

Important Notes and General Information

7.1 ABOUT THE EXAMINATION/EXAMINATION FORM

There will be annual system of examination for all courses (except MBA, PGDCA/M.Sc. (Computer Sc.)/ MCA- 3 years programmes and M.Sc. Mathematics, which will be divided into two semesters). The examination of semester courses shall be held twice in a year, i.e., in the months of Jan.& June and for annual courses once in a year in the month of May/June every year or on such dates as may be fixed by the Vice-Chancellor. **The examination of re-appearing candidates of odd semesters will be held only with the odd semesters examinations and the examinations for the candidates re- appearing in even semester will be held only with even semester examinations.** The examination of re-appearing candidates of annual courses will also be held with examinations of odd semester courses, in addition to their annual examinations.

7.2 LAST DATE FOR SUBMISSION OF EXAMINATION FORMS WITH FEE of Rs. 1000 FOR RE-APPEAR/IMPROVEMENT CANDIDATES (To be submitted to Assistant Registrar / Deputy Registrar (Results)) :

Examination	Without Late Fee	With Late Fee of Rs.500/-	Schedule of Examinations
Exams to be held in January	30th November	31st Dec.or 10 days before the commencement of exams.	10th to 31st January
Exams to be held in May for B.A. (Mass Communication) 3rd yr., BBA 3rd yr. & MCA 3rd of MCA (5 years Intg.)	31st March	30th April or 10 days before the commencement of exams.	10th to 31st May
Exams to be held in June	30th April	31st May or 10 days before the commencement of exams.	10th to 30th June

Note :

- i) No examination Form will be accepted after the last date with late fee of Rs.500/- except in exceptional case on valid ground which may be accepted with the approval of the Vice Chancellor with additional late fee of Rs.100/- per day . However, the candidates can submit their examination forms for re-appear/improvement within 20 days without any late fee from the date of declaration of the result.
 - ii) The University reserves the right to alter the schedule / provisions whenever considered necessary.
 - iii) The examination form and fee for re-appear, once deposited shall not be permitted to be with drawn. Such examination fee is neither refundable nor adjustable for any other course or subsequent examination.
 - iv) The students of those courses where there is only project in last semester may be allowed to appear in their re-appear papers of odd semester in the examination of last semester i.e. VI Semester.
 - v) The re-appear examination forms along with requisite fee and required documents are to be sent directly to the Assistant Registrar / Deputy Registrar (Results) , G.J.U.S.&T., Hisar.
- 7.3** A candidate who gets re-appear in one or more papers shall pay a fee of Rs.1000/- for the whole examination. A specimen of examination Form for such candidates (having re-appear) has been provided in the prospectus (Annexure II). Photocopy of the form can also be used for subsequent years/exams. A candidate who has been placed under compartment/re-appear in more than one examination is required to apply separately for re-appear (s) on separate examination form meant for re-appear/improvement alongwith requisite fee. The students are advised to use photo copy of the same for re-appear/improvement. The University will not be responsible to supply to the candidates the examination form meant for re-appear(s). The candidates are eligible to do improvement after passing the course within the maximum period of a course as prescribed in Chapter-VI. Thereafter, no candidate will be eligible for improvement after expiry of prescribed period. The students are, therefore, required to be in touch with the University. The candidate who is desirous of completing degree or improving his/her division/score can avail Mercy chance by payment of Fee of Rs.5000/- per paper subject to a maximum of Rs.10000/-.
- 7.4** The examination centre will ordinarily be created at the university and other places to be decided from time to time. Change of centre of theory/practical examination can be allowed in genuine cases by the Director or the officer authorised by him upto 10 days before the commencement of the examination, on valid grounds on payment of Rs.1000/-. The direct students shall have to exercise their option for examination centre in the space provided in the admission form. However, this option will not confer any absolute right to the students for such centres. The exam centres to the students seeking admission through Study Centres shall be allotted according to the date sheet/exam centre to be created / approved by the university. The university will conduct the examination at various places outside Hisar keeping in view the strength of students in the area concerned.

- 7.5** i) The minimum passing marks in each paper and in aggregate shall be 35% in M.A. (Mass Communication), BBA and B.A. (Mass Communication) and 40% in M.Sc. (Mathematics), PGDEM, PGDBST, PGDA&PR, PGDCBM, PGDCA/M.Sc. (Computer Science)/MCA (3&5 yrs. Course), MBA, M.Com., MIB, PGDT & PGDISM.
- ii) The sessional awards will be counted towards passing the papers of all courses of Distance Education run by this University and the candidate securing minimum pass marks in each paper. For passing an examination, a student will be required to obtain the passing marks (sessional + theory/ practical/external awards) in each paper and in aggregate.

A candidate who fails or remains absent in one or more papers of any semester examination, i.e., odd/even of any course will be eligible to re-appear in the exams as per clause 7.1, if otherwise eligible. The result of the candidates who have passed the course shall be classified in the divisions as under on the basis of aggregate marks obtained in all the examinations and the division obtained by the candidate shall be stated in his/her degree:

- a) Those who obtain 60% or more marks --- First Division
- b) Those who obtain 50% or more but less than 60% marks --- Second Division
- c) Those who obtain less than 50% marks --- Third Division
- d) Candidates who pass all the exams in the first attempt and within the minimum duration of the course by obtaining 75% or more marks of the total aggregate shall be declared to have "Passed with Distinction"

- 7.6** i) The schedule for submitting Synopsis / Project / Training Reports / Thesis / Assignments/ Dissertation/ Production portfolio wherever applicable as per guidelines to be circulated by the Directorate is as follows:-

Course	Paper Code	Title of Report	Date of Submission
MBA	CP-501	Synopsis	Within one month from start of the Project Internship w.e.f. August just after completion of IV Sem. theory exam.
MBA	CP-501	Project Report Internship Based	31st Jan. of Next Year following 4th semester theory exam.
MBA	CP-601	Comprehensive Viva-Voce	The viva will normally start in batches of students in the month of March/April of the 3rd year for which separate information will be given.
BBA	BBA-307	In-Company Training	31st March
MIB	MIB-107	Training-cum-project Report	30th April every year
PGDT	PGDT-107	Practical Training Report	30th April

MCA	MS-41	Synopsis	31st March every year without late fee and 15th April every year with late fee of Rs. 500/-. For supplementary examination - 31st August of every year without late fee & 30th September with late fee of Rs. 500/-.
MCA	MS-41	Thesis/Project Report	30th June every year
BA(M.C.)	BMC-110/115	Production Portfolio	Within 30 days of completion of annual examination of the course.
MA(M.C.)	MMC-106/206	Production Portfolio	- do -
PGDA & PR	PGDAPR-106	Assignment	- do -
MCA (5 Yrs Int)	MCA-308	Minor Project	31st March every year
MCA (5 Yrs Int)	MCA-506	Synopsis	30th November every year without late fee and 31st December every year with late fee of Rs. 500/-
MCA (5 Yrs Int)	MCA-506	Research Project	30th June every year
PGDISM	PGDISM-08	Dissertation on Field Work	30th April

Note :

1. The students of above mentioned courses are required to submit their Project Reports/Thesis/ Training Reports/Assignments/Production Portfolio duly complete in all respects upto the dates mentioned against each without late fee. Thereafter, the reports shall be accepted with late fee of Rs.1000/- upto one month by the Director. However, in exceptional cases, the Vice-Chancellor may allow a candidate to submit his project/training report/ thesis with late fee of Rs.2000/- upto next two months only. If a candidate still fails to submit the same, he/she will be treated as "absent" and/or re-appear case. He/She can apply for re-appear within the time period permissible under the rules.
2. For supplementary examination the candidates will have to submit Project/Training Reports/Thesis/ Dissertation/Assignments/Production Portfolio (wherever applicable) upto 30th November for the examination to be held in January and 30th April for the exams to be held in June and in case of re-appear within 20 days of the declaration of result, every year alongwith reappear exam form & fee. In case these are not submitted by this date, the same will be accepted with late fee of Rs.1000/- upto 31st December by the Director. However, in exceptional cases, the Vice-Chancellor may allow a candidate to submit his Project/Training Report/Thesis/Dissertation/ Assignments/Production portfolio with late fee of Rs. 2000/- upto 31st January only. If a candidate still fails to submit the same upto 31st January, he/she will be treated as "absent" and a re-appear case. He/She can apply for re-appear within the time period permissible under the rules.

7.6-a PROVISION FOR ADMISSION OF FOREIGN STUDENTS:

- i) The admission in distance education programmes will also be offered to foreign students from the current session. There will be no limit of seats for foreign students in distance education programmes.
- ii) A uniform fee of US\$1000/- per annum for the duration of the programme will be charged from a foreign student admitted in distance education programme.

- iii) Foreign students admitted in distance education programme will be exempted from attending the Personal Contact Programme (PCP) if at all made compulsory in any course. Their queries relating to the courses will be attended by the coordinator of the concerned programme.
- iv) The examination centre for such candidates will be arranged by the Controller of Examinations at the Indian Embassies in the country concerned. Where such arrangement will not be possible for whatsoever reasons the exams will be held in India on any exam centre as chosen by the candidate.

7.7 ABOUT ADMISSION FORM

- i) Incomplete admission form, in any respect and without requisite fee will be summarily rejected. The students seeking admission direct or through study centre must ensure that they are eligible for taking admission. In case of any doubt they can consult the Directorate before submission of admission form.
- ii) The university does not take the responsibility for postal delay or loss of any document letter in transit
- iii) No application form for admission received after the last date specified for the purpose will be entertained. However, in case the last date is holiday or that day is declared holiday by the university, the next working day will be considered as the last date for the purpose. Concession of 5 days to Study Centres at Hisar & 10 days to out station Study Centres beyond the last date will be admissible.
- iv) Besides attested copies of the testimonials (evidencing date of birth, score in qualifying examination etc) the students are required to send the original certificates along with application form. In case a study centre/ student fails to submit the original documents by respective cut off dates, the original documents shall have to be submitted with a late fee of Rs. 500/- per student before the termination of theory examination failing which the provisions of clause (v) of Chapter (v) will be applicable. For safe return of original certificates after their verification by the office, the students admitted directly are advised to send along with application form a self addressed envelope of size 10" x 12" bearing postage stamps worth Rs.35/-
- v) The university reserves the right to change the course curriculum whenever it will be felt that the change/modification could best serve the interest of the students and the potential employers.
- vi) Suppression of any information or furnishing any false information by a candidate will lead to immediate cancellation of his/her admission at any time. In such cases fee paid shall not be refunded.
- vii) For change of address the Directorate should be informed at least 4 weeks in advance to avoid any misplacement of the study material and any other correspondence.
- viii) The information given, is an indication of the university's plans as on date of publication of this document. Details can be modified from time to time for academic and operational reasons. The students will be governed by latest regulations applicable to them during academic year.
- ix) In the event of any inconsistency in the rules framed for admission or in the event of any clarification with respect to the above said rules/instructions, the matter shall be referred to the Vice-Chancellor for interpretation and the interpretation given by the Vice-Chancellor shall be final. The Vice-Chancellor is also competent to remove any inconsistency and decide as to which provision shall take precedence over the other.
- x) Any legal dispute relating to admission of a student will be subject to jurisdiction of the courts at Hisar only.

Character certificate :

Candidates who have passed the qualifying examination in 20011-12 may submit Character Certificate from the Head of the Institution last attended. Those who have passed the qualifying examination as a private candidate or earlier to 2011-12 should submit their Character Certificates duly signed by a Gazetted Officer. A candidate who is in service may submit the character certificate issued by the employer.

The eligible students who have paid first installment of fees will be informed of their enrolment numbers (which will also be mentioned on the Identity Card). This enrolment No. will continue for the entire duration of the programme. The same number will be used as examination Roll Number of the student. Duplicate enrolment card will be issued by the University Directorate only on payment of Rs 100/-.

There is no bar of passing of any paper for promotion to 2nd and subsequent years in respect of MBA, M.A. (Mass Comm.), M.Com., BBA, B.A. (Mass Comm.), MIB, M.Sc. (CS), MCA (3 & 5 yrs), M.Sc. (Mathematics). However, the total duration to complete the courses will be as per Chapter VI.

The admissions to M.Sc.(Computer Science)/ 2nd year of MCA(3 yrs) and 3rd year of MCA (3 yrs)& M.A.(Mass Communication) 2nd year is also allowed through lateral entry scheme subject to passing the qualifying examination from the universities as per eligibility mentioned in chapter-III.

INTER UNIVERSITY MIGRATION CERTIFICATE

The students passing out various final examinations seeking inter university migration certificate may apply on the proforma provided in the prospectus (Annexure-IV). For this purpose the proforma duly filled in along with DD of Rs. 1000/- in favour of Registrar, GJUS&T Hisar and attested copies of DMC of last / final exam. passed may be sent to the Directorate of Distance Education. In case original migration certificate is lost, the application for duplicate migration certificate alongwith fee & affidavit from 1st class Magistrate is required.

CHANGE OF STUDY CENTRE

A student once admitted to a study centre will not ordinarily be allowed to change the study centre. However, the change of study centre may be allowed on valid grounds in 2nd and 4th semester which will be effective from 3rd & 5th semester respectively for apportionment of fee except that a student admitted to a study centre can become direct student of the University at any stage. In the case of annual courses, the change of study centre may be allowed after payment of fee of 2nd installment of each year which will be effective from the next year of the course for apportionment of fee. For change of study centre, NOC from both the centres with a fee of **Rs.1500/-** should be sent to the Directorate at least 15 days before the last date of payment of fee of that semester / installment. No change of study centre is permissible at the same station except Delhi.

RE-EVALUATION

A candidate may apply for re-evaluation on the prescribed form as given in the Prospectus (Annexure-III) alongwith the original D.M.C. and the requisite fee of Rs. 200/- per paper within 30 days of the declaration of the result or the despatch of the Detailed Marks Card to the Directorate of Distance Education (to the candidate, in case of Ex-student) as the case may be, whichever is later. Provided that the Vice-Chancellor in hard and exceptional cases, may permit, with a late fee of Rs. 500/- in case of a candidate who submits the re-evaluation form after stipulated period but not later than 90 days of the declaration of the result.

- (ii) The re-evaluation forms alongwith original detailed marks card & a photocopy of the original DMC and requisite fee of Rs.200/- per paper are to be sent directly to the Assistant Registrar / Deputy Registrar (secrecy), G.J.U.S. & T., Hisar.

7.10 MISCELLENIOUS INFORMATION

- (i) The candidates appearing in the qualifying examination and whose result has not yet been declared may apply for admission to various courses as per schedule of admissions. Such candidates will have to produce the evidence of their having cleared the qualifying examination by 31st December of every year with late fee of Rs.500/- failing which their candidature for admission will be treated as cancelled and the fee deposited will be forfeited. It will be within the discretion of Vice-Chancellor to extend this date on valid grounds, with late fee to be decided from time to time.
- (ii) 50% fee will be refunded in case any candidate is found ineligible for admission to the particular course applied for. However, no fee will be refunded in case a candidate discontinues studies after admission for whatsoever reasons.
- (iii) The candidate who have passed the qualifying examination in more than one part, say first year, second year etc. shall be required to send original certificates and attested copies of certificates/DMC/Degree of all the parts instead of only the final year of degree.
- (iv) An attested photocopy of the matriculation or equivalent certificates in support of certification of date of birth (not required, if already registered with this University) and also an attested copy of the certificate of all examinations passed prior to the qualifying exam. will also be submitted alongwith admission form.
- (v) In case it is noticed, at any stage, that any bogus certificate/information was submitted by a candidate, his/her candidature shall stand cancelled and degree/diploma/marks sheet, if already issued will be withdrawn and the candidate will be liable to be prosecuted.
- (vi) The Director of Study centre will ensure the fulfilment of eligibility conditions, completion of required fee and documents after comparing the same with the original before sending the admission form to the University. In case of non-fulfilment of eligibility, the concerned study centre will be responsible for the same. The candidate will not be entitled to seek any relief or have any remedy against the university.
- (vii) After the declaration of the result, DMC of candidates will be sent by UPC post. If the case is RL (Result Late) or has been declared provisional or cancelled etc. for any reason, the candidates are advised to approach the University immediately with the relevant document to enable the University to take further necessary action accordingly.
- (viii) Examination form duly attested by the Director of study centre concerned be filled and signed at appropriate places including the Enrolment card. Attested photos be affixed on examination form and Admit Card at the space provided for the purpose.
- (ix) Employment certificate of GJUS&T, Directorate of Technical Education Haryana and University audit staff for claiming the fee concession be enclosed.
- (x) No admission even "Provisional" shall be made on the basis of certificates issued by the principal of the college. Admissions are to be made only on the basis of certificates issued by a recognised Board/University.
- (xi) Candidates will have to ensure the submission of all required documents and fee in time as mentioned in the prospectus, failing which they will themselves be responsible for the consequences including withholding the enrolment-cum-Identity card for appearing in the University examinations.

- (xi)(a) The candidates will have to keep sufficient spare copies of the photographs affixed on application/admission form so that the identity of the candidate could easily be verified for issuance of duplicate Identity Card, for examination forms, etc. No other photograph will be acceptable to the directorate.
- (xii) Fee alongwith photocopy of admission forms and re-registration form shall be submitted by the candidates separately for promotion to M.Sc., MCA(3yrs.), MCA(5 yrs Integrated), MIB, M.Com., MBA and M.A. (Mass Comm.) and M.Sc. (Mathematics).
- (xiii) No fee shall be accepted in the form of money order or cheques. However, the candidates can deposit the fee in cash directly in the Accounts Branch of the University, Original copy of the receipt must be deposited in the Directorate of Distance Education.
- (xiv) All correspondence relating to submission of re-appear examination form, re-evaluation form and removal of discrepancy if any, in Degree/Diploma/Certificate/DMC etc., should be addressed to the Controller of Examinations, GJUS&T, Hisar.
- (xv) The issue of study material, if any, subject to checking of eligibility after receipt of admission forms alongwith fees is merely a goodwill gesture and such shall not constitute the basis for claiming admission in a course, if a candidate fails to submit the proof of eligibility within the stipulated period or is found ineligible for admission at a later stage.
- (xvi) Option of papers (wherever applicable) once exercised will not ordinarily be allowed to be changed. However, the change in option may be allowed by the Director in genuine cases upto 15 days before the commencement of examinations subject to depositing a fee of Rs. 500/-. After this a late fee of Rs.1000/- will be charged up to the declaration of result of the concerned semester/Annual Exam.
- (xvii) The result of all the courses is uploaded on the University Website: www.ddegjust.ac.in or www.gjust.ac.in as soon as it is declared. The students are advised to visit the University Website or Contact their Study Centre for their result.
- (xviii) The students can avail membership facility of the University Library for reference of books and other library resources.