



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

NOTIFICATION

(23/March/GEN/58)

Ref.: (i) 87th University Council Resolution No.87.33 dated 21.01.2023;
(ii) 85th University Council Resolution No.85.04 dated 20.04.2019.

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

- i) introduction of Master's Degree Programme in Education (Self Financing) in the Directorate of Distance & Online Education (DD & OE), University of Jammu, Jammu from the Academic Session 2023-24; and
- ii) adoption of Scheme and Statutes governing Master's Degree Programme in Education (Self Financing) in the Directorate of Distance & Online Education (DD & OE), University of Jammu, Jammu from the Academic Session 2023-24.

The Scheme and Statutes are available on the University website: jammuuniversity.ac.in.

Sd/-

DEAN ACADEMIC AFFAIRS

No. F.Acd/I/23/12541-12556.

Dated: 08-03-2023

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 Education
5. Head, P.G. Department of Education
6. Asstt./Dy. Registrar (Exam.Prof./Eval.Prof./PRI/Certificate/Academic Affairs)
7. I/c Coordination
8. Incharge, University Website **alongwith copy of Statutes for necessary action**
9. G.F.

Deputy Registrar (Academic)

09/03/23

08/03/23

Scheme and Statutes for M.A. Education Programme (Self Financing) to be offered by the Directorate of Distance Education, University of Jammu leading to Degree of Master of Arts in Education

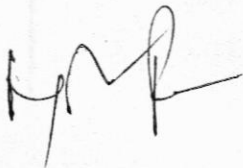
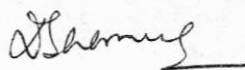
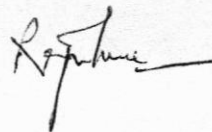
1. Programme Structure: The Programme Structure for M.A. Education Programme in the Directorate of Distance Education shall extend over a period of two academic years (04 Semesters). This course shall be based on contact programmes, practice of teaching, internship, project work, workshop, assignments, external as well as internal examinations etc. The detailed scheme of the programme in terms of number of papers, credits and other similar components shall be as same as is in vogue in the PG Department of Education, University of Jammu except Non-CBCS pattern of programme.

2. Duration: M.A. Education programme offered through the DDE is of two year duration (four semesters). However, UGC guidelines on Determination of Uniform Span period within which a student may be allowed to qualify for a degree vide notification no. 1 of 2017 Dated 06.01.2017 shall be applicable for the candidates of M.A. Education programme seeking admission in the DDE as in case of candidates of regular departments of the University. Accordingly, the students will have N+2 year for the completion of degree in M.A. Education. (Appendix-1)

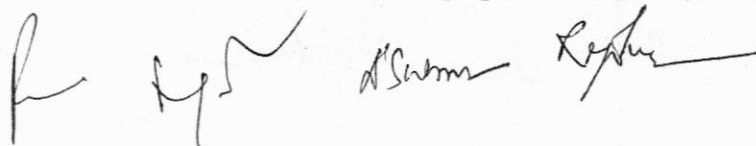
3. Intake Capacity: The number of seats in the Programme in a given academic year shall be one unit (fifty seats).

4. Eligibility: The following candidates are eligible to seek admission in the M.A. Education Programme to be offered by the Directorate of Distance Education, University of Jammu.

- A candidate having passed Bachelor's Degree under 10+2+3 pattern with Education as an elective subject.
- A candidate who has earned 24 Credit in education subject across all the 6th semester at the undergraduate level under the choice based credit system. (Notification No. F.Acd./1/19/5659-5670 dated 16-09-19). (Appendix-2)
- A graduate under 10+2+3 pattern in any other discipline with 60% marks.
- A candidate having passed bachelors degree under 10+2+3 pattern with the subject of sociology/ psychology/philosophy securing at least 50% marks

- Preference will be given to the candidate who has passed Bachelor Degree examination with education as an elective/additional subject.
- 5. Courses of study:** The syllabi and courses of study shall be the same as are prescribed and taught in the regular M.A. Education Programme of P.G. Department of Education, University of Jammu, Jammu except for its Non CBCS pattern as may be approved by the competent bodies.
- 5. (A). Dissertation:** The maximum limit for supervising the dissertation is 10 per teacher. The supervisors can be the teacher educators from the Directorate of Distance Education/Department of Education/Colleges of Education/Superannuated Faculty of Education from the University/ Colleges of Education. The viva-voce examination of the dissertation is to be conducted in the Department of Education, University of Jammu under the supervision of Dean, Faculty of Education and Head, P.G. Department of Education, duly approved by the DRC.
- 6. Admission Procedure:** Admission to the Programme shall be made on the dates as are prescribed for the other P.G Programmes of the directorate of distance education with the approval of Dean Academic Affairs/Vice-Chancellor. Selection of the Candidate shall be made strictly on the basis of their academic merit in the qualifying examination. The admission will be finalized by the admission committee duly constituted with the approval of competent authority following eligibility norms laid down for the programme.
- 7. Reserved Category Seats:** The reservation in seats for admission to the M.A. Education Programme for SC/ST/OBC/PWD and other categories shall be as per the rules of UT government/University of Jammu.
- 8. Methods of Instructions:** Instructional methods in distance education are essentially based on the supply of instructional material for home study supported by personal contact programmes, library facilities, etc.
- 9. Study Material:** Study Materials form the backbone of any distance education programme. The quality and suitability of self learning print material, not only enhances the students' learning but also determines the academic credibility of distance education. Gradually audio-video material will be prepared and made available to the distance learners. Syllabus of each course will be divided into a suitable number of lessons by a subject expert committee constituted by the Director DDE for preparation of study material. Study

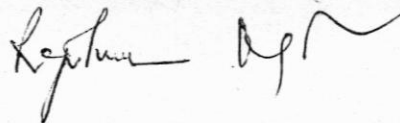
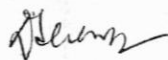


material of the programme will be got prepared on SLM format. The study materials will be got written from the panel of course writers suggested by the Subject Committee duly approved by the competent authority. The study material will be delivered to the students at the time of admission. In conformity with the practice of distance education system, the printed material will be got reviewed and revised from time to time.

10. Personal Contact Programme: The directorate will organize personal contact programme of 15 working days in each semester for enrolled students in the M.A. Education Programme. Attending personal contact Programme will be compulsory for the students. Each student enrolled in the programme shall have to obtain at least 80 % attendance of the total lectures delivered in each course in each PCP. The Director DDE, University of Jammu, shall have the authority to condone shortage up to 5 lectures in aggregate to all the courses in the concerned semester to the best advantage of the students. During the PCP the students can discuss their difficulties and academic problems with the resource persons and with faculty members of the directorate. Personal contact Programme of the candidates shall be conducted at Jammu only. Remuneration @ Rs 2000/- per PCP shall be paid to the Programme Director, Personal Contact Programme at the PCP centres outside the DDE.

Note: A candidate, who on account of compelling circumstances, fails to complete the prescribed components of the programme during the year of enrolment, but has partially attended the course may be allowed by the Director, Directorate of Distance Education on payment of prescribed fee of Rs. 1000/- to complete the course in the subsequent academic session provided the M.A. Education programme through distance education mode continues. Such a candidate shall complete the degree within the maximum period of 4 years.

11. Guidance and Counseling: Guidance and Counselling plays a vital role in guiding the distance learners with respect to their academic problems. Academic Counseling shall be spread over the entire duration of the M.A. Education Programme and be conducted on regular basis depending on the needs and convenience of the learner. The counseling shall be meant for providing personalized guidance to the enrolled students regarding content difficulty, internship, practice of teaching, field work, assignments etc. For face to face



guidance and counseling, learners will be advised to contact their Course Co-ordinator/ Teacher Incharge during working hours.

12. School Internship: School Internship is an essential practical component of the M.A. Education Programme. The internship will comprise certain practical activities/ components to be performed by each student studying in the IV semester. These activities include: 1). Practice of teaching, 2) Internship cum school report, 3). Supervision of lessons and 4). Final teaching practice. 90% attendance shall be compulsory for internship. The components and guidelines of the school internship will be the same as prescribed in the syllabus of school internship course of M.A. Education programme of the University of Jammu. The supervision of school internship is to be conducted by the teacher educators of the DDE/Department of Education/Superannuated Teacher Educators of the University/ Colleges of Education, duly approved by the BOS in Education.

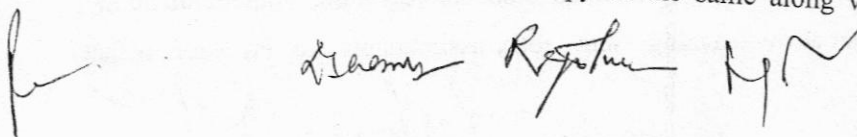
13. Shortage of Attendance & Condoning the shortage: The Course Coordinator in consultation with the Director/Competent Authority may condone shortage of a student in attendance in a particular contact programme for special reasons, to be recorded in writing, up to 5% of the lectures delivered. But the internship and internal practice of teaching is to be done by the student, for which no condoning is effective. The internship and practice of teaching is compulsory. A student, whose deficiency in lectures in a course is not condonable, shall not be eligible to appear in the final examination in the M.A. Education Programme.

14. Internal Assessment: The Internal Assessment shall carry 40 marks in each course. The Components of Internal assessment shall comprise tests, written assignments and seminar/presentation etc. There will be no sessional assessment for dissertation work and viva-voce.

Note: No one will be allowed to appear as a private candidate in M.A. (Education) except failures /re-appear/droppers because of the compulsory requirements of the dissertation work, its viva-voce and school internship.

15. Admission to Subsequent Semesters

The candidates of I and III semesters have to fill in their Examination Forms Online for II and IV semesters within 15 days after the last date of their I and III semester examination and submit the hard copy of the same along with the



Transaction Fee Receipt by hand in the Directorate of Distance Education (DDE).

To be eligible to seek admission to III semester of M.A. Education programme, a candidate shall have to:

- i) Pass at least 50% of credits in Semester I and
- ii) Complete all the components of internal assessment of Semester II.

16. Examination: Examination will be conducted at the end of each semester by the Controller of Examinations of the University of Jammu as in the case of regular students. The dates for the conduct of external semester end examinations including practice of teaching, viva-voce of dissertation shall be fixed by the Controller of Examinations, University of Jammu.

A Semester end examination in the Master's Degree Programme in Education shall be open to a person:

- a) who has been a person of good conduct.
- b) who has obtained at least 80% attendance of the total lecture delivered in each course in each semester PCP.
- c) who has obtained at least 90% attendance in the Internship.
- d) who has filled in the examination form and paid the prescribed fee to be forwarded to the controller of examinations by the Directorate of Distance Education (A.R. concerned).

Ex-students who having completed all conditions of eligibility for appearing in a course or courses in a semester including minimum attendance requirement and having passed in internal assessment and having either failed to pass the semester examination in that course(s) or been unable to appear in that examination in that courses(s) shall be eligible to appear as a private candidate in an examination by submitting his/her application or the prescribed form along with prescribed fee to reach the controller of examinations within the dates fixed for this purpose.

Note: No one will be allowed to appear as a private candidate in M.A. Education except failure/ reappear/ dropper because of the compulsory requirement of the dissertation work, its viva-voce and school internship. The Directorate reserves the right to offer some of the optional courses in a semester during any given academic session.

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17. Award of Degree:

The total credit requirement for Master of Arts in Education is 96 Credit (Non-CBCS). A candidate shall be eligible for the Award of the Degree in M.A. Education only if he/she has secured the required grade prescribed to be successful in the programme. The final result shall be displayed in Grades as approved by the Competent Body.

The successful candidates shall be classified as under:-

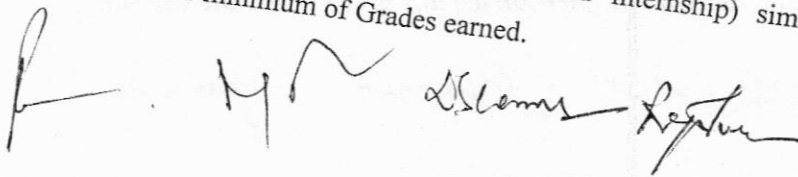
Marks	Grade	Grade Point	Description of Performance
≥90	O		
≥75 and <90	A+	10	Outstanding
≥65 and <75	A	09	Excellent
≥55 and <65	B+	08	Very Good
≥50 and <55	B	07	Good
≥40 and <50	C+	06	Above Average
≥36 and <40	C	05	Average
>20 and <36	D	04	Pass/Below Average
<20	E	02	Fail/Poor
		00	Very Poor

'D' and 'E' grades refer to unsatisfactory performance. The student shall have to repeat/reappear all compulsory courses where D/E grade is obtained. Those who obtain O to C Grades are considered successful whereas the ones at and below 'D' (i.e. D & E) is to be considered fail or dropped for the different components. Students shall be permitted to complete the programme requirements within a maximum period of four years from the date of admission to the programme.

Other grades would include:

I	-	Incomplete
W	-	Withdrawal
X	-	Continued Project
S	-	Satisfactory
Z	-	Completion
		Non-Completion

A candidate, who passes, in theory but not successful in internship examination will not be a successful candidate to earned the degree as the candidate has to be successful in both the component (Theory and Internship) simultaneously irrespective of the minimum of Grades earned.



18. Organization of the Programme:

The Directorate shall organize M.A. Education Programme with such teaching and non-teaching staff as may be required to administer the programme. The Post Graduate Department of Education will be requested to provide academic support to the Directorate (in terms of taking PCP classes, writing of SLM) in the organization of Programme. Convener BOS in Education shall be the member of the subject expert committee in M.A Education programme. The services of the resource persons from other Universities will be utilized in academic aspects of the Programme such as preparation of the study material, multimedia course content; visiting lectures, etc.

The senior most faculties from the faculty of Education of the Directorate shall act as Coordinator of the programme.

19. Non Teaching Staff:

One junior assistant-cum typist and one peon shall be required who will be appointed on contractual basis with same terms and conditions for the contractual employee of the University of Jammu.

20. Duties of the Coordinator: The Coordinator of M.A. Education shall perform the following duties.

- a) To supervise and coordinate academic work of the programme.
- b) To get the study material prepared in accordance with the syllabus prescribed for the programme by the University and gets that delivered to the students.
- c) To plan the holding of Personal Contact Programme classes, make arrangements for resource persons, frame the time table, organization of instructional work of the Programme and draw allowances for the purpose of PCPs and maintenance of attendance record of the students.
- d) To take up instructional work in Personal Contact Programme at least one period a day.
- e) Allotment of supervisors to students for dissertation work.
- f) Finalization of topics of dissertation of the students.
- g) To supervise the dissertation and to ensure the timely completion of the dissertation work as per statutes.
- h) To arrange evaluation of internal assessment work, to get internal assessment awards from the evaluator and to ensure their safe custody.

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- i) To plan holding and organization of Internship and Internal Practice Teaching component and to maintain assessment record of Internship and Practice Teaching.
- j) To forward the Internal Assessment Awards of the candidates to the Controller of Examinations.
- k) To provide academic and informative support to the enrolled students.
- l) To supervise the books of the Programme in the Library and to ensure provision of adequate number of text books and reference books of the Programme in the Library.
- m) To perform such duties as are assigned under statutes of the University and other academic, administrative work as may be assigned to him/her by the Director of the Directorate from time to time.

21. Duties of a Teacher: Duties of a teacher in the Programme shall be:

- a) Organization and supervision of internship, teaching during personal contact programme, supervision of dissertation, providing academic guidance to the students and such other teaching work as may be assigned by the Coordinator/Director of the Directorate.
- b) To take up instructional work in Personal Contact Programme.
- c) In case a teacher is required to take classes on Saturdays, Sundays and Holidays in the personal contact programme he/she will be permitted to avail himself/herself of compensatory leave.
- d) Checking of Students' internal assessment work.
- e) Maintenance of record of work done, maintenance of Internal Assessment record of the students and timely submission of such record to the Coordinator.
- f) To perform such duties as are assigned under statutes of the University and other academic, administrative work as may be assigned to him/her by the Director of the Directorate from time to time.

22. Remuneration: Remuneration on account of lesson writing, proof reading, PCP classes, Evaluation of Assignments shall be paid at the rates which shall be approved by the competent authority of the University from time to time for the said course.

23. Fee Structure: The breakup of the fee shall be as follows:-

a) Admission Fee and Programme Fee

S. No.		Amount		Total of Session
		1 st year	II nd year As Per PG Sociology	
01	Admission Fee	Rs.3225/-	3225	Rs 6450/-
02	PCP Fees	Rs.2000/-	2000	Rs. 4000/-
03	Teaching Practice Fee	Rs.850	850	Rs. 1700/-
04	University Corpus Fund	Rs. 220/-	220	Rs. 440/-
05	Stationery Fee	Rs. 265/-	265	Rs.530/-
06	Enrolment Fee	Rs. 165/-	165	Rs330/-
07	Development Fund (DDE)	Rs. 650/-	650	Rs1300/-
08	M.A. (Edu.) Contingency Fund	Rs. 1000/-	1000	Rs2000/-
09	Infrastructure Fund (DDE)	Rs. 500/-	500	Rs1000
10	Study Material Fee	Rs. 2000/-	2000	Rs4000
11	Digitalization and Networking Fund	Rs.220/-	220	Rs440
12	Dissertation Fee	-	1500	Rs1500
13	Project Fee	-	500	500
14	Students Insurance Fee	Rs.120/-	120	240
15	Miscellaneous Fee	Rs.165/-	165	330
16	Prospectus-cum- Brochure	Rs. 300/-	-	300
	Total	Rs. 11680/-	13380/-	25060

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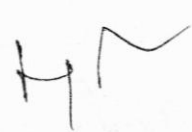


Asst. Prof. K. S. K.

b) Support Services and Miscellaneous Fee:

S. No.		Amount		Total of Session
		1 st year	II nd year	
1.	Postage and Publicity Fee	Rs.440/-	440	880
2.	Medical Assistance Fee	Rs.120/-	120	240
3	NSS Fee	Rs.130/-	130	260
4	DIQA Fee	Rs.220/-	220	440
5.	Enrollment Card	Rs.70/-	-	70
6.	Students Assistance/Aid Fund	Rs.420/-	420	840
7.	Computer Lab Fee	Rs.790/-	790	1580
8.	Cultural/ Literary Fee	Rs.165/-	165	330
	Total	Rs.2355/-	2285	4640

c) Examination Related Fee:

S. No.		Amount		Total of Session
		1 st year	II nd year	
1.	Examination Fee	Rs.790/-	790	1580
2.	Cost of Examination Form	Rs.100/-	100	200
3.	Examination Development Fund	Rs.290/-	290	580
4.	Exam Maintenance Service Fee	Rs.140/-	140	280
	Total	Rs. 1320/-	1320	2640

d) **Library and Reading Room Fee:**

S. No.		Amount		Total of Session
		1 st year	II nd year	
1.	Library Security(Refundable)	Rs.790/-	790	1580
2.	Reading Room Fee	Rs.165/-	165	330
3.	Cost of Smart Card	Rs.130/-	-	130
4.	Library Fee	Rs.220/-	220	440
5.	Library Development Fund	Rs.440/-	440	880
	Total	Rs. 1745/-	1615	3360

Year wise total= 1st Year 17100

2nd Year 18600

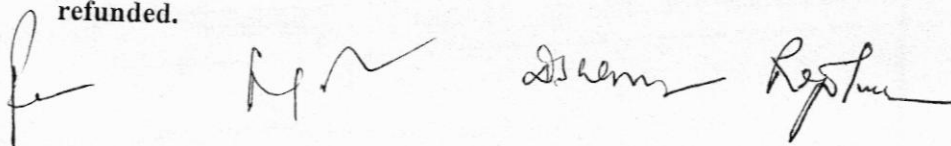
Grand Total for the session fee= 35700

Every Candidate shall also have to pay registration, Eligibility and any such other fee as are prescribed by the University.

Note: - The Fee Structure indicated above is subject to revision after obtaining necessary permission from the competent authority.

24. Refund of Fee

1. The applicant declared ineligible for admission must submit an application for refund of Fee (as per rules) to **The Director, Directorate of Distance Education** within **30 days** after being declared ineligible. No request for refund of fee shall be entertained after the expiry of 30 days.
2. If the applicant is not enrolled because of his/her having not submitted the required certificates by the date fixed for the purpose or has submitted bogus or forged documents, his/her admission shall be cancelled and fee paid shall not be refunded.
3. No refund or adjustment of fee is permissible once a candidate has been admitted in M.A. Education Programme in the Directorate.
4. **In case a candidate deposit the admission fee in the bank but does not submit his/her admission form within the stipulated time in the Directorate due to whatsoever reason, his/her fee shall not be refunded.**



Each candidate shall ensure that the particulars furnished in the admission form are complete and correct in all respects. In case, it is detected at any stage that a candidate does not fulfill the eligibility conditions and/or has furnished incorrect information or suppressed any material information or facts, his/her candidature/admission will be cancelled and fee paid by such a candidate shall be forfeited.

25. Enrolment: Anticipated enrollment for the first three years shall be

Year	No. of Students
2020-22	50
2021-23	50
2022-24	50

26. Expected Income in First Three Sessions:

S.No.	Session	2020-22	2021-23	2022-24
	No of Candidates	50	50	50
1.	Admission Fee@ 6450	Rs.3,22,500/-	Rs 3,22,500/-	Rs 3,22,500/-
2.	PCP Fee @4000	Rs 200000	Rs 200000	Rs 200000
3.	Teaching Practice@1700	Rs 85000	Rs 85000	Rs 85000
4.	University Corpus Fund@440	Rs 22000	Rs 22000	Rs 22000
5.	Stationery Fee @ 530	Rs 26500	Rs 26500	Rs 26500
6.	Enrollment FEE@ 330	Rs 16500	Rs 16500	Rs 16500
7.	Development Fund DDE @ 1300	Rs 65000	Rs 65000	Rs 65000
8.	M.A. Education Contingency Fund @ 2000	Rs 100000	Rs 100000	Rs 100000
9.	Infrastructure Fund DDE @ 1000	Rs 50000	Rs 50000	Rs 50000
10.	Study Material Fee @ 4000	Rs 200000	Rs 200000	Rs 200000
11.	Digitalization and Networking Fund @ 440	Rs 22000	Rs 22000	Rs 22000
12.	Dissertation Fee@ 1500	Rs 75000	Rs 75000	Rs 75000
13.	Project Fee @ 500	Rs 25000	Rs 25000	Rs 25000
14.	Students Insurance Fee @ 240	Rs 12000	Rs 12000	Rs 12000
15.	MIS Fee @ 330	Rs 16500	Rs 16500	Rs 16500
16.	Student assistance/ Aid fund @	Rs 42000	Rs 42000	Rs 42000

P. M. N. *of S. Home* *Registrar*

	840			
17.	Computer Lab Fee @ 1580	Rs 79000	Rs 79000	Rs 79000
18.	Cultural/Literary Fee@ 330	Rs 16500	Rs 16500	Rs 16500
19.	Postage and Publicity Fee @ 880	Rs 44000	Rs 44000	Rs 44000
20.	Medical Assistance Fee @ 240	Rs 12000	Rs 12000	Rs 12000
21.	NSS Fee @ 260	Rs 13000	Rs 13000	Rs 13000
22.	DIQA Fee @ 440	Rs 22000	Rs 22000	Rs 22000
23.	Enrollment Card @ 70	Rs 3500	Rs 3500	Rs 3500
24.	Library Security Refundable @ 1580	Rs 79000	Rs 79000	Rs 79000
25.	Reading Room Fee @ 330	Rs 16500	Rs 16500	Rs 16500
26.	Cost of Smart Card @ 130	Rs 6500	Rs 6500	Rs 6500
27.	Library Fee @ 440	Rs 22000	Rs 22000	Rs 22000
28.	Library Development Fund @ 880	Rs 44000	Rs 44000	Rs 44000
29.	Examination Fee @ 1580	Rs 79000	Rs 79000	Rs 79000
30.	Cost of Examination Form @ 200	Rs 10000	Rs 10000	Rs 10000
31.	Examination Development Fund@ 580	Rs 29000	Rs 29000	Rs 29000
32.	Exam Maintenance Service Fee @ 280	Rs 14000	Rs 14000	Rs 14000
33	Prospectus/ Brochure @ 300	Rs 15000	Rs 15000	Rs 15000
	Total Income	17,85000	17,85000	17,85000

27. Proposed Expenditure for First Three Sessions:

S.No.	Year	2020-22	2021-23	2022-24
1	Preparation of Study Material, @ Rs.2500/- per lesson.	600000	100000	SLM need not to be prepared
2	Typing of Lessons @ Rs 20 per page	60000	10000	-

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