PROSPECTUS
CENTRE FOR DISTANCE AND ONLINE EDUCATION
2025-26

For Open and Distance Learning Programmes and Online Programmes

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

('A^{+}' Grade NAAC Accredited State Govt. University)
(Established by State Legislature Act 17 of 1995)

www.ddegjust.ac.in

UNIVERSITY RANKING

- 'A$^+$' Grade NAAC Accredited University
- Ranked 33rd in India and 801-1000 in the 'Physical Science' subject category in the world in the Times Higher Education World University Rankings 2025.
- Ranked 68th in India and 1001-1250 in the 'Engineering' subject category in the world in Times Higher Education World University Rankings 2025.
- Ranked 59th in India and 1201-1500 in the world in the Times Higher Education World University Rankings 2025.
- Ranked 69th place in India and 501-600 in Asia University Rankings by the Times Higher Education World University Rankings 2025.
- One and only State Government University of the Haryana State to mark its presence in the Engineering' subject Category of Times Higher Education World University Rankings 2025. 'Physical Science' subject Category of the Times Higher Education World University Rankings 2025, Asia University Rankings 2025 and the Times of Higher Education World University Rankings 2025.
- Ranked 47th in 'State Public University' Category in India Rankings (NIRF) by Ministry of Education, Govt. of India-2024
- Ranked 55th in 'Pharmacy' Category in India Rankings (NIRF) by Ministry of Education, Govt. of India-2024
- Rank Band 101-150 in the 'University' Category in India Rankings (NIRF) by Ministry of Education, Govt. of India-2024
- Rank Band 101-125 in Management category in India Rankings (NIRF) by Ministry of Education, Govt. of India-2024
- Ranked 41st place in India and 401-500 in the world at in the Young University Rankings by the Times Higher Education World University Ranking 2024
- Ranked 22nd in India and 639th in the world in UI Green Metric World University Rankings 2024, a ranking on green campus and environmental sustainability initiated by Universitas Indonesia.
- Ranked 26th Rank in India and 1045th Grade 'A' and Band 'GOLD' in the World and in Global University (GU) Rankings in 2023.
- Graded Autonomy of Category-II by UGC in 2023.
- Scopus h-Index: 131 (Highest in the region)
- Scopus Citation 1,15,080 Scopus Research Publications: 5357
- The Average Paper Citation is 21.48
- Six programmes (four B.Tech., MBA and M.Tech - Electronis and Communication Engg.) are accredited by NBA.

About Guru Jambheshwar Ji Maharaj

Guru Jambheshwar Ji Maharaj was a great saint, philosopher and environmentalist of the 15 century. He was born in the family of Shri Lohat Ji Panwar and Mata Hansa Devi on Bhadrapada Krishna Paksha Ashtami (Janmashtami), Vikram Samvat 1508 (1451 A.D.) in Pipasar village of Nagaur district of Rajasthan. Guru Jambheshwar Ji Maharaj founded the Bishnoi sect in Vikram Samvat 1542 (1485 A.D.) at Samrathal Dhaura on Kartik Krishna Ashtami. He spent the remaining 51 years of his life spreading his great vision. The First shabad uttered at the age of 7 years since Birth by Guru Jambheshwar Ji is **"Guru chinho guru chinh purohit…!"** to a Brahmin called to cure his dumbness. Considering the miraculous powers of Guru Jambheshwar Ji and his teachings, Guru Jambheshwar Ji Maharaj is popularly considered as Vishnu Swarup. His teachings influenced both the ruling class and the common class.

Guru Jambheshwar Ji Maharaj had said – **"Jeev daya palaanee, rukh leelo na ghav"**

Which means – "Have compassion for all living beings, and don't cut the green trees".

He raised his voice against the rituals and formalities of contemporary social system. He was a great visionary who had foreseen the consequences of man's actions destroying nature for economic development. He saw the need for environmental protection and weaved his principles into religious commandments so that people could internalise those principles easily. He teaches love, peace, kindness, simplicity, honesty, compassion, forgiveness, hard work, good moral character, internal and external purity.

At village Khejarli of Jodhpur State, in Vikram Samvat 1787 (1730 A.D.), under the influence of Guru Jambheshwar Ji Maharaj's teachings, Smt. Amrita Devi Ji and 362 Bishnoi brothers and sisters, sacrificed their lives to save Khejadi trees from being cut by moving their heads forward saying

"Sar Sathe Rukh Rahe, To Bhi Saston Jaan",

Which means "Even if a tree is saved in exchange of a head, it is still a cheaper deal".

The Khejarali village event was the supreme sacrifice worldwide to protect the trees. Khejarali (Jodhpur) is the place where the Chipko movement originated in India Centuries before the S.L. Bahuguna led Chipko movement. This collective sacrifice of human lives to protect the Khejri tree is a unique phenomenon worldwide.

Guru Jambheshwar Ji Maharaj founded 29 rules. Out of these, eight prescribe to preserve biodiversity and encourage good animal husbandry, seven provide directions for healthy social behaviour, and ten are directed towards personal hygiene and maintaining essential good health. The other four commandments provide guidelines for worshipping Vishnu daily. He expounded his religious philosophy and the essence of these principles in verses. These vibrant and passionate spiritual verses have a vigour of their own and are distinguished by their vivid conversational style and moral exhortation. Guru Ji achieved `Nirvana' in Vikram Samvat 1593 (1536 A.D.) at Lalasar, District Bikaner, Rajasthan.

A fundamental "Shabad" by Guru Jambheshwar Ji-

"Vishnu Vishnu tu bhan re prani, paii key lakh upayun,
Rattan kayo baikunth baaso, tera jara maran bhaya bhajun"

Which means, "O human being, recites Vishnu Vishnu continuously so that the recital multiplies in number. This would relieve you from the fear of old age and death".

"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 (CDOE) at Guru Jambheshwar University of Science & Technology, Hisar, a premier institute of higher education in Haryana, for the academic session beginning in July-August 2025 of 2025-26 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 20th 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, 31 Departments classified under 9 Faculties which houses 93 Regular Programmes the campus apart from this, University also offer 3 Under Graduate, 8 Post Graduate Programmes, 14 Diploma/Certificate Programmes through Open and Distance Learning mode and 12 Programmes through Online mode along with 32 Certificate Courses in collaboration with HKCL. The University also offers Ph.D. degree Programmes in the most of the Departments. The University houses world- class facilities such as the Ch. Ranbir Singh Auditorium, Dr. A.P.J. Abdul Kalam Central Instrumentation Laboratory, Pandit Deendayal Upadhyaya Innovation & Incubation Centre, advanced computing facilities, a central library with 4 lakh+ resources, and comprehensive sports and hostel infrastructure.

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 and 801-1000 in the World

Times Higher Education World University Rankings 2025 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 **5300** research papers have been published by the faculty and researchers in peer reviewed journals of repute which are listed in SCOPUS with 1,15,080 citations and our average paper citations is 22.83. The h-index of the University has also gone upto 132. 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

HON'BLE CHANCELLOR
SH. BANDARU DATTATREYA
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1. Vice Chancellor   Chairperson

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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4. **Conduct Branch**	Queries concerning date-sheet and examination centers	01662-263131 263530
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		9812399111

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ANNEXURES

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 15th 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 10 teaching blocks along with separate building of

Haryana School of Business, Mechanical, Bio-Nano and Physics 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 Distance 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 Self-Learning   Material (SLM) 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, 8 Post Graduate Programmes, 3 Under Graduate, 14 Diploma/Certificate Programmes through Open and Distance Learning mode and 8 Post Graduate, 1 Under Graduate, 3 Diploma/Certificate Programmes through Online mode along with 32 Certificate Courses in collaboration with HKCL. 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 study material 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 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 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.

CHAPTER-III
PROGRAMMES OFFERED AND ELIGIBILITY

The programmes offered through Open and Distance Learning mode and Online mode by the University are entitled by the DEB (UGC). The eligibility conditions of programmes are as follows:

	OPEN AND DISTANCE LEARNING PROGRAMME(S)		
	POST GRADUATE PROGRAMMES (ODL Mode)		
Code	Programme Name	Duration	Eligibility
4	Master of Arts (Mass Communication)	Two Years	Graduate in any discipline with atleast 50% marks (pass marks for SC candidates of Haryana)
8	Master of Arts (Mass Communication) (Lateral Entry)	One Year	PG Diploma in Journalism/Communication/ Mass Communication/Advertising/Public Relations/Media Writing after graduation in **a**ny discipline from a UGC recognized University/One year full time Diploma in Social Communication Media from Garware Institute of Career Education and Development. Note: Before taking admission in M.A. (Mass Communication) Lateral Entry Programme confirm your eligibility from email **dde.masscommunication@gmail.com** or call on 01662-263158, 01662-263606.
6	Master of Business Administration (MBA)	Two Years	Graduation with at least 50% marks (47.5% for SC category of Haryana) from a recognized University.
7	Master of Commerce (M.Com.)	Two Years	Any Commerce Graduate/ BA with Economics/ BBA/equivalent with at least 50% marks (47.5% for SC category of Haryana) from a recognized University.
9	Master of Science (M.Sc.) (Mathematics)	Two Years	B.A.(Hons.)/B.Sc.(Hons.) in Mathematics with atleast 50% marks (pass marks for SC Candidates of Haryana) Or B.A./B.Sc. with atleast 50% marks in aggregate with Mathematics as one of the subjects in each Semester/ Year of B.A./B.Sc. degree (pass marks for SC candidates of Haryana).
15	Master of Computer Applications	Two Years	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). Obtained at least 50% marks (47.5% for SC candidates of Haryana) in the qualifying Examination. Note: Candidates having passed Mathematics/ Statistics in one semester/ in one year as the case may be shall be considered eligible for MCA.
16	Master of Arts (English)	Two Years	Bachelor degree with atleast 50% marks in aggregate (Pass marks for SC candidates of Haryana)
18	Master of Arts (Hindi)	Two Years	Bachelor degree with atleast 50% marks in aggregate (Pass marks for SC candidates of Haryana)

UNDER GRADUATE PROGRAMMES (ODL Mode)		
Programme Code & Name	**Duration**	**Eligibility**
52 Bachelor of Arts (Mass Communication)	Three Years	A person who has passed Senior Secondary Certificate Examination (10+2 standard) from the Board of School Education, Haryana, or its equivalent examination with English as one of the subjects and with at least 50% marks in aggregate, shall be eligible to join the First Semester of the course. A candidate who has been placed under compartment or allowed to re-appear in one subject only in Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education, Haryana, or equivalent examination, may be allowed to read provisionally for B.A. (Mass Communication) 1st semester class. Such a candidate shall be allowed to clear the compartment/re-appear subject in two consecutive chances from the concerned University/ Board. If such a candidate fails to clear/ qualify in the compartment/re-appear subject in two consecutive chances from the concerned University/ Board. If such a candidate fails to clear/ qualify in the compartment/ re-appear subject at the supplementary examination he/she shall be permitted to continue his/her studies for B.A. (Mass Communication) II semester class and to appear again in the compartment/reappear subject along with his/her B.A. (Mass Communication) II semester examination provisionally. If he/she does not clear his/her compartment/re-appear subject even in the second chance, his/her provisional admission and the result of B.A. (Mass communication) I and II Semesters shall be cancelled.
54 Bachelor of Arts (B.A.)	Three Years	A person, who has passed Higher Secondary/Intermediate (10+2) any other examination recognized as equivalent thereto, shall be eligible for the course.
55 Bachelor of Commerce (B.Com.)	Three Year	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

DIPLOMA AND CERTIFICATE PROGRAMMES (ODL Mode)

39	Diploma in Banking And Finance (DBF)	One Year	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university
40	Diploma in Financial Market (DFM)	One Year	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university

Code	Programme Name	Duration	Eligibility
41	Diploma In Business Analytics (DBA)	One Year	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university
42	Diploma in Supply Chain Analytics (DSCA)	One Year	Graduate with at least 50% marks (47.5% for SC category of Haryana) from a recognized board/ university
43	Diploma in Industrial Health and Safety (DIHS)	One Year	Graduate from a recognized board/ university
44	Diploma in Guidance and Counselling (DGC)	One Year	Graduate from a recognized board/ university
45	Diploma in Data Science (DDS)	One Year	10+2 pass in any discipline
46	Diploma in Artificial Intelligence	One Year	10+2 pass in any discipline
47	Diploma in Cyber Security	One Year	10+2 pass in any discipline
48	Diploma in Spiritual Teachings of Guru Jambheshwar Ji Maharaj for Health and Environment Education	One Year	10+2 pass in any discipline
91	Diploma/Certificate in Computer Application (DCA)	One Year	10+2 or equivalent.
92	Diploma/Certificate in Food Quality Assurance (DFQA)	One year	10+2 with Medical or Non-Medical stream OR Passed Vocational Programme (10+2) with courses as Food Nutrition & Dietetics, Food Production and Biology
94	Certificate in Video Film Production (CVFP)	Six Months	10+2 or equivalent.
96	Diploma in Solid and Hazardous Waste Management (DSHWM)	One Year	Graduation in any stream

UGC Entitled Full-Fledged Online Programmes

POST GRADUATE PROGRAMMES (Online Mode)			
Code	**Programme 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.

Code	Programme Name	Duration	Eligibility
83	Master of Computer Applications (MCA)	Two Years	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). Obtained at least 50% marks (47.5% for SC candidates of Haryana) in the qualifying Examination from a recognized University/Institution of India/Aboard. **Note**: 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.
84	Master of Arts (Mass Communication)	Two Years	Graduate in any discipline with atleast 50% marks (pass marks for SC candidates of Haryana)
85	Master of Science (M.Sc.) (Mathematics)	Two Years	B.A.(Hons.)/B.Sc.(Hons.) in Mathematics with atleast 50% marks (pass marks for SC Candidates of Haryana) **OR** B.A./B.Sc. with atleast 50% marks in aggregate with Mathematics as one of the subjects in each Semester/ Year of B.A./B.Sc. degree (pass marks for SC candidates of Haryana).
86	Master of Arts (English)	Two Years	Bachelor degree with atleast 50% marks in aggregate (Pass marks for SC candidates of Haryana)
87	Master of Arts (Hindi)	Two Years	Bachelor degree with atleast 50% marks in aggregate (Pass marks for SC candidates of Haryana)
88	Master of Arts (Mass Communication) (Lateral Entry)	One Year	PG Diploma in Journalism/Communication/ Mass Communication/Advertising/Public Relations/Media Writing after graduation in **a**ny discipline from a UGC recognized University/One year full time Diploma in Social Communication Media from Garware Institute of Career Education and Development. **Note:** Before taking admission in M.A. (Mass Communication) Lateral Entry Programme confirm your eligibility from email **dde.masscommunication@gmail.com** or call on 01662-263158, 01662-263606.

UNDER GRADUATE PROGRAMMES (Online Mode)			
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

DIPLOMA AND CERTIFICATE PROGRAMMES (Online Mode)			
Code	Programme Name	Duration	Eligibility
97	Diploma/Certificate in Computer Application	One year	10+2 or equivalent.
98	Diploma in Srimad Bhagwat Gita	One Year	10+2 or equivalent.
99	Diploma in Guidance and Counselling (DGC)	One Year	Graduate from a recognized board/ university

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. 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.

Note:

1. In case of Lateral entry admission to Master of Arts (Mass Communication), the degree shall be awarded on the basis of aggregate of marks obtained in 3rd and 4th semester.

2. For admission in MBA & MCA programmes, the number of seats are limited to 900 each in the case of MBA ODL & Online Mode and 180 each in the case of MCA. Admission will be done on the basis of first come first serve.

ONLINE CERTIFICATE COURSES
Collaboration With Haryana Knowledge Corporation Limited (HKCL)

Eligibility: 10+2 or equivalent.

Sr. No.	Course Name	Sr. No.	Course Name
1	Certificate in Information Technology	17	Certificate in Photo Editing
2	Certificate in Financial Accounting	18	Certificate in Coral Draw (DTP)
3	Certificate in Advanced Accounting	19	Certificate in Adobe (DTP)
4	Certificate in Advanced Excel	20	Certificate in Graphic Designing
5	Certificate in AutoCAD	21	Certificate in Web Designing
6	Certificate in IT Network Support	22	Certificate in Video Editing
7	Certificate in IT Desktop & Hardware Support	23	Certificate in C & C++ Programming
8	Certificate in IT Security Support	24	Certificate in English Communication & Soft Skills
9	Certificate in Office Assistance	25	Certificate in Banking, Financial Services and Insurance (BFSI)
10	HS-CIT (A) [Haryana State Certificate in IT Applications]	26	Certificate in Advanced Tally (with latest version of Tally Prime)
11	HS-CIT (A+) [Haryana State Certificate in IT Advanced Applications]	27	Certificate in Retail Management
12	Certificate in Java	28	Certificate in Digital Freelancing
13	Certificate in Python	29	Certificate in Social Media Marketing
14	Certificate in PHP	30	Certificate in Data Entry and Data Management
15	Certificate in Database Management System (DBMS)	31	Certificate in HTML with CSS
16	Certificate in Data Structures using C and C++	32	Certificate in C#

Note: For more information/detail see Chapter-XI page No 70 to 74 of the Prospectus

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 except M.A. (Hindi), B.A. Mass Communication and B.A. Arts where in End term Examination is of 80% and Internal Examination is of 20%.**

In external major exam there will be nine questions in all taking two questions from each unit and question number 1 is compulsory (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) AND LATERAL ENTRY

The Centre for Distance and Online Education introduced a two years programme of M.A (Mass Communication) along with a provision of lateral entry in 2nd year. 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 (ODL & ONLINE MODE)

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course Code**	**Nomenclature**
MSM-501	Introduction to Mass Communication	MSM-511	Communication Research
MSM-502	Communication & Information Technology	MSM-512	Management and Marketing Principles
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 (Portfolio)*	MSM-515	Media Writing-4 (Portfolio)*
MSM-506	General Current Awareness –I	MSM-516	General Current Awareness-II

M.A. MASS COMMUNICATION AND LATERAL ENTRY (ODL & ONLINE MODE)

3rd Semester		4th Semester	
MSM-521	Mass Media Structure and Management	MSM-534	Presentation and communication Skills
MSM-522	Dissertation	MSM-535	Comprehensive Viva (Portfolio)*
MSM-526	General Current Awareness –III	MSM-536	Internship Viva

In addition to above compulsory papers in 3rd and 4th semester, the students have to opt/ choose any one of the following four specialization in semester 3rd which will continue in 4th 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 (Portfolio)*
MSM 525 A	Special Paper- III Productions (Portfolio)*	MSM 533 A	Special Paper- VI Productions (Portfolio)*
ELECTRONIC MEDIA		**ELECTRONIC MEDIA**	
MSM 523 B	Special Paper-I Radio	MSM 531 B	Special Paper- IV Radio and Television

Course Code	Nomenclature	Course Code	Nomenclature
MSM 524 B	Special Paper-II Television	MSM 532 B	Special Paper- V Productions (Portfolio)*
MSM 525 B	Special Paper- III Productions (Portfolio)*	MSM 533 B	Special Paper- VI Productions (Portfolio)*
ADVERTISING		**ADVERTISING**	
Course Code	**Nomenclature**	**Course Code**	**Nomenclature**
MSM 523 C	Special Paper-1 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 (Portfolio)
MSM 525 C	Special Paper- III Productions (Portfolio)*	MSM 533 C	Special Paper- VI Productions (Portfolio)*
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 (Portfolio)*
MSM 525 D	Special Paper- III Productions (Portfolio)*	MSM 533 D	Special Paper- VI Productions (Portfolio)*

*ODL students will bring the portfolio along with them during the viva and Online students will upload the portfolio on the portal. No student will be allowed to appear for the viva without the portfolio.

2. MASTER OF BUSINESS ADMINISTRATION (MBA) (ODL & ONLINE MODE)

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 six specializations: Human Resource (HR), Finance, Marketing, International Business (IB), Production and Operation Management (POM) and Information Technology (IT). The program 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 specialization are offered in Open and Distance Learning Mode (ODL) :

i.   **Human Resource**
ii.   **Finance**
iii.   **Marketing**
iv.   **International Business**
v.   **Production and Operations**
vi.   **Information Technology**

The following specializations are offered in **Full-fledged Online Mode:**
i)   **Human Resource**
ii)   **Finance**
iii)   **Marketing**

PROGRAMME STRUCTURE

1st Semester		**2nd 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

3rd Semester		**4th Semester**	
MBA-301	Strategic Management	MBA-401	Comprehensive Viva-Voce (External)
MBA-302	Entrepreneurship Development	**In addition to above, the students have to study 03 (three) elective courses offered in Semester IV from core specializations (HR, Finance, Marketing, IB, POM and IT).**	
MBA-303	Business Legislation		
MBA-304	Summer Internship and Seminar (Internal)		
OE-301	Counseling Skills for Managers		
In addition to above, the students have to study 04 (Four) elective courses offered in Semester III from core specializations (HR, Finance, Marketing, IB, POM and IT).			

Human Resource Management (HRM)			
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		

Finance			
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		

Marketing			
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		

International Business			
Course Code	**Nomenclature of Paper**	**Course Code**	**Nomenclature of Paper**
IB-302	Export-Import Procedures and Documentation	IB-401	Foreign Exchange Management
IB-303	India's Foreign Trade & Policy	IB-403	Management of International Finance
IB-305	International Logistics	IB-404	Global Strategic Management
IB-307	Risk Management in International Business		

Production and Operations Management			
POM-301	Purchase and Materials Management	POM-401	Operations Research
POM-302	Total Quality Management	POM-405	Warehouse Management and Inventory Control
POM-304	Service Operations Management	POM-406	Project Management
POM-305	Technology Management		
Information Technology			
ITM-301	E-Commerce Applications	ITM-401	Data Ware Housing and Data Mining
ITM-302	Internet and Web Designing	ITM-403	Systems Analysis and Design
ITM-303	Relational Data Base Management Systems	ITM-404	Principles of Programming Language
ITM-304	E-Business Information Systems Management		

3. MASTER OF COMMERCE (M. COM.) (ODL & ONLINE MODE)

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 program 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

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course code**	**Nomenclature**
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)		
3rd Semester		4th Semester	
Course Code	**Nomenclature**	**Course code**	**Nomenclature**
MC-301	Corporate Governance and Business Ethics	MC-401	Comprehensive Viva-Voce (External)
MC-302	Business Legislation	**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).**	
OE-301	Counseling Skills for Managers		
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			
Finance			
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
Marketing			
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
Human Resource Management			
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 SCIENCE (MATHEMATICS) (ODL & ONLINE MODE)**

Mathematics is a pioneer subject which finds applications in all fields of Science and Technology. The programme curriculum designed in such way that students will make their career in academics, research and corporate world. After M.Sc. (Mathematics) there is bright scope for research and teaching profession, as mathematics is backbone of science and research. 30 % of the maximum marks in each paper are allocated for internal assessment based on two assignments (handwritten) each of 15 marks.

PROGRAMME STRUCTURE

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course code**	**Nomenclature**
MAL-511	Algebra	MAL-521	Abstract Algebra
MAL-512	Real Analysis	MAL-522	Measure & Integration Theory
MAL-513	Mechanics	MAL-523	Methods of Applied Mathematics
Course Code	**Nomenclature**	**Course code**	**Nomenclature**
MAL-514	Ordinary Differential Equations-I	MAL-524	Ordinary Differential Equations-II
MAL-515	Complex Analysis-I	MAL-525	Complex Analysis-II
MAL-516	Programming with Fortran (Theory)	MAL-526	Advanced Numerical Methods
MAP-517	Programming with Fortran (Practical)	MAP-527	Computing Lab-MATLAB
3rd Semester		4th Semester	
MAL-631	Topology	MAL-641	Functional Analysis

MAL-632	Partial Differential Equations	MAL-642	Differential Geometry
MAL-633	Mechanics of Solids-I	MAL-643	Mechanics of Solids-II
MAP-634	Computing Lab-II	MAL-644	Integral Equations
MAL-636	Fluid Mechanics	MAL-645	Advanced Fluid Mechanics
MAL-637	Advanced Discrete Mathematics	MAP-648	Computing Lab-3

5. MASTER OF COMPUTER APPLICATION (MCA) (ODL & ONLINE MODE)

MCA is a two-year Post Graduate Programme. The MCA program gives an in-depth, comprehensive understanding for enhancing the knowledge skill in the field of Computer Science and Applications, Computer programs, 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.			

1st Semester		2nd 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	
3rd Semester		**4th 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		

6. MASTER OF ARTS (ENGLISH) (ODL & ONLINE MODE)

MA English language course enables the students to acquire knowledge about the world of literature. It improves their critical and analytical thinking skills. MA English two year builds the confidence of the students and enhances their capability to work in every field. Must have a Bachelor's degree from any recognized College or University. Students of all ages can apply for the course

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
ENG 101	Literature in English 1550-1660 (Part-I)	ENG 201	Literature in English 1550-1660 (Part-II)
ENG 102	Literature in English 1660-1798 (Part-I)	ENG 202	Literature in English 1660-1798 (Part-II)
ENG 103	Literature in English 1798-1914 (Part-I)	ENG 203	Literature in English 1798-1914 (Part-II)
ENG 104	Literature in English 1914-2000 (Part-I)	ENG 204	Literature in English 1914-2000 (Part-II)
ENG 105 (i)	Study of A Genre:Fiction (Part-I)	ENG205 (i)	Study of A Genre Fiction (Part-II)
3rd Semester		**4th Semester**	
ENG-301	Literary Theory and Criticism (Part-I)	ENG-401	Critical Theory and Criticism (Part-II)
ENG-302	American Literature (Part-I)	ENG-402	American Literature (Part-II)
ENG-303	Indian Writing in English (Part I)	ENG-403	Indian Writing in English (Part-II)
ENG-304	English Language Teaching (Part-I)	ENG-404	English Language Teaching (Part-II)
ENG-305 (i)	Literature and Gender (Part-I)	ENG-405 (i)	Literature and Gender (Part-II)

7. MASTER OF ARTS (HINDI) (ODL & ONLINE MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
MAHN-101	भाषा विज्ञान एवं हिंदी भाषा (पार्ट–1)	MAHN-201	भाषा विज्ञान एवं हिंदी भाषा (पार्ट–2)
MAHN-102	हिंदी साहित्य का इतिहास (पार्ट–1)	MAHN-202	हिंदी साहित्य का इतिहास (पार्ट–2)
MAHN-103	आधुनिक गद्य – साहित्य (पार्ट–1)	MAHN-203	आधुनिक गद्य – साहित्य (पार्ट–2)
MAHN-104	आधुनिक हिंदी काव्य (पार्ट–1)	MAHN-204	आधुनिक हिंदी काव्य (पार्ट–2)
MAHN-108	प्रेमचन्द (पार्ट–1) ऐच्छिक विषय	MAHN-208	प्रेमचन्द (पार्ट–2) ऐच्छिक विषय
MAHN-109	पत्रकारिता प्रशिक्षण (पार्ट–1) ऐच्छिक विषय	MAHN-209	पत्रकारिता प्रशिक्षण (पार्ट–2) ऐच्छिक विषय
3rd Semester		**4th Semester**	
MAHN-301	प्राचीन एवं मध्यकालीन काव्य (पार्ट–1)	MAHN-401	प्राचीन एवं मध्यकालीन काव्य (पार्ट–2)
MAHN-302	काव्यषास्त्र एवं साहित्यालोचन (पार्ट–1)	MAHN-402	काव्यषास्त्र एवं साहित्यालोचन (पार्ट–2)

MAHN-303	प्रयोजनमूलक हिन्दी (पार्ट–1)	MAHN-403	प्रयोजनमूलक हिन्दी (पार्ट–2)
MAHN-304	भारतीय साहित्य (पार्ट–1)	MAHN-404	भारतीय साहित्य (पार्ट–2)
MAHN-305	कबीरदास (पार्ट–1) ऐच्छिक विषय	MAHN-405	कबीरदास (पार्ट–2) ऐच्छिक विषय
MAHN-307	सूरदास (पार्ट–1) ऐच्छिक विषय	MAHN-407	सूरदास (पार्ट–2) ऐच्छिक विषय

8. BACHELOR OF ARTS (MASS COMMUNICATION) (ODL MODE)

Bachelor of Mass Communication is a three year degree programme and has been designed to cater the ever growing demand of those who wish to make a career in media and mass communication. The programme curriculum has been designed according to the modern aspects and latest trends of the media industry and to create explicit & proficient skills among young graduates.

PROGRAMME STRUCTURE

1st Semester		2nd Semester	
Course Code	**Nomenclature of Paper**	**Course Code**	**Nomenclature of Paper**
BAMC-101	Introduction to Communication	BAMC-106	Sociology and Communication
BAMC-102	Basic of Journalism	BAMC-107	Mass Communication: An Introduction
BAMC-103	Computer Application	BAMC-108	News Reporting
BAMC-104	Language in Media-1 (Hindi)	BAMC-109	Language in Media-2 (English)
BAMC-105	Communication Skills (Practical)	BAMC-110	Personality Development Skills (Practical)
		EVS-201 L	Environmental Studies
3rd Semester		**4th Semester**	
Course Code	**Nomenclature of Paper**	**Course Code**	**Nomenclature of Paper**
BAMC-111	Political Communication	BAMC-116	Media Management
BAMC-112	History of Print Journalism	BAMC-117	Cinema Studies in India
BAMC-113	Media Laws & Ethics	BAMC-118	Radio Broadcasting
BAMC-114	Media Writing-1	BAMC-119	Editing for Print & Electronic Media
BAMC-115	Media Writing Skills (Practical)	BAMC-120	Editing Skills (Practical)
5th Semester		**6th Semester**	
BAMC-121	Media & Politics	BAMC-126	Introduction to Online Journalism
BAMC-122	Development Communication	BAMC-127	New Media
BAMC-123	Television Broadcasting	BAMC-128	Advertising & Public Relations
BAMC-124	Documentary Production	BAMC-129	Marketing Communication
BAMC-125	Writing for Visuals (Practical)	BAMC-130	Writing for New Media (Practical)

9. BACHELOR OF ARTS (ODL MODE)

Unlike any other course, BA programme gives an opportunity to the concerned students to study various combinations of subjects. So, it is quite popular among those interested in civil services. It can also be a good option for those who cannot get through an honors course of their choice because of high cut-offs. The BA (Bachelor of Arts) is a three-year programme.

Elective Papers – Each student has to choose two discipline papers that cannot be changed during the course of three years, as per rules of the University. The students must pursue the same combination in all the three years. A B.A. programme student has the liberty to study following elective/optional papers such as *Public Administration, Political Science, History, Mathematics, Economics and Sociology* etc. For all the six semesters in three years, the student opts for requisite two elective papers, along with that, the student also has to appear language papers as compulsory papers in every semester. Computer Awareness & Environmental Studies is offered as Compulsory papers during first year.

NOTE:

In the B.A. Pass course (General), a student is supposed to pass 26 subjects in total. Out of this, a student has to study the subjects in the following manner:

i. Two languages (in every semester)
ii. Two compulsory papers (one i.e. computer awareness in 1st & 2nd Semesters and second i.e. Environmental awareness in 2nd Semester)
iii. Two electives (once opted for 1st semester, will continue up to 6th Semester)

SUBJECT COMBINATIONS

BA-General /Arts

A student has to take anyone combination given as below:

S.No.	Subject 1	Subject II	S.No.	Subject 1	Subject II
1	Political science	History	8	History	Sociology
2	Political science	Economics	9	Economics	Sociology
3	Political science	Sociology	10	Mathematics	History
4	Public administration	History	11	Mathematics	Economics
5	Public administration	Economics	12	Mathematics	Political science
6	Public administration	Sociology	13	Mathematics	Public administration
7	History	Economics			

Further, the combination of the subjects to be notified by the university from time to time will also be applicable.

PROGRAMME STRUCTURE (BA-General /Arts)

1st Semester		2nd Semester	
Course Code	**Nomenclature of Paper**	**Course Code**	**Nomenclature of Paper**
ENGC-101	Eng (C)-Literature and Language-I	ENGC-102	Eng (C)-Literatureand Language-II
HINC-101	Hindi Compulsory	HINC-102	Hindi Compulsory
Level-1: Computer Awareness	Basic Computer Education+ Practical(Exam will be conducted in 2nd Sem)	Level -1: Computer Awareness	Basic Computer Education +Practical(continued from 1st Sem)

Course Code	Nomenclature of Paper	Course Code	Nomenclature of Paper
1.L1- (i) (ii) CALI 101		1.L1-(i) (ii) CALI 102	
POLS-101	Political Science: Option-I Indian Constitution	EVSL-201	Environmental Studies
PUBA-101	Elements of Public Administration	POLS-103	Political Science: Option-I Indian Politics
HIST-101	History option-I Ancient India (From Earliest Times to Gupta Age)	PUBA-102	Basics of Public Administration
BAMH-111 BAMH-112 BAMH-113	Paper-I: Algebra Paper-II: Calculus Practical: Mathematics Lab: I	HIST-103	History Option-I History of India (600-1526 A.D.)
BECO-101	Principles of Micro Economics -1	BAMH-121 BAMH-122 BAMH-123	Paper-I: Ordinary Differential Equations and Laplace Transforms Paper-II: Vector Calculus and Geometry Practical: Mathematics Lab: II
SOCL-101	Sociology: Basic Concepts in Sociology	BECO-201	Principles of Microeconomics-II
		SOCL-102	Sociology: Society, Culture and Social Change

3rd Semester		4th Semester	
Course Code	**Nomenclature of Paper**	**Course Code**	**Nomenclature of Paper**
ENGC-201	English Compulsory	ENGC-202	English Compulsory
HINC-201	Hindi Compulsory	HINC-202	Hindi Compulsory
POLS-202	**Option-II** Indian Political Thinkers-I	POLS-204	**Option-II** Indian Political Thinkers-II
PUBA-201	Public Financial Administration	PUBA-202	Public Personnel Administration
HIST-201	Option-I Political History of India (1526-1857 A.D.)	HIST-203	Indian National Movement
Paper-A Theory BAMH-201 Paper-B Theory BAMH-202 Paper-C Practical BAMH(P)-203	Paper-I Advanced Calculus Paper-II Numerical Analysis Mathematics Lab–III	Paper-A Theory BAMH-204 Paper-B Theory BAMH-205 Paper-C Practical BAMH(P)-206	Paper-I Partial Differential Equations & Special Functions Paper-II Mechanics-1 Mathematics Lab–III
BECO-301	Principles of Macroeconomics-I	BECO-401	Principles of Macroeconomics-II
SOCL-201	Methods in Social Research	SOCL-202	Social Problems in India

5th Semester		6th Semester	
ENGC-301	English Compulsory	ENGC-302	English (Compulsory
HINC-301	Hindi Compulsory	HINC-302	Hindi Compulsory
POLS-301	Option –I Comparative Politics	POLS-303	Option-I Comparative Constitutions of UK & USA

PUBA-301	Option –I Indian Administrative System	PUBA-302	Administrative Ethics in Governance (Option-I)
HIST-302	Option –II Rise of Modern World	HIST-304	Option –II Modern World
Paper A Theory BAMH-301	**Option –I** Groups and Rings	Paper A Theory BAMH-304	Option –I Linear Algebra
Paper B Theory BAMH-302	**Option –I** Sequence & Series	Paper B Theory BAMH- 305	Option –I Mechanics-II
Paper C Theory BAMH-303	**Option –I** Number Theory & Trigonometry	Paper C Theory BAMH-306 Paper D Theory BAMH- 307	Option –I Real & Complex Analysis Option –I Solid Geometry
BECO-501	Money and Banking	BECO -601	Economics Development and Policy in India
SOCL-301	Foundations of Social Thought	SOCL-302	Option- II(Environment and Society)

10.   BACHELOR OF COMMERCE (B.COM.) (ODL & ONLINE MODE)

 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.

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course Code**	**Nomenclature**
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
3rd Semester		4th Semester	
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

5th Semester		6th Semester	
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

11. DIPLOMA IN BANKING & FINANCE (ODL MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
BF-101	Indian Financial System	BF-201	Treasury Management
BF-102	Accounting for Managers	BF-202	Bank Valuation and Value-Based Management
BF-103	Banking Law and Practice	BF-203	Banking Technology
BF-104	Risk Management and Insurance	BF-204	Corporate Governance and Business Ethics
BF-105	Financial Management	BF-205	Financial Statement Analysis

12. DIPLOMA IN FINANCIAL MARKET (ODL MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
FM-101	Introduction to Financial Markets	FM-201	Portfolio Management
FM-102	Security Analysis	FM-202	Risk Management
FM-103	Financial Derivatives	FM-203	Financial Planning & Wealth Management
FM-104	Funds Management	FM-204	Financial Modelling & Valuation
FM-105	International Financial Markets	FM-205	Stock Market Operations

13. DIPLOMA IN BUSINESS ANALYTICS (ODL MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
DBA-101	Principles of Business Management	DBA-201	Predictive and Prescriptive Analytics
DBA-102	Fundamental of Business Analytics	DBA-202	Business Research Methods
DBA-103	Business Statistics	DBA-203	Big Data Analytics
DBA-104	Computer Applications in Business	DBA-204	Machine Learning
DBA-105	Database Management System	DBA-205	Python Programming
DBA-106P	Database Management System Lab	DBA-206P	Python Programming Lab

14. DIPLOMA IN SUPPLY CHAIN ANALYTICS (ODL MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
SCA-101	Management Process and Organizational Behaviour	SCA-201	Logistics Management
SCA-102	Supply Chain Management	SCA-202	Global Supply Chain Management
SCA-103	Purchase and Material Management	SCA-203	Quantitative Methods for Decision Making
SCA-104	Warehouse and Inventory Management	SCA-204	Export Procedure and Documentation
SCA-105	Production and Operations Management	SCA-205	Information System in Supply Chain Management

15. DIPLOMA IN INDUSTRIAL HEALTH & SAFETY (ODL MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
IHS-101	Environmental Pollution	IHS-201	Environmental Pollution Management
IHS-102	Basics of Environmental Health and Safety	IHS-202	Environmental Toxicology and Risk Assessment
IHS-103	Environmental Impact Assessment	IHS-203	Fire Safety and Explosion Control
IHS-104	Safety at Workplace	IHS-204	Chemical Safety and Control
HIS-105	Training*	HIS-205	Hazardous Waste Management

- **In-plant training (6weeks) to be undertaken at the end of 1st semester, the report of which has to be submitted before commencement of the 2nd semester.**

16. DIPLOMA IN GUIDANCE AND COUNSELING (ODL & ONLINE MODE)

1st Semester		2nd Semester	
Course Code	Nomenclature	Course Code	Nomenclature
DGC-01	Basics of Psychology	DGC-06	Psychological Assessment
DGC-02	Personality	DGC-07	Psychotherapeutic Interventions
DGC-03	Health Psychology	DGC-08	Assessment Case Report -MSE
DGC-04	Guidance & Counseling	DGC-09	Therapy Case Report
DGC-05	Abnormal Behavior	DGC-10	Internship (Assessment) - II

- **The students have to undergo 148 hours internship programme for the completion of diploma. The internship report (minimum 50 pages) must have 10 fully worked out case study reports including problem area, assessment, technique employed to resolve the problem and the process of counseling.**

17. DIPLOMA IN DATA SCIENCE (ODL MODE)

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course Code**	**Nomenclature**
DDS-11-T	Mathematics	DDS-21-T	Database Management System
DDS-12-T	Probability and Statistics	DDS-22-T	Artificial Intelligence
DDS-13-T	Data Structures	DDS-23-T	Machine Learning
DDS-14-T	Introduction to Data Science	DDS-24-T	Python Programming
DDS-15-T	R Programming	DDS-25-T	Data Analytics and Visualization
DDS-16-P	Data Structures Lab.	DDS-26-P	Python Programming Lab.
DDS-17-P	Data Analysis Using Excel Lab.	DDS-27-P	Data Analytics and Visualization Lab.
DDS-18-P	R Programming Lab.	DDS-28-MP	Major Project

18. DIPLOMA IN ARTIFICIAL INTELLIGENCE (ODL MODE)

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course Code**	**Nomenclature**
DAI-11-T	Mathematics	DAI-21-T	Database Management System
DAI-12-T	Probability and Statistics	DAI-22-T	Fuzzy Logic and Neural Networks
DAI-13-T	Data Structures	DAI-23-T	Machine Learning
DAI-14-T	Introduction to Artificial Intelligence	DAI-24-T	Natural Language Processing
DAI-15-T	Python Programming	DAI-25-T	Data Analytics
DAI-16-P	Data Structures Lab.	DAI-26-P	DBMS Lab.
DAI-17-P	Data Analysis using Excel Lab.	DAI-27-P	Data Analytics Lab.
DAI-18-P	Python Programming Lab.	DAI-28-MP	Major Project

19. DIPLOMA IN CYBER SECURITY (ODL MODE)

1st Semester		2nd Semester	
Course Code	**Nomenclature**	**Course Code**	**Nomenclature**
DCS-11-T	Data Structures	DCS-21-T	Ethical Hacking
DCS-12-T	Data Communication & Networking	DCS-22-T	Cyber Security
DCS-13-T	Python Programming	DCS-23-T	Internet and Web Technology
DCS-14-T	Cryptography and Network Security	DCS-24-T	Artificial Intelligence
DCS-15-T	Operating Systems	DCS-25-T	Cloud Computing
DCS-16-P	Data Structures Lab.	DCS-26-P	Ethical Hacking Lab.
DCS-17-P	Data Communication & Networking Lab.	DCS-27-P	Cyber Security Lab.
DCS-18-P	Python Programming Lab.	DCS-28-MP	Major Project

20. DIPLOMA IN SPIRITUAL TEACHINGS OF GURU JAMBHESHWAR JI MAHARAJ FOR HEALTH AND ENVIRONMENT EDUCATION (ODL MODE)

Course Code	Nomenclature	Course Code	Nomenclature
1st Semester		**2nd Semester**	
STHEE101	गुरू जम्भेश्वर जी का जीवन, व्यक्तित्व और दर्शन	STHEE201	आध्यात्मिक पर्यावरण की मीमांसा
STHEE102	गुरू जम्भेश्वर जी का पर्यावरणीय चिंतन	STHEE202	जाम्भाणी परम्परा में नशामुक्ति एवं स्वास्थ्य दृष्टिकोण
STHEE103	गुरू जम्भेश्वर जी की शिक्षाओं में स्वास्थ्य और जीवन शैली	STHEE203	आधुनिक पर्यावरण संकट और गुरू जम्भेश्वर जी के विचारों की प्रासंगिकता
STHEE104	आधुनिक प्रकृति संरक्षण तकनीकी–I	STHEE204	आधुनिक प्रकृति संरक्षण तकनीकी–II
STHEE105	परियोजना कार्य (यह परियोजना कार्य प्रथम सेमेस्टर में प्रारम्भ होगा और द्वितीय सेमेस्टर में मूल्यांकन होगा)	STHEE205	प्रयोगात्मक मूल्यांकन

पांचवा प्रश्न–पत्र दोनों सेमेस्टरों में समवेत रूप से अध्ययन हेतु निर्धारित किया गया है। उक्त प्रश्न–पत्र के अंतर्गत परियोजना कार्य का मूल्यांकन द्वितीय सेमेस्टर में सम्पन्न होगा, लेकिन परियोजना कार्य प्रथम सेमेस्टर से ही आरम्भ करना है। मूल्यांकन हेतु अधिकतम अंक–सीमा 200 निर्धारित की गई है।

21. DIPLOMA IN COMPUTER APPLICATION (ODL & ONLINE MODE)

Course Code	Nomenclature	Course Code	Nomenclature
1st Semester		**2nd Semester**	
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

22. DIPLOMA IN FOOD QUALITY ASSURANCE (ODL MODE)

Course Code	Nomenclature	Course Code	Nomenclature
1st Semester		**2nd Semester**	
IFQA-01	Food Fundamentals	IIFQA-01	Introduction to Food Analysis
IFQA-02	Introduction to Food Microbiology	IIFQA-02	Food Adulteration and Hygiene

IFQA-03	Food Safety and Quality Assurance	IIFQA-03	Food Packaging and Labeling
IFQA-04	Food Laws, Standards and Regulations	IIFQA-04	Food Toxicants, Contaminants and Allergens
IFQA-05	Food Plant Sanitation and Hygiene	IIFQA-05	HACCP in Food Industry

23. CERTIFICATE IN VIDEO FILM PRODUCTION (ODL MODE)

1st Semester

Course Code	Nomenclature
CVFP-101	Basics of Film Production
CVFP-102	Stages if Film Production
CVFP-103	Project Work

24. DIPLOMA IN SOLID & HAZARDOUS WASTE MANAGEMENT (ODL MODE)

1st Semester / **2nd Semester**

Course Code	Nomenclature	Course Code	Nomenclature
SHWM-101	Solid Waste	SHWM-201	Plastic Waste
SHWM-102	Solid Waste Treatment & Disposal	SHWM-202	Hazardous Waste
SHWM-103	Swachh Bharat Mission	SHWM-203	Biomedical Waste
SHWM-104	Summer Training*	SHWM-204	E-Waste

- **Summer training (3-5 weeks) to be undertaken at the end of 1st semester.**

25. DIPLOMA IN SRIMAD BHAGWAD GITA (ONLINE MODE)

1st Semester / **2nd Semester**

Course Code	Nomenclature	Course Code	Nomenclature
DBG-101	Bhagavad Gita Foundation: Historical and Cultural Context	DBG-201	Managing Emotions: Lessons From Arjuna's Despondency
DBG-102	The Concept of Dharma: Understanding Duty and Righteousness	DBG-202	Leadership And Decision Making: Insights From The Gita
DBG-103	Karma Yoga: The Path of Selfless Action	DBG-203	Detachment And Equanimity: The Art Of Letting Go
DBG-104	Bhakti Yoga: The Path of Devotion	DBG-204	The Gita's Relevance In Contemporary Life: A Holistic Approach
DBG-105	Integrative Practices and Holistic Development	DBG-205	Comprehensive Viva-Voce

NOTE:

1. In case of DCA, DFQA, DSHWM, DBF, DFM, DBA, DSCA, DIHS, DGC, DDS, DSBG, DAI, DCS and DSTGJJMH&EE if the student quit after 1st semester he/she will be awarded certificate after successful complication of 1st semester.

2. The Scheme and Syllabus of above said all Programmes can be download from our website from the link   https://www.ddegjust.ac.in/syllabus/dsyllabus

CHAPTER-V

FEE STRUCTURE AND DATES FOR REMITTANCE OF FEE

OPEN AND DISTANCE LEARNING MODE PROGRAMMES

Post Graduate Programmes:

Sr. No.	Name of Programmes	*1st (Rs)	2nd (Rs)	*3rd (Rs)	4th (Rs)
1.	M.A. (MASS COMMUNICATION)	9500/-	6500/-	9500/-	6500/-
2.	M.A. (MASS COMMUNICATION) LATERAL ENTRY	9500/-	6500/-	-------	-------
3.	MASTER OF BUSINESS ADMINISTRATION (MBA)	14000/-	11000/-	14000/-	11000/-
4.	MASTER OF COMMERCE (M.COM)	9500/-	6500/-	9500/-	6500/-
5.	MASTER OF SCIENCE (MATHEMATICS)	9500/-	6500/-	9500/-	6500/-
6.	MASTER OF COMPUTER APPLICATIONS (MCA)	14000/-	11000/-	14000/-	11000/-
7.	M.A. (ENGLISH)	9500/-	6500/-	9500/-	6500/-
8.	M.A. (HINDI)	9500/-	6500/-	9500/-	6500/-

Under Graduate Programmes:

Sr. No.	Name of Programmes	*1st (Rs)	2nd (Rs)	*3rd (Rs)	4th (Rs)	*5th (Rs)	6th (Rs)
1.	B.A. (MASS COMMUNICATION)	6500/-	3500/-	6500/-	3500/-	6500/-	3500/-
2.	BACHELOR OF ARTS (B.A.)	6500/-	3500/-	6500/-	3500/-	6500/-	3500/-
3.	BACHELOR OF COMMERCE (B.COM.)	6500/-	3500/-	6500/-	3500/-	6500/-	3500/-

Diploma and Certificate Programmes:

Sr. No.	Name of Programmes	*1st (Rs.)	2nd (Rs.)
1.	DIPLOMA IN BANKING AND FINANCE (DBF)	10500/-	7500/-
2.	DIPLOMA IN FINANCIAL MARKET (DFM)	10500/-	7500/-
3.	DIPLOMA IN BUSINESS ANALYTICS (DBA)	10500/-	7500/-
4.	DIPLOMA IN SUPPLY CHAIN ANALYTICS (DSCA)	10500/-	7500/-
5.	DIPLOMA IN INDUSTRIAL HEALTH AND SAFETY (DIHS)	10500/-	7500/-
6.	DIPLOMA IN GUIDANCE AND COUNSELLING (DGC)	10500/-	7500/-
7.	DIPLOMA IN DATA SCIENCE (DDS)	10500/-	7500/-
8.	DIPLOMA IN ARTIFICIAL INTELLIGENCE (DAI)	10500/-	7500/-
9.	DIPLOMA IN CYBER SECURITY (DCS)	10500/-	7500/-
10.	DIPLOMA IN SPIRITUAL TEACHINGS OF GURU JAMBHESHWAR JI MAHARAJ FOR HEALTH AND ENVIRONMENT EDUCATION (DSTGJJMH&EE)	10500/-	7500/-
11.	DIPLOMA/CERTIFICATE IN COMPUTER APPLICATION (DCA)	10500/-	7500/-
12.	DIPLOMA/CERTIFICATE IN FOOD QUALITY ASSURANCE (DFQA)	10500/-	7500/-
13.	CERTIFICATE IN VIDEO FILM PRODUCTION (CVFM)	10500/-	-------
14.	DIPLOMA IN SOLID AND HAZARDOUS WASTE MANAGEMENT (DSHWM)	10500/-	7500/-

ONLINE MODE PROGRAMMES

Post Graduate Programmes:

Sr. No.	Name of Programmes	*1ˢᵗ (Rs)	2ⁿᵈ (Rs)	*3ʳᵈ (Rs)	4ᵗʰ (Rs)
1.	M.A. (MASS COMMUNICATION)	13000/-	7000/-	13000/-	7000/-
2.	M.A. (MASS COMMUNICATION) LATERAL ENTRY	13000/-	7000/-	------------	------------
3.	MASTER OF BUSINESS ADMINISTRATION (MBA)	16250/-	13750/-	16250/-	13750/-
4.	MASTER OF COMMERCE (M.COM)	16250/-	13750/-	16250/-	13750/-
5.	MASTER OF SCIENCE (MATHEMATICS)	13000/-	7000/-	13000/-	7000/-
6.	MASTER OF COMPUTER APPLICATIONS (MCA)	16250/-	13750/-	16250/-	13750/-
7.	M.A. (ENGLISH)	13000/-	7000/-	13000/-	7000/-
8.	M.A. (HINDI)	13000/-	7000/-	13000/-	7000/-

Under Graduate Programmes:

Sr. No.	Name of Programmes	*1ˢᵗ (Rs)	2ⁿᵈ (Rs)	*3ʳᵈ (Rs)	4ᵗʰ (Rs)	*5ᵗʰ (Rs)	6ᵗʰ (Rs)
1.	BACHELOR OF COMMERCE (B.COM.)	10000/-	5000/-	10000/-	5000/-	10000/-	5000/-

Diploma and Certificate Programmes:

Sr. No.	Name of Programmes	*1ˢᵗ (Rs.)	2ⁿᵈ (Rs.)
1.	DIPLOMA/CERTIFICATE IN COMPUTER APPLICATION (DCA)	12000/-	10000/-
2.	DIPLOMA IN SRIMAD BHAGWAD GITA (DSBG)	12000/-	10000/-
3.	DIPLOMA IN GUIDANCE AND COUNSELLING (DGC)	12000/-	10000/-

Note: If number of admissions will remains less than 05, then CDOE have the rights to discontinue that programme for the current academic session. However, such students have option to shift their programme to another programme without paying fee for change of programme, otherwise his/her full fee including Registration fee will be refunded.

*Includes Rs. 400/- as University Registration-cum-enrollment fee in case of fresh admission and as continuation fee in case of promotion to next Class/Year and Rs.2600/- as University examination fee in the case of semester programmes. In addition to above Rs.100/- as Student Fee ship (Alumni Fund) is also payable once in programme at time of admission.

Last dates for fees submission for Open and Distance Learning Programmes and Online Programmes:

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

Note: In case of DCA, DFQA, DSHWM, DBF, DFM, DBA, DSCA, DIHS, DGC, DDS, DSBG, DAI, DCS and DSTGJJMH&EE if the student wants to left the programme after 1ˢᵗ semester, then he/she will have to submit their request before the last date of submission of 2ⁿᵈ installment, otherwise he/she will have to pay 2ⁿᵈ installment as per above schedule.

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PROVISION FOR ADMISSION OF FOREIGN STUDENTS

FOR ONLINE PROGRAMME(S) ONLY

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 admitted in online programmes of Centre for Distance and Online Education.

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 admitted in online programme of Centre for Distance and Online Education.

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 admitted in online programme of Centre for Distance and Online Education.

Note:

1. In case of Online Programmes there is no provision for any type of fee concession.

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 the above chapter includes Admission fee, Registration fee, Continuation fee, Examination fee, and Study material fee, fee for PCP and Alumni fee. Students are advised not to make any excess payment. However, Rs.1300/- 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/UPI. 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. Thereafter, the candidature can 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 Director (CDOE). 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.

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.

vi) 50% concession of the total fees to this university employees (GJUS&T, Hisar) and their dependents and 75% concession of the total fees to Class-III employees of this University (GJUS&T, Hisar) and their dependents and full fee concession in case of Class-IV employees of this University and their wards (other than Post Matric Scholarship cases) may be allowed in regular, part time, self-financed programmes in the University Teaching Departments and Programmes through Distance Education mode. In case of Contractual staff 25% concession for the total fee of the installment submitted during his/her period of working in this University is allowed.

Further, the wards/dependent children of HKRNL employees of the University be given fee concession in all regular programmes at par with wards of University regular employees as under:

wards of HKRNL group-D employees	full fee concession of the total fee
wards of HKRNL group-C employees	75% concession of the total fee
wards of HKRNL group-B employees	50% concession of the total fee

Note: No fee concession will be applicable in case of admission through Marketing Channel Partners (MCP).

vii) The retired employees of this University may be treated at par with the serving employees for the purpose of fee concession for their wards /spouses. The ward of deceased employee (including pensioners) of this University is granted 100% Tuition Fee Concession.

viii) 25% concession of total fees of Distance Learning Programmes will be allowed to the students pursuing regular courses in GJUS&T, Hisar or any other recognized University/College, who are interested to simultaneously join a Distance Learning Programme. The candidate claiming this concession will be required to produce a certificate of *bona fide* student from the Head of the Institution concerned.

As per the policy of UGC D.O. No. 1-6/2007 (CPP-II) (New) dated 13th 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. A student can pursue two academic programmes, one in full time physical mode and another in Open and Distance Learning (ODL)/ online mode; or up to two ODL/Online programmes simultaneously.

    c. Degree or diploma programmes under ODL/Online mode shall be perused with only such HEIs which are recognized by UGC/Statutory Council/ Govt. of India for running such programmes.

    d. 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.

    e. 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.

ix) "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), are not required to pay any kind of fees and they may pay a sum of Rs.1000/- (Refundable) as security/caution money. The eligible SC students will apply the Post Matric Scholarship form on the concerned portal i.e. https://harchhatravratti.highereduhry.ac.in. In case the SC students does not apply for Post Matric Scholarship OR is found not eligible for award of Post Matric Scholarship OR being eligible, he/she is not awarded Post Matric Scholarship due to one or other reason, and if the fees is not deposited by the students to the University within 7 days after receiving the complete Post Matric Scholarship amount in his/her account. The students concerned will be liable to pay his/her fee alongwith late fine of Rs. 10/- per day subject to maximum Rs. 2500/-. DMC and Degree/PDC will be issued only after depositing the PMS amount/requisite fee."

Those students who have applied for above said scholarship and fulfil conditions:

      a. Applied for scholarship well in time.

      b. Are eligible for scholarship?

      c. Are eligible for the respective course?

But the same have not been received from the Government and if they wish to submit their full fees for taking their DMC/result declaration. In such cases they do not have to pay the late fee of Rs. 10/- per day. Further, if because of any reason, their scholarship is not received from the Govt. the deposited fee paid by the students will be forfeited.

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.**

          2. In case of PMS, the candidate have to upload the undertaking (Annexure-IV of the Prospectus) which is mandatory for claiming the scholarship.

x) The fee concession on the pattern of Guru Jambheshwar University of Science & Technology employees will also be extended to the employees of the office of the Directorate of Technical Education Haryana posted in the Head Office at Panchkula and the Audit staff posted in Guru Jambheshwar University of Science & Technology, Hisar for pursuing studies in all the courses being run by the University. However, the Audit Staff will be entitled to avail such facility up to the period till they remain posted in Guru Jambheshwar University of Science & Technology, Hisar.

xi) The students must remit the fee of subsequent semesters/installments as per the schedule without waiting for the result so as to enable the Centre for Distance and Online Education to supply the study material in time.

xii) In case of sudden demise of any student during study the fees paid by him/her for the session of demise will be refunded, if claimed by parents

xiii) 25% concession of the total fees to serving/ retired military personal up to the rank of N.C.O. or of military personal killed or incapacitated wholly or partially during the war and their wards, will be allowed.

CHAPTER - VI
Code, Duration, Mode and Medium for the Programme

Programme Code	Programme	Duration	Mode	Medium of Exam/Assignments
4	M.A. (Mass Comm.)	2 Years	ODL	English or Hindi
8	M.A. (Mass Comm.) Lateral Entry	1 Year	ODL	English or Hindi
6	MBA	2 Years	ODL	English
7	M.Com.	2 Years	ODL	English or Hindi
9	M.Sc. (Mathematics)	2 Years	ODL	English
15	MCA	2 Years	ODL	English
16	Master of Arts (English)	2 Years	ODL	English
18	Master of Arts (Hindi)	2 Years	ODL	Hindi
52	B.A. (Mass Comm.)	3 Years	ODL	English or Hindi
54	Bachelor of Arts (B.A.)	3 Years	ODL	English or Hindi
55	Bachelor of Commerce (B.Com.)	3 Years	ODL	English or Hindi
39	Diploma in Banking And Finance (DBF)	1 Year	ODL	English
40	Diploma in Financial Market (DFM)	1 Year	ODL	English
41	Diploma In Business Analytics (DBA)	1 Year	ODL	English
42	Diploma in Supply Chain Analytics (DSCA)	1 Year	ODL	English
43	Diploma in Industrial Health and Safety (DIHS)	1 Year	ODL	English
44	Diploma in Guidance and Counseling (DGC)	1 Year	ODL	English
45	Diploma in Data Science (DDS)	1 Year	ODL	English
46	Diploma In Artificial Intelligence	1 Year	ODL	English
47	Diploma In Cyber Security	1 Year	ODL	English
48	Diploma In Spiritual Teachings of Guru Jambheshwar Ji Maharaj for Health And Environment Education	1 Year	ODL	Hindi/ English
81	MBA	2 Years	Online	English
82	M.Com.	2 Years	Online	English
83	MCA	2 Years	Online	English
84	M.A. (Mass Comm.)	2 Years	Online	English or Hindi
85	Master of Science (M.Sc.) (Mathematics)	2 Years	Online	English
86	Master in Arts (English)	2 Years	Online	English
87	Master in Arts (Hindi)	2 Years	Online	Hindi
88	M.A. (Mass Comm.) Lateral Entry	1 Year	Online	English or Hindi
91	Diploma/Certificate in Computer Application	1 Year	ODL	English

Programme Code	Programme	Duration	Mode	Medium of Exam/ Assignments
92	Diploma/Certificate in Food Quality Assurance	1 Year	ODL	English
94	Certificate in Video Film Production	6 Months	ODL	English or Hindi
95	Bachelor of Commerce (B.Com.)	3 Years	Online	English
96	Diploma in Solid and Hazardous Waste Management	1 Year	ODL	English
97	Diploma/Certificate in Computer Application	1 Year	Online	English
98	Diploma in Srimad Bhagwad Gita (DSBG)	1 Year	Online	English or Hindi
99	Diploma in Guidance and Counseling (DGC)	1 Year	Online	English

i)   **In case of B.A and MA (Hindi) the study material will be provided in Hindi and rest of programme's study material will be provided in English.**

ii)   **In case of Online programmes the study material in the form of E-content/E-tutorial through LMS portal will provide.**

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 programming 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 may allow a student one more year for completion of the programme.

3. Further, the mercy chance, if any will be given within maximum allowed period 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 examination of semester programmes shall be held twice in a year, i.e., in the months of December-January and June-July 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. The examination of re-appearing candidates of annual courses will also be held with examinations of odd semester courses, in addition to their annual 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. 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 Instructions 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.1300/- 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. A candidate who has been placed under re-appear in the more than one examination is required to apply separately for re-appear(s) on separate examination form meant for re-appear along with requisite fee.

i) 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/year, on recommendations of Chairperson of the Deptt., Director (CDOE). Principal of the concerned affiliated college. Such 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 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/annual 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/annual 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 Chairperson of the Deptt., Director (CDOE), Principal of the concerned affiliated college 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 The examination center will ordinarily be created at the University campus/ affiliated colleges or at any and other place to be decided accordingly to the territorial jurisdiction of University from time to time. Change of center of theory/practical examination can be allowed in genuine cases with a valid proof by the Director or the officer authorized by him up to 10 days before the commencement of the examination, on valid grounds on payment of Rs.5000/- and in case for that supplementary examination, if the student wants to change the examination center, he/she allowed in genuine cases with a valid proof (proof must not be older than 6 months at the time of applying) by Controller of Examinations up-to 7 days before the commencement of the examination on payment of Rs.5000/-. However, this option will not confer any absolute right to the students for change of exam centers.

7.5 i) **Pass/Fail Criteria**

Sr. No.	Name of Programmes	Pass/Fail Criteria
1.	Master of Arts (Mass Communication) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate
2.	Master of Arts (Mass Communication) (Lateral Entry) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate
3.	Master of Business Administration (MBA) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
4.	Master of Commerce (M.Com.) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
5.	Master of Science (M.Sc.) (Mathematics) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
6.	Master of Computer Applications ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
7.	Master in Arts (English) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
8.	Master in Arts (Hindi) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate
9.	Bachelor of Arts (Mass Communication) ODL Mode	Minimum pass percentage: 35% in external (Theory/Practical) and 35% in Aggregate
10.	Bachelor of Arts (B.A.) ODL Mode	Minimum pass percentage: 35% in external (Theory/Practical) and 35% in Aggregate
11.	Bachelor of Commerce (B.Com.) ODL & Online Mode	Minimum pass percentage: 35% in external (Theory/Practical) and 35% in Aggregate
12.	Diploma in Banking And Finance (DBF) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
13.	Diploma in Financial Market (DFM) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
14.	Diploma In Business Analytics (DBA) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
15.	Diploma in Supply Chain Analytics (DSCA) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
16.	Diploma in Industrial Health and Safety (DIHS) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.

17.	Diploma in Guidance and Counseling (DGC) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
18.	Diploma in Data Science (DDS) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
19.	Diploma In Artificial Intelligence (DAI) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
20.	Diploma In Cyber Security (DCS) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
21.	Diploma In Spiritual Teachings of Guru Jambheshwar Ji Maharaj For Health And Environment Education (DSTGJJMH&EE) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
22.	Diploma/Certificate in Computer Application (DCA) ODL & Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
23.	Diploma/Certificate in Food Quality Assurance (DFQA) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
24.	Certificate in Video Film Production (CVFP) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
25.	Diploma in Solid and Hazardous Waste Management (DSHWM) ODL Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.
26.	Diploma in Srimad Bhagwad Gita (DSBG) Online Mode	Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.

Note: The scheme of external and internal marks will be 70:30 (External: Internal) except in case of MA (Hindi), B.A. and B.A. (Mass Comm.) external and internal marks will be 80:20 (External: Internal).

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$^+$ grade with "Distinction".

7.6 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
Programme	Title of Report	Semester	Last Date of Submission
M.A. (Mass Communication) and Lateral Entry in ODL & Online Mode	Dissertation	3rd	Synopsis will be submitted/uploaded till 31st October without late fees and Dissertation will be summited/ uploaded till 31st January. Student will bring/keep one copy of dissertation along with them during the viva.
M.A. (Mass Communication)and Lateral Entry in ODL & Online Mode	Internship Viva	4th	Students must submit/upload their Internship report till 30th April without late fees. Students bring/keep one copy of Internship report with them during the viva.

MBA ODL & Online Mode	Summer Internship and Seminar	3rd	30th November after 2nd semester.
MCA ODL & Online Mode	Industrial Training	3rd	30th November after 2nd semester
MCA ODL & Online Mode	Synopsis	4th	28th /29th February every year without late fees.
MCA ODL & Online Mode	Project Work	4th	31st May every year.
BA(Mass Communication)	Production Portfolio	1st to 6th	Students will bring the portfolio along with them during the viva. No student will be allowed to appear for the viva without the portfolio.
Diploma in Industrial Health and Safety (DIHS)	Training	1st	31th May every year.
Diploma in Guidance and Counselling (DGC) in ODL & Online mode	Internship Report (Assessment) - II	2nd	31th May every year.
Diploma in Data Science (DDS)	Project Work	2nd	31th May every year.
Certificate in Video Film Production (CVFP)	Project Work	1st	28th /29th February every year without late fees.
DCA ODL & Online Mode	Synopsis	2nd	28th /29th February every year without late fees.
DCA ODL & Online Mode	Project Work	2nd	31st May every year.
Diploma in Solid & Harzardous Waste Management (DSHWM)	Summer Training	1st	31th May every year.
Diploma In Artificial Intelligence (DAI) in ODL Mode	Major Project	2nd	31th May every year.
Diploma In Cyber Security (DCS) in ODL Mode	Major Project	2nd	31th May every year.
Diploma In Spiritual Teachings of Guru Jambheshwar Ji Maharaj For Health And Environment Education (DSTGJJMH&EE) in ODL Mode	Major Project	2nd	31th May every year.

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.

7.7 ABOUT ONLINE ADMISSION FORM FOR OPEN AND DISTANCE LAERNING

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 six 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: In final step, the following scanned documents (all documents /image/signature should be in "jpg","gif","bmp","jpeg" (format only) are to be uploaded:

a) 10th 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) 12th 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 programme as per schedule of admissions, subject to the condition that the candidate will have to produce an evidence of their having cleared the qualifying examination by 31st December 2025, 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 in the Centre for Distance and Online Education after getting the admission either in person/through post. For safe return of original certificates after their verification by the office, the students admitted are advised to send a self-addressed envelope of size 10" x 12" bearing postage stamps worth Rs.55/-. **In case of genuine request of the students on the recommendation of the respective Programme Co-ordinator with the approval of the Director (CDOE) student will be allowed for online verification of original document through video conferencing along with a special fee of Rs. 500/-. In case the student will upload the attested document from 1st Class Gazetted Government Officer then there is no need of original document verification.** The last date for verification of original documents is 31.12.2025 for all the courses. 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/-.

vii) Submission of fee, Dispatch of study material 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 of the study material and 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.

xvi) M.A.(Mass Communication) 2nd year is also allowed through lateral entry scheme subject to passing the qualifying examination from the University / Institution as per eligibility mentioned in Chapter-III.

7.8 CHANGE OF PROGRAMME/SUBJECT/SPECIALIZATION AND MODE FROM REGULAR TO DISTANCE MODE

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, upto before the last date of admission. 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/- upto 15th September.

iii) In case of change of programme from regular mode of the University Teaching Department to Distance Mode the students will be allowed upto 15 days before the last date of admission with the recommendation of the concerned Chairman/Director. No excess fee, if charged, will be refunded/adjusted. Paid in regular mode will be adjusted in the first installment only of Centre for Distance and Online Education. However, any short of fee will be recovered from the candidate. A fee of Rs. 2000/- will be paid by the student for the change of mode from regular to Distance.

iv) In case a student wants to change his/her learning mode, ODL to Online or vice-versa, he/she will have to deposit the fee of another desired mode then 100% fee of his/her earlier mode course will be refunded on submission of the request of student upto one week before the last date of admission.

NOTE: In case of MA (Mass Comm.)/MBA/M.Com. student has to Opt his/her specialization upto 30th April i.e before commencement of examination of 2nd semester otherwise above said Clause will be applicable for the same.

7.8(a) SHIFTING OF STUDENT FROM REGULAR MODE PROGRAMME TO OPEN AND DISTANCE LEARNING MODE PROGRAMME

A student after completion of 1st / 2nd year from UTD/Affiliated College of this University but due some reasons he/she could not complete his/her programme may be allowed to complete their programme through Open and Distance Learning mode by taking admission in only 3rd / 5th semester as per following terms and conditions:

i) that the student will have to complete the degree programme within maximum prescribed duration of programme i.e. N+2 years.

ii) that the student will pay his/her requisite fee as per the Prospectus of Centre for Distance and Online Education, GJUS&T, Hisar prevailing at that time alongwith Rs. 5000/- processing fee (additional) for transfer/shift from Regular programme to Distance mode programme.

iii) that the student may be allowed only if his/her previous semesters are fully passed. The student having re-appear will not be considered.

iv) DMCs already issued will remain same of the previous attended college/University and DMCs of remaining semester will be issued by Centre for Distance and Online Education as the case may be.

v)   that the student will be allowed for only those subjects/courses/specializations which are already existing programme of CDOE.

vi)   that the student has to submit No Dues as well as Character Certificate from the earlier attended college/department of the University.

vii)   that the Degree will be awarded of Centre for Distance and Online Education after successful completion of the course/programme.

7.9   INTER UNIVERSITY MIGRATION CERTIFICATE

The students passing out final examinations seeking inter University migration certificate may apply on the proforma provided in the prospectus (Annexure-I). 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.

7.10 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. However the University have to right to increase/decrease these fees in near future.**

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.**

7.11 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) a) 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 1st installment.

b) If a student take admission in two programmes inadvertently through Online Mode and ODL Mode, then his/her 100% fee of one programme will be refunded on request of student.

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. If the case is 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) Employment certificate of GJUS&T, Directorate of Technical Education Haryana and University audit staff, military personal and their wards for claiming the fee concession is to be uploaded along with application form.

vii) Certificate from the serving/ retired military personal upto the rank of N.C.O. or of military personal killed or incapacitated wholly or partially during the war and their wards is required to be uploaded along with application form for claiming the fee concession.

viii) 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.

ix) 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.

x) 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).

xi) 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.

xii) **The issue of study material / 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 study material/ submission of assignments etc.**

xiii) The result of all the programme will be uploaded on the website of Centre for Distance and Online Education: 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.

xiv) **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).**

xv) 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 incompliance 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 x50 = 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."

xvi) The student once admitted to a Study Centre will not ordinarily be allowed to change the study centre. However, the change of Study Centre may be allowed on valid grounds in 2nd and 4th semester and it will be effective from 3rd and 5th semester respectively for apportionment of fee except that a student admitted to a Study Centre can become direct student of the University at any stage. For change of Study Centre, No Dues Certificates from his/her Study Centre with a Fee of Rs. 1500/- should be sent to the CDOE at least 15 days before the last date of payment of fee of that semester/installment. No change of Study Centre is permissible at the same station except any genuine reason.

CHAPTER - VIII

PERSONAL CONTACT PROGRAMME (PCP) AND ASSIGNMENT SCHEDULE

The Centre for Distance and Online Education will supply study material in the form of Self Learning Material (SLM)/printed book/lessons. The students may get the same directly from the Centre for Distance and Online Education otherwise it will be sent by post/courier service.

The Personal Contact Programme (PCP) will be arranged for each of the programme by the respective Programme Coordinator(s) either in Online or Offline mode. Mode of PCP 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. However, the students are advised to report to the concerned Programme Coordinator(s) for PCP at the contact number given therein. The final PCP schedule will be notified on CDOE website. It is mentioned that 75% attendance in PCP's is compulsory for appearing in final examinations.

Name of Programme(s)	Tentative Schedule of Personal Contact Programme (during following dates of the concerned year)	Contact details of concerned Programme Coordinator
Master of Arts (Mass Comm.) ODL & Online Mode	November/December (Odd) February/March (Even)	dde.masscommunication@gmail.com
Bachelor of Arts (Mass Comm.)		
Certificate in Video Film Production	November/December (Odd)	
Master of Business Administration (MBA) ODL & Online Mode	November/December (Odd) March/April (Even)	poonamkaushik@gjust.org ddeonlinemba@gjust.org
Master of Commerce (M.Com.) ODL & Online Mode	November/December (Odd) March/April (Even)	ddemcom@gjust.org
Master of Science (M.Sc.) (Mathematics) ODL & Online Mode	November/December (Odd) February/March (Even)	babamohithhh@gmail.com
Master of Computer Applications (MCA) ODL & Online Mode	November/December (Odd) February/March (Even)	admissionmcadde@gmail.com onlinedca.cdoe@gmail.com
Diploma/Certificate in Computer Application ODL & Online Mode		
Master of Arts (English) ODL & Online Mode	November/December (Odd) February/March (Even)	Pallavichahar6@gmail.com.
Master of Arts (Hindi) ODL & Online Mode	November/December (Odd) February/March (Even)	geetudhawan@rediffmail.com

Name of Programme(s)	Tentative Schedule of Personal Contact Programme (during following dates of the concerned year)	Contact details of concerned Programme Coordinator
Bachelor of Arts (B.A.)	November/December (Odd) March/April (Even)	bacoursecoordisedu@gmail.com
Bachelor of Commerce (B.Com.) ODL & Online Mode	November/December (Odd) March/April (Even)	simranarya@gjust.org programmebcom55@gmail.com
Diploma in Banking And Finance (DBF)	November/December (Odd) March/April (Even)	Programmebcom55@gmail.com
Diploma in Financial Market (DFM)	November/December (Odd) March/April (Even)	simranarya@gjust.org
Diploma In Business Analytics (DBA)	November/December (Odd) March/April (Even)	neeraj1417@gmail.com
Diploma in Supply Chain Analytics (DSCA)	November/December (Odd) March/April (Even)	rakesh.ddeonline@gmail.com
Diploma in Industrial Health and Safety (DIHS)	November/December (Odd) March/April (Even)	anita31kirdolia@gmail.com
Diploma in Guidance and Counseling (DGC) ODL & Online Mode	November/December (Odd) March/April (Even)	sanjaycip@gmail.com
Diploma in Data Science (DDS)	November/December (Odd) March/April (Even)	Dharmindia24@gmail.com
Diploma in Artificial Intelligence	November/December (Odd) March/April (Even)	noliyaaman@gjust.org
Diploma in Cyber Security	November/December (Odd) March/April (Even)	Dharmindiam24@gmail.com
Diploma in Spiritual Teachings of Guru Jambheshwar Ji Maharaj for Hearth and Education	November/December (Odd) March/April (Even)	ramswaroopjhnwar@gmail.com
Diploma/ Certificate in Food Quality Assurance	November/December (Odd) March/April (Even)	dhitaray@gmail.com
Diploma in Solid and Hazardous Waste Management	November/December (Odd) March/April (Even)	santosh25@gjust.org
Diploma in Srimad Bhagwad Gita (DSBG)	November/December (Odd) March/April (Even)	ksnrw16@gmail.com

NOTE: 1. **Tentative schedule of PCPs of all Programmes will be displayed on the CDOE website.**

2. **Study Centre will have to follow the same schedule notified by the respective programme Coordinator of the CDOE.**

ASSIGNMENT SUBMISSION SCHEDULE

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

NOTE: The students have to upload two internal handwritten assignment of each theory paper of 30% weightage (except B.A., B.A.(Mass communication) and MA (Hindi)) where weightage is 20%) in the stipulated time period mentioned above. Questions for Assignments will be available on the website: www.ddegjust.ac.in. It is the sole responsibility of the student to download the question papers of the assignments and upload the solved assignments online as per above mentioned schedule.

After the stipulated date, assignments will not be accepted and the student will be treated as absent in internal marks. However, such students may be allowed to submit their assignments with a late fee of Rs. 1000/- up to 30 days after declaration of result of their examination.

Thereafter, such students may be allowed to submit their assignments in genuine cases by the Vice-Chancellor with late fee of Rs.2000/-.

There is no provision of improvement/re-evaluation in the internal assessment.

CHAPTER– IX

ACADEMIC YEAR PLANNER-(2025-26)

Academic calendar			
Sr. No.	**Name of Activity**	**Tentative Month-wise Schedule**	
		Odd Semester	**Even Semester**
1.	Admissions	July - August	
2.	Distribution of SLM	August – October	February – March
3.	Examinations	December- January	June-July
4.	Declaration of results	March-April	September-October
	Tentative Schedule of Personal Contact Programme for Open and Distance Learning Programmes and Doubt Classes for Online Programmes		
	Semester Programmes		
	Name of Programme	**Odd Semester**	**Even Semester**
i)	M.A. (MASS COMM.) ODL & Online Mode	Nov-Dec	Feb-March
ii)	MASTER OF BUSINESS ADMINISTRATION(MBA) ODL & Online Mode	Nov-Dec	March-April
iii)	MASTER OF COMMERCE (M. Com) ODL & Online Mode	Nov-Dec	March-April
iv)	M.Sc. (MATHEMATICS) ODL & Online Mode	Nov-Dec	Feb-March
v)	MASTER OF COMPUTER APPLICATIONS (MCA) ODL & Online Mode	Nov-Dec	Feb-March
vi)	M.A. (ENGLISH) ODL & Online Mode	Nov-Dec	Feb-March
vii)	M.A. (HINDI) ODL & Online Mode	Nov-Dec	Feb-March
viii)	B.A. (MASS COMM.)	Nov-Dec	Feb-March
ix)	BACHELOR OF ARTS (B.A.)	Nov-Dec	March-April
x)	BACHELOR OF COMMERCE (B.COM.) ODL & Online Mode	Nov-Dec	March-April
xi)	DIPLOMA IN BANKING AND FINANCE (DBF)	Nov-Dec	Feb-March
xii)	DIPLOMA IN FINANCIAL MARKET (DFM)	Nov-Dec	Feb-March
xiii)	DIPLOMA IN BUSINESS ANALYTICS (DBA)	Nov-Dec	Feb-March

Sr. No.	Name of Programme	Odd Semester	Even Semester
xiv)	DIPLOMA IN SUPPLY CHAIN ANALYTICS (DSCA)	Nov-Dec	Feb-March
xv)	DIPLOMA IN INDUSTRIAL HEALTH AND SAFETY (DIHS)	Nov-Dec	Feb-March
xvi)	DIPLOMA IN GUIDANCE AND COUNSELLING (DGC) ODL & Online Mode	Nov-Dec	Feb-March
Xvii)	DIPLOMA IN DATA SCIENCE (DDS)	Nov-Dec	Feb-March
xviii)	DIPLOMA IN ARTIFICIAL INTELLIGENCE (DAI)	Nov-Dec	Feb-March
xix)	DIPLOMA IN CYBER SECURITY (DCS)	Nov-Dec	Feb-March
xx)	DIPLOMA IN SPIRITUAL TEACHINGS OF GURU JAMBHESHWAR JI MAHARAJ FOR HEALTH AND ENVIRONMENT EDUCATION (DSTGJMJHEE)	Nov-Dec	Feb-March
xxi)	DIPLOMA IN COMPUTER APPLICATION (DCA) ODL & Online Mode	Nov-Dec	Feb-March
xxii)	DIPLOMA/CERTIFICATE IN FOOD QUALITY ASSURANCE	Nov-Dec	Feb-March
xxiii)	CERTIFICATE IN VIDEO FILM PRODUCTION	Nov-Dec	-------------
xxiv)	DIPLOMA IN SOLID AND HAZARDOUS WASTE MANAGEMENT	Nov-Dec	Feb-March
xxv)	DIPLOMA SRIMAD BHAGWAT GITA (DSBG)	Nov-Dec	Feb-March

CHAPTER– X

	STUDY CENTERS OF THE UNIVERSITY	

Center Code	Name and Address of Study Center	Programmes Approved
4102	Maharani Lakshmi Bai College, Balsmand Road, Bhiwani Rohilla, Hisar Mob.94160-44471, 82953-44449 Email: principalmlbc11@gmail.com	B.A., B.Com., M.Com. and M.Sc. (Maths)
4103	Guru Dronacharya Girls College, Mandi Adampur, Hisar, Haryana- 125052 Mob. No. 9728101040, 9466148484, 9034557257 Email: info.gdgc@gmail.com	B.A. and B. Com.
4107	ODM College for Women, 12 Km. Stone, Hisar-Rajgarh Road, NH-52, Muklan, Hisar- 125004 Mob. No. 9215515131, 9315515131 Email: odmcollegehisar@gmail.com	B.A, B.Com., B.A. (Mass Communication), M.Com and M.Sc. (Maths)
4106	Chhaju Ram Memorial Jat College, Hisar (Mob. No. 8901254751) Email: info@crmjatcollege.com	B.A., B.Com., M.A.(Hindi), M.Com., M.Sc.(Maths), M.A.(English), DCA, DGC, DDS, DBA, DSCA, DFM, DB&F, DAI and DCS
4110	The E5 College for Women, NH-9, Garhi, Hansi (Hisar) (Mob. No. – 7988699571) Email: thee5college@gmail.com	BA, B.Com., DCA, DDS, DAI, DCS, DFM and DB&F
4112	Manohar Memorial College, Ratia Road, Fatehabad – 125050 (Haryana) Email: mmc1970ftbd@yahoo.co.in	B.A., B.Com., M.A.(English), M.A.(Hindi), M.Sc.(Maths), DCA and DFM
4113	Govt. College for Women, Barnala Road, Sirsa, Haryana – 125055 (Mob. No. 89301343134) Email: gcwsirsa@yahoo.com	B.A., B.Com., M.Com., DCA, DDS, DBA, DSCA, DFM, DB&F, DSHWM, DAI and DCS
4116	Kirorimal (K.M.) College of Education, Hansi Road, Bhiwani (Mob. No. 9896011784) Email: jitendergoeladv@gmail.com ; kmimit@gmail.com	B.Com.
4117	Vaish College, Railway Road, Bhiwani – 127021 (Haryana) (Mob. No. 9416058849) Email: vcbprincipal@gmail.com	M.Com., M.Sc.(Maths), M.A.(Hindi), B.Com., B.A., DDS, DFM, DB&F, DCS and DGC
4119	Saheed Smarak Govt. PG College, V.P.O.-Tigaon, Teh.-Ballabhgarh, Faridabad (Mob. No. 9968260531) Email: gctigaon@gmail.com	B.A., B.Com., M.Com., M.A.(Hindi), DCA, DSCA, DDS, DB&F, DCS and DFM

Center Code	Name and Address of Study Center	Programmes Approved
4120	Pt. JLN Govt. PG College, Sec-16A, Faridabad (Mob. No. 8572077246) Email: gcfaridabadinformation@gmail.com	M.Com., M.Sc.(Maths), M.A.(English), M.A.(Hindi), B.A.(Mass Comm.), B.Com., B.A., DCA, DDS, DB&F, DCS, DSCA, DFQA, DSHWM and DFM
4121	Goswami Ganesh Dutt Sanatan Dharma College, Near New Grain Market Palwal – 121102, Haryana (Mob. No. 9812762909) Email: ggdsd1955@rediffmail.com	B.A., B.Com., M.Com., DSCA, DCA, DDS, DFM, DAI, DB&F and DCS
4122	DPG Degree College, Near Hero Honda Chowk, Marble Market, Sec-34, Gurugram – 122004, Haryana (Mob. No. 9819044640) Email: dpgdegreecollege@gmail.com	MBA, M.Com., MCA, M.Sc.(Maths), MA (English), B.Com., BA(Mass Comm.), B.A., DCA, DGC, DDS, DBA, DSCA, DFM, DB&F, DSHWM and Certificate in Video Film Production
4124	C.R. Kisan College, Railway Road, Paiyala Chowk, Jind-126102 (Mob. No. 94161-42722) Email: principalcrkcjind@gmail.com	B.A., B.Com., DFM, DB&F and DSCA
4125	Dr. Bhim Rao Ambedkar Govt. College Jagdishpura, Kaithal (Mob. No. 9996339391) Email: gckaithal@gmail.com	B.A.(Mass Comm.), M.Sc.(Maths), M.Com., M.A.(English), B.Com., B.A., DCA, DAI, DDS, DFM, DB&F and DSCA
4131	Govt. College, Meham, In front of Anaj Mandi, NH-9, Meham, Rohtak, Haryana – 124112 (Mob. No. 8053040130) Email: gcmeham@gmail.com	B.Com, B.A., DCA, DGC, DDS, DBA, DSCA, DFM, DB&F, DAI and DCS
4132	Janta Vidya Mandir Ganpat Rai Rasiwasia College, R.K.Gupta Marg, Charkhi Dadri – 127306 (Haryana) Email: jvmgrrcollege@rediffmail.com	B.A., B.Com., M.A.(Hindi), M.A.(English) and DFM

Note: The above said list of study centers and programme offered is tentative and finalized on the basis of routine inspection every year. The updated list of study centers will be available on the website accordingly.

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.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOYG, HISAR

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.)

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

1. Name of Applicant ……………………………   2. Father's Name …………………………
3. Name of Examination……………………...   4. Year & Session ………………………
5. Semester……………………………………   6. Roll No. ……………………………
7. 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) ……………………………	…………………………….…	………………………

8. 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. …………………………..

9. 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:

1. Original Fee receipt Bank Draft   :   Yes / No
2. 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 theConstitution (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.

UNDERTAKING FROM THE SC STUDENT(PMS)

It is certified that I _____ S/o/D/o/W/o Sh. _____resident of _____ Tehsil_____ District _____ (Haryana) undertake the following:

1. That I am a student of _____ Programme in Centre for Distance and Online Education, GJUS&T, Hisar_____ and have not taken admission in any other University/College/Institute and not claiming Scholarship from there at the same time.
2. That I fulfill all the conditions of the Post Matric Scholarship Scheme and is eligible for the Scholarship as per PMS Scheme.
3. In reference to Memo No.3/31-2018 Sch(2) dated 02.05.2023 issued by the Deputy Director Scholarship for Director General Higher Education, Haryana, Panchkula as and when the Scholarship amount is received in my account I will be bound to deposit University/College/Institute fee **within 7 days**.
4. If I found at fault at any stage, I will be wholly responsible to pay the entire fee and fine as per rules as applicable time to time.
5. If I failed to pay the University/College/Institute fee which was received from the Govt. in my account under PMS Scheme, University/concerned Deptt./College is free to initiate legal action against me as per rules.
6. In case any information is found false, full amount of scholarship with interest will be refunded back to the concerned funding agency.
7. That in case I do not apply for scholarship or is found ineligible for award of scholarship or being eligible I am not awarded Scholarship due to one or the other reason and Sr. No.3, I will be liable to pay full fee as per rules.
8. That in case any of the information from Sr. No. 1 to 7 found false, I shall be liable to be punish in the Court of Law.

Signature of Student
Name of Student:_____
Class: _____
Roll No._____
Mob.No. & e-mail:_____

VERIFICATION

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

Signature of Student
Name of Student:_____

Dated:_____   Class: _____
Place:_____   Roll No._____
Mob.No. & e-mail:_____

VERIFIED

Signature of the Chairperson/Director/Principal with seal

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 dated31.08.2010, 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 fromUGC website www.ugc.ac.in dated 29th May, 2024.

Sr No	State	University Name
1	Andhra Pradesh	Christ New Testament Deemed University, #32-32-2003, 7th Lane, Kakumanuvarithoto, 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, Thilaspet, 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.

Sr. No.	Course Name	Duration (in hours)	Course Fees (in Rs.)
IT Enabling Certificate Programme			
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/-
Entrepreneurship Career Track Courses			
1	Certificate in Digital Freelancing	60	2250/-
2	Certificate in Social Media Marketing	60	2250/-

Schedule of Admission (Month of Admission)

July-2025 and Oct.-2025,
Jan.-2026, April-2026.

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.

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 gjuskillcourses@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 12th 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 gjuskillcourses@hkcl.in.

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 'B'

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 PROGRAMMES 2025-26

Online Certificate Courses Collaboration With Haryana Knowledge Corporation Limited (HKCL)	
Eligibility: 10+2 or equivalent.	
Course Name	**Course Name**
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#
Website: gjuskillcourses.hkcl.in	

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
ACADEMIC PROGRAMMES 2025-26
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) PROGRAMMES
OPEN AND DISTANCE LEARNING ODL MODE AND ONLINE MODE

POST GRADUATE PROGRAMMES (ODL MODE)	DIPLOMA AND CERTIFICATE PROGRAMMES (ODL MODE)
1. Master of Arts (Mass Communication)	1. Diploma in Computer Application
2. Master of Business Administration	2. Diploma in Food Quality Assurance
3. Master of Commerce	3. Diploma in Solid and Hazardous Waste Management
4. M.Sc. (Mathematics)	4. Certificate in Video Film Production
5. Master of Arts (Mass Communication) Lateral Entry	5. Diploma in Banking And Finance
6. Master of Computer Applications	6. Diploma in Financial Market
7. Master of Arts (English)	7. Diploma In Business Analytics
8. Master of Arts (Hindi)	8. Diploma in Supply Chain Analytics
UNDER GRADUATE PROGRAMMES (ODL MODE)	9. Diploma in Industrial Health and Safety
1. Bachelor of Arts (Mass Communication)	10. Diploma in Guidance and Counselling
2. Bachelor of Arts (General)	11. Diploma in Data Science
3. Bachelor of Commerce(General)	12. Diploma in Artificial Intelligence
	13. Diploma in Cyber Security
	14. Diploma in Spiritual Teachings of Guru Jambheshwar Ji Maharaj for Health and Environment Education

FULL-FLEDGED ONLINE PROGRAMMES	

POST GRADUATE PROGRAMMES	UNDER GRADUATE PROGRAMMES
1. Master of Arts (Mass Communication)	1. Bachelor of Commerce(General)
2. Master of Business Administration – HUMAN RESOURCE/FINANCE/MARKETING	**DIPLOMA / CERTIFICATE PROGRAMME**
3. Master of Commerce	1. Diploma/Certificate in Computer Application
4. Master of Arts (Mass Communication) Lateral Entry	2. Diploma in Srimad Bhagwad Gita
5. Master of Science (Mathematics)	3. Diploma in Guidance & Counselling
6. Master of Computer Applications	
7. Master of Arts (English)	
8. Master of Arts (Hindi)	
REGISTRATION CUM APPLICATION FEE FOR ODL PROGRAMMES	**REGISTRATION CUM APPLICATION FEE FOR ONLINE PROGRAMMES**
General Category : Rs. 400/-	Indian Student : Rs. 400/-
For EWS candidate of Haryana only : Rs. 200/-	Foreign Students : $20
For SC & BC candidate of Haryana only: Rs. 100/-	

Last date for Admissions without late fee : 31.08.2025
Last date for admission with late fee of Rs. 500/- : 15.09.2025

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Prospect can be download from the University websile : https://www.ddegjust.ac.in,
https://www.ddegjustonline.ac.in