



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)  
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

## NOTIFICATION (23/March/GEN/67)

**Ref.: 118<sup>th</sup> University Syndicate Resolution No. 118.28 dated 14.11.2022**

In pursuance of the above resolutions, the following are hereby notified for the information of all concerned:

1. introduction of Master's Degree Programme in Punjabi in the Directorate of Distance & Online Education (DD & OE), University of Jammu, Jammu from the Academic Session 2023-24; and adoption of Scheme/Statutes governing Master's Degree Programme in Punjabi in the Directorate of Distance & Online Education (DD & OE), University of Jammu, Jammu from the Academic Session 2023-24 onwards; and
2. introduction of One year Diploma in Gyani in the Directorate of Distance & Online Education (DD & OE), University of Jammu, Jammu from the Academic Session 2023-24 onwards; and adoption of Scheme/Statutes governing One year Diploma in Gyani in the Directorate of Distance & Online Education (DD & OE), University of Jammu, Jammu from the Academic Session 2023-24 onwards.

The Scheme/Statutes are available on the University website:  
[jammuuniversity.ac.in](http://jammuuniversity.ac.in).

Sd/-  
DEAN ACADEMIC AFFAIRS

No. F.Acd/I/23/13128-13142  
Dated: 24-3-2023

Copy to:-

1. Special Secretary to the Vice Chancellor for kind information of the Worthy Vice-Chancellor pls.
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations/Director, Colleges Development Council/  
Director, DD&OE
4. Dean, Faculty of Arts
5. Convener/Head, P.G. Department of Punjabi
6. Asstt./Dy. Registrar (Exam.P.G../Eval./PRI/Certificate/Academic Affairs)
7. I/c Coordination
8. Incharge, University Website alongwith copy of Statutes for necessary action
9. G.F.

*Sumitsharma*  
Deputy Registrar (Academic)  
24/3/23  
94/03/23  
24/03/23

## SCHEME FOR STARTING POST GRADUATE COURSE IN PUNJABI THROUGH DIRECTORATE OF DISTANCE EDUCATION

### **Aims and objectives:**

The aim and objective of this course is to provide opportunity to the Students who are forced to discontinue their formal education due to Financial or other difficulties. Students residing in geographically remote area who are unable to join as regular candidates for instruction in higher education. Students who discontinue their education because of failure or lack of interest and later on wish to improve their qualification.

### **Duration:**

There shall be Master's Degree Programme in Punjabi Course in the Faculty of Arts of two academic year's duration divided in four Semesters.

### **Eligibility:**

Graduation under 10+2+3 pattern with Punjabi as an elective subject.

Graduation under 10+2+3 pattern with any of the allied subject of Social Sciences securing at least 50% of marks.

Graduation under 10+2+3 with 24 Credits in the Core/DSE courses across all six semesters under the CBCS System.

Graduation under 10+2+3 pattern in any other discipline with 60% marks.

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A candidate desirous of doing B.A. Degree after obtaining Diploma in *Gyani*, shall be exempt from studying and passing the subject of Punjabi language. He/She shall be required to opt a combination of any three subjects other than Punjabi to obtain eligibility for sitting in exams and qualifying B.A. Such a candidate shall be eligible for taking admission in Master's Degree Programme in Punjabi.

**Personal Contact Programme:**

To impart instructions through correspondence, the institute will hold Personal Contact Programme of 20 working days during of the academic session with at least 75% attendance. During the personal contact programme the candidates will have the facilities of class room lectures and personal guidance with regard to their academic difficulties. For Personal Contact Programme ,the faculty and scholars of Punjabi department, University of Jammu Shall be engaged . The Personal Contact Programme will be mandatory.

**Jurisdiction:**

A person residing in any part of the country will be entitled to enrol himself/herself for this course, provided he is otherwise eligible.

**Centre of Examination:** As per admission cum examination form.

**Detail of fee**

The fee structure shall remain the same as for the Private candidates. The controller of examination university of Jammu has already fixed the fee structure for the private students of said course.

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## FEE STRUCTURE

S. No.	Components	Rates
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### Admission and Course Fees

1.	Admission fee and Course fee	1905
2.	Personal Contact Programme	925
3.	Study Material Printing	595
4.	Corpus Fund	220
5.	Stationary Fee	265
6.	Enrollment Fee	165
7.	Development Fund	650
	<b>Total</b>	<b>4725</b>

### Support Services and Miscellaneous Fee

1.	Postage Fee	190
2.	Medical Fee	120
3.	NSS	130
4.	Miscellaneous Fee	70
5.	DIQA	220
6.	Identity Card	70
7.	Student Assistance/Aid Fund	420
8.	Culture Literary Fee	165
	<b>Total</b>	<b>1385</b>

### Examination Related Fee

1.	Examination Fee	790
2.	Cost of Examination Form	100

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3.	Examination Development Fee	290
4.	Examination Maintenance Service fee	140
	<b>Total</b>	<b>1320</b>

**Library and Reading Rooms**

1.	Library Fee	220
2.	Reading Rooms	165
	<b>Total</b>	<b>385</b>

**Grand Total**

**7815**

<b>Components</b>		
1.	Registration Fee	360
2.	Eligibility Fee	880
3.	Revival of Registration if Migration Certificate is Surrendered	500
4.	Revival Fee	1380
5.	Smart Card Fee	130
6.	Library Security	785
	<b>Total</b>	<b>4035</b>

**Intake capacity**

The number of seats for admission shall be determined by the Admission Committee before the start of the session.

**Method of Instruction**

Instruction method in correspondence education is essentially based on supply of instructional material for home study supported by the student's response sheets assignments, personal contact programme and library facilities.

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## Lessons

The syllabus for each course will be divided into a suitable number of lesson units known as lecture-scripts by the Subject Committee. Lecture scripts will be prepared by expert teachers. The lessons will be reviewed and edited before printing. These lessons will also be reviewed and updated after suitable intervals as per the guideline issued by the U.G.C. The students shall be dispatched lessons at regular intervals.

## INTERNAL ASSESSMENT

The Internal assessment will carry 20 marks in each paper. The components of internal assessment will be as follows:

Two assignments of 10 marks each.

### Medium of instruction and examination:

Punjabi script (Gurumukhi lipi) shall be the medium of instruction and examination.

### Syllabi and Courses of Study in Master Degree (PG) Programme under Non-CBCS in the subject of Punjabi session 2021-23.

Semester	Course Code	Course Title	Credits
1 <sup>st</sup>	400	Punjabi Kavita(1900-1947)	5
	402	Punjabi Novel	5
	404	Bharti Kav Shaster Te Kav Roop	5
	405	Punjabi Sahit Da Itihaas upto 1799	5
2 <sup>nd</sup>	450	Adhunik Punjabi Kavita (After 1947)	5
	452	Punjabi Kahani	5

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	454	Pashchami Kav Shastar Ate Punjabi Alochana	5
	455	Punjabi Sahit Da Itihaas (1800 onwards)	5
3 <sup>rd</sup>	500	Gurmat te Sufi Kav	5
	503	Punjabi Natak	5
	505	Bhasha Vigyan Ate Punjabi Bhasha-I	5
	506	Sabhyachar Ate Punjabi Lokdhara	5
4 <sup>th</sup>	550	Kissa Te War Kav	5
	552	Punjabi Vartak	5
	553	Bhasha Vigyan Te Punjabi Bhasha-II	5
	554	Jammu Kashmir De Punjabi Sahit Da Ithaas	5

There shall be Four Semesters and each Semester shall have four papers of three hours duration carrying 80 marks each.

The minimum required marks to pass the examination for these four compulsory papers shall be 36% in each to pass the examination.

### **Duties of the teaching staff**

#### **(A) Duties of the Coordinator**

- To supervise and co-ordinate academic work in the area.
- To frame time-table and assign work to other teachers in the manner as is done by Head of the Department in the affiliated Colleges.
- To ensure that enrollment is completed, study material is prepared and dispatched to students according to a pre-determined schedule.

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- d. To organise personal contact programme, make arrangements for resource persons, establishment of centres of examination outside Jammu and organization of publicity campaigns for enrollment of students in the area, with the assistance and co-operation of faculty members in the department concerned and under the superintendence of the Director.

**(B) Duties of the Teacher (Lecturer)**

- a. To write revise, review and edit lessons and other reading materials and get the study material ready for supply to the students in accordance with the units in which the syllabus in each paper is to be split and according to pre-determined schedule.
- b. To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or Director of the Institute.

**Note:** The obligation to take classes will be relevant on Sundays and other holidays as on working days. In case a teacher is required to take personal contact programme classes on Sundays/ and / or other days he/she will be permitted to avail himself /herself of compensatory leave.

A teacher will also be required, if necessary, to take classes outside the headquarters whenever personal contact programmes are arranged by the Institute.

- c. To evaluate students response-sheets/ assignments.
- d. To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
- e. To maintain record of work done, progress reports and internal assessment record of the students and timely submission of such record to the Director.





- f. To perform such duties as may be assigned under Statutes and such other academic, examination and administration work as may be assigned by the Director of the Institute from time to time.
- g. Every teacher shall be available on each working day in the institute for six hours period as specified by the University Council.
- h. A teacher will also be required, if necessary, to work during vacations to prepare reading materials ,proof-reading, editing etc.
- i A teacher will be entitled to compensatory leave as per University rules, if he/she is required to work during vacations or holidays.

### **Non-Teaching staff**

A unit consisting of following staff will be set up to render the secretarial assistance for conducting Post Graduate Punjabi through Correspondence.

1. One Senior Assistant
2. Two Junior Assistants
3. One Packer

### **Note:-**

During the first year of the course one post of Junior Assistant and Packer will be filled. In the subsequent years two posts of Junior Assistants and Senior Assistant will be added to cope up with the increased enrollment as is evident from the anticipated enrollment target. Section Officer and Head Assistant of P G Section will look after the course.

### **University Employees:-**

Employees of the university can also take admission in DDE to advance their academic and career by providing an NOC from the Registrar of University of Jammu.



## SCHEME FOR DIPLOMA COURSE IN GYANI THROUGH CORRESPONDENCE

### GYANI (ANNUAL SYSTEM)

#### Aims and objectives:

The main objective starting of the *GYANI* course is that it is a job oriented Course. The Diploma in *Gyani* is a pre-requisite for getting recruited as *Bhai* (Sikh Priest) in Belt Forces including Indian Army. A lot of posts are advertised for *Bhais*(Sikh Priests) to get appointed in Belt Forces.

A candidate desirous of doing B.A. Degree after obtaining Diploma in *Gyani*, shall be exempt from studying and passing the subject of Punjabi language. He/She shall be required to opt a combination of any three subjects other than Punjabi to obtain eligibility for sitting in exams and qualifying B.A. Such a candidate shall be eligible for taking admission in Master's Degree Programme in Punjabi.

The Diploma in *Gyani* through distance mode shall also be useful for the candidates residing in far flung and remote areas who are interested in improving their qualifications but are not able to pursue a regular course of study of their choice.

#### 1. Duration : 1 Year

#### 2. Eligibility :

Matriculation

#### 3. Personal Contact Programme :

To impart instructions through correspondence, The institute will hold one Personal Contact Programme of 20 working days during of the academic session with at least 75% attendance. During the personal contact programme the candidates will have the facilities of class room lectures and personal guidance with regard to their academic difficulties. For Personal Contact Programme we will engage the faculty and scholars of Punjabi department, University of Jammu. The Personal Contact Programme will be mandatory .

#### 4. Centre of Examination :As per admission cum examination form.

#### 5. Detail of fee

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## FEE STRUCTURE

S.No.	Components	Rates
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### Admission and Course Fees

1.	Admission fee and Course fee	1778
2.	Personal Contact Programme	2620
3.	Study Material Printing	3025
4.	Corpus Fund	242
5.	Stationary Fee	296
6.	Enrolment Fee	186
7.	Development Fund	714
	<b>Total</b>	<b>8862</b>

### Support Services and Miscellaneous Fee

1.	Postage Fee	211
2.	Medical Fee	133
3.	NSS	150
4.	Miscellaneous Fee	66
5.	DIQA	242
6.	Identity Card	66
7.	Student Assistance/Aid Fund	459
8.	Culture Literary Fee	181
	<b>Total</b>	<b>1513</b>

### Examination Related Fee

1.	Examination Fee	871
2.	Examination Form	108
3.	Examination Development Fee	314
4.	Examination Maintenance Service	157
	<b>Total</b>	<b>1452</b>

### Library and Reading Rooms

1.	Library Fee	247
2.	Reading Rooms	181
	<b>Total</b>	<b>429</b>

**Grand Total** **12256**

Components		
1.	Registration Fee	399
2.	Eligibility Fee	973
3.	Revival of Registration if Migration Certificate is Surrendered	544
4.	Revival Fee	1911
5.	Smart Card Fee	150
6.	Library Security	864
	<b>Total</b>	<b>4845</b>

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## 6. Intake capacity

The number of seats for admission shall be 30.

## 7. pcp schedule

December-January

## 8. Exams Dates

April- May.

## 9. Method of Instruction

Instruction method in correspondence education is essentially based on supply of instructional material for home study supported by the students response sheets assignments, personal contact programme and library facilities.

## 10. lessons

The syllabus for each course will be divided into a suitable number of lessons units known as lecture-scripts by the subject committee. lecture scripts will be prepared by expert teachers. The lessons will be reviewed and edited before printing. These lessons will also be reviewed and updated after suitable intervals as per the guideline issued by the U.G.C. The students shall be dispatched lessons at regular intervals.

## 11. Medium of instruction and examination:

Punjabi script (Gurumukhi lipi) shall be the medium of instruction and examination.

## 12. Syllabi and Courses of Study in Gyani (Honours in Punjabi) for the Examinations to be held in the year ... ..

Paper 1<sup>st</sup> :Punjabi Kavita.

paper 2<sup>nd</sup> :Punjabi Natak ate Ikaagi.

paper 3<sup>rd</sup> :Punjabi Galap.

paper 4<sup>th</sup> : Punjabi Vartak.

Paper 5<sup>th</sup> :Punjabi Sahit Da Ithaas.

Paper 6<sup>th</sup> :Sahit Da Roop.

Paper 7<sup>th</sup>: Additional optional paper is Elementary Hindi, Dogri and Urdu.

(Books prescribed from 8<sup>th</sup> class syllabus of J&K BOSE)

13. There shall be six compulsory papers and one optional paper of three hours duration carrying 100 marks each.

14. The minimum required marks to pass the examination for these six compulsory papers shall be 36% in each paper and in the optional paper 30% marks shall be required to pass the examination.

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## Duties of the teaching staff

### (A) Duties of the Coordinator

- a. To supervision co-ordinate academic work in the area.
- b. To frame time-table and assign work to other teachers in the manner as is done by Head of the Department in the affiliated Colleges.
- c. To ensure that enrolment is completed, study material is prepared and dispatched to students according to a pre-determined schedule.
- d. To organise personal contact programme, make arrangements for resource personal, establishment of centers of examination outside Jammu and organization of publicity campaigns for enrolment of students in the area, with the assistance and co-operation of faculty members in the department concerned and under the superintendence of the Director.

### (B) Duties of the Teacher (Lecturer)

- a. To written revise, review and edit lessons and other reading materials and get the study material ready for supply to the students in accordance with the units in which the syllabus in each paper is of be split and according to pre-determined schedule.
- b. To organise and supervise teaching during personal contact programme and such other teaching work as may be assigned by the Coordinator or Director of the Institute.

**Note:** The obligation to take classes will be relevant on Sundays and other holidays as on working days. In case a teacher is required to take personal contact programme classes on Sundays/ and / or other days he will be permitted to avail himself of compensatory leave.

A teacher will also be required, if necessary, to take classes outside the headquarters whenever personal contact programmes are arranged by the Institute.

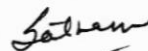
- c. To correct students response-sheets/ assignments.
- d. To supervise academic work and provide academic guidance to the students enrolled in the subject concerned.
- e. To maintain record of work done, progress reports and internal assessment record of the students and timely submission of such record to the Director.
- f. To perform such duties as may be assigned under Statutes and such other academic, examination and administration work as may be assigned by the Director of the Institute from time to time.
- g. Every teacher shall be available on each working day in the institute for six hours period as specified by the University Council.
- h. A teacher will also be required, if necessary, to work during vacations to prepare reading materials for reading of proofs etc.

i. A teacher will be entitled to compensatory leave as per University rules, if he is required to work during vacation or holidays.

### Non-Teaching staff

A unit consisting of following staff will be set up to render the secretarial assistance for conducting Diploma course in Business Management through Correspondence.

1. One Senior Assistant
2. Two Junior Assistant
3. One Packer



**Note:-**

During the first year of the course one post of Junior Assistant and Packer will be filled. In the subsequent years two posts of Junior Assistants and Senior Assistant will be added to scope with the increased enrollment as is evident from the anticipated enrolment target. Section Officer and Head Assistant of M.Com Section will look after the course.

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