not be responsible for postal delay in receipt of the form from the candidate.
5. Application form once submitted may be withdrawn on written request in respect of one or all papers applied for re-evaluation provided that the answer-books have not been sent to the re-evaluator. No fee refund, however, will be permissible under such a situation.
6. (a) The re-evaluation fee is Rs.600/- per answer book.  
(b) It should be in favor of Registrar, Guru Jambheshwar University of Science & Technology, Hisar & payable at Punjab National Bank, G.J.U.S.&T., Hisar.
7. On a written request, a candidate may be permitted to see his/her re-evaluated answer- books for identification purpose only. Such request should be submitted, along with a fee of Rs.100/- per answer-book, within 15 days of the communication of re-evaluation result.
8. Ignorance of the title/codes of any paper shall not be accepted as plea for wrong entry in the application form.
9. Incomplete application forms, deficient in fee shall be rejected and no refund of fee is permissible under such a situation.
10. In case of any clarification/ambiguity, the power to interpret the rules vests with the Vice-Chancellor and in case of any dispute the decision of the Vice-Chancellor will be final and binding.
11. The candidates should plan their future programme of taking examination/admissions in accordance with their original result already communicated by the university till it is actually superseded by the re-evaluation result. The university does not take any responsibility of any consequence arising out of the delay in completion of the process of re-evaluation and declaration of re-evaluated result. The university shall also not be responsible if the re-evaluation result of any candidate is delayed for some mistake/discrepancy found in the original evaluation/re-evaluation of the answer book.
12. All disputes are subject to the jurisdiction at Hisar.
13. BEFORE SUBMITTING THE RE-EVALUATION FORM IN THE UNIVERSITY OFFICE THE STUDENTS ARE ADVISED IN THEIR OWN INTEREST TO RETAIN SUFFICIENT ATTESTED PHOTO COPIES OF ORIGINAL D.M.C. FOR ACADEMIC PURSUITS OR FOR SEEKING JOB OPPORTUNITIES ANY WHERE ETC.

**SCHEDULED CASTE CERTIFICATE**

Certified that Mr./Ms.....Son/daughter of Shri.....resident  
of.....village/ town..... Tehsil.....District..... of Haryana belongs to .....  
Caste, which is recognized as a Scheduled Caste/ Scheduled tribe under the Constitution (Scheduled Castes) order, 1950.

Signature of the issuing authority

Full Name.....

Designation.....  
(with legible seal)

Place \_\_\_\_\_

Date: \_\_\_\_\_

**Issuing Authority: Tehsildar-cum-Executive Magistrate, Naib Tehsildar-cum-Executive Magistrate.**

**BACKWARD CLASS CERTIFICATE****BLOCK 'A' OR 'B'**

Certified that Mr./Ms.....son/daughter of Shri..... resident of ..... village/ town .....Tehsil .....District ..... of Haryana belongs to ..... Caste which has been notified as Backward Class by the Haryana Government and is placed in Block\_\_\_\_\_ (mention Block-A or B) . Further, certified that he/she is not covered in Creamy Layer (Reference from the Chief Secretary, Haryana letter No. 1170-SWL1-95 dated 07.06.1995 & No. 52/17/95-6GSI dated 03.10.1996 and No. 22/36/2000 3GSIII dated 09.08.2000& No.213-SW(1)-2010 dated 31.08.2010, Haryana Govt. instructions No. 59SW(1)-2013 dated 24.01.2013 and 808-SW(1) dated 17.08.2016).

Signature of the issuing authority

Full Name.....

Designation.....

(with legible seal)

Place \_\_\_\_\_

Date: \_\_\_\_\_

**Note: The applicant shall submit an affidavit that he/she falls/ does not fall in creamy layer)**  
**Issuing Authority: Tehsildar-cum-Executive Magistrate, Naib Tehsildar-cum-Executive Magistrate.**

## LIST OF FAKE UNIVERSITIES

**State-wise List of fake Universities declared by the University Grants Commission taken from UGC website [www.ugc.ac.in](http://www.ugc.ac.in) dated 29<sup>th</sup> May, 2024.**

Sr No	State	University Name
1	Andhra Pradesh	Christ New Testament Deemed University, #32-32-2003, 7th Lane, Kakumanavarithoto, Guntur, Andhra Pradesh-522002 and another address of Christ New Testament Deemed University, Fit No. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh-522002
2	Andhra Pradesh	Bible Open University of India, H.No. 49-35-26, N.G.O's Colony, Visakhapatnam, Andhra Pradesh-530016
3	Delhi	All India Institute of Public & Physical Health Sciences (AIIPHS) State Government University, Office Kh. No. 608- 609, 1st Floor, Sant Kripal Singh Public Trust Building, Near BDO Office, Alipur, Delhi
4	Delhi	Commercial University Ltd., Daryaganj, Delhi.
5	Delhi	United Nations University, Delhi
6	Delhi	Vocational University, Delhi
7	Delhi	ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi
8	Delhi	Indian Institute of Science and Engineering, New Delhi
9	Delhi	Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033
10	Delhi	Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi
11	Karnataka	Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka
12	Kerala	St. John's University, Kishanattam, Kerala
13	Kerala	International Islamic University of Prophetic Medicine (IIUPM), Kunnamangalam Kozhikode, Kerala
14	Maharashtra	Raja Arabic University, Nagpur, Maharashtra
15	Puducherry	Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry-605009
16	Uttar Pradesh	Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh
17	Uttar Pradesh	Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh
18	Uttar Pradesh	Bhartiya Shiksha Parishad, Bharat Bhawan, Matiyari Chinhat, Faizabad Road, Lucknow, Uttar Pradesh – 227 105
19	Uttar Pradesh	Mahamaya Technical University, PO - Maharishi Nagar, Distt. Gb Nagar, Opp. Sec 110, Sector 110 , Noida - 201304
20	West Bengal	Indian Institute of Alternative Medicine, Kolkatta.
21	West Bengal	Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta - 700063

**Note: Before finalizing the admissions, the updated list of recognized examinations of Board of School Education, Haryana Bhiwani /other boards / Universities is/are also required to be consulted**

# CHAPTER– XI

## Online Certificate Courses

### COLLABORATION WITH HARYANA KNOWLEDGE CORPORATION LIMITED (HKCL)

Centre for Distance and Online Education, GJUS&T Hisar started 32 online skill development courses in collaboration with Haryana Knowledge corporation Limited (HKCL), designed to develop learners to take up specific industry roles in various sectors of the economy.

IT Enabling Certificate Programme			
Sr. No.	Course Name	Duration (in hours)	Course Fees (in Rs.)
1	Certificate in Information Technology (HS-CIT)	132	4500/-
2	HS-CIT (A) (Haryana State Certificate in IT Applications)	6 Months (240 hours)	9000/-
3	HS-CIT (A+) (Haryana State Certificate in IT Advanced Applications)	1 Year (480 hours)	18000/-
Front Office & Back Office Career Track Courses			
1	Certificate in English Communication & Soft Skills	120	4500/-
2	Certificate in Data Entry and Data Management	120	4500/-
3	Certificate in Office Assistance	120	4500/-
Accounting Career Track Courses			
1	Certificate in Financial Accounting	120	4500/-
2	Certificate in Advanced Accounting	120	4500/-
3	Certificate in Advanced Excel	120	4500/-
4	Certificate in Advanced Tally (with latest version of Tally Prime)	120	4500/-
5	Certificate in Banking, Financial Services and Insurance (BFSI)	120	4500/-
6	Certificate in Retail Management	120	4500/-
IT Hardware & Networking Career Track Courses			
1	Certificate in IT Network Support	120	4500/-
2	Certificate in IT Desktop & Hardware Support	240	9000/-
3	Certificate in IT Security Support	120	4500/-
Designing Career Track Courses			
1	Certificate in Photo Editing	120	4500/-
2	Certificate in Coral Draw (DTP)	120	4500/-
3	Certificate in Adobe (DTP)	120	4500/-
4	Certificate in Graphic Designing	120	4500/-
5	Certificate in Web Designing	120	4500/-
6	Certificate in Video Editing	120	4500/-
7	Certificate in AutoCAD	120	4500/-
Programming Career Track Courses			
1	Certificate in C & C++ Programming	120	4500/-
2	Certificate in Java	120	4500/-
3	Certificate in Python	120	4500/-
4	Certificate in PHP	120	4500/-
5	Certificate in Database Management System (DBMS)	120	4500/-
6	Certificate in Data Structures using C and C++	120	4500/-

7	Certificate in HTML with CSS	120	4500/-
8	Certificate in C#	120	4500/-
<b>Entrepreneurship Career Track Courses</b>			
1	Certificate in Digital Freelancing	60	2250/-
2	Certificate in Social Media Marketing	60	2250/-

### **Schedule of Admission (Month of Admission)**

Jan.-2025, April-2025,  
July-2025 and Oct.-2025.

### **Objective of these Certificate Courses**

These certificate courses provide essential skills at both basic and advanced levels, helping learners build the competencies needed for employment and career growth.

The courses focus on knowledge-based skills aligned with emerging technologies, market demands, and job roles, ensuring readiness for the modern workplace. They also emphasize social behavior, self-confidence, and a growth mind-set, preparing learners to succeed as employees or entrepreneurs in the 21st-century job market.

### **Highlights of Online Track Courses**

- HS-CIT(A) and HS-CIT(A+) holds an esteemed status in the government sector, as it has been granted exemption from the State Eligibility Test in Computer Appreciation and Application (SETC) Part I, rendering it a coveted qualification in the realm of computer literacy and application.
- Pursue these courses alongside your regular degree programs.
- Learn from certified professionals with expert guidance.
- Access courses anytime, anywhere, through a user-friendly LMS platform.
- Enjoy eLearning-based self-paced sessions.
- Sequential learning, ensuring step-by-step skill development.
- Gain practical experience with hands-on practice sessions.
- Undergo evidence-based assessments to validate your skills.
- Take exams conveniently from home or any location with internet access.
- Receive personalized support throughout the journey.
- Joint Certification by CDOE, Guru Jambheshwar University and HKCL.

### **Important Instructions Regarding Online Skill Development Certificate Courses**

Website: [gjuskillcourses.hkcl.in](http://gjuskillcourses.hkcl.in)

**Before filling the Registration cum Admission form, students are advised to follow the Instructions given below:**

1. Read all the instructions given in the prospectus and on the admission portal carefully before filling the admission form.
2. The students can take admission in multiple certificate courses at a time.

3. While filling up the form please make sure of spellings of your name, name of your father. In case of spelling mistakes, the spelling mistakes will not be entertained later and the same will be printed on your admit card as well as final certificate.
4. The students are advised to provide the correct postal address/correspondence address as well as their own operational mobile number and Email ID as all the information related to their certificate course will be sent on their registered Mobile Number and Email ID. The CDOE or HKCL will not be responsible for non-receipt of SMS due to activation of DND services in the student's Mobile or non-supply of correct mobile number.
5. The certificate course once chosen by the student will not be changed in any circumstances.
6. The Registration fee as well as full course fee, once paid is neither refundable nor adjustable for any other certificate course.
7. The candidates can deposit the fee by online mode of payment. No fee shall be accepted in the form of a money order or cheque.
8. In case of any doubt or query, either read the prospectus or mail us at [gjuskillicourses@hkcl.in](mailto:gjuskillicourses@hkcl.in).
9. Students are advised to contact at the given mail id, in case of any issue throughout the filling of application form/ fee payment or course duration.
10. After the declaration of the result, Mark sheet/Certificate of candidates will be sent by Registered Post.
11. The students are advised to visit this portal on regular basis for any update related to the courses.
12. After enrolling in the course, students will receive personalized support throughout their course journey.

### **Eligibility**

1. The admission to these certificate courses is open to all candidates with minimum 12<sup>th</sup> Standard passed in any discipline.

### **Admission Process**

1. Complete the registration cum admission form and pay the registration fee. Upload the necessary documents to the portal, following the guidelines provided.
2. The university will review the uploaded documents and confirm eligibility within 3-4 working days.
3. Upon approval of the documents, students can proceed with the further admission process through their respective logins and pay the full course fee.
4. Students will receive their username and password via the registered email within 3-7 working days after the final submission of the application form and payment of the course fee, to start the course.

### **Learning & Assessment of the Course**

#### **Learning:**

1. Students will receive their Username and Password on the registered email id within 3-7 days after final submission of application form and payment of requisite course fee. This access will enable them to utilize the eLearning Content via the Learning Management System (LMS) from their own native place.
2. Access to the Content in LMS shall remain active until the completion of the final examination. Following the final examination, students will no longer have access to the eLearning materials.
3. No study materials will be provided in either soft or hard copy for these online certificate courses.

#### **Assessment:**

Internal Assessment is a continuous Internal Evaluation, done after completing respective theory session and is done by objective questions in two sections, Section 1 and Section 2.

Section 1: Learning Progression: 25 marks

## Section 2: Continuous Comprehensive Assessment: 25 marks

Each question in both sections carries certain marks. Passing the Internal Assessment, comprising Sections 1 and 2, with a minimum score of 40% in each section, is a prerequisite for eligibility to sit for the External Examination.

External Examination consists of a computer based online test consisting of 50 questions carrying 1 mark each. The duration of the test is 60 minutes, and 40% marks (20 out of 50) is the passing criteria.

### **Fee Structure:**

1. The one-time Registration fee for each course is Rs. 101/-, in addition to the full course fee.
2. Rs. 250/- will be the examination fee in case of re-appear.
3. Rs. 250/- will be the fee for issuing the Duplicate Mark sheet/ Certificate.
4. All the fees are to be paid in single installment only.

### **Fee Concession:**

1. There is no provision for any type of fee concession for these certificate courses except to the University Employees/ Wards or Spouse of University Employees.
2. 25% concession of the total fees to the University employees and to their spouse/wards, will be allowed. The candidate claiming this concession will be required to produce certificate as per Annexure 1 & 2.
3. There is no scheme of any Scholarship in these certificate courses.

### **Migration/ Transfer Certificate:**

Transfer/ Migration Certificate is not required in case of admission to the certificate courses. Also, the University shall not issue any transfer/ migration certificate after the completion of these certificate courses.

**For any type of further information, contact [gjustskillcourses@hkcl.in](mailto:gjustskillcourses@hkcl.in).**



## **Annexure I**

### **Certificate for GJU University Employees**

Date: .....

This is to certify that ..... is employee of ..... department of Guru Jambheshwar University of Science & Technology, Hisar. The said candidate wants to take admission in ..... Certificate Course offered by CDOE, GJUS&T Hisar in collaboration with HKCL Panchkula.

This certificate is issued on request for the purpose of availing the 25% concession as per the rules and regulations.

Signature of the Chairperson/Director/Principal with seal

Full Name.....

Designation.....

Department.....

Guru Jambheshwar University of Science & Technology  
Hisar (Haryana)

## **Annexure II**

### **Certificate for Ward/ Spouse of GJU University Employees**

Date: .....

This is to certify that ..... is ward/ spouse of ..... employee of ..... department of Guru Jambheshwar University of Science & Technology, Hisar. The said candidate wants to take admission in ..... Certificate Course offered by CDOE, GJUS&T Hisar in collaboration with HKCL Panchkula.

This certificate is issued on request for the purpose of availing the 25% concession as per the rules and regulations.

Signature of the Chairperson/Director/Principal with seal

Full Name.....

Designation.....

Department.....

Guru Jambheshwar University of Science & Technology  
Hisar (Haryana)



**ACADEMIC YEAR 2024-25 ACADEMIC SESSION BEGINNING FEBRUARY 2025  
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) PROGRAMMES  
ONLINE MODE**

<b>FULL-FLEDGED ONLINE PROGRAMMES</b>	
<b>POST GRADUATE PROGRAMMES</b>	<b>UNDER GRADUATE PROGRAMMES</b>
1. Master of Business Administration – HUMAN RESOURCE/FINANCE/MARKETING	1. Bachelor of Commerce(General)
2. Master of Computer Applications	<b>DIPLOMA / CERTIFICATE PROGRAMME</b>
3. Master of Commerce	1. Diploma/Certificate in Computer Application
4. Master of Arts (Mass Communication)	
<b>REGISTRATION CUM APPLICATION FEE FOR ONLINE PROGRAMMES</b>	
Indian Student : Rs. 600/-	
Foreign Students : \$20/-	
<b>Last Date for Admission: Without Late Fee: 28.02.2025 After that with Late Fee of Rs 500/-.</b> <b>Prospectus can be downloaded from the University Website <a href="https://www.ddegjust.ac.in">https://www.ddegjust.ac.in</a> &amp; <a href="https://ddegjustonline.ac.in/">https://ddegjustonline.ac.in/</a></b>	
<b>Online Certificate Courses Collaboration With Haryana Knowledge Corporation Limited (HKCL)</b>	
<b>Eligibility: 10+2 or equivalent.</b>	
<b>Course Name</b>	<b>Course Name</b>
Certificate in Information Technology	Certificate in Photo Editing
Certificate in Financial Accounting	Certificate in Coral Draw (DTP)
Certificate in Advanced Accounting	Certificate in Adobe (DTP)
Certificate in Advanced Excel	Certificate in Graphic Designing
Certificate in AutoCAD	Certificate in Web Designing
Certificate in IT Network Support	Certificate in Video Editing
Certificate in IT Desktop & Hardware Support	Certificate in C & C++ Programming
Certificate in IT Security Support	Certificate in English Communication & Soft Skills
Certificate in Office Assistance	Certificate in Banking, Financial Services and Insurance (BFSI)
HS-CIT (A) [Haryana State Certificate in IT Applications]	Certificate in Advanced Tally (with latest version of Tally Prime)
HS-CIT (A+) [Haryana State Certificate in IT Advanced Applications]	Certificate in Retail Management
Certificate in Java	Certificate in Digital Freelancing
Certificate in Python	Certificate in Social Media Marketing
Certificate in PHP	Certificate in Data Entry and Data Management
Certificate in Database Management System (DBMS)	Certificate in HTML with CSS
Certificate in Data Structures using C and C++	Certificate in C#
<b>Website: <a href="http://gjuskillcourses.hkcl.in">gjuskillcourses.hkcl.in</a></b>	