

# INFORMATION BROCHURE

*A Quest for Excellence in Academics*



**DIRECTORATE OF DISTANCE EDUCATION**  
**SCHOOL OF OPEN LEARNING**  
**UNIVERSITY OF KASHMIR**

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## VISION

We aspire to attain the status of an internationally reputed institution of excellence in teaching, research and extension with a dynamic and responsible learning community of high quality scholarship with societal orientation.

## MISSION

We commit ourselves to the participatory engagement of teachers, scholars, students and the civil society in innovative, creative and progressive programs aimed at intellectual enlightenment and emancipation at individual and societal levels.

## OBJECTIVES

- ◆ To provide need based education in various disciplines to large segments of population through Open and Distance learning mode with the objective to reach the unreached.
- ◆ To strive to promote equality and social justice and to reduce social and cultural differences through diffusion of education.
- ◆ To provide continuing education to the employed, women, house wives and also to the business people.
- ◆ To achieve and sustain excellence in all programmes and activities.
- ◆ To provide opportunities of higher learning to under privileged segments of the society.
- ◆ To facilitate establishment of a globally recognized Institution of Open & Distance Learning fully equipped with Information and Communication Technology that empowers its beneficiaries to carry forward the mission of generating scholarship which meets the twin tests of academic excellence and social relevance.

## Message from the Director

In today's academia, two terms 'Open Learning' and 'Distance Education' are being used almost interchangeably and they are often combined to be known as Open and Distance Learning (ODL). Open learning is a philosophy and Distance Education is the mode used for translating it into reality as the two are complementary to each other. With the rapid advancements in the system of education and due to the changing innovations in the Information Communication Technologies (ICTs) and education, distance education as an alternative takes education to its learners who are separated by time and space and other constraints from formal mode of education. Globally, it has been accepted that distance learning has a high potential for transcending barriers that are caused by distance, time, economy and age; thus facilitating lifelong learning. Through distance education, the learner enjoys a high degree of autonomy in deciding what, when and how to learn.



With this philosophy of Open learning, the Directorate of Distance Education, University of Kashmir has made remarkable progress with a mission to deliver inclusive higher education at the door steps of learners since its inception in the year 1976 across India particularly in Jammu and Kashmir. The Directorate has established itself as a prominent outreach Department, which caters to the academic needs of thousands of aspirants across the state of Jammu and Kashmir every year. It promises to reach the unreached by offering them the chance to have an access to higher education in the domain of their choice. At present, the Directorate offers 17 programmes; out of these, we have seven PG programmes, two teacher training programmes, seven diploma programmes and one certificate programme in Kashmiri. The Directorate has a strong network of Study-cum-Information centers across the state in all the districts, by this initiative the Directorate has taken another giant stride in achieving its objective of taking the distance learning to a wider reach. The Directorate imparts teaching to the distance learners through various means like self-printed self-learning materials, e-resources, personal contact programmes, library services, multimedia support, and continuous guidance support and course material. The Directorate has fully utilized the potential of information and communication technology (ICT) and has taken various e-governance initiatives in its workflow management system to make the system more effective.

I affirm with full confidence that every experience of learning through distance mode from this Directorate will be outstanding ensuring global standards.

**Prof. Mahmood Ahmad Khan**

**Director, DDE**



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## DIRECTORATE OF DISTANCE EDUCATION

The University of Kashmir established the Directorate of Distance Education in the year 1976 with the view to impart education in different disciplines through Open and Distance Learning (ODL) mode. In order to shoulder the social responsibilities, the Directorate has been offering many academic programmes and undertakes a diverse range of activities, for the benefit of the students. The Directorate is housed in a multi-storied building with well-equipped library, excellent student support services, audio-visual lab, conference hall, well-equipped classrooms, and a computer lab with latest Information and Communication Technology (ICT) facilities.



## Admission Procedure

1. The admission for the different programmes offered by the Directorate of Distance Education is done by the Directorate of Admissions and Competitive Examinations, University of Kashmir in consultation with the Directorate of Distance Education.
2. Application forms are invited from the aspirants through online form floated on the Directorate's as well as on the HEI's website.
3. Aspirants have liberty to pay the application fee either through online banking or using automatically generated pay-in-slip at any branch of the JK bank and they are not required to submit the hard copies of the form
4. Once the deadline for submitting the application form is over, the online submitted application forms are scrutinized and list of all the candidates who has applied is floated on the website for the information to the candidates to check their details before the selection list is prepared. Grievances filled by the candidates are redressed in this phase of admission process.
5. List of selected candidates framed as per the reservation rules of the University of Kashmir is put online for the information of the students.
6. The selected students are required to download the admission form, pay the requisite fee either through online or using automatically generated pay-in-slip at any branch of the J&K bank and submit the hard copy of the admission form along with the fee receipts and other related documents to the office of Directorate of Distance Education where they are provided the Identity Card and unique 11-digit Enrollment No encrypting the details of his/her year of admission, programme code and the roll no.



## Programmes Offered

### ◆ Post Graduate Programmes

- ◆ M.A/M. Sc Mathematics
- ◆ M.A Economics
- ◆ M.Com
- ◆ M.A Urdu
- ◆ M.A English
- ◆ M.A Education
- ◆ M.A Islamic Studies

### ◆ Teacher Training Programmes

- ◆ B.Ed. (Bachelor of Education)
- ◆ DPPTT (Diploma in Pre-Primary Teacher Training Programme)

### ◆ PG. Diploma Programmes

- ◆ PGDCA (Post Graduate Diploma in Computer Applications)
- ◆ PGDBA (Post Graduate Diploma in Business Administration)
- ◆ PGDTM (Post Graduate Diploma in Tourism Management)
- ◆ PGDBE (Post Graduate Diploma in Business Entrepreneurship)
- ◆ PGDWD (Post Graduate Diploma in Web Designing)
- ◆ PGDCL (Post Graduate Diploma in Cyber Law)
- ◆ PGDHS (Post Graduate Diploma in Home Science)

### ◆ Certificate Programmes

- ◆ Certificate Course in Kashmiri



## Details of Academic Programmes Offered by the Directorate:

S. No	Name of the Programme	Eligibility	Programme Fee	Duration	Intake	Admission Criteria
01.	MA/MSc in Mathematics	B.A/B. Sc. Under 10+2+3 pattern with Mathematics having secured at least 40% marks. OR B.Sc. Actuarial and Financial Mathematics OR BE / B.Tech	4675.00 per year	2 Academic Years	200	Merit obtained in the qualifying examination.
02.	MA English	B.A under 10+2+3 pattern with English Literature as one of the subjects having secured at least 40% marks. OR BA Honors in English (60 % seats for candidates having passed BA English Honors and 40% for the candidates having passed Their graduation with English Literature as one of the subjects	-do-	2 Academic Years	200	-do-
03.	M.COM	Three Year B.Com/BBA/BBM/BBS OR B.A. /B.Sc. with P.G. diploma in Accountancy/ Cost Accountancy/ Cost & Management Accountancy. Having secured at least 40% marks in Qualifying exam	-do-	2 Academic Years	200	-do-
04.	M A Education	B.A under 10+2+3 pattern with Education as one of the subjects having secured at least 40% marks or B.Ed. with 50% marks. 70% seats shall be reserved for the candidates with Education as one of the	-do-	2 Academic Years	1000	-do-



		subjects in their Graduation and 30 % for candidates having B.Ed.				
05.	M A Economics	Three Year B.A. with Economics as one of the subjects OR BBA/B.Com/B.A. /B.Sc. with Mathematics/Statistics OR B.Sc. Agriculture OR ICS/CA/ICWA (having secured at least 40% marks) from the University of Kashmir or any other examination recognized by the University of Kashmir as equivalent thereto	-do-	2 Academic Years	200	-do-
06.	M A Urdu	B.A under 10+2+3 pattern with Urdu as one of the subjects having secured at least 40% marks.	-do-	2 Academic Years	700	-do-
07.	M A Islamic Studies	Three Years Bachelor's Degree with 40% marks. 50% seats reserved with candidates with Islamic Studies as one of the subjects and 50% seats for having Bachelor's Degree from any other stream	-do-	2 Academic Years	80	-do-
08.	Bachelor of Education (B.ED)	Candidates having passed minimum three years Bachelor's Degree in any discipline from a recognized University with 45% marks (for General Category) and 40% marks (for Reserved Category) are eligible to apply.	15000 per year	2 Academic Years	3600	-do-
09	Post Graduate Diploma In Computer Applications (PGDCA)	Three years graduation with 50% marks in aggregate in case of open merit and 45% for reserved categories at the qualifying examination	6350.00	01 Academic Year	100	
10.	Post Graduate Diploma In Web Designing (PGDWD)	Graduation with 10+2+3 pattern	6350.00	01 Academic Year	100	-do-

11.	Post Graduate Diploma In Cyber Law (PGDCL)	Graduate with 10+2+3 pattern, LLB Graduate/ LLB (Professional) or any other Degree recognized equivalent by University of Kashmir	6350.00	01 Academic Year	100	-do-
12.	Post Graduate Diploma In Tourism Management (PGDTM)	Graduate with 10+2+3 pattern having secured at least 40% marks	6050.00	01 Academic Year	100	-do-
13.	Post Graduate Diploma In Business Administration (PGDBA)	Graduate with 10+2+3 pattern having secured at least 40% marks	6050.00	01 Academic Year	100	-do-
14.	Post Graduate Diploma In Business Entrepreneurship (PGDBE)	Graduate in Management / Commerce / Law/ Computer / Arts / Science Agriculture Engineering /Technology or Equivalent at least 40% marks	6050.00	01 Academic Year	100	-do-
15.	Post Graduate Diploma In Home Science (PGDHS)	Graduate with 10+2+3 pattern having secured at least 40% marks	6050.00	01 Academic Year	100	-do-
16.	Diploma in Pre Primary Teachers Training (DPPTT)	10+2	3700.00	1 Academic Year	300	-do-
17.	Certificate Course in Kashmir (CCKR)	10 <sup>th</sup>	3000.00	Six Months	30	-do-

**Note:** Full details of the above mentioned programmes regarding eligibility and programme administration are given in their respective statutes.

## RESERVATION OF SEATS

The admission for all the Programmes will be governed by the current Registration Policy of the University. However, for the information of the concerned aspirants, the break-up of the reservation of seats is mentioned in the following tables:

**Table 01: Reserved Categories (Break-up)**

S. No	Category	Share (%)	Authority for Issuing Certificate
a.	Scheduled Caste { SC}	05	Tehsildar concerned
b.	Scheduled Tribe including children of Gujjar and Bakerwal { ST}	05	Tehsildar concerned
c.	Residents of Backward Areas {RBA}	10	Tehsildar concerned
d.	Actual Line of Control (ALC)	02	Tehsildar concerned
e.	Weak & Under Privileged classes [Social Castes] {WUP}	02	Tehsildar concerned
f.	Children of Permanent Resident of Defense personnel/ Children of Ex-Defence Personnel / Children of Permanent Residents of Para-military forces and Sate Police personnel serving in the State {CDP}	02	Commanding Officer of Unit ZilaSainik Welfare Officer and DIG concerned, respectively.
g.	Candidates possessing outstanding proficiency in Sports {SPT}	02	Director, Physical Education , University of Kashmir
h.	Candidates possessing outstanding proficiency in NCC (B or C certificate) {NCC}	02	"B" Group: Commandant, "C": Director NCC
i.	Differently-abled [not less than 40 % Disability] {DA}	03	Chief Medical Officer concerned

**Table 02: Supernumerary seats (% of intake capacity)**

S. No	Category	Share	Authority for Issuing Certificate
a.	Persons from outside the Kashmir Division, but excluding those who have passed qualifying examination from Universities/Boards of Kashmir Division {OSJ}*	02 %	Registrar of the concerned University /Secretary concerned Board.

<b>b.</b>	Persons residing outside India (Foreign Nationals) but excluding those who have passed qualifying examination from Jammu & Kashmir Universities/ Boards {FN}	5%	Embassy concerned/ ICCR (Indian Council for Cultural Relations)
<b>c.</b>	Children of Permanent Employees of the University of Kashmir (Serving/Retired) {SN}	01 seat per Programme	Registrar, University of Kashmir

**Note:** The admissions for all the Programmes will be done by the Directorate of Admissions & Competitive Examinations as per the admission Policy of the University.

### Shifting from Reserved Category Quota to Open Merit Quota:

A candidate seeking admission under a particular Reserved Category shall at first instance be automatically shifted to the Open Merit Category, (if otherwise eligible) if the total marks scored entitle him/her to figure in the open merit list. However, he/she shall have the option to stay on in the Reserved Category, if the act of shifting him/her to the Open Merit Category puts him/her at an obvious disadvantage (i.e., his/her place of admission gets changed to his/her disadvantage), in such case, he/she shall have to intimate the office of the Director DDE/Director, Admissions & Competitive Examinations prior to the expiry of the last date for the completion of the admission formalities



## Post-Graduate Programmes

All the Post Graduate Programmes offered by the Directorate have adopted the **Choice Based Credit Scheme**. The two year (4 semester) PG programmes is of 96 credit weightage i.e., 24 credits/semester ( $24 \times 4 = 96$ ). Out of 24 credits in a semester a candidate has to obtain 14 credits compulsorily from “**Core Courses**”, while the remaining 10 credits can be obtained from the “**Electives**” in the following manner:

- ◆ A candidate can obtain a maximum of 8 credits within his/her own Department out of the specializations offered by the Department as **Discipline Centric-Electives**.
- ◆ 02 credits shall be obtained by a candidate from the Electives offered by the Department other than his/her own. The candidate shall be free to obtain either 2 credits from the Generic (within School ) or two credits from **Open Electives**.

## MA/M.Sc Mathematics

The Directorate offers two year master's programme in Mathematics through distance mode with an aim to give extensive training and interest for the students to have knowledge in the subject which will help them to serve the society.

### Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	MM18101CR	Advanced Abstract Algebra – I	4
Core (CR)	MM18102CR	Real Analysis – I	4
Core (CR)	MM18103CR	Topology	4
Core (CR)	MM18104CR	Theory of Probability	2
Discipline Centric Electives (DCE)	MM18105DCE	Theory of Matrices	4
Discipline Centric Electives (DCE)	MM18106DCE	Theory of Numbers-I	4



Discipline Centric Electives (DCE)	MM18107DCE	Numerical Analysis	4
Generic Electives (GE)	MM18001GE	Numerical Methods	02
Open Electives (OE)	MM18001OE	Calculus	02

## MA Economics

The study of economics helps to formulate an understanding of the effects of financial actions and reactions by individuals and institutions. It is the subject that helps us to make rational decisions in a situation of scarce resources with alternative uses.

### Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	ECO18101CR	Microeconomics I	4
Core (CR)	ECO18102CR	Macroeconomics I	4
Core (CR)	ECO18103CR	Mathematics for Economics	4
Discipline Centric Electives (DCE)	ECO18105DCE	Financial Institutions and Markets	4
Discipline Centric Electives (DCE)	ECO18106DCE	Industrial Economics	4
Discipline Centric Electives (DCE)	ECO18107DCE	Economics of Social Sector	4
Generic Elective (GE)	ECO18001GE	Planning and Development	2
Open Elective (GE)	ECO 18001OE	Introduction to Economics	2

## M.COM

Modern business world ensures bright and promising career for qualified and skilled human resource in the leading fields of economy. With the global expansion of business, the need is felt for qualified professionals to manage and look after day-to-day operations. M.Com programme being offered in the Directorate of Distance Education aims at training and imparting the required entrepreneurial and analytical knowledge for development of quality work force for banking, insurance, investment, telecom and other leading businesses.

### Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	COM18101CR	Organisational Behaviour	4
Core (CR)	COM18102CR	Accounting for Decision Making	4
Core (CR)	COM18103CR	Quantitative Techniques	4
Core (CR)	COM18104CR	Corporate Tax Planning & Management	4
Discipline Centric Electives (DCE)	COM18105DCE	Consumer Behaviour & Marketing Research	4
Discipline Centric Electives (DCE)	COM 18106DCE	Business Ethics	4
Discipline Centric Electives (DCE)	COM 18107DCE	International Business	4
Discipline Centric Electives (DCE)	COM 18108DCE	E-Commerce	4
Generic Elective (GE)	COM18109GE	Leadership & Personality Development	2
Generic Elective (GE)	COM 18110GE	Sales Management	2
Generic Elective (GE)	COM 18111GE	Understanding Capital Markets	2
Generic Elective (GE)	COM 18112GE	Fundamentals of Accounting	2
Open Elective (GE)	COM 18113OE	Stock Market Operations	2
Open Elective (GE)	COM 18114OE	Management Theory & Practice	2

## M.A. URDU

Among all Indian States, Jammu and Kashmir has the distinction to have Urdu as official language. This language has been credited as lingua-franca in this state among the different regional entities and meets the requirement of people at academic, social and cultural level. Urdu is the representative language of South Asian Countries like Pakistan, India, and Bangladesh besides some gulf countries. Hence teaching of Urdu language and literature has been one of the important aspects of higher learning in the State of Jammu and Kashmir. Teaching and learning of Urdu language at higher level meet the requirement of human resource in the field of mass media (print and electronic), education (primary to college level) and other departments of state and central government. This Directorate in view of huge public demand, is offering M.A. Programme in Urdu.

### Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	UR18101CR	History of Urdu Language and Literature up to 1857	4
Core (CR)	UR18102CR	Urdu Ghazal	4
Core (CR)	UR18103CR	Urdu Nazm	4
Discipline Centric Elective (DCE)	UR18104DCE	Urdu Prose	4
Discipline Centric Elective (DCE)	UR18105DCE	Introduction to Language and Linguistics	4
Discipline Centric Elective (DCE)	UR18106DCE	Sir Syed and His Era	4
Discipline Centric Elective (DCE)	UR18107DCE	Functional Urdu	4
Generic Elective (GE)	UR18001GE	Introduction to Art and Thought of Ghalib	2
Generic Elective (GE)	UR18002GE	Urdu Literature and Culture	2
Open Elective (OE)	UR17001OE	Introduction to Urdu Ghazal	2

## M A English

English being recognized as the international language world over, lies at the pinnacle among all languages. This make the pursuit of M.A English tremendously attractive and provide a wide range of scope, the best one being in the field of teaching, taking up a job in an embassy is yet another innovative option, one can become a promising journalist or opt in civil services with this subject. One can take up further research like M.Phil. and Ph.D., making M.A English all the more significant and relevant in the present scenario.

### Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	ENG18101CR	Drama-1	4
Core (CR)	ENG18102CR	Novel-1	4
Core (CR)	ENG18103CR	Introduction to Linguistics	4
Core (CR)	ENG18104CR	Women's Writing (Short Story)	2
Core (CR)	ENG18105CR	Kashmiri Literature in English Translation	4
Discipline Centric Elective (DCE)	ENG18106DCE	European Drama	2
Discipline Centric Elective (DCE)	ENG18107DCE	The British Novel	2
Discipline Centric Elective (DCE)	ENG18108DCE	English Prose	2
Discipline Centric Elective (DCE)	ENG18109DCE	Autobiography	2
Discipline Centric Elective (DCE)	ENG18110DCE	English Drama	2
Generic Elective (GE)	ENG18111GE	Introducing Literature	2
Generic Elective (GE)	ENG18112GE	Introducing Poetry-I	2
Open Elective (OE)	ENG18113OE	English Communication Skills-I	2
Open Elective (OE)	ENG18114OE	Essays-I	2
Open Elective (OE)	ENG18115OE	Literature and Mysticism-I	2

## M A Education

The M.A Education programme has been designed to equip the students with philosophical, sociological and psychological basis of education, so that they can become effective and professionally well-developed teachers whenever they well depute in the profession. Besides, the programme also helps our students to conduct research in the field of education to eradicate the obsolete and redundant knowledge and strengthen the Education system.

### Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	EDU18101CR	Philosophical Foundations of Education – I	4
Core (CR)	EDU18102CR	Sociological Foundations of Education – I	4
Core (CR)	EDU18103CR	Educational Technology	4
Discipline Centric Elective (DCE)	EDU18104DCE	Population Education	4
Discipline Centric Elective (DCE)	EDU18105DCE	Value Education	4
Discipline Centric Elective (DCE)	EDU18106DCE	Guidance & Counselling	4
Generic Elective (GE)	EDU18001GE	Special Education-I	2
Generic Elective (GE)	EDU18002GE	Special education-II	2
Open Elective (OE)	EDU18001OE	History and Problems of Education in J & K.	2

## M A Islamic Studies

This programme is aimed at to enlighten with Islamic art, culture, thought and theology. Since the Kashmir Valley is Muslim dominated area, thus aspirants were persistently approaching this Directorate for launch of this programme. Besides having market oriented programmes, this programme has been source of inspiration for those hundreds of people who are fond of academic enrichment.



## Programme Structure (of 1st Semester for indicative purposes)

Semester-I			
Course Type	Course Code	Title of the Course	No of Credits
Core (CR)	IS18101CR	Islamic Civilization: Origin and Development (Upto 750 C.E.)	4
Core (CR)	IS18102CR	Introduction to Islamic Religious Sciences: Tafsir, Hadith and Fiqh	4
Core (CR)	IS18103CR	Tasawwuf: Origin and Development	4
Discipline Centric Elective (DCE)	IS18104DCE	Proficiency in Arabic-I	4
Discipline Centric Elective (DCE)	IS18105DCE	Proficiency in Persian-I	4
Discipline Centric Elective (DCE)	IS18106DCE	Islam and the West	4
Discipline Centric Elective (DCE)	IS18107DCE	Islam and Science	2
Generic Elective (GE)	IS18108GE	Ilm al-Kalam and Muslim Philosophy	2
Open Elective (OE)	IS18111OE	History of Islamic Civilization-I	2
Open Elective (OE)	IS18110GE	Dawah and its Practices	2



## Teacher Training Programmes

### BACHELOR OF EDUCATION (B.Ed.)

Bachelor of Education (B.Ed.) Programme through distance mode aims at developing the understanding and competencies required by teachers for effective teaching-learning process at the elementary and secondary level. It enables teachers to select and organize learning experiences according to the requirement of learners. In addition, it provides knowledge and develops in them an understanding of areas such as educational psychology, educational evaluation, school management, etc. so that they will handle the human resource professionally in educational settings.

#### Programme Structure:

Semester-I		
Course Code	Title	Credits
BED15101	Foundation of Education	4
BED15102	Learning and Development	4
BED15103	Population and Gender Education	4
BED15104	Inclusive Education	4
BED15105	Environmental Education	4
INT1	School Internship	4
Semester-II		
BED15201	Development of Education in India	
BED15202	Educational Guidance & Counselling	
BED15203	Educational Technology & ICT	
BED15204	Teacher Education	
BED15205	Teaching of:- English/Urdu/Hindi/Punjabi/Kashmiri/Arabic	
INT2A	School Internship	4
INT2B	Microteaching – Major Skills	4

Semester-III		
BED15301	School Management	4
BED15302	Educational Measurement & Evaluation	4
BED15303	Teaching of:- Bio-Science/Physical Science/History & Civics/ Geography/Mathematics	4
INT 3A	School Internship	2
INT 3B	Teaching Practice – 1 Paper (205)	4
INT 3C	Teaching Practice – 2 1 Paper (303)	4
Semester-IV		
BED15401	Language Competence & Communication Skills	4
BED15402	Peace and Value Education	4
BED15403	J) Essentials of Instructional Technology K) Physical and Health Education L) Creativity and Education M) Curriculum Development N) Home Science and Education O) Comparative Education P) Linguistics & Education Q) Elementary Computer Education R) Distance Education S) Project Work	4
INT 4A	School Internship	2
INT 4B	Teaching Practice – 1 Paper (205)	4
INT 4C	Teaching Practice – 2 Paper (303)	4

## **Diploma in Pre- Primary Teachers Training (DPPTT)**

Pre-Primary Education is educational pyramid of the future of the child. Here the foundations are laid for future citizens of the nation. Though it is true that parents are best educators of their children, the importance of teachers in pre-school teaching cannot be ignored. The role of the teacher is changing so fast that pre-service or in- service teacher education cannot probably cope with expectations of the society. A specialized kind of training is required for dealing intelligently with children enrolled at pre-primary level. In the course of past few years pre-primary education has assumed tremendous significance all over the country. Indian Education Commission recommends that the staff of the nursery should be trained as per the principles of Child Psychology. A number of such institutes are already in existence but their number is very meager. Teachers training programme should aim at helping the trainees to develop a positive self-confidence and professional identity to provide an environment where a child will feel happy and secure so that over all development takes place in the right perspective. The main objective of this Programme is to provide an alternative method of training to Pre-Service and In-Service teachers for blending Pedagogical theory with practice. The facility will be extended even to the fresher's who are desirous to attain this professional degree.

### **Programme of Instruction**

The Programme will extend over a period of 1 Year which includes intensive lectures; practical (Lab Work) A/V inputs cassettes etc. Personal contact programme shall supplement the lecture scripts (study material) and the supervised practice of teaching in schools, Project Work, 60% attendance in Contact Classes, Internal Assessment, delivery of supervised lessons, marks in Internal POT and completion of Project work, shall make the candidates eligible for External Examination.

### **Programme Structure**

The Programme structure and distribution of marks in this programme is under:

Course No.	Title of the Course	Distribution of Marks (Theory)		Internal Assessment Assignment	Total Marks
PT-01	Principles of Pre-School Education	80		20	100
PT-02	Child Psychology	80		20	100
PT-03	Physical Education, Health and Nutrition	80		20	100
PT-04	Development of Language and Manipulative Skills	80		20	100
PT-05	Development of Mathematical & Scientific Skills	80		20	100
PT-06	Part (A) Practical Skills and Activities And	80	160	20	200
	Part (B) Project Work	80		20	
<b>Total marks</b>		<b>560</b>		<b>140</b>	<b>700</b>





## POST-GRADUATE DIPLOMA PROGRAMMES

The admissions will be made strictly on the basis of merit obtained by the students in the qualifying examination

### POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

Computer education has practically redefined every existing term in the world. From medical science to space technology, from automobile industry to agriculture, computer has conquered it all. Many educational institutions in public and private sector are imparting computer education, but the employees working in different organizations and government sector cannot afford to join formal system of education. Besides due to the limited number of seats available in the formal system, many aspiring candidates are not able to join these Programmes. Recognizing the need, the Directorate offers the Programme aiming at brushing up of professional skills of the aspirants of the field of computer science.

#### Programme Structure: (PGDCA)

##### Semester I

1. Computer Fundamentals and Applications
2. Computer Programming Fundamentals Using C.
3. Data Base Management System & Oracle.
4. LAB-I for 102
5. LAB-II for 101/103

##### Semester II

1. Web Programming
2. Data Communication & Computer Networks
3. Project Work with Dissertation

**Note:** After the completion of Semester I examination, the Project Work shall be assigned to the students. The students shall be required to submit the project report within a period of two months before the last date of final examination. The seminars and practical part of the syllabus shall be conducted during Personal Contact Programme. The Directorate has got a well-equipped computer lab which shall remain available to the students for Programme related activities throughout the session.

## POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

Business administration is as much art or craft as science. In this programme theory, practice, experience and talent all act as complementary to one another. The programme adopts more stringent knowledge and competency standards required for the true professional development of the students. Change is the only thing we expect with certainty and keeping in view the certainty of the change, Directorate has carefully crafted the PGDBA curriculum to help students develop capacity for analysis, assessment, judgment, and action that they can exercise throughout the course of any career they choose to pursue. As such the Programme is expected to provide well brushed human resource to the upcoming knowledge based society.

**Eligibility:** Candidate seeking admission to the Programme must be graduate in any discipline under 10+2+3 pattern with at least 40% marks from University of Kashmir or any other examination recognized by the University of Kashmir as equivalent thereto

◆ In-service candidates with above mentioned qualifications are also eligible.

**Programme Fee:** 6350

**Programme Duration:** One Academic Year

**Intake Capacity:** 100

### Course Titles: (PGDBA)

1. Management & Organizational Behavior
2. Marketing Management
3. Human Resource Management
4. Accounting and Finance for Managers
5. Production and Operations Management
6. Strategic Management

## POST GRADUATE DIPLOMA IN TOURISM MANAGEMENT

Tourism is one of the largest and fastest growing industries in the world. Millions of people are directly or indirectly involved with the industry. Tourism has a tremendous potential in the state of Jammu & Kashmir. This calls for trained and competent managers for managing the tourism industry. With this aim the Directorate launched the Post Graduate Diploma in Tourism Management (PGDTM). The Programme has been designed for people interested in pursuing career in the Tourism Industry at managerial level and is also meant for the aspiring entrepreneurs and those running their own travel and trade related business activities.

### Course Titles: (PGDTM)

1. Fundamentals of Tourism Management
2. Tourism & Recreational Resources
3. Travel Enterprise and Tour Operations Management
4. Accounting and Finance for Tourism Managers
5. Tourism Marketing
6. Human Resource Management in Tourism



## POST-GRADUATE DIPLOMA IN BUSINESS ENTREPRENEURSHIP

From the social and macro-economic perspective it is believed that the economic development of any nation depends upon the quality of entrepreneurs it supplies. Entrepreneurs discover opportunities and exploit them to their own benefit as well as to the benefit of the society. Therefore, entrepreneurship needs to be encouraged, promoted and supplemented for the benefit of the aggregate economy.

Despite the fact that there has been a tremendous potential for establishment of various industries in Jammu and Kashmir, there are only few institutions in the state to provide education in the area of entrepreneurship and to work for the entrepreneurship development through well-conceived and well directed activities. Therefore, there was an urgent need to design a Programme in business entrepreneurship for providing education in entrepreneurship and for promoting the culture of entrepreneurship in the state. Keeping this in view the present Programme, PG Diploma in Business Entrepreneurship is designed for the benefit of existing and potential entrepreneurs. The Programme focuses on developing superior skills in existing and potential entrepreneurs and inculcates the spirit of entrepreneurship into the psyche of the present generation. Moreover, the Programme is expected to sharpen the entrepreneurial skills of professionals particularly that of MBAs, M.Coms and MFCs.

### Course Titles: (PGDBE)

1. Entrepreneurship Development
2. Management of Small & Medium Enterprises
3. Project Management
4. Accounting and Finance for Managers.
5. Functional Management
6. Strategic Management

## POST GRADUATE DIPLOMA IN WEB DESIGNING

The increasing demand of the Internet usage and growing desire among the people to know more and more about Internet and Web Technology has led to a great demand for specialization in this field. The manpower with specialized knowledge and training in this particular branch has open up a wide horizon of employment opportunities for them. To meet the growing demand for trained youth in coming years in the field of Information technology, the Directorate of Distance Education launched Post Graduate Diploma in Web Designing.

The World Web (WWW) is a vast and ever-expanding collection of online documents and information distributed over the internet. The internet and Web Technology is an increasingly vital resource in many aspects of life: education, employment, government, commerce, healthcare, recreation and more. The tremendous progress of the internet set the ground for the rapid development of distance learning on the Web, as a result of which, many universities throughout the world are developing Programmes in this new medium. Web Programmes fulfill a rapidly growing demand for distance learning because of their greater accessibility and flexibility; there is an ongoing competition between the training institutions for developing Web sites and Programmes in order to maintain or augment their share of the market, both locally and internationally. The Web Design Programme is very comprehensively detailed ICT enabled Programme that focuses on how to plan, organize and create a website and web-based programmes. This Programme will fully cater to the needs of students including IT professionals, employees working in various public and private sector who want to build their career in growing field of IT.

### Objectives:

1. To provide education on Web Designing to those interested and desirous students who could not enroll themselves in the formal institutions and to train them in Job Oriented Programme thereby widening their career prospectus.
2. To provide trained man-power for the growing sector of Information Technology both at the state and national level.
3. To pave way for those who intend to make future in the demanding field of Web Designing in Computer Sciences and Information Technology.
4. The aim of this programme is to develop working knowledge about Web Technology effectively in developing commercial and public Websites.



### Programme Structure: PGDWD

1. Basic computers and Internet
2. Relational Database Management System
3. Multimedia Systems
4. HTML/DHTML/VBScript/Java Script
5. PHP
6. Asp.Net
7. Laboratory course

**Note:** The practical part of the syllabus will be conducted during personal Contact Programme. The Directorate has got a well-equipped Computer Lab with Internet facility which shall remain available to the students for Programme related activities throughout the session.



## POST GRADUATE DIPLOMA IN CYBER LAW

In view of the change of socio-economic structure of the country, there has been growing desire among the people belonging to different walks of life to know more and more about special branches of law and therefore, there is a great demand for specialization in different fields. Moreover, specialization makes a person perfect in the field opening up a wide horizon of job and employment opportunities. Last part of the 20th Century witnessed growth of new type of commerce popularly called as "E-commerce". The businessmen in India, like other parts of the globe executed transactions electronically much before the enactment of any legislation on the subject. The flexibility, speed and efficiency of this new technology "digital technology" has made it the most important vehicle for executing all types of business and official transactions. This new found medium has impacted upon different branches of law. Most of the laws in India were enacted keeping in view tangible documents. This technology is paperless as well as borderless, so the present laws are not flexible to encompass this new technology. The importance of this new technology necessitated enactment of new laws which cover many facets of E-commerce, Cyber Crimes, Digital Signatures, Copyright, Domain Names and Regulatory Appellate Tribunals. The laws governing "Digital Technology" are recent in origin and therefore are not studied in traditional legal education. Keeping in view importance of this technology and the non-availability of courses on this subject in the law institutions of our state, it will be highly beneficial for the students especially to budding lawyers, IT professionals, employees working in various Government Departments / Public/ Private Sector undertakings and for other students who want to build their career in this field. In view of the above facts the Directorate of Distance Education launched P.G. Diploma in Cyber Law

### Objectives:

The objectives of the programme are as follows:

1. To provide education on Cyber Laws to the interested and desirous students to train them in this job-oriented programme.
2. To provide opportunities to the in-service employees for gaining specialized knowledge and competence in the field of Cyber Laws.
3. To provide trained manpower to the growing IT sector in the state/country.



## Programme Structure & Marks Distribution

Paper/Course	Title of the Paper/Course	Distribution of Marks		
		Theory (Final Exam.)	Internal (continuous)Assessment Test /Practicals	Total
Paper-1	Basics of Internet Communications	80	20	100
Paper-II	E-commerce & E-governance	80	20	100
Paper-III	Cyber Crimes and their Regulation	80	20	100
Paper-IV	Trade Mark Law and Domain Names	80	20	100
Paper-V	Copyright and Internet	80	20	100
<b>G. Total</b>		<b>400</b>	<b>100</b>	<b>500</b>



## POST GRADUATE DIPLOMA IN HOME SCIENCE

Home Science stands for the development of the individual and improvement of family life. It deals with all aspects of the life of the community and the nation. It integrates the application of knowledge synthesized from different sciences and humanities, to improve the human environment, family nutrition, management of resources, child development and consumer competences.

### Programme Structure

Course No.	Title	External Exam		Max marks
		Theory	Practical	
DHS-101	Food Science and Nutrition	80	20	100
DHS-102	Human Development	80	20	100
DHS-103	Family Resource Management	80	20	100
DHS-104	Textiles and Clothing	80	20	100
DHS-105	Extension and Communication	80	20	100

**Note:** The practical part of the syllabus shall be conducted during Personal Contact Programme.

Each paper shall contain five units. The question paper shall contain 10 questions two from each unit. Students are required to attempt 05 questions selecting one from each unit within a period of 3 hours.

## Certificate Course in Kashmiri (CCK)

This Programme provides a comprehensive knowledge to the learners about the basic aspect of Kashmiri Language.

### Programme Structure

Paper Code	Title	Maximum Marks
CK-01	Language Skills	100
CK-02	Grammar and Composition	100
CK-03	Translation	50
CK-04	Viva-Voce	50
<b>Total Marks</b>		<b>300</b>



## PROGRAMME ADMINISTRATION

The main components of the programme administration shall comprise of self-learning print material, assignments, personal contact programmes, optional contact programmes, extension lectures, individual/group counseling, radio counseling and multimedia programmes.

**Self-Learning Print Material (SLPM):** The students shall be provided with the quality self-learning print material and other relevant reading material well in advance.

**Personal Contact Programmes:** The personal contact programmes shall extend over a period of around 40 working days in each academic year divided into two phases of equal duration. The first contact programme shall be conducted at the beginning of the session and the other before the final examination. The students are expected to come prepared in the class in order to discuss their problems. During the counseling sessions students can seek clarifications regarding the print material and other related difficulties through face to face interaction with faculty. 60% attendance in the personal contact programme is mandatory.

**Optional Contact Programme:** As and when need arises, the Directorate may organize, Optional Contact Programme for at least ten days for the benefit of the students. Each day of the Optional Contact Programme (OCP) shall comprise several sessions devoted to lectures, discussions, and small group work and workshop activities.

### Extension Lectures

The Directorate organizes extension lectures on current trends in education by eminent scholars of national repute from time to time. The Directorate has, launched a scheme "Lectures on Demand" in which sufficient number of students of a particular programme submit an application to the Director for organizing lectures on various particular topics.

### Counseling and Guidance

The Students can visit Directorate, and seek individual guidance and counseling from concerned coordinator/faculty. Besides, students can seek guidance from counselors engaged by the Directorate in various programmes.

### Multi-media Programmes

The Directorate organizes various multi-media programmes on different subjects from time to time about which students are informed well in advance. In collaboration with Electronic Multimedia Research Centre (EMMRC), University of Kashmir & IGNOU, the Directorate has procured a rich collection of multimedia tools which supplement the self-learning print material.

## **Continuous Evaluation Schemes**

The performance of students is evaluated on the basis of various parameters like sessional/Internal Assessment Tests and participation in face-to face contact-cum-counseling programmes. At the end of each academic session students are required to appear in annual examination conducted by the office of the Controller Examinations. In addition to the result gazettes the results are also uploaded on the website of the Directorate: [www.ddeku.edu.in](http://www.ddeku.edu.in)

### **I. Internal Assessment Tests**

Under continuous and comprehensive evaluation scheme, a formative evaluative exercise is conducted by the Directorate in which students are required to appear in the Internal Assessment Tests in each course during the contact programme and due weight age is also given to attendance of the student in contact classes. Candidates failing to qualify the internal assessment tests are not eligible to appear in the final examination.

### **Workshop Activities**

The Directorate organizes various National workshops, for the capacity building of the faculty working in Open & Distance Learning mode. This exercise sensitizes the resource personnel regarding the new trends and approaches in open and distance learning.

### **Enrolment Number**

Candidates selected for admission are assigned an enrolment number which must be quoted by the candidates in all communications with the Directorate.





## STUDENT SUPPORT SERVICES

### Website

The Directorate has its own website <http://www.ddeku.edu.in> hosted on the University's own server. Syllabus, Notices, Registration & Admission Forms, Results and other vital information is floated on the website. The complete database of each student is maintained.

### Library

The Directorate has a well-equipped library having up-to-date reference material, text books and journals on the various programmes offered by the Directorate. The library support services cater to the needs of teaching faculty, resource personnel and students enrolled with the Directorate. The Directorate has created a Career Corner in the library which is equipped with general awareness books that help our students to prepare them for various competitive examinations like NET/SET/KAS & IAS. Some of the books in the library are supplemented with CD's. The library has been linked with <http://www.egyankosh.ac.in>, the biggest source of open-access knowledge resources.

### Information Communication Technology (ICT)

The Directorate is fully computerized with latest Information and Communication Technology (ICT). The students enrolled with the Directorate, can use the ICT facilities provided by the Directorate at its headquarters and as can avail the facility like online Submission of Forms, Downloading of Results, at IT Centers located in various Degree Colleges of the Valley.

### Audio Visual Lab

The Directorate is developing its own A/V lab with various types of electronic and IT gadgets to supplement the print materials. It has been recently equipped with ICT backed-interactive-boards. The distance learner grasps some concepts/ideas given in visual form more clearly with the help of this facility. The learners may also have the satisfaction of learning through media mix that sustains their motivation in the programme. Efforts are on to equip the lab with latest audio-visual facilities, important Educational CD procured from National Universities is available in A.V Lab.

### Conference / Seminar Hall

The Directorate has a spacious conference hall equipped with the state-of-the-art facilities wherein the presentation capabilities of the students are developed and enhanced through conferences, seminars, group discussions etc. The hall is equipped with modern communication aids like electronic board, overhead projectors, LCD projectors, wide screen TV's, and central audio system to conduct conferences, seminars and workshops in an academic ambience.

### **Departmental Internal Quality Assurance Cell (DIQAC)**

In tune with its pursuit of mission through a continual process of introspection, analysis, integration, innovation and improvement the Directorate has effective and functional Departmental Internal Quality Assurance Cell (DIQAC) as envisaged by the National Assessment and Accreditation Council (NAAC), Bangalore. The feedback on various curricular and co-curricular activities can be generated from the primary stake holders (students of DDE.) either on online feedback forum of University website or on the prescribed format available in the departmental library. In our quest for excellence, the DIQAC seeks cooperation of all stake holders, particularly our students in identifying strengths and weakness in the programme administration.

### **Enquiry Cell**

The Directorate has established an enquiry cell at its headquarter on the campus. The students can seek any information regarding our programmes / activities by contacting the officials of the Cell on contact No: 0194-2145742, 0194-2145743 or can personally visit the enquiry cell on any working day.

### **Social Activities**

In order to infuse the spirit of caring and sharing, various social activities are organized by the Directorate for the benefit of the distance learners. The Directorate also encourages distance learners to participate in Seminars, Debates, Workshops and Social Service activities. Our students can write articles and submit it in the office of Dean Students Welfare for publication in the annual magazine "GULALA".

### **Grievance Redressal Cell**

The Directorate has established a fast track mechanism for redressal of grievances/suggestions of the students. The students can register their genuine grievances in the office of the cell personally or by visiting this address <https://egov.uok.edu.in/feedbackforum/> for registration of their grievance.

### **Sports & Cultural Activities**

The Directorate of Distance Education has started various sports activities to foster the spirit of adventure, discipline and team spirit among the students. The Directorate in collaboration with Directorate of Physical Education, University of Kashmir has been organizing various sports and cultural activities in which various students of Directorate participate and prizes are distributed among the winners.



## Learner Support Centers

In order to provide individualized support services to its learners, the Directorate has envisaged a strong network of study-cum-information centers located at district Headquarters. At the study centers, the learners can interact with academic counsellors and other learners, watch/ listen to audio/ video cassettes. They also interact with the concerned liaison officers for necessary relevant information pertaining to their programme. The study centers have been established with necessary infrastructural facilities in the form of textbooks, audio-video cassettes and other related electronic equipment. These Study Centers have linked with IT Centers located in Degree Colleges of the Valley.

The Directorate has envisaged a strong network of study cum information centers at district headquarters.

1. LSC: Govt. Degree College, Kargil	2. LSC: Govt. Degree College, Pulwama
3. LSC: Govt. Degree College, Shopian	4. LSC: District Institute of Education & Training, Leh
5. LSC: Sheikh ul Alam Memorial Degree College, Budgam	6. LSC: North Campus, University of Kashmir, Delina, Baramulla
7. LSC: Govt. Degree College, Charar-i-Sharief	8. LSC: Govt. Degree College, Handwara
9. LSC: Govt. Degree College, Kupwara	10. LSC: Govt. Degree College, Bandipora
11. LSC: Govt. Degree College, Tral	12. LSC: South Campus, University of Kashmir, Anantnag
13. LSC: Institute of Advanced Studies in Education (Erstwhile Govt. College of Education), M.A. Road	14. Govt. Degree College, Ganderbal
15. REGIONAL CENTRE FOR DISTANCE LEARNING, Directorate of Distance Education, University of Kashmir, Bhathindi, Jammu	

## PUBLICATIONS

The Directorate publishes two annual journals namely "**The Communications**" and "**Tarseel**" with ISSN numbers devoted to the best practices in open and distance learning. Besides, the Directorate publishes a newsletter for the benefit of the distance learners.

## CORE FACULTY

The Directorate has a team of qualified, competent and dedicated faculty. The faculty members are well versed with the experience in the field of open and distance learning mode.

**Prof. Mahmood Ahmed Khan**

**Director**

**Area of Specialization**

**Educational psychology**

**Methodology of educational research**

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