

**DIRECTORATE OF DISTANCE EDUCATION  
PROSPECTUS  
2023-24**



**For Open and Distance Learning Programmes  
and Online Programmes**



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

**(‘A<sup>+</sup>’ Grade NAAC Accredited State Govt. University)**

**(Established by State Legislature Act 17 of 1995)**

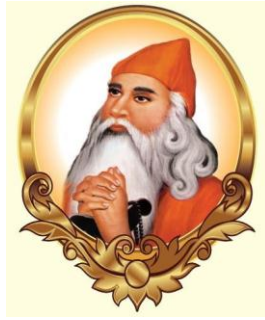
**[www.dde.gjust.ac.in](http://www.dde.gjust.ac.in)**

# RANKING



- **‘A+’ Grade NAAC Accredited University**
- **Ranked 49<sup>th</sup> in Pharmacy Category in NIRF-2023**
- **Ranked 100<sup>th</sup> in Management Category in NIRF-2023**
- **Rank Band 101-150 in the University Category in NIRF-2023**
- **1001-1200 Rank Band in the Times Higher Education World University Rankings 2023**
- **601-800 Rank Band in the ‘Physical Science’ subject category Rankings in the Times Higher Education World University Rankings 2023**
- **Scopus h-Index: 112 (highest in Haryana HEI)**
- **Average Paper Citation: 20.08**

## About Guru Jambheshwar Ji Maharaj



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

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

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

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

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

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



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

## **FOREWORD**

Welcome to the e-prospectus of Guru Jambheshwar University of Science & Technology, Hisar, a premier educational institute of Haryana, for Open & Distance Learning Programmes and Online programmes for Directorate of Distance Education for the academic year 2023-24. This e-prospectus is a small step towards safeguarding our environment as the University is named after great environmentalist, Guru Jambheshwar Ji Maharaj. Guru Jambheshwar University of Science & Technology started its journey on 20<sup>th</sup> October, 1995 at Hisar, Haryana. The University was established under the Act of State Legislature that facilitates excellence in teaching and research in promising areas of higher education with focus on new frontiers of Science & Technology, Engineering Studies, Environmental Studies, Media Studies, Pharmaceutical Sciences, Management Studies, Yoga Science, Physiotherapy, Humanities and Social Sciences and also to achieve excellence in these and related fields. The University has achieved several milestones since its establishment. The University is duly recognized by the University Grants Commission (UGC) under Section 2(f) for recognition of degrees on 11.1.1996 and under Section 12(B) of the UGC Act for central assistance on 7.2.1997. Today, the University spreads over 372 acres of lush green land with 10 mammoth Teaching Blocks, 22 Teaching Departments classified under 10 Faculties which houses 64 regular programmes on the campus and 9 programmes & 05 Diploma/Certificate Programmes through Distance mode, 2 online courses along with Ph.D. degree programmes in most of the Departments.

The National Assessment and Accreditation Council (NAAC), has recently accredited this University at 'A' Grade and University was accredited with 'A' grade three times consecutively since 2002. In addition to this, the University has been ranked 101-150<sup>th</sup> among the Universities/Institutes and 49<sup>th</sup> Rank in Pharmacy in India as per National Institutional Ranking Framework (NIRF) in 2023. The University has also been ranked in band 1001-1200 in the Times Higher Education World University 2023. The University has been granted graded Autonomy and UGC has placed it in Category-II University. It is one amongst the 21 State Universities of the Country to have achieved this position. This University has also been admitted for the 3<sup>rd</sup> time for Global Initiative of Academic of Network (GIAN) Phase-III Scheme, a prestigious scheme of MHRD (MOE). The University has been sanctioned 50 Crore as grant by RUSA. The University has been ranked 607<sup>st</sup> World's Most Sustainable University in 2022 in UI Green Metric World University Rankings announced by University of Indonesia, Jakarta. The University has been awarded 1<sup>st</sup> Prize at State level for spreading awareness about "Prevention of Alcoholism and Substance (Drug) Abuse". The efforts of the University are recognized by the Social Justice and Empowerment Department, Government of Haryana by rewarding it with a cash prize.

The Directorate of Distance 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 Distance Mode in areas of Management, Commerce, Computer Science, Environment Science, Mathematics and Media Studies are in alignment with the broader vision, mission, objectives and quality policy of the University.

The prominent features of the Directorate of Distance Educations are: Online Admission Process, University approved course curricula, experienced expert faculty, well carved study material in SLM format, 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, Study Material, Admission Forms, Fee Payment, PCP 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 Directorate of Distance Education for ensuring best quality practices in the Distance Education Mode. The Distance Education programmes entitled by Distance Education Bureau, UGC, New Delhi.

I once again welcome and invite all stakeholders to join our Distance Education Programmes for adding value to their educational and professional qualifications and skills.

Wishing you the best of luck and the brightest of future ahead!!!

**Prof. Narsi Ram Bishnoi**



**Prof. Avnesh Verma**  
**REGISTRAR**

Directorate of Distance Education of this University was established within about two years of the inception of the University with the purpose of imparting learning in professional courses to all those candidates who cannot pursue higher education in regular mode for one reason or the other. The provision of education at the door steps has been the primary motto of the Directorate since its inception. The numbers of programme run through distance learning have been varying from time to time because of restructuring of the programmes as per market requirements. The learning is directly by the Directorate of Distance Education. The core competency of the Directorate is to provide study material to the students right from beginning and facilitating in class teaching known as PCPs conducted at the University level. The Directorate has been making ample use of ICT to strengthen its students support services. It has a dedicated website for student support services and system which, I believe, will be highly useful to the candidates seeking admissions. Through this write up, I extend hearty welcome to all the new entrants of Distance Education and wish that they make their careers by seeking admission to the programmes as per suitability of their requirements

**Prof. Avnesh Verma**



**Prof. Khujan Singh**  
**Director, Distance Education**

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

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

The Directorate is offering job oriented programmes entitled by UGC (DEB) and approved by the University. The details of all the Programme are given in this Prospectus which has been designed touching all the facts of the registration process, rules/regulations, fee payment schedule, Personal Contact Programmes (PCP) schedule and examination etc. in a very lucid manner. The Directorate provides the facility to the students for enrollment to various distance education programmes directly through the Directorate. The Personal Contact Programmes (PCP) is organized by the directorate for the students where teachers hold the classes of the students and satisfy their queries. The Directorate gets the study material 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 Directorate has appointed full time dedicated senior teachers as Programme Coordinators for each programme. The support services and administrative staff of the directorate are trained and committed to provide cutting edge services to the satisfaction of distance learners.

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

**Prof. Khujan Singh**



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3. Dean of Colleges, GJUS&T	Member
4. Controller of Examinations, GJUS&T	Member
5. Director, HSB, GJUS&T	Member
6. Chairperson, Deptt. of CMT, GJUS&T	Member
7. Chairperson, Deptt. of Mathematics, GJUS&T	Member
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9. Prof. Saroj, Deptt. of CSE, GJUS&T	Member
10. Prof. R. Baskar, IGNOU, Delhi	Member
11. Prof. Suresh Mittal, HSB, GJUS&T	Member
12. Director, PDUCIC, GJUS&T	Member
13. Dy. Registrar (DE), GJUS&T	Member
14. DR/ AR (Accounts), GJUS&T	Member
15. DR/ AR (Academic), GJUS&T	Member
16. Director, Distance Education/ CIQA, GJUS&T	Member Secretary
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19. Dr. Vizender Singh, Assistant Prof. DDE, GJUS&T	Member

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<b>3. Conduct Branch</b>	Queries concerning date-sheet and examination centers	263530 263131
<b>4. Result Branch (DE)</b>	Queries concerning results for DE Programmes	263395
<b>5. For PMS related queries and Admission &amp; General queries</b>		263638
<b>6. Grievance Redressal Cell</b>	<a href="https://www.ddegjust.ac.in/contactus/greivance.htm">https://www.ddegjust.ac.in/contactus/greivance.htm</a>	9812399111

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# **The University**

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

The University enjoys a rare distinction of getting recognized by the University Grants Commission under Section 2 (f) for recognition of degrees, on 11.1.1996 and, under section 12(B) of the UGC Act to be eligible for central assistance on 7.2.1997, i.e., within 15 months of its coming into being. The University opted for accreditation by National Assessment and Accreditation Council (NAAC), an autonomous organization of the University Grants Commission, in 2001-02. As a result of the exercise, the NAAC accredited this University at "A" level (Institutional score 85%) in 2002 and has been again re-accredited by NAAC three times again with grade "A" with CGPA 3.28 upto 09.12.2021 and University got rank band 101-150 in NIRF Ranking 2023. Now University is recently accredited with 'A+' Grade from NAAC valid upto 2027.

**1.2 LOCATION**

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

**1.3 JURISDICTION**

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

**1.4 CAMPUS**

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

running its Cafeteria. Besides a spacious Library & Guest House/Faculty House are also located on the Campus.

## **1.5 HOSTELS**

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

## **1.6 ACADEMIC PROGRAMMES**

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

## The Directorate of Distance Education

The Directorate of Distance 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, 3 undergraduate, 06 post-graduate programmes and 05 Diploma/Certificate Programmes in Open and Distance Learning Mode are being offered and the learning is imparted directly by the Directorate. For the admitted students, the directorate organizes Personal Contact Programmes (PCPs) 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 Directorate with the association of specialists in the respective areas and the same is updated as and when the changes are brought about in the programme curriculum as per needs of the market. In order to have the interest of the students closely watched, the Directorate has appointed teachers/programme coordinators in the respective disciplines for each programme. Notwithstanding the moderate amount of fee charged for each programme, the students have the facility to pay the same in half yearly installments so that the students with limited financial resources can also afford to acquire quality education. In addition to it, the students of distance education get the benefit of Post Matric Scholarship (PMS) released by the Government of Haryana. From the session 2015-16 onwards, the on-line admission process was adopted to facilitate the student spread all over India and abroad. The Directorate is at present offering 16 job oriented programmes including MBA and B.Com (Online Mode) entitled by DEB (UGC) and approved by the University in Open and Distance Learning Mode.



## Programme Offered and Eligibility

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

OPEN AND DISTANCE LEARNING PROGRAMME(S)			
POST GRADUATE PROGRAMMES			
Programme Code	Programme Name	Duration	Eligibility
15	Master of Computer Applications	Two Years	<p>Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.</p> <p style="text-align: center;">OR</p> <p>Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).</p> <p>Obtained at least 50% marks (47.5% for SC candidates of Haryana) in the qualifying Examination.</p> <p>Note: Candidates having passed Mathematics/ Statistics in one semester/ in one year as the case may be shall be considered eligible for MCA.</p>
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	<p>PG Diploma in Journalism/Communication/ Mass Communication/Advertising/Public Relations/Media Writing after graduation in any discipline from a UGC recognized University/One year full time Diploma in Social Communication Media from Garware Institute of Career Education and Development.</p> <p>Note: Before taking admission in M.A. (Mass Communication) Lateral Entry Programme confirm your eligibility from email <a href="mailto:ddemasscommle2022@gmail.com">ddemasscommle2022@gmail.com</a> or call on 01662-263158, 01662-263606</p>
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	<p>B.A.(Hons.)/B.Sc.(Hons.) in Mathematics with atleast 50% marks (pass marks for SC Candidates of Haryana)</p> <p style="text-align: center;">Or</p> <p>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).</p>
16	Master of Arts (English)	Two Years	Bachelor degree with atleast 50% marks in aggregate (Pass marks for SC candidates of Haryana)

UNDER GRADUATE PROGRAMMES			
Program me Code	Programme Name	Duration	Eligibility
52	Bachelor of Arts (Mass Communication)	Three Years	<p>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.</p> <p>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) 1<sup>st</sup> 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 ab initio.</p>
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			
91	Diploma/Certificate in Computer Application	One year	10+2 or equivalent.
92	Diploma in Food Quality Assurance	One year	10+2 with Medical or Non-Medical stream.
93	Certificate in Food Quality Assurance	Six Months	10+2 with Medical or Non-Medical stream.
94	Certificate in Video Film Production	Six Months	10+2 or equivalent.
96	Diploma in Solid and Hazardous Waste Management	One Year	Graduation in any stream

UGC Entitled Full-Fledged Online Programmes			
Programme Code	Programme Name	Duration	Eligibility
81	Master of Business Administration-Human Resource (HR), Marketing (MBA)	Two Years	Graduation with at least 50% marks (47.5% for SC category of Haryana) from a recognized University.
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

If a candidate has passed his/her qualifying examination through correspondence/distance education mode from Universities/Deemed to be University including open/private Universities established by an Act of State Legislature/Parliament which are approved by University Grants Commission and Distance Education Council or the Joint Committee of UGC-AICTE-DEC now Distance Education Bureau (DEB) as the case may be are eligible to apply. However, updated list of such Universities may be seen on Distance Education Bureau (DEB) website [www.deb.ac.in](http://www.deb.ac.in). It will be 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 to MBA ODL & Online Mode and MCA programme, the number of seats are **limited i.e., intake of 600 in the case of MBA ODL & Online Mode and 180 in the case of MCA**. Admission will be done on the basis of first come first i.e., payment of 1<sup>st</sup> installment of fees.

## About the Programmes

The Programmes offered by Directorate of Distance 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 B.A. Mass Communication & B.A. Arts wherein 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 one compulsory question (Question No. 1). The compulsory question will consist of seven 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 Directorate introduced a two years programme of M.A (Mass Communication) along with a provision of lateral entry in 2<sup>nd</sup> 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

1 <sup>st</sup> Semester		2 <sup>nd</sup> 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-DDE	New Media and Social Media	MSM-515-DDE	Production Portfolio
3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
MSM-521	Mass Media Structure and Management	MSM-531-A	Newspaper Production and Management
MSM-523-A	Reporting	MSM-531-B	Radio and Television Production
MSM-523-DDE	Electronic Media	MSM-531-C	Advertising Campaign Management
MSM-523-C	Advertising Creativity & Consumer Behavior	MSM-531-D	PR Campaign Planning
MSM-523-D	PR Principles And Tools	MSM-532-DDE	Production Portfolio

2. **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: Finance, Marketing, Human Resource (HR), 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. **Production and Operations**
- V. **Information Technology**
- VI. **International Business**

The following specialization are offered in full-fledged Online Mode:

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

#### PROGRAMME STRUCTURE

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Course Code	Nomenclature	Course code	Nomenclature
MBA-101	Management Process and Organizational Behaviour	MBA-201	Marketing Management
MBA-102	Business Statistics	MBA-202	Human Resource Management
MBA-103	Managerial Economics	MBA-203	Financial Management
MBA-104	Accounting for Managers	MBA-204	Production and Operations Management
MBA-105	Business Environment	MBA-205	International Business
MBA-106	Business Communication	MBA-206	Management Science
MBA-107	Seminar (On Indian Ethos, Computer Applications in Business, Contemporary Issues in Cyber Security and Modern Business) (Internal)	MBA-207	Business Research Methods
3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
Course Code	Nomenclature of Paper	Course Code	Nomenclature of Paper
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			
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.)

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 (HR). 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

1 <sup>st</sup> Semester		2 <sup>nd</sup> 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)		
3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
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)

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

1 <sup>st</sup> Semester		2 <sup>nd</sup> 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
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
3 <sup>rd</sup> Semester		4 <sup>th</sup> 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)

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, CyberSecurity, Developing programming skills, and Mobile applications.

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

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

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

## 6. MASTER OF ARTS (ENGLISH)

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

1 <sup>st</sup> Semester		2 <sup>nd</sup> 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 GenreFiction (Part-II)
3 <sup>rd</sup> Semester		4 <sup>th</sup> 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 inEnglish (Part I)	ENG 403	Indian Writing inEnglish (Part-II)
ENG 304	English LanguageTeaching (Part-I)	ENG 404	English LanguageTeaching (Part-II))
ENG305 (i)	Literature andGender (Part-I)	EN405 (i)	Literature and Gender (Part-II)

## 7. BACHELOR OF ARTS (MASS COMMUNICATION)

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

1 <sup>st</sup> 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	BAMC-110	Personality Development Skills
		EVS-201 L	Environmental Studies

3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
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	BAMC-120	Editing Skills
5 <sup>th</sup> Semester		6 <sup>th</sup> Semester	
BMC-121	Media & Politics	BMC-126	Introduction to Online Journalism
BMC-122	Development Communication	BMC-127	New Media
BMC-123	Television Broadcasting	BMC-128	Advertising & Public Relations
BMC-124	Documentary Production	BMC-129	Marketing Communication
BMC-125	Writing for Visuals	BMC-130	Writing for New Media

## 8. BACHELOR OF ARTS

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:

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

1 <sup>st</sup> 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)-Literature and Language-II
HINC 101	Hindi Compulsory	HINC 102	Hindi Compulsory
Level-1: Computer Awareness1 .L1-(i)(ii)CALI 101	Basic Computer Education+ Practical (Exam will be conducted in 2 <sup>nd</sup> Sem)	Level -1: Computer Awareness s1.L1-(i)(ii) CALI 102	Basic Computer Education +Practical(continued from 1st Sem)
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 BAMH113	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 BAMH123	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

3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester	
ENG C 201	English Compulsory	ENG C 202	English Compulsory
HINC 201	Hindi Compulsory	HINC 202	Hindi Compulsory
POLS 202	<b>Option-II</b> Indian Political Thinkers-I	POLS 204	<b>Option-II</b> 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
5 <sup>th</sup> Semester		6 <sup>th</sup> Semester	
ENG C 301	English Compulsory	ENG C 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  Paper B Theory BAMH 302  Paper C Theory BAMH 303	<b>Option –I</b> Groups and Rings  <b>Option –I</b> Sequence & Series  <b>Option –I</b> Number Theory & Trigonometry	Paper A Theory BAMH 304  Paper B Theory BAMH 305  Paper C Theory BAMH 306 Paper D Theory BAMH 307	Option –I Linear Algebra  Option –I Mechanics-II  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)

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

**B.COM programme is also offered in full-fledged 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.

1 <sup>st</sup> Semester		2 <sup>nd</sup> 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
3 <sup>rd</sup> Semester		4 <sup>th</sup> 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
5 <sup>th</sup> Semester		6 <sup>th</sup> 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



### DIPLOMA AND CERTIFICATE PROGRAMMES

Diploma/Certificate in Computer Application	One year	10+2 or equivalent.
Diploma in Food Quality Assurance	One year	10+2 or equivalent with Medical and Non-Medical
Certificate in Food Quality Assurance	Six Months	10+2 or equivalent with Medical and Non-Medical
Certificate in Video Film Production	Six Months	10+2 or equivalent.
Diploma in Solid and Hazardous Waste Management	One Year	Graduation in any stream

**NOTE:**

1. In case of Diploma in Computer Application (DCA), if the student quit after 1<sup>st</sup> semester he/she will be awarded certificate in Computer Application after successful completion of 1<sup>st</sup> semester.
2. The Scheme and Syllabus of all above said 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

### Fees Installment of Post Graduate Programmes for Open and Distance Learning mode

Sr. No.	Name of Programmes	*1st	2nd	*3rd	4th
1.	MASTER OF COMPUTER APPLICATIONS (MCA)	Rs.11250/-	Rs.8750/-	Rs. 11250/-	Rs. 8750/-
2.	M.A. (MASS COMMUNICATION)	Rs.7800/-	Rs.4200/-	Rs.7800/-	Rs.4200/-
3.	M.A. (MASS COMMUNICATION) LATERAL ENTRY	Rs.7800/-	Rs.4200/-	-	-
4.	MASTER OF BUSINESS ADMINISTRATION (MBA)	Rs. 13250/-	Rs.10750/-	Rs. 13250/-	Rs.10750/-
5.	MASTER OF BUSINESS ADMINISTRATION (MBA) In Online Mode	Rs. 15000/-	Rs. 10000/-	Rs. 15000/-	Rs. 10000/-
6.	MASTER OF COMMERCE (M.COM)	Rs. 9250/-	Rs.6750/-	Rs. 9250/-	Rs.6750/-
7.	MASTER OF SCIENCE (MATHEMATICS)	Rs. 9250/-	Rs.6750/-	Rs. 9250/-	Rs.6750/-
8.	M.A. (ENGLISH)	Rs. 6250/-	Rs. 3750/-	Rs. 6250/-	Rs. 3750/-

### Fees Installment of Under Graduate Programmes for Open and Distance Learning mode

Sr. No.	Name of Programmes	*1st	2nd	*3rd	4th	*5th	6th
1.	B.A. (MASS COMMUNICATION)	Rs.8250/-	Rs.5750/-	Rs.8250/-	Rs.5750/-	Rs.8250/-	Rs.5750/-
2.	BACHELOR OF ARTS (B.A.)	Rs. 5250/-	Rs.2750/-	Rs. 5250/-	Rs.2750/-	Rs. 5250/-	Rs.2750/-
3.	BACHELOR OF COMMERCE (B.COM.)	Rs. 5750/-	Rs.3250/-	Rs. 5750/-	Rs.3250/-	Rs. 5750/-	Rs.3250/-
4.	BACHELOR OF COMMERCE (B.COM.) in Online Mode	Rs. 10000/-	Rs.5000/-	Rs. 10000/-	Rs.5000/-	Rs. 10000/-	Rs.5000/-

### Fees Installment of Diploma and Certificate Programmes.

Sr. No.	Name of Programmes	*1st	2nd
1.	DIPLOMA/CERTIFICATE IN COMPUTER APPLICATION	Rs. 6000/-	Rs.4000/-
2.	DIPLOMA IN FOOD QUALITY ASSURANCE	Rs. 6000/-	Rs. 4000/-
3.	DIPLOMA IN SOLID AND HAZARDOUS WASTE MANAGEMENT	Rs. 7000/-	Rs. 5000/-
4.	CERTIFICATE IN FOOD QUALITY ASSURANCE	Rs. 6000/-	-----
5.	CERTIFICATE IN VIDEO FILM PRODUCTION	Rs. 6000/-	-----

\*Includes Rs.500/- 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.2000/- 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 duration at time of admission.

### Late 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. 1000/- per month
2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup>	31 <sup>st</sup> January every year	30 <sup>th</sup> April every year
3 <sup>rd</sup> and 5 <sup>th</sup>	31 <sup>st</sup> August every year	30 <sup>th</sup> November every year

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

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

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

- i) A uniform fee of USD 500 per annum for the duration of the programmes (UG and PG) will be charged from students of SAARC Countries admitted in online programming of Directorate of Distance 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 Directorate of Distance 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 Directorate of Distance Education.

### **FOR OPEN AND DISTANCE LEARNING PROGRAMME(S)**

- i) The admission in distance education programmes will also be offered to foreign students. There will be no limit of seats for foreign students in distance education programmes.
- ii) A uniform fee of USD 2000 per annum except students of SAARC countries. In case of SAARC countries uniform fee of USD 500 per annum will be realized in the form of Indian rupees at the exchange rates prevalent at the time of admission, i.e., the day of admission from a foreign student. Further, the exchange rate which is prevalent at the time of admission shall be charged for subsequent semester (s) for whole programme.
- iii) Foreign students admitted in distance education programme will be exempted from attending the Personal Contact Programme (PCP) if at all made compulsory in any programme. Their queries relating to the programmes will be attended by the Programme Coordinator of the concerned programme.

### **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.1000/- will be pay separately as examination fee for re-appear papers.
- iii) The candidates taking admission in the University have to deposit the required fee by online mode of payment through Net Banking/Debit/Credit Card. In case of any another kind of fee, like re-appear, migration, Duplicate DMC fee is to be deposited through Miscellaneous Fees on DDE website at the link <http://web.gjuonline.ac.in>
- iv) In case of non-receipt of any type of dues/fees or part thereof, upto above said dates, the candidature of the candidate will be treated as cancelled. The candidature can, however, be restored in genuine cases during the maximum duration of concerned programme on payment of balance dues along with late fee of Rs.1000/- per

month subject to a maximum of Rs.3000/- and re-admission fee of Rs.2000/- with the approval of the Vice-Chancellor. No adjustment/refund of fee paid will be admissible.

In case of already admitted students, if a candidate drops for whole session(s) and fails to submit the required fee as per schedule given in the prospectus and submits the fee after a gap of session/year, he/she can be re-admitted on payment of Rs.2000/- as re-admission fee. Provided further he/she will have to deposit all dues with late fee as per the schedule/rule given in the prospectus of the year in which he/she had taken admission.

- v) All admissions/enrolments are provisional. However, the University reserves the right to cancel an admission, if any deficiency for admission to a course is found at a later stage.
- vi) 50% concession of the total fees to the University employees of GJUS&T, Hisar and their dependents and 75% concession of total fees to Class-III employees of the University of GJUS&T and their dependents and full fee concession in case of Class-IV employees **and their wards** of the University (other than Post Matric Scholarship cases) is allowed. 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.
- 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 wards 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 13<sup>th</sup> April, 2022 regarding **Guidelines for Pursuing Two Academic Programmes Simultaneously**

1. A student can pursue two full time academic programmes in physical mode provided that in such case, class timings for one programme do not overlap with the class timings of the other programme.
2. 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.
3. Degree or diploma programmes under ODL/Online mode shall be pursued with only such HEIs which are recognized by UGC/Statutory Council/ Govt. of India for running such programmes.
4. 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.
5. 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 DDE 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 Pariwar 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://harchhatravratii.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 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. 5000/-. DMC (final year) and Degree, PDC will be issued only after submitting the No Dues Certificate/ Clearance of fees”.

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

1. Applied for scholarship well in time
2. Are eligible for scholarship
3. 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 Distance Education Website and be treated as final.

2. In case of PMS, the candidate have to upload the undertaking (Annexure-III 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 Directorate 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.

## Duration and Period for Passing the Programme

Programme Code	Programme	Minimum Duration	Mode	Medium of Exam/Assignments
15	MCA	2 Years	Semester	English
4	M.A. (Mass Comm.)	2 Years	Semester	English or Hindi
8	M.A. (Mass Comm.) Lateral Entry	1 Year	Semester	English or Hindi
6	MBA	2 Years	Semester	English
81	MBA in Online Mode	2 Years	Semester	English
7	M.Com.	2 Years	Semester	English or Hindi
9	M.Sc. (Mathematics)	2 Years	Semester	English
16	Master of Arts (English)	2 Years	Semester	English
52	B.A. (Mass Comm.)	3 Years	Semester	English or Hindi
55	Bachelor of Commerce (B.Com.)	3 Years	Semester	English or Hindi
95	Bachelor of Commerce (B.Com.) in Online Mode	3 Years	Semester	English
54	Bachelor of Arts (B.A.)	3 Years	Semester	English or Hindi
91	Diploma/Certificate in Computer Application	1 Year	Semester	English
92	Diploma in Food Quality Assurance	1 Year	Semester	English
93	Certificate in Food Quality Assurance	6 Months	Semester	English
94	Certificate in Video Film Production	6 Months	Semester	English Or Hindi
96	Diploma in Solid and Hazardous Waste Management	One Year	Semester	English

**In case of B.A the study material will be provided in Hindi and in rest of programmes study material will be provided in English.**

**NOTE:**

- A 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:
  - 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.
  - 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.
  - During the extended period, the student shall be considered as a private candidate and also not be eligible for ranking.
- 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.
- 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.

## 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 DDE Website before commencement of examination.

**Note:**

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

### 7.3

- i) A candidate who gets Re-appear in one or more papers shall pay a fee of Rs.1000/- for the whole examination. A candidate have to fill online Re-appear form at the DDE website and students can also fill their online Re-appear form on the direct link available in their online results at DDE website i.e. <http://web.gjuonline.ac.in/distance/result.php> . A candidate who has been placed under re-appear in the more than one examination is required to apply separately for re-appear(s) on separate examination form meant for re-appear along with requisite fee.
- ii) Grant of mercy chance is allowed within maximum duration of programme i.e. N+2(where N stands for normal duration of course) to a student who got reappear and has availed two chances to clear the re-appear paper (s) of a particular semester/year, on recommendations of Chairperson of the Deptt., Director (DE). 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 expiry of scheduled date of without 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 (DE), 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 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 (proof must not be older than 6 months at the time of applying) 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 time the 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**

<b>Sr. No.</b>	<b>Name of Programmes</b>	<b>Pass/Fail Criteria</b>
<b>1.</b>	Master of Computer Applications	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.</b>
<b>2.</b>	Master of Arts (Mass Communication)	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate</b>
<b>3.</b>	Master of Arts (Mass Communication) (Lateral Entry)	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate</b>
<b>4.</b>	Master of Business Administration (MBA) ODL & OL MODE	<b>Each Individual course will consist of Maximum Marks as 100 marks and Passing Marks will be 40 Marks Only. However, the aggregate passing marks in a semester will be 50% of the total marks per semester</b>
<b>5.</b>	Master of Commerce (M.Com.)	<b>Each Individual course will consist of Maximum Marks as 100 marks and Passing Marks will be 40 Marks Only. However, the aggregate passing marks in a semester will be 50% of the total marks per semester</b>
<b>6.</b>	Master of Science (M.Sc.) (Mathematics)	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate</b>
<b>7.</b>	Master in Arts (English)	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate</b>
<b>8.</b>	Bachelor of Arts (Mass Communication)	<b>Minimum pass percentage: 35% in external (Theory/Practical) and 35% in Aggregate</b>
<b>9.</b>	Bachelor of Arts (B.A.)	<b>Minimum pass percentage: 35% in external (Theory/Practical) and 35% in Aggregate</b>
<b>10.</b>	Bachelor of Commerce (B.Com.) ODL & OL MODE	<b>Minimum pass percentage: 35% in external (Theory/Practical) and 35% in Aggregate</b>
<b>11.</b>	Diploma/Certificate in Computer Application	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.</b>
<b>12.</b>	Diploma in Food Quality Assurance	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.</b>
<b>13.</b>	Certificate in Food Quality Assurance	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.</b>
<b>14.</b>	Certificate in Video Film Production	<b>Minimum pass percentage: 40% in external (Theory/Practical) and 40% in Aggregate.</b>
<b>15.</b>	Diploma in Solid and Hazardous Waste Management	<b>Will be uploaded on the University Website</b>

**Note:** The scheme of internal and external will be will be 70:30 (External: Internal) except in case of B.A. and B.A. (Mass Comm.) 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<sup>+</sup> 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 Directorate is as follows:

Programme	Title of Report	Semester	Last Date of Submission
MBA	Summer Internship and Seminar	3 <sup>rd</sup>	30 <sup>th</sup> November after 2 <sup>nd</sup> semester.
MCA	Industrial Training	3 <sup>rd</sup>	30 <sup>th</sup> November after 2 <sup>nd</sup> semester
MCA	Synopsis	4 <sup>th</sup>	28 <sup>th</sup> February every year without late fees.
MCA	Project Work	4 <sup>th</sup>	30 <sup>th</sup> May every year.
BA(M.C.)	Production Portfolio	1 <sup>st</sup> to 6 <sup>th</sup>	15 <sup>th</sup> December (odd semester) 30 <sup>th</sup> May (even semester)
M.A. (Mass Communication)	Production Portfolio-I	2 <sup>nd</sup>	After one month of the last date of assignment submission. (without late fees)
M.A. (Mass Communication)	Production Portfolio- II	4 <sup>th</sup>	After one month of the last date of assignment submission. (without late fees)

**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 (DE). However, in exceptional cases, the Director (DE) 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, submission of Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio (wherever applicable) up-to 31<sup>st</sup> October for the examination to be held in December for annual courses only. For the examination to be held in May/June, date for submission of Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio upto 30<sup>th</sup> April for all courses. In case of re-appear within 15 days of the declaration of result, every year along with re appear exam form and fee.

**For December Examination:** In case these are not submitted by this date, the same will be accepted with late fee of Rs.1000/- upto 30<sup>th</sup> November by the Director (DE). However, in exceptional cases, the Director (DE) may allow a candidate to submit his/her Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio with late fee of Rs.2000/- upto 31<sup>st</sup> December only. If a candidate still fails to submit the same upto 31<sup>st</sup> December, he/she will be treated as "absent" and will be a re-appear case. He /She can apply for re-appear within the time period permissible under the rules.

**For June Examination:** In case these are not submitted by above said date, the same will be accepted with late fee of Rs.1000/- up to 31<sup>st</sup> May by the Director(DE). However, in exceptional cases, the Director (DE) may allow a candidate to submit his/her Synopsis/Project Reports/Thesis/ Training Reports/Production Portfolio with late fee of Rs.2000/- up to 30<sup>th</sup> June only. If a candidate still fails to submit the same up to 30<sup>th</sup> June he/she will be treated as "absent" and a re-appear case. He/she can apply for re- appear 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 Directorate of Distance Education before submission of admission form.
- ii) All the admissions are made online by filling Online Admission Form. The procedure of filling the online application form is a four step procedure, which is mentioned below:

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

- a. NET BANKING
- b. DEBIT CARD
- c. CREDIT CARD

**STEP THREE: 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) 10<sup>th</sup> Mark Sheet (for the purpose of proof of Name of candidate, Date of Birth, Father's and Mother's Name etc.) not greater than 500kb.
- b) 12<sup>th</sup> Mark Sheet not greater than 500kb.
- c) Mark sheet of qualifying exam along with degree of lower examination, if any, not greater than 500kb.
- d) Photograph of candidate (should not be greater than 75kb) and Maximum size(Width 132px Height 170px) Minimum Size (Width 102px Height 140px).

- e) Signature of candidate (should not be greater than 50kb) and Maximum size(Width 210px Height 80px) Minimum Size (Width 150px Height 50px).
- f) Proof of fee concession, if applicable not greater than 500kb.
- g) Caste Certificate, if applicable, not greater than 500kb.

**STEP FOUR: 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 (DE) 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 30<sup>th</sup> November 2023, candidate failing which their candidature for admission will be treated as cancelled and he/she will be treated as ineligible. No request after this date will be entertained.
- vi) Students have to get their original certificates verified in the Directorate of Distance 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 (DE) student will be allowed for online verification of original document through video conferencing along with a special fee of Rs. 500/-.** The last date for verification of original documents is 30.11.2023 for all the courses. After this date, a late fee of Rs. 2000/- 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, Distance Education subject to the approval of competent authority with a fine of Rs. 5000/-.  
**NOTE:** In case the student will upload the attested document from 1<sup>st</sup> Class Gazetted Government Officer then there is no need of original document verification.
- vi) 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.
- vii) 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 employe rs.
- viii) 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.

- ix) For change of address, the Directorate should be informed at least 4 weeks in advance to avoid any misplacement of the study material and any other correspondence.
- x) 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.
- xi) 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.
- xii) Any legal dispute relating to admission of a student will be subject to jurisdiction of the courts at Hisar only.
- xiii) 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 enrolment 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 Directorate only on payment of Rs. 500/-.
- xiv) 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.
- xv) M.A.(Mass Communication) 2<sup>nd</sup> 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. 2000/- alongwith balance fee, if any upto 20<sup>th</sup> August. 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 20<sup>th</sup> August.
- iii) In case of change of programme from regular mode of the University Teaching Department to Distance Mode the students will be allowed upto 20<sup>th</sup> August 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 Distance 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.

NOTE: In case of MBA student have to Opt his/her specialization upto 30<sup>th</sup> April i.e before commencement of examination of 2<sup>nd</sup> semester otherwise above said Clause-b will be applicable for the same.

## 7.9 INTER UNIVERSITY MIGRATION CERTIFICATE

The students passing out various final examinations seeking inter University migration certificate may apply on the proforma provided in the prospectus (Annexure-III). For this purpose, the proforma duly filled in along with fee of Rs.1000/- is to be deposited through Miscellaneous Fees on DDE website at the link <http://web.gjuonline.ac.in> and attested copies of DMC of last / final examination passed may be sent to the Directorate of Distance 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.
- 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 DDE 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) In case of loss of original DMC, first duplicate DMC can be issued with a fee of Rs.500/- on request of candidate (without affidavit) with self-declaration. The second duplicate DMC is issued with a fee of Rs. 1000/- along with an affidavit issued by First Class Magistrate.
- ii) For not eligible candidates, 50% fee of first installment is to be refunded. In case he/she has deposited fees more than first installment then full fee will be refunded except 50% of the 1<sup>st</sup> installment.
- iii) The candidates who have passed the qualifying examination in more than one part, say first year, second year etc. shall be required to send original certificates and attested copies certificates /DMC/Degree of all the parts instead of only the final year of degree.
- iv) In case it is noticed, at any stage, that any bogus certificate/information was submitted by a candidate, his/her candidature shall stand cancelled and degree/diploma/marks sheet, if already issued will be withdrawn and the candidate will be liable to be prosecuted.
- v) After the declaration of the result, DMC of candidates will be sent by Registered Post. 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 Distance Education: [www.ddegjust.ac.in](http://www.ddegjust.ac.in) as soon as it is declared. The students are advised to visit the Website of Distance Education regularly.
- xiv) **All the assignments will be uploaded on the Directorate'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 in compliance of the judgment of Hon'ble Supreme Court passed in CWP No. 7084/2011 for

"A General candidate requires to have 50% marks, then as per Govt. instructions by giving 5% relaxation, the minimum eligibility marks for a reserved caste candidate should be calculated as under:-

Out of 100 marks needs to less = 5

Out of 1 Marks needs to less = 5/100

Out of 50 marks needs to less =  $5/100 \times 50 = 2.50$

This way minimum less marks where general category candidates are required to have 50% in a prescribed qualification, the total required marks for a reserved candidates will be  $50 - 2.50 = 47.50$  and not 45.”

- xvi) A 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 from Study Centre to Direct only on valid grounds. For change of Study Centre, NOC from the Study Centre with a fee of Rs. 1000/- should be sent to the Directorate at least 15 days before the last date of payment of fee of that semester/instalment



## Personal Contact Programme (PCP) And Assignment Schedule

The Directorate will supply study material in the form of Self Learning Material (SLM)/printed book/lessons. The students may get the same directly from the Directorate 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 DDE 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 Business Administration (MBA) ODL & OL MODE	November/ December (Odd) March/April (Even)	poonamkaushik@gjust.org
Master of Commerce (M.Com.)	November/ December (Odd) March/April (Even)	ddemcom@gjust.org
Bachelor of Commerce (B.Com.) ODL & OL MODE	November/ December (Odd) March/April (Even)	chandkiran1993@gmail.com rakesh.ddeonline@gmail.com
Master of Arts (Mass Comm.)	November/ December (Odd) February/March (Even)	dde.masscommunication@gmail.com
Bachelor of Arts (Mass Comm.)	November/ December (Odd) February/March (Even)	
Certificate in Video Film Production	November/ December (Odd)	
Master of Science (M.Sc.) (Mathematics)	November/ December (Odd) February/March (Even)	vsihag3@gmail.com
Master of Computer Applications (MCA)	November/ December (Odd) February/March (Even)	admissionmcadde@gmail.com
Diploma/Certificate in Computer Application		admissionmcadde@gmail.com

Master of Arts (English)	November/ December (Odd) February/March (Even)	Pallavichahar6@gmail.com.
Bachelor of Arts (B.A.)	November/ December (Odd) March/April (Even)	bacoursecoordinatedu@gmail.com
Diploma/ Certificate in Food Quality Assurance	November/ December (Odd)	ghumanish@gmail.com
Diploma in Solid and Hazardous Waste Management	November/ December (Odd)	santosh25@gjust.org

- NOTE:** 1. Tentative schedule of Diploma/Certificate Programme will be displayed on the dde website.
2. Study Centre will have to follow the same schedule notified by the respective programme Coordinator of the DDE.

#### Assignment Submission Schedule

Semester/ Annual	Without late fees	With late fee of Rs.500/-	With late fee of Rs.1000/-
Odd	15 <sup>th</sup> January	31 <sup>st</sup> January	15 <sup>th</sup> February
Even	30 <sup>th</sup> April	31 <sup>st</sup> May	15 <sup>th</sup> June

**NOTE:** The students have to upload two internal handwritten assignment of each theory paper of 30% weightage (except B.A. and B.A.(Mass communication)) where weightage is 20%) in the stipulated time period mentioned above. Assignments to be prepared by the students will be available on the website dde.gjust.ac.in. It is the sole responsibility of the student to download the question paper of the assignment and upload the solved assignments online as per above mentioned schedule. If the student will upload the assignments after the above stipulated schedule then the 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 assignment with a fine of Rs.2000/- as per schedule given below (for the students admitted/promoted in current session only):

Semester/ Annual	With late fees of Rs. 2000/-
Odd	28 <sup>th</sup> /29 <sup>th</sup> February
Even	30 <sup>th</sup> June

If a student fails to submit his/her assignments upto the above said stipulated time period with a late fee of Rs. 2000/- then he/she will have to secure passing marks in his/her respective theory examinations. **No request for re-evaluation of internal assignment will be considered.**

## Academic Year Planner-(2023-24)

Academic calendar			
Sr. no	Name of Activity	Tentative Month-wise Schedule	
		Odd	Even
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
5.	<b>Tentative Schedule of Personal Contact Programme for Open and Distance Learning Programmes</b>		
	<b>Semester Programmes</b>		
		<b>Odd</b>	<b>Even</b>
a.	MASTER OF COMPUTER APPLICATIONS (MCA)	Nov-Dec	Feb-March
b.	MASTER OF BUSINESS ADMINISTRATION( MBA) ODL and OL Mode	Nov-Dec	March-April
c.	M.Sc. (MATHEMATICS)	Nov-Dec	Feb-March
d.	M.A. (MASS COMM.)	Nov-Dec	Feb-March
e.	BACHELOR OF COMMERCE (B.COM.) ODL& OL Mode	Nov-Dec	March-April
f.	MASTER OF COMMERCE (M. Com)	Nov-Dec	March-April
g.	B.A. (MASS COMM.)	Nov-Dec	Feb-March
h.	BACHELOR OF ARTS ( B.A.)	Nov-Dec	March-April
i.	M.A. (ENGLISH)	Nov-Dec	Feb-March
j.	DIPLOMA/CERTIFICATE IN COMPUTER APPLICATION	Nov-Dec	Feb-March
k.	DIPLOMA IN FOOD QUALITY ASSURANCE	Nov-Dec	Feb-March
l.	CERTIFICATE IN FOOD QUALITY ASSURANCE	Nov-Dec	Feb-March
m.	CERTIFICATE IN VIDEO FILM PRODUCTION	Nov-Dec	Feb-March
n.	DIPLOMA IN SOLID AND HAZARDOUS WASTE MANAGEMENT	Nov-Dec	Feb-March

## Study Centers of the University

Sr. No.	Center Code	Name and Address of Study Center	Programmes Approved
1.	4102	Maharani Lakshmi Bai College, Balsmand Road, Bhiwani Rohilla, Hisar Mob.94160-44471, 82953-44449 Email: <a href="mailto:principalmlbc11@gmail.com">principalmlbc11@gmail.com</a>	B.A., B.Com., M.Com. and M.Sc. (Maths)
2.	4103	Guru Dronacharya Girls College, Mandi Adampur, Hisar, Haryana- 125052 Mob. No. 9728101040, 9466148484, 9034557257 Email: <a href="mailto:info.gdgc@gmail.com">info.gdgc@gmail.com</a>	B.A., B. Com.,
3.	4104	Asha Girls College, Panihar Chack, Hisar Mob. No. 9215547280, 9416547280 Email: <a href="mailto:Principalagc@gmail.com">Principalagc@gmail.com</a>	B.A., B.Com.
4.	4107	ODM College for Women, 12 Km. Stone, Hisar-Rajgarh Road, NH-52, Muklan, Hisar- 125004 Mob. No. 9215515131, 9315515131 Email: <a href="mailto:odmcollegehisar@gmail.com">odmcollegehisar@gmail.com</a>	B.A, B.Com., B.A. (Mass Communication), M.Com and M.Sc. (Maths)

**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. DIRECTOR (DISTANCE EDUCATION), 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) Bank Challan No., .....

(Also attach original Challan)

11. Postal Address .....

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. (DE)

Dy. Director (DE)

## 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/-  
(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.

**SCHEDULED CASTE CERTIFICATE**

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

Signature of the issuing authority

Place \_\_\_\_\_

Full Name.....

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

Designation.....

(with legible seal)

**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 Directorate of Distance 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: \_\_\_\_\_

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**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: \_\_\_\_\_

Class: \_\_\_\_\_

Roll No. \_\_\_\_\_

Mob.No. & e-mail: \_\_\_\_\_

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**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

Place\_\_\_\_\_

Full Name.....

Designation.....

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

(with legible seal)

**Note:** The applicant shall submit an affidavit that he/she falls/ does not fall in creamy layer)

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

## LIST OF FAKE UNIVERSITIES

**State-wise List of fake Universities declared by the University Grants Commission taken from UGC website [www.ugc.ac.in](http://www.ugc.ac.in) as on October, 2020.**

### **Delhi**

1. Commercial University Ltd., Daryaganj, Delhi.
2. United Nations University, Delhi.
3. Vocational University, Delhi.
4. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi-110008.
5. Indian Institute of Science and Engineering, New Delhi
6. Vishwakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
7. Adhyatmik Vishwavidyala (Spiritual University), 351-52, Phase-1, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085

### **Karnataka**

8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

### **Kerala**

9. St. John's University, Kishanattam, Kerala.

### **Maharashtra**

10. Raja Arabic University, Nagpur, Maharashtra

### **West Bengal**

11. Indian Institute of Alternative Medicine, Kolkatta.
12. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta- 700063

### **Uttar Pradesh**

13. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
14. Mahila Gram Vidyapith/ Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
15. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
16. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Alighrah, Uttar Pradesh.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.

### **Odisha**

21. Nababharat Shiksha Parishad, Anupurna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela.
22. North Orissa University of Agriculture & Technology, Odisha.

### **Puducherry**

23. Sree Bodhi Academy of Higher Education, 186, Thilaspeth, Vazhthavoor Road, Puducherry -605009

### **Andhra Pradesh**

24. Christ new Testament deemed University, #32-32-2003, 7<sup>th</sup> Lane, Kakumanavarithota, Guntur, Andhra Pradesh-522002 and another address of Fit No. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh-522002

**\* Bhartiya Shiksha Parishad, Lucknow, UP – the matter is subjudice before the District Judge - Lucknow.**

**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.



**DISTANCE EDUCATION PROGRAMMES  
OPEN AND DISTANCE LEARNING MODE AND ONLINE MODE**

**POST GRADUATE PROGRAMMES ODL MODE**

1. Master of Arts (Mass Communication)
2. M.Sc. (Mathematics)
3. Master of Business Administration
4. Master of Commerce
5. Master of Computer Applications
6. Master of Arts (English)

**GRADUATE PROGRAMMES ODL MODE**

1. Bachelor of Arts (Mass Communication)
2. Bachelor of Arts (General)
3. Bachelor of Commerce (General)

**FULL-FLEDGED ONLINE PROGRAMMES**

**POST GRADUATE PROGRAMMES**

1. Master of Business Administration –MARKETING
2. Master of Business Administration –HUMAN RESOURCE

**GRADUATE PROGRAMMES**

1. Bachelor of Commerce (General)

**DIPLOMA AND CERTIFICATE PROGRAMMES**

1. Diploma/Certificate in Computer Application
2. Diploma in Food Quality Assurance
3. Diploma in Solid and Hazardous Waste Management
4. Certificate in Food Quality Assurance
5. Certificate in Video Film Production

**REGISTRATION CUM APPLICATION FEE FOR OPEN AND DISTANCE LEARNING PROGRAMMES**

General Category : Rs.500/-  
For SC,BC & EBP candidates of Haryana only : Rs. 125/-

Last date of admissions without late fees : 31.07.2023  
Last date of admissions with late fees of Rs. 500/- : 15.08.2023  
Last date of admissions with late fees of Rs. 1000/- : 31.08.2023

Prospectus can be downloaded from the University Website [www.ddegjust.ac.in](http://www.ddegjust.ac.in) and [www.ddegjustonline.ac.in](http://www.ddegjustonline.ac.in)