



Est. 1974
1974 में स्थापित



DIRECTORATE OF DISTANCE EDUCATION

Patna University, Patna - 800 005 (BIHAR)

www.ddepu.org.in

REACHING THE UNREACHED

दूर शिक्षा निदेशालय

पटना विश्वविद्यालय, पटना - 800 005 (बिहार)

2019

(ONLY FOR FIRST YEAR ADMISSIONS)



Estd.1917

पटना विश्वविद्यालय

Patna University

102 years of EXCELLENCE



Reach high,
For stars lie
hidden in you.
Dream deep,
For every dream
precedes the goal.
Rabindranath Tagore

DIRECTORATE OF DISTANCE EDUCATION

Patna University, Patna - 800 005 (BIHAR)



VISION

To establish Directorate of Distance Education, Patna University, Patna as a centre for excellence for shaping young minds in the sphere of non-formal education enhancing employability in the best service to the nation and the state.

MISSION

- To offer quality education with best possible innovative methods to all through distance mode.
- To provide an updated syllabus of study in each discipline.
- To ensure timely publication and availability of study material.
- To facilitate contact classes to enhance learning value in the programme.

कुलगीत

गंगा तट पर ज्ञान हिमालय
पटना विश्वविद्यालय, पटना विश्वविद्यालय

पटना विश्वविद्यालय

गंगा तट पर ज्ञान हिमालय

पटना विश्वविद्यालय

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विद्या मंदिर का यह परिसर

भरा गर्व से अक्षर-अक्षर

शब्द-शब्द महिमा से मंडित

गरिमा अंकित पंक्ति-पंक्ति पर

देते हैं आकार नया हम

देते हैं आकार नया हम

जगमग-जगमग जग ज्योतिर्मय



Chancellor
Shri Phagu Chauhan
H.E. the Governor, Bihar

Prof. (Dr. Rash Bihari Pd. Singh)

VICE CHANCELLOR
Patna University, Patna

President : National Association of Geographers, India, NAGI
Patron : Association of Geographers, Bihar and Jharkhad, AGBJ



Estd. 1917

102 years of EXCELLENCE

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संदेश



मुझे प्रसन्नता है कि तीन वर्षों बाद दूर शिक्षा निदेशालय, पटना विश्वविद्यालय को स्नातक स्तर के विविध प्रोग्राम को विश्वविद्यालय अनुदान आयोग (UGC) द्वारा सत्र 2019-20 में नामांकन तथा पठन-पाठन हेतु मान्यता मिल गयी है। इसके लिए मैं विशेष रूप से निदेशालय के निदेशक और उप निदेशक को बधाई देता हूँ जिन्होंने इस उपलब्धि के लिए कठिन प्रयास किया है। पटना विश्वविद्यालय का दूर शिक्षा निदेशालय पूर्व में Institute of Correspondence course के नाम से जाना जाता था। 19 जुलाई, 1996 में इसका नाम बदलकर दूर शिक्षा निदेशालय रखा गया। यह भारत के सबसे पुराने दूर शिक्षा प्रदान करने वाले केन्द्रों में से एक है। यहाँ से उत्तीर्ण छात्रों ने सेवा के विविध क्षेत्रों में अपनी योग्यता और कर्मठता से विश्वविद्यालय का नाम रोशन किया है। तीन वर्षों की त्रासदी के बाद पुनः नया सवेरा का आगमन हुआ है। मुझे पूर्ण विश्वास है कि दूर शिक्षा निदेशालय की नयी टीम इस केन्द्र में पुनः संजीवनी का संचार कर पटना विश्वविद्यालय के दूर शिक्षा व्यवस्था में एक नयी ऊँचाई स्थापित करेगी।

इस केन्द्र में नामांकन की प्रक्रिया जुलाई 26, 2019 को प्रारंभ हो रही है। परम्परागत शिक्षा व्यवस्था के अन्तर्गत पटना विश्वविद्यालय के करीब 7000 सीटों के लिए 47000 से अधिक आवेदन आए हैं। मैं 40,000 वैसे आवेदकों को आश्वस्त करना चाहता हूँ कि उनके लिए बहुत निराशा की बात नहीं है। आप पटना विश्वविद्यालय के दूर शिक्षा निदेशालय में नामांकन हेतु ऑनलाइन (Online Application) करें और मैं कुलपति के रूप में आश्वस्त करना चाहता हूँ कि दूर शिक्षा निदेशालय द्वारा दिए जाने वाले स्वध्याय सामग्री (self learning materials), काउंसलिंग वर्ग (counseling classes) तथा आवश्यकतानुसार प्रायोगिक कक्षाएँ गुणवत्ता के दृष्टि से परम्परागत शिक्षण संस्थानों के ही समान उच्च स्तरीय होगा।

दूर शिक्षा व्यवस्था के अंतर्गत आने वाले विद्यार्थियों को मैं पुनः आश्वस्त करना चाहूँगा कि वे यह कभी न सोचें कि उनकी उपाधि परम्परागत संस्थानों से मिलने वाली उपाधि से अलग है। आपकी उपाधि समान है और आप किसी भी सेवा में उसी आत्मबल और विश्वास के साथ जा सकते हैं जिसके साथ परम्परागत संस्थानों के उपाधि धारक जाते हैं। मैं पिछले 15 वर्षों से दूर शिक्षा व्यवस्था से जुड़ा रहा हूँ और मैंने देखा है कि दूर शिक्षा निदेशालय के विद्यार्थियों ने शिक्षा और प्रशासन के क्षेत्र में उच्च स्तरीय पदों को भी हासिल किया है। नए सत्र में नामांकन लेनेवाले विद्यार्थियों को मेरी सलाह होगी कि केन्द्र द्वारा प्रदान स्वध्याय सामग्री के अतिरिक्त मूक (MOOCs) के अध्ययन स्रोतों का उपयोग स्वयं (SWAYAM) एवं स्वयं प्रभा (SWAYAM PRABHA) पोर्टल पर जाकर करें। ये पोर्टल ज्ञान भंडार हैं। आप अपनी आवश्यकतानुसार इससे अध्ययन सामग्री प्राप्त कर सकते हैं।

अतः मैं दूर शिक्षा निदेशालय, पटना विश्वविद्यालय के सभी पदाधिकारी एवं कर्मचारियों को शुभकामना देता हूँ कि वे नए सत्र में छात्रों को उनकी संतुष्टि के अनुरूप सुविधायें देने में सफल हों तथा आनेवाले विद्यार्थियों को दूर शिक्षा के माध्यम से दूर-दूर तक की उपलब्धियों के प्राप्ति हेतु शुभकामनायें एवं आशीर्वाद देता हूँ।

रास बिहारी प्रसाद सिंह
रास बिहारी प्रसाद सिंह 16.07-19
कुलपति



Patna University Patna

In Pursuit of Excellence



Professor Dolly Sinha, PhD (IIT Delhi)
Pro Vice Chancellor, Patna University

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Message

Distance Education is a channel to reach the unreached by reducing the accessibility gaps encompassing the drop outs, persons with disabilities (PwD) and gender bias including the third gender providing inclusiveness in education and skill development. The Directorate of Distance Education (DDE) of Patna University has a special academic space where pursuit of knowledge is encouraged with personalized care for students who have been denied admission in conventional institutions or who for various reasons are unable to attend regular classes but are still desirous to upgrade their educational attainments. DDE Patna University has imparted higher education to thousands of students and contributed hugely in taking higher education to the unreached. The Directorate started in 1974 had seen the days of pride, but since last two years the recognition of the DDE has been questioned by the UGC for some abstract reasons.

I am extremely happy to learn that the Directorate of Distance Education of Patna University has received the 'Recognition letter' from the UGC again. I extend my greetings and facilitation to all those who have worked hard to revive the recognition of the Directorate.

For the DDE, it is now a new beginning. Today, technological innovations and advancement using computers/tablet/mobile and fast speed internet connectivity has completely changed the way distance education was imparted earlier. Now the teacher and learner at thousands of miles apart can converse face to face sitting in a virtual class room. I wish the DDE, PU would soon initiate steps to further modernize its activities in an endeavour to spread the light of quality education to the willing learners. I am confident that the students who earn their degree from the Directorate will take part in nation building in a meaningful way.

I extend my best wishes to Professor Ravi Kiran Sharma, Director, Dr Deepti Kumari, Deputy Director and all associated with DDE for its grand success in future too. I am sure it will continue to maintain its excellence and characters with great distinction.

Dolly Sinha, PhD (IIT Delhi)
Pro Vice Chancellor, Patna University

Director's Message

It is indeed a great pleasure for me to place before you the new prospectus of the Directorate of Distance Education, Patna University. We strive to make learning accessible, affordable and better in quality for innumerable students. The prospectus contains the details of approved programmes in the D.D.E for admissions in July 2019. Since the D.D.E is making a fresh strides for academic session 2019-20 for undergraduate programmes , P.G. Diploma in various courses and B.Lib., our aim will certainly be student friendly. Currently we have two study centers with permanent counsellors at each centre.



Education is undoubtedly among the most precious instruments for social transformation. It has astounding impact on the economic, social as well as environmental future of the country. In the D.D.E., P.U., unlike regular mode of classroom teaching, counselling is provided in distance mode at the convenience of learners. There is a lot of relaxation in eligibility criteria while taking admission. There is absolutely no discrimination regarding age, gender or physical disability. We provide well prepared study learning materials (S.L.M) to students. It is one of the unique features of distance mode education system.

The Directorate has a vital role to play in enhancing the higher education in the state. This can be achieved when the distance mode of education will be made available to unreached, disadvantaged and marginalized section of students and thus take education to their doorsteps. In this rapidly changing world, the present endeavour is to educate people, make them morally upright and self reliant so that they are motivated to contribute in the formation of compatible and harmonious society with a goal to all-round prosperity.

I extend my best wishes to all the potential learners of the Directorate of Distance Education, Patna University, Patna.

Prof. (Dr.) Ravi Kiran Sharma

Director
Directorate of Distance Education
Patna University

उप-निदेशक का संदेश

वर्ष 2019-20 में नामांकन हेतु विवरणिका की प्रस्तुती अत्यंत हर्ष का विषय है। 1974 में स्थापित दूर शिक्षा निदेशालय पूर्वी भारत का सबसे पुराना खुला और दूरस्थ शिक्षण संस्थान है जो देश के पुराने और प्रतिष्ठित पटना विश्वविद्यालय का एक अंग है। पटना विश्वविद्यालय नियमित कोर्स संचालन के साथ दूरस्थ शिक्षा के माध्यम से भी विद्यार्थियों को उच्च शिक्षा उपलब्ध करवाता है। आधुनिक शिक्षा, मनन, चिंतन के केन्द्र के रूप में स्थापित अपने सफलतम लक्ष्यों के साथ शताब्दी वर्ष पूरा कर चुका है।



दूर शिक्षा निदेशालय का लक्ष्य दूरस्थ शिक्षण पद्धति के माध्यम से विद्यार्थियों को गुणवत्तापूर्ण उच्च शिक्षा उपलब्ध करवाना है। यह उन युवाओं के लिए जो दूर-दराज के क्षेत्र में निवास करते हैं और सेवा क्षेत्र से जुड़े रहकर प्रतिष्ठित संस्थाओं से विभिन्न विधाओं में उच्च शिक्षा हासिल करना चाहते हैं, उनके लिए सुनहरा अवसर प्रदान करता है। आज भारत की 50 प्रतिशत जनसंख्या युवाओं की है और बिहार जैसे राज्य में उन्हें उच्च शिक्षा प्रदान करते हुए रोजगारोन्मुखी शिक्षा के साथ आत्मनिर्भरता प्रदान करना एक चुनौतीपूर्ण कार्य है। बिहार की गरीबी और सकल नामांकन अनुपात (GER) की चिंताजनक स्थिति में परस्पर जुड़ाव है। हमें इस बात की प्रसन्नता है कि निदेशालय बिना लाभ से प्रेरित होकर विद्यार्थियों में व्यक्तित्व और मानव संसाधन के कुशलतम गुणों को विकसित करने के लक्ष्य के साथ निरन्तर संचालित हैं। आने वाला समय दूरस्थ शिक्षा पद्धति का है। भविष्य में इस माध्यम की अपार संभावनाएं हैं। बिहार जैसे पिछड़े राज्य में GER (सकल नामांकन अनुपात) की वृद्धि में निदेशालय का महत्वपूर्ण योगदान होगा।

नए सत्र में विभिन्न कोर्सों में नामांकन की शुरुआत के लिए निदेशालय को मेरी हार्दिक शुभकामनाएँ हैं। मुझे आशा है कि आने वाले वर्षों में हम विश्वविद्यालय अनुदान आयोग के मानकों और अपेक्षाओं के अनुरूप दूर शिक्षा निदेशालय, पटना विश्वविद्यालय को विद्यार्थियों के व्यक्तित्व में श्रेष्ठतम मानवीय, तार्किक और आधुनिक दार्शनिक मूल्यों को श्रेष्ठतम रूप में स्थापित करने वाले उच्च शिक्षा के एक बड़े केन्द्र के रूप में स्थापित करने में सफल होंगे।

नए सत्र में नामांकन के लिए प्रस्तुत विवरणिका आपके समक्ष है। इस दिशा में पटना विश्वविद्यालय के कुशलतम नेतृत्व और मार्गदर्शन तथा निदेशालय के सभी कर्मचारियों के सहयोग के लिए आभार एवं भविष्य के लिए हार्दिक मंगलकामनाएँ व्यक्त करती हूँ।

डा० दीप्ति कुमारी

उप निदेशक

दूर शिक्षा निदेशालय

पटना विश्वविद्यालय,

पटना।



Officer & Staff Photograph



Lighting of lamp by Prof. (Dr.) Gopal Reddy, Member, UGC, Vice-Chancellor, Prof. (Dr.) Rash Bihari Prasad Singh, Director Prof. (Dr.) Ravi Kiran Sharma and Dy. Director Dr. Dipti Kumari



Inaugurating the Study Centre at Magadh Mahila College, Patna by Chief Guest Prof. (Dr.) Gopal Reddy, Member, UGC, Vice-Chancellor, P.U., Prof. (Dr.) Rash Bihari Prasad Singh and Principal Prof. (Dr.) Shashi Sharma.



Students Singing Patna University Kulgeet Song.



The Guests on the Dias.



Vice-Chancellor, P.U., Prof. (Dr.) Rash Bihari Prasad Singh being honoured by Dy. Director Dr. Dipti Kumari at the First Convocation-2019 of D.D.E., P.U.



Degree Recipient and Chief Guest Prof. (Dr.) Chandrakala Fadia, Former, Vice-Chancellor, M.G.S. University, Rajasthan.



Former Directors of Directorate of Distance Education, Patna University Prof. (Dr.) Shamshad Hussain, Prof. (Dr.) Radhika Raman Sahay, Prof. (Dr.) Amarendra Mishra & Prof. (Dr.) Karya Nand Paswan.



Candidates present at first Convocation Celebration - 2019

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Patna University

The first in Bihar and the seventh oldest University, Patna University came into existence through an act of legislature on the 1st of October 1917. The University started its working as an examining body conducted examinations from matriculation to post graduation. Patna University since the inception for continuous forty years shaped academic intelligence and pursuit of the people of Bihar, Orissa and Nepal with systematic and objective mechanism in all ways.

The Patna University Act, 1951, which restored the assent of the Governor on the 6th of July 1951, was passed with a view to establishing a Teaching and Residential University at Patna. The act defines that the purpose and powers of the University shall be to provide instruction in such branches of learning as the University may think fit including professional studies and technology, and for research and for the advancement and dissemination of Knowledge. It was the only University in Bihar until January 1952 and remained the examining body of educational institutions in Nepal until the emergence of Tribhuan University in Kathmandu. After the establishment of Utkal University in Orissa, Patna University, Patna finally stopped the working as an examining body for educational institutions in Orissa.

It is universally acknowledged that the history of Patna University left an indelible impression on the educational, cultural, political and economic progress of modern Bihar. In fact it is the only teaching cum residential University in the state with a national character that transcends linguistic, cultural, political and other denominational boundaries. The University is on its way to restore its capacity for excellence to provide students, researchers and faculties opportunities to attain expertise in their discipline and establish partners with Indian and off-shore Universities to enhance scholarship and sharing of updated technology.

The boundaries of time and space are ever expanding in this present age of information and communication technology and the University is continuously providing the best possible assistance to faculties and students to equip them with contemporary techniques, skills and knowledge to face even the unimagined professional challenges. The real progress of a state as it is known to all depends exclusively on the intellectual potential, quality education and creativity for which Patna University was known in the past and even in the present it is making a strong and sincere endeavour each day to add the best to itself for the benefit of the learners of posterity.

DIRECTORATE OF DISTANCE EDUCATION

PATNA UNIVERSITY, PATNA

The Directorate of Distance Education, Patna University, Patna was established in 1974 with the soul purpose of disseminating higher education through correspondence and distance learning method to such persons who though possessing necessary educational qualifications were unable to join any college in regular mode. The persons who are engaged in some services or business can also get themselves admitted to the Directorate of Distance Education, Patna University and continue their desired pursuit of higher education in the subject of their preference. Over the years it has undergone numerous changes in order to offer more academic accessibility so that the learners coming from underprivileged section of the society do not feel themselves alienated at any stage. Distance education is no less than traditional education system mainly because it emphasizes personal growth and development ability to pursue a degree while working, potential for better pay package and career growth. The advantages of distance education cannot be undermined. On the one hand it helps learner to progress in her/his chosen career and on the other hand it saves expenses required for commuting to a physical campus for food and lodging. Therefore the flexibility and affordability of distance education offers a win situation for learners. It also offers a distraction free environment to pursue studies. It ensures that knowledge must be imparted accordingly so that even people who cannot attend a regular college can get a valuable degree that can help them to get appropriate jobs.

Distance education has seen a large increase in the number of individuals opting for it, which in turn has highlighted the reasons behind its growing attraction. Distance learning is economical and less time consuming. Distance Education mode also paves the way for an access to latest technologically rich environment.

AIMS AND OBJECTIVES

The aims and objectives of the Directorate of Distance Education, Patna University, Patna are given below:

- (i) To offer educational opportunities even to those who did not receive their formal education but they are very passionate to enhance their educational qualification through distance mode of learning.
- (ii) To offer relaxation in admission to many courses such as age of entry, choice of courses, methods of learning, conduct of examinations and operation of programmes etc.
- (iii) To spread knowledge and to undertake activities for advancement of art, education, literature, science and technology.
- (iv) To acquaint individual learners and groups like elderly people in service personnel, housewives, people living in far off places, marginalized groups and others to enrich their efficiency and knowledge in the respective fields of their preferences.
- (v) To create awareness for self-sufficiency and act as catalyst to equip people with knowledge and higher qualification to enable them to become suitable for new job opportunities.
- (vi) To make women folk, children, disabled and downtrodden people conscious about their social obligations, duties and legal position in this fast changing human world.

DIRECTORATE OF DISTANCE EDUCATION (PATNA UNIVERSITY)

ORDINANCE RELATING TO THE ADMISSION TO THE BACHELOR OF ARTS (HONOURS) COURSE OF PATNA UNIVERSITY THROUGH DISTANCE MODE

1.0 Short Title and Commencement

This draft may be called "the Draft Ordinance relating to the admission to the Bachelor of Arts (Honours) course" of Patna University through distance mode. It shall come in force with effect from the date to be notified by Patna University.

2.0 Admission Process

Admission to the Bachelor of Arts (Honours) course shall be open to all eligible candidates and shall be on the basis of first come, first served basis. The admission process shall start soon after the commencement of the academic session. The date of admission and the schedule shall be notified through Local Daily News Papers and also be displayed on the Notice Board and website of the Directorate of Distance Education, Patna University.

3.0 Eligibility

3.1 A candidate shall be eligible for admission the Bachelor of Arts (Honours course) if he has passed the Intermediate Examination of a Board/Council established or incorporated by law or any other examination recognised by Patna University as equivalent to there.

3.2 For admission to the course of study for the Honours Degree in any subject, it shall be essential for a student to have obtained, not less than 45% percent of marks at the Intermediate or equivalent examination in the subject concerned or in an allied subject as determined by the Patna University.

Provided that a student may be considered eligible for admission to the course in any subject, even though he has not studied the subject concerned at the Intermediate stage, if he/she has passed the Intermediate Examination in Science or Commerce subject with not less than 45% of marks in the aggregate provided further that number of admission into the subjects which require training/practical would be limited as there be decided by the Advisory Committee of the Directorate of Distance Education, Patna University.

3.3 All admissions shall be subject to the Reservation Policy of the State Government of Bihar.

- 3.4 No candidate shall be admitted/ who in the opinion of the Vice Chancellor, Patna University, is not a fit candidate to be admitted in the best interest of the University.
- 3.5 No candidate shall be admitted to any course who has not applied for admission within the notified/extended time or who, on being selected for admission, does not get himself/herself within the specified time except where the delay is condoned by the Vice Chancellor of Patna University. On the recommendation of the Director, D.D.E., P.U with or without late fine.
- 3.6 No students shall be permitted to be admitted in more than one course simultaneously.

4.0 Subjects of the Bachelor of Arts (Honours):The following shall be the subjects for the B.A. Honours (Course) of Patna University through distance mode.

Language and Literature Subjects-

1. Hindi
2. English
3. Urdu

Other Subjects -

4. Geography
5. Ancient Indian History & Arch.
6. History
7. Political Science
8. Economics
9. Philosophy
10. Sociology
11. Psychology
12. Statistics

Provided that some other subjects of studies may be started through Distance Mode by the D.D.E., P.U. with the approval of the University Grant Commission/ Other appropriate Regulatory Bodies.

Of these subjects i) Geography (S.No.4), ii)Psychology (S.No. 11) and iii) Statistics (S.No. 12) shall be the practical subjects.

The candidate shall choose the subject for Honours Course as per his/her choice.

5.0 Number of Sanctioned Seats in Bachelor of Arts (Honours)

There are fixed number of sanctioned seats in each and every subject of Bachelor of Arts (Honours) Course. The details of seats shall be notified and displayed on the notice board of the Directorate of Distance Education, Patna University during admission schedule. The numbers, however, may be increased by the Patna University with the approval of appropriate regulatory bodies/ authorities.

Keeping in view the space of the Laboratory and equipments, the number of seat in the practical subjects shall be limited.

6.0 Duration of Course

The duration of Bachelor of Arts (Honours Course) shall be a period of three years. It shall be known in the first year of study as Bachelor of Arts (Honours) Part I, in the second year of study as Bachelor of Arts (Honours) Part II and in the third year of study, as Bachelor of Arts (Honours) Part III course. As such, a candidate duly and admitted in Bachelor of Arts (Honours) Course shall complete the course in three years if he/she passes in Bachelor of Arts (Honours) Part I, II and Part III Term End . Examinations regularly. If the candidate fails in any examination he/she will have to clear the examinations as per the examination regulations.

7.0 Commencement of the Academic Session

The academic session shall commence from July of every Calendar Year. There shall be final term end examination at the end of the Academic Session every year.

8.0 Method of Instructions

The method of instructions shall be English/Hindi or Both.

9.0 Transactions of Academic Curriculum

- (i) Every admitted candidate shall be given printed self learning materials at the time of admission along with a set of questions for Home Assignments as per individual requirement and blank answer books for Home Assignment to be submitted before the commencement of the Term End examination. The Home Assignment answer book has to be written by the candidate in his/her own handwriting.
- (ii) Personal contact classes (PCP) shall be organised twice in a year. The date, time and venue for PCP shall be notified by the Director of D.D.E., P.U well in advance and be put on the website of the D.D.E., P.U. Individual information to the students duly admitted in the course shall be sent through SMS. Though attendance in PCP classes shall not be mandatory or compulsory, the candidate shall be much benefited by attending these classes. Moreover, attending candidate shall have face to face interaction with the teachers also.

10.0 Fee Structure of the Course

The fee structure of the course shall be the following :-

Item	Admission Fee Part I	Admission Fee Part II	Admission Fee Part III
Admission	300	300	300
Registration Fee for P.U	200	–	–
Laminated Identity Card	75	–	–
Personal Contact Programme Fee	250	250	250
Magazine	150	150	150
Postage	200	200	200
Study Material Fee	1000	1000	1000
Library	50	50	50
Central Library, P.U	100	100	100
Development Fund	300	300	300
Building Fund	300	300	300
Electricity Charge	200	200	200
General Maintenance	100	100	100
Subsidiary to P.U	400	400	400
Miscellaneous Charge	100	100	100
N.S.S Fund	20	20	20
Provisional	–	–	100
Total	3745	3470	3570

11.0 Payment of Fee

The entire fee shall have to be deposited at the time of admission through online money transfer. The fees, once deposited by the candidate against his/her admission in Bachelor of Arts (Honours) course, shall not be refunded or transferred. The fee's structure may be revised every three years any time by the Vice Chancellor, Patna University in consultation with the advisory committee of the Directorate of Distance Education, Patna University.

DIRECTORATE OF DISTANCE EDUCATION

(PATNA UNIVERSITY)

Ordinance Relating to the admission to the Bachelor of Commerce (Honours) (Accounts) Course of Patna University through Distance Mode

1. Short Title and Commencement

This Ordinance may called the Ordinance relating to the admission to the Bachelor of Commerce (Honours course of Patna University through distance mode. It shall come into effect from date to be notified by Patna University.

2. Admission Process

The admission process shall start soon after the commencement of the academic session. The date of admission and the schedule shall be notified through Local News Paper's and also be displayed on the Notice Board and website of the Directorate of Distance Education, Patna University.

3. Eligibility for admission

A student may be admitted to the course of study for the degree of Bachelor of Commerce (Honours)(Accounts), if he has passed the Intermediate Examination in Commerce of a Board/University established or incorporated by law or any other examinations recognised by the Patna University as equivalent there to obtaining not less than 45% marks in the Commerce subject or groups of Commerce subjects.

Provided that a student who has passed the Intermediate exam in Arts or Science shall also be eligible for admission in Bachelor of Commerce (Honours) (Accounts) Course if he has obtained a minimum of 50% marks in the aggregate at the I.A and I.Sc. examination.

3.1 All admissions will be subject to the Reservation policy of the State Government of Bihar.

3.2 No candidate shall be admitted who in the opinion of the Vice Chancellor, Patna University, is not a fit candidate to be admitted in the best interest of the University.

3.3 No candidate shall be admitted to any course who has not applied for admission within the notified/extended time or who, on being selected for admission does not get himself/herself with the specified time except where the delay is condoned by the Vice Chancellor. On the recognition of the Director, D.D.E., P.U with or without late fine.

3.4 No students shall be permitted to be admitted in more than one course of Patna University at one time.

4. Subject of the Bachelor of Commerce (Honours) (Accounts)

4.(a) There shall be three optional groups A,B and C out of which the candidate shall choose one group.

Bachelor of Commerce (Honours) (Accounts)

GROUP A

Group (A) Accounts Group

B.Com. (Honours) (Accounts) Part-I

Honours Subjects

Paper - I	:	Financial Accounting
Paper - II	:	Auditing

Subsidiary Subjects

1. Business Organisation
2. Principles of Economics

B.Com. (Honours) (Accounts) Part-II

Honours Subjects

Paper - III	:	Business Law
Paper - IV	:	Specialised Accounting

Subsidiary Subjects

3. Money and Banking
4. Planning and Economic Development

B.Com. (Honours) (Accounts) Part-III

Honours Subjects

Paper - V	:	Cost Accounting
Paper - VI	:	Management Accounting
Paper - VII	:	Taxation Law and Accounts
Paper - VIII	:	Business Statistics and Elementary Mathematics

Or

Group (B) Corporate Administration group B.Com. (Honours) (Accounts) Part-I

Honours Subjects

Paper - I	:	Business Organisation
Paper - II	:	Company Accounts.

Subsidiary Subjects

1. Financial Accounting
2. Principles of Economics

B.Com. (Honours) (Accounts) Part-II

Honours Subjects

Paper - III	:	Business Law
Paper - IV	:	Company Law and Administration

Subsidiary Subjects

3. Money and Banking
4. Planning and Economic Development

B.Com. (Honours) (Accounts) Part-III

Honours Subjects

Paper - V	:	Cost Accounting
Paper - VI	:	Management Accounting
Paper - VII	:	Taxation Law and Accounts
Paper - VIII	:	Business Statistics and Elementary Mathematics

Or

Group (C) Business Environment Group

Honours Subjects

Paper - I	:	Business Organisation
Paper - II	:	Principles of Business Finance.

Subsidiary Subjects

1. Financial Accounting
2. Principles of Economics

B.Com. (Honours) (Accounts) Part-II

Honours Subjects

Paper - III	:	Business Law
Paper - IV	:	Business Taxation

Subsidiary Subjects

3. Money and Banking
4. Planning and Economic Development

B.Com. (Honours) (Accounts) Part-III

Honours Subjects

Paper - V	:	Money Market
Paper - VI	:	Capital Market
Paper - VII	:	Stock Exchange
Paper - VIII	:	Business Statistics and Elementary Mathematics

A candidate has to choose composition paper either (a) or (b) for composition:

- (a) Hindi - one full paper of 100 marks for each of the Part-I and Part-II examination.
- (b) Hindi (50 marks) and one of the following languages (50 marks) for each of the Part-I and Part-II examination:

Urdu or English or any other language recognised by the Academic Council for the purpose.

Provided that a candidate of non-Indian Domicile may choose a full paper in English composition paper (higher standard) in lieu of (b) above.

4.(b) A candidate shall choose either (a) or (b) of the following for composition-

- (a) Hindi Composition : One paper of 100 marks for Part-I and Part-II examination.
- (b) Hindi Composition 50 marks and one of the following-
 - (i) Urdu or Bengali, (ii) English 50 marks each in Part-I and Part-II examination.

4.(c) In addition to the 4 Honours Papers subjects in Bachelor of Commerce (Honours) (Accounts). Part III a candidate shall have General and Environmental studies which shall carry 100 marks. As such, a candidate shall have 15 papers together in B.Com. Honours course each carrying 100 marks. Thus the B.Com Hons Examination shall carry capital 1500 marks in all.

There shall not be Home Assignment in composition in Part I and Part II Examination and General and Environmental Studies in Part III. In the remaining papers, each paper shall be divided in two parts (i) Part I theory Paper carrying 80 marks, and (ii) Home Assignment carrying 20 marks.

In no case the Subject offered at the time of admission will be changed As such, the Applicant must select the Subjects very carefully.

5. Number of Sanctioned Seats in Bachelor of Commerce (Honours) (Accounts)

There are fixed number of sanctioned seats in Bachelor of Commerce (Honours) (Accounts) Course. The detail of seats shall be notified and displayed on the notice board of the Directorate of Distance Education, Patna University during admission schedule. The number, however, may be increased by the Patna University with the approval of appropriate regulatory bodies/ authorities.

6. Duration of Course

The Bachelor of Commerce (Honours) Accounts) shall be a period of three years, it shall be known in the first year of study as Bachelor of Commerce (Honours) (Accounts) Part I, in the second year study as Bachelor of Commerce (Honours) (Accounts) Part II and in the third year of study as Bachelor of Commerce (Honours) (Accounts) Part III course. As such a candidate duly and admitted, in Bachelor of Commerce (Honours) (Accounts) Course shall complete the course in three years if he/she passes in Bachelor of Commerce (Honours) (Accounts) Part I, II and Part III term end. examination regularly. If the candidate fails in any examination he/she will have to clear the examination as per the examination regulations.

7. Commencement of the Academic Session

The academic session shall commence from July of every Calendar Year. There shall be final term end examination every at the end of Academic Session year.

8. Method of Instructions

The method of instructions shall be English/Hindi or Both.

9. Transactions of Academic Curriculum

- (i) Every admitted candidate shall be given Printed self Learning materials at the time of admission along with a set of questions for Home Assignment as per individual requirement and blank answer books for Home Assignment to be submitted before the commencement of the Term End examination the Home Assignment answer book has to be written by the candidate in his/her handwriting.
- (ii) Personal contact classes (PCP) shall be organised twice in a year. The date, time and venue for PCP shall be notified by the Director of D.D.E., P.U well in advanced and be put on the website of the D.D.E., P.U. Individual information to the students admitted in the course shall be sent through SMS. Though attendance in PCP classes shall not be mandatory or compulsory, the candidate shall be much benefited by attending these classes, Moreover, the attending candidate shall have face to face interaction with the teachers also.

10. Fee Structure of the Course

The fee structure of the course shall be the following :-

Item	Admission Fee Part I	Admission Fee Part II	Admission Fee Part III
Admission	300	300	300
Registration Fee for P.U	200	–	–
Laminated Identity Card	75	–	–
Personal Contact Programme Fee	250	250	250
Magazine	150	150	150
Postage	200	200	200
Study Material Fee	1000	1000	1000
Library	50	50	50
Central Library, P.U	100	100	100
Development Fund	300	300	300
Building Fund	300	300	300
Electricity Charge	200	200	200
General Maintenance	100	100	100
Subsidiary to P.U	400	400	400
Miscellaneous Charge	100	100	100
N.S.S Fund	20	20	20
Provisional	–	–	100
Total	3745	3470	3570

11. Payment of Fee

The entire fee shall have to be deposited at the time of admission through online money transfer. The fees once deposited by the candidate against his/her admission in Bachelor of Commerce (Honours) (Accounts) shall not be refunded or transferred. The fee's structure may be revised every three years any time by the Vice Chancellor, in consultation with the advisory committee of the Directorate of Distance Education, Patna University.

DIRECTORATE OF DISTANCE EDUCATION

(PATNA UNIVERSITY)

Draft Ordinance for Admission in Bachelor of Computer Applications (BCA) Programme (Three Years Graduate Course through Distance Mode of Examination)

1.0 Short Title and Commencement:

This Ordinance may be called "Ordinance for admission in Bachelor of Computer Applications (BCA) Programme of Directorate of Distance Education." It shall come into effect from a date to be notified by the Patna University.

2.0 Eligibility for Admission to Bachelor of Computer Applications (BCA) Course:

- (i) For admission to Bachelor of Computer Applications (BCA) Course a candidate must have passed I.A. / I. Sc. Math or Bio/I.Com. or +2 examination of any recognized Board or University.
- (ii) candidate must have passed Intermediate Examination of a recognized Board or University or 12 year course of State or Central Board with at least 55% marks in aggregate for general category of applicants and 45% marks in case of candidates belonging to SC and ST category & BC-I.

3.0 Duration of the Course:

Bachelor of Computer Applications (BCA) Programme of Patna University shall be of three years duration. During first year, it will be known as Bachelor of Computer Applications (BCA) (Part-I) Programme, during second year as BCA (Part - II) Programme and during third year as BCA (Part - III) Programme.

4.0 Admission Process:

Admission to the Bachelor of Computer Applications (BCA) course shall be open to all eligible candidates and shall be on the basis of first come, first served basis. The admission process shall start soon after the commencement of the academic session. The date of admission and the schedule shall be notified through Local Daily News Papers and also be displayed on the Notice Board and website of the Directorate of Distance Education, Patna University.

- 4.1** All admissions shall be subject to the Reservation Policy of the State Government of Bihar.
- 4.2** No candidate shall be admitted/ who in the opinion of the Vice Chancellor, Patna University, is not a fit candidate to be admitted in the best interest of the University.
- 4.3** No candidate shall be admitted to any course who has not applied for admission within the notified/extended time or who, on being selected for admission, does not get himself/herself within the specified time except where the delay is condoned by the Vice Chancellor of Patna University. On the recommendation of the Director, D.D.E., P.U with or without late fine.
- 4.4** No students shall be permitted to be admitted in more than one course simultaneously.

5.0 Fee Structure of the Course

The fee structure of the course shall be the following :-

Item	Admission Fee Part I	Admission Fee Part II	Admission Fee Part III
Admission	500	500	500
Registration Fee for P.U	200	–	–
Laminated Identity Card	100	–	–
Course Fee/ Study Material	5000	5000	5000
Building Fund	500	500	500
Subsidiary P.U	500	500	500
Laboratory Devexp Charge	1000	1000	1000
Library	100	–	–
Development Fund	500	500	500
Maintenance	500	500	500
Identity Card	100	–	–
Miscellaneous Charges	50	50	50
Electricity Charge	500	500	500
Syllabus	250	250	250
NSS (Per annum)	20	20	20
Eklavya, Trang (per annum)	20	20	20
Soft Skill (per annum)	800	800	800
Provisional	–	–	100
Total	10640	10140	10240

6.0 Payment of Fee

The entire fee shall have to be deposited at the time of admission through online money transfer. The fees, once deposited by the candidate against his/her admission in Bachelor of Computer Applications (BCA) Honours course, shall not be refunded or transferred. The fee's structure may be revised every three years any time by the Vice Chancellor, Patna University in consultation with the advisory committee of the Directorate of Distance Education, Patna University.

DIRECTORATE OF DISTANCE EDUCATION (PATNA UNIVERSITY)

DIRECTORATE OF DISTANCE EDUCATION DRAFT ORDINANCE FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE THROUGH DISTANCE MODE

1.0 Short Title and Commencement:

This Ordinance may be called "Ordinance for admission in Bachelor of Library and Information Science course of Patna University through Distance mode." It shall come into effect from a date to be notified by the Patna University.

2.0 Eligibility for Admission

Admission to Bachelor of Library and information Science Course shall be open to all students who have passed Bachelor examination in the Faculty of Science, Social Science, Humanities and Commerce with a minimum 45% of marks or equivalent there to in the examination conducted by any recognized University established or incorporated by law.

3.0 Duration

This course shall be of one academic year duration .

4.0 Number of Seats

Number of sanctioned seats is limited. It shall be notified at the time of commencement of admission process through Local News Papers/Displayed on the Notice Board or website. The number of seats may be increased by Patna University with the approval of appropriate regulatory bodies/authorities.

5.0 Admission Process

Admission to the Bachelor of Library and Information Science course shall be open to all eligible candidates and shall be on the basis of first come, first served basis. The admission process shall start soon after the commencement of the academic session. The date of admission and the schedule shall be notified through Local Daily News Papers and also be displayed on the Notice Board and website of the Directorate of Distance Education, Patna University.

5.1 All admissions shall be subject to the Reservation Policy of the State Government of Bihar.

5.2 No candidate shall be admitted/ who in the opinion of the Vice Chancellor, Patna University, is not a fit candidate to be admitted in the best interest of the University.

5.3 No candidate shall be admitted to any course who has not applied for admission within the notified/extended time or who, on being selected for admission, does not get himself/herself within the specified time except where the delay is condoned by the Vice Chancellor of Patna University. On the recommendation of the Director, D.D.E., P.U with or without late fine.

5.4 No students shall be permitted to be admitted in more than one course simultaneously.

6.0 Subject Structure of the Course

The Bachelor of Library and Information Science Course shall consist of eight papers each carrying 100 marks, to be divided in two parts, 80 marks for Term End exam and 20 marks for home Assignment. The syllabus of four papers shall be covered in each Semester. The details of the syllabus will be as follows :-

PAPER	NAME	THEORY	HOME ASSIGNMENT	PARACTICAL	TOTAL
BLIS 01	Foundation of Library and Information Science	80	20	–	100
BLIS 02	Management of Libraries And Information centre	80	20	–	100
BLIS 03	Library Classification (Theory)	80	20	–	100
BLIS 04	Library Classification (Practical)	–	–	100	100
BLIS 05	Information Science & Reference Service	80	20	–	100
BLIS 06	Library Cataloguing (theory)	80	20	–	100
BLIS 07	Library Cataloguing (Practical)	–	–	100	100
BLIS 08	Dissertation evaluation - 80 followed by viva voce - 20	–	–		100
		400	100	200	800

7.0 Medium and Mode of Instructions

- Medium of instruction shall be Hindi/English or both.
- Mode of instructions shall comprise printed Self Learning Materials and holding of Personal Contact Classes.

8.0 Fee Structure of Blis Course

Fee structure per student per student for the complete course shall be the following :-

Sl. No.	Head	1s Installment	2nd Installment
1.	Admission Fee	2,00.00	
2.	Tuition Fee	5000.00	5000.00
3.	Development Fee	1000.00	
4.	Exam. Fee	1,000.00	
5.	Refundable Library Caution money	1,000.00	1000.00
	Total	8200.00	6000.00

The fee shall be deposited in two installments of Rs. 14200/- (8200+6000) the first is to be deposited at the time of admission and the second installments after six months of admission.

9. The fee structure may be reviewed every third year by the Vice- Chancellor in on the recommendations of the Advisory Committee of the Directorate of Distance Education.
10. The Bachelor of Library and Information Science subject shall be placed in the faculty of Social Science.

DIRECTORATE OF DISTANCE EDUCATION (PATNA UNIVERSITY)

ORDINANCE RELATING TO THE ADMISSION TO THE COURSE OF 'POST GRADUATE DIPLOMA IN JOURNALISM' EXAMINATION THROUGH DISTANCE MODE

1. Short Title and Commencement

This Ordinance may be called "Ordinance relating to the admission to the course of Post Graduate Diploma in Journalism of Patna University through Distance Mode. It shall come in effect from the date to be notified by Patna University.

2. Eligibility for Admission

- (A) The candidate must have passed B.A./B.Sc./B.Com Honours Degree examination of a recognised University or a degree recognised by the Academic Council of Patna University or equivalent thereto with at least 45% percent marks in the aggregate,
- (B) The candidate must have secured at least 45% percent of marks in the language subject offered by his/her at the Bachelor's examination and
- (C) The Science/Commerce Graduate must have at least 45% of marks in the compulsory language paper at the I.Sc. / I.A. level.

3. Duration of the Course

The duration of the course shall be one year starting from the commencement of the Academic Session.

4. Number of Sanctioned Seats

The number of seats in the PG Diploma course in Journalism is limited. It may increased by the University into the approval of appropriate regulatory bodies/Authorities.

5. Admission Process

Admission to the 'Post Graduate Diploma in Journalism same as made on the first come first served basis.

6. Subject and Structure of the Course

A candidate for the examination of Post Graduate (Course) in Journalism shall be examined in the following subjects :-

Paper	Name of the Subject	Theory	Home Assignment	Total
Paper I	Mass Communication & History Journalism in India	80	20	100
Paper II	Principles of Journalism	80	20	100
Paper III	Reporting	80	20	100
Paper IV	News Editing	80	20	100
Paper V	Public Relation, Advertising & Industrial Journalism	80	20	100
Paper VI	Broadcast Journalism	80	20	100
Paper VII	Viva Voce			50
	Total	480	120	650

Each of the above paper shall carry 100 marks to be divided in two parts (a) Theory paper carrying 80 marks and Home Assignment paper carrying 20 marks.

7. Medium and Mode of Instruction:

- (a) Medium of instruction for the course shall be in Hindi/English or both.
- (b) Mode of instruction shall comprise of printed Self Learning Material in English and holding of Personal Contact classes.

8. Reservation of seats for SC/ST/BC/Girls students shall be made as per the Policy of the Government of Bihar .

9. Fees:

Charges for the Course - The total charge for the course is only Rs. 6000/- excluding the registration/migration and examination fees of the University. The amount is payable in two installments : Rs. 3000/- at the time of admission and remaining Rs. 3000/- at the time of filling the examination form with examination fee Rs. 775.

- 10.** The fee shall be payable in two equal installments of Rs. 3000/= each. The first installments shall be payable at the time of admission and the second one within six months after admission. Fees once deposited shall not be refunded or transferred.
- 11.** The migration fee, if required as per the rules of the University and the examination fee shall be charged separately.
- 12.** The fee structure for the course may be revised every three years by the Vice-Chancellor in consultation with the Advisory Committee of the Directorate of Distance Education.
- 13.** The P.G. Diploma in Journalism shall be placed in the Faculty of Social Science.
- 14.** Candidate shall not be admitted for any other course of Patna University in the same Academic year.

DIRECTORATE OF DISTANCE EDUCATION

(PATNA UNIVERSITY)

ORDINANCE RELATING TO THE ADMISSION TO THE COURSE OF 'POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT' EXAMINATION THROUGH DISTANCE MODE

1. Short Title and Commencement

This Ordinance may be called "Ordinance relating to admission to the course of Post Graduate Diploma in Financial Management of Patna University through Distance Mode. It shall come into effect from the date to be notified by Patna University.

2. Eligibility for Admission to P.G. Diploma in Financial Management

To be eligible for admission, a candidate must have passed.

- (a) Bachelor's degree examination in Commerce or Business Administration of a recognised University with at least 45% marks.

OR

- (b) Bachelor's degree examination in other faculties such as Arts, Science, Engineering, Medicine, Pharmacy and Law of recognised University with at least 45% marks.

OR

- (c) Professional degree examination in Accountancy / Cost & Works Accountancy Company Secretary ship etc with at least 45% marks.

3. Duration of the Course

The P.G. Diploma in Financial Management course shall be of one year duration.

4. Number of Seats

Reservation of seats for SC/ST/BC/Girls students shall be made as per the policy of Government of Bihar.

5. Process of Admission Invitation of Applications And Admission to Financial Management Programme:

Admissions would be done on the basis of first come, first served basis.

- (a) For admission to Financial Management Programme, the Directorate of Distance Education shall invite applications from prospective candidates each year through advertisement in newspapers. It shall be displayed on the website of Directorate of Distance Education/Notice Board of Directorate of Distance Education also.
- (b) The students will be admitted on "first come first admitted basis", but, if necessary, the Directorate of Distance Education may hold pre-admission test to screen out eligible candidates for admission to Financial Management programme.

- (c) No applicant shall be admitted to BCA Programme, whose admission, in the opinion of the Vice Chancellor, may not be conducive to the interest of the University
- (d) No applicant shall be admitted, who has not applied for admission in time, or who, on being selected for admission, does not deposit his/her fee etc. Within the specified time, except where the delay has been condoned by the Vice Chancellor.
- (e) No student shall be permitted to be registered simultaneously in more than one programme of the University.

6. Subject Structure of the Course

Paper	Name of the Subject	Theory	Home Assignment	Total
Paper I	Working Capital Management	80	20	100
Paper II	Capital Investment and Financial Decision	80	20	100
Paper III	Management Control System	80	20	100
Paper IV	Security Analysis in Portfolio Management	80	20	100
Paper V	International Financial Management	80	20	100
Paper VI	Management of Financial Services	80	20	100
Paper VII	Viva Voce			50
	Total	480	120	650

7. Medium and Mode of Instruction:

- (a) Medium of instruction for the course shall be in Hindi/English or both.
- (b) Mode of instruction shall comprise of printed Self Learning Materials and holding of Personal Contact classes.

8. Fees:

The total Charges for the courses excluding the registration/migration and examination fees as follows:-

The total fee Rs. 9000/- will be Payable in two installments of Rs. 4500/- each for PG Diploma in Financial Management will be payable at the time of admission and the second installment Rs. 4500/- will be payable six months after admission.

- 9. The migration fee if required as per the rules of the University and the examination fee shall be charged separately.
- 10. The fee structure may be revised every three years by the Vice-Chancellor in consultation with the Advisory Committee of the Directorate of Distance Education.
- 11. The P.G. Diploma in Financial Management shall be placed in the Faculty Commerce.
- 12. Candidate shall not be admitted for any other course in the same Academic year.

DIRECTORATE OF DISTANCE EDUCATION (PATNA UNIVERSITY)

ORDINANCE RELATING TO THE ADMISSION TO THE COURSE OF 'POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT' EXAMINATION THROUGH DISTANCE MODE

1. Short Title and Commencement

This Ordinance may be called Ordinance relating to the admission to the course of Post of Graduate Diploma in Marketing Management of Patna University through Distance Mode. It shall come in effect from the date to be notified by Patna University.

2. Eligibility for Admission

To be eligible for admission, a candidate must have passed.

- (a) Bachelor's degree examination in Commerce or Business Administration of a recognised University with at least 45% marks.

OR

- (b) Bachelor's degree examination in other faculties such as Arts, Science, Engineering, Medicine, Pharmacy and Law of recognised University with at least 45% marks.

OR

- (c) Professional degree examination in Accountancy / Cost & Works Accountancy Company Secretary ship etc with at least 45% marks.

3. Duration of the Course

The duration of the course shall be one year starting from the commencement of the Academic Session.

4. Number of Sanctioned Seats

The number of seats in the PG Diploma course in Marketing management is limited. It may increased by the University into the approval of appropriate regulatory bodies/Authorities.

5. Admission Process

Admission to the 'Post Graduate Diploma in Marketing shall be on the basis of first come first served basis.

- (a) For admission to Marketing Management Programme, the Directorate of Distance Education shall invite applications from prospective candidates each year through advertisement in newspapers. It shall be displayed on the website of Directorate of Distance Education/Notice Board of Directorate of Distance Education also.
- (b) The students will be admitted on "first come first admitted basis", but, if necessary, the Directorate of Distance Education may hold pre-admission test to screen out eligible candidates for admission to Marketing Management programme.
- (c) No applicant shall be admitted to Marketing Management Programme, whose admission, in the opinion of the Vice Chancellor, may not be conducive to the interest of the University.

- (d) No applicant shall be admitted, who has not applied for admission in time, or who, on being selected for admission, does not deposit his/her fee etc. Within the specified time, except where the delay has been condoned by the Vice Chancellor.

No student shall be permitted to be registered simultaneously in more than one programme of the University.

6. Reservation of seats for SC/ST/BC/Girls students shall be made as per the Policy the Government of Bihar.

7. Structure of the Course

Paper	Name of the Subject	Theory	Home Assignment	Total
Paper I	Consumer Behavior	80	20	100
Paper II	Sales Management	80	20	100
Paper III	Product Management	80	20	100
Paper IV	International Management	80	20	100
Paper V	Marketing Services	80	20	100
Paper VI	Marketing Research	80	20	100
Paper VII	Marketing Communication and Advertising Management	80	20	100
Paper VIII	Viva Voce			50
		560	140	750

8. Medium and Mode of Instruction:

- (a) Medium of instruction for the course shall be in Hindi/English or both.
- (b) Mode of instruction shall comprise of printed Self Learning Material and holding of Personal Contact classes.

9. Fees:

The total Charges for the courses excluding the registration/migration and examination fees as follows:-

The total fee Rs. 9000/- will be Payable in two installments of Rs. 4500/- each for PG Diploma in Marketing Management will be payable at the time of admission and the second installment Rs. 4500/- will be payable six months after admission.

10. The migration fee if required as per the rules of the University and the examination fee shall be charged separately.
11. The fee structure may be revised every three years by the Vice-Chancellor in consultation with the Advisory Committee of the Directorate of Distance Education.
12. The P.G. Diploma in Marketing Management shall be placed in the Faculty Commerce.
13. Candidate shall not be admitted for any other course in the same Academic year.

DIRECTORATE OF DISTANCE EDUCATION

(PATNA UNIVERSITY)

ORDINANCE RELATING TO THE ADMISSION TO THE COURSE OF 'POST GRADUATE DIPLOMA IN OPERATIONS MANAGEMENT' EXAMINATION THROUGH DISTANCE MODE

1. Short Title and Commencement

The Ordinance may be called "Ordinance for admission in Post Graduate Diploma in Operation Management course of Patna University through Distance Mode. It shall come into effect from a date to be notified by the Patna University.

2. Eligibility for Admission

To be eligible for admission, a candidate must have passed.

(a) Bachelor's degree examination in Commerce or Business Administration of a recognised University with at least 45% marks.

OR

(b) Bachelor's degree examination in other faculties such as Arts, Science, Engineering, Medicine, Pharmacy and Law of recognised University with at least 45% marks.

OR

(c) Professional degree examination in Accountancy / Cost & Works Accountancy Company Secretary ship etc with at least 45% marks.

3. Duration of the Course

The P.G. Diploma in Financial Management course shall be of one year duration.

4. Admissions would be done on the of first come, first served basis.

5. Number of Seats

Reservation of seats for SC/ST/BC/Girls students shall be made as per policy of the Government of Bihar.

6. Subject Structure of the Course

Paper	Name of the Subject	Theory	Home Assignment	Total
Paper I	Operation Research	80	20	100
Paper II	Project Management	80	20	100
Paper III	Production/Operational Management	80	20	100
Paper IV	Management of Information System	80	20	100
Paper V	Management of R & D and Innovation	80	20	100
Paper VI	Viva Voce			50
	Total	400	100	550

7. Medium and Mode of Instruction:

- (a) Medium of instruction for the course shall be in Hindi/English or both.
- (b) Mode of instruction shall comprise of printed Self Learning Material and holding of Personal Contact classes.

8. Fees:

The total Charges for the courses excluding the registration/migration and examination fees as follows:-

The total fee Rs. 9000/- will be Payable in two installments of Rs. 4500/- each for PG Diploma in Operation Management will be payable at the time of admission and the second installments Rs. 4500/- will be payable six months after admission.

- 9.** The migration fee, if required, as per the rules of the University and the Examination Fee shall be charged separately.
- 10.** The course fee structure may be revised every three years by the Vice-Chancellor in consultation with the Advisory Committee of the Directorate of Distance Education.
- 11.** The P.G. Diploma in Operation Management shall be placed in the Faculty of Science.

SALE OF PROSPECTUS

- (i) The Prospectus containing admission form will be available from the D.D.E., P.U. office, after payment of Rs. 500 by making online payment through Allahabad Bank, Patna University Branch, Patna.
- (ii) A candidate desirous of admission must fill in the application form carefully and attach the necessary documents mentioned below:-
 - (a) The original marks sheet of the qualifying examination and its attested copy. The original mark sheet will be returned to the student after proper verification at the time of admission.
 - (b) The School or College Leaving Certificate or Transfer Certificate in original.
 - (c) Emigration Certificate for students migrating from other universities/board etc. in Original and
 - (d) Five copies of recent **P.P. size colour photograph and one stamp** size. Photograph should be of good quality and of the same negative.

The application must be signed by the candidate and countersigned by his/her father guardian and must be submitted on or before the last date. Willful suppression of a wrong statement of facts may render the candidate liable to be removed from roll of the Directorate.

LERANER SUPPORT CENTER/STUDY SUPPORT CENTER OF THE DIRECTORATE OF DISTANCE EDUCATION, PATNA UNIVERSITY

- (a) Provision has also been made whereby the students can sit in front of the teacher in the counseling classroom and obtain required information regarding their subjects of study. In every session a few counseling classes are held for the students. In these classes the teachers give guidance to students in their subjects of study and remove their subjects of study and remove the difficulties. **For a students of B.A./B.Com./BCA Part I, II, III, contact classes for Honours subjects only are arranged and also Bachelor of Library and Information Science (B.Lib.I.Sc.), Post Graduate Diploma in Marketing Management (PGDMM), Post Graduate Diploma in Financial Management (PGDFM), Post Graduate Diploma in Operation Management (PGDOM) and Post Graduate Diploma in Journalism (PGDJ)** students should look up the Directorate **website** and notice board for the detailed programme of contact classes also the students can avail guidelines and suggestions from the D.D.E., P.U. headquarter, where a team of efficient, experienced, devoted, permanent faculty members of each subject will be available. No students will be allowed in the contact classes without identity card. **Please treat this as most urgent.**

- (b) The study centre/learner support centre are set up at Patna College and Magadh Mahila College, Patna University, Patna. Here counseling classes are held as per prescribed requirement of each course. All effort is made at these counseling centers to make students understand their subject and be familiar with their self learning materials. The D.D.E., P.U. engages subject specialists from concerned colleges for counseling work. The study centers have two counselors and one coordinator for each subject. They make every possible effort to answer and address all academic queries of the students.

All candidates should submit a mobile number which is functional and permanent. All information from the D.D.E., P.U. will be sent on this number. This aspect is urgent, if the number is changed, he/she must inform the D.D.E., P.U.

- (c) **Schedule for counseling classes (Tentative) :**

Sl. No.	U.G.(ODL) Programme/Courses	Counselling Classes
1.	B.A. (Hons)/B.Com. (Hons) Part -III	November to February
2.	B.A. (Hons)/B.Com. (Hons) Part -II	November to February
3.	B.A. (Hons)/B.Com. (Hons) Part -I	November to February
4.	B.C.A. (B.A Voc. Self Financing) Part - III	October to February
5.	B.C.A. (B.A Voc. Self Financing) Part - II	October to February
6.	B.C.A. (B.A Voc. Self Financing) Part - I	October to February
7.	P.G. Diploma in Financial Management	January to March
8.	P.G. Diploma in Marketing Management	January to March
9.	P.G. Diploma in Operation	January to March
10.	P.G. Diploma in Journalism	January to March
11.	B.Lib.I.Sc. Annual	January to March

HOME ASSIGNMENT WORK/PROJECT REPORT MUST BE SUBMITTED IN TIME TO COMPLETE THE COURSE

Each student shall be required to submit Home Assignment as per the prescribed syllabus of the particular course in each theory paper of all programmes where no practical/project work is prescribed. For this purpose, the Directorate of Distance Education, Patna University administration will set out and provide to each student three different topics in each theory paper; out of which he/she will be required to write out and submit home assignment work only on two topics of his/her choice in the answer copy provided to him/her for this purpose by the Directorate of Distance Education, Patna University. Both the assignments, each carrying equal marks, shall be evaluated for the purpose of examination. It is again emphasized that writing of two assignments in each theory paper, where no practical/project work is prescribed, is compulsory and unless it is done and home assignment answer copy submitted to the Directorate of Distance Education, Patna University on the date of the examination in between examination period of the theory paper, the study requirement of the student will not be taken to have been completed and he/she will be declared to have failed. Besides, it has, now, been decided by the Directorate of Distance Education, Patna University to club the marks obtained by a student in his/her assignment work / project work with the marks obtained by him/her in the written examination of that paper to determine his/her pass percentage in the concerned paper. Hence, it is in student's interest that he/she submits the home assignment work in time.

Students are also advised to prepare their assignments very carefully and meticulously. They must write assignment in their own handwriting. Assignment work in other handwriting shall not be accepted. Assignment answers should not be copied from the learning material supplied by the Directorate of Distance Education, Patna University or from any other source. **Home Assignment work must be submitted in the blank answer copy provided to the students by the Directorate of Distance Education, Patna University at the time of admission for this purpose. In no case, home assignment work written in private copy will be accepted by the Directorate of Distance Education, Patna University.** In case of loss of assignment copy/ copies fresh assignment copy/ copies may be procured from the Directorate of Distance Education, Patna University on payment of Rs. 100.00 by bank draft. Similarly, Project-Work, wherever prescribed, must also be submitted by the fixed date, failing which the student will be deemed to have failed in the concerned subject.

REGISTRATION

Registration with the Directorate of Distance Education, Patna University as the case may be will belong at the time of admission itself otherwise the student shall not be allowed to appear at the Directorate of Distance Education, Patna University examination. **Please ensure your registration at the time of admission positively.**

IDENTITY CARD

Every student admitted in the Directorate is issued an identity card under the facsimile signature of the Director. This identity card shall remain valid till the completion of the course. The identity card will entitle the student have access to various facilities being by the Directorate. The identity card will also serve as an entry card to enter the University premises and access its library and laboratories facilities. Without identity card, a student may be denied entry to the University and may not be allowed to appear at the examination and may also be prevented from attending counseling and/or practical classes. In case of loss of an identity card, duplicate identity card may be issued on submission of affidavit to the office along with a fine of Rs. 100 by bank challan. After passing the examination, the candidate must surrender the identity card to the University.

REFUND OF FEES

No refund or adjustment of fee can be made on any ground after admission. Hence, in order to avoid inconvenience and disappointment, candidates are advised to ensure that they fulfill the eligibility, conditions and the application is complete in all respects.

ISSUE OF DIRECTORATE OF DISTANCE EDUCATION, PATNA UNIVERSITY LEAVING AND OTHER CERTIFICATE

"Application for Directorate leaving or any other certificates should be made with a "No Dues Certificate" at least three days in advance of the date on which it is required. If any student requires it on the same day, he shall have to deposit double prescribed amount.

WORKING HOURS

July to June : **10.30 a.m to 5 p.m** (Financial Transaction up to
1.30 p.m & on Saturday up to 12.30 p.m

The above mentioned time may be changed according to the working hours of the University Office.

There shall be no official transaction on Saturdays and Bank Holidays.

ENQUIRIES AND CORRESPONDENCE

If a student wants to make any enquiry, seek any information or make any complaint he must write his Roll No., Class and Session below his/her Name, otherwise his/her application may not be entertained.

EXAMINATION

The centre of examination shall be at Patna. Hence all the students of this Directorate will have to come to Patna for their examination. Such information may also be obtained from the Directorate on any working day.

Since the programme of B.A./B.Com.(Hons),BCA,B.Lib.I.Sc. examination is not published in the news papers. Information regarding date of commencement and programme of examination will be available in the University and Directorate website. Schedule of final examination is given below:-

Sl. No.	U.G.(ODL) Programme/Courses	Date of Commencement of Examination	Date of Publication of Results
1.	B.A. (Hons)/B.Com. (Hons) Part -III	27th Feb. 2020	27th Feb. 2020
2.	B.A. (Hons)/B.Com. (Hons) Part -II	27th March 2020	27th March 2020
3.	B.A. (Hons)/B.Com. (Hons) Part -I	25th April 2020	25th April 2020
4.	B.C.A. (B.A Voc. Self Financing) Part - III	02nd March 2020	02nd March 2020
5.	B.C.A. (B.A Voc. Self Financing) Part - II	06th April 2020	06th April 2020
6.	B.C.A. (B.A Voc. Self Financing) Part - I	4th May 2020	4th May 2020
7.	P.G. Diploma in Financial Management	22nd April 2020	22nd April 2020
8.	P.G. Diploma in Marketing Management	22nd April 2020	22nd April 2020
9.	P.G. Diploma in Operation	22nd April 2020	22nd April 2020
10.	P.G. Diploma in Journalism	22nd April 2020	22nd April 2020
11.	B.Lib.I.Sc. Annual	4rth April. 2019	4rth April. 2019

For practical and viva Voce examination students must consult the Notice Board.

Again, if after the commencement of examination the university makes any change in the date of examination of any paper or papers, such information will have to be collected by the candidates themselves as they are normally expected to be at Patna during the examination. For examination programme and result student can visit. [www. Patna University.ac.in](http://www.PatnaUniversity.ac.in) or **website** of DDE.

There are optional groups in Paper VIII of B.A. (Honours) Part-III in History, Sociology, Philosophy & Hindi, But the Directorate has restricted the group choice as follows:

History	:	History of Modern Asia (Middle East and Far East)
Philosophy	:	Contemporary Western Philosophy
Sociology	:	Social Demography
Hindi	:	Chhayavad

If any student chooses any other group in this paper, he/she can do so on his/her own responsibility Directorate will neither supply lessons or arrange contact classes for those groups selected by the candidate as per his/her choice.

LIBRARY

There is a Library for the benefit of the students. Books may be issued to the students from the Library for a period of one month. A maximum of two books can be issued to a student's borrowers cards. But they will be responsible for safety and upkeep of the books of Central Library of Patna University is also available to the students. This is a modern library fitted with digitations, T.V Screen, DVD etc.



Some Highlights of D.D.E., P.U

1. All the courses are duly approved by the UGC (DEB)
2. All the courses offered by Directorate of Distance Education, Patna University, Patna are economical.
3. The courses offered save much time of the learners.
4. The courses offered help the learners to cope with technologically fit environment.
5. All important and updated information are available on D.D.E. website, Patna University, Patna.
6. DDE, Patna University has two Study Centers, one in Patna College and second in Magadh Mahila College.
7. Mobile phone is prohibited in the Examination Hall.
8. Assignments must be submitted in time.





सत्यमेव जयते

दूरस्थ शिक्षा ब्यूरो
विश्वविद्यालय अनुदान आयोग
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
बहादुर शाह जफर मार्ग, नई दिल्ली - 110 002
Distance Education Bureau
University Grants Commission
(Ministry of Human Resource Development, Govt. of India)
Bahadur Shah Zafar Marg, New Delhi - 110 002
www.ugc.ac.in/deb



ज्ञान - विज्ञानं विमुक्तये

Speed Post

F.No.10-7/2018 (DEB-I)

Date: July, 2019

✓ The Registrar,
Patna University
Ashok Raj Path,
Bihar-800 005

01 AUG 2019

Sub: Commission decision on the HEI's representation submitted for review of programmes found deficient, for recognition for 2019-20, (July onwards) session beginning from July 2019 and onwards to be offered in Open and Distance Learning (ODL) mode - regarding.

Sir/Madam,

This is in continuation to the UGC letter of even number dated **18.01.2019**, wherein the details of programmes recognised for 2018-19 onwards and programmes found deficient along with deficiencies and other relevant information/conditions were communicated to **Patna University, Bihar**.

2. As per the provision at clause 4 (i) of sub-regulation (3) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and the decision of the Competent Authority, for the programmes found deficient as per the UGC letter cited in above para, the Higher Educational Institution had been provided an opportunity to submit representation along with documentary evidence, if any, within 30 days from the date of the said UGC letter.

3. The representation along with documentary evidence submitted by the **Patna University, Bihar** on 13.03.2019 for review and the justifications given by the HEI representatives during the hearing, were considered by the duly constituted Expert Review Committee in the meeting held on 02.05.2019 at UGC, 35 Feroze Shah Road, New Delhi. The Expert Review Committee based on the provisions of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments; made recommendations for consideration of the Competent Authority, UGC.

4. Based on the decision of the Competent Authority, I am directed to issue this Order, on the representation received by the **Patna University, Bihar** are detailed below.

50.246.
Jureem
8/8/19

Signature

5. Programme wise recognition status based on representation:

5(A) Programmes Recognised

(Recognition status uploaded on UGC website on 27.06.2019 as per approval of the Competent Authority)

S. No.	Name of the Programme	Period of Recognition
1.	BACHELOR OF COMPUTER APPLICATIONS	(2019-2020) Beginning July 2019 and Jan 2020 only
2.	BACHELOR OF ARTS (HONOURS) (ANCIENT INDIAN HISTORY)	
3.	BACHELOR OF ARTS (HONOURS) (ECONOMICS)	
4.	BACHELOR OF ARTS (HONOURS) (ENGLISH)	
5.	BACHELOR OF ARTS (HONOURS) (GEOGRAPHY)	
6.	BACHELOR OF ARTS (HONOURS) (HINDI)	
7.	BACHELOR OF ARTS (HONOURS) (HISTORY)	
8.	BACHELOR OF ARTS (HONOURS) (PHILOSOPHY)	
9.	BACHELOR OF ARTS (HONOURS) (POLITICAL SCIENCE)	
10.	BACHELOR OF ARTS (HONOURS) (PSYCHOLOGY)	
11.	BACHELOR OF ARTS (HONOURS) (SOCIOLOGY)	
12.	BACHELOR OF ARTS (HONOURS) (STATISTICS)	
13.	BACHELOR OF ARTS (HONOURS) (URDU)	
14.	BACHELOR OF COMMERCE (HONOURS) (ACCOUNTS)	
15.	BACHELOR OF LIBRARY AND INFORMATION SCIENCE	

5(B) Programmes Not Recognised

S. No.	Name of the Programme	Reasons
1.	BACHELOR OF ARTS (HONOURS) ARBIC	PPR/SLM not prepared
2.	BACHELOR OF ARTS (HONOURS) MAITHILI	
3.	BACHELOR OF ARTS (HONOURS) PERSIAN	
4.	BACHELOR OF ARTS (HONOURS) BENGALI	
5.	BACHELOR OF ARTS (HONOURS) SANSKRIT	

[Signature]

6. For the programmes not recognised in 5(B) above, the Higher Educational Institution may prefer an appeal to the Commission, if any, along with fee of Rupees ten thousand per programme in the form of demand draft drawn in favour of Secretary, UGC, within 30 days from the date of this order, as per the provision of sub-regulation (5) of Part- II of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and decision of the Commission in its 534th Meeting dated 02.08.2018.

7. If the HEI fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, or if any information, documentary evidence submitted/produced by the HEI is found to be false or fake at a later date, UGC shall take action as per Regulation (4) Part - II of UGC (ODL) Regulations, 2017.

8. Higher Educational Institutions (HEIs) are required to comply with all the provisions of the UGC (ODL) Regulations, 2017 and its amendments. If any deviation by the HEI is noticed, the same would entail not only withdrawal of permission/ recognition for such ODL courses but also for other courses offered by the institutions, on regular and conventional mode, as directed by MHRD vide letter F. No.2-18/2017-U3 (A) dated 07.10.2018 on the recommendations of Justice Reddy Committee constituted by MHRD on the directions of Hon'ble Supreme Court dated 03.11.2018 in Civil Appeal No.17869-17870 filed by Orissa Lift Irrigation Corp. Ltd Versus Rabi Sankar Patro & Ors.

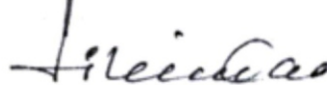
9. **Time limit for completion of admission process for offering ODL programmes by HEIs:**

The Commission in its 537th meeting held on 10.12.2018 has decided the time limit for completion of admission process by the HEIs for offering ODL programmes as mentioned below:

- | | | |
|----|------------------------------|------------------------------------|
| a) | Academic session for January | - admission last date February end |
| b) | Academic session for July | - admission last date August end |

The Commission has also directed that the HEIs shall upload the admission details within ten days from the last date of the admissions in the respective academic session i.e. 10th September for July academic session and 10th March for January academic session. Accordingly, the HEIs shall comply with the above decision of Commission.


Yours faithfully,


(Jitendra)
Education Officer



Copy to:

1. The Secretary, Higher Education, Govt. of Bihar, Vikas Bhawan, Patna-800018 with a request to ensure that HEI adheres to all the provisions of the UGC (ODL) Regulations 2017 and its amendments.
2. The Joint Secretary (Distance Learning), MHRD, Govt of India, Shastri Bhawan, New Delhi - 110 001.
3. The Vice-Chancellor, Patna University, Ashok Raj Path, Bihar-800005
4. The Joint Secretary, State University Bureau, UGC.
5. Guard file.


(Jitendra)
Education Officer



Conditions

1. The total intake capacity (Number of learners) in Open and Distance Learning mode in Higher Educational Institution and/or Learner Support Centre/Study Centre shall be as mentioned in clause 6 of Annexure-X of the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its subsequent Amendment.
2. The Higher Educational Institution shall offer only those programmes through Open and Distance Learning mode, which are approved by the statutory bodies of the University and by UGC and by the Regulatory Authority, as applicable.
3. The Higher Educational Institution shall not offer any programme in engineering, Medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any other regulatory body.
4. The Higher Educational Institution shall comply to all the terms and conditions mentioned in the Affidavit dated 04.10.2018, duly notarized and signed by Col Manoj Mishra, Registrar, Patna University submitted to the Commission vide letter dated 04th October, 2018. and (2) Affidavit dated NA pertaining to adherence of terms of conditions laid down by AICTE for programmes of MBA/MCA/Travel and Tourism, duly notarized and signed by NA, Registrars submitted to the Commission by hand dated NA.
5. The Higher Educational Institution shall not offer any M.Phil/Ph.D Programme through distance learning mode in compliance to clause 11 of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degrees) Regulations, 2016.
6. The HEI shall establish Examination Centre within the territorial jurisdiction of the HEI subject to condition laid down in clause 7 (i) to (v) of section 13 in Part-IV.
7. In case, Higher Educational Institution fails to comply with the conditions of recognition, appropriate punitive action(s), as per provisions of the UGC (ODL) Regulations, 2017 and its amendments, shall be taken by the Commission.
8. The Patna University shall adhere to the policy of territorial jurisdiction as specified in Annexure – IV of the University Grants Commission (Open and Distance Learning) Regulation, 2017.


(Jitendra)
Education Officer