



**ALIGARH MUSLIM  
UNIVERSITY**



**CENTRE FOR DISTANCE  
AND ONLINE EDUCATION**

**GUIDE TO ADMISSION**

**SESSION : 2022-23**

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## **Disclaimer**

Every effort is made to ensure the accuracy of the information on this Prospectus; however the Centre for Distance and Online Education, AMU makes no warranty for its accuracy.

Subject to any necessary approval from AMU, the Centre for Distance and Online Education (CDOE) reserves the right to amend, alter or withdraw any course, unit or module at any time which is currently being offered, and to vary prices for modules, units or services.

- Policies of any kind pertaining to Centre for Distance and Online Education, AMU, are subject to change without any prior notice.
- Centre for Distance and Online Education, AMU does not accept responsibility for material linked to or contained within this prospectus nor does it assume any legal liability, whether direct or indirect, for the accuracy, comprehensiveness or usefulness of any information.
- Unless otherwise stated, the course materials and the information containing in the Prospectus are subject to AMU copyright laws and cannot be reproduced in whole or in part without prior permission from Centre for Distance & Online Education, AMU.
- If you have any query regarding the content of the prospectus, please contact CDOE, AMU.

The Centre for Distance and Online Education, AMU, intends to complete the admissions and hold the PCP and Exams on time. In case they are delayed due to any unavoidable circumstances, the CDOE shall not be subject to any legal liability, whether direct or indirect.

## **Governance of the Centre for Distance and Online Education**

Vice-Chancellor

**Prof. Tariq Mansoor**

Registrar

**Mr. Abdul Hamid (IPS)**

Finance Officer

**Prof. Mohd. Mohsin Khan**

Controller of Examination

**Mr. Mujib Ullah Zuberi**

Director

**Prof. Mohd. Nafees Ahmad Ansari**

## Introduction

Aligarh Muslim University (AMU) is a premier Central University included as an institution of 'National Importance' in the VII Schedule of the Constitution of India with several faculties and maintained institutions. AMU draws students from all over the country and from foreign countries including SAARC and the Commonwealth. Imbibing the objective tenor of the west and preserving the oriental tradition, Sir Syed Ahmad Khan, the great visionary, established the Mohammadan Anglo Oriental College on May 24, 1875 with a resolve to initiate western education amongst Muslims and liberate their mind from outmoded patterns of thought and behavior. At the very inception Sir Syed made a distinction between *talim* (education) and *tarbiyat* (training); the former preparing an individual for an occupation and the latter geared towards achieving refinement. Sir Syed thus visualized its future:

*... This college may expand into a University whose sons shall go forth ... to preach the gospel of free enquiry, of large hearted toleration and pure morality".*

This vision became a reality in 1920 when this College matured to the status of Aligarh Muslim University. Since then it has ever been expanding, diversifying and relentlessly working towards keeping its promise to the commitment of its founder. The residential character of this University, where most of the staff and students reside on the campus itself, contributes greatly to the country's multi-religious, multi-social and multi-lingual character.

There are Twelve faculties and each comprising of several Departments of Studies with a teaching strength of 2,000 faculty members disseminating knowledge to more than twenty eight thousand students. Amongst some of the chief institutions maintained by the university are Zakir Husain College of Engineering & Technology, Jawaharlal Nehru Medical College & Hospital, A.K. Tibbiya College, Institute of Ophthalmology, Ziauddin Dental College, the University Polytechnic, the University Women's Polytechnic, Institute of Islamic Studies, Centre of West Asian Studies, and five high schools including Ahmadi School for the Visually Challenged.

The pioneers of women's education, Sheikh Abdullah and his wife Ala Bi, resisting severe opposition, eventually succeeded in supplementing to Sir Syed's mission by establishing the Women's College that admits more than 2500 girls to various undergraduate courses.



## **CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

The Centre for Distance and Online Education (CDOE) is an integral part of the University and an expression of the University's concern and commitment for spread of education in all strata of society and all parts of the country. As a matter of fact, the desire and demand for education exist in every section of the society, but since Colleges and Universities cannot accommodate beyond a defined limit, many cannot find admission. There is also a large section of society which is unable to participate in the regular / formal stream of education due to occupational, financial or social constraints. Persons like these can get an opportunity to derive the benefits of education through distance mode.

By taking advantage of recent developments in information and communication technologies to widen the reach of education and to enhance quality of education through the use of multi-media methods of teaching and learning, the CDOE aims at providing the students an opportunity to learn and appear for the examination of various courses which will be conducted by the University. Adopting flexible and innovative methods of education to ensure 'independent learning' to anyone, anytime and anywhere, the CDOE offers programmes of the study that are customized to meet the learning requirements of knowledge seekers as well as to ensure that they learn at their own pace and convenience. Within the financial means of University, due care has been taken to keep the cost of education low so that educationally backward sections can take advantage of University's programmes. The CDOE has a special commitment to the cause of Women's education, particularly of the minority community, among those who are educationally and economically deprived section. Given an opportunity to study at home supported with study materials, women can benefit immensely from this programme.



**ISSUE OF ADMISSION FORMS**

A candidate can obtain admission form from the Centre for Distance and Online Education (CDOE), AMU or from the CDOE Website **[www.cdeamu.ac.in](http://www.cdeamu.ac.in)**. The downloaded admission forms must be attached with a draft of **Rs. 300/- (Cost of the application form)** in favour of Finance Officer, AMU, payable at Aligarh along with other required documents for admission.

The application form can also be obtained from the Cash Counter at CDOE, AMU on payment of Rs. 300/- or by sending a Bank Demand Draft of Rs. 350/- in favour of Finance Officer, AMU, payable at Aligarh along with a self-addressed A4 size envelope affixing postal stamp of Rs.60/- to

**The Director**

**Centre for Distance and Online Education**

**“Nasheman Building”, Opposite Sulaiman Hall**

**Anoopshahar Road, Aligarh Muslim University**

**Aligarh-202002 U.P. (INDIA)**

**Telephone No: - +91 8303020933, 0571-2700921 (Extn.) 1244**

**E-mail: [director.cde@amu.ac.in](mailto:director.cde@amu.ac.in) , [cdedirectors@gmail.com](mailto:cdedirectors@gmail.com)**

## Regional Centres /Learner Centres

S.No	Name of the Learner Centres / Regional Centres	Contact Details
1	<b>AMU Malappuram Centre (Regional Centre)</b> Cherukara Post, Perinthalmanna Via, Mallapuram-DT Kerala-679340	04933298299, 09778100801 <a href="mailto:rccde.amumc@gmail.com">rccde.amumc@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
2	<b>AMU Kishanganj Centre (Regional Centre)</b> Office of the Director, Boy's Minority Hostel Halim Chowk, Near Pani Tanki, Kishanganj-855107 (Bihar)	09456242786, 09934475467 <a href="mailto:osdamukc@gmail.com">osdamukc@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
3	<b>AMU Murshidabad Centre (Regional Centre)</b> Jangipur Barrage (Ahiran), Suti, Murshidabad West Bengal-742223, India	8967367241, 7076506149, 9897861723 <a href="mailto:rccde.amucjm@gmail.com">rccde.amucjm@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
4	<b>Moradabad Muslim Degree College (Learner Centre)</b> Katghar - Moradabad	09634392489 <a href="mailto:mmdc1996amu@gmail.com">mmdc1996amu@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
5	<b>Millia Educational Trust, National Degree College (Learner Centre)</b> Rambagh, Purnea, Bihar	09572205208 <a href="mailto:jawed.palindrome@hotmail.com">jawed.palindrome@hotmail.com</a> Working Hours: 9.00 am to 05.00 pm
6	<b>Islamia College (Learner Centre)</b> New Town Vaniyambadi Vellore, Tamil Nadu Pin-635762	09486254171 <a href="mailto:sjkjkh@gmail.com">sjkikh@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
7	<b>Asim Siddiqui Memorial Degree College (Learner Centre)</b> Budaun	09410643446 <a href="mailto:najeeb226@rediffmail.com">najeeb226@rediffmail.com</a> Working Hours: 9.00 am to 05.00 pm
8	<b>Insan Degree College (Learner Centre)</b> Siksha Nagar, Kishanganj, Bihar	07979752562 <a href="mailto:sirajialig@gmail.com">sirajialig@gmail.com</a> , Working Hours: 9.00 am to 05.00 pm
9	<b>St. Al-Haneef Educational Centre (Degree College) (Learner Centre)</b> Semara Ramnagar Road, Chandauli, Maghalsarai (UP)	09807120705 <a href="mailto:stalhaneef@gmail.com">stalhaneef@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
10	<b>D T S Girls Degree College (Learner Centre)</b> Chilkana Dumjhera Road, Town Chilkana Distt. Saharanpur.UP-247001	07906261161 <a href="mailto:fahadusman0123@gmail.com">fahadusman0123@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
11	<b>Unity Degree College (Learner Centre)</b> Sector-B, Basant Kunj, P.O. Barwan Kalan, Kakori Hardoi Road, Lucknow-227107	09415150969 <a href="mailto:unitydegree@gmail.com">unitydegree@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
12	<b>Orient Degree and P.G. College for Arts and Science (Learner Centre)</b> Government Hospital Road Opp. BSNL Tower, Millat Nagar, Yasmeen Oil Mill, Distt. Yadgir, (Karnataka)	08880606334 <a href="mailto:orient.oa@gmail.com">orient.oa@gmail.com</a> Working Hours: 9.00 am to 05.00 pm
13	<b>Gandhi Faiz-e-Aam Degree P.G. College (Learner Centre)</b> Shahjanpur (UP)	05842-222383, 09415510620 05842-280274 <a href="mailto:gfdoff@gmail.com">gfdoff@gmail.com</a> Working Hours: 9.00 am to 05.00 pm

## **GENERAL INSTRUCTIONS**

### **SUBMISSION OF ADMISSION FORMS**

Candidates must submit their duly filled application form at the CDOE office from where it was obtained.

### **SELECTION FOR ADMISSION**

- Admission is open to all those who possess prescribed minimum qualification.
- Admissions are provisional, subject to verification of required documents & eligibility conditions.

### **FEES**

- All fees shall be paid by Demand Draft in favour of Finance Officer, AMU, payable at Aligarh.
- The Admission Fees can only be refunded within one month from the date of admission.

### **REJECTION OF APPLICATION FORM**

The application form may be rejected due to any of the following reasons:

- If the candidate does not fulfill the eligibility criteria.
- If the qualifying examination is not recognized by Aligarh Muslim University.
- If the Application Form is not signed by the Candidate.
- If the clearance from the AMU Proctor is not given.
- If the application form is incomplete.
- If the information provided by the candidate is incomplete or incorrect.
- If the candidate has not mentioned mobile and email id in the application form.

**Note:** The information, provided in application form, must be supported by the self-attested documents.

### **ADMISSION / ENROLMENT NUMBER**

- The Admission / Enrolment Number will be given only after Completion of Admission.
- **If a student already has AMU Enrolment No. then the student should mention the same Enrolment No. in the Admission Form.**
- The Admission Card issued after the Admission shall also be treated as identity card. The students must retain the Admission Card during the entire duration of course.

**IMPORTANT INSTRUCTIONS**

- Applicants must go through the prospectus carefully and fill the required information correctly.
- CDOE shall not be responsible for any postal delay.
- Candidates will be responsible for any incorrect information.
- The application form is not transferable.
- Candidates must submit attested photocopies of relevant documents along with the application form. They should not enclose any original document.
- **Boards of Examination & Universities Recognized by COBSE & AIU are valid for Admissions.**

**DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORMS:**

- Applications to various Courses are required to submit photocopies of self-attested Aadhar Card, Marksheets / Gradesheets of all examinations passed by the candidate.

**Note:-**

- Two degree programmes cannot be allowed to be pursued simultaneously, however, a student can pursue a degree and a diploma course simultaneously through combination of distance and regular mode from the same or different University(ies) / Institution (s) in various combinations. viz.,

- 1. One Degree and One Diploma/Post Graduate Diploma/Certificate*
- 2. One Post Graduate Diploma and One Diploma / Certificate*
- 3. One Diploma and One Certificate*
- 4. Two Post Graduate Diploma*
- 5. Two Diplomas*
- 6. Two Certificates*

**If any student will pursue the admission against this notification, he/she will be responsible and his/her admission will be cancelled.**

**ALLOWED COURSES:**

1. To safeguard the academic interest of students, the University is constrained to define the following courses as allowed for the purpose of admission. Table-II gives the 'Matrix for Allowed Courses' wherein all full time courses of study have been divided into four (04) Groups- A, B, C and D.
2. Courses within each Group have been further divided into various categories with Category 1 being the lowest Category and Category 6 being the highest Category within a Group.
3. Candidates who have passed a course of study will be eligible to apply for admission to only those full-time regular courses of study as permissible by the following rules:
  - a) A person can do only one course of study from one category in a group.
  - b) Within a Group a person can move only from lower category to a higher category.
  - c) Persons from Group A cannot go to any other group.
  - d) Persons from Group B can go to any category of Group A only.
  - e) Persons from Group C can go to any category of any other group.
  - f) Persons from Group D can go to any category of any other group.
4. Candidates can apply for B.Com.(Hons.) after passing Diploma in Secretarial Practice.
5. Candidates can apply for P.G. courses in the Faculty of Social Sciences after passing B.S.W.

**Note:** All the above rules regarding Allowed Courses are in addition to eligibility conditions, selection procedures and such other conditions as applicable from time to time.

## COURSES OFFERED

S. No	Courses	Fees (Per Year)
01	Senior Secondary School Certificate (10+2), (Class XI) Arts / Social Science	3,000/-
02	Senior Secondary School Certificate (10+2), (Class XI) Commerce	3,500/-
03	Bachelor of Commerce (Hons.)	5,000/-
04	B.Sc. in Computer Science	12,000/-
05	Bachelor of Library & Information Science (BLIS)	8,000/-
06	Master of Commerce	6,500/-
07	Diploma in Journalism and Mass Communication (DJMC)	9,000/-
08	Diploma in Guidance & Counseling (DG&C)	9,000/-
09	Diploma in Human Right and Duties (DHRD)	8,000/-
10	Diploma in Marketing Management (DMM)	8,000/-
11	Diploma in Personnel Management (DPMM)	8,000/-
12	Diploma in Computer Programming (DCP)	9,000/-
13	Diploma in Travel & Tourism Management (DTTM)	8,000/-
14	Diploma in Communicative Skills in English (DCSE)	4,500/-
15	Diploma in Foreign Languages (DFL)	6,000/-
16	Certificate in Information Technology (CIT)	6,000/-
17	Certificate in Computer Hardware and Network Technology (CCHNT)	6,000/-
18	Certificate in Goods and Service Tax (CGST)	6,000/-
19	Certificate in Communicative Skill in English (CCSE)	4,000/-

**Note:** \*Admission Form can be filled online and Fees can also be paid online through the website **[www.cdeamu.ac.in](http://www.cdeamu.ac.in)**.

\*Fee will be paid by **Demand Draft in Favour of Finance Officer, AMU, Payable at Aligarh** at the time of admission.



## 1. Senior Secondary School Certificate (10+2) (Class XI) Arts / Social Science

The Senior Secondary School Certificate course consists of two parts: Part I (XI) and Part II (XII). The examination for this course shall be held at the end of each academic session of class XI and XII respectively under the programme of Distance Education, AMU, Aligarh.

### Eligibility:

Secondary School Certificate / High School examination of the Aligarh Muslim University or an examination recognized by the Aligarh Muslim University.

**Course Duration:** Minimum *Two Years* and Maximum *Five Academic Years*

**Medium of Course Material:** Urdu or Hindi

**Medium of Examination:** Urdu/Hindi/English

**Course Fees:** - 3,000/- (XI Arts/Social Science)

**Course Structure:** One can select subjects from the following list as per the instructions given below:

### A. Compulsory Subjects: (Choose any 1 from each category)

(a) Compulsory English

(b) Sunni / Shia Theology / History of Modern Civilization

(c) Advanced Urdu / Elementary Urdu / Elementary Hindi

### B. Optional Subjects: (Choose any Four)

i. Economics

ii. History

iii. Islamic Studies

iv. Political Science

v. Urdu

vi. Persian

vii. Hindi

**Assignments:** The topics of assignments will be available at CDOE Website. Students are required to submit the assignments within stipulated time.

**Note:** Assignment of Compulsory English is only to be submitted in opted Compulsory Subjects.

## 2. Senior Secondary School Certificate (10+2) (Class XI) Commerce

The Senior Secondary School Certificate course consists of two parts: Part I (XI) and Part II (XII). The examination for this course shall be held at the end of each academic session of class XI and XII respectively under the programme of Distance Education, AMU, Aligarh.

### Eligibility:

Secondary School Certificate / High School examination of the Aligarh Muslim University or an examination recognized by the Aligarh Muslim University.

**Course Duration:** Minimum *Two Years* and Maximum *Five Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 3,500/- (XI Commerce)

**Course Structure:** One can select subjects from the following list as per the instructions given below:

### A. Compulsory Subjects: (Choose any 1 from each category)

(a) Compulsory English

(b) Sunni / Shia Theology / History of Modern Civilization

(c) Advanced Urdu / Elementary Urdu / Elementary Hindi

### B. Subjects:

i. Accountancy

ii. Economics

iii. Business Studies

iv. Mathematics

**Assignments:** The topics of assignments will be available at CDOE Website. Students are required to submit the assignments within stipulated time.

**Note:** Assignment of Compulsory English is only to be submitted in opted Compulsory Subjects.

### 3. Bachelor of Commerce Eligibility:

Senior Secondary School Certificate (SSSC, 10+2), in any stream, from AMU or other Examination Board recognized by Aligarh Muslim University, Aligarh.

**Course Duration:** Minimum *Six Semesters* and Maximum *Eight Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:- 5,000/- per year**

#### Course Structure:

**Compulsory Subjects: (Choose any 1 from each category)**

(a) Compulsory English

(b) Sunni / Shia Theology / Indian National Movement

(c) Advanced Urdu/ Elementary Urdu/ Elementary Hindi

#### Semester-I<sup>st</sup>

Compulsory Paper		Main Paper	
<b>EN-101</b>	Compulsory English	<b>CM-101</b>	Corporate Accounting
<b>SH-101</b>	Shia Theology	<b>CM-102</b>	Management Concepts
<b>SU-101</b>	Sunni Theology	<b>CM-103</b>	Fundamentals of Business Mathematics
<b>IM-101</b>	Indian National Movement	<b>CM-104</b>	Business Economics
<b>AU-101</b>	Advance Urdu	<b>CM-105</b>	Principles of Marketing
<b>EU-101</b>	Elementary Urdu		
<b>EH-101</b>	Elementary Hindi		

#### Semester-II<sup>nd</sup>

Compulsory Paper		Main Paper	
<b>EN-102</b>	Compulsory English	<b>CM-106</b>	Specialized Accounting
<b>SH-102</b>	Shia Theology	<b>CM-107</b>	Business Mathematics
<b>SU-102</b>	Sunni Theology	<b>CM-108</b>	Auditing
<b>IM-102</b>	Indian National Movement	<b>CM-109</b>	Business Environment
<b>AU-102</b>	Advance Urdu	<b>CM-110</b>	Advertising and Sales Management
<b>EU-102</b>	Elementary Urdu		
<b>EH-102</b>	Elementary Hindi		

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

**Note:** Assignment of Compulsory English is only to be submitted in opted Compulsory Subjects.

#### 4. Bachelor of Science (Computer Science)

##### Eligibility:

Senior Secondary School Certificate (SSSC, 10+2), in Science stream, from AMU or other Examination Board recognized by Aligarh Muslim University, Aligarh.

**Course Duration:** Minimum *Six Semesters* and Maximum *Eight Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 12,000/- per year

##### Course Structure:

**Compulsory Subjects: (Choose any 1 from each category)**

- (a) Compulsory English
- (b) Sunni / Shia Theology / Indian National Movement
- (c) Advanced Urdu/ Elementary Urdu/ Elementary Hindi

##### Semester-I<sup>st</sup>

Compulsory Paper		Main Paper	
EN-101	Compulsory English	CC-101	Introduction to IT
SH-101	Shia Theology	CC-102	Problem Solving Technique using Computer Program
SU-101	Sunni Theology	CC-1P1	Practical Lab – 1 (Windows, MS-Office)
IM-101	Indian National Movement	Subsidiary Paper	
AU-101	Advance Urdu	ST-101	Fundamental Statistics
EU-101	Elementary Urdu	ST-102	Theory of Probability
EH-101	Elementary Hindi	MM-101	Calculus
		MM-102	Elementary Differential Equation

##### Semester-II<sup>nd</sup>

Compulsory Paper		Main Paper	
EN-102	Compulsory English	CC-201	Computer Fundamental
SH-102	Shia Theology	CC-202	Structured Programming Using 'C'
SU-102	Sunni Theology	CC-2P1	Practical Lab – 2 ('C' Programming)
IM-102	Indian National Movement	Subsidiary Paper	
AU-102	Advance Urdu	ST-201	Descriptive Statistics
EU-102	Elementary Urdu	ST-202	Probability and Probability Distribution
EH-102	Elementary Hindi	MM-201	Advance Calculus
		MM-202	Advance Differential Equation

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

**Note:** Assignment of Compulsory English is only to be submitted in opted Compulsory Subjects.

## 5. Bachelor of Library & Information Science (BLIS)

### Eligibility:

Bachelor's degree in any discipline with at least 50% marks from any institution recognized by AMU.

**OR**

Bachelor's degree in any discipline having 45% marks with library experiences of 5 years in a recognized library.

**OR**

Bachelor's degree in any discipline having 45% marks with Master's degree in Second Division from any institution recognized by AMU.

**Course Duration:** Minimum *Two Semesters* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English/Hindi/Urdu

**Course Fees:- 8,000/- per Year**

### Course Structure:

#### Semester-I<sup>st</sup>

Paper Code	Title of the Paper
BLIS-01	Fundamentals of Library and Information Science
BLIS-02	Management Library and Information Centres
BLIS-03	Information Processing and Retrieval
BLIS-04	Library Classification (Theory)
BLIS-05	Library Classification (Practical) DDC 23 <sup>th</sup> Edition and CC

#### Semester-II<sup>nd</sup>

Paper Code	Title of the Paper
BLIS-06	IT Applications in Libraries
BLIS-07	Reference and Information Sources
BLIS-08	Information Services
BLIS-09	Library Cataloguing (Theory)
BLIS-10	Library Cataloguing (Practical) AACR-II and CCC

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 6. Master of Commerce

### Eligibility:

Any candidate who has passed B.Com from Aligarh Muslim University, or any other University or Institute in any state recognized by UGC or AICTE is eligible for admission.

**Course Duration:** Minimum *Four Semesters* and Maximum *Five Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 6,500/- per year

### Course Structure:

#### Semester-I<sup>st</sup>

Paper Code	Title of the Paper
<b>CMM-1001</b>	Managerial Economics
<b>CMM-1002</b>	Management Concept
<b>CMM-1003</b>	Quantitative Methods
<b>CMM-1004</b>	Financial Management
<b>CMM-1005</b>	Human Resource Management
<b>CMM-1006</b>	Business Environment

#### Semester-II<sup>nd</sup>

Paper Code	Title of the Paper
<b>CMM-2001</b>	Management of Financial Institutions
<b>CMM-2002</b>	Marketing Management
<b>CMM-2003</b>	Financial Accounting & Reporting
<b>CMM-2004</b>	Investment Management
<b>CMM-2005</b>	Indian Financial System
<b>CMM-2006</b>	Research Methodology

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.



## 7. Diploma in Journalism and Mass Communication (DJMC)

**Eligibility:** Bachelor's degree in any discipline from any institution recognized by AMU.

**Course Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 9,000/-

### Course Structure:

Paper Code	Title of the Paper
DJMC-01	Introduction to Journalism & Mass Communication
DJMC-02	Mass Media & Society
DJMC-03	Reporting Writing & Editing
DJMC-04	Advertising & Public Relations
DJMC-05	Practical /Viva-Voce

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 8. Diploma in Guidance & Counseling (DG&C)

### **Eligibility:**

- Bachelor's Degree in any discipline from any institution recognized by AMU.
- Preference will be given to candidates having a background of Psychology, Educational psychology, Education, M.Ed., Social Work, Child Development, Human Development.
- Candidate having MBBS / BDS / B. Tech. will also be considered for admission.

**Course Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 9,000/-

### Course Structure:

Paper Code	Title of the Paper	Paper Code	Title of the Paper
DGC-01	Principles and Procedure of Guidance	DGC-05	Guidance Practicum
DGC-02	Approaches and Techniques of Counseling	DGC-06	Counseling Practicum
DGC-03	Dynamics of Adjustment and Personality	DGC-07	Testing Practicum
DGC-04	Assessment in Guidance and Counseling	DGC-08	Grand Viva on the Internship

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 9. Diploma in Human Rights and Duties (DHRD)

**Eligibility:** Bachelor's degree in any discipline from any institution recognized by AMU. **Course**

**Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 8,000/-

**Course Structure:**

Paper Code	Title of the Paper
DHR-01	Conceptual and Theoretical Understanding of Human Rights
DHR-02	Human Rights: International Perspective
DHR-03	Human Rights in India
DHR-04	Redressal Mechanism against Human Rights Violation
DHR-05	Systems, Organisations and Instruments of Human Rights
DHR-06	Viva-Voce / Training Report

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 10. Diploma in Marketing Management (DMM)

**Eligibility:** Bachelor's degree in any discipline from any institution recognized by AMU. **Course**

**Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 8,000/-

**Course Structure:**

Paper Code	Title of the Paper
DMM-01	Marketing Management
DMM-02	Services Marketing
DMM-03	Industrial Marketing
DMM-04	Advertising and Sales Management
DMM-05	International Marketing
DMM-06	Viva-Voce / Training Report

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 11. Diploma in Personnel Management (DPMM)

**Eligibility:** Bachelor's degree in any discipline from any institution recognized by AMU. **Course**

**Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 8,000/-

### Course Structure:

Paper Code	Title of the Paper
DPMM-01	Elements of Management
DPMM-02	Industrial Relations
DPMM-03	Human Resource Management
DPMM-04	Principles of Organisational Behaviour
DPMM-05	Human Resource Development
DPMM-06	Viva-Voce / Training Report

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 12. Diploma in Computer Programming (DCP)

**Eligibility:** Bachelor's degree in any discipline from any institution recognized by AMU. **Course**

**Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 9,000/-

### Course Structure:

Paper Code	Title of the Paper
DCP-01	Data Structures
DCP-02	Computer Programming Using 'C'
DCP-03	Computer Fundamentals And PC Software
DCP-04	Data Structure through 'C' Language
DCP-05	Data Base Management System
DCP-06	Object Oriented Programming through C++
DCP-07	PC Software Lab (Practical) & Viva Voce

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

### 13. Diploma in Travel & Tourism Management (DTTM)

**Eligibility:** Bachelor's degree in any discipline from any institution recognized by AMU. **Course**

**Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 8,000/- **Course Structure:**

Paper Code	Title of the Paper
DTTM-101	Introduction to Tourism
DTTM-102	Tourism Business
DTTM-103	Culture Heritage & Tourism
DTTM-104	Geography of Tourism
DTTM-105	Transport Management
DTTM-106	Viva-Voce

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

### 14. Diploma in Communicative Skills in English (DCSE)

**Eligibility:**

Certificate in Communicative English / B.A. Part-I or B.Com. Part-I from AMU or from any Institution recognized by AMU.

**Course Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 4,500/-

**Course Structure:**

Paper Code	Title of Course
DCE-21	Oral Communication Skills
DCE-22	Legal English
DCE-23	Business English
DCE-24	English for Media Skills
DCE-25	Science English
DCE-26	Project Work / Viva-Voce

**Assignments:** The topics of assignments will be available of CDOE Website. Students are required to submit the assignments within stipulated time.

## 15. Diploma in Foreign Languages (DFL)

**Eligibility:** Bachelor's Degree in any discipline from any institution recognized by AMU. **Course**

**Duration:** Minimum *One Year* and Maximum *Four Academic Years*

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 6,000/-

### Languages Offered:

#### (A) CHINESE

Paper Code	Title of Course
DFLC-01	Reading and Writing (Chinese)
DFLC-02	Listening and Speaking (Chinese)
DFLC-03	Chinese Culture and Civilization
DFLC-04	Viva-Voce

#### (B) SPANISH

Paper Code	Title of Course
DFLS-01	Reading and Writing (Spanish)
DFLS-02	Listening and Speaking (Spanish)
DFLS-03	Spanish Culture and Civilization
DFLS-04	Viva-Voce

#### (C) FRENCH

Paper Code	Title of Course
DFLF-01	Reading and Writing (French)
DFLF-02	Listening and Speaking (French)
DFLF-03	Culture and Civilization of France
DFLF-04	Viva-Voce

#### (D) GERMAN

Paper Code	Title of Course
DFLG-01	Reading and Writing (German)
DFLG-02	Listening and Speaking (German)
DFLG-03	German Culture and Civilization
DFLG-04	Viva-Voce

**Assignments:** The topics of assignments will be available on CDOE Website. Students are required to submit the assignments within stipulated time.

## 16. Certificate in Information Technology (CIT)

**Eligibility:** SSSC (+2) or its equivalent degree recognized by AMU

**Course Duration:** Minimum ***One Year*** and Maximum ***Four Academic Years***

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 6,000/-

**Course Structure:**

Paper Code	Title of Course
CIT-01	Information Technology
CIT-02	Operating Systems
CIT-03	Computer Organization and Architecture
CIT-04	Fundamentals of Networking and Internet
CIT-05	Fundamentals of Database Management Systems
CIT-06	Viva-Voce

**Assignments:** The topics of assignments will be available of CDOE Website. Students are required to submit the assignments within stipulated time.

## 17. Certificate in Computer Hardware and Network Technology (CCHNT)

**Eligibility:** SSSC (+2) or its equivalent degree recognized by AMU

**Course Duration:** Minimum ***One Year*** and Maximum ***Four Academic Years***

**Medium of Course Material:** English

**Medium of Examination:** English

**Course Fees:** - 6,000/-

**Course Structure:**

Paper Code	Title of Course
CCHNT-01	Computer Hardware
CCHNT-02	Advance Computer Hardware and Internet
CCHNT-03	Computer Networking
CCHNT-04	Advance Computer Networking
CCHNT-05	Basic Electronics (Electronic Components)
CCHNT-06	Computer Fundamentals & Digital Electronics
CCHNT-07	Computer Lab and Practical

**Assignments:** The topics of assignments will be available of CDOE Website. Students are required to submit the assignments within stipulated time.



**18. Certificate in Goods and Service Tax (CGST)****Eligibility:** SSSC (+2) or its equivalent degree recognized by AMU**Course Duration:** Minimum *One Year* and Maximum *Four Academic Years***Medium of Course Material:** English**Medium of Examination:** English**Course Fees:** - 6,000/-**Course Structure:**

Paper Code	Title of Course
CGST-01	GST: Concept and Process
CGST-02	Taxes and Duties
CGST-03	Time of Supply of Goods & Services
CGST-04	Registration and Filing
CGST-05	Viva-Voce

**Assignments:** The topics of assignments will be available of CDOE Website. Students are required to submit the assignments within stipulated time.**19. Certificate in Communicative Skills in English (CCSE)****Eligibility:** SSSC (+2) or its equivalent degree recognized by AMU**Course Duration:** Minimum *One Year* and Maximum *Four Academic Years***Medium of Course Material:** English**Medium of Examination:** English**Course Fees:** - 4,000/-**Course Structure:**

Paper Code	Title of Course
CCE-11	Phonetics and Spoken English
CCE-12	Writing Skills
CCE-13	Vocabulary Building and Reading Skills
CCE-14	Communicative Grammar
CCE-15	Voice and Accent Training (Practical)

**Assignments:** The topics of assignments will be available of CDOE Website. Students are required to submit the assignments within stipulated time.

## **ABOUT COURSES**

The Centre for Distance & Online Education (CDOE) mainly believes in reaching the unreached for their empowerment and social justice through education. Keeping in mind the abject educational condition of all the backward sections/communities, including Muslims, of the Indian Nation, the CDOE is providing basic courses like 10+2 and Bachelor in Arts/ Social Science and Commerce, besides some job-oriented Diploma courses. The Center follows the syllabi of the main Departments of the Aligarh Muslim University for running its various courses. The course materials are prepared accordingly in self-instructional format in accordance with these syllabi by experts from AMU and other Universities. These materials are reviewed and vetted by the faculty as well as outside experts and edited or modified, whenever necessary. In view of growing knowledge, syllabus is updated and every care is taken to produce high quality of coursework.

## **STUDY MATERIALS**

The printed study materials are delivered to students at the time of admission / continuation from the office of the CDOE or its Study Centers wherever the students are registered / admitted. These materials are even posted to students in exceptional cases. Students are advised to contact Programme Coordinator from time to time.

## **PERSONAL CONTACT PROGRAMME (PCP) FOR FACE-TO-FACE GUIDANCE**

The Personal Contact Programmes will be organized at the CDOE and at Learner Centres of the University. Prior information for the Personal Contact Programmes will be given to the students, facilitating them to attend the programme. The information shall be notified to the students well in advance. Certain percentage of attendance in these programmes is required.

## **ASSIGNMENTS**

The topics of assignments will be available at CDOE website. The assignments shall be submitted by the candidate within stipulated time. These assignments will serve as feedback and will be counted towards internal assessment in each paper.

## **EXAMINATION**

CDOE will organize the examination as per the scheme.

### **EXAMINATION CENTRE:**

Examinations will be conducted by the CDOE, AMU, Aligarh

Date of examination and the name of the Examination Centre will be notified by Centre for Distance & Online Education, A.M.U. Aligarh, and the list of Examination Centre will be uploaded on the website.

### **DISPUTE / LEGAL JURISDICTION**

Any disputes arising in matters including Admission, Lessons, Personal Contact Programmes, Examination, Fees, etc., will be subject to the jurisdiction of ALIGARH COURT.

### **MAILING ADDRESS**

All correspondence pertaining to Centre for Distance and Online Education must be addressed to:

**The Director**

**Centre for Distance and Online Education**

**“Nasheman Building”, Opposite Sulaiman Hall**

**Anoopshahar Road, Aligarh Muslim University**

**Aligarh-202002 U.P. (INDIA)**

**Telephone No: - +91 8303020933, 0571-2700921 (Extn.) 1244**

**E-Mail : [director.cde@amu.ac.in](mailto:director.cde@amu.ac.in), [cdedirectors@gmail.com](mailto:cdedirectors@gmail.com)**

**Table - I**  
**Matrix for Allowed Courses**

Group	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6
A	• M.Phil	• Ph.D.	---	---	---	---
B	<ul style="list-style-type: none"> <li>• Diploma in Engineering</li> <li>• Diploma in Costume Design &amp; Garment Technology</li> <li>• Diploma in Secretarial Practice</li> <li>• Diploma in General Nursing &amp; Midwifery</li> <li>• Paramedical Diplomas</li> <li>• Other Diploma Courses (including the courses under Centre of Professional Courses)</li> </ul>	<ul style="list-style-type: none"> <li>• Advance Diploma in Food Technology</li> <li>• Advance Diploma in Environmental Engg.</li> <li>• Advance Diploma in Interior Decoration</li> <li>• Other Advance Diplomas (including the courses under Centre of Professional Courses)</li> </ul>	<ul style="list-style-type: none"> <li>• B.Tech.</li> <li>• B.Arch.</li> <li>• B.E.(Evening)</li> <li>• M.B.B.S.</li> <li>• B.D.S.</li> <li>• B.R.T.T.</li> <li>• B.U.M.S./ Pre-Tib</li> <li>• B.S.W.</li> <li>• B.Sc. Nursing</li> <li>• B.Sc. Paramedical Courses</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced P.G. Dip. In Nanotechnology</li> <li>• P.G. Diploma in Islamic Banking &amp; Finance</li> <li>• P.G. Diploma in Hydrogeology</li> <li>• P.G. Diploma in Computer Prog.</li> <li>• P.G. Diploma courses in Faculty of Medicine</li> </ul>	<ul style="list-style-type: none"> <li>• M.Tech.</li> <li>• M.D./ M.S./M.D.S.</li> <li>• M.B.A./M.B.A.(IB)</li> <li>• M.C.A.</li> <li>• M.F.M.(M.F.C.)</li> <li>• M.T.T.M.(M.T.A.)</li> <li>• M.R.I.M./M.H.R.M.</li> <li>• M.S.W.</li> <li>• M.B.A.(Agribusi.)/M.A.M.</li> <li>• M.A.(Mass Comm.)</li> <li>• M.A./M.Sc.(OR)</li> <li>• M.Sc.(Rem.Sensing &amp; GIS)</li> <li>• Mahir-e-Tib</li> <li>• Mahir-e-Jarahat</li> <li>• M.Sc.(Biotechnology)</li> </ul>	<ul style="list-style-type: none"> <li>• M.CH.</li> </ul>
C	• SSSC	<ul style="list-style-type: none"> <li>• B.A.</li> <li>• B.Sc.</li> <li>• B.Com.</li> <li>• B.Th.</li> <li>• B.A.L.L.B.</li> <li>• B.F.A.</li> <li>• B.Voc.</li> </ul>	<ul style="list-style-type: none"> <li>• P.G. Diploma in Mass Communication(Urdu)</li> <li>• P.G. Diploma in Translation (Hindi)</li> <li>• B.R.I.M.</li> <li>• P.G.D.B.F.</li> <li>• Pre-M.F.A.</li> <li>• Other P.G. Diplomas (including the courses under Centre of Professional Courses)</li> </ul>	<ul style="list-style-type: none"> <li>• M.A.</li> <li>• M.Sc.</li> <li>• M.Com.</li> <li>• M.Th.</li> <li>• L.L.M.</li> <li>• M.F.A.</li> <li>• M.Sc (Agriculture)</li> <li>• M.Voc.</li> </ul>	<ul style="list-style-type: none"> <li>• Post M.A. Diploma in Urdu Translation</li> <li>• Post M.A. Diploma in Modern Persian</li> <li>• Post M.Sc. Diploma in Plant Tissue Culture &amp; Micropropagation</li> <li>• Post M.Sc. Diploma in Museology</li> <li>• P.G. Dip. In Conflict Reso. &amp; Peace Studies</li> <li>• Post PG Diploma in Counselling &amp; Health Management</li> <li>• Post PG Diploma in Human Resource Dev. &amp; Management</li> </ul>	---
D	• Diploma in Teaching	<ul style="list-style-type: none"> <li>• B.Ed.</li> <li>• B.P.Ed.</li> <li>• B.L.I.Sc.</li> </ul>	<ul style="list-style-type: none"> <li>• M.Ed.</li> <li>• M.P.Ed.</li> <li>• M.L.I.Sc.</li> </ul>	---	---	---



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**Centre for Distance and Online Education**

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