

Programmes at a Glance

Post Graduate Programmes:					
S. No.	Programme	Duration (in Year)		Eligibility Criteria	Course Fee* in ` (Per year)
		Min.	Max.		
(A) Management Programmes					
1	MBA Marketing (MBA-M)	2	4	Graduation in any discipline	18,000/-
2	MBA Financial (MBA-F)	2	4		18,000/-
3	MBA Human Resource (MBA-HR)	2	4		18,000/-
4	MBA Operations (MBA-O)	2	4		18,000/-
<i>Note : Admission to Management Programmes are subject to merit in the Entrance Test</i>					
(B) Computer Science Programmes					
5	(i) Master of Computer Applications (MCA)	3	6	Graduation from any recognized University	18,000/-
	(ii) MCA (Lateral Entry- 2 nd Year)	2	4	Graduation with PGDCA / PGDIT / BCA or equivalent from a recognized University / Institution	18,000/-
	(iii) MCA (Lateral Entry- 3 rd Year)	1	2	M. Sc. (IT / Computer Science) from a recognized University / Institution	18,000/-
(C) Language Programmes					
6	MA English	2	4	Graduation from any recognized University / Institution	13,000/-
Post Graduate Diploma Programmes:					
(D) Management: Admission to Management Programmes are subject to merit in the Entrance Test					
1	PG Diploma in Marketing Management (PGDMM)	1	2	Graduation in any discipline	18,000/-
2	PG Diploma in Financial Management (PGDFM)	1	2		18,000/-
3	PG Diploma in Human Resource Management (PGDHRM)	1	2		18,000/-
4	PG Diploma in Operations Management (PGDOM)	1	2		18,000/-
Under Graduate Programmes: (Three year Degree Course)					

1	Bachelor of Science B.Sc. (Maths, Biology)	3	6	10+2 in any stream	12,000/-
3	Bachelor of Commerce (B.Com.)	3	6	10+2 in any stream	10,000/-
4	Bachelor of Computer Applications (BCA)	3	6	10+2 in any stream	12,000/-
5	Bachelor of Business Administration (BBA)	3	6	10+2 in any stream	12,000/-
Preparatory Programme:					
1	BPP (Bachelor's Preparatory Program) leading to B. Com. (T.D.C.) Programme of the University	6 Months	1	No formal education required. Completed 18 years of age (Age will be calculated on 1 st January, for Calendar Year Stream and on 1 st July, for Academic Year Stream.	4,000/-

*** Prospectus fee Rs. 500/-, Examination Fee Rs. 500/- and Back Paper Examination Fee Rs. 500/- shall be payable extra.**

The University is recognised to run the Distance Education Courses by DEC and the Joint Committee of UGC-AICTE-DEC for the year 2012-14 wide Letter No./JNU/RAJ/2012/14434-14436 Dated 05-09-2012 and DEC /JNU/RAJ/2012/14204-14206, dated 23-08-2012.

Message

From the desk of Chancellor

Jaipur National University aims to create a world of knowledge and learning with a difference. It strives at excellence to provide pragmatic and useful education. The University is quite sensitive and concerned to impart education to the youth of 21st century. A holistic and interrogative mind alone can make the youth competitive and globally acceptable. Education generates and critical and reflective thinking among men and women. Jaipur National University is committed to such a philosophy and intellectual empowerment of young men and women.

Keeping in view our holistic goal, we have created different Schools, incorporating several disciplines and specializations. We have job-oriented programmes of study and research, which include Animation, Hospitality, Engineering, Management, Pharmacy, Life Sciences, Education, Law, Media, Computer and Systems Sciences, Humanities and Social Sciences. Our effort is to equip the students in these domains of theory and practice. A semblance of the two alone can ensure a balanced intellectual development of a student.

Beside this, we also offer integrated and dual degree programmes in selected disciplines. Since education is an opportunity, which ought to be available to rank and file, we have also started education through Distance Mode. This testifies our commitment towards fulfilment of social responsibility.

Our programmes of study and research are comparable with any trusted university/institution. We have entered into collaborations and agreements with several well-known universities and institutions, including the London School of Business Management, Bond University Gold Coast (Australia), Lincoln University, California, USA and Institute for Pre-Service Training and Professional Teaching Practice, Germany. We are also seriously engaged in the process of opening of offshore centres at Bangkok, Singapore and Dubai.

The principle of limit does not apply to education. It is not only universal; it is also a desirable means of enlightenment and liberation. We have taken into consideration such a philosophy of education while formulating our programmes of study and in the implementation of the same through classroom teaching, seminars and discussions, and by way of state-of-art infrastructure and teaching aids.

We welcome you to Jaipur National University, a centre of excellence, and a unique place for knowledge and learning.

Sandeep Bakshi
(Chancellor)

Message

From the desk of Vice-Chancellor

Every academic year provides a lot of joy and satisfaction to the University Community as we have additional hallmarks and innovative paradigms to our credit. The inspection and approval by the UGC and other national regulatory bodies cheered us in the very first year of our existence. In the second year, we received permission of the Distance Education Council and its Joint Committee to launch various Programmes of study through distance mode. In the beginning of the third year, we had our first Convocation to confer degrees and diplomas to our graduates. The School of Life Sciences continues to be enlisted time among the first fifteen private institutions in Biotechnology in India. We launched the Seedling Institute of Media Studies in 2009-10. On 16 October, 2010, we had our Second Convocation to confer Degree and diplomas on 860 students, including seven Ph.D. Scholars.

With 6500 students and about 400 faculty members, the phenomenal increase is evidenced in our academic capital. Nearly 300 students are enrolled for M. Phil and Ph.D. programmes. The Schools of Business and Management, Engineering and Technology, Life Sciences and Education started functioning at the New Campus from the last session. A couple of hostels have also been added to the existing fleet. Now more than 2000 students are availing hostel facility.

The University has libraries at all the three campuses. Facilities for sports and cultural activities are being organized with far more favour and enthusiasm.

We are engaged in making Jaipur National University, an academic dreamland, a superior abode of learning and knowledge, a new Nalanda and Takshila, for our young men and women, who aspire for quality education. The students, who join us, will have a great sense of realization and satisfaction at the University. We fondly welcome you to this brand University.

Professor K.L. Sharma
(Vice-Chancellor)

Message

From the desk of Pro-Vice-Chancellor

Based on the efforts of the Seedling Group of Institutions, namely, Seedling Academy of Design, Technology and Management (SADTM) and Seedling Institute of Integrated, Learning and Advanced Studies (SIILAS), for imparting professional and technical education, the two institutions were transformed into Jaipur National University by the Government of Rajasthan in October 2007. The University has achieved excellence and high standards of professional education, and offers programmes of study and research at Bachelor, Master and Doctoral levels. A high academic reputation, competent faculty, excellent infrastructure, and panoramic surroundings, make Jaipur National University an ideal place for study. Whatever programme you join, your experience would be unique. If you are looking for a platform to develop and attain multifaceted skill-sets, in-depth knowledge, and realization of your dream, then Jaipur National University is the ideal destination for you.

The university offers comprehensive and well-integrated facilities, including academic programmes, extra co-curricular activities, and beautiful landscaped surroundings. The University has also created excellent facilities, like auditoria, open air theatre, libraries, avenues for sports and games and cultural activities, which would pave a way for a well-rounded personality of a student. Social and cultural events and activities held at the Campus encourage harmonious interaction among the students.

We have an outstanding faculty and excellent supporting staff. Some of our faculty members are recognized nationally and internationally, based on their published works, and the honours, which they have received in recognition of their scholarship.

As a student you will have invaluable resources to your advantage at, Jaipur National University. We strive to provide you quality education that will lead to a successful career for you. Our caring and experienced faculty and staff are here for your academic and personal development and progress.

I wish you a great success here, and I hope your education at JNU will prove a milestone for shaping up your future.

Professor H.N. Verma
(Pro-Vice-Chancellor)

Message

From the desk of the Head, School of Distance Education and Learning (SODEL)

Distance education is now becoming popular among students who see it as an additional opportunity to acquire and enhance knowledge through pursuing higher education and studying the ad-on courses to raise their skills in this globalized world. Now, the Distance Education is no more regarded as a poor cousin of conventional education. This mode provides a viable and affordable alternative to the conventional mode of education, especially for those who, for several socio-economic, family, and geographic constraints, could not get education despite their high motivation and genuine aptitude for studies, and for those who do not have time for education through conventional mode because of their personal, professional, and family obligations.

To provide increased educational opportunities the Jaipur National University has initiated Distance Education programmes by creating and establishing School of Distance Education & Learning since 2008-09. Presently, the School of Distance Education and Learning offers six PG programmes, 5 PG Diplomas and 4 UG Programmes in the various disciplines like Management, Computer Science, Language, Science, and Commerce. These programmes are duly approved by DEC and the Joint Committee of UGC-AICTE-DEC.

Quality assurance and maintenance has been the Motto of SODEL, which offers education that has parity with education offered in regular colleges. Our sincere efforts will be to impart knowledge to the distance learners at their doorstep and provide them the best study material in SLM mode, effective student support services including practical and laboratory experiments. The university will establish examination centres at convenient places and promise to hold examinations on scheduled time and the declaration of results on time. The university is going to facilitate students through online admissions, SMS alerts and with the facility for downloading important application forms and information. We are also planning to provide the students online counselling at some of the selected centres.

I welcome all the distant learners in the JNU family.

Professor (Dr.) M.K. Ghadoliya
(Head, SODEL)

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Post Graduate Programmes of Study:

- | | |
|--|---------------|
| (1) Master of Business Administration | (MBA) |
| Master of Business Administration (Human Resource) | MBA-HR |
| Master of Business Administration (Marketing) | MBA-M |
| Master of Business Administration (Finance) | MBA-F |
| Master of Business Administration (Operations) | MBA-O |
| (2) Master of Computer Application | (MCA) |
| (3) Master of Arts - English | (MAEG) |

Post Graduate Diploma Programmes:

- | | |
|---|----------------|
| | (PGD) |
| 1. Post Graduate Diploma in Human Resource Management | PGD-HRM |
| 2. Post Graduate Diploma in Marketing Management | PGD-MM |
| 3. Post Graduate Diploma in Finance Management | PGD-FM |
| 4. Post Graduate Diploma in Operations Management | PGD-OM |

Under Graduate Programmes:

- | | |
|--|------------------|
| 1. Bachelor of Computer Application | (BCA) |
| 2. Bachelor of Business Administration | (BBA) |
| 3. Bachelor of Science | (B. Sc) |
| 4. Bachelor of Commerce | (B. Com.) |
| 5. Bachelor's Preparatory Programme | (BPP) |

JAIPUR NATIONAL UNIVERSITY

Profile of the University

October 22, 2007 was historic day for Mahima Shiksha Samiti, the Sponsoring Body of the Jaipur National University, and for the Seedling institution of Higher Education, when the Government of Rajasthan announced the establishment of the University. Within a few months, after its formation, the University got approvals and recognition from all statutory national bodies, including the University Grants Commission (UGC), under the Clause 2(f) of the UGC Act of 1956, Distance Education Council and the Joint Committee of the UGC-AICTE-DEC for offering certain programmes through Distance Education mode. Besides these mandatory (DEC) recognition, the University has earned trust and goodwill of the aspiring students, parents, public and concerned agencies, based on excellence in teaching and sincere emphasis on high standards of research.

Jaipur National University aims to meet the demands of knowledge and learning in the society with a difference. Knowledge savvy studies, online admission, continuous evaluation, student support system, and quality study material in SLM mode are its salient features. Admissions are offered to all the eligible students. In management programmes admissions are based on the performance in the Entrance Test, Merit, and interview.

In recognition of JNU's contribution towards creating an educational hub in Rajasthan, Hon'ble Chancellor of Jaipur National University Mr. Sandeep Bakshi was conferred with the Vocational Education Entrepreneurship Research (VEER) Award, 2009, by the confederation of Indian Universities, at a function held at India International Centre, New Delhi.

The University at a Glance

The University is located at the foothills of the Aravalis in approximately 100 acres of land at Jagatpura, Jaipur. It has three well-developed campuses, having world-class infrastructure, including classrooms, seminar halls, libraries, laboratories, auditoria, hostels, playgrounds, ATMs, round the clock internet facility, and Wi-Fi campus.

Jaipur is the capital city of Rajasthan (India). It is a well-known tourist destination for both Indians and foreigners. Its palaces, forts, gardens, museums, art, and crafts, including gems and jewellery industry are famous throughout the world. Jaipur's medieval town-planning in the walled-areas, pink colour of the market-places and squares, and heritage monuments are soothing for public gaze.

Jaipur is fast emerging as a hub of higher professional education in India on the pattern of Pune, Bangalore, and Hyderabad.

Quality education, merit, transparency, and fulfilment of social responsibilities are the kernel of Jaipur National University. The university is situated close to the centre of the city and the airport. One can reach the university from the main Railway Station and Central Bus Stand within half an hour.

Proximity of Jaipur to Delhi is an added advantage. A distance of 250 kms between the two cities can be covered by the excellent national Super-Express highway No. 8, in four hours. Besides extensive road connectivity, Jaipur is approachable by Rail and Air from all major cities of India, including Mumbai, Ahmadabad, Delhi, Kolkata, Chennai, Bangalore and Hyderabad.

Though the University is committed to promote employment savvy professional education, it has also created ample space for the study of social Sciences, Languages, literature, commerce, Science, etc. thus, in a true sense, Jaipur National University is a holistic institution which aims to serve those who wish to pursue studies in different domains of knowledge.

At present, different Schools and various Departments in 15 Schools organize teaching and research under the supervision and guidance of their respective Directors and Heads of the

Departments. The University carries out teaching through the Semester System and has devised an ongoing assessment pattern. A great deal of emphasis is placed on understanding and articulation (both written and oral) by way of mid-semester tests, home assignments, term-papers, presentation, and development of soft-skills, etc.

The University has devised remedial courses, advisory system, and effective teacher-student interaction, with a view to upgrade skills of the students, Scholarships have been instituted for both needy and meritorious students. Thus, the Jaipur National University strives for high quality of teaching, relevant, and innovative research, and for fulfilment of its social responsibilities.

Collaborations with Universities and Institutions

Academic collaboration at national and international level provides a unique opportunity to the students and teachers for international exposure and for broadening of their intellectual horizons.

The Jaipur National University has signed MoU with many international universities and has academic tie-ups with many national institutions.

International Academic Tie-ups:

1. Bond University, Australia
2. London School of Business and Management, UK
3. University of Central Lancashire, UK
4. Institute for Pre-Service Training and Professional Teaching Practice, Freiburg, Germany
5. British Council, New Delhi, for the BEC Courses of the University of Cambridge, UK
6. Lincoln University, California, USA

National Academic Tie-ups:

1. Toonskool, Bangalore
2. Central Soil Salinity Research Institute, Karanal
3. Indian Institute of Integrative Medicine, Jammu
4. ILS Bio-services USA Inc, R&D, Gurgaon
5. Clinical Research Education & Management Academy (CREMA) Bangalore

School of Distance Education & Learning

Introduction

The School of Distance Education and Learning (SODEL) of Jaipur National University was established in the year 2008-2009. In Sept, 2009 the University got approval from DEC and the Joint Committee of AICTE-UGC-DEC accorded its approval to start various programmes of studies at under graduate and post graduate level.

Quality assurance and maintenance have been the motto of the School of Distance Education & Learning, and has all along maintained parity with education offered to regular students in colleges and universities. The students are provided quality study material in Self Learning format. In addition to this counselling is provided by well educated and experienced academic counsellors at the place near to their doorstep.

One of the great advantages of Distance Learning is that it provides a viable and affordable alternative to conventional mode of education, especially for those, who for several socio-economic, family and geographic constraints, could not get education despite their high motivation and genuine aptitude for studies, and also for those who do not have time for education through conventional mode because of their personal, professional and family obligations.

Characteristics of Distance Learning

- Age No Bar
- Flexibility in rules and regulations
- Special facility to bring the dropouts in the main stream by condoning break in studies
- Admissions twice a year, in calendar year (January batch) and academic year (July batch)
- Quality print material is provided by the university in SLM format only in English language
- Well defined minimum and maximum duration of each programme
- Study based on credit system and students are at ease to accumulate credits as per their convenience and availability of time
- Evaluation of students on the basis of Internal assignments (30% weightage) and Term-End-Examination (70% weightage)

Advantages of Distance Education

- Learning at your own pace, speed and convenience
- Just-in-time learning; more opportunities to learn the latest and the updated study materials
- Reaching the unreached; reaching those with restricted mobility (dropouts, housewives, handicapped, elderly people)
- Accessibility for those with family responsibilities (parents with young children at home)
- Exposure to telecommunication technology and access to media-rich learning environment

Self Learning Material (SLM) The Self Learning Material (SLM) is specially designed to provide space for reflection, introspection and critical thinking. SLM in print is delivered at the door step of the learner and it contains much more than just information. SLM prepared by the University has the following characteristics:

- States clearly objectives and learning outcomes
- Contents divided into various headings and sub-headings that cover each learning objectives
- Self Learning Exercises and check your progress questions are inbuilt in the study material
- Unit structure has been given in the beginning of the unit
- Provides plenty of examples, charts, graphs, tables and equations wherever necessary
- At the end of each unit summary, glossary has been provided

Credit System

The university follows 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehension the print material, attending counselling sessions and writing assignment responses). Thus, a four credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practical projects and the term-end-examination of each course in a programme.

The university allows a student to clear his/her back papers after filling the separate examination form with the prescribed fee. However, there is a maximum ceiling of credits for any single examination as under:

S. No.	Name of the Programme	Total Credits prescribed	Ceiling for any single examination
1	B. Com.	96	48
2	BBA	96	48
3	BCA	96	48
4	B. Sc.	108	54
5	MBA/PG DIPLOMAS	120	90
6	MCA	120	90
7	MA. ENGLISH	72	56

Admission in Distance Education Programmes

Admissions are made twice a year in January and July session. Separate admission notices are published in the leading newspapers. For admission in Calendar year (January batch) advertisement is published in the last week of November and for admission in Academic year (July batch) advertisement is published in the last week of May. To facilitate the reach of the students the university has provided the area-wise Service Providers. The Service Providers have further been authorized to take help from various institutions/persons working in the field of education to provide information about the various programmes of studies and guide students to take admission in JNU run Distance Education programmes. These institutions are called Information and Guidance Centre (IGC) of the university. The network of Service Providers in the country can be seen on our web site www.sodel.jnujaipur.ac.in

Examination Pattern & Evaluation

The evaluation of the progress and achievements of the learners depend upon various instructional and learning activities, which are evaluated by the experienced faculty members. A learner has to write two assignments for continuous evaluation students will be given Two Assignments. The assignments should be written in own handwriting by the students and should not be copied from other students or internet. Such assignments will out rightly be rejected and zero marks will be awarded. The marks obtained in the assignments are added in the Term-End-Examinations. In addition programmes like MBA, MCA, and BCA also have Project Work as a compulsory component.

The university has two-tier system of evaluation:

1. Continuous Evaluation through Assignments (30 Per cent)
2. Term-End-Examinations (70 per cent)

Term-End-Examinations are generally held in the months of December/January for Calendar Year Stream and in June/July for Academic Year Stream every year. **It is compulsory to pass the Term-End-Examinations and Internal Assessment separately by obtaining minimum 30% marks in each paper but to clear a Programme it is essential to obtain the aggregate or overall pass percentage of marks prescribed for a programme.**

Students are required to fill in the examination form for each Term-End-Examination along with the prescribed examination fee for appearing in back papers of previous examinations (First/Second/Third) years of examinations. A student is required to fill up separate examinations forms for each year's back papers and submit the same before the prescribed last date along with the fee through the IGCs/Service providers. The examinations are conducted at the identified examination centres on time and results are declared at the stipulated time.

Practical /Research Project

Practical work or the project work will be the essential part of the examination wherever applicable and without completion of the same the final result will not be declared. It is therefore advised to take the practical work seriously. The attendance in the practical classes is compulsory. The practical notebook and Research projects should be the original work of the students and should not be copied from other students or internet. Such projects/ practical notebook will out rightly be rejected and zero marks will be awarded.

It has been observed that students do not take examination or Assignments submitted by them seriously. Some students do not even make necessary entries on the examination copies or assignments submitted by them. In such cases it is very difficult for the University to trace those students from the thousands of Answer Books / Assignments. Such students will suffer and the University will not be responsible for their carelessness. The result of such students will be withheld and the students will have to reappear in the examination as back papers by filling the examination form and paying the requisite fee.

Medium of Examination

Students can write their examination papers either in English or Hindi language. Students are advised to visit our web site (www.sodel.jnujaipur.ac.in) regularly for any updates and more details.

General Information for the Students

Re- Registration for the second/ third year of studies:

You are required to submit your Re-Registration Form for the Second/ Third year of study as per your admission session (Calendar year/ Academic year) immediately after your term-end examinations are over i.e. up to 31st March for Calendar year session and 30th September for Academic Year session to avoid late fee. Copy of the Re-Registration form is available in the Prospectus. Submit it through your IGC along with the fee payable.

It may be noted that if you fail to submit the Re-Registration form you may miss the session. After the given dates you will have to pay the late fee.

Shifting From Regular Mode to Distance Mode:

The Students who are pursuing any of the courses in JNU Jaipur as a regular student and unable to continue as such because of employment or any other justified reason shall be allowed admission as per their eligibility subject to the condition that the same programme is available in the School of Distance Education and Learning of the JNU. All such candidates shall be examined as per the current scheme of Examinations and syllabi of the SODEL.

They will be awarded degree under Distance Mode (not regular) but the marks obtained by them in their regular examinations will be counted if they have passed the complete year of the concerned programme in which they seek admission. If they have passed only part of the papers or any single semester, they will have to reappear in all the courses/ papers of the programme in the subsequent examinations under distance mode.

The students who are pursuing any of the programmes as regular/ distance/open learning/ correspondence courses of any other university/ Institute and are unable to continue under any compelling circumstances or on account of any justified ground shall be allowed admission in the 2nd or 3rd year as the case may be under Lateral Entry in the concerned programme.

Dual Degree Provisions: A student pursuing any of the programmes offered by JNU Jaipur or any other University will be permitted to pursue any of the programmes being run by the School of Distance education and Learning, JNU Jaipur as per the university rules. However, no adjustments will be made in the examination timetable.

Enrolment Verification

A student of Jaipur National University may check his/her enrolment online by entering his/her name and date of Birth at the website of the School of Distance Education and Learning www.sodel.jnujaipur.ac.in. If your service provider is delaying your admission you may ask him to expedite the enrolment with the university. The admission confirmation on the site can be seen immediately as soon as your application is processed. It may take minimum 15 days. If you find that any entry is wrong, bring it to the notice of the Head SODEL immediately. It may be his/her name, father's name, Mother's name, Date of Birth, or Photo. The wrong entries will be corrected within 7 days after receiving online complaint.

Syllabus: The syllabus of the programme of your study is available on the website. You are advised to study extra and do not remain dependent completely on the books supplied to you.

Old examination Papers: The old examination papers are also available on the website. You may download them for your reference. It will guide you better to prepare better for your examinations.

Reservation: The University follows the reservation Policy of the Government in all the Programmes offered by the SODEL, JNU, Jaipur.

Scholarships: Students of the reserved categories, viz., Scheduled Castes, Scheduled Tribes and handicapped students etc., have to pay the fee at the time of admission to the university. Eligible students should collect Scholarships Forms from the State Government Social welfare Department and submit the filled-in applications to the Head, SODEL, JNU, Jaipur who will forward the application forms of the students to Directorate of Social Welfare entitled for the scholarships from the government departments. Students may send their applications through their service providers for signature.

Identity Card

1. The University shall issue an identity card which he/she will/have to carry while being at the study Centre/ University at all times and will have to produce the same when asked for.
2. In case of loss of Identity Card, a duplicate card shall be issued on payment of fee as prescribed by the University from time to time.

Re-evaluation of Answer-script(s):

The university does not have the scheme of re-evaluation of term-end examination answer script(s) and assignment(s).

Award of Degree or Diploma

1. The Degree / Diploma will be awarded only after clearing all the courses of a Programme within maximum duration specified for that Programme.
2. The Degree / Diploma will be awarded only on successful completion of the Programme. Provisional Degree/Diploma may be obtained by paying fee as prescribed by the University for that purpose from time to time along with submitting photo-copies of all the Detailed Marks Sheets both self attested & attested by the competent authority (i.e., A Gazetted Officer) or Notary or any other appropriate authority as prescribed by the University) with his seal.

Notice Board:

All the important information to the distant learner will be available on the Notice Board on the website. Your examination time-table and result will also be placed on the website.

Programmes of Study

Post Graduate Degree Programmes:

- | | | |
|-----|--|----------|
| (1) | Master of Business Administration | (MBA) |
| | • Master of Business Administration Human Resource | (MBA-HR) |
| | • Master of Business Administration Marketing | (MBA-M) |
| | • Master of Business Administration Finance | (MBA-F) |
| | • Master of Business Administration Operations | (MBA-O) |
| (2) | Master of Computer Applications | (MCA) |
| (3) | Master of Arts – English | (MAEG) |

Post Graduate Diploma Programmes:

- | | | |
|-----|--|----------|
| (4) | Post Graduate Diploma in Management | |
| | • Post Graduate Diploma in Human Resource Management | (PGDHRM) |
| | • Post Graduate Diploma in Marketing Management | (PGDMM) |
| | • Post Graduate Diploma in Finance Management | (PGDFM) |
| | • Post Graduate Diploma in Operations Management | (PGDOM) |

Under Graduate Degree Programmes:

- | | | |
|-----|--|---------|
| (5) | Bachelor of Computer Application | (BCA) |
| (6) | Bachelor of Business Administration | (BBA) |
| (7) | Bachelor of Science | (B. Sc) |
| (8) | Bachelor of Commerce | (B.Com) |
| (9) | Bachelor's Preparatory Programme | (BPP) |

Master of Business Administration

Programme Code (MBA)

Admissions in the following specializations of Management Programmes are offered:

- Master of Business Administration (Human Resource) MBA-HR
- Master of Business Administration (Marketing) MBA-M
- Master of Business Administration (Finance) MBA-F
- Master of Business Administration (Operations) MBA-O

The student is at liberty to choose any one stream of the specialization from the above list. The MBA programme is run on yearly mode. It is a Two Year programme consisting of 20 courses/papers. At the end of each year, there will be a term-end examination.

Objectives:

- To help students to get professional education through distance learning so that he/she can put a step towards corporate world
- Expansion of understanding related to various streams of management
- To develop managerial skills and personal skills leading to self development
- Exploring prospectus for higher education in the field of management

Eligibility:

Admission is given on Merit decided based on scores obtained in Entrance Test organized by JNU, Jaipur or MAT/CAT/RMAT or similar test organized by other recognized Institutions/Agencies with Graduation in any discipline from a recognised university

Lateral Entry:

The University provides opportunity to the students with one year P.G. Diplomas in Management in (HRM, MM, FM, OM) for admission in MBA final year. In this system, the university grants credits to the students. The unmatched credits will have to be earned with the final year examinations for completing the academic degree from JNU.

Duration: Minimum 2 years; Maximum 4 years

Credit: 120

Fee*: I Year Rs. 18,000/- , II Year Rs. 18,000/-

*Prospectus fee Rs. 500/-, Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Master of Business Administration - I Year (Common Papers for all the Specialisations)

S. No.	Paper Code	Paper Title	Credit
1	MBA – 101	Business Environment	5
2	MBA – 102	Organization Behaviour	5
3	MBA – 103	Managerial Economics	5
4	MBA – 109	Financial Management	5
5	MBA – 110	Indian Ethos and Management	5
6	MBA – 111	Fundamentals of Information Technology	5

Specialization (any one of the following can be opted)

Human Resource			
7	MBAHR – 104	Industrial Relation & Labour Law	5
8	MBAHR – 105	Organization Development & Change	5
9	MBAHR – 106	Compensation System Administration	5
10	MBAHR – 107	Human Resource Planning	5
11	MBAHR – 108	Human Resource Development	5
Marketing			
7	MBAMM – 104	Consumer Behaviour	5
8	MBAMM – 105	Sales & Promotion Management	5
9	MBAMM – 106	Service Marketing	5
10	MBAMM – 107	Management of Marketing, Communication and Advertising	5
11	MBAMM – 108	Retail Management	5
Finance			
7	MBAFM – 104	Security Analysis & Portfolio Management	5
8	MBAFM – 105	Financial Institution & Services	5
9	MBAFM – 106	International Financial Management	5
10	MBAFM – 107	Working Capital Management	5
11	MBAFM – 108	Management Control System	5
Operations			
7	MBAOM – 104	Production Planning & Control	5
8	MBAOM – 105	Total Quality Management	5
9	MBAOM – 106	Purchase & Material Management	5
10	MBAOM – 107	Inventory Management	5
11	MBAOM – 108	Technology Management	5

Master of Business Administration - II Year

S. No.	Paper Code	Paper Title	Credit
1	MBA – 201	Accounting for Managers	5
2	MBA – 202	Quantitative Techniques	5
3	MBA – 203	Marketing Management	5
4	MBA – 204	Human Resource Management	5
5	MBA – 205	Production & Operation Management	5
6	MBA – 206	Research Methodology for Management Decision	5
7	MBA – 207	Management Information System	5

8	MBA – 208	Strategic Management	5
9	MBA – 209	International Business	5
10	MBA – 210	Entrepreneurship and small business management	5
11	MBA – 211	Research Project	15

Evaluation & Examinations:

Internal Assignment: The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet. In the Research Project (MBA-211), there will be no Internal Assignment.

Term-End-Examination:

There shall be a term-end-examination at the end of the year. It carries a weightage of 70% marks. Term-End-Examination will be held in the months of June and December every year. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum period prescribed for the programme pursued. No separate Examination details are to be filled with Admission Form and it is presumed that a student taking admission is appearing in all the courses/ papers of the programme of the study. For appearing in the examination of due papers a student has to submit Back Examination form available in the prospectus along with the requisite examination fee (Rs. 500/-) before the due date. If a student does not appear in any Term-End-Examination, he/she may appear in them in the subsequent Term-End-Examinations subject to a maximum of the credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme. The pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components. To clear a course as well as a programme as a whole a student is required to secure 40% Marks.

Research Project Report (MBA-211):

Every student will have to submit a research based project report on any topic related to management studies in about 100 pages (Computer word process) in 12 font size, Times New Roman (space between lines 1.5) in the prescribed format under the supervision of approved Supervisors (format is available on the website the www.sodel.jnujaipur.ac.in)

The students are required to submit the synopsis stating Objectives, Significance, methodology, Scheme of Data Analysis along with the brief C.V. of the Supervisor to the Director, School of Distance Education & Learning through their Service Providers. Only after the approval of their topic and Supervisor, a student should start his /her Research project work. The Research Project (MBA-211) is of 15 credits maximum marks are 300. The Projects copied from other students or any other source will be rejected and zero marks will be awarded. Therefore, student should take the project work seriously. Project can be submitted before the annual examination of their batch. Division shall be awarded to the successful candidates only after the completion of final year as follows:

I – Division	60% and above
II – Division	48% and above but less than 60%
III – Division	40% and above but less than 48%

Master of Computer Applications

Programme Code (MCA)

Objectives:

- To give the learners knowledge of advanced computer subjects including software and hardware.
- To enable the learners get a better job in computer industry. The jobs may include System Analysts, system designers, software engineers, Programmers and Technical Facilitators in any field related to IT industries and teaching posts in colleges and universities.
- To enable the learners to work as system managers and hardware engineers in IT industries.

Eligibility: Bachelors Degree (TDC) from any recognized university/ institution in any discipline or its equivalent.

Lateral Entry:

Students having the following qualifications will be admitted directly to the MCA Second Year through Lateral Entry

Bachelors Degree (TDC) from any recognized university / institution and have passed PGDCA / DOEACC 'A' level/ PGDIT / BCA / B. Sc (IT) / B. Sc (CS) / B. Tech (IT) etc.

Students having the following qualifications will be admitted directly in the MCA Third Year

ADCA / M.Sc. (CS) / M.Sc. (IT) from any recognized university /institution.

Duration: Minimum 3 years; Maximum 6 years

For lateral entry in MCA-II year, Minimum 2 years; Maximum 4 years

For lateral entry in MCA-III year, Minimum 1 year; Maximum 2 years

Credit: 120

Fee*: MCA I - Rs. 18,000/- MCA II - Fees Rs. 18,000/-MCA III -Year; Rs. 18,000/-

*Prospectus fee Rs. 500/- , Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Early Exit Policy:

This degree programme has an early exit policy. The students will be awarded Post Graduate Diploma in Computer Applications (PGDCA) after passing the MCA first year examination. If they wish to continue for completing the MCA Degree they will have to fill-up Application Form for Re-Registration seeking admission in MCA second year just after the MCA I Year examinations and deposit the fees.

S. No.	Paper Code	Paper Title	Credit
1	MCA-101	Fundamental of Computer	4
2	MCA-102	PC Software	4
3	MCA-103	Database Management System	4
4	MCA-104	Programming in 'C' & Data Structure	4
5	MCA-105	Operating System Principle	4

6	MCA-106	Computer Networks & Internet Concept	4
7	MCA-107	System Analysis & Design	4
8	MCA-108	OOP's Programming Using in 'C++'	4
Practical Papers			
9	MCA-109	Practical Based on PC Software Lab.	4
10	MCA-110	Practical Based on 'C' Programming Lab.	4

Master of Computer Applications (MCA) - II Year

S. No.	Paper Code	Paper Title	Credit
1	MCA-201	Software Engineering	4
2	MCA-202	Artificial Intelligence	4
3	MCA-203	Discrete Mathematics	4
4	MCA-204	Programming in Java	4
5	MCA-205	Computer Graphics	4
6	MCA-206	Web Technology	4
7	MCA-207	Computerized Financial Accounting	4
8	MCA-208	Computer Architecture	4
Practical Papers			
9	MCA-209	Practical Based on Java	4
10	MCA-210	Practical Based on Web Technology	4

Master of Computer Applications (MCA) - III Year

S. No.	Paper Code	Paper Title	Credit
1	MCA-301	Dot Net Framework (Using C#)	4
2	MCA-302	RDBMS (Oracle)	4
3	MCA-303	Data Mining	4
4	MCA-304	ERP System	4
5	MCA-305	Project Report	16
Practical Papers			
6	MCA-306	Practical Based on ASP.NET (C#)	4
7	MCA-307	Practical Based on Oracle	4

Evaluation & Examinations:

Internal Assignment: The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet. In project Report writing (MCA-305) there will be no Internal Assignment.

Term-End-Examination: There shall be a term-end-examination at the end of the minimum duration of the study i.e. one year. It carries a weightage of 70% marks. Term-End-Examination will be held in the months of June and December every year. There will be separate practical papers beside theory papers. The Practical component shall be of 100 marks further divided in 60 marks of Lab Work and 40 marks of Viva-voce. The Project in MCA- III year shall be of 400 marks. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum time frame prescribed for the programme pursued. No separate Examination details are to be filled with Admission Form and it is presumed that a student taking admission is appearing in all the courses/ papers of the programme of the study. For appearing in the examination of due papers a student has to submit Back Examination form available in the prospectus along with the requisite examination fee (Rs. 500/-) before the due date. If a student does not appear in any Term-End-Examination, he/she may appear in them in the subsequent Term-End-Examinations subject to a maximum of the credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme.

In MCA programme the pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components i.e. Internal Assignment and Term-End-Examination. The pass marks in Practical Examination shall be 50%. To clear a course as well as a programme as a whole a student is required to secure 35% marks in Theory Papers and 50% marks in Practical Papers.

Project Report: Students should take this project work very seriously. Every student will have to submit a research based project report on any topic related to Computer Programming, Hardware, Software, Networking etc. in about 100 pages (Computer word process) in 12 font size, Times New Roman (space between lines 1.5) in the prescribed format under the supervision of approved Supervisors (format is available on the website : www.sodel.jnujaipur.ac.in). Topics selected should be complex and large enough to justify as MCA project.

The students are required to submit the synopsis stating Objectives, Significance, methodology, Scheme of Data Analysis along with the brief C.V. of the Supervisor to the Director, School of Distance Education & Learning through their Service Providers for approval. Only after the approval of their topic and Supervisor a student should start his/her project work. The Project is of 16 credits maximum marks are 400. The Projects should be genuine and original in nature and should not be copied from anywhere else. If found copied the project report will be rejected and zero marks will be awarded. Therefore student should take the project work seriously. Project can be submitted before the annual examination of their batch.

Division shall be awarded to the successful candidates only after the final year as follows:

I – Division	60% and above
II – Division	48% and less than 60%
III – Division	35% and less than 48%

Master of Arts in English

Programme Code (MAEG)

Objectives:

- Further expansion of understanding related to various streams of literary trends and linguistics.
- Development of better expressive skills leading to self development as literary personnel.
- Capacity to discern the literary trends across continents so as to inculcate pertinent “global” mental makeup.
- Exploring better prospectus for higher education in the chosen literature by contributing to it as a teacher, researcher, or writer.

Eligibility: Bachelors Degree (TDC) from any recognized university in any discipline or its equivalent.

Duration: Minimum 2 years; Maximum 4 years

Credit: 72

Fee*: Rs. 13,000/- Per Year for M.A. Previous and Final

*Prospectus fee Rs. 500/-, Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

M.A. English (Previous)

S. No.	Paper Code	Paper Title	Credit
1	MEG-101	Modern English Usage, Phonetics and Language	8
2	MEG-102	English Literature : Elizabethans and Augustans	8
3	MEG-103	English Literature : Pre-romantics and Romantics	8
4	MEG-104	Victorian Literature	8

M.A. English (Final)

S. No.	Paper Code	Paper Title	Credit
1	MEG-201	Literary Theory	8
2	MEG-202	Twentieth Century Literature : Poetry and Drama	8
3	MEG-203	Twentieth Century Literature : Prose and Fiction	8
4	MEG-204	American Literature	8
5	MEG-205	Applied Linguistics and Contemporary English Grammar	8

Evaluation & Examinations:

Internal Assignment: The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet.

Term-End-Examination: There shall be a term-end-examination at the end of the minimum duration of the study i.e. one year. It carries a weightage of 70% marks. Term-End-Examination will be held in the months of June and December every year. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum time frame prescribed for the programme pursued. No separate Examination details are to be filled with Admission Form and it is presumed that a student taking admission is appearing in all the courses/ papers of the programme of the study. For appearing in the examination of due papers a student has to submit Back Examination form available in the prospectus along with the requisite examination fee (Rs. 500/-) before the due date. If a student does not appear in any Term-End-Examination, he/she may appear in them in the subsequent Term-End-Examinations subject to a maximum of the credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme.

The pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components. To clear a course as well as a programme as a whole a student is required to secure 35% marks.

The marks obtained in assignments and term-end-examination shall be shown separately in the Mark sheet. The successful candidates shall be classified as per the following table:

I – Division	60% and above
II – Division	48% and less than 60%
III – Division	35% and less than 48%

Post Graduate Diploma in Management Programme Code (PGDM)

Admissions in the following specializations of P.G. Diploma in Management Programme are offered:

1. Post Graduate Diploma in Human Resource Management (PGD-HRM)
2. Post Graduate Diploma in Marketing Management (PGD-MM)
3. Post Graduate Diploma in Finance Management (PGD-FM)
4. Post Graduate Diploma in Operations Management (PGD-OM)

The student is at liberty to choose any one stream of the specialization from the above list. The PGDM programme is run on yearly mode. It is a one Year programme consisting of 10 courses/papers. At the end of the year, there will be a term-end examination.

Objectives:

- To help students get professional education through distance learning so that he/she can put a step towards corporate world
- Expansion of understanding related to various streams of Management
- To develop managerial skills and personal skills leading to self development
- Exploring better prospectus for higher education in the field of Management

Eligibility: Admission is given on Merit decided based on scores obtained in Entrance Test organized by JNU, Jaipur or MAT/CAT/RMAT or similar test organized by other recognized Institutions/Agencies with Graduation in any discipline from a recognised university

Lateral Entry in MBA: The University provides opportunity to the students with one year P.G. Diplomas in Management in (HRM, MM, FM, OM) for admission to MBA final year. In this system, after completing the P.G. Diploma a student can seek admission in the MBA final year. The university grants credits to the students for already passed out courses. The unmatched credits will have to be earned with the final year examinations for completing the academic degree from JNU.

Duration: Minimum 1 year; Maximum 2 years

Credit: 55

Fee*: Rs. 18,000/-

*Prospectus fee Rs. 500/-, Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra.

Programme Structure:

Post Graduate Diploma in Management (Common Papers for all the Specialisations)

S. No.	Paper Code	Paper Title	Credit
1	MBA – 101	Business Environment	5
2	MBA – 102	Organization Behaviour	5
3	MBA – 103	Managerial Economics	5
4	MBA – 109	Financial Management	5
5	MBA – 110	Indian Ethos and Management	5
6	MBA – 111	Fundamentals of Information Technology	5

Specialization (Any one of the following specialisations will have to be chosen by the students:

Post Graduate Diploma in Human Resource Management (PGD-HRM)			
7	PGDHRM – 104	Industrial Relation & Labour Law	5
8	PGDHRM – 105	Organization Development and Change	5
9	PGDHRM – 106	Compensation System Administration	5
10	PGDHRM – 107	Human Resource Planning	5
11	PGDHRM – 108	Human Resource Development	5
Post Graduate Diploma in Marketing Management (PGD-MM)			
7	PGDMM – 104	Consumer Behaviour	5
8	PGDMM – 105	Sales & Promotion Management	5
9	PGDMM – 106	Service Marketing	5
10	PGDMM – 107	Management of Marketing, Communication and Advertising	5
11	PGDMM – 108	Retail Management	5
Post Graduate Diploma in Finance Management (PGD-FM)			
7	PGDFM – 104	Security Analysis & Portfolio Management	5
8	PGDFM – 105	Financial Institution & Services	5
9	PGDFM – 106	International Financial Management	5
10	PGDFM – 107	Working Capital Management	5
11	PGDFM – 108	Management Control System	5
Post Graduate Diploma in Operations Management (PGD-OM)			
7	PGDOM – 104	Production Planning & Control	5
8	PGDOM – 105	Total Quality Management	5
9	PGDOM – 106	Purchase & Material Management	5
10	PGDOM – 107	Inventory Management	5
11	PGDOM – 108	Technology Management	5

Evaluation & Examinations:

Internal Assignment: The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet.

Term-End-Examination: There shall be a term-end-examination at the end of the year. It carries a weightage of 70% marks. Term-End-Examination is held in the months of June and December every year. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum period prescribed for the programme pursued. No separate Examination details are to be filled with Admission Form and it is presumed that a student taking admission is appearing in all the courses/ papers of the

programme of the study. For appearing in the examination of due papers a student has to submit Back Examination form available in the prospectus along with the requisite examination fee (Rs. 500/-) before the due date. If a student does not appear in any Term-End-Examination, he/she may appear in them in the subsequent Term-End-Examinations subject to a maximum of the credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme. The pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components. To clear a course as well as a programme as a whole a student is required to secure 40% Marks.

Division shall be awarded to the successful candidates only after the final year as follows:

I – Division	60% and above
II – Division	48% and less than 60%
III – Division	40% and less than 48%

Bachelor of Computer Applications:

Programme Code(BCA)

Objectives:

- To impart computer education and enhance knowledge about computer subjects.
- To develop better skills leading to self development and employability in computer application.
- To upgrade the professional skills and knowledge to enable them to work as teachers, programmers, analysts etc.
- To make the students eligible for admission in higher courses like M.Sc. (CS), MCA, M.Sc. (IT) etc.

Eligibility: Senior Secondary (10+2) pass or equivalent in any discipline from any recognized Board

Duration: Minimum 3 years; Maximum 6 years

Credit: 96

Fee*: BCA, I year Rs. 12,000/-, BCA, II year Rs. 12,000/- , BCA, III year Rs. 12,000/-

*Prospectus fee Rs. 500/- , Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Bachelor of Computer Applications (BCA) - I Year

S. No.	Paper Code	Paper Title	Credit
1	BCA – 101	Introduction to Information Technology	4
2	BCA – 102	PC Software	4
3	BCA – 103	Problem Solving through ‘C’ Programming	4
4	BCA – 104	Basic Electronics	4
5	BCA – 105	Basic Mathematics	4
6	BCA – 106	Computer Organization	4
Practical Papers			
7	BCA – 107	PC Software Lab.	4
8	BCA – 108	‘C’ Programming Lab.	4

Bachelor of Computer Applications (BCA) - II Year

S. No.	Paper Code	Paper Title	Credit
1	BCA – 201	Computer Communication & Networks	4
2	BCA – 202	Database Management System	4
3	BCA – 203	Fundamentals of Operating Systems	4
4	BCA – 204	Data Structures using ‘C’	4
5	BCA – 205	Systems Analysis and Design	4
6	BCA – 206	Business Communications	4

Practical Papers			
7	BCA – 207	Database Management Lab.	4
8	BCA – 208	Data Structures Lab.	4

Bachelor of Computer Applications (BCA) - III Year

S. No.	Paper Code	Paper Title	Credit
1	BCA – 301	Object Oriented Programming using C++	4
2	BCA – 302	Visual Application Development Using VB.Net	4
3	BCA – 303	Linux Environment	4
4	BCA – 304	Management Information System	4
5	BCA – 307	Project	8
Practical Papers			
6	BCA – 305	Linux	4
7	BCA – 306	Visual Programming & Web Designing Lab.	4

Evaluation & Examinations:

Internal Assignment: The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet. In Project Report Writing (BCA-307) there will be no Internal Assignment.

Term-End-Examination: There shall be a term-end-examination at the end of the minimum duration of the study i.e. one year. It carries a weightage of 70% marks. Term-End-Examination will be held in the months of June and December every year. There will be separate practical papers beside theory papers. The Practical component shall be of 100 marks further divided in 60 marks of Lab Work and 40 marks of Viva-voce. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum time frame prescribed for the programme pursued. Examination forms are to be filled with Admission Form. For appearing in the examination of due papers a student has to submit examination form along with the requisite examination fee before the due date. If a student does not appear in any Term-End-Examination, he/she may appear in them in the subsequent Term-End-Examinations subject to a maximum of the credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme.

The pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components. The pass marks in Practical Examination shall be 50%. To clear a course as well as a programme as a whole a student is required to secure 35% marks in Theory Papers and 50% marks in Practical Papers.

Division shall be awarded to the successful candidates only after the final year as follows:

- | | |
|----------------|-----------------------|
| I – Division | 60% and above |
| II – Division | 48% and less than 60% |
| III – Division | 35% and less than 48% |

Bachelor of Business Administration:

Programme Code (BBA)

Objectives:

- To help students for getting professional education through distance learning so that he/she can put a step towards corporate world,
- Expansion of understanding related to various streams of Management,
- To develop managerial skills and personal skills leading to self development, and
- Exploring better prospects for higher education in the field of Management.

Eligibility: Senior Secondary (10+2) pass or equivalent in any discipline from any recognized Board

Duration: Minimum 3 years; Maximum 6 years

Credit: 96

Fee*: BBA, I Year; Total Fees Rs. 12,000/-
BBA, II Year; Total Fees Rs. 12,000/-
BBA, III Year; Total Fees Rs. 12,000/-

*Prospectus fee Rs. 500/- , Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Bachelor of Business Administration (BBA) - I Year

S. No.	Paper Code	Paper Title	Credit
1	BBA – 101	Fundamentals of Accounting	6
2	BBA – 102	Business Ethics & Environment	4
3	BBA – 103	Principles of Management	4
4	BBA – 104	Legal Framework	4
5	BBA – 105	Business Economics	4
6	BBA – 106	Event Management	4
7	BBA – 107	Communication & Computer Application	6

Bachelor of Business Administration (BBA) - II Year

S. No.	Paper Code	Paper Title	Credit
1	BBA – 201	Cost and Management Accounting	6
2	BBA – 202	Economic Environment	4
3	BBA – 203	Marketing Management	4
4	BBA – 204	Human Resources Management	6
5	BBA – 205	Company Law	4
6	BBA – 206	Project Management and Entrepreneurship Development	4
7	BBA – 207	Operation Management	4

Bachelor of Business Administration (BBA) - III Year

S. No.	Paper Code	Paper Title	Credit
1	BBA – 301	Financial Management	4
2	BBA – 302	International Business	4
3	BBA – 303	Organizational Behaviour	4
4	BBA – 304	Strategic Management	4
5	BBA – 305	Corporate Management	4
6	BBA – 306	Management Information System	4
7	BBA – 307	Project Report	8

Evaluation & Examinations:

Internal Assignment: The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet. In Project Report Writing (BBA-307) there will be no Internal Assignment.

Term-End-Examination: There shall be a term-end-examination at the end of the minimum duration of the study i.e. one year. It carries a weightage of 70% marks. Term-End-Examination will be held in the months of June and December every year. There will be separate practical papers beside theory papers. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum time frame prescribed for the programme pursued. Examination forms are to be filled with Admission Form. For appearing in the examination of due papers a student has to submit examination form along with the requisite examination fee before the due date. If a student does not appear in any Term-End-Examination, he/she may appear in them in the subsequent Term-End-Examinations subject to a maximum of the credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme.

The pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components. To clear a course as well as a programme as a whole a student is required to secure 40% marks.

Division shall be awarded to the successful candidates only after the final year as follows:

- | | |
|----------------|-----------------------|
| I – Division | 60% and above |
| II – Division | 48% and less than 60% |
| III – Division | 40% and less than 48% |

Bachelor of Commerce

Programme Code (B.Com)

Objectives:

- To impart the knowledge and analytical power to understand the functioning of the economy.
- To enable students employable in banking, insurance and financial sectors.
- To impart skills to calculate and understand accounting, taxes and company law.

Eligibility: Senior Secondary (10+2) passed or equivalent in any discipline from any recognized board, or BPP pass from any recognised university

Duration: Minimum 3 years; Maximum 6 years

Credit: 96

Fee*: First Year, Rs. 10,000/-
Second Year Rs. 10,000/- and
Third Year Rs. 10,000)

*Prospectus fee Rs. 500/- , Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Bachelor of Commerce (B.Com) - I Year

Foundation Courses:

The Foundation Courses are compulsory for all the students in the First Year and the marks obtained in these papers are not added for counting the final division in the examination. However a student will have to qualify these papers. Students may choose any of these three papers as per his/her choice.

S. No.	Paper Code	Paper Title	Credit
1	QEG	General English	N.A.
2	QHI	General Hindi	N.A.
3	QCA	Computer Application	N.A.
4	QES	Environmental Studies	N.A.

Elective Courses:

The following Elective Courses are being offered in the First, Second and Third year of the study.

S. No.	Paper Code	Paper Title	Credit
1	B.Com – 101	Financial Accounting	6
2	B.Com – 102	Cost Accounting	6
3	B.Com – 103	Principles of Management	4
4	B.Com – 104	Regulatory Framework of Business	4
5	B.Com – 105	Business Economics	4
6	B.Com – 106	Economic Environment	4
7	B.Com – 107	Business Communication and Computer Application	4

Bachelor of Commerce (B.Com) - II Year

S. No.	Paper Code	Paper Title	Credit
1	B.Com – 201	Management Accounting and Statistics	6
2	B.Com – 202	Auditing – Principles and Practice	6
3	B.Com – 203	Business Ethics	4
4	B.Com – 204	Event Management	4
5	B.Com – 205	Banking and Finance	4
6	B.Com – 206	Financial Management	4
7	B.Com – 207	Principle and Practice of Insurance	4

Bachelor of Commerce (B.Com) - III Year

S. No.	Paper Code	Paper Title	Credit
1	B.Com – 301	Income Tax	4
2	B.Com - 302	Company Law	4
3	B.Com – 303	Business Budgeting	4
4	B.Com – 304	Project management	4
5	B.Com – 305	Environmental Management	4
6	B.Com – 306	International Finance	6
7	B.Com – 307	Macro Economics	6

Evaluation & Examinations:

Internal Assignment:

The internal assignment shall be of 30 marks. Two assignments will be given in each course. The internal assignment shall be submitted to the University. Marks obtained in internal assignments shall be shown separately in the Mark sheet. It is compulsory to pass in the internal assignment and term-end examinations separately for successful completion of the programme.

Term-End-Examination:

There shall be a term-end-examination at the end of each year. It carries a weightage of 70% marks. Term-End-Examination will be held in the months of June and December every year. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum time frame prescribed for the programme pursued. No separate Examination forms are to be filled with Admission Form. However, for appearing in the examination of due papers a student has to submit Back Paper examination form along with the requisite examination fee before the due date. If a student does not appear Term-End-Examination, he/she may appear in them in the subsequent examinations subject to a maximum credit ceiling prescribed by the University for an Examination. This facility will be available to a student to secure the minimum pass grade during the maximum duration prescribed for the programme. It is essential to qualify in the Internal Assignments and

Term-End-Examination by obtaining 30% of marks in each component. However, to clear a course as well as a programme as a whole a student is required to secure 35% marks in aggregate.

No division is awarded in the First and Second year of the study. Marks obtained in the Foundation Course will not be added for the calculation of the division of the student but it will be compulsory to qualify in the foundation courses by obtaining 35 percent of marks.

Division shall be awarded to the successful candidates only after the completion of the programme in the final year as follows:

I – Division	60% and above
II – Division	48% and less than 60%
III – Division	35% and less than 48%

Bachelor of Science

Programme Code (B. Sc.)

Objectives:

- To impart basic knowledge and understanding of the basic principles of science
- To prepare students for undertaking higher education and research as a career
- To prepare students for various employments available in industries

Eligibility: Senior Secondary (10+2) passed or equivalent in any discipline from any recognized Board.

Duration: Minimum 3 years; Maximum 6 years

Credit: 108

Fee*: B.Sc. I year; Rs. 12,000/-, B.Sc. II year; Rs. 12,000/-, B.Sc. III year; Rs. 12,000/-
*Prospectus fee Rs. 500/- , Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Bachelor of Science (B.Sc.) - I Year

Foundation Courses:

The Foundation Courses are compulsory for all the students in First year of the study and the marks obtained in these papers are not added for counting the division in the B.Sc. examination. However, a student has to qualify these papers by obtaining minimum 30% marks. Students will have to choose any three papers as per his/her choice from the list given below.

S. No.	Paper Code	Paper Title	Credit
1	QEG	General English	N.A.
2	QHD	General Hindi	N.A.
3	QCA	Computer Application	N.A.
4	QES	Environmental Studies	N.A.

Elective Courses:

Students will have to select any one of the combinations. The combination chosen in the first year will not be changed under any circumstances. The details of courses/ Papers of study in each combination is given in the table below:

Group	Subject	Subject	Subject
I	Physics	Chemistry	Mathematics
II	Botany	Chemistry	Zoology

Courses /papers in Physics in B. Sc. I Year

S. No.	Paper Code	Paper Title	Credit
1	PH – 101	Mechanics	3
2	PH – 102	Waves and Oscillations	3
3	PH – 103	Electromagnetism	3
4	PH – 104	Practical	3

Courses /papers in Chemistry in B. Sc. I Year

1	CH – 101	Inorganic Chemistry	3
2	CH – 102	Organic Chemistry	3
3	CH – 103	Physical Chemistry	3
4	CH – 104	Chemistry Lab.(for both Maths & Biology streams)	3

Courses /papers in Mathematics in B. Sc. I Year

1	MT – 101	Algebra and Matrices	4
2	MT – 102	Calculus	4
3	MT – 103	Vector calculus and Geometry	4

Courses /papers in Botany in B. Sc. I Year

1	BO – 101	Algae, Lichens, and Bryophytes	3
2	BO – 102	Microbiology Mycology and Plant Pathology	3
3	BO – 103	Pteridophytes, Gymnosperms and Paleobotany	3
4	BO – 104	Practical Botany	3

Courses /papers in Zoology in B. Sc. I Year

1	ZO – 101	Diversity of Animals and Evolutions	3
2	ZO – 102	Cell Biology and Genetics	3
3	ZO – 103	Gametes and developmental Biology	3
4	ZO – 104	Practical Zoology	3

**Bachelor of Science (B. Sc.) - II Year
Courses /papers in Physics in B. Sc. II Year**

S. No.	Paper Code	Paper Title	Credit
1.	PH – 201	Thermal and Statistical Physics	3
2.	PH – 201	Optics	3
3.	PH – 203	Electronics	3
4.	PH – 204	Practical Physics	3

Courses /papers in Chemistry in B. Sc. II Year

1	CH – 201	Inorganic Chemistry	3
2	CH – 202	Organic Chemistry	3
3	CH – 203	Physical Chemistry	3
4	CH – 204	Practical Chemistry	3

Courses /papers in Mathematics in B. Sc. II Year

1	MT– 201	Real Analysis and metric Space	4
2	MT – 202	Differential Equations	4
3	MT – 203	Numerical analysis and Vector Calculus	4

Courses /papers in Botany in B. Sc. II Year

1	BO – 201	Plant Morphology and Anatomy	3
2	BO – 202	Cell Biology Genetics and Plant Breeding	3
3	BO – 203	Plant Physiology and Biochemistry	3
4	BO – 204	Practical botany	3

Courses /papers in Zoology in B. Sc. II Year

1	ZO – 201	Invertebrates	3
1	ZO – 202	Animal Physiology and Immunology	3
3	ZO – 203	Micro Biology and Biotechnology	3
4	ZO – 204	Practical Zoology	3

**Bachelor of Science (B.Sc.) - III Year
Courses /papers in Physics in B. Sc. III Year**

S. No.	Paper Code	Paper Title	Credit
1.	PH – 301	Elementary Quantum Mechanics and Spectroscopy	3
2.	PH – 302	Solid State Physics	3
3.	PH – 303	Nuclear Physics	3
4.	PH – 304	Practical Physics	3

Courses /papers in Chemistry in B.Sc. III Year

1	CH – 301	Inorganic Chemistry	3
2	CH – 302	Organic Chemistry	3
3	CH – 303	Physical Chemistry	3
4	CH – 304	Practical Chemistry	3

Courses /papers in Mathematics in B.Sc. III Year

1	MT– 301	Algebra	4
2	MT – 302	Complex Analysis	4
3	MT – 303	Mechanics	4

Courses /papers in Botany in B.Sc. III Year

1	BO – 301	Taxonomy and Embryology of Angiosperm	3
2	BO – 302	Molecular Biology and Technology	3
3	BO – 303	Plant Ecology and Economic Botany	3
4	BO – 304	Practical Botany	3

Courses /papers in Zoology in B.Sc. III Year

1	ZO – 301	Structure and Functions of vertebrates	3
2	ZO – 302	Ecology and Environmental Biology	3
3	ZO – 303	Applied Zoology	3
4	ZO – 304	Practical Zoology	3

Evaluation & Examinations:

Internal Assignment: The internal assignments shall be of 15 marks. However, for Mathematics subject the Internal Assignments shall be of 16/17 marks each. Two Assignments will be given in each paper. The internal assignment shall be submitted to the concerned IGC for onward transmission to the University. Marks Obtained in assignments shall be shown separately in the Mark sheet. It is compulsory to pass in the internal assignment and term end examinations separately for successful completion of the programme.

Term-End-Examination: There shall be a term-end-examination at the end of the minimum duration of the study i.e. one year. It carries a weightage of 70 percentage of marks. The paper of the term end examination will be of 35 marks, but for Mathematics Papers the term end examination will be of 50 marks. Term-End-Examinations are generally held in the months of June and December every year. The Practical component shall be of 50 marks further divided in 35 marks of Lab Work and 15 marks of Viva-voce. The attendance in the **Practical classes** will be compulsory for all the students. There will be no practical for Mathematics papers. The students are at liberty to appear in any of the examinations conducted by the university during the year subject to the completion of the minimum duration prescribed for the programme. For appearing in the examination of due papers a student has to submit separate examination forms First Year/Second Year/ Third Year along with the requisite examination fee before the due date. The ceiling of maximum papers in any one of the examinations will be applicable.

The pass marks in Internal Assignments and Term-End-Examination is only 30% for any one of the components i.e. Internal Assignment and Term-End-Examination. The pass marks in Practical Examination shall be 50%. To clear a course as well as a programme as a whole a student is required to secure 35% marks in Theory Papers and 50% marks in Practical Papers. Marks obtained in the Foundation Course will not be added for the calculation of the division of the student but it will be compulsory to pass the foundation course papers.

Division shall be awarded to the successful candidates only after the final year as follows:

I – Division	60% and above
II – Division	48% and less than 60%
III – Division	35% and less than 48%

Bachelor's Preparatory Programme

Programme Code (BPP)

Objectives:

- To bring the left outs in the main stream.
- To impart higher education to the motivated elderly persons, housewives, dropouts and girls who could not attend regular colleges.

Eligibility:

No formal Education required. Completed 18 years of age (Age will be calculated. on 1st Jan, for Calendar Year batch and on 1st July, for Academic Year batch. If the student is short of age he shall be admitted in the batch whenever he completes the required age of 18 years. Students have to submit the proof for their date of Birth.

Duration:

Minimum 6 Months; Maximum 1 year

Credit:

Not Applicable

Fee*:

Total Fees Rs. 4,000/-

*Prospectus fee Rs. 500/- , Examination Fee Rs. 500/- , Back Exam fee (if any) Rs 500/- will be payable extra

Programme Structure:

Bachelor's Preparatory Programme (BPP)

S. No.	Paper Code	Paper Title
1	BPP – 01	Preparatory Course in Commerce
2	BPP – 02	Preparatory Course in Social Sciences

Evaluation & Examinations:

The students are required to appear in Term-End-Examinations held after every six months. The students of the Academic year stream will appear in examination in June while the students of the Calendar Year stream will appear in December examination. Those students who could not clear their examinations in first attempt may re-appear in the examinations to be held after six months by filling the back paper examination form and by paying fees of Rs. 500/-. There will be two papers of 50 marks each containing 50 objective type questions of one marks each. There will not be any negative marking. For passing the examination it is essential to secure a minimum of 30 % marks in both the papers individually and 35% of marks in aggregate. Successful candidates become eligible for admission in B.Com. Programme of this university.