

PROGRAMME GUIDE

(For Indian Defence Personnel)



Post Graduate Diploma in Guidance and Counselling (Distance Mode)



Centre For Distance and Open Learning
JAMIA MILLIA ISLAMIA
Maulana Mohammed Ali Jauhar Marg, New Delhi 110025

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CDOL MESSAGE

Dear Student,

It is a pleasure welcoming you to Jamia Millia Islamia for the Post Graduate Diploma in Guidance and Counselling (PGDGC) under distance mode being offered at the Centre for Distance and Open Learning.

Education, needless to reiterate, is a sine qua non for the growth of a nation and personality development of its citizens. Plagued by the existence of various structural problems and prejudicial practices leading to divisiveness in the social order, various governments that have struggled to evolve an egalitarian order based on Gandhiji's dream of social justice and Nehru's meditations on equity have finally found an answer in education. Distance education is, one of the many, multi-pronged instruments adopted to promote literacy across India. It aims not just to foster social mobility and lifelong education but also to uphold the core values of the Indian society, that is, democracy, secularism, social justice and equality of opportunity.

The Jamia Millia Islamia in its commitment to endorse these values and advance literacy has pledged to take education to the doorsteps of the learners.

I wish you success in your educational endeavors.

Professor Mohd. Mujtaba Khan
Officer on Special Duty

2. PROGRAMME COORDINATOR

S. No.	Name of Programme Coordinator	Address	Contact Details
1.	Mr. Juned Khan	Centre for Distance and Open Learning, Jamia Millia Islamia, Jamia Nagar, New Delhi-110025 khanjunedcdol@gmail.com	011-26921265 011-26981717 Ext.2845

3. ABOUT THE PROGRAMME

3.1 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 the learner to integrate psychological principles and therapeutic techniques as required during the Counselling Process.
- To develop the skills to establish congenial “on relationship” with the client/sufferers.
- To enable the learner to relate the circumstantial, environmental, social/organizational factors with ongoing problems.
- To have an understanding of and capacity to engage with issues relating to wider organizational and social contexts.
- To enable the learner to recognize the effectiveness of different practicing techniques in sorting out the ongoing problems.

3.2 Introduction of the Programme

The Post Graduate Diploma in Guidance and Counselling (Distance Mode) programme offered by the Centre for Distance and Open Learning 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, counselors, NGO workers, and 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, infact, 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 organized 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.

3.3 Duration of the Programme

The Programme can be completed in a minimum period of 1 year and up to a maximum period of 3 years (inclusive of the year of admission).

3.4 Brief Course Structure

Course No.	Course Code	Course Title	Credits	Session	Assignment	Theory	Marks
1.	GC-I	Psychological basis of Guidance and Counselling	04	7	30	70	100
2.	GC-II	Essentials of Guidance and Counselling	04	7	30	70	100
3.	GC-III	Mental Health and Adjustment	04	7	30	70	100
4.	GC-IV	Career Development	04	7	30	70	100
5.	GC-V	Assessment and Appraisal in Guidance and Counselling	04	7	30	70	100
		Total	20	35	150	350	500

3.4.1 Detail Course Structure

GC-I: Psychological Basis of Guidance and Counselling

Block1 : Introduction

Unit-1 : Definition; Application of Psychology.

Unit-2 : Methods of Psychology: Observation, Interview (Clinical), Case-history, Psychological Tests and Experiments.

Unit-3 : Perspective of Psychology: Psycho-analytical: Freud, Adler and Jung, Behavioural, Cognitive, Humanistic and Existential Perspectives.

Block2 : Growth & Development

Unit-1 : Nature of growth, Development and Maturation.

Unit-2 : Principles of Growth, Stages of Development.

Unit-3 : Prenatal, Physical, Emotional, Cognitive and Social Development of Children.

Block3 : Intelligence and Learning

Unit-1 : Concept & theories of Intelligence: Two factors; Multiple factor & Hierarchical theory

Unit-2 : Mental retardation and giftedness, and causes of mental retardation

Unit-3 : Nature of Learning and memory, Determinants of Learning. Classical and operant/ Instrumental conditioning; Learning disabilities

Unit-4 : Memory: Methods of measurement, memory systems, forgetting.

Unit-5 : Creativity and Giftedness, Concept of individual differences.

Block4 : Motivation and Emotion

Unit-1 : Definitions of Motivation and Emotion.

- Unit-2 : Kinds of Motives, Theories of Motives: Drive-Reduction Theory, Arousal Theory, Incentive Theory, Maslow's Hierarchy of Needs.
- Unit-3 : Conflict of Motives and Frustration.
- Block5 : Personality**
- Unit-1 : Nature and Determinants of Personality.
- Unit-2 : Theories of Personality: Types and Trait Theories.
- Unit-3 : Recent trend in Understanding Personality; Measurement of Personality.

GC-II: Essentials of Guidance and Counselling

- Block1 : Understanding Guidance**
- Unit-1 : Meaning, nature, scope and types of Guidance
- Unit-2 : Objectives and functions of Guidance, Guidance and Education
- Unit-3 : Teacher as a Guidance Functionary, Essential Guidance Services
- Block2 : Individual and Group Guidance**
- Unit-1 : Nature, Goals and techniques of Individual and Group Guidance
- Unit-2 : Group dynamics, types of groups, Importance of Group Guidance
- Unit-3 : Organizing Group Guidance activities in School
- Block3 : Organization of Guidance Programme for Schools**
- Unit-1 : Planning a guidance programme, principles of organizing school guidance programme effectively
- Unit-2 : Guidance activities in elementary school
- Unit-3 : Guidance activities at Secondary and Senior Secondary Stage.
- Block4 : Introduction to Counselling**
- Unit-1 : Meaning, types, need and goals of Counselling, Counselling and Psychotherapy
- Unit-2 : Approaches and Techniques of Counselling
- Unit-3 : Stages and Process of counseling; relationship building, core skills in Counselling
- Block5 : Guidance, Counselling and Inclusive Education**
- Unit-1 : Need and Importance of Guidance, Counselling and Inclusive Education
- Unit-2 : Guidance and counselling for physically and mentally challenged
- Unit-3 : Guidance and Counselling for Children with Learning Difficulty.

GC- III: Mental Health and Adjustment

- Block1 : Mental Health and Mental Hygiene**
- Unit-1 : Normality and Abnormality and Mental Health, Characteristics of Good Mental Health
- Unit-2 : Concept, Nature and Principles of Mental Hygiene
- Unit-3 : Mental Health in Adjustment
- Unit-4 : Maintaining positive Mental Health
- Block2 : Developing Coping Skills for health related problem**
- Unit-1 : Concept of Stress, Sources, Causes, Consequences of Stress, Coping with Stress
- Unit-2 : Counseling for health related problem: Diabetes, Cancer, AIDS,

- Unit-3 : Health Enhancing Behavior: Exercise, Yoga, Relaxation, Accident Prevention, Maintaining Healthy Diet, Weight Control
- Unit-4 : Intervention for Health Compromising Behavior (Smoking, Drugs, Alcoholism)
- Block3 : Adjustments**
- Unit-1 : Concept and Nature of Adjustment, Social, Emotional, Health and Educational Adjustment
- Unit-2 : Factor Affecting Adjustment: Biological, Psychological, Social and Cultural
- Unit-3 : Adjustment Mechanism: Defense Mechanisms, Aggression, Escape.
- Unit-4 : Approaches to adjustment: Psychoanalytic and Humanistic
- Unit-5 : Self Management Techniques: Self Recording, Self Evaluation, Self Cueing, Self Reinforcement
- Block4 : Disabilities and Rehabilitation**
- Unit-1 : Impairment, Disability, Handicapped and Disorder, Concept of Rehabilitation.
- Unit-2 : Types, Characteristics and Classification of Disabilities
- Unit-3 : Causes of Disabilities and Prevalence in schools
- Unit-4 : Role of Counselor in disability rehabilitation, Intervention and Educational Programmes for the students with special needs
- Unit-5 : Management of Behavior Problems: Principles and Planning, Techniques of Behavior Modification
- Block5 : Psychopathology**
- Unit-1 : Psychopathology, Normality and Abnormality of behavior, Classification of behavioral and Mental Disorder
- Unit-2 : Anxiety Disorders: Symptoms and Causes of Panic disorder, General Anxiety disorder, Phobia, OCD,
- Unit-3 : Mood Disorders: Unipolar mood disorder, bipolar mood disorder
- Unit-4 : Personality disorders- Clinical Features, types and Etiology of personality disorders.
- Unit-5 : Therapeutic intervention: Psychological Based Therapies- Psychoanalytic, Behavior Therapy, CBT, REBT, Gestalt

GC-IV: Career Development

- Block1 : Introduction to Career Guidance & Counseling**
- Unit-1 : Concept of work, origins of vocational guidance & vocational education
- Unit-2 : Concept, need and importance of career guidance & counseling
- Unit-3 : Counselor's role in career guidance & counseling in school and non school Settings.
- Block2 : Career Guidance in Schools**
- Unit-1 : Nature, goals and program content of career guidance in Elementary school
- Unit-2 : Nature, goals and program content of career guidance in Junior /Middle School
- Block 3 : Career Development**
- Unit-1 : Concept, career choice and decision making
- Unit-2 : Approaches to career development: Trait-and-factor or matching approaches;
- Unit-3 : Decision theory; Situational or sociological approaches and Psychological Approaches.
- Block 4 : Understanding Career Information**

- Unit-1 : Nature, importance, functions and types of career information,
- Unit-2 : Training and evaluation of career information service,
- Unit-3 : Technology & recent trends in career information.
- Block 5 : Classification and Dissemination of Career Information**
- Unit-1 : Need, importance and objectives
- Unit-2 : Classification by occupation, Industry, Interest & other classification schemes
- Unit-3 : Techniques and methods of dissemination of career information.

GC-V: Assessment and Appraisal in Guidance and Counselling

- Block 1 : Introduction to Psychological Assessment**
- Unit-1 : Nature, uses and issues of Psychological assessment
- Unit-2 : Psychological tests as tools of assessment, classification of Psychological Tests
- Unit-3 : Test administration and standardization of psychological tests.
- Block 2 : Theories of Intelligence and the Binet Scales**
- Unit-1 : Concept and theories of Intelligence- Spearman's model of general mental ability
- Unit-2 : Binet's principles of test construction, early Binet scales,
- Unit-3 : Terman's Stanford-Binet Intelligence scale, the modern Binet scale.
- Block 3 : Other Individual/Group tests of Ability**
- Unit-1 : Wechsler's Intelligence Scale for Children (WISC), Bender Visual Motor Gestalt Test
- Unit-2 : Wide Range Achievement Test-3, The Woodcock-Johnson III test of Learning Disability
- Unit-3 : Raven's Progressive Matrices, Good enough-Harris Drawing test.
- Block 4 : Assessment of Interest & Aptitude**
- Unit-1 : The Strong-Campbell Interest Inventory, the Campbell Interest & Skill Survey
- Unit-2 : Kuder Occupational Interest Survey, Scholastic Achievement Test
- Unit-3 : Differential Aptitude Test Battery
- Block 5 : Assessment of Personality**
- Unit1 : Rosenberg Self-esteem scale, Eysenck's Personality Questionnaire for Adults (EPQ), PGI Well-being Scale
- Unit-2 : Thematic Apperception Test (TAT), 16 PF
- Unit-3 : Rorschach Projective Test, Draw a person test

4. COUNSELLING SESSIONS

Generally counseling sessions are held at the Study Centres on weekends or at the times scheduled by the Study/Programme Centres within the general academic schedule of the programme. The Coordinator/Programme In-charge at the Study Center will decide on the coverage of these sessions (theory). The Study Centre Coordinator/Programme In-charge will also provide the counseling schedule. The counseling sessions will include clarifications required in the print-material and the solution of problems through active interaction between counselors and students.

Counseling sessions will be organized for all theory courses of PGDGC. Programme. The counseling duration and time for each theory course will consist of **5 sessions of 2 hours each**. 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 not mandatory but is always in the interest of learners to attend these sessions.**

5. SMS SERVICES

The CDOL, JMI has an SMS Alert Service, wherein a student gets connected with the Centre by receiving messages. SMS Alert Service has the uniqueness that the student gets updates regarding academic activities related to their programme. However, students are advised not to depend completely on SMS rather they should remain in touch with their respective study centre/unit continuously for any updated information. Further, they should follow the academic calendar provided to them for the current academic year.

6. ACADEMIC CALENDER

It is a tentative schedule provided at the time of admission containing important dates and fees/charges corresponding to important activities (counseling/assignments/examination etc.) that you are supposed to do throughout the academic session. You can **view and download your academic calendar from JMI website - jmi.ac.in or ensure a copy of the same at the time of admission and renewal in the very beginning of your academic session. Try to keep an eye on the important dates given in your academic calendar for different activities.** This will help you in completing your assignments/works on time smoothly (without delay). Remember the dates given in academic calendar are final and no case will be entertained after the last dates any activity.

7. STUDY CENTRE

The Study Centre/Unit to which you have been admitted will remain your Study Centre till you have cleared all courses within the maximum time allowed (3 years). No student would be permitted to change his/her Study Centre at any point of time. All the activities related to Counselling, Assignments and Term-End-Examination will be held at the Study Centre only. However, the CDOL, Jamia Millia Islamia may shift or close a Study Centre as or when required and the students of that particular centre may shift to other Study Centre.

8. INSTRUCTIONAL SYSTEM

The Post Graduate Diploma in Guidance and Counselling (PGDGC) includes the multi-media approach i.e., Self-learning Print Material, Counselling Sessions, Workshop, 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 centers.

8.1 Medium of Instruction/Assignment/Term-end-Examination

The medium of instruction will be mixed i.e. English/Hindi/Urdu. The Study Material, assignments and Term-end-Examination paper will be available in English only. However the students can attempt their assignment and Term-end-Exemption paper in Hind & Urdu also.

8.2 Print Material

The print materials are the self-learning materials for both theory and project work of the programme. The theory courses are supplied to the students in the form of Blocks. Each block contains 2-4 units. Each course has its own code number.

8.3 Audio and Video Programmes

The Audio and Video programmes are meant for further clarification and enhancement of understanding. These are used during counselling and workshop sessions at programme centres.

9. EVALUATION SYSTEMS

9.1 Assignments

Assignments are a part of the continuous evaluation system. The submission of assignments is compulsory. Assignments of a course carry about 30% weight age while approximately 70% weight age is given to the Term-end Examinations.

There is one assignment of **30 marks** in each course. Whenever you receive a set of study material and assignments, check them immediately and ask for missing pages/books/assignments, if any, and contact the coordinator of your Study 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 candidates who failed to submit the assignment in the previous year are required to submit afresh assignments of the current year. 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/Study Centre. You are advised to submit the assignments before or on the due date. **In no case submission of assignments in a particular academic calendar will be allowed after the last date (with late fee) is over.**

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/Study Centre so that the required correction can be made.

9.2 Points to Remember while Preparing Assignments

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

- 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.
- **Write your assignments in your own handwriting.** Assignments should not be typed, printed or computerized.
- Orientation to the assignments will be provided in the counseling sessions. You have to submit the assignment-responses to the Study Centre allotted to you on or before the **last date of submission** mentioned in the Academic Calendar provided by the Programme In-charge.
- Write your **Roll Number** correctly and don't overwrite particularly while you write your **Roll Number and Name**.
- Make sure that you answer the questions on the basis of the SLM (Blocks/Units) sent to you.
- 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.

9.3 How to Send the Completed Assignment-Responses

- ◆ The Assignment Responses (AR's) may be submitted by hand at your unit or a place fixed by Indian Air Force latest by the prescribed date in accordance with the Academic Calendar.
- ◆ It is compulsory to **send/submit complete assignment** of a year altogether in the Assignment **booklet** provided by Centre for Distance and Open Learning, Jamia Millia Islamia only.
- ◆ Write your **roll number, name, course title, course code** (all capital letters) and other relevant information at the appropriate place at the cover page of **booklet** only.
- ◆ The assignment-response should be complete in all respects. Incomplete responses will bring you poor marks. Do not send assignment responses in piece-meal, as they may never be put together in our offices.
- ◆ Please keep a copy of the assignment-responses that you submit. You may need this in case you have to resubmit it in a situation when it may be lost in evaluation or transit.

9.4 Term End 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.

9.4.1 Examination Form

It is a pre-requisite to submit the examination forms for taking an examination in any course. The forms pertaining to Term-End Examination, Student's Admit Card and Record Card are available on the university website (i.e. <http://jmi.ac.in/cdol/forms>) as **Application Exam Form** 'Form A', **Admit Card** 'Form B' and **Record Card** 'Form C' respectively.

9.4.2 Examination date sheet

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

9.4.3 Examination Centre

Examination Centre and date for Term-End-Examination will be decided by the Examination Branch, Jamia Millia Islamia and will be intimated in the Term-End-Examination Date Sheet of the respective programme.

While submitting your examination form for the Term End Examinations, it is your duty to check whether you are registered for the course and whether you are eligible to appear for that examination and have deposited the required fees or not. If you neglect this and take the examination without being eligible for it or without depositing the required fees, your result may be cancelled.

9.4.4 Instruction for the filling up the Term-End Examination Forms

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 examination; if taken, and also retain the proof of its sending.
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 examination centre will be fixed and intimated to the students by the University. But the university has all the rights to change the 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 do not fill space for "Enrollment No." as this will be assigned to each student by the Controller of Examinations Office, Jamia Millia Islamia.

11. Please don't write anything in the columns with instruction "For office use only" at the backside of Student Record 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 examinations by sending a self addressed envelope of the size 12 cm x 28 cm and having a stamp of Rs.30/- from the Centre for Distance and Open Learning. The completed Examination Forms should be submitted by hand at/or by post only to the Hony. Director, Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi – 110025, by the last date of submission specified.

10 Regulations Relating to Evaluation

10.1 Declaration of Result

- (a) To pass the PGDGC (Distance Mode) examination a candidate must obtain:
 - (i) At least 40% 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, up to the maximum duration of 4years from the date of registration.

10.2 Division will be awarded in the following manner

- (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 if he/she obtains 75% marks or more.

10.4 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.

10.5 Re-totaling of Marks

- (a) The marks of a student can be re-totaled 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-totaling shall be entertained unless it is made within 30 days after the declaration of the result.

10.6 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. 300/-) 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 not 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 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.

10.9 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 a maximum of two theory papers in the subsequent term-end examinations excluding assignments.
- (b) The student shall be given only one chance for improvement and that too in the successive (Term-end-Exams) following the declaration of his/her final year results.
- (c) Better of the two marks obtained by the student will be considered as final.
- (d) 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.
- (e) The students must submit the Examination Form for improvement of result duly filled along with the prescribed fee per paper / course of Rs. 300/- by Demand Draft in favour of "**Jamia**

Millia Islamia” payable at “New Delhi” and send / submit it to the Controller of Examination through Centre for Distance and Open Learning, Jamia Millia Islamia, New Delhi –110025.

11. GENERAL REGULATIONS

Late Fee, Re-Registration and Other Charges

Table: Late Fee and Other Charges application for PGDGC (Distance Mode) students

S. No.	PGDGC (Distance Mode) Programme	Fees/Charges (Rs.)
1	Submission of Assignments with late fees up-to the maximum period of 4 weeks	100. (Per Assignment)
2	Submission of Assignments in the following years (In case of absence / fail)	200 (Per Assignment)
3	Submission of Term-end-Examination form with late fees up to 4 weeks.	250.
4	Submission of Term-end-Examination form with late fees beyond 4 weeks up to the next 4 weeks	600.
5	Reappearing in Term-End-Theory Examination (In case of absence/fail/improvement)	300. (Per Paper)
6	Re-appearing in Workshop & Project work (In case of absence/failed)	1000/
7	Re-Registration Fee*	4650/-
8	Provisional Certificate	50.00
9	Migration Certificate	50.00 (After Passing)
10	Migration Certificate	200.00 (Before Passing)
11	Duplicate Statement of Marks (Attach a copy of F.I.R.)	200.00
12	Duplicate Identity Cards (Attach a copy of F.I.R.)	200.00
13	Change of Address in ID Card	50.00
14	Re-evaluation of (current) Answer Script	300.00 (Per Course)

Note – * If a candidate fails to appear in any of the prescribed components of the programme within the stipulated period of 1 year and desires to continue the programme after the lapse of one year, he/she should re-register for the programme by depositing the above mentioned re-registration fee. **The Fee once paid will not be refunded or adjusted under any circumstances.**

All the fees/charges wherever, applicable will be payable only in the form of **demand draft** drawn in favour of ‘**Jamia Millia Islamia**’, payable at ‘**New Delhi**’

All the aforesaid fees are subjected to revise during the academic year as per Jamia Millia Islamia rules.



**Centre For Distance and Open Learning
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