

5.0 Academic Programmes of DDE for the Session 2019-20

At present the Directorate of Distance Education offers following programmes:

Postgraduate Courses	Undergraduate Courses	Diploma & Certificate Courses
1. M.A. (Urdu)	7. B. Ed. (Distance Mode)	12. Diploma in Journalism & Mass Communication
2. M.A. (English)	8. B. A. (Urdu, English, Arabic, Hindi, History, Islamic Studies, Pub. Ad., Pol. Sc., Sociology, Economics)	13. Diploma in Teach English
3. M.A. (History)	9. B.Com. (Business Organization, Management, Financial Accounting)	14. Certificate Course in Functional English
4. M.A. (Islamic Studies)	10. B. Sc. (Botany, Zoology, Chemistry)	15. Certificate Course in Proficiency in Urdu through English
5. M.A. (Arabic)	11. B. Sc. (Mathematics, Physics, Chemistry)	--
6. M.A. (Hindi)	--	--

Eligibility Conditions for Admission to DDE Programmes

The eligibility, minimum & maximum duration, and medium of instruction for each programme has been summarized in the following tables:

5.1 Programme Summary

Postgraduate Programmes					
S.No.	Programme Name	Eligibility	Minimum Duration	Maximum Duration	Medium of Instruction
1	M.A. (Urdu)	Degree or Equivalent*	2-years	4-years	Urdu
2	M.A. (English)	Degree**	2-years	4-years	English
3	M.A. (History)	Degree or Equivalent*	2-years	4-years	Urdu
4	M.A. (Islamic Studies)	Degree or Equivalent*	2-years	4-years	Urdu
5	M.A. (Arabic)	Degree or Equivalent**	2-years	4-years	Urdu/Arabic
6	M.A. (Hindi)	Degree*	2-years	4-years	Hindi

* Any degree of 3-years duration from UGC recognised Indian Universities or equivalent. Candidate should have studied Urdu as a subject at any level of 10+2+3 or as medium of instruction.

** Any degree of 3-years duration from UGC recognised Indian Universities.

❖❖ Any degree of 3-years duration from UGC recognised Indian Universities or equivalent. Candidate should have studied Arabic as a language or as an Optional Course or as subject at graduation level or equivalent.

❖ Any degree of 3-years duration from UGC recognised Indian Universities or equivalent. Candidate should have studied Hindi as a language or as an Optional Course or as subject at graduation level or equivalent.

Undergraduate Programmes					
S.No	Programme Name	Eligibility	Minimum Duration	Maximum Duration	Medium of Instruction
1	B. A.	10+2 or equivalent*	3-years	6-years	Urdu
2	B.Com.	10+2 or Intermediate	3-years	6-years	Urdu
3	B. Sc. (BZC) (Life Sciences)	10+2 or Intermediate (Science Stream)	3-years	6-years	Urdu
4	B.Sc. (MPC) (Physical Sciences)	10+2 or Intermediate (Science Stream)	3-years	6-years	Urdu

* Please see Annexure - A.

Diploma & Certificate Programmes					
S.No	Programme Name	Eligibility	Minimum Duration	Maximum Duration	Medium of Instruction
1	Diploma in Journalism & Mass Communication	10+2 or equivalent*	1-year	2-years	Urdu
2	Diploma in Teach English	Degree or equivalent*	1-year	2-years	English
3	Certificate Course in Proficiency in Urdu through English	(i) Knowledge of English Writing & Reading (ii) 18 years minimum age to be completed at the time of admission	6-months*	2-years	English/ Urdu
4	Certificate Course in Functional English	10 th Class	6-months*	2-years	English

* Please see Annexure - A.

* Final Exam will be held yearly.

5.2 Programme Fee Structure

The following is the Programme fee structure for various programmes for Academic Session 2019-20:

S. No.	Programme Name	Admission Fee	Course Fee for SC/ST/PwD	Course Fee for Other Students	Lab Practical Fee	Examination Fee	Development Fee/Corpus Fund	Total Fee for SC/ST/PwD Students	Total Fee for other Students
Postgraduate Programmes									
1	M.A. (Urdu)	200/-	2,400/-	4,000/-	--	500/-	100/-	3,200/-	4,800/-
2	M.A. (English)	200/-	2,400/-	4,000/-	--	500/-	100/-	3,200/-	4,800/-
3	M.A. (History)	200/-	2,400/-	4,000/-	--	500/-	100/-	3,200/-	4,800/-
4	M.A. (Islamic St.)	200/-	2,400/-	4,000/-	--	500/-	100/-	3,200/-	4,800/-
5	M.A. (Arabic)	200/-	2,400/-	4,000/-	--	500/-	100/-	3,200/-	4,800/-
6	M.A. (Hindi)	200/-	2,400/-	4,000/-	--	500/-	100/-	3,200/-	4,800/-

S. No.	Programme Name	Admission Fee	Course Fee for SC/ST/PwD	Course Fee for Other Students	Lab Practical Fee	Examination Fee	Development Fee/Corpus Fund	Total Fee for SC/ST/PwD Students	Total Fee for other Students
Undergraduate Programmes									
7	B. A.	200/-	1,500/-	2,500/-	--	400/-	100/-	2,200/-	3,200/-
8	B.Com.	200/-	1,800/-	3,000/-	--	400/-	100/-	2,500/-	3,700/-
9	B. Sc. (BZC)	200/-	2,220/-	3,700/-	500/-	500/-	100/-	3,520/-	5,000/-
10	B.Sc. (MPC)	200/-	2,220/-	3,700/-	500/-	500/-	100/-	3,520/-	5,000/-
Diploma & Certificate Programmes									
11	Diploma in Journalism & Mass Communication	200/-	1,500/-	2,500/-	--	500/-	100/-	2,300/-	3,300/-
12	Diploma in Teach English	200/-	1,500/-	2,500/-	--	500/-	100/-	2,300/-	3,300/-
13	Certificate Course in Proficiency in Urdu through English	200/-	900/-	1,500/-	--	300/-	100/-	1,500/-	2,100/-
14	Certificate Course in Functional English	200/-	900/-	1,500/-	--	300/-	100/-	1,500/-	2,100/-
Annual Fee for International Students (In US \$)									
15	NRI Students	--	--	--	--	--	--	--	\$250
	Foreign Students	--	--	--	--	--	--	--	\$500

- The total fee Includes fee related to Assignments, Practical tests and term-end examinations.

Note:

- Admission Registration Fee of Rs. 200/- is to be paid at the time of online registration.
 - The Programme Fee is to be paid online immediately after verification of documents/ certificates on recie of the message for payment.
- 1) **Admission Fee** shall not be charged from the students of 2nd and 3rd year PG/UG (as the case may be) programmes
 - 2) **Re-Registration Fee:** For those candidates who have not successfully completed their course in the prescribed time, the University provides them a chance to complete their respective courses after re-registration as mentioned below.
 - I. For Re-Registration with Self Learning Material (SLM), fee shall be same as given above.
 - II. For Re-Registration without Self Learning Material (SLM), fee shall be reduced by Rs. 1,000/- from the fee given in the above table.

5.3 Fee Revision and Refund Policy

- **Fee Revision:** University reserves the right to revise the fee structure of any programme during the course period.
- **Fee Refund Policy:** If the student intends to cancel or discontinue the programme of study at any point of time, she/he may do so. The fee refund policy is as follows:

Percentage of refund of aggregate fees	Point of time when notice of withdrawal of admission is served to University as per the UGC regulation
100%	15 days or more before the formally -notified last date of admission
90%	Less than 15 days before the formally-notified last date of admission
80%	15 days or less after the formally notified last date of admission
50%	30 days or less but more than 15 days after formally notified last date of admission.
0%	More than 30 days after formally notified last date of admission.

5.4 Cancellation of Admission

- In case of cancellation of admission due to wrong eligibility claim or incomplete documents or incorrect documents provided by candidate, full fee shall be forfeited.
- Cancellation due to withdrawal of Programme by the University for any reason, full fee shall be refunded.
- If admission is cancelled by the university on disciplinary grounds or any other reason, full fee shall be forfeited.