

**DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA**
(Established by the State Legislature Act XII of 1956)

ADMISSION SCHEDULE
(2016-17)

A. SCHEDULE OF ADMISSION FOR ALL COURSES

(Except MBA Part-I/MBA(Hospitality Management) Part-I/MCA Part-I/B.Ed. Part-I)

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|-------|-----------------------------|---|------------------------|
| (i) | Without Late Fee | : | 30.09.2016 (Friday) |
| (ii) | With late fee of Rs.500/- | : | 30.11.2016 (Wednesday) |
| (iii) | With late fee of Rs.1,000/- | : | 30.12.2016 (Friday) |

- B. (i) *Last Date for receipt of Admission Forms for MBA Part-I/ MBA(Hospitality Management) Part-I/ MCA Part-I and B.Ed. Part-I** : 30.09.2016 (Friday)

*Admission fee for these courses is not required to be sent alongwith the Admission Form. Admission dues for these courses are to be paid only on demand from the Directorate.

- (ii) DATE OF COMMON ENTRANCE TEST :** 27.11.2016 (Sunday)
For MBA/MBA(HM)/MCA Part-I

C. SCHEDULE OF DATES FOR PAYMENT OF 2nd INSTALMENT OF FEE

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|-----|--|---|-----------------------|
| I) | BA, B.Com., BIM, BCA, CCA, CCU, D.Lib.Sc. | : | 02.01.2017 (Monday) |
| ii) | B.Ed., B.Lib.Sc., All Master Degrees and All PG Diplomas | : | 02.02.2017 (Thursday) |

- D. LATE FEE FOR PAYMENT OF 2nd INSTALMENT OF FEE AFTER DUE DATES** : Rs.1000/-

NOTE: NO SEPARATE INFORMATION WILL BE SENT BY THE DIRECTORATE FOR DEPOSITING THE 2nd INSTALMENT OF FEE.

For any enquiry, Contact at

Phone : 01744-238518 (DDE Enquiry); 238385 (AR-DE)

E-mail : dde@kuk.ac.in (For General query)

onlineddekuk@gmail.com (For online admission related query)

KUK Website: www.kuk.ac.in

DDE Website: www.ddekuk.ac.in

PERSONAL CONTACT PROGRAMMES

1. The instruction through study material is supplemented by Personal Contact Programme (s) of one week to 24 days duration depending upon the course. This programme includes regular effective class-room teaching, practical, wherever applicable, face to face discussions, promoting thereby an interaction between the teachers and the taught. However, no PCP of a class/course may be conducted if the enrolment in that class/course is very small.
2. Interactive contact classes (Personal Contact Programme) of 30 days duration of five hours per day will be organized for the students of B.Ed. (2-Years) course at Directorate's approved University Affiliated Colleges. This will be divided into two phases of 15 days each in First and Second academic year of the course. Besides this each student shall undertake Field Practicals of 20 days duration, 10 days in each year for practice teaching and related work experience activities.
3. **This programme is for the benefit of the students and they are advised to participate in it regularly. However, 75% attendance for B.Ed. and 50% for other courses shall be compulsory to become eligible to appear in the examination.**
4. In exceptional cases, the Director may exempt any candidate from this condition of attending the PCP on valid reason to his satisfaction for which supporting documents like Medical Certificate, etc. may also be enclosed with the application for seeking exemption. In case PCP of any course is not held before the commencement of the University examination the same will not be the basis for withholding the candidates from appearing in the University Examination.
5. In case a candidate has not attended the Personal Contact Programme (Theory and Practical) and has also not been allowed exemption from attending the same, but he/she has already cleared all the dues of the Directorate and submitted all the required documents including the Migration Certificate or Affidavit as per annexure before the commencement of the annual examination to be held in 2017 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme alongwith the students of next year i.e. 2017-2018, if PCP (Theory and Practical) are held for the students of the said session, on payment of an additional fee @ Rs.1000/- each for PCP Theory/Practical separately, by submitting the examination form and examination fees afresh to the Controller of Examinations.

Such a student will have to apply for attending the PCP etc., **before 30th September, 2017** to the Director on plain paper with requisite fee of Rs. 1000/- each indicating full particulars of his/her studentship in the Directorate during the previous session.

5.(a) TENTATIVE SCHEDULE AND LIST OF COLLEGES FOR PERSONAL CONTACT PROGRAMMES

The detailed schedule of PCP for each and every class will be available at DDE Website: www.ddekuk.ac.in. Students are advised to download their relevant schedule and report at their allotted college.

(i) Undergraduate Programmes: The Directorate organizes Personal Contact Programmes for undergraduate programmes preferably **in the last week of December every year** in the affiliated Colleges. The tentative list of the Colleges where these programmes are organized is given hereunder:

G.M.N. College, Ambala Cantt; S.D. College, Ambala Cantt.; D.A.V. College, Ambala City; S.A. Jain College, Ambala City; Sohan Lal DAV College of Education, Ambala City; M.D.S.D. Girls College, Ambala City; C.R.M. Jat College, Hisar; D.N. College, Hisar; Imperial College, Hisar; R.K.S.D. College, Kaithal; D.A.V. College, Karnal; Dyal Singh College, Karnal; G.N. Khalsa College, Karnal; I.B. College, Panipat; S.D. College, Panipat; Arya College, Panipat; M.L.N. College, Yamuna Nagar; G.N. Khalsa College, Yamuna Nagar; Bhagwan Parshu Ram College, Kurukshetra; Directorate of Distance Education, Kurukshetra University, Kurukshetra; C.R. Kisan College, Jind.

(ii) Postgraduate Programmes: Personal Contact Programmes are organized in the Kurukshetra University Teaching Departments.

(iii) For Diploma/Bachelor/Master of Library & Inf. Science: The instruction shall be imparted through study material, and/or Personal Contact Programmes. There will be two intensive Personal Contact Programmes, one is separately for the theory papers and the other for practical in Classification/ Cataloguing in the second term. PCP for Theory and Practical paper(s) may be held before the examination of theory papers. However, in exceptional circumstances P.C.P. for practical paper(s) may be held after the examination of Theory Paper(s).

(iv) For CCA, BCA, PGDCA, M.Sc. Computer Sc.(SW), M.C.A and M.Sc. Geography: Two intensive Personal Contact Programmes (Theory and Practical) separately for CCA, BCA, PGDCA, M.Sc Computer Science(Software), MCA and M.Sc. Geography will be conducted. PCP for Theory and Practical paper(s) may be held before the examination of theory papers. However, in exceptional circumstances PCP for practical paper(s) may be held after the examination of Theory Paper(s).

(v) For B.Ed. (2-Years) Course: The Directorate has identified the following five Kurukshetra University Affiliated B.Ed. Colleges (duly approved by NCTE) for delivery of programme:

1. Directorate of Distance Education, Kurukshetra University, Kurukshetra.
2. University College of Education, K.U. Kurukshetra.
3. SL DAV College of Education, Ambala City.
4. SNS College of Education for Women, Yamuna Nagar.
5. Dr.Ganesh Dass DAV College of Education for Women, Karnal.

EXAMINATIONS

A. GENERAL INFORMATION ABOUT EXAMINATIONS

- (a) The **annual examination** of **undergraduate** and **post graduate** courses will **tentatively commence** on **1st April, 2017** and **2nd May, 2017** respectively and the date of commencement of the annual examinations of **one-year Certificate/Diploma/PG Diploma courses** will tentatively be **in the second week of May, 2017**. These can, however, be extended under some compelling circumstances. Exact dates shall, however, be notified by the Controller of Examinations. No request for adjustment in dates of the University examination to suit the convenience of any person will be entertained.
- (b) **Admit Cards/Roll No. Slips and date sheet** for appearing in the University examination shall be provisional subject to fulfilling the eligibility, etc. **Admit Cards/Roll Nos. and date-sheets are generally dispatched to the candidates concerned by the Directorate 10-12 days before the commencement of examination concerned, if the students have fulfilled all the requirements and paid their all kinds of fees/dues and submitted the requisite documents.** If any candidate does not receive his/her Admit Card/Roll No. slip in time, he/she should contact the Directorate with three passport size photographs for issue of duplicate Roll No. Slip/Admit Card.
- (c) **No correspondence regarding Non-Receipt of Roll Number will be entertained from any student after the Theory Papers Examinations are over and He/She himself/herself will be responsible for the consequences of not appearing in the Examinations.** The University in such cases will not consider the requests of the students for refund/adjustment of fee paid by them or any claim for compensation or re-examination.

(d) **Evaluation for B.Ed. Course:**

Theory: For theory courses, evaluation comprises following aspects:

- (i) 20% internal assessment for theory papers.
- (ii) The term-end examination has a weightage of 80% of the total for each course.

Practical: For Practical Courses, evaluation comprises the following aspects:

50% internal assessment for School Education Programme (SEP)/Teaching Practice;
100% for (1) ICT enabled Projects/Practicals; (2) Community based Projects and Work Experience; (3) Participation in Co-curricular Activities.

(e) **For B.Ed. Course - Skill in Teaching (Class-Room Teaching Practice)**

Students will be required to undergo training in teaching practice of 20 days duration, 10 days each in First year and Second year. During this period, each student will complete 40 lessons in all, 20 in teaching subject in first year and 20 in teaching subject in second year. Out of these, a minimum of ten lessons will be supervised by qualified Teacher Educators/Head of the Schools. Teaching Practice for three months in the school where he/she works under the supervision of senior teacher/academic counselor. Teacher-trainee will himself/herself arrange the teaching practice in a school in consultation with the Coordinator of the concerned Study Centres. A certificate of teaching practice duly verified by the Head of the School/Institution will have to be submitted at the time of

practical examination of Skill-in-Teaching. The candidates are required to participate actively in two workshops (each of six day's duration).

(f) **ANNUAL EXAMINATION for B.Ed. Course**

The examination will be held two times during the B.Ed. (2-Years) course at the end of each year in the month of May/June 2016 and May/June 2017:

First Year :	Theory Papers	:	I; II; V-A and VI
(May/June 2017)	Practical Papers	:	VIII-A, IX and XI
Second Year:	Theory Papers	:	III-A; III-B; IV-A; IV-B; V-B and VII
(May/June 2018)	Practical Papers	:	VIII-B and X

- (g) For Compartment cases of B.A./B.Com., the **Supplementary examination** shall ordinarily be held in the month of **September/October** or on such dates as may be fixed by the University. For eligible Re-appear cases of other courses, the Supplementary examination shall be held in the month of **November/December** or on such dates as may be fixed by the University. **The Roll number and date sheet for the Supplementary examinations shall be sent to the candidates concerned direct by the Examination Branches. No correspondence for Re-Appear Examinations will be entertained by the Directorate.**
- (h) **The candidates who apply for Re-appear/Supplementary Examination are advised to contact to the Examination Branches/Controller of Examinations-I/II directly for all kind of information related to Re-appear/Supplementary Examinations.**
- (i) The candidates who apply for Re-evaluation/Re-checking of Answer Book(s) are advised to contact directly to the Assistant/Deputy Registrar (Re-evaluation), Examination Wing-I, K.U. Kurukshetra. There is no role of the Directorate and No correspondence will be entertained by the Directorate in this regard.
- (j) All rules and regulations as contained in the Calendars of this University shall be applicable for matters not specifically covered in the Prospectus