

## IMPORTANT INSTRUCTIONS

1. (i) The candidates are advised to **go through the Prospectus carefully** before filling up the admission form. They should also remain vigilant and get in touch with the Directorate in case of non-receipt of study material, admit card/roll number, examination date sheet, result/DMC, etc. The candidates must follow other instructions issued from time to time by the Directorate.
- (ii) The candidates should ensure to submit **proof of teaching experience** in a school/ other educational institutions duly certified by **Headmaster/Principal** on the prescribed format as per **Annexure-I**.
2. (i) **For Online Admission** the Directorate of Distance Education has launched its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) for Online admission and other enquiries. All the candidates are advised to send a Demand Draft of Rs. 800/- (for General Category) and Rs. 200/- (for SC/BC/SBC/EBPG/Blind Candidates) drawn in favour of Registrar, Kurukshetra University Kurukshetra, alongwith forms failing which no admission form will be entertained. **Hard copy of the form must be submitted within 1 week**. The study material of various courses offered by the Directorate of Distance Education shall be available Online in the form of books w.e.f. the session 2015-16.
- (ii) **No fee shall be accepted in the form of money- orders/cash or by cheques**. However, the candidates may deposit the fee in cash directly at the Oriental Bank of Commerce counter in the premises of the University through Directorate vouchers available in the Bank, WHICH MUST BE REPRODUCED IN THE FEE SECTION OF THE DIRECTORATE, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof.
- 3.(i) For any correspondence with Directorate such as remitting of fees etc., please ensure to mention **name of the candidate, father's name, DDE Ref. No., Session and complete address**, failing which the Directorate may not be held responsible for not sending any response to such communications or non-adjustment of fee and consequences thereof.
- (ii) The candidature of an enrolled student is liable to be cancelled in case of non-payment of any type of dues/fee or part thereof and/or for non-submission of any document. It can, however, be restored during the session on payment of balance dues with late fee and the required documents along with the revival fee, as the case may be. If the outstanding dues are not remitted and the required documents are not submitted **before the termination of the theory examination** and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment/refund of fee paid in previous session will be allowed.
- (iii) The date of **receipt of fee or any other document** will be the date on which the same is actually received in the Directorate (DE). The Directorate will not be held responsible for failure on the part of the postal/courier services for non-receipt or late delivery of any document including payment of dues to be made by a student.
4. **Recognition : (a) Unless otherwise decided by the University to exclude any specific course, the examinations conducted by various recognized Indian Universities/Deemed Universities/State Education Boards are recognized (with the stipulation of No. of subject(s) or any other condition in specific cases as given in the**

**Section-II of ELIGIBILITY CONDITIONS of the Prospectus) for the purpose of admission to various courses in the Directorate of Distance Education.**

The above decision will, however, not apply for admission to the courses in the University Teaching Departments/Colleges including Ph.D. registration for which the admission will be done separately by the University.

**(b)** The examinations of **foreign Universities/Boards** which stand recognized by the Association of Indian Universities, New Delhi are recognized for the purpose of admission to various courses in the Directorate of Distance Education.

5. Acceptance of Admission forms/fees, allotment of DDE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Programme, etc., will be **provisional** subject to confirmation of eligibility subsequently at a later date.

**Pursuing Additional Course simultaneously with another course through distance education :** As per guidelines of the Distance Education Council decided in its 40th meeting held on 8.6.2012 which have been adopted by the University and subject to the eligibility conditions laid down in the respective Ordinance(s), a student can pursue two programmes simultaneously through distance or combination of distance and regular modes, from the same or different Universities/Institutions duly approved by the U.G.C./A.I.C.T.E./Central Government/State Governments, in various combinations, viz: **One** Degree and one Diploma/P.G. Diploma/Certificate; **One** P.G. Diploma and one Diploma/Certificate; **One** Diploma and one Certificate; **Two** P.G. Diplomas; **Two** Diplomas; and **Two** Certificates. The candidates desirous of seeking admission to two courses simultaneously in this Directorate as above are required to submit **two separate Admission Forms** together with requisite documents and fees, for each course. No request for adjustment in dates of examinations to suit the convenience of any candidate will, however, be entertained.

6. (a) **ALL FEES WILL BE ACCEPTED ONLY THROUGH CROSSED BANK DRAFTS** bearing the signature of the issuing authority, Identity No. and Code No. of Payee's Bank, and should be drawn in favour of the **Registrar, Kurukshetra University, Kurukshetra**, payable at Kurukshetra/Thanesar only from a bank having its branch at Kurukshetra/Thanesar.  
(b) **NO FEE SHALL BE ACCEPTED IN THE FORM OF MONEY-ORDERS/CASH OR BY CHEQUES.** However, the candidates may deposit the fee in cash directly at the **Oriental Ban of Commerce** counter in the premises of the University through vouchers available in the Bank, WHICH MUST BE REPRODUCED IN THE FEE SECTION OF THE DIRECTORATE, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof. The candidates will have to deposit their fees and other dues as prescribed by the Directorate of Distance Education, within the stipulated period.  
(c) The Directorate of Distance Education has launched its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) for online admission and other enquiries. The study material of various courses offered by the Directorate of Distance Education shall be available Online in the form of books w.e.f. the session 2015-16.  
(d) No separate intimation will be sent to the students for payment of 2nd installment of fee or any other part of the dues, as required to be paid in accordance with the detail of fee given in this Prospectus and they are advised to pay the same regularly as per schedule.
7. Admission Form and Computer Form etc. attached with this Prospectus duly filled in and signed by the candidate and father/guardian may be submitted to the Directorate alongwith other required documents. The candidates are required to submit fresh admission forms/fees and all other documents, on promotion to next higher class (Part-II) of the course next year.
8. Candidates are advised to **clearly mention the option** for the paper(s) having multiple options in the Admission Form and Examination Forms as well as in the computer forms, failing which a fee of Rs. 500/- per subject for change of option or not filling the option(s) shall be charged.

9. Candidates are advised to mention their **choice (I, II) of examination centres** in column 7 of examination form. Tentative list of examination centres is available at page 20 of the prospectus.
10. This Directorate **has not authorized any Agency/Institution or appointed any Agent** to deal with any matter relating to admissions, examinations or other related matters. The **candidates seeking admission to distance education courses of this University are advised to contact this Directorate directly.**
11. The students are advised to **bring with them their identity cards** issued by the Directorate to enable it to extend prompt service whenever **they visit the Directorate** for any purpose during the course of their study and thereafter for collection of DMC, attestation of examination form, etc.
12. No admission even provisional shall be made on the basis of the qualifying examination certificates issued by the Principal of a College. The admissions are to be made only on the basis of Certificates issued by the recognized Board/University.
13. Late admission of a candidate will not enable him/her entitled for postponement of examination/holding of fresh examination. If examinations in some of the papers have already been conducted/change of date for submission of Project Report/Practical/Assignment etc. or request not to charge late fee for submission of documents after the prescribed date, etc. will not be entertained.
14. The candidates should ensure timely submission of all required documents and fees as mentioned in the Prospectus, failing which it will solely be responsibility of the students for any consequences including withholding of the Admit Card/Roll No. Slip, debarring him/her from appearing in the University examinations without any notice.
15. The students in their own interest are advised to submit the written assignments for evaluation and internal assessment to the Programme Coordinator at the designated Study Centres together with a **self addressed envelope** for expeditious return of the same after evaluation by the teachers.
16. The **change of address**, if any, should be communicated **immediately** by the candidates, mentioning their **name**, father's name, **class**, session, **DDE Ref. No.** etc. to the Directorate, failing which the Directorate will not be responsible for no-reply or late reply from the University.
17. All legal disputes are subject to Kurukshetra Courts or Courts having jurisdiction in Kurukshetra.
18. In case of any ambiguity in the rules, interpretation of the same by the Vice-Chancellor shall be final.
19. **Admission Form/Computer Form, Examination Form/Admit Card and Computer Data Form appended at the end of this Prospectus, duly filled in should be sent to the Director, Directorate of Distance Education, Kurukshetra University, Kurukshetra - 136119 alongwith following documents:**
  - (I) (a) Attested copy of qualifying examination;  
(b) Attested copy of proof of teaching experience as per proforma (**Annexure-I**); and  
(c) Attested copy of proof of reservation.
  - (II) **Following documents are also to be attached while submitting the Admission Form to the Directorate:**
    - (a) An attested photo-copy of the **Matriculation** or equivalent certificate in support of date of birth (Not required, if already registered with this University) along with an attested copy of the certificate of last examination passed.

- (b) Original **Migration Certificate** OR an **affidavit duly attested by the Magistrate 1<sup>st</sup> class** (in the case of candidates coming from Universities or Boards other than Kurukshetra University or Board of School Education, Haryana) on the proforma given on page **34** of the Prospectus, to the effect that they will not be appearing in any other examination simultaneously from any other University/Board during the session 2015-16.
- (c) A Character Certificate from the Head of the institution last attended or from a Gazetted Officer/Sarpanch.
- (d) Six copies of recent **coloured photograph, Five Passport size** to be affixed on the space provided in the Admission/Examination Forms/Identity Card and **ONE EXTRASTAMP SIZE PHOTOGRAPH** to be affixed on the Computer Form. The **photograph affixed on the Admission Form should be duly attested** and the remaining five may be submitted unattested.
- (e) **Examination Form** should be duly filled in and signed at the appropriate places including the Roll No. Slip/Admit Card. Photos be affixed on Examination Form and Admit card at the space provided for the purpose.
- (f) **Computer Form** duly filled in and signed by the candidate and a **stamp size photo** affixed on it.
- (g) **Acknowledgement Card-I** of 1st installment of fees, duly filled in (**Acknowledgement Card-II** is to be sent alongwith second installment of fees).
- (h) Wherever applicable **Scheduled Caste/Scheduled Tribe/Blind Certificate**, duly signed by the 1st Class Magistrate/SDM/CMO, in original alongwith an attested copy thereof.
- (i) **Identity Card**, duly completed and photo affixed thereon.
- (j) **Employment Certificate** by employees of Kurukshetra University for claiming fee concession.
- (k) Two **self addressed envelopes** (Size 9" X 4").
- (l) SC/BC/Blind candidates of Haryana applying for admission on **prescribed forms meant for SC/BC/Blind candidates of Haryana** are required to submit the **SC/BC/Blind Certificate** or an additional amount of Rs. 600/- on account of the difference of the cost of the DDE Prospectus failing which it would be treated as non payment of fee.
- (m) **CANDIDATES SHOULD BRING THEIR ORIGINAL CERTIFICATES AT THE TIME OF ADMISSION AFTER DECLARATION OF MERIT LIST.**

**Note:-**(1) The original certificate(s), if asked for checking the eligibility will be returned after verification, under Registered cover.  
 (2) In case of submission of forged/bogus documents by any candidate, the matter may be **referred to the police for investigation** and registration of an FIR in the case, besides cancellation of his/her admission and disqualification from the University.  
 (3) **Non-Return of Original Documents:** The candidates must contact this Directorate **within one month** from the date of the commencement of the University examination in theory papers for the return of their original documents, after which no claim of any candidate for the return of his/her documents by the Directorate of Distance Education shall be entertained and the Directorate will not be responsible for any consequences thereof.  
 (4) The Directorate will not be responsible for postal delay or loss of documents in transit.  
 (5) **DMC** of the candidates will be sent **by UPC post** after the declaration of the results. In case the result of any candidate is **RL** or has been declared **'Provisional'** or **'Cancelled'** etc. for any reasons, the candidates are advised to approach the Directorate/University immediately with the relevant documents to enable the Directorate to take further necessary action accordingly.