

*Arjun Singh Centre for Distance and Open Learning*

*JAMIA MILLIA ISLAMIA, NEW DELHI  
(A CENTRAL UNIVERSITY)*

*Programme Guide*

*Post Graduate Diploma  
in  
Guidance and Counselling*

STUDY CENTRE

*JSC NO-23(P)*

**Vision Institute of Advanced Studies,**

Plot No.4, A-1, Sector-8, Near Deepali Chowk,  
Rohini, Delhi-110085.

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**Dear Student,**

We welcome you to our academic programme, Post Graduate Diploma in Guidance and Counselling (PGDGC) through Distance Mode. The course aims to train personnel as counsellors or teacher counsellors to guide and counsel students in school and other related settings.

Since the need for qualified counsellors has been felt acutely in India in recent times as growing competitions in day to day life, hassle at work place, requirements of family life, social complexities etc. have given birth to various physiological as well as psychological problems. Distinct kinds of mental and physical problems are found in different segments of society. Day to day life problems, social tensions have made lives more difficult and miserable. Different psychosocial, socio-economic and emotional problems prevailing in the society and related issues need to be tackled with technical expertise. Problem of adjustment, mental disturbances like depression, over anxiety etc. are prominent among the masses having wider spectrum require urgent intervention, which not only necessitate emotional and social support but amicable management to resolve them permanently. Tensions and pressure of life are not confined to working people and professionals only but have also precolated down to school going children, household wives and many others. Students in schools suffer from behavioural and adjustment problems besides learning disorders. Like wise the needs of physically disabled persons, as well as of those afflicted with debilitating diseases and the victims of trauma, sufferers of terrorism etc. are the instances of special populations for whom trained and qualified counselors are badly needed.

The remedial answer to such problems lies in the field of counselling psychology which is not only an important branch of psychology but, in fact, deals with the application of psychological principles as well as therapeutic techniques in combination. It adopts a reflective approach combining understanding both from formal psychological enquiry as well as from the interpersonal relationship between the counsellor and client. Guidance and counselling is considered an integral part of total educational process as it helps in achieving educational objectives for overall development of children and youth. Guidance and Counselling services in schools have gained significance as these aim at total development of the individual in all aspects of life, i.e. intellectual, personal-social, educational and career. Guidance and Counselling, both as an approach and as a service can only be followed and practiced by personnel adequately trained in its theory and practice.

This Post Graduate Diploma in Guidance and counselling (PGDGC) through distance mode is different from the full time /formal programmes. Here the teaching and learning takes place through the instructional (print) material at the programme centre allotted to you. Besides this , counselling sessions and practical work/activities are also organised to facilitate the development of skills that would help manage effectively the teaching learning process. In addition to this , you will have to submit your assignments at your specified programme centre. Feedback on assignments will also be provided to you. The information provided in this booklet will help you to organize and systematize your study related to various components of the programme.

We hope you will find the programme interesting and useful. We also wish you success in completing the course and hope that you are able to use the knowledge & skill developed through this programme at your workplace.

With best wishes

Prof. Mohammad Miyan

Hony. Director

Arjun Singh Centre for Distance and Open Learning

Jamia Millia Islamia, New Delhi - 110025

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# **1 GENERAL INFORMATION**

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## **1.1 Jamia Millia Islamia**

Jamia Millia Islamia was founded at Aligarh in 1920 during the Khilafat and Non - Cooperation Movement in response to Gandhiji's call to boycott government supported educational institutions. Among those who enthusiastically responded to this call were Shaikhul Hind Maulana Mahmudul Hasan, Maulana Mohammed Ali, Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari and Abdul Majeed Khwaja. These eminent personalities, alongwith some others, founded the Jamia Millia Islamia. They nurtured it through the changing vicissitudes of history at great personal risk and inconvenience.

The Jamia moved from Aligarh to Delhi in 1925. Since then, it has been continuously growing, always refurbishing its methods, and branching out from time to time to meet new needs. True to the ideals of its founders, it has, over the years, tried to integrate the physical and mental development of its students.

The Jamia was made a Central University by an Act of Parliament on 26<sup>th</sup> December, 1988 vide Jamia Millia Islamia Act 1988 (No: 59) The Degrees / Diplomas / Certificates awarded by Jamia Millia Islamia, are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees / Diplomas and Certificates of all the Indian Universities, Deemed Universities and other Institutions.

Jamia reflects the original concern of its founders, which was to encourage the indigenous roots of education. It has cherished and has continued to encourage a critical appreciation of the country's history and culture and also the history of Islam with its rich cultural and intellectual traditions. It seeks to foster a national and cosmopolitan perspective in its academic programmes as well as in co-curricular activities.

The objectives of Jamia are to disseminate advanced knowledge and provide instruction, research and extension facilities in various branches of learning. The University endeavours to provide the students and teachers with the necessary atmosphere and facilities for the promotion of studies in various disciplines from Nursery to Ph.D. level, innovations in education leading to restructuring of courses, new methods of teaching and learning and integrated development of personality and national integration, secularism and international understanding.

Today, Jamia Millia Islamia is one of the most prominent and promising Central University of the country. The academic programmes of the university leading to higher education, degrees, diplomas and certificates are offered through 8 Faculties, 25 Centres and Institutes and school sections (Nursery to Senior Secondary level).

## **1.2 Arjun Singh Centre for Distance & Open Learning**

Jamia Millia Islamia with the assistance of Distance Education Council (DEC) had established the Centre for Distance & Open Learning (CDOL) on 6<sup>th</sup> September 2002 (now named as Arjun Singh Centre for Distance and Open Learning-ASCDOL), with the aim to join the open learning system in providing opportunities for higher education to

those who otherwise are not able to draw benefit from the conventional system. The Jamia Millia Islamia, being a Central University, has national jurisdiction.

The open learning system allows a learner to determine his pace of learning and provides education at the doorstep of the learner. The features of distance mode programmes of the Arjun Singh Centre for Distance & Open Learning are:

- (a) The students have flexibility of choosing the teaching subjects as well as special courses from a wide range of disciplines.
- (b) The mode of transaction is through Self-Learning Print Material, supplemented by Audio/Visual Programmes.
- (c) The students can access material through internet and various other media.
- (d) The students are free to choose their programme centres / study centres according to their own space and convenience.
- (e) The Counselling Sessions / Contact Programmes, Workshops, Audio / Visual Aids and Practical Experience to the students are provided through the programme centres.

### **1.3 Introduction of the Programme**

The Post Graduate Diploma in Guidance and Counselling (Distance Mode) programme is offered by the Arjun Singh Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi through distance mode. The programme aims to counsel and guide the young generation for defining their career path ahead. It also help to develop understanding and competencies required to counsel students especially in their adolescence. The programme is of special relevance to school teachers, counsellors, NGO workers, parents etc. to make the individuals aware of his /her inherent potential, interests, talent and capabilities. Different kinds of problems are prevailing in the society and these have also percolated down to children. The answer to such problems lies in the fields of counselling psychology which is not only an important branch of Psychology but, in fact, deal with the application of psychological principles as well as therapeutic techniques in combination.

In order to help students particularly at the adolescent stage, a well planned guidance oriented programme organised by trained guidance personnel could become immensely useful in the education of students as it may help them explore and develop their abilities, interests and overall personality and take decisions and adjustments whenever required.

### **1.4 Objectives of the Programme**

The programme aims to achieve the following objectives:

- To assess and diagnose the nature and intensity of day to day problems of the masses.
- To enable them to integrate psychological principles and therapeutic techniques among the counsellors.
- To develop the skills to established congenial “On relationship” with the client/sufferers.
- To enable them to relate the circumstantial, environmental, social/organisational factors with ongoing problems.

- Have an understanding of and capacity to engage with issues relating to wider organisational & social contexts.
- To enable them to recognize the effectiveness of different practicing techniques in sorting out the ongoing problems.

### **1.5 Target Population**

The target population is the inservice teachers, untrained guidance personnels, persons who wish to be counsellors.

This Programme will ensure the professional improvement and career advancement of the teachers and others working in the area of counselling by not only developing skills to establish congenial “On relationship” with the client/sufferers but also by developing their skills and competencies in assessing and diagnosing the nature and intensity of day to day problems of the masses. The programme is of special relevance to school teachers counsellors, NGO workers, Parents etc. to make the individuals aware of his /her inherent potential, interest, talent and capabilities.

### **1.6 Duration**

Keeping in view the number of courses to be covered and the operational feasibility related to the organization of practical experiences, the minimum period required to complete the programme is 1 year. However, the maximum period for completion of Post Graduate Diploma in Guidance and Counselling programme will be 4 years.

### **1.7 Programme Fees**

- The programme fee is **Rs. 15,000/- per annum**. The fees is payable **in advance each year**, on or before the date fixed by the University. The fee structure has already been published in the prospectus.
- No refund of fees is allowed in any case.
- **After 1 year a student can still take the examination to clear the remaining/ uncleared paper (s) by paying a fee of Rs. 200/- per course / course assignment separately. (within the maximum period of 4 years)**
- **A student who does not appear in any component of this programme i.e.assignments, Term End Examinations etc will have to seek re-admission into this programme by paying a fee of Rs. 2150/-.**

### **1.8 Eligibility**

Graduation with 50% marks in aggregate. Prefrences will be given to those who have experience as a teacher.

### **1.9 Medium of Instruction**

The Self-Learning Material is available in English only. However, a student can write the examination and assignments in Hindi, English, or urdu. The medium of counselling is Hindi/English .

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## 2. COURSE STRUCTURE

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### 2.1 Course Description

The Post Graduate Diploma in Guidance and Counselling programme consists of five theory courses and one project work. The following are the details of the courses:

Course No.	Course Code	Course Title	Marks
1.	GC-I	Psychological basis of Guidance and Counselling	100
2.	GC-II	Essentials of Guidance And Counselling	100
3.	GC-III	Mental Health and Adjustment	100
4.	GC-IV	Career Development	100
5.	GC-V	Assessment and Appraisal in Guidance and Counselling	100
6.	GC-VI	Project Work	200
		<b>Total</b>	<b>700</b>

### 2.2 Project Work (200 Marks)

This course involves an exposure to real life situation in schools or guidance agencies under partial supervision. The experience of working with partial independence in school routine enables them to put into practice the ideas, theories, skills and competencies acquired during training. The students will be required to organise guidance and counselling activities in the school or other organisation so as to acquire the insight and skills to handle the concerns of children and young and to help them in making choice and decisions leading to their healthy growth and development.

The plans and reports of these activities will then be compiled as a Project File and submitted to the Programme centre for evaluation. The student will be assigned a guide supervisor who will be a teacher or guidance personnel from the school or organisation in which the student is placed for the project work.

### 2.3 Details of Activities for which Reports are to be Submitted

A student will have to select four activities for project work worth 200 marks from the ones given below. The activity 1<sup>st</sup> and 2<sup>nd</sup> are compulsory while the student may opt for any two from the rest. A brief outline of the project work activities is given below. Choose the activities keeping in view your area of interest.

S. No	Name of the Activity	Marks
<b>Compulsory Activities</b>		
1.	Planning, Preparation and Evaluation of Guidance Programme for School	50
2.	Identification and Discussion of Counselling Cases	50
<b>Optional Activities</b>		
3.	Peer Counselling	50
4.	Career Talk	50
5.	Career Case Study	50
6.	Individual Tests(Two,One each for aptitude and interest)	50
7.	Group Discussion	50
<b>Total of four activities</b>		<b>200</b>

#### 2.4 Workshop

A 5-days workshop is a part of the PGDGC (Distance Mode) Programme. Every student is required to attend this workshop. The aim of organising this workshop is to help the students understand and undertake the Project Work in an organised and systematic manner, enabling them to learn more and participate in the Project Work activities with greater insight and command. The entire workshop will be divided into 4 sessions. Each session will cover one practical activity. The Programme Incharge and the academic counsellor (s) will conduct the workshop. Some sessions will have group participation & group discussions while some activities will be carried out individually. The session will be interactive where the students will share their observations and experiences with the fellow students and the facilitator.

**TABLE  
WORKSHOP**

Day	Session I	Session II	Session III	Session IV
1	Overview of the workshop & its importance	Significance of Guidance and Counselling Programme in today's world.	Introduction of various project work activities	Planning organizing and implementing the activities in general
2	Planning, Preparation and Evaluation of Guidance Programme for School.		Identification & Discussion of Counselling Cases	
3	Group Discussion		Career Case Study	
4	Individual Tests	Peer Counselling	Career Talk	
5	Selection of Activities and Preparing the Report		Group Discussion & Valedictory	

**Note:** Each session will be of one and a half hour duration.

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### 3. INSTRUCTIONAL SYSTEM

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The Post Graduate Diploma in Guidance and Counselling (PGDGC) includes the multi-media approach i.e., Self-learning Print Material, Counselling Sessions, Assignments and Project Work Activities. The project work activities will be carried out in the schools or guidance agencies under partial supervision while the counselling session will be held at the programme centres.

#### 3.1 Audio and Video Programmes

The Audio and Video programmes are meant for further classification and enhancement of understanding . These are used during counselling and Laboratory session at programme centres. Besides, the video programmes will be telecast on the national network also as and when they are ready.

#### 3.2 Counselling Sessions

Generally the counselling sessions will be held at the programme centres on weekends or at the times appointed by the Study/Programme Centres, within the general schedule of the programme. The Coordinator/Programme Incharge at the programme center will decide on the coverage of these sessions (theory). The Programme Centre Coordinator/Programme Incharge will also provide the counselling schedule. The counselling sessions will include clarifications required in the print-material and the solution of problems through active interaction with students.

The counselling sessions are organized for all the theory courses. **The counselling time for each theory course will consist of 16 hours ( 8 sessions of 2 hours each). Thus each student will attend 80 hours of contact counselling sessions for all the five theory courses.** The schedule of the sessions will be flexible and will concentrate on more relevant and important issues or topics. The students will be provided with a copy of schedule in advance so that they come prepared for discussions during counselling sessions. Attending the counselling sessions is optional but is always in the interest of learners to attend these sessions.

#### 3.3 Assignments

Assignments are an integral and compulsory component of the instructional system. About 30% of the marks are allotted to the assignments in each theory course. **There are two assignments in each course. Each assignment is of 15 marks for theory courses of 100 marks.** It is expected that the two assignments in each course (i.e.10 assignments for five theory courses) should be submitted to the Programme Incharge after the counselling of a particular course is over.

Whenever you receive a set of material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Programme Centre. The assignments are designed in such a way as to help you concentrate mainly on the printed course material. However if you have easy access to other books, you may make use of them. The assignments will be

returned to you by the evaluators/counsellors with their comments and marks. The comments will guide you in your study and help you in improving your performance. The assignments will be changed every year, so that any candidate submitting previous years' assignments does not give a copied version of a successful student's assignments.

All the assignments related to the course / courses you are going to appear in the Term-end- examination must be submitted by the prescribed date in accordance with the Academic Calendar, which will be provided to you by your Programme Centre. The Arjun Singh Centre for Distance and Open Learning / Coordinator of the Programme Centre has the right not to accept the assignments submitted after the due date. You are therefore advised to submit the assignments before or on the due date. **However you will be allowed late submission of assignments by writing an application to The Hony. Director, Arjun Singh Centre for Distance and Open Learning, giving satisfactory reasons with documentary proof.**

For your own record, retain a copy of all the assignment responses, which you submit to the coordinator and also maintain an account of the corrected assignment responses received by you after the evaluation. If you do not get passing marks in any assignment, you have to submit it again. However, once you get the pass marks in an assignment, you cannot re-submit it for improvement of marks. Assignments are not subject to re-evaluation except for factual errors, if any committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Programme Centre so that the required correction can be made.

**Important points to note:**

The following points should be kept in mind while preparing the assignments:

- Write your **Roll Number** correctly and don't overwrite particularly while you write your **Roll Number, Name and Assignment Number**.
- Make the answer concise and systematic. Always try to avoid irrelevant details and focus on the question and its various aspects.
- Take care of the word limit wherever specified in the assignments. At the same time make the descriptions adequate and not too short. The word limit is set to sharpen the focus of the response and not to restrict your expression.
- You have to write your answers in your own handwriting. If you feel that your handwriting is not legible, you may send typed responses but not printed or computerized.
- Orientation to the assignments will be provided in the counselling sessions. You have to submit the assignment-responses to the Programme Centre you are attached to on or before the last date of submission mentioned in the Academic Calendar provided by the Programme Incharge.
- Before you write to us to answer your queries, do read this Programme Guide carefully. We may already have answered your query/queries. Do follow our instructions carefully.
- Do not enclose letter about your doubts for clarification, if any, along with the responses. Send them separately giving your roll number, name and address, the title of the course, the number of the unit or the assignment. In case you want to

draw our attention to something of urgent/important nature, send it in a separate envelope.

- Do not get admitted to more than one Programme of the University simultaneously. The University Regulations do not allow it.
- Once you get pass marks in an Assignment you can not re-submit or do that for improvement of marks.
- If you could not submit your assignment responses of any year or failed in this component and you wish to attempt this component in the next year then you must take up the assignments of that year.
- You should obtain a receipt while submitting the assignments.

### 3.4 HOW TO SEND THE COMPLETED ‘ASSIGNMENT-RESPONSES’

1. Prepare a cover page for your assignment response. Write the course title, course code (capital letters) and the assignment number (I / II) at the top left hand corner of the cover page.
2. Write your roll number, name and full address and date at the top right hand corner of the first page of your assignment-response (s).

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#### **Post Graduate Diploma in Guidance and Counselling (Distance Mode) programme**

Course Title.....Roll No.....

Course Code.....

Name.....

Father’s Name.....

Assignment No. I  II

Address & Phone Number.....

.....

.....

Total No. of Assignment(s).....

.....

Date.....

(Please follow the format strictly. If you do not write your Roll Number and name, your assignment-responses are likely to be lost)

3. The assignment-response should be complete in all respects. Incomplete responses will bring you poor marks. Do not send responses piece-meal, as they may never be put together in our offices.
4. Use only foolscap size paper for your responses. Use ordinary writing paper and not the very thin variety.
5. Leave sufficient margin on the left hand side of the paper and at least four lines in between each answer in an assignment-response. This will enable the resource person evaluating the response to write the useful comments at appropriate places.
6. Make sure you answer the questions on the basis of the Units sent to you.

7. Please keep a copy of the assignment-responses that you send to us. You may need this in case you have to resubmit it in a situation when it may have been lost in postal transit.
8. Remember that any two or more answers to a particular assignment, if found to be identical or very similar, will either be returned unmarked or awarded very low marks. It is entirely the discretion of the evaluator to ask you to re-do the assignment or give very low marks in such cases.

**(Office Use only)**

Received Assignments (I / II) of DECCE (Distance Mode) .....from  
Mr./Ms..... Roll No.....on

.....  
**(Dealing Assistant)**

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## **4. EVALUATION SCHEME**

### **4.1 Term-End (Annual) Examination**

As mentioned earlier the Term-end examination is a major component of the evaluation system. The term-end examination carries about 70% weightage in each theory paper in the final result. You must fill in your Term-End Examination Form and send it before the last date mentioned in the Academic Calendar.

The University conducts term-end examinations once a year for which the fees is included in the yearly fees and is charged at the time of admission. You should take the examination of Post Graduate Diploma in Guidance and Counselling at the end of the academic year. The examination will be held at respective Programme Centres. In case you have not been able to appear in the examination in some papers during the term-end examination you can do so in the subsequent term-end examinations upto a maximum duration of 4 years. A separate fee of Rs. 200/- per theory paper will be charged for appearing in the examination of the left over / carried over papers.

#### **4.1.1 Examination date sheet**

Examination date sheet (schedule which indicates the date and time of examination) are sent to all the programme centres approximately one month in advance.

#### **4.1.2 Examination Form**

It is a prerequisite to submit the examination form for taking an examination in any course. The forms pertaining to term-end examination, student record and Admit Card are provided with the Programme Guide.

The filled-in examination form (along with appropriate fee if applicable) is to be submitted to **“The Hony. Director, Arjun Singh Centre For Distance And Open Learning, Jamia Millia Islamia, New Delhi 110025”**. Write ‘Examination Form’ at the top of the envelope. **Examination Forms received at the Headquarters after the last date shall be rejected.** However in exceptional cases the examination form may be accepted after the closing date but in no case more than 15 days from the last date of submission.

After receiving the examination form from you, the Admit Card will be sent 15 days before the commencement of examination. If you do not receive the intimation slip before the commencement

of examination, you may contact your Programme Centre. Even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing the proof of sending your examination form and your identity card to the examination centre superintendent. You are advised to carefully write your Enrollment Number and Roll Number on the Answer Script. Any mistake in writing the Roll Number will result in non-declaration of your result.

#### 4.1.3 Examination Centre

Your Programme Centre is your Examination Centre. **It should be noted that the term end examination, workshops, counselling and submission of assignments etc will be carried out at your Programme Centre only.**

While submitting your examination form for the Term End Examination, it is your duty to check whether you are registered for the course and whether you are eligible to appear for the term-end examinations and have deposited the required fee or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your results will be cancelled.

**Programme Centre is the contact point for you.** The Arjun Singh Centre for Distance and Open Learning cannot send communications to all the students individually. All the important communications are sent to the coordinator of your programme centre. The coordinator will display copies of such important circulars/notifications on the notice board of the programme centre so as to get the latest information about assignments, submission of examination forms, date sheet, list of students admitted to a particular course, declaration of result etc. **While communicating with the Arjun Singh Centre for Distance & Open Learning regarding examinations etc, please write your Roll Number, complete address and telephone number clearly. In the absence of such details, your problems may not receive due attention.**

#### 4.1.4 Internal and External Evaluation

The examination of Post Graduate Diploma in Guidance and Counselling (Distance Mode) programme shall comprise:

Theory papers (internal)	:	500 marks (70% external & 30% internal)
Project Work	:	200 marks (100% internal)
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<b>Total</b>	<b>:</b>	<b><u>700</u> Marks</b>
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##### (a) Theory Papers

- The total marks allotted to five theory papers shall be **500 marks** whereas **200 marks** shall be allotted to project work (See Course Discription).

- About 30% of the total marks in each of the theory papers shall be allotted to assignments while approx 70% of the marks in each theory paper will be allotted to Term-end Examination.

**(b) Project Work**

The total marks allotted to the project work shall be 200. The project work Activities shall be evaluated internally.

**4.2 Regulations Relating to Evaluation**

**4.2.1 Declaration of Result**

(a) To pass the PGDGC (Distance Mode) examination a candidate must obtain:

- (i) At least 33% marks in each component of theory papers (mentioned above), i.e. in assignments and Term-end (Annual) Examination separately.
  - (ii) An aggregate of at least 40% marks, based on all theory papers; and
  - (iii) At least 40% marks in Practical work separately.
- (b) If a student fails to qualify any component of the PGDGC (Distance Mode) programme he/she will have to repeat the same component during the subsequent years, upto the maximum duration of 4years from the date of registration.
- (c) Division shall be awarded on the basis of the marks obtained as given below:
- (i) First Division to those who obtain 60% marks or more
  - (ii) Second Division to those who obtain less than 60% but not less than 50% marks.
  - (iii) Third Division to those who obtain less than 50% but not less than 40% marks.
  - (iv) A candidate shall be awarded a distinction in Theory, or Practical Work if he/she obtains 75% marks or more in that part.

**Grace Marks**

Maximum of (3) grace marks shall be given only to those students who by obtaining them are able to either pass the examination or improve to get a division. Only minimum grace marks as required shall be awarded. The grace marks awarded shall be counted in Grand total.

**4.2.2 Re-totalling of Marks**

- (a) The marks of a student can be re-totalled provided that a duly filled application form is received from the student on payment of prescribed fee per paper/ course (forms are available at the Examination Branch, Jamia Millia Islamia and your study centre) with original statement of marks.
- (b) No application for re-totalling shall be entertained unless it is made within 30 days after the declaration of the result.

**4.2.3 Re-Evaluation of Answer Scripts**

- (a) Application form for re-evaluation (available at Centre for Distance and Open Learning, Jamia Millia Islamia and your programme centre) should

- be accompanied by the Original Statement of Marks issued to the candidate within 30 days from the date of declaration of result.
- (b) Re-evaluation shall not be permitted in the Assignment, Practice teaching and Practical Work & workshop if any). **Re-evaluation is applicable to the current year's Term-End Examination only**
  - (c) The candidates applying for re-evaluation shall be required to pay the prescribed fee (Rs. 150/-) per paper/course by Demand Draft in favour of "Jamia Millia Islamia" payable at New Delhi.
  - (d) If the awarded marks of the re-evaluator varies from the original award to more than  $\pm 20\%$  of the marks secured earlier, the answer scripts shall be sent to the second re-evaluator (third examiner).
  - (e) The average of the marks awarded by the second and third examiners shall be final.
  - (f) Answer Scripts of those examinees who appeared for improvement of division or percentage of marks shall be final and shall not be re-evaluated.
  - (g) Application form for re-evaluation of Answer Scripts shall be accepted for the term-end annual examination only.
  - (h) Re-evaluation of scripts will not be allowed in more than one third of the written papers of an annual examination.
  - (i) The original statement of marks issued to the candidate shall accompany each application for re-evaluation.
  - (j) Merit list, declared in the results of the respective examination, shall not be prejudiced owing to re-evaluation of scripts.
  - (k) If there will be any change in the result of the examination due to re-evaluation of answer scripts, no examinee can complain in the court of law, nor any action can be initiated against the examiner(s) concerned.
  - (l) If the award of the re-evaluator (second examiner) varies from the original award upto and including  $\pm 5\%$  of the maximum marks secured earlier, the original award shall stand.

**NOTE :** Application forms for re-totalling and re-evaluation of marks provided with this programme guide and also available with your Programme Centre as well as Arjun Singh Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi - 110025 The students must submit the re-evaluation application forms duly filled along with the prescribed fee of Rs. 150/- per paper/course by Demand Draft and Original Statement of Marks, directly to the Controller of Examinations, Jamia Millia Islamia, New Delhi – 110025, within 30 days of declaration of result.

#### **4.2.4 Improvement of Result**

A student may be allowed to appear in the examination for improving his/her result and the following rules will be applicable:

- (a) The student shall be allowed for improvement in theory papers in the subsequent term-end examinations excluding assignments practice Teaching and Practical Work.
- (b) Better of the two marks obtained by the student will be considered as final.

- (c) In case of the students who apply for improvement but does not appear in the desired paper(s), the previous marks in those paper(s) shall be counted.
- (d) The improvement will not be counted after the maximum time limit of four years.
- (e) The students must submit the Examination Form for improvement of result duly filled along with the prescribed fee per paper / course of Rs. 200/- by Demand Draft in favour of “**Jamia Millia Islamia**” payable at “**New Delhi**” and send / submit it to the **Arjun Singh Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi –110025.**

#### **4.2.5 Corrections in Marksheets**

You may apply for corrections, in your name, roll no, enrolment no, courses, marks obtained etc attaching your Original Statement of Marks and send it to the Director Arjun Singh Centre for Distance and Open Learning, Jamia Millia Islamia. **Applications are accepted only within 30 days of declaration of result** Such corrections will take about **30** days from the date your application is received by us.

#### **4.2.6 Distribution of Marksheets**

We will send copies of your result and Original Marksheets to your Programme Centre. The result will also be available on Jamia’s website [www.jmi.nic.in](http://www.jmi.nic.in) simultaneously. This is your responsibility obtain your mark sheets from your Programme Centre.

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## **5. GENERAL INSTRUCTIONS**

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1. Do write to us if you have any difficulties or problems while working through the Programme. Please write your roll no, name, session, complete present correspondence address along with phone number/mobile number on your applications and letters so that we may take an appropriate action as regard your request in an effective manner and / or we may contact you if need be. **Remember to intimate the Programme Centre and the Arjun Singh Centre for Distance & Open Learning sufficiently in advance, if there is any change of address.** This will help the concerned official to communicate necessary information promptly, without any risk of loss.
2. All types of communications are attended to as quickly as we can. It is, however, desirable that you make your letters brief and precise. If your letters present irrelevant detail or/and are written in ambiguous language, our responses to your queries will invariably get delayed.
3. Keep a time-table / schedule for yourself and always try to stick to it. Be regular in your work and much of your job will become easy.
4. When you receive the printed material, read the Units carefully and note down the important points. You can use the space in the broad margin of the pages for making notes and writing your comments. Try to answer ‘Check Your Progress’ questions. Please remember that the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and to keep you on the right track. That is why they are called ‘Self-Check’ questions. They will enable you to realize whether you have comprehended what you have read. If you are not

satisfied with your answers, do not get disappointed. You can compare your answers with the model answers given at the end of the unit and see where improvement is needed. In any case they would help you to reinforce the information/knowledge you gain through your first reading of the text.

5. The university reserves the right to change the rules and regulation detailed in this Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.

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## **6. INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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1. Please attach a self-addressed post card, if acknowledgement is desired.
2. In case, more than one examination forms are received then only the last one will be considered.
3. Students are advised to fill-up the examination form without waiting for the result of the previous exam; if taken, and also retain the proof of its mailing.
4. Students are advised to fill-up the examination form within the due date.
5. If you do not receive Examination intimation slip, please contact your Examination Centre/Study Centre, and if your name exists in the list of the registered candidates, you can take examination by showing your identity card.
6. Ordinarily the Study Centre is the examination centre. However, the University may allot you an alternative examination centre if circumstances so require.
7. Examination Centre once changed cannot be reverted or changed again.
8. Only such candidates shall be eligible to appear at the examinations who have paid necessary programme fee.
9. You have to fill three separate examinations related forms in the first year. These three forms are Student Record Form, Application Form for appearing at the Exams and Admit Card. You won't have to fill Student Record Form in the subsequent years.
10. Please fill spaces for "Roll No.", "Enrollment No." and "Study Center Code" correctly.
11. Please don't write any thing in the columns with instruction "For office use only" on any part of the form. Please write the last examination you passed in the column under programme and the year of passing under "Year". You have to attach an attested photocopy to support this information.
12. This examination form may also be requested before exams by sending a self addressed envelope of the size 12 Cm x 28 Cm and having a stamp of Rs.30/- from the Arjun Singh Centre for Distance and Open Learning. The completed Examination Forms should be submitted by hand at or mailed only to Hony. Director, Arjun Singh Arjun Singh Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi – 110025, by the last date of submission specified.
13. You can opt your medium of Examination as English, Hindi or Urdu irrespective of your medium of instruction.

## Notes

Read the instructions carefully before filling the form. Use separate form for each certificate:

- ❖ For the information of students the approved rate of fee / charges for the following are summarized below:
  1. Provisional Certificate : Rs. 20/-
  2. Migration Certificate : Rs. 20/- (After Passing)  
Rs. 50/- (Before Passing)
  3. Duplicate Statement of Marks : Rs. 50/-  
(Attach a copy of F.I.R)
  4. Duplicate Identity Cards : Rs. 50/-  
(Attach a copy of F.I.R)
  5. Re-evaluation of (current) Answer Script : Rs. 150/-
  6. Postal Charges (if the document is  
Required by Registered Post) : Send self addressed envelope  
bearing postal stamps of Rs. 30/-
  7. Change of Optional / Elective Course : Rs. 1000/- (by post Rs.1100/-)
  8. Re-Admission Fee : Rs. 2150/-
  
- ❖ The fee once paid will not be refunded or adjusted under any circumstances.
- ❖ You should receive your Marksheet on declaration of result through your Programme Centre.
- ❖ ***Mode of Payment:*** Bank Draft / Pay Order must be drawn in favour of **“Jamia Millia Islamia”** payable at **“New Delhi”**
  
- ❖ ***Telephone Numbers:***
  - (i) Arjun Singh Centre for Distance and Open Learning  
Ph:, 26921263, 26981717 / 26985176-Ext: 4222, 4223, 4224,4225 Fax : 26921264
  - (ii) Examination Branch : 26981717 / 26985176 Ext: 1426