



दूरवर्ती शिक्षा निदेशालय DIRECTORATE OF DISTANCE EDUCATION



Kurukshetra University Kurukshetra

(Established by the State Legislature Act XII of 1956)

Website: www.ddekuk.ac.in

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)



VISION OF THE UNIVERSITY

Be widely acknowledged as a distinguished seat of higher learning, ever striving to become a leading centre of academic excellence by expanding the frontiers of knowledge in global encompassment, with due emphasis on concerns and our rich cultural heritage.

VISION OF THE DIRECTORATE

To evolve a seamless system of higher distance education for sustainable life-long learning and upgradation of knowledge and skills by use of innovative approaches.



Prof. Anil Vohra, Dean, Academic Affairs, Kurukshetra University, Kurukshetra addressing the DDE Alumni in the First Alumni Meet of the Directorate on 19th February 2016, Prof. R.K. Sharma, Director, Directorate of Distance Education is also sitting of the dias alongwith other eminent persons of their field



Dr. Kailash Chandra Sharma
M.Sc., Ph.D., FBS
VICE-CHANCELLOR



Kurukshetra University
Kurukshetra - 136 119 (India)
(Established by the State Legislature Act XII of 1956)

Message

I am pleased to write a message for the Prospectus of the Directorate of Distance Learning, Kurukshetra University on the occasion of its completing 40th year of resplendent service to the academia.

Founded in 1976, the Directorate of Distance Education has done a commendable job in reaching out to thousands of students who could not pursue their education in the regular mode. The Directorate offers 35 programmes catering to multitude of learning outcomes expected by the learners, including the traditional programmes and innovative job-oriented professional programmes. All the courses offered by the Directorate are designed in a manner that provide the right kind of inputs distance learners to gain knowledge with an open mind.

In its pursuit to provide quality education, the Directorate has taken lots of initiatives to facilitate the learning of the students. The admissions are made online and the resources, such as prospectus, study material, etc. are available online. All the courses offered by the Directorate are recognized by the regulatory bodies - UGC/ Distance Education Bureau/ NCTE, which ensures that the students do not face any problems in terms of the equivalence of their diploma/ degree.

The efforts of the Directorate to provide quality education have earned nation-wide recognition. The most recent recognition is 'CSR Top Distance Learning Institute of India Award,' given by a prestigious magazine Competition Success Review.

I extend my good wishes to the prospective learners seeking admission in the Directorate of Distance Education of Kurukshetra University and hope that the knowledge gained by them will be useful in their careers.

(KAILASH CHANDRA SHARMA)

From the Director's Desk



Directorate of Distance Education
Kurukshetra University
Kurukshetra - 136 119



Prof. R.K. Sharma
Director

The Directorate of Distance Education is a pioneer Institute imparting education over the last four decades and fulfilling the academic pursuits of thousands of education seekers who are either deprived of education due to some constraints or those who wish to upgrade their qualifications and competence. The Directorate of Distance Education, Kurukshetra University, Kurukshetra has one motive- reaching the unreached for building the knowledge-society by offering the quality education at learner's door step. All the courses offered by the Directorate of Distance Education, Kurukshetra University, Kurukshetra are recognized by the Distance Education Bureau-University Grants Commission, New Delhi. These courses are recognized for the purpose of employment to posts and services under the Central/State Government. Today, the Directorate is providing Under-graduate and Post-graduate education in 35 courses having an enrolment over 24,000 students. In addition to conventional Bachelor and Master Degree courses, the Directorate offers professional courses like BCA, PGDCA, M.Sc.Computer Science (Software), MCA, MBA, MBA(HM), LL.M., PGDJMC, MA in Mass Communication, D.Lib.& Inf.Sc., B.Lib.& Inf. Sc., M.Lib. & Inf. Sc., and B.Ed.(2-Year). Efforts are being made for the introduction of some new job-oriented professional courses as per the changing requirement of the society.

All the programmes being offered by the Directorate of Distance Education are well-planned to update knowledge, competencies and skills for effective learning. Academic inputs in the form of study material, personal contact programmes and assignments are complemented with ICT.

The Directorate is committed to devise measures and strategies to keep the students abreast in the present scenario. I welcome the education seekers to the Directorate of Distance Education.

(Prof. R.K. Sharma)



DIRECTORATE OF DISTANCE EDUCATION



PROSPECTUS

2016-17

KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by the State Legislature Act XII of 1956)

**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)

(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

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

STATUTORY OFFICERS OF THE UNIVERSITY

Hon'ble Chancellor,
Prof. Kaptan Singh Solanki
Governor, Haryana

VICE-CHANCELLOR

Dr. Kailash Chandra Sharma
M.Sc., Ph. D., FBS

Phones

01744-238039 (O)

REGISTRAR

Dr. Parveen Kumar Saini
M.Tech., Ph. D.

01744-238026 (O)

DIRECTORATE OF DISTANCE EDUCATION

DIRECTOR

Prof. R.K. Sharma
M.Sc., M. Phil., Ph.D

01744-238628 (O)

FACULTY OF THE DIRECTORATE

Associate Professors

- | | | | |
|----|--|---------|--|
| 1. | Ms. Sangeeta Sethi,
M.A.; M.Phil. | English | 01744-238879 (R)
ssethi@kuk.ac.in |
| 2. | Dr. (Mrs.) Vidya Chaudhary
M.A.; M.Phil; Ph.D. | Hindi | 01744-238162 (R)
dr.vidyadevi@gmail.com |

Assistant Professors

- | | | | |
|----|--|------------------------|---|
| 1. | Dr. Kamraj Sindhu
M.A.; Ph.D., B.Ed.; PGDT;
PGDJMC; M.A.(MC) | Hindi | 094160-90378 (M)
sindhukamraj@rediffmail.com |
| 2. | Dr. (Mrs.) G. Ponmeni
M.Sc.; M.Ed.; M.Phil.,
M.LIB.SC.; Ph.D. | Education | 01744-238165 (R)
gponmenikuk@rediffmail.com |
| 3. | Mrs. Meenakshi Chahal
M.A., M.Ed. M. Phil. | Teaching of
English | 090500-21652(M)
mink_chahal@rediffmail.com |
| 4. | Dr. Jyotsna Gupta
M. Lib. Sc., Ph.D. | Library Science | 082959-61460(M)
dr.jyotsnagupta@rediffmail.com |
| 5. | Dr. (Mrs.) Geetika Sandhu
M.A., M.Phil., Ph.D. | English | 094668-37029(M)
geetikasandhu21@gmail.com |
| 6. | Dr. Narender Kumar
M.A., M.Phil., Ph.D., P.G.D.R. LL.B | History | 094660-62270(M)
narender_kkr@yahoo.co.in |
| 7. | Dr. (Mrs.) Kushwinder Kaur
M.Sc. (Hon's), Ph.D. | Economics | 090174-21898(M)
kushwinderkaur@gmail.com |

ADMINISTRATIVE OFFICERS

SENIOR ADMINISTRATIVE OFFICER

	P&T Phone	EPABX Ext.
Shri Yash Pal Narang	01744-238385(O)	2590(O)

ASSISTANT REGISTRAR

Mrs. Versha Rani	01744-238385(O)	2592(O)
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SUPERINTENDENT

1.	Mrs. Hirosh Bala	01744-238196(O)	2591(O)
2.	Mrs. Asha Pruthi	01744-238196(O)	2594(O)
3.	Dr. (Mrs.) Salochana Devi	01744-238196(O)	2588(O)
4.	Shri Sat Pal	01744-238196(O)	2589(O)
5.	Mrs. Seema Rani (Dy. Supdt.)	01744-238196(O)	2603(O)

OTHER IMPORTANT PHONE NUMBERS FOR STUDENTS

K.U. Kurukshetra EPABX Nos.

(+91)-(1744)
238196 / 238410
238629 / 238679

1.	DDE Enquiry	01744-238518(O)	2600(O)
2.	Examination Enquiry	01744-238169(O)	2454(O)
3.	Assistant Registrar (Result-I)	01744-238299(O)	2461(O)
4.	Assistant Registrar (Result-II)	01744-238582(O)	2477(O)
5.	Assistant Registrar (Result-III)	01744-238320(O)	2544(O)
6.	Assistant Registrar (Re-ev.)	01744-239230(O)	2455(O)
7.	Assistant Registrar (Regn.)	01744-238888(O)	2440(O)
8.	Assistant Registrar (Conduct)	01744-238966(O)	2474(O)
9.	Assistant Registrar (Secrecy)	01744-238068(O)	2453(O)
10.	Controller of Examinations-I	01744-238377(O)	2113(O)
11.	Controller of Examinations-II	01744-238189(O)	2142(O)

Communications to be addressed at:

DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION,
KURUKSHETRA UNIVERSITY,
KURUKSHETRA – 136 119 (HARYANA)

DDE Enquiry : **91-1744-238518**
FAX : 91-1744-239628
Website : <http://www.ddekuk.ac.in>
E-mail (For General query) : dde@kuk.ac.in
(For Online related query) : onlineddekuk@gmail.com
Gram : 'Dharmakshetra'

INTRODUCTION

THE UNIVERSITY

Kurukshetra University, established in 1957, has a well-developed multi-faculty Campus spread over 473 acres of land on the south bank of Brahmavar. Ever since laying of foundation stone by Dr. Rajendra Prasad, the First President of India, the University has taken quantum leaps and has emerged as an advanced centre of Study & Research for quality education in conformity with the international standards.

The University has centrally air-conditioned auditorium with a seating capacity of 2500 and 70mm projector, Senate Hall, Conference Hall, well-equipped Sports Complex (Play fields, Gymnasium, Stadium, Swimming Pool, Tennis Courts, Volleyball, Basketball Courts, etc.), Teachers' Club, Club for Administrative staff, 25 Hostels, (11 for Boys & 13 for Girls and 1 for Foreign male students), School, Health Centre, Business Complex, about 700 quarters for all categories of staff. Kurukshetra University has a rich Jawaharlal Nehru Library with more than 3.80 lac books, 181 journals (Foreign & Indian) and 15,328 rare manuscripts, Internet Section of 200 nodes, Computer Centre, Museum, Instrumentation (USIC) workshop, NSS Centre, Students' Guest House, Faculty House, etc. In addition to Directorate of Distance Education, University College and University College of Education, the University has 45 Teaching Departments on the campus and 369 affiliated colleges situated in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Jind, Karnal, Kurukshetra and Panchkula.

THE DIRECTORATE

Kurukshetra University in 1976 initiated Distance Education Programmes through Directorate of Correspondence Courses. The motive of the Directorate was to provide an opportunity to harness the benefits of higher education to the deprived people who due to some compulsions, and reasons could not continue their studies either because of limited seats available in regular colleges or due to pecuniary and other social reasons. The Directorate's endeavour has been to combine the twin objective of reaching the unreached and meeting the rising educational aspirations of the masses. With the advancement and implementation of technology in imparting education through Distance mode, the Directorate was re-casted to Directorate of Distance Education. The Directorate enrolls every year more than 23000 students in about 35 undergraduate and postgraduate conventional as well as job-oriented professional courses in the areas of Computer Science, Management, Commerce, Library & Information Science, Journalism, Law, etc. The courses and their curriculum are periodically reviewed and updated to incorporate the recent developments in the field. The Directorate is also providing two year B.Ed. programme with the approval of NCTE for the benefit of working teachers in schools and other educational institutions.

The Directorate has a separate three-storey teaching-block exclusively for the distance education students. It houses well-equipped, centrally air-conditioned Computer Labs and Library, lecture halls, common-rooms, teacher-rooms, canteen, etc.

The Directorate of Distance Education has launched its own website 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 2016-17. The Directorate has been awarded with "Dnyandeep Award" by Yashwantrao Chavan Maharashtra Open University, Nasik, MS.

It is hoped that learners, including young and old, men and women, will take advantage of the opportunities offered by the Directorate for up gradation of their knowledge who otherwise are deprived of such opportunities for further advancement in career.

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ADMISSION FORM (A, B, C)		
A	Admission-cum Examination Form (with 4 self-attested photocopies)	C Identity Card
B	Admit Card-cum-Roll No. Slip	

NOTE: In addition to Form-A, 4 self-attested photocopies of Form-A (duly filled-in and pasted recent coloured photo on all photocopies) must be submitted in the Directorate with Form-B and C given in the end of this Prospectus. (The Photocopies should be neat and clear).

EASY WAY TO FIND ABOUT DDE COURSES 2016-17

Sr. No.	Name of Course	See the relevant information mentioned below at Page Nos. of this Prospectus as given hereunder:				
		Fee Structure Page No	Eligibility Conditions, Mode of Instruction, and Courses of Study & Scheme of Examination Page No	About Personal Contact Programme and PCP Centres Page No	About Examination/ Exam Centres and Instructions for Ex-students Page No	Schedule of Submission of Dissertation/ Project Report/ Field Work/ Translation Work/ Training Report/ Assignments etc. Page No.
TRADITIONAL COURSES						
1	B.A. (3-Year) Part-I/II/III	8 – 11	17 – 20	65 – 67	62 – 64	56
2	B.Com. (3-Year) Part-I/II/III	8 – 11	20 – 21	65 – 67	62 – 64	56
3	M.A. Hindi Part-I/II	8 – 11	22	65 – 67	62 – 64	-
4	M.A. English Part-I/II	8 – 11	22 – 23	65 – 67	62 – 64	-
5	M.A. Sanskrit Part-I/II	8 – 11	23 – 24	65 – 67	62 – 64	-
6	M.A. Panjabi Part-I/II	8 – 11	24	65 – 67	62 – 64	-
7	M.A. Political Sc. Part-I/II	8 – 11	25	65 – 67	62 – 64	-
8	M.A. Philosophy, Part-I/II	8 – 11	25 – 26	65 – 67	62 – 64	-
9	M.A. Public Admn. Part-I/II	8 – 11	26 – 27	65 – 67	62 – 64	-
10	M.A. History Part-I/II	8 – 11	27 – 28	65 – 67	62 – 64	-
11	M.A. Economics Part-I/II	8 – 11	28	65 – 67	62 – 64	-
12	M.Sc. Mathematics Part-I/II	8 – 11	29	65 – 67	62 – 64	-
13	M.Sc. Geography Part-I/II	8 – 11	30	65 – 67	62 – 64	-
14	M. Com.Part-I/II	8 – 11	31	65 – 67	62 – 64	-
PROFESSIONAL COURSES						
(I)	COMPUTER/ IT COURSES					
1	C.C.A.	8 – 11	32	65 – 67	62 – 64	-
2	B.C.A. Part-I/II/III	8 – 11	32 – 34	65 – 67	62 – 64	56
3	P.G. D.C.A	8 – 11	34	65 – 67	62 – 64	-
4	M.Sc. C.S.(Sw) Part-I/II	8 – 11	34 – 35	65 – 67	62 – 64	-
5	M.C.A. (3 year) Part I/ II/ III	8 – 11	35 – 37	65 – 67	62 – 64	-
(II)	MANAGEMENT COURSES					
1	B.I.M. (3-Year) Part III only	8 – 11	38	65 – 67	62 – 64	56
2	P.G. D.E.M.M.	8 – 11	38 – 39	65 – 67	62 – 64	56
3	M.B.A. Part-I/II	8 – 11	39 – 41	65 – 67	62 – 64	55
4	M.B.A. (H.M.) Part-I/II	8 – 11	41 – 42	65 – 67	62 – 64	55
(III)	LIBRARY AND INFORMATION SCIENCE COURSES					
1	D. Lib.Sc.	8 – 11	43	65 – 67	62 – 64	-
2	B. Lib.Sc.	8 – 11	43	65 – 67	62 – 64	-
3	M. Lib.Sc.	8 – 11	44	65 – 67	62 – 64	-
(IV)	JOURNALISM & MASS COMMUNICATION COURSES					
1	P.G.D.J.M.C.	8 – 11	44	65 – 67	62 – 64	-
2	M.A M.C. Part-I/II	8 – 11	45	65 – 67	62 – 64	-
(V)	EDUCATION COURSES					
1	B.Ed. Part-I/II	8 – 11	46 – 49	65 – 67	62 – 64	-
2	M. A. Edu. Part-I/II	8 – 11	49 – 50	65 – 67	62 – 64	55
(VI)	LAW COURSE					
1	LL.M. Part-I/II	8 – 11	51	65 – 67	62 – 64	55
(VII)	ENVIRONMENTAL EDUCATION COURSES					
1	P.G. D.E.E.	8 – 11	52	65 – 67	62 – 64	-
2	M.A. E.E.Part-I/II	8 – 11	52 – 53	65 – 67	62 – 64	-
(VIII)	OTHER COURSES					
1	C.C.U	8 – 11	53	65 – 67	62 – 64	-
2	P.G.D.T.(H/E)	8 – 11	54	65 – 67	62 – 64	56

SECTION-I

IMPORTANT INSTRUCTIONS

1. The Candidates are advised to **go through the Prospectus carefully** before filling up the Admission Form and follow other instructions issued from time to time. The candidates should also remain vigilant and get in touch with the Directorate at the appropriate time in case of non-receipt of study material, admit card/roll number, examination date sheet, result/DMC, etc. from the Directorate.
2. (a) For correspondence with Directorate and remission of fees etc., please **ensure to mention Name, Father's Name, DDE Ref. No., Session, Class, Subject** (in case of M.A./M.Sc.) 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**.

(b) **The candidature of an applicant 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 examinations** 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.

(c) The date of **receipt of fee or any other document** will be the date on which the same is actually received in the Directorate of Distance Education, K.U. Kurukshetra. **The Directorate will not be 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 deposited by a student.**

(d) The candidates seeking admission in B.Ed. 1st Year 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-XIII**.
3. **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-V 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.
4. Acceptance of Admission Forms/fees, allotment of DDE Ref. No., issue of identity card, despatch of study material, attendance of Personal Contact Programme, etc., will be provisional subject to confirmation of eligibility subsequently at a later date.
5. **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:

 - (i) **One Degree and one Diploma/P.G. Diploma/Certificate;**
 - (ii) **One P.G. Diploma and one Diploma/Certificate;**
 - (iii) **One Diploma and one Certificate;**

- (iv) **Two** P.G. Diplomas;
- (v) **Two** Diplomas; and
- (vi) **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) **For Online Admission** the Directorate of Distance Education has launched its own website www.ddekuk.ac.in for online admission and other enquiries. Online submission of application form and online fee deposition can be done with HDFC and ICICI bank. **Hard copy of the form must be submitted within 10 days from the date of online admission.** The study material of various courses offered by the Directorate of Distance Education shall be available online in the form of books in pdf files w.e.f. the session 2016-17.
- (b) **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.
- (c) 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.**
7. Admission-cum-Examination Form attached with this Prospectus duly filled in and signed by the candidate and father/guardian may be submitted alongwith other required documents alongwith fee and late fee, if any, at the time of admission.
8. Candidates are advised to **clearly mention the options** for paper(s) having options in the Admission-cum-Examination Form 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 16 of Admission-cum-Examination Form appended in this Prospectus. Tentative list of Examination Centres is available at pages 63 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 candidates are required to submit fresh Admission Forms/fees and all other documents, on promotion to next higher class (Part-II/III) of the course every year, except for courses of one year duration.
12. 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.
13. No admission even provisional shall be made on the basis of the 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.
14. 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 Dissertation/Project Report/Training Report/Practical Assignment etc. or request not to charge late fee for submission of documents after the prescribed date, etc. will not be entertained.

15. 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 student for any consequences including withholding of the Admit Card/Roll No. Slip, debarring him/her from appearing in the University examination without any notice.
16. **Response Sheets/Assignments:** The students in their own interest are advised to submit the written assignments for evaluation by the teachers. The written assignments may be submitted directly to the **Coordinator, Students' Support Services**, Directorate of Distance Education, K.U. Kurukshetra -136119, together with a **self addressed envelope** for expeditious return of the same after evaluation by the teachers.
17. 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.
18. **All legal disputes are subject to Kurukshetra Courts or Courts having jurisdiction in Kurukshetra.**
19. **In case of any ambiguity in the rules, interpretation of the same by the Vice-Chancellor shall be final.**
20. **Admission-cum-Examination Form** appended at the end of this Prospectus, duly filled in, (along with 4 photocopies of the same duly self attested by the candidate) alongwith requisite documents, should be sent to the Director, Distance Education, Kurukshetra University, Kurukshetra - 136119 in an envelope mentioning the name of the Course with Part/Year of the course accompanied by the following ENCLOSURES:-
 - (a) Copy of the **certificate of the qualifying examination passed duly self-attested by the candidates**

The candidates, who have **passed the qualifying examinations** in more than one Part, shall be required to send **self-attested copies of Certificates/DMC/Degree of all the Parts**. However, the candidates shall have to submit the original certificates as and when required for verification failing which their candidature may be treated as cancelled without any notice.
 - (b) A self-attested photo-copy of the **Matriculation** or equivalent certificate in support of date of birth (Not required, if already registered with this University) alongwith an copy of the certificate of last examination passed.
 - (c) Original **Migration Certificate** OR an **affidavit duly attested by the Magistrate 1st 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 at page 79 to the effect as to whether or not they are appearing in any other examination simultaneously from any other University/ Board during the session **2016-17**.
 - (d) A Character Certificate from the Head of the institution last attended or from a Gazetted Officer/Sarpanch.
 - (e) Six copies of recent **coloured photograph (one Passport size photograph** to be affixed on the space provided in the Admission-cum-Examination Form(Form-A) and four photographs on Xerox copies of Form-A, two photographs on Exam Roll No. (Form-B) one photo on Identity Card (Form-C) and **ONE EXTRA STAMP SIZE PHOTOGRAPH** to be attached with Form-A.

The **photograph affixed on the Admission-cum-Examination Form should be duly attested** and the remaining five unattested to be affixed on four Xeroxed copies of Form-A and other Forms such as B and C.
 - (f) **Admission-cum-Examination Form** should be duly filled in and signed at the appropriate places including the Roll No. Slip/Admit Card. Photos should be affixed on Admit card at the space provided for the purpose.
 - (g) Four photocopies of Admission-cum-Examination Form (Form-A) duly signed by the candidate and affixed **passport size photo** on photocopies of Form-A.

- (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, failing which tuition fee concession may not be allowed or relaxation in percentage of marks in qualifying exam may not be given for admission to LL.M. course.
- (i) **Identity Card** duly completed and photo affixed thereon.
- (j) **Employment Certificate** by employees of Kurukshetra University for claiming tuition fee concession.
- (k) Two **self-addressed envelopes** (Size 9" X 4").
- (l) SC/BC/EBPG/Blind candidates of Haryana are required to submit the **SC/BC/EBPG/Blind Certificate** or an additional amount of **Rs.450/-** on account of the difference of the cost of the Processing fee of DDE Admission-cum-Examination Form failing which it would be treated as non-payment of fee.
- (m) **Candidates seeking admission for B.Ed. Part-1st should bring their Original Certificates at the time of Admission/Counseling after declaration of Merit list by the Directorate.**

- Note:-**
1. The **original certificate(s)**, if asked for checking the eligibility will be returned after verification, under Regd. 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. The candidates, who are appearing in **Compartment/Re-appear Papers of any lower class** from this University or any other University/Board **simultaneously**, are required to communicate their Examination Roll No. of the lower class to the Directorate immediately after its receipt to enable the office to get the result declared in time. The DMC of the result of the lower examination when declared should also be sent immediately to enable declaration of result in time. While doing so, the candidate should mention **DDE Ref. No., Examination Roll No.** etc. of the course which he/she is pursuing.
 6. **DMC** of the candidates will be sent **by Registered 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.

REJECTION OF ADMISSION FORM

The Admission Form may **be rejected** due to non-fulfillment of any one or more of the following conditions, if:

- (a) The qualifying **examination is not recognized** by the Kurukshetra University;
- (b) **Teaching experience certificate not as per specifications prescribed by the Directorate** (For B.Ed. Part-I only)
- (c) Attested **copies of certificate/ DMC of qualifying examination are not sent** with admission form.
- (d) **Original certificate of qualifying examination is not produced** in the Directorate on demand;
- (e) **Incomplete Form** or the **requisite documents are not attached** or photographs not affixed or attested. **No column should be left blank.** Write "N.A." (Not Applicable) if any column is not relevant;
- (f) Fee of **1st Installment is not remitted** in full;
- (g) The **Admission-cum-Examination Form is not signed** by the candidate and his/her father/guardian.
- (h) **Affidavit** duly attested by Magistrate 1st Class as per specimen given in the **Annexure** or original **Migration Certificate** is not submitted.
- (i) Four Photocopies of Admission-cum-Examination Form duly signed and affixed photograph have not been submitted with the original Admission-cum-Examination Form or these are incomplete.
- (j) Names of **Papers/Correct options are not filled up** in the Admission-cum-Examination Form.

In case the admission form of any candidate is rejected under category (c) to (j) above, **the candidature of such a candidate can be revived on submission of the requisite documents or completion of incomplete form etc. With balance payment together with the revival fee of Rs.1000/- before the termination of examination of theory papers.**

- NOTE:**
- (i) Admission will be refused if any of the documents submitted/produced by the candidate is found to be fake/bogus. Admission shall be cancelled if any candidate is found to be ineligible at the later stage due to any reason.
 - (ii) Students of this Directorate are not eligible for allotment of accommodation in the University Hostels. However, **on request only limited number of girl students can be allowed to stay as guests in the Girls Hostels by the Chief Warden, for attending the PCS and/or for appearing in the University examination on payment of usual charges.**
 - (iii) **The candidates are required to submit fresh Admission-cum-Examination Form/Fee and all other documents, on promotion to next higher class of the course every year.**

INSTRUCTIONS AGAINST RAGGING:

With fifty nine years of its existence, Kurukshetra University has earned recognition as one of the renowned centres of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a course, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

We take pride in informing all those desirous of seeking admission, that over all these years, our University has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- (j) All the senior students are advised to guide and treat junior students affectionately.
- (k) Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

Note: *Use of Alcohol is prohibited on the University Campus.*

SECTION-II

SCHEDULE OF DATES FOR ADMISSION AND PAYMENT OF FEES

(Admission Fee/1st Installment; 2nd Installment, Late Fee on Examination Form and all other Dues, etc.)

(A)	Last Date for Receipt of Admission-cum-Examination Forms with Fee in the Directorate	up to
(a)	Without Late Fee	30.09.2016 (FRIDAY)
(b)	With Late Fee of Rs. 500/-	30.11.2016 (WEDNESDAY)
(c)	With Late Fee of Rs. 1000/- (+ usual Examination late fee as per detail given below at D(i) & D(ii))	30.12.2016 (FRIDAY)

(B)	For B.Ed. Part-I/M.B.A Part-I/M.B.A. (Hospitality Management) Part-I/M.C.A Part-I: Admission fee for these courses is not required to be sent alongwith the Admission-cum-Examination Form. Admission dues for these courses are to be paid only on demand from the Directorate. The Entrance Test for MBA/MBA(HM)/MCA Part-I to be conducted on 27.11.2016. Result/Merit list will be uploaded on DDE Website: www.ddekuk.ac.in
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(C)	Last Date for Receipt of 2nd Installment of Fee	
(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)
	Late fee for payment of 2nd installment of fee after due dates	Rs. 1000/-

(D)	Late fee on Examination Forms The candidates who do not submit the four photocopies of Admission-cum-Examination Form alongwith their original Admission-cum-Examination Form or who seek admission after 11.12.2016 will be charged late examination fee as under:		
(i)	BA, B.Com., BIM, BCA, CCA, CCU, D.Lib. Sc.*	12.12.2016 to 20.12.2016	Rs.500/-
		21.12.2016 to 31.12.2016	Rs.1000/-
(ii)	B.Ed., B.Lib.Sc., All Master Degrees and All PG Diplomas.*	12.12.2016 to 31.12.2016	Rs.500/-

**Usual additional late fee would be charged after expiry of the scheduled given as above in D(i) & D(ii).*

NOTE: 1. For online admission Rs. 600/- (150/- for SC/BC/EBPG/BLIND Candidates of Haryana only) in addition to normal fee shall be charged as processing fee/prospectus fee.

2. In the event of last date falling on a Holiday, as mentioned in the above Schedule, the next working day shall be treated as the last date.

3. A candidate whose result of ANNUAL EXAMINATION (Not applicable for Compartment/Re-appear/Re-evaluation, UMC, Mercy chance cases, etc.) is declared late by the Kurukshetra University/Board of School Education Haryana, for no fault of his/her, if otherwise eligible, may be allowed admission to the corresponding higher class within 15 days of the date of dispatch of result card (as mentioned on the result card), without late fee, and after that the Admission-cum-Examination Form shall be entertained with usual late fee provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the course at that stage.

Admission will also be allowed to various courses to the candidates, who on declaration of their result of supplementary examination/compartments/re-appear/ re-evaluation become eligible for admission, during the session, with usual late fee but ordinarily up to such date as may be prescribed in the Prospectus from time to time provided that the Personal Contact Programme of the course is not yet over after that the Admission-cum-Examination Form may be considered with usual late fee subject to the condition that the candidate is in a position to fulfill the requirement of attendance in the PCP of the respective course at that stage.

4. No late fee is applicable in the case of the candidates residing in a foreign country.

TABLE-I**FEES PAYABLE PER ANNUM (2016-17)****TRADITIONAL COURSES**

Sr. No.	Name of Course	1 st Installment (At the time of Admission)	2 nd Installment (as per schedule given in Section-II (C) at page 7)	Total Fee (Per Year)
1	B.A. (General) (3-Year) Part-I/II/III	2300	2300	4600
2	B.Com. (General) (3-Year) Part-I/II/III	2500	2500	5000
3	M.A. (2-Year) in Hindi Part-I/II	3500	3500	7000
4	M.A. (2-Year) in English Part-I/II	3500	3500	7000
5	M.A. (2-Year) in Sanskrit Part-I/II	2500	2500	5000
6	M.A. (2-Year) in Panjabi Part-I/II	2500	2500	5000
7	M.A. (2-Year) in Political Sc. Part-I/II	3500	3500	7000
8	M.A. (2-Year) in Philosophy, Part-I/II	2500	2500	5000
9	M.A. (2-Year) in Public Admn. Part-I/II	3500	3500	7000
10	M.A. (2-Year) in History Part-I/II	3500	3500	7000
11	M.A. (2-Year) in Economics Part-I/II	3500	3500	7000
12	M.Sc. (2-Year) in Mathematics Part-I/II	3500	3500	7000
13	M.Sc. (2-Year) in Geography Part-I/II	3500	3500	7000
14	Master of Commerce (2-Year) Part-I/II	4500	4500	9000

PROFESSIONAL COURSES

(I) COMPUTER/ IT COURSES				
1	Certificate Course in Computer Application (1-Year)	3500	3500	7000
2	Bachelor of Computer Application (3-Year) Part-I/II/III	6500	6500	13000
3	P.G. Dip. in Computer Application (1-Year)	8000	8000	16000
4	M.Sc. Computer Science (Software) (2-Year) Part-I/II	8000	8000	16000
5	M.C.A. (3 year) Part I/ II/ III	8000	8000	16000
(II) MANAGEMENT COURSES				
1	B.I.M. (3-Year) Part III only	6500	6500	13000
2	P.G. Dip. in Export Marketing Mgt. (I Year)	3500	3500	7000
3	M.B.A. (2-Year) Part-I/II	12500	12500	25000
4	M.B.A. Hospitality Mgt. (2Year) Part-I/II	12500	12500	25000
(III) LIBRARY AND INFORMATION SCIENCE COURSES				
1	Diploma in Library & Information Sc. (1-Year)	4500	4500	9000
2	Bachelor of Library & Information Sc. (1-Year)	4500	4500	9000
3	Master of Library & Information Sc. (1-Year)	5000	5000	10000
(IV) JOURNALISM & MASS COMMUNICATION COURSES				
1	P.G. Diploma in Journalism & Mass Comm. (1-Year)	4500	4500	9000
2	Master of Arts in Mass Communication (2-Year) Part-I/II	4500	4500	9000
(V) EDUCATION COURSES				
1	B.Ed. (2-Year) Part-I/II	15000	15000	30000
2	Master of Arts in Education (2-Year) Part-I/II	8000	8000	16000
(VI) LAW COURSE				
1	LL.M. (2-Year) Part-I/II	7000	7000	14000
(VII) ENVIRONMENTAL EDUCATION COURSES				
1	P.G. Diploma in Environmental Education (1-Year)	3500	3500	7000
2	Master of Arts in Environmental Education (2-Year) Part-I/II	3500	3500	7000
(VIII) OTHER COURSES				
1	Certificate Course in Urdu (1-Year)	1500	1500	3000
2	P.G. Dip. in Translation (Hindi/Eng.) (1-Yr)	2300	2300	4600

NOTE:

1. NO SEPARATE INTIMATION WILL BE SENT FOR PAYMENT OF 2ND INSTALLMENT OR ANY OTHER BALANCE OF FEE.
2. The students of courses having 2-years and 3-years duration enrolled with this Directorate for the session 2015-16 and have appeared in the examinations held in April/May 2016 but could not clear 50% papers of Part-I and Part-II examinations may also be provisionally allowed to join part-II and Part-III of the concerned courses by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to their clearing the remaining papers of Part-I and Part- II examinations in the permissible number of chances.
3. Additional fees such as late admission fee, late examination fee, etc., wherever applicable are required to be paid with the 1st installment.
4. FEE SHALL BE CHARGED SEPARATELY FOR EACH PART/YEAR OF THE COURSE. For the Courses having more than one year duration, the candidates are required to SUBMIT FRESH ADMISSION-cum-EXAMINATION FORM & FEE on promotion to next higher class every year.
5. In case of revision of various fees etc. during the academic session, the students will have to pay the difference in fee structure, etc.
6. The Blind students may, on an application be granted Full Fee Concession. In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time. The details are available at page 61 of this Prospectus.
7. Last date for payment of Second Installment of fees for B.A.,B.Com.,BIM,BCA,CCA,CCU,D.Lib. Sc. is 02.01.2017(Monday) and for B.Ed., B.Lib.Sc., All Master Degrees, All PG Diplomas, it is 02.02.2017(Thursday) . Late fee of Rs. 1000/- will be levied on the candidates who fail to pay the second installment in full or part thereof by the prescribed dates. The students who fail to pay the second installment with late fee and other balance dues, if any, before the date of termination of the theory examinations, will not be issued admit cards for the examinations. Such candidates will have no claim for refund/adjustment of fee already paid.
8. The candidates are required to pay the dues in time without waiting for any communication from the Directorate.
9. In case the candidature of any candidate is cancelled due to non-submission of attested copies of certificates of qualifying examinations or any other such documents, his/her candidature can be revived on submission of the required document with a revival fee of Rs. 1000/- before the termination of examination in theory papers of the relevant course.
10. If the result of qualifying Examination is declared after the submission of Admission-cum-Examination Form, in that case usual late fee as is applicable at the time of submission of the certificate shall be charged. However, no revival fee will be charged in such cases.

TABLE-II
BREAK UP OF FEES PAYABLE (2016-17)

TRADITIONAL COURSES

Sr. No.	Name of Course	Tuition Fee	Building Fund	Dev. Fund	R.K. Fund	Other Fee*	Total Fee (Per Year)
1	B.A. (3-Year) Part-I/II/III	2300	300	300	100	1600	4600
2	B.Com. (3-Year) Part-I/II/III	2500	300	300	100	1800	5000
3	M.A. Hindi Part-I/II	3500	300	300	100	2800	7000
4	M.A. English Part-I/II	3500	300	300	100	2800	7000
5	M.A. Sanskrit Part-I/II	2500	300	300	100	1800	5000
6	M.A. Panjabi Part-I/II	2500	300	300	100	1800	5000
7	M.A. Political Sc. Part-I/II	3500	300	300	100	2800	7000
8	M.A. Philosophy, Part-I/II	2500	300	300	100	1800	5000
9	M.A. Public Admn. Part-I/II	3500	300	300	100	2800	7000
10	M.A. History Part-I/II	3500	300	300	100	2800	7000
11	M.A. Economics Part-I/II	3500	300	300	100	2800	7000
12	M.Sc. Mathematics Part-I/II	3500	300	300	100	2800	7000
13	M.Sc. Geography Part-I/II	3500	300	300	100	2800	7000
14	M. Com. Part-I/II	4500	300	300	100	3800	9000

PROFESSIONAL COURSES

(I) COMPUTER/ IT COURSES							
1	C.C.A.	3500	300	300	100	2800	7000
2	B.C.A. Part-I/II/III	6500	300	300	100	5800	13000
3	P.G. D.C.A	8000	300	300	100	7300	16000
4	M.Sc. C.S.(Sw) Part-I/II	8000	300	300	100	7300	16000
5	M.C.A. (3 year) Part I/ II/ III	8000	300	300	100	7300	16000
(II) MANAGEMENT COURSES							
1	B.I.M. (3-Year) Part III only	6500	300	300	100	5800	13000
2	P.G. D.E.M.M.	3500	300	300	100	2800	7000
3	M.B.A. Part-I/II	12500	600	400	200	11300	25000
4	M.B.A. (H.M.) Part-I/II	12500	600	400	200	11300	25000
(III) LIBRARY AND INFORMATION SCIENCE COURSES							
1	D. Lib.Sc.	4500	300	300	100	3800	9000
2	B. Lib.Sc.	4500	300	300	100	3800	9000
3	M. Lib.Sc.	5000	300	300	100	4300	10000
(IV) JOURNALISM & MASS COMMUNICATION COURSES							
1	P.G.D.J.M.C.	4500	300	300	100	3800	9000
2	M.A M.C. Part-I/II	4500	300	300	100	3800	9000
(V) EDUCATION COURSES							
1	B.Ed. Part-I/II	15000	750	500	250	13500	30000
2	M. A. Edu. Part-I/II	8000	300	300	100	7300	16000
(VI) LAW COURSE							
1	LL.M. Part-I/II	7000	300	300	100	6300	14000
(VII) ENVIRONMENTAL EDUCATION COURSES							
1	P.G. D.E.E.	3500	300	300	100	2800	7000
2	M.A. E.E. Part-I/II	3500	300	300	100	2800	7000
(VIII) OTHER COURSES							
1	C.C.U	1500	300	300	100	800	3000
2	P.G.D.T.(H/E)	2300	300	300	100	1600	4600

NOTE:

- *This includes Examination/Registration/Eligibility/Continuation/(Alumni Fee-Rs.100/-) etc. but exclusive of late admission or late examination fees, etc.
- Fees mentioned above are charged per year payable in two installments.

TABLE-III**FEE PAYABLE BY THE CANDIDATES RESIDING IN FOREIGN COUNTRIES (2016-17)****TRADITIONAL COURSES**

Sr. No.	Name of Course	Fee in US \$ Per Annum
1	B.A. (General) (3-Year) Part-I/II/III	600
2	B.Com. (General) (3-Year) Part-I/II/III	600
3	M.A. Hindi Part-I/II	650
4	M.A. English Part-I/II	650
5	M.A. Sanskrit Part-I/II	650
6	M.A. Panjabi Part-I/II	650
7	M.A. Political Sc. Part-I/II	650
8	M.A. Philosophy, Part-I/II	650
9	M.A. Public Admn. Part-I/II	650
10	M.A. History Part-I/II	650
11	M.A. Economics Part-I/II	650
12	M.Sc. Mathematics Part-I/II	700
13	M.Sc. Geography Part-I/II	750
14	M. Com. Part-I/II	700

PROFESSIONAL COURSES

(I)	COMPUTER/ IT COURSES	
1	C.C.A.	700
2	B.C.A. Part-I/II/III	750
3	P.G. D.C.A	750
4	M.Sc. C.S.(Sw) Part-I/II	850
5	M.C.A. (3 year) Part I/ II/ III	850
(II)	MANAGEMENT COURSES	
1	B.I.M. (3-Year) Part III only	750
2	P.G. D.E.M.M.	700
3	M.B.A. Part-I/II	850
4	M.B.A. (H.M.) Part-I/II	850
(III)	LIBRARY AND INFORMATION SCIENCE COURSES	
1	D. Lib.Sc.	650
2	B. Lib.Sc.	650
3	M. Lib.Sc.	750
(IV)	JOURNALISM & MASS COMMUNICATION COURSES	
1	P.G.D.J.M.C.	750
2	M.A M.C. Part-I/II	750
(V)	EDUCATION COURSES	
1	B.Ed. Part-I/II	NOT FOR FOREIGN STUDENTS
2	M. A. Edu. Part-I/II	750
(VI)	LAW COURSE	
1	LL.M. Part-I/II	750
(VII)	ENVIRONMENTAL EDUCATION COURSES	
1	P.G. D.E.E.	700
2	M.A. E.E. Part-I/II	700
(VIII)	OTHER COURSES	
1	C.C.U	600
2	P.G.D.T.(H/E)	700

Note:

- Candidates of **foreign origin residing in India** will pay dues as are applicable to Indian counterparts plus Rs.1000/- per annum in addition. **They will obtain clearance from the Advisor, International Students'/Registration Branch of this University before seeking admission.**
- No late fee is applicable to the candidates residing in foreign countries.

SECTION-III

LIST OF COURSES

Total Courses: 35 (Total Classes: 63)

Sr. No.	Name of Course
A. TRADITIONAL COURSES	
1	Bachelor of Arts (General) (BA) 3-Year Part-I/II/III
2	Bachelor of Commerce (General) (B.Com.) 3-Year Part-I/II/III
3	M.A. in Hindi 2-Year Part-I/II
4	M.A. in English 2-Year Part-I/II
5	M.A. in Sanskrit 2-Year Part-I/II
6	M.A. in Panjabi 2-Year Part-I/II
7	M.A. in Political Sc. 2-Year Part-I/II
8	M.A. in Philosophy 2-Year Part-I/II
9	M.A. in Public Administration 2-Year Part-I/II
10	M.A. in History 2-Year Part-I/II
11	M.A. in Economics 2-Year Part-I/II
12	M.Sc. in Mathematics 2-Year Part-I/II
13	M.Sc. in Geography 2-Year Part-I/II
14	Master of Commerce (M.Com.) 2-Year Part-I/II
B. PROFESSIONAL COURSES	
(I) COMPUTER/ IT COURSES	
1	Certificate Course in Computer Applications (CCA) 1-Year
2	Bachelor of Computer Applications(BCA) 3-Year Part-I/II/III
3	Post Graduate Diploma in Computer Applications (PGDCA) 1-Year
4	M. Sc. in Computer Science Software (M.Sc.CSS) 2-Year Part-I/II
5	Master of Computer Applications (MCA) 3-Year Part-I/II/III
(II) MANAGEMENT COURSES	
1	Bachelor of Information Management (BIM) 3-Year Part-III only
2	Post Graduate Diploma in Export Marketing Management (PGDEMM) 1-Year
3	Master of Business Administration (MBA) 2-Year Part-I/II
4	Master of Business Administration in Hospitality Management (MBA HM) 2-Year Part-I/II
(III) LIBRARY AND INFORMATION SCIENCE COURSES	
1	Diploma in Library & Information Science (D. Lib.& Inf. Sc.) 1-Year
2	Bachelor of Library & Information Science (B. Lib.& Inf. Sc.) 1-Year
3	Master of Library & Information Science (M. Lib.& Inf. Sc.) 1-Year
(IV) JOURNALISM & MASS COMMUNICATION COURSES	
1	Post Graduate Diploma in Journalism and Mass Communication (PGDJMC) 1-Year
2	Master of Arts in Mass Communication (MAMC) 2-Year Part-I/II
(V) EDUCATION COURSES	
1	Bachelor of Education (B.Ed.) 2-Year Part-I/II
2	Master of Arts in Education (MA Edu.) 2-Year Part-I/II
(VI) LAW COURSE	
1	LL.M. 2-Year Part-I/II
(VII) ENVIRONMENTAL EDUCATION COURSES	
1	Post Graduate Diploma in Environmental Education (PGDEE) 1-Year
2	Master of Arts in Environmental Education (MA EE) 2-Year Part-I/II
(VIII) OTHER COURSES	
1	Certificate Course in Urdu (CCU) 1-Year
2	Post Graduate Diploma in Translation (Hindi/English) (PGDT- H/E) 1-Year

C. LATERAL ENTRY COURSES**1. Master of Computer Applications (3-Year) Part-II**

(For candidates having passed M.Sc. Part-I in any area of Computer or 1-year Diploma course after Graduation in any area of Computer or B.Sc.(3-Year)(Computer Sc./ Computer Applications/Information Technology)or BCA(3-Year)from this University or any other University/Institute/DOEACC Society recognized by UGC/AICTE/DEC/Govt. of India/State Govts.)

2. Master of Computer Applications (3-Year) Part-III

(For candidates having passed 2-Year Master Degree/Diploma in any area of Computer from this University or other University/Institute/DOEACC Society recognized by UGC/AICTE/DEC/Govt. of India/State Govts.)

3. M.Sc. Computer Science (Software) (2-Year) Part-II

(For candidates having passed M.Sc. Part-I in any area of Computer or 1-year Diploma course after Graduation in any area of Computer from this University or any other University/Institute/DOEACC Society recognized by UGC/AICTE/DEC/Govt. of India/State Govts.)

4. Master of Arts in Mass Communication (2-Year) Part-II

(For candidates having passed P.G. Dip. in J & M.C., B.J./B.J.M.C. of one year duration after graduation from this University or any recognized University. One year PG Diploma course in advertising/Public relations/Radio television/Hindi Journalism/English Journalism having under graduate degree or equivalent there to as one of its admission eligibility condition and recognized by the State Technical Department, Govt. of Haryana/ UGC/ Universities/ Institutes through Regular/Correspondence be considered as equivalent to PGDJMC/MA Mass Communication (previous) course run by Directorate of Distance Education of this University for the purpose of admission under Lateral Entry Scheme in Mass Communication course.)

5. Master of Arts in Environmental Education (2-Year) Part-II

(For candidates having passed P.G. Diploma in Environmental Education from this University or any recognized University.)

6. M.B.A. (2-Year) Part-II

(For candidates having passed 2-year Post-graduate Diploma/ Degree in Business Management/Human Resource Management/Financial Management/ Marketing Management/Insurance Business Management/Export Marketing Management or M.Com. from this University or any University/ Institute recognized by UGC/AICTE/DEC/ Govt. of India/ State Govts.)

7. M.B.A.(Hospitality Management) (2-Year) Part-II

(For candidates having passed 2-year P.G. Diploma in Tourism and Hotel Management/Hospitality Management/Tourism Management/ Hotel Management/Master Degree in Tourism and Hotel Management/Hospitality Management/Tourism Management/ Hotel Management from this University or any other University/Institute recognized by UGC/ AICTE/ DEC/ Govt. of India/State Govts.)

NOTE: *In case the enrolment in any course is very low, the Directorate may discontinue the said course and the candidates admitted to such a course, will have the option either to change to another course, being offered by the Directorate subject to fulfilling eligibility of the course with adjustment or payment of difference of fee or get full refund of the fee paid by them.*

SECTION-IV**INTERNAL ASSESSMENT**
(Guidelines and Instructions)**A. INTERNAL ASSESSMENT**

The Directorate introduced 20% Internal Assessment marks in each Theory Papers in the Undergraduate courses in a phased manner w.e.f. the academic session 2012-13. Similarly, 20% Internal Assessment in each Theory Papers has also been introduced in all the Postgraduate courses being run through Distance Mode w.e.f. the academic session 2013-14 in a phased manner, i.e. in the 1st year of the Postgraduate courses where the duration of the course is of 2-years/3-years and in the course where the duration of the Postgraduate course is one year only.

Guidelines for 20% Internal Assessment in the Distance Education Programmes:

1. The Directorate would conduct written test(s) during Personal Contact Programmes. The written test(s) would be based on Multiple Choice Questions in respect of the syllabus of the concerned Theory Paper and the students would be required to mark the answers on OMR Sheet(s).
2. In case, a student does not appear in the written test(s) for Internal Assessment during Personal Contact Programmes, marks secured by the student in the concerned Theory Papers would be enhanced proportionately in respect of Internal Assessment.
3. The results of the students would be computed taking into consideration the marks secured in Internal Assessment plus marks obtained in the Theory Papers.
4. The marks of Internal Assessment obtained by the students will be displayed on the DDE Website www.ddekuk.ac.in and students can get their answer sheets re-checked on remittance of Rs.200/- within 20 days from the date of uploading the Internal Assessment Marks on the DDE Website.

B. APPLICABILITY OF SYLLABI AND SCHEME OF EXAMINATION

1. Unless otherwise decided in any specific case, the syllabi, scheme of examination and duration of the courses and mode of examination will be the same as prescribed for regular students of the University Teaching Departments and the Colleges affiliated to the Kurukshetra University.
2. A candidate who fails in an examination or having been eligible fails to appear in the examination, shall, unless approved otherwise by the Academic Council, will appear in the examination according to the syllabus prescribed by the University for regular students for that examination.
3. Copy of syllabi in force for the distance education courses during **2016-2017** will be supplied for reference to the students.
4. Notwithstanding the integrated nature of the courses which are spread over more than one academic year, the Ordinance in force at the time that a student joins the course shall hold good only for the examination held during or at the end of the academic session and nothing in the rule shall be deemed to debar the University from amending the rules and the amended rules, if any, shall apply to all students whether old or new.
5. Where the number of chances or total period for passing the course is limited, the candidates shall have to pass the examination including re-appear papers, if any, within the admissible chances during the period as prescribed in the respective Ordinance of the course.
6. The candidates are not allowed to offer any other option except the one mentioned in the Prospectus.
7. **Candidates should clearly mention the options in their Admission-cum-Examination Form.**
8. Wherever applicable the candidates are advised to get the topic/name of the Supervisor/Name of the Company for training approved from the concerned Course Coordinator well in time.
9. **For Papers/Subjects having options, only those options/elective subjects have been mentioned which are on offer by the Directorate. No other option is allowed.**

SECTION-V

ELIGIBILITY CONDITIONS

I **RECOGNITION OF COURSES OF OTHER UNIVERSITIES/BOARDS:**

- (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 this Section-V of eligibility conditions) for the purpose of admission to various courses in the Directorate of Distance Education. The above decision will, however, not apply for admission to courses in the University Teaching Departments/Colleges including Ph.D. registration for which the University invites applications separately.
- (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.

NOTE: 1. Since 10+2 examinations of All India Board of Secondary Education, Delhi is not recognized by the Kurukshetra University, admissions of the candidates on the basis of having passed 10+2 from the All India Board of Secondary Education, Delhi are not permissible.

2. B.A. One Sitting examinations of the following Universities have not been recognized for the purpose of admission to B.Ed./Post-Graduate Degree/PG Diploma and Certificate courses by this University. However, candidates, who have passed three year B.A. degree examination from these Universities, are eligible for admission to B.Ed./Post-Graduate Degree/PG Diploma courses of this Directorate on submission of attested copies of DMC of all the three parts:

1. Bihar University, Muzafarpur
2. Ranchi University, Ranchi
3. L.N. Mithila University, Darbhanga
4. Bhagalpur University, Bhagalpur
5. Magadh University, Bodh Gaya.

3. **State-wise List of fake Universities declared by the University Grants Commission, New Delhi (as on 15 March, 2016)**

Bihar

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.

Delhi

2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110 008.
6. Indian Institute of Science and Engineering, New Delhi.

Karnataka

7. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

Kerala

8. St. John's University, Kishanattam, Kerala.

Maharashtra

9. Raja Arabic University, Nagpur, Maharashtra.

Tamil Nadu

10. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.

West Bengal

11. Indian Institute of Alternative Medicine, Kolkatta.
12. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta - 700063

Uttar Pradesh

13. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
15. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
16. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh.

Odisha

22. Nababharat Shiksha Parishad, Anupurna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.

* Bhartiya Shiksha Parishad, Lucknow, UP - the matter is subjudice before the District Judge - Lucknow

4. Examinations of the following Boards not recognized for the purpose of higher studies:

1. All India Board of Secondary Education, **New Delhi**.
 2. Uttar Madhyama & Purva Madhyama of MDU **Rohtak** (Gurukul Jhajjar Scheme).
 3. Central Board of Higher Education, **New Delhi**.
 4. Board of Adult Education and Training/Board Shiksha Sansthan, **New Delhi**.
 5. Any Diploma/Exams. of Prachin Kala Kendra, **Chandigarh**.
 6. *Bhartiya Siksha Prishad, **Lucknow**.
 7. Board of Higher Secondary Education, **Delhi**.
 8. Hindi Sahitya Sammelan, Prayag, Allahabad (**U.P.**).
 9. Indian Education Council of U.P., **Lucknow**.
- *Bhartiya Shiksha Parishad, Lucknow, U.P.- the matter is subjudice before the District Judge, Lucknow.**

NOTE: This is not an exhaustive list of Fake Universities and Boards. Before finalizing the admissions, the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is also required to be consulted.

5. Intermediate Examination of Bihar Intermediate Education Council, Patna has been recognized by this University subject to the condition that certificates issued by the Bihar Intermediate Education Council, Patna shall be duly checked and verified by Kurukshetra University from the Bihar Intermediate Education Council, Patna.

II 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:

- (i) **One** Degree and one Diploma/P.G. Diploma/Certificate;
- (ii) **One** P.G. Diploma and one Diploma/Certificate;
- (iii) **One** Diploma and one Certificate;
- (iv) **Two** P.G. Diplomas;
- (v) **Two** Diplomas; and
- (vi) **Two** Certificates.

The candidates desirous of seeking admission to two courses simultaneously in this Directorate as above are required to submit **two separate Admission-cum-Examination 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.

III RELAXATION IN ELIGIBILITY CONDITIONS FOR ADMISSION TO B.Ed. PART-I, M.A. (EDUCATION) PART-I & LL.M. COURSES

- (i) For admission to B.Ed. Part-I, atleast 47.5% marks in aggregate are required in case of SC/ST/Blind/Physically Handicapped candidates) OR 55% in case of BE/B.Tech (52.25% in case of SC/ST/Blind/Physically Handicapped candidates) as per directions of Hon'ble Supreme Court of India.
- (ii) For Scheduled Castes candidates the minimum pass marks in the qualifying examinations will be considered as the eligibility condition for admission to M.A. (Education) Part-I and LL.M. Courses.
- (iii) 5% relaxation in minimum eligibility condition for admission to M.A. (Education) Part-I and LL.M. Courses will be given to the blind/differently abled candidates.
- (iv) There will be no rounding of percentage of marks for determining the eligibility for admission to various courses.

A. TRADITIONAL COURSES

1. B.A. (GENERAL) (3-YEAR) PART-I

ELIGIBILITY CONDITIONS:

Pass in Senior Secondary Certificate Examination (10+2 Standard) in **five subjects** of Board of School Education, Haryana **OR** any other examination recognized as equivalent thereto by the Kurukshetra University with **English** as one of the subjects **OR** Passed Bachelor's Preparatory Programme conducted by the Directorate of Distance Education of the Kurukshetra University, opting Preparatory Course in Social Sciences and any one out of the remaining two courses, i.e. General Mathematics and Commerce.

OR

Pass in **three-year Diploma Course** examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto, **provided that a candidate shall pass the subject of Hindi (Core) of +2 level examination**, if not already passed either at the supplementary examination of the same year or at the next succeeding annual examination. In case such a candidate fails to pass the subject of Hindi (Core) of +2 level Examination even in the next succeeding annual examination in **March, 2017**, his/her provisional admission/result of BA Part-I **shall be cancelled ab-initio with no claim for refund/adjustment of fees.**

MEDIUM OF INSTRUCTIONS

Name of subjects	Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
All subject of BA (Except English, Math & Panjabi)	Hindi	Hindi and English	Hindi OR English OR Panjabi
BA(English, Math)	English	Hindi and English	
BA (Panjabi)	Panjabi	Panjabi	Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

A candidate is required to take the following subjects:-

(A) TWO COMPULSORY SUBJECTS:

Paper No.	Subject Name	Code	
1	English	100	Two Papers of 50 Marks each
2	Hindi OR Sanskrit OR Panjabi	210 220 230	One Paper of 100 Marks
3	Environmental Studies*	250	

*(for details, please refer to page 20)

#Candidates opting Sanskrit/Panjabi as compulsory subject shall have to opt Hindi as an elective subject.

(B) CHOOSE TWO ELECTIVE SUBJECTS (ONLY ONE SUBJECT FROM ONE GROUP):

Any **two** of the following Electives, subject to the restrictions as given in the Ordinance. However, a **language subject opted as a compulsory subject cannot be opted as an elective subject. Candidates will have to opt Hindi either as compulsory or as an elective subject.**

	Subject Name	Code		Subject Name	Code
GROUP-I	Hindi (E)	310	GROUP-III	Political Science	350
	Sanskrit(E)	320			
	Panjabi (E)	330	GROUP-IV	Economics	340
	Geography	450		Home Science	455
	Defence Studies	410		Philosophy	430
GROUP-II	Public Administration	370	GROUP-V	History (Opt-i - History of India)	361
	Mathematics	390		History (Opt-ii - History of Haryana)	362
	Sociology	420			
	Health & Physical Education	440			
	Music	462			

Note: (1) THE CANDIDATES ARE NOT ALLOWED TO OFFER ANY OTHER ELECTIVE SUBJECT FOR WHICH THIS DIRECTORATE DOES NOT IMPART INSTRUCTION.

- (2) A candidate coming from a Non-Hindi area shall if he/she did not opt any of the languages i.e. Hindi/Panjabi/Sanskrit in examination qualifying for admission to B.A.(General) Part-I, can opt in lieu of compulsory Hindi/Panjabi/Sanskrit, the subject of **additional English (240)** which shall carry the same marks as for Hindi/Panjabi/Sanskrit. **NO STUDY MATERIAL WILL BE SUPPLIED FOR THE SUBJECT OF ADDITIONAL ENGLISH.** The candidate shall have to prepare it on their own. The syllabi for the paper can, however, be supplied by the Directorate on request.
3. The Directorate introduced the grouping of subjects in undergraduate course i.e. in B.A. in phased manner w.e.f. the session 2014-15 and the same would be applicable in B.A. Part-I/II/III during the session 2016-17. A candidate shall offer two elective subjects from Group-I to Group-V selecting **any one subject** from a given group as mentioned above.
4. **Elective Subjects** of B.A. for which options are available in the Directorate of Distance Education are given here under:-

DETAIL OF OPTIONAL PAPERS IN BA PART-I

B.A. (GENERAL) PART-I

SUBJECT	OPTION	NOMENCLATURE	CODE
HISTORY	Option-i	History of India (From earliest times to 1526 AD) OR	361
	Option-ii	History of Haryana (From Harappan Age to 1966 AD)	362

NOTE: A student who fails to mention option in the admission form, he/she will be treated as having opted for option (i) History of India.

POLITICAL SCIENCE	Option-ii	Political Theory: Concepts	350
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B.A. GENERAL (3-YEAR) PART-II/PART-III

ELIGIBILITY CONDITIONS

Pass in B.A.(General) Part-I/Part-II examination, under 10+2+3 scheme of Kurukshetra University or of another University, the B.A. (General) Part-I/Part-II examination under open stream of this University or any other University which is recognized as equivalent to B.A. (General) examination of this University, or LL.B. Part - I/II (5 years) examination of the Kurukshetra University, provided that the subjects offered by the candidate in B.A. (General) Part-I & Part-II and LLB (5 year) Part-I & II are the same as are available in B.A.-I & II at Kurukshetra University and the candidate is otherwise eligible.

- NOTE:** (a) The candidates who have been placed under compartment are allowed to re-appear in one subject only in the Senior Secondary examination (10+2 Standard) of the Board of School Education, Haryana or an equivalent examination of another University/ Board may be admitted provisionally for B.A.(General)/ B.Com./B.C.A. Part-I/D.Lib. Sc./ CCA. Such candidates shall be required to clear the compartment/re-appear subject in two chances i.e. in the supplementary examinations to be held in **Sept./Oct., 2016** and in **March, 2017** from the concerned University/Board. If such a candidate **fails to produce the proof of having cleared/passed/qualified the compartment/re-appear subject at the supplementary examination and at the Annual Examinations**, his/her provisional admission to the said course shall be treated as **cancelled ab-initio, with no claim for refund/adjustment of fees, without any further notice.**
- (b) The candidates who have passed 10+2 examination after appearing in full subjects in the supplementary examination, 2016 shall also be eligible for admission to B.A.(General)/ B.Com./B.C.A. Part-I/D.Lib.Sc./CCA course provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the course at that stage. The candidates who have appeared in 10+2 examination in full subjects in the supplementary examination, 2016 but are unable to clear the examination are **not eligible** for admission.
- (c) Candidates who got compartment/re-appear in 10+2 examination in not more than one subject after appearing in full subjects in the supplementary examination 2016 may be allowed provisional admission to B.A.(General)/B.Com./B.C.A. Part-I/D.Lib.Sc./CCA course provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the course at that stage at their own risk and responsibility, subject to their passing the 10+2 examination upto **March, 2017** examination and submission of result within one month from the date of declaration of their result failing which their candidature/result to the said course **shall stand cancelled ab-initio with no claim for refund/adjustment of fees.**

- (d) A candidate who has not passed the subject of English in qualifying examination may be allowed provisionally to join the B.A.(General)/B.Com./B.C.A. Part-I/D.Lib. Sc./CCA Class, subject to qualifying the subject of English at the supplementary examination of the same year or annual examination of the following year. Provided that result of such candidates of the respective examinations shall be declared only after they have qualified in the required subject. If they do not clear the subject of English even in the next annual examination in March, 2017, their provisional admission/result to the said course **shall be cancelled ab-initio with no claim for refund/adjustment of fees.**
- (e) A candidate who is placed under **compartment in one subject only** in the qualifying examination, i.e. B.A. Part-I, II of Kurukshetra University may be allowed provisionally to move to the next higher class subject to clearing the compartment subject in two consecutive chances up to the next annual examination to be held in April, 2017.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

COMPULSORY/ELECTIVE PAPERS as already taken in B.A. Part-I/II will be the same in BA-II/III respectively as opted by the candidate from **Grouping given at Page 17** of this Prospectus.

Apart from the subjects taken in the B.A. Part-I, the candidate may opt the following options in B.A. Part-II/III:

DETAIL OF OPTIONAL PAPERS IN BA GENERAL PART-II/III

B.A. GENERAL (3-YEAR) PART-II

SUBJECT	OPTION	NOMENCLATURE	CODE
HISTORY	Option-i	History of India (From 1526 – 1857 AD)	363
	Option-ii	History of India (1858 – 1964 AD)	364

NOTE: A student who does not mention option in the admission form, he/she will be treated as having opted for option (i) History of India (from 1526-1857AD).

POLITICAL SCIENCE	Option-i	Indian Government & Politics	350
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B.A. GENERAL (3-YEAR) PART-III

SUBJECT	OPTION	NOMENCLATURE	CODE
POLITICAL SCIENCE	Option-i	Comparative Govt. and Politics (Government and Politics of U.K., U.S.A., China, Switzerland)	350
HISTORY	Option-i	Ancient and Medieval World	366
	Option-ii	Modern World	365
	Option-iii	East Asia in Modern Times	367
PUBLIC ADMN.	Option-ii	Local Government and Administration in India	370
SOCIOLOGY	Option-iii	Population and Society	420

NOTE: 1. The Directorate would supply the **Study Material for History (Option-ii) Modern World**. In case any candidate selects **Option(i) Ancient and Medieval World** or **Option(iii) East Asia in Modern Times**, he/she would have to prepare the concerned subject at his/her own level and **NO STUDY MATERIAL WOULD BE PROVIDED FOR THE SAME BY THE DIRECTORATE**. The PCPs of Option(i & iii) will also not be conducted by the Directorate.

- For practical/additional subjects like Geography, Physical Education, Music, Philosophy etc. in UG courses, a fee of Rs. 500/- per subject shall be charged in addition to normal fees and no study material will be provided to the students. They shall have to prepare the practical/additional subjects at their own level.
- There will be three papers in B.A. Part-I Mathematics carrying 34, 33 and 33 marks respectively.
- Candidates joining B.A. Part-II/III are required to opt for same subjects which they have opted in B.A. Part-I/II respectively.**

5. For subjects having practical, the candidates are required to submit a certificate from a recognized College/institution to the effect that they have completed the course prescribed for practical work in the subject concerned. This certificate must reach the Directorate by **28 February, 2017**, failing which Roll No. slips shall be withheld and the students themselves shall be responsible for the consequences.

COMPULSORY QUALIFYING SUBJECT OF ENVIRONMENTAL STUDIES (for BA/B.Sc./BCA/B.Com. PART-I STUDENTS)

The candidates seeking admission to the BA/B.Com./BCA Part-I course will also have to opt the Compulsory Qualifying subject of Environmental Studies and they will have to qualify the same **OTHERWISE THE FINAL RESULT WILL NOT BE DECLARED.**

The course on the subject of **Environmental Studies** carries **100 marks** and includes both Theory and Field work (Practical) as under:

PAPER-I	THEORY	75 Marks
	Part "A" :	Short Answer Pattern (25 Marks)
	Part "B" :	Essay Type including choice (50 Marks)

Note : DDE students will appear in the same examination conducted by the University for Theory Papers along with other students of above mentioned courses.

PAPER-II	FIELD WORK (PRACTICAL)	25 Marks
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The objective of the field work is to provide first-hand knowledge to students on various local environmental aspects on the basis of their:

- Visit to local area to document environmental assets river/forest/grassland/hill/mountain.
- Visit to a local polluted site - Urban/Rural/Industrial/Agricultural
- Study of common plants, insects, birds.
- Study of simple ecosystems-pond, river, hill slopes, etc.

Minimum pass marks is 35% both in Theory as well as Field Work (Practical) independently. However, marks obtained by them in this qualifying paper will not be counted for determining the percentage of marks/division obtained by them for the award of the "**Degree**". The marks obtained by the candidates in this subject will be reflected in the **Detailed Marks Certificate**.

The candidates who will not be able to pass in the subject of **Environmental Studies** (Theory and/or Field Work (Practical)) in 1st year will have to qualify the same by appearing in the examination in 2nd year or 3rd year or thereafter by submitting a separate examination form and examination fee of Rs. 50/- as an ex-student as in the case of Reappear/Compartment candidates. There will, however, be **no supplementary examination** in the subject of Environmental Studies.

The students of the Directorate of Distance Education who have to appear in the paper of Environmental Studies are required to submit their Project Report of around 20 pages to the Principal of the concerned College on the scheduled date examination of the said paper. The students will also pay a fee of Rs.50/- by each to the Principal of the concerned College on account of conduct of their examination in the subject of Environmental Studies.

2. B.COM. (3-YEAR) PART-I

ELIGIBILITY CONDITIONS

Pass in Senior Secondary Examination (10+2) in **five subjects** of the Board of School Education, Haryana or any other examination recognized as equivalent thereto by the Kurukshetra University with **English** as one of the subjects.

OR

Pass in **three-year Diploma Course** examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto, **provided that a candidate shall pass the subject of Hindi (Core) of +2 level examination**, if not already passed either at the supplementary examination of the same year or at the next succeeding annual examination. In case such a candidate fails to pass the subject of Hindi (Core) of +2 level Examination even in the next succeeding annual examination in March, 2017, his/her provisional admission/result of B.Com. Part-I **shall be cancelled ab-initio with no claim for refund/adjustment of fees.**

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

B.COM. PART-I: SIX PAPERS OF 100 MARKS EACH (Paper-VI carries 70 marks for theory and 30 marks for Practical).

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-101	Business Communication	101	BC-105	Business Management	105
BC-102	Business Mathematics	102	BC-106	Basics of Computer	106
BC-103	Financial Accounting	103	BC-107	Compulsory Qualifying Subject of Environmental Studies (for details please refer to page 20)	107
BC-104	Business Economics	104			

B.COM. (3-YEAR) PART-II/PART-III

ELIGIBILITY CONDITIONS:

Pass in B.Com. Part-I with English as one of the subjects/Part-II examination under 10+2+3 scheme or open stream of Kurukshetra University or of another recognized University, as the case may be.

NOTE: Rules regarding admission of compartment candidates etc. as enumerated for B.A. (Part-I) in Notes (a), (b), (c), (d) and (e) at page 18 & 19 shall also be applicable to B.Com. students.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

B.COM. PART-II: SIX PAPERS OF 100 MARKS EACH.

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Business Regulatory Framework	201	IV.	Business Statistics	204
II.	Corporate Accounting	202	V.	Principles of Marketing	205
III.	Company Law & Auditing	203	VI.	Opt.(ii) -Indian Financial System	206

B.COM. PART-III: SIX PAPERS OF 100 MARKS EACH.

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Income Tax	301	IV.	Business Environment	304
II.	Cost Accounting	302	V.	(Opt-i) Financial Market Operation	305
III.	Management Accounting & Financial Management	303	VI.	Opt.(v) Advertising & Sales Management	306

3. MASTER OF ARTS IN HINDI (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination **OR** Shastri examination (new scheme) of three year duration of Kurukshetra University or of any other recognized University .

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi	Hindi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA HINDI (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Bhasha Vigyan Aur Hindi Bhasha	101	IV.	Adhunik Hindi Kavya	104
II.	Hindi Sahitya Ka Itihas	102	V.	Opt.(iv) Prem Chand OR	105
III.	Adhunik Gadya Sahitya	103		Opt. (vii) Haryanvi Bhasha Aur Sahitya	106

MASTER OF ARTS IN HINDI (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA HINDI (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Prachin Avam Madhyakalin Kavya	201	IX.	Bhartiya Sahitya	204
VII.	Kavyashastra Avam Sahityalochan	202	X.	Opt.(iii) Surdas OR	205
VIII.	Prayojanmulak Hindi	203		Opt. (vii) Haryana ka Hindi Sahitya	206

4. MASTER OF ARTS IN ENGLISH (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA ENGLISH (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Literature in English: 1550-1660	101	IV.	Literature in English: 1914-2000	104
II.	Literature in English: 1660-1798	102	V.	Study of A Genre (Opt-I) Fiction	105
III.	Literature in English: 1798-1914	103			

MASTER OF ARTS IN ENGLISH (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA ENGLISH (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Critical Theory	201	IX.	Opt.(i) Linguistics, Stylistics ELT	204
VII.	American Literature	202	X.	Literature and Gender	205
VIII.	Indian Writing in English	203			

5. MASTER OF ARTS IN SANSKRIT (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination **OR** Shastri (Vishishta with English) of Kurukshetra University **OR** of any other recognized University, provided that candidates must have passed the subject of Sanskrit (compulsory or elective) at Degree level.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi/Sanskrit	Hindi/Sanskrit and English	Sanskrit

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA SANSKRIT (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Samhita Vaidikasahtyam cha	101	IV.	Kavyam Kavyashastram Cha	104
II.	Vyakaranam Bhasavijnanam cha	102	V.	Dharmatantragamah	105
III.	Bharatiyadarshanam	103			

MASTER OF ARTS IN SANSKRIT (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA SANSKRIT (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Paliprakritayoh Bhasa Sahityam Cha Group-D: Sanskrit-Sahityam (Optional Group)	201	IX.	Kavyam Kavyashastrasya Cha Itihasah	204
VII.	Natya-Sahityam Natyashatram Cha	202	X.	Aitihasikakavyam Khandakavyam Adhunikakavyam Gitikavyam Cha	205
VIII.	Kavyashastram	203			

6. MASTER OF ARTS IN PANJABI (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Panjabi	Panjabi	Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA PANJABI (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Opt.(i) Medieval Panjabi Poetry	101	IV.	History of Literature	104
II.	Opt.(i) Modern Panjabi Fiction	102	V.	Opt.(i) Parvasi Panjabi Sahit	105
III.	Theory of Literature and Practical Criticism	103			

MASTER OF ARTS IN PANJABI (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA PANJABI (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Modern Panjabi Poetry	201	IX.	Bhasha Vigyan, Panjabi Bhasha Ate Lipi	204
VII.	Opt.(i) Panjabi Natak Ate Ikangi	202	X.	Folklore and Culture	205
VIII.	Panjabi Vartak	203			

7. MASTER OF ARTS IN POLITICAL SCIENCE (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA POLITICAL SCIENCE (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Political Thought	101	IV.	Major Ideas and Issues in Public Administration	104
II.	Indian Govt. & Politics	102	V.	Research Methodology	105
III.	Theories and Practice of International Relations	103			

MASTER OF ARTS IN POLITICAL SCIENCE (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA POLITICAL SCIENCE (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
				Group-B: Paper-VIII, IX & X	
VI.	Political Theory	201	(i)	India's Foreign Policy & Relations	203
VII.	Comparative Politics	202	(ii)	International Law	204
			(iii)	International Organization and Global order studies	205

8. MASTER OF ARTS IN PHILOSOPHY (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA PHILOSOPHY (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Logic (Indian & Western)	101	IV.	Ethics (Indian & Western)	104
II.	Epistemology and Metaphysics (Indian)	102	V.	Modern Indian Thought	105
III.	Epistemology and Metaphysics (Western)	103			

MASTER OF ARTS IN PHILOSOPHY (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA PHILOSOPHY (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
	Paper-VI is Compulsory			Group-A: Optional Paper	
VI.	Contemporary Western Philosophy	206	VII.	Social and Political Philosophy	207
			VIII.	Philosophy of Religion	208
			IX.	Comparative Religion	209
			X.	Yoga as Applied Philosophy	210

9. MASTER OF ARTS IN PUBLIC ADMINISTRATION (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA PUBLIC ADMINISTRATION (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Administrative Theory	101	IV.	State Administration	104
II.	Public Personnel Administration	102	V.	Option(A): Development Administration	105
III.	Financial Administration	103			

MASTER OF ARTS IN PUBLIC ADMINISTRATION (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA PUBLIC ADMINISTRATION (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Public Administration in India	201	IX.	Group(A): Urban Local Govt. in India, Britain, France and USA	204
VII.	Economic Policy and Administration	202	X.	Group(A): Rural Local Development Administration	205
VIII.	Research Method in Public Administration	203			

10. MASTER OF ARTS IN HISTORY (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA HISTORY (P) (There shall be **Six papers out of which** the candidate has to **opt any FIVE Papers. Each paper will carry 100 marks**)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Medieval Societies	101	IV.	Colonial India (1757 – 1857)	104
II.	Modern World	102	V.	History of China and Japan in Modern Times	105
III.	Polity and Economy of Medieval India (1200 to 1750)	103	VI.	History of Europe (1789 – 1914)	106

MASTER OF ARTS IN HISTORY (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA HISTORY (F) (There shall be **Six papers out of which** the candidate has to **opt any FIVE Papers. Each paper will carry 100 marks**).

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VII.	Historiography	201	X.	Modern India 1858-1947	204
VIII.	History of Haryana	202	XI.	Social History of India 1200-1947	205
IX.	Society and Culture in Medieval India 1200-1750	203	XII.	Economy and Business in India 1200-1947	206

11. MASTER OF ARTS IN ECONOMICS (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA ECONOMICS (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Micro-Economics Analysis	101	IV.	Public Economics	104
II.	Macro-Economics Analysis	102	V.	Demography	105
III.	Quantitative Methods	103			

MASTER OF ARTS IN ECONOMICS (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA ECONOMICS (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	International Trade & Finance	201	IX.	Economics of Growth and Development	204
VII.	Economics of Environment and Social Sector	202	X.	Opt.(V): Economics of Agriculture	205
VIII.	Indian Economic Policy	203			

12. MASTER OF SCIENCE IN MATHEMATICS (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in B.A./B.Sc. with **Mathematics** as one of the subjects **OR** B.A.(Hons.)/B.Sc. (Hons.) in **Mathematics** examination of Kurukshetra University **OR** of any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**M.Sc. MATHEMATICS (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Advanced Abstract Algebra	101	IV.	Complex Analysis	104
II.	Real Analysis	102	V.	Differential Equations	105
III.	Topology	103			

MASTER OF SCIENCE IN MATHEMATICS (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**M.Sc. MATHEMATICS (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI-MM-501	Partial Differential Equations & Mechanics	201	IX-MM-504	ANY ONE OF THE FOLLOWING:	
VII-MM-502	Discrete Mathematics & Computer Programming	202		Opt(i) Fluid Mechanics and Seismology	205
VIII-MM-503	ANY ONE OF THE FOLLOWING:			Opt(ii) Fuzzy Sets & Wavelets	206
	Opt(i) Mechanics of Solids	203	X-MM-505	ANY ONE OF THE FOLLOWING:	
	Opt(ii) Number Theory	204		Opt(i) Integral Equations & Boundary Value Problems	207
				Opt(ii) Coding Theory & Non-Commutative Rings	208

13. MASTER OF SCIENCE IN GEOGRAPHY (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in B.A./B.Sc. with **Geography** as one of the subjects **OR** B.A.(Hons.)/B.Sc. (Hons.) in **Geography** examination of Kurukshetra University **OR** of any other recognized University

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

M.Sc. GEOGRAPHY (P) (There shall be Five Theory Papers and One Practical Paper. The Theory Papers I to IV will of 100 Marks and Paper-V (a) will be of 50 Marks. Paper-V(b) of Practical will be of 50 Marks)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Geomorphology	101	IV.	Geography of India	104
II.	Climatology	102	V(a).	Quantitative Methods and Cartographic Representation of Climate and Socio-Economic Data (Theory)	105
III.	Economic Geography	103	V(b).	Quantitative Methods and Cartographic Representation of Climatic and Socio-Economic Data (Practical)	106

MASTER OF SCIENCE IN GEOGRAPHY (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

M.Sc. GEOGRAPHY (F) (There shall be Five Papers. Papers VI to VIII (Theory) will be of 100 Marks each and Paper No.IX(a) & IX(b) (Practical) will be of 50 Marks each. Paper-X(a) (Theory) will be of 50 Marks and Paper-X(b) (Practical) will be of 50 Marks.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	History of Geographical Thought	201	IX(a)	Geographic Information Systems and Computer Mapping (Practical)	204
VII.	Agricultural Geography	202	IX(b)	Field Methods & Applications in Geography (Practical)	205
VIII.	Population Geography	203	X(a)	Remote Sensing Techniques, Topo-sheets Interpretation Morphometric Analysis (Theory)	206
			X(b)	Remote Sensing Techniques, Topo-sheets Intrepretation and Morphometric Analysis (Practical)	207

14. MASTER OF COMMERCE (M.COM.) (2-YEAR) (PREVIOUS)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree exam. in Commerce **OR** Arts/Science with Economics/Mathematics **OR** BBA/BIM/BTM of Kurukshetra University or any other recognized University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**M.COM. (P)** (Six Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	MC501- Management Concepts and Organizational Behaviour	501	IV.	MC504- Advanced Statistics	504
II.	MC502- Business Environment	502	V.	MC505- Marketing Management	505
III.	MC503- Managerial Economics	503	VI.	MC506- Accounting for Managerial Decisions	506

MASTER OF COMMERCE (M.COM.) (2-YEAR) (FINAL)**ELIGIBILITY CONDITIONS**

Pass in Part-I/Previous of the relevant course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

NOTE: The candidates shall be required to pass both the parts of the course within a maximum period of **four years** from the session of their admission to the concerned course in Previous/Part-I.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

M.COM. (F) (A student will take Six Papers of 100 Marks each in all opting one compulsory paper and atleast **one paper from each of the Three optional groups**. Paper MC-601 carries 70 Marks for Theory and 30 Marks for Practical).

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
	COMPULSORY PAPER			OPTIONAL GROUP-II	
MC-601	Computer Applications to Business and E-Commerce	601	MC-605*	Advertisement and Sales Management	605
	OPTIONAL GROUP-I		MC-606	Marketing Research	606
MC-602	Financial Management and Policy	602	MC-607	Services Marketing	607
MC-603	Security Analysis and Portfolio Management	603		OPTIONAL GROUP-III	
MC-604	Higher Accounting and Accounting Theory	604	MC-608*	Human Resource Management	608
			MC-609	Compensation Management	609
			MC-610	Entrepreneurship Development	610

* The Directorate would supply the Study Material only for **MC - 605 - Advertisement and Sales Management** and **MC - 608 - Human Resource Management**. In case any candidate selects other option from the Optional Groups, he/she would have to prepare the concerned paper at his/her own level and no study material would be provided for the same by the Directorate.

B. PROFESSIONAL COURSES

(I) COMPUTER/IT COURSES

1. CERTIFICATE IN COMPUTER APPLICATIONS (1-YEAR)

ELIGIBILITY CONDITIONS

Pass in 10+2 Examination in **five subjects with English** as one of the subjects from the Board of School Education, Haryana or any other examination recognized by this University as equivalent thereto.

OR

Pass in three-year Diploma Course examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto.

- NOTE:** 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 18 and 19 shall also be applicable to Certificate in Computer Applications.
2. A candidate who fails to pass the Certificate Course in Computer Applications examination **within three years** of his/her admission to the course shall be declared to be unfit for this courses at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

CCA (Three Theory and two Practical Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	CCA-1 Computer Fundamentals	101	IV.	Lab-1 Based on CCA-2	104
II.	CCA-2 PC Software	102	V.	Lab-2 Based on CCA-3	105
III.	CCA-3 Internet and Web Designing	103			

2. BACHELOR OF COMPUTER APPLICATIONS (BCA) (3-YEAR) PART-I

ELIGIBILITY CONDITIONS

Pass in Senior Secondary Certificate Examination (10+2 standard) of Board of School Education Haryana or any other examination recognized as equivalent thereto by the Kurukshetra University in **five subjects** including the subjects of English and Mathematics.

OR

Pass in three year Diploma Course examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**BCA PART-I** (Eight Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BCA-101	Computer Fundamentals and Programming with 'C'	101	BCA-105	Mathematical Foundations-I	105
BCA-102	PC Software	102	BCA-106	Communicative English	106
BCA-103	Computer Oriented Numerical and Statistical Methods	103	BCA-107	Lab-I Programming in 'C' based on BCA-101 & BCA-103	107
BCA-104	Logical Organization of Computers	104	BCA-108	Lab-II Based on BCA-102	108
			BCA-109	Compulsory qualifying subject of ENVIRONMENTAL STUDIES [#]	109

[#]for details please refer to page 20**BCA (3-YEAR) PART-II****ELIGIBILITY CONDITIONS**

Pass in BCA Part-I examination of Kurukshetra University **OR** of another recognized University shall be eligible to join BCA Part-II. A candidate who has got re-appear in not more than 50% papers of Part-I examination from this University shall also be eligible to join BCA Part-II provisionally subject to clearing the remaining paper(s) of Part-I in the permissible chances.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**BCA PART-II** (Eight Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BCA-201	Operating System	201	BCA-205	Software Engineering	205
BCA-202	Data Structures	202	BCA-206	Mathematical Foundations-II	206
BCA-203	Computer Architecture	203	BCA-207	Lab-I Based on BCA-202 Using 'C'	207
BCA-204	Database Management System	204	BCA-208	Lab-II Based on BCA-204	208

BCA (3-YEAR) PART-III**ELIGIBILITY CONDITIONS**

Pass in BCA Part-I and Part-II examinations of this University or of another recognized University shall be eligible to join BCA Part-III. A candidate who has passed BCA Part-I and got re-appear in not more than 50% papers of BCA Part-II examination of this University shall also be eligible to join BCA Part-III provisionally subject to clearing the remaining paper(s) of Part-II in the permissible number of chances. A candidate, who has not passed all the papers of BCA Part-I, shall not be allowed to join BCA Part-III class even provisionally.

- NOTE:**
- Rules regarding admission of compartment candidates etc. as mentioned for B.A. (Part-I) in Notes (a), (b), (c) & (d) at page 18 & 19 shall also be applicable to B.C.A. Part-I students.
 - A candidate who fails to pass the whole examination (Part-I, II & III) within **six years** of his admission to the course will be required to repeat the course de-novo.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**BCA PART-III** (Eight Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BCA-301	Object Oriented Programming Using C++	301	BCA-305	Computer Graphics	305
BCA-302	Web Designing	302	BCA-306	E-Commerce	306
BCA-303	Computer Networks	303	BCA-307	Lab-I Based on BCA-301	307
BCA-304	Management Information System	304	BCA-308	Lab-I Based on BCA-302	308

3. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA) (1-YEAR)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.

NOTE: Candidates who fail to pass PGDCA examinations **within three years** of their admission to the course concerned shall deem to be unfit for the course at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**PGDCA** (Five theory papers and Two practical papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-11	Computer Organization & Networking Fundamentals	101	CS-DE-15	Operating System	105
CS-DE-12	Problem Solving Through 'C'	102	CS-DE-16	Software Lab-I: Programming Using C	106
CS-DE-13	Data Structures	103	CS-DE-17	Software Lab-II: Word, Excel, Access/SQL	107
CS-DE-14	Data Base Management System	104			

4. M. SC. IN COMPUTER SCIENCE SOFTWARE (M.SC.CS) (2-YEAR) PART-I**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree in any discipline from Kurukshetra University or an examination recognized as equivalent thereto.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**M.SC. COMP.SC.(S/W) PART-I** (Five theory papers and Two practical papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-11	Computer Organization & Networking Fundamentals	101	CS-DE-15	Operating System	105
CS-DE-12	Problem Solving Through 'C'	102	CS-DE-16	Software Lab-I: Programming Using C	106
CS-DE-13	Data Structures	103	CS-DE-17	Software Lab-II: Word, Excel, Access/SQL	107
CS-DE-14	Data Base Management System	104			

M.SC. COMPUTER SCIENCE (SOFTWARE) (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in M.Sc. Computer Sc. (Software) Part-I provided that a candidate who has **got reappear in not more than 50%** papers of M.Sc. Computer Sc. (Software) Part-I examination of Kurukshetra University shall also be eligible for provisional admission to M.Sc. Computer Sc. (Software) Part-II subject to passing the remaining paper(s) of Part-I in the permissible number of chances.

OR

M.SC. COMPUTER SCIENCE (SW) PART-II (LATERAL ENTRY SCHEME)

Pass in any one of the following examinations of **this University or any other University/ Institute/DOEACC Society recognized by UGC/AICTE/DEC/Govt. of India/State Govt:**

- (i) M.Sc. Part-I in any area of Computer;
- (ii) One year Diploma Course after graduation in any area of Computer.

NOTE:

1. The candidates who have reappear in the courses as mentioned above from Sr.No. (i) to (ii) are **not eligible** for admission to M.Sc. Part-II even provisionally.
2. The candidates shall be required to pass both the parts of the course **within four years** from their admission to Part-I of the course. A candidate who fails to pass the whole examination (Part-I & II) **within four years** of his/her admission to these courses, will be required to repeat the course de novo. However, this time limit would be **three years** in the case of candidates who take admission in Part-II under lateral entry scheme after passing one year Diploma course as above.
3. The candidates who are taking admission to M.Sc. (CS)-II year under Lateral Entry Scheme may attach two attested copies of the certificates of the qualifying examination.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

M.SC. COMP.SC.(S/W) PART-II (Five theory papers and Two practical papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-21	Computer Graphics	201	CS-DE-25	Artificial Intelligence	205
CS-DE-22	Object Oriented Analysis and Design using UML and C++	202	CS-DE-26	Software Lab-I (C++)	206
CS-DE-23	Software Engineering	203	CS-DE-27	Software Lab-II (VB)	207
CS-DE-24	Visual Programming	204			

5. MASTER OF COMPUTER APPLICATIONS (MCA) (3-YEAR) PART- I**ELIGIBILITY CONDITIONS**

Pass in Bachelor's degree examination of Kurukshetra University **OR** any other recognized University.

Important Note: Admission to MCA PART-I **would be made through a Common Entrance Test** to be conducted by the Directorate at Kurukshetra University or on any other centre created by the university in the University Jurisdiction on **27.11.2016 (SUNDAY)**. The Common Entrance Test will be of multiple choice questions of 50 marks having General English, Numerical Ability/Mathematical Ability, Reasoning and General Awareness. **The candidates desirous to seek admission in MCA programme will have to attempt the questions from Mathematical Ability.** There will be 50 questions in the Common Entrance Test with no negative marking for wrong answers. Duration of the Entrance Test will be one hour. However, the candidates who have successfully cleared the Entrance Test for admission into Management/Computer programmes conducted by institutions like CAT/MAT/State/University level tests etc. are exempted from appearing in the Common Entrance Test.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MCA PART-I (Five theory papers and Two practical papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-11	Computer Organization & Networking Fundamentals	101	CS-DE-15	Operating System	105
CS-DE-12	Problem Solving Through 'C'	102	CS-DE-16	Software Lab-I: Programming Using C	106
CS-DE-13	Data Structures	103	CS-DE-17	Software Lab-II: Word, Excel, Access/SQL	107
CS-DE-14	Data Base Management System	104			

MASTER OF COMPUTER APPLICATIONS (MCA) (3-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in MCA Part-I provided that a candidate who has got reappear in not more than 50% papers of MCA Part-I examination of Kurukshetra University shall also be eligible for provisional admission to MCA Part-II class subject to passing the remaining paper(s) of Part-I in the permissible number of chances.

OR

MCA PART-II: LATERAL ENTRY SCHEME**ELIGIBILITY CONDITIONS**

Pass in any one of the following examinations of **this University or any other University/Institute/DOEACC Society recognized by UGC/AICTE/DEC/Govt. of India/State Govt.:**

- (i) M.Sc. Part-I in any area of Computer;
- (ii) One year Diploma Course after graduation in any area of Computer.
- (iii) B.Sc. (3-Year) (Computer Sc./Computer Applications/Information Technology)
- (iv) BCA (3-Year)

NOTE : The candidates who have reappear in the courses as mentioned above from Sr. No. (i) to (ii) are **not eligible** for admission to MCA Part-II class even provisionally.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MCA PART-II (Five theory papers and Two practical papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-21	Computer Graphics	201	CS-DE-25	Artificial Intelligence	205
CS-DE-22	Object Oriented Analysis and Design using UML and C++	202	CS-DE-26	Software Lab-I (C++)	206
CS-DE-23	Software Engineering	203	CS-DE-27	Software Lab-II (VB)	207
CS-DE-24	Visual Programming	204			

MCA (3-YEAR) PART-III**ELIGIBILITY CONDITIONS**

Pass in MCA Part-I and MCA-II of Kurukshetra University. **A candidate who has passed MCA Part-I** and got re-appear in not more than 50% papers of MCA Part-II Examination of K.U. shall also be eligible to join MCA Part-III provisionally subject to clearing the remaining paper(s) of MCA-II in the permissible number of chances.

OR

MCA PART-III: LATERAL ENTRY SCHEME**ELIGIBILITY CONDITIONS**

Pass in two years Master degree/P.G. Diploma in any area of Computer of this University **or any other University/Institute/DOEACC Society recognized by UGC/AICTE/DEC/Govt. of India/State Govt.**

- NOTE:**
1. The candidates who have got reappear in 2-year Master degree/Diploma in any area of Computer are **not eligible** for admission to MCA Part-III.
 2. The candidates shall be required to pass all the three parts of the course **within six years** to Part-I of this course failing which they will be required to repeat the course de-novo. However, this time limit would be **four years and three years** in the case of candidates who take admission in Part-II after passing one year diploma courses after graduation and Part-III after passing two years Master Degree/ Diploma in any area of Computer respectively.
 3. The candidates who are taking admission to MCA-III year under Lateral Entry Scheme may attach two attested copies of the certificates of the qualifying examination.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MCA PART-III (Five theory papers and Two practical papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-31	Data Communication and Networking Technologies	301	CS-DE-35	ELECTIVE PAPER (Any One of the following Five):	
CS-DE-32	Web Technologies	302	CS-DE-35(i)	Principles of Programming Languages	305
CS-DE-33	Advanced Computer Architecture	303	CS-DE-35(ii)	Design and Analysis of Algorithms	306
CS-DE-34	Advances in Databases	304	CS-DE-35(iii)	Linux and Shell Programming	307
			CS-DE-35(iv)	Programming in Java*	308
			CS-DE-35(v)	Theory of Computation	309
			CS-DE-36	Software Lab-I Based on CS-DE-32	310
			CS-DE-37	Software Lab-II Based on CS-DE-34	311

*The Directorate would supply the Study Material for Paper CS-DE-35(iv) **Programming in Java (308)**. In case any candidate selects other options from the above Elective papers, he/she would have to prepare the concerned paper at his/her own level and no study material would be provided for the same by the Directorate.

(II) MANAGEMENT COURSES**1 BACHELOR OF INFORMATION MANAGEMENT (BIM) (3-YEAR) PART-III ONLY** (Part-I & II Closed)**ELIGIBILITY CONDITIONS**

Pass in BIM Part-I and Part-II Examination of Kurukshetra University **OR** of any other recognized University shall be eligible to join BIM Part-III. A candidate who has passed BIM Part-I and has got reappear in not more than 50% papers of BIM Part-II exam of Kurukshetra University shall also be eligible to join BIM Part-III provisionally subject to clearing the remaining paper(s) of Part-II in the permissible number of chances. Such a candidate who has not cleared/ passed all the papers of BIM Part-I shall not be eligible to join BIM Part-III class even provisionally.

NOTE: A candidate, who fails to pass the whole examination (Part-I, II & III) within six years of his admission to the course, will be required to repeat the course de-novo.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

BIM PART-III (There shall be six theory papers. Paper No.301, 302, 310 & 312 carry 100 Marks each, Paper No.303 is of 75 Marks, Paper No. 304 of 75 Marks theory and Paper No. 305 and 313 of 50 Marks each (Practical). Paper No.306 will be a Project Report of 100 Marks.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BIM 301	Cost and Management Accounting	301	BIM 306	Project Report*	306
BIM 302	Human Resource Management	302	BIM 310	Advertising Management	307
BIM 303	E-Commerce	303	BIM 312	Business Environment	308
BIM 304	Computer Applications in Business	304	BIM 313	Viva-Voce Examination	309
BIM 305	Computer Practical	305			

Note: *The Project Report is to be submitted by **30th June 2017**.

2 POST GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT (PGDEMM) (1-YEAR)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.

Note: Candidates who fail to pass PGDEMM examinations **within three years** of their admission to the course will be required to repeat the course de-novo.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	Hindi and English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDEMM (Out of six papers of 100 Marks each, there would be five theory papers and the Paper-VI in Company Training.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
EM 101	International Marketing	101	EM 104	Export Documentation & Procedures	104
EM 102	International Business Environment	102	EM 105	Financial Management	105
EM 103	International Marketing Research	103	EM 106	In Company Training (Six Weeks)	106

NOTE: A student will have to undergo Six week in Company training in a reputed organization. The Training Report to be submitted before **31st August, 2017**.

3 MASTER OF BUSINESS ADMINISTRATION (MBA) (2-YEAR) PART-I

ELIGIBILITY CONDITIONS

Pass in Bachelor's degree examination of Kurukshetra University **OR** any other recognized University.

Important Note: Admission to MBA Part-I would be made through a **Common Entrance Test** to be conducted by the Directorate at Kurukshetra University or on any other centre created by the university in the University Jurisdiction on **27.11.2016 (SUNDAY)**. The Common Entrance Test will be of multiple choice questions of 50 marks having General English, Numerical Ability/Mathematical Ability, Reasoning and General Awareness. There will be 50 questions in the Common Entrance Test with no negative marking for wrong answers. Duration of the Entrance Test will be one hour. However, the candidates who have successfully cleared the Entrance Test for admission into Management/Computer programmes conducted by institutions like **CAT/MAT/State/University level tests etc. are exempted from appearing in the Common Entrance Test.**

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MBA PART-I (Nine papers of 100 Marks each.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBAD-101	Management Concepts and Organizational Behavior	101	MBAD-106	Financial Management	106
MBAD-102	Quantitative Techniques and Research Methodology	102	MBAD-107	Business Environment and Economics	107
MBAD-103	Accounting for Managers	103	MBAD-108	Fundamentals of Computer and E-Commerce	108
MBAD-104	Marketing Management	104	MBAD-109	Comprehensive Viva-Voce	109
MBAD-105	Human Resource Management	105			

Note: The students will have to undergo Six weeks On-the-Job training in a reputed concern/firm after first year examination and will submit the Training Report by **28th February 2018**.

MBA (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in Part-I of MBA examination from Kurukshetra University **OR** any other recognized University. A candidate, who has got reappear in not more than 50% papers of Part-I examination from Kurukshetra University, shall also be eligible to join Part-II of MBA (2-Year) course provisionally subject to clearing the remaining paper(s) of Part-I in the admissible chances.

OR

MBA (2-YEAR) PART-II: LATERAL ENTRY SCHEME

Pass in two year Post-graduate Diploma/Degree in Business Management/Human Resource Management/Financial Management/Marketing Management/Insurance Business Management/Export Marketing Management **OR** M.Com. from this University **OR** any University/Institute recognized by **UGC/AICTE/DEC/Govt. of India/State Govt.**

NOTE: The candidate shall be required to pass all two parts of the course within **five years** of their admission to Part-I of the course failing which they will be required to repeat the course de-novo. However, a candidate who joins directly in Part-II lateral entry, after having passed Post Graduate Diploma/Degree as mentioned above shall be required to pass Part-II examination within two years.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MBA PART-II (There will be Four Compulsory Papers (Two Theory Papers, One Training Report and Viva-Voce Examination) and Five optional papers from any of the specialized areas, viz. Finance, Marketing, Human Resource Management.)

COMPULSORY PAPERS

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBAD-201	Business Policy and Strategic Management	201	MBAD-203	Training Report	203
MBAD-202	Business Legislation	202	MBAD-204	Comprehensive Viva-Voce	204

OPTIONAL PAPERS**Specialization Area: FINANCE (205)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBAFM-201	Security Analysis & Portfolio Management	205	MBAFM-204	Financial Institutions & Markets	205
MBAFM-202	International Financial Management		MBAFM-205	Project Management	
MBAFM-203	Management of Financial Services				

Specialization Area: MARKETING (206)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBAMM-201	Consumer Behavior	206	MBAMM-204	Product & Brand Management	206
MBAMM-202	Advertising & Sales Management		MBAMM-205	Rural and Agriculture Marketing	
MBAMM-203	International Marketing & Export Management				

Specialization Area: HUMAN RESOURCE MANAGEMENT (207)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBAHR-201	Management of Industrial Relations	207	MBAHR-204	Compensation Management	207
MBAHR-202	Labour Legislation in India		MBAHR-205	Human Resource Development	
MBAHR-203	Managing Interpersonal Group Processes				

Note: The Training Report to be submitted by **28th February, 2017.**

4 MASTER OF BUSINESS ADMINISTRATION (HOSPITALITY MANAGEMENT) (MBA-HM) (2-YEAR) PART-I

ELIGIBILITY CONDITIONS

Pass in Bachelor's degree examination of Kurukshetra University **OR** any other recognized University.

Important Note: Admission to MBA (Hospitality Management) Part-I **would be made through a Common Entrance Test** to be conducted by the Directorate at Kurukshetra University or on any other centre created by the university in the University Jurisdiction on **27.11.2016 (SUNDAY)**. The Common Entrance Test will be of multiple choice questions of 50 marks having General English, Numerical Ability/Mathematical Ability, Reasoning and General Awareness. There will be 50 questions in the Common Entrance Test with no negative marking for wrong answers. Duration of the Entrance Test will be one hour. However, the candidates who have successfully cleared the Entrance Test for admission into Management/Computer programmes conducted by institutions like **CAT/MAT/State/University level tests etc. are exempted from appearing in the Common Entrance Test.**

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MBA (HM) PART-I** (Eight papers of 100 Marks each.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBA(HM) 101	Elements of Hospitality Management	101	MBA(HM) 105	Human Resource Development	105
MBA(HM) 102	Introduction to Tourism Business	102	MBA(HM) 106	Principles of Management	106
MBA(HM) 103	Hotel/Tourism Marketing	103	MBA(HM) 107	Financial Accounting for Hotels & Travel Organizations	107
MBA(HM) 104	Tourism Product of India	104	MBA(HM) 108	General Viva	108

Note: The students will have to undergo Six weeks On-the-Job training in a reputed concern/firm after first year examination and will submit the Training Report by **28th February 2018.**

MBA (HM) (2 YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in MBA (HM) Part-I of Kurukshetra University, Kurukshetra **OR** from any other recognized University. A Person who has passed MBA (HM) Part-I provided that a candidate who has got re-appear in not more than 50% Papers of MBA (HM) Part-I examination of Kurukshetra University shall also be eligible to join MBA (HM) Part-II provisionally subject to clearing the remaining papers of MBA (HM) Part-I in the permissible number of chances.

OR

MBA (HM) (2-YEAR) PART-II LATERAL ENTRY SCHEME

Pass in one of the following examinations of this University or any other University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govt.:

2-year P.G. Diploma in Tourism and Hotel Management/Hospitality Management/Tourism Management/ Hotel Management/Master Degree in Tourism and Hotel Management/Hospitality Management/Tourism Management/Hotel Management.

NOTE: The candidates shall be required to pass all the two parts of the course within **five years** of their admission to Part-I of this course failing which they will be required to repeat the course de-novo. However, a candidate who joins directly in Part-II lateral entry, after having passed Post Graduate Diploma/Degree as mentioned above shall be required to pass Part-II examination within two years.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MBA (HM) PART-II (There will be **Six Compulsory Papers**. Five Theory Papers, One Training Report and Viva-Voce Examination and **Three Optional papers** from any group of the specialized areas, viz. Tourism and Hotel. All theory papers carry 100 Marks each and Training Report & Viva-Voce carry 200 marks)

COMPULSORY PAPERS

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBA(HM) 201	Customer Relationship Management in Hospitality Sector	201	MBA(HM) 204	Financial Management	204
MBA(HM) 202	Event Management	202	MBA(HM) 205	Statistics and Research Methodology	205
MBA(HM) 203	Information and Communication Technologies Hospitality Industry	203	MBA(HM) 206	On the Job Training Viva-Voce	206

OPTIONAL PAPERS (The students can opt any group of optional papers i.e. TOURISM AND HOTEL.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
TOURISM (CODE: 207-209)			HOTEL (CODE: 210-212)		
MBA(HM) 207	Air Travel Management	207	MBA(HM) 210	Front Office Management	210
MBA(HM) 208	Tour Packaging Management	208	MBA(HM) 211	Housekeeping	211
MBA(HM) 209	Travel Agency Management	209	MBA(HM) 212	Food & Beverage Management & Operations	212

Note: The Training Report to be submitted by **28th February, 2017.**

(III) LIBRARY AND INFORMATION SCIENCE COURSES**1 DIPLOMA IN LIBRARY AND INFORMATION SCIENCE (D.LIB.& INF.SC.) (1-YEAR)****ELIGIBILITY CONDITIONS**

Pass in Matriculation/Higher Secondary/10+2 examinations in **five subjects with English** as one of the subjects from the Board of School Education, Haryana or any other examination recognized by this University as equivalent thereto.

- Note:**
1. Rules regarding admission of compartment candidates, etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 18 & 19 shall also be applicable to Diploma in Library & Information Science course.
 2. A candidate who fails to pass this course **within three years** of his/her admission to the course shall be deemed to be unfit for the Diploma in Library & Information Science course at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

D.LIB.& INF. SC.(Three Theory and two Practical Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Library Organization and Management	101	IV.	Library Classification (Practice)	104
II.	Reference Service and Document Bibliography	102	V.	Library Cataloguing (Practice)	105
III.	Organization of Library Material	103			

2 BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIB. & INF. SC.) (1-YEAR)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's or Master's Degree exam of the Kurukshetra University or any other recognized University.

- Note:** A candidate, who fails to pass this course **within three years** of his /her admission to the course, shall be declared to be unfit for this course at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

B.LIB.& INF. SC.(There shall be Eight Papers of 100 Marks each. However, Paper No.VI will consist of 60 Marks for Theory and 40 Marks for Practice)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Library and Information Society	101	V.	Users and Information Services	105
II.	Knowledge Organization, Information Processing and Retrieval	102	VI.	ICT Applications in LIS (Theory and Practice)	106
III.	Management of Libraries and Information Centres	103	VII.	Library Classification Practice	107
IV.	Information Sources	104	VIII.	Library Cataloguing Practices	108

3 MASTER OF LIBRARY AND INFORMATION SCIENCE (M.LIB. & INF. SC.) (1-YEAR)**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree in Library & Information Science (B.Lib.& Inf. Science) of Kurukshetra University **OR** any other recognized University.

Note: A candidate who fails to pass the M.Lib. & Inf. Sc. examination **within three years** of his/her admission to the course shall deem to be unfit for this course at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

M.LIB.& INF. SC.(Eight Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Information Analysis, Consolidation and Repackaging	101	V.	Social Science Information System	105
II.	Information Systems Management	102	VI.	Advanced ICT Applications in LIS (Theory)	106
III.	Information Retrieval	103	VII.	Advanced ICT Applications in LIS (Practice)	107
IV.	Research Methods and Statistical Techniques	104	VIII.	A. : Depth Classification (Practice)	108
				B. : Advanced Cataloguing (Practice)	109

(IV) JOURNALISM AND MASS COMMUNICATION COURSES**1 POST GRADUATE DIPLOMA IN JOURNALISM AND MASS COMM. (PGDJMC) (1-YEAR)****ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree exam of the Kurukshetra University **OR** any other recognized University.

Note: Candidates who fail to pass PGDJMC examinations **within three years** of their admission to the course concerned shall deem to be unfit for the course at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi/English	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDJMC (Five theory papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Process & Practice of Communication	101	IV.	Reporting	104
II.	Print Media	102	V.	Advertising	105
III.	Electronic Media	103			

2 MASTER OF ARTS IN MASS COMMUNICATION (MA MC) (2-YEAR) PART-I**ELIGIBILITY CONDITIONS**

Pass in Bachelor's degree examination of **Kurukshetra University** OR of any **other recognized University**.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi/English	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA MASS COMM. PART-I (Five theory papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Process & Practice of Communication	101	IV.	Reporting	104
II.	Print Media	102	V.	Advertising	105
III.	Electronic Media	103			

MASTER OF ARTS IN MASS COMMUNICATION (MA MC) (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in MA (Part-I) Mass Communication of Kurukshetra University **OR** Post Graduate Diploma in Journalism and Mass Communication **OR** PG Diploma in Radio Prasaran of IGNOU, New Delhi **OR** Bachelor of Journalism (of one year after graduation) **OR** Bachelor of Journalism and Mass Communication (of one year after graduation) of Kurukshetra University **OR** of any other recognized University. One year PG Diploma Course in Advertising/Public Relations/Radio Television/Hindi Journalism/English Journalism having under graduate degree **OR** equivalent there to as one of its admission eligibility conditions and **recognized by the State Technical Department, Govt. of Haryana/UGC/Universities/Institutes through Regular/Correspondence be considered as equivalent to PGDJMC/MA Mass Communication (Previous) course run by Directorate of Distance Education of this University for the purpose of admission under Lateral Entry Scheme in Mass Communication course.**

Provided that a candidate who has got re-appear in not more than 50% papers of MA (Mass Communication) Part-I of Kurukshetra University shall also be eligible for provisional admission to Part-II Class subject to passing the remaining paper(s) of Part-I in the admissible number of chances.

Note: The candidates shall pass both the parts of this course **within four years**, from their admission to part-I of the course. However, this time limit in the case of candidates who join Part-II of this course after passing PGDJMC, B.J. and B.J.M.C. shall be **three years**.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA MASS COMM. PART-II (Five theory papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Editing	201	IX.	Public Relations	204
VII.	Media Research	202	X.	Media Production	205
VIII.	Development Communication	203			

(V) EDUCATION COURSES**1 BACHELOR OF EDUCATION (B.ED.) 2-YEAR PART-I/II**

(The admission will be made on the basis of merit in the qualifying examinations and as per Reservation Policy of Haryana state)

ELIGIBILITY CONDITIONS (B.ED. PART-I)

The eligibility conditions for admission to B.Ed.(2-year) Course through Distance Mode will be as under :-

- (i) Bachelor/Master's degree from a recognized University with atleast 50% marks in aggregate (47.5% in case of SC/ST/Blind/Physically Handicapped candidates) OR 55% in case of BE/B.Tech (52.25% in case of SC/ST/Blind/Physically Handicapped candidates) as per directions of Hon'ble Supreme Court of India.
- (ii) Trained in-service teachers in elementary education.
- (iii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- (iv) The reservation for SC/ST/OBC/PWD and other categories shall be as per the rules of Haryana Govt.
- (v) Only in service teachers working in any Recognized Government/Aided/Private School/Educational Institution in the state of Haryana are eligible.

NOTE: (i) *The Teaching Experience Certificate will be accepted only on the prescribed proforma given at Annexure-XIII in the Prospectus. In case a candidate has served in more than one Institution (with/without break), he/she should use the photocopy of this proforma for submitting the teaching experience certificates for each institution of service.*

(ii) The candidates seeking admission in B.Ed. 1st Year 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-XIII**.

(iii) *There will be no rounding off percentage of marks for determining the eligibility for admission to B.Ed. course.*

(iv) *Admission dues to be paid only after confirmation of admission and on demand from the Directorate after finalization of the merit list for admission to B.Ed. Part-1st.*

RESERVATION POLICY for admission to B.Ed. (2-YEAR) PART-I

A. **Number of Seats and Reservations:** The total number of seats and reservation for different categories will be as under:-

1.	Total No. of Seats		500
2.	Distribution of Seats		
	(i) General Category	40%	200
	(ii) Reserved Categories	60%	300
RESERVATION OF SEATS FOR BONAFIDE RESIDENTS OF HARYANA			
The seats shall be reserved for the categories as under:			
	(i) Scheduled Castes	20%	
	(ii) Backward Classes of Haryana (except Socially advanced persons/Sections (Creamy Layer)	27% (16% for Block-A) (11% for Block-B)	
	(iv) Economically Backward Persons in the General Castes Category	10%	

	<p>(v) Differently Abled</p> <p>If the seats reserved for Differently Abled persons remain vacant due to non-availability of suitable Differently Abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).</p> <p>(vi) Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2016, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2017 and so on. The Director, Directorate of Distance Education shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.</p>	03%	
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Guidelines for Reservation:

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
4. If a candidate of Haryana General, SC, BC and EBPB also apply for Differently Abled/ESM/DFF category will be considered first for Haryana General, SC, BC and EBPB category.
5. Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-IV**, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per **Annexure-V** and affidavit as per **Annexure-VII** at the time of counseling.
6. A person who claims benefit of reservation under other categories shall not be entitled to claim benefit of reservation in the category of Economically Backward Person in the General Castes category.
7. If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given shall not be changed.
8. The BC (Block A & B) candidates for benefit of reservation shall also have to furnish an affidavit **duly attested by Executive Magistrate** on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer as per **Annexure-VII** at the time of counseling. The said affidavit shall be furnished jointly by both father and mother of the candidate.
9. The Economically Backward Persons in the General Castes Category for benefit of reservation shall have to furnish a certificate from the concerned competent authority as per **Annexure-VI**.
10. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently Abled candidates belonging to Haryana are required to submit the certificate as per **Annexure-IX** at the time of Counseling.
11. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per **Annexure-X** at the time of Counseling.
12. ESM and their wards of Haryana are required to submit the certificate as per **Annexure-XI**.
13. For horizontal reservation, ESM/DFF candidates of General, SC and BC categories will also have to furnish ESM/DFF certificate.

14. In pursuance of the decision of Hon'ble Punjab and Haryana High Court, Chandigarh dated 11.04.2013 in the LPA 98/2013 (O&M) CWP No. 20359 of 2012, Shri Ishwar Singh vs. KUK and Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats.
15. Under Differently-Abled category, at least one candidate will be admitted, even if the share is less than 0.5 seat.
16. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
17. All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.

Note:- Candidates who have passed their qualifying examinations from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificate of bonafide residents of Haryana. For other candidates instructions are given in **Annexure-I**

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi/English	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

B.ED. (2-YEAR) PART-I

THE COURSES OF STUDY AND SCHEME OF EXAMINATIONS WOULD BE PROVIDED AT THE TIME OF ADMISSION DURING THE COUNSELING.

- Note:**
1. **Scheme of Examination and detailed syllabi would be supplied to the students after finalization of the Admission.**
 2. The minimum duration of the course leading to the Degree of Bachelor of Education (B.Ed.) shall be two years. However, maximum period allowed for completion of the programme will be **five years**.
 3. The programme is a judicious mix of theory and practical courses to develop knowledge, skills and aptitude in practicing teachers.

COURSE CONTENT

Note: Scheme of Examination and Detailed syllabi would be supplied to the student after finalization of the Admission.

GENERAL INFORMATION

DURATION: Minimum: 2 years Maximum: 5 Years

The minimum duration of the course leading to the Degree of Bachelor of Education (B.ED) shall be two years. However, maximum period allowed for completion of the programme will be five years.

The programme is a judicious mix of theory and practical courses to develop knowledge, skills and aptitude in practicing teachers.

Course Description: First Year (Session 2016-17)

Paper	Nomenclature
Course-1	Childhood and Growing up (101)
Course-2	Contemporary India and Education (102)
Course-3	Learning and Teaching (103)
Course-4(A)	Language across curriculum (104)
Course-4(B)	Understanding Disciplines and subjects (105)
Course-6* Any one of the following	Pedagogy of a School Subjects-I
Course-12** EPC-I	Reading and Reflecting on Text (109)
Course-12 ** EPC- 3	Critical Understanding of ICT (110)
Course- 13 (A)	School Teaching Practice Pedagogy-I for 45 days (111)

- *1. Pedagogy of Science (106)
2. Pedagogy of Social Sciences (107)
3. Pedagogy of Mathematics-(It is the same course for Ist & II year so it is to be opted in Ist Year or in IInd year NOT in both the years) (108)

** It is School Based Activity

B.ED. (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

- (i) A candidate who has passed B.Ed. Part-I examination of this University shall be eligible to join Part-II class in the Directorate of Distance Education.
- (ii) The students of B.Ed. (2-Year) course having 2-years duration enrolled with this Directorate for the session 2014-15 and have appeared in the examinations held in May/June 2015 but could not clear 50% papers of B.Ed. Part-I examinations may also be provisionally allowed to join B.Ed. Part-II of the course by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to clearing the remaining papers of B.Ed. Part-I examinations in the permissible number of chances.

Note: A candidate, who fails to pass B.Ed. Examinations within a period of five years of his /her admission to the course, shall be required to repeat the course de novo.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**B.ED. PART-II**

Sr. No.	Paper No./Subject Name	Code	Sr. No.	Paper No./Subject Name	Code
1	III-A : Vision of Secondary Education in India in the context of 21 st Century	201	6	VII : Teaching of School Subject-II (Any one of the following):	
2	III-B : Any one of the following:			Opt-I : Teaching of Hindi	213
	Opt.(III) Health & Physical Education	204		Opt-II : Teaching of English	214
	Opt.(V) Distance & Open Learning	206		Opt-III: Teaching of Mathematics*	215*
3	IV-A : Curriculum and School Management	210	7	VIII-B : Community Based Projects and Work Experience	216
4	IV-B : Inclusive Education	211	8	X : School Education Programme (SEP) / Teaching Practice in School Subject	217
5	V-B : Action Research	212			

*For the students who have opted (i) Teaching of Social Science (104) OR (ii) Teaching of Science and Technology (106) in the B.Ed. Part-I.

2 MASTER OF ARTS IN EDUCATION (MA EDUCATION) (2-YEAR) PART-I**ELIGIBILITY CONDITIONS**

A person who has passed one of the following examinations shall be eligible to join the course:

- (i) B.A./B.Sc./B.Com. of this University or any examination recognized as equivalent thereto with atleast 50% marks in the aggregate and has passed English as one of the subjects at graduation level except for B.Sc. and B.Com. **OR**
- (ii) B.Ed. after graduation. **OR**
- (iii) B.A. with Education as one of the subjects in 3-years Degree course having 45% marks.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA EDUCATION PART-I** (Five Papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Philosophical Foundations of Education	101	IV.	Research Methods in Education	104
II.	Sociological Foundations of Education	102	V.	Methods of Data Analysis in Education	105
III.	Psychological Foundations of Education	103			

MASTER OF ARTS IN EDUCATION (MA EDUCATION) (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in M.A.(Education) Part-I from Kurukshetra University. Provided that a candidate who has got re-appear in not more than 50% Papers of M.A. (Education) Part-I shall also be eligible for provisional admission to M.A. (Education) Part-II, subject to passing the remaining paper(s) of Part-I in the permissible number of chances.

Note: The candidates shall pass both the parts of this course **within four years**, from their admission to part-I of the course.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**MA EDUCATION PART-II** (Four Theory Papers of 100 Marks each and Paper-X : Theory Paper & Field Work/Dissertation and Field Work of 100 & 50 Marks respectively)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Contemporary Issues in Indian Education	201	IX.	Any ONE of the following:	
VII.	Curriculum Development and Comparative Education	202		(i) Management and Administration of Education*	205*
VIII.	Any ONE of the following:			(ii) Educational Technology	206
	(i) Special Education*	203*	X.	Any ONE of the following:	
	(ii) Educational Measurement and Evaluation	204		(i) Mental Hygiene and Education & Field Work	207
				(ii) Educational and Vocational Guidance & Field Work*	208*
				(iii) Dissertation & Field Work	209

NOTE: 1. * The Directorate would supply the Study Material for Paper VIII(i) "**Special Education** (203), Paper IX (i) "**Management and Administration of Education** (205) and Paper X (ii) "**Educational and Vocational Guidance & Field Work**" (208). In case any candidate selects other options from the Elective papers, he/she would have to prepare the concerned paper at his/her own level and **NO STUDY MATERIAL WOULD BE PROVIDED FOR THE SAME BY THE DIRECTORATE.**

2. The Dissertation and Field Work are to be submitted by **30.6.2017**.

(VI) LAW COURSE**1 LL.M. (2-YEAR) PART-I****ELIGIBILITY CONDITIONS**

A person, who has passed **with at least 50% marks in the aggregate** in the LL.B. (Professional) Examination of the Kurukshetra University, OR an examination recognized as equivalent thereto, shall be eligible to join LL.M. (Part-I) class. There will be no rounding of percentage of marks for determining the eligibility.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	English	English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

LL.M. PART-I (There shall be Six Theory papers of 100 Marks each.)

(ALL PAPERS ARE COMPULSORY)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Law, Social Transformation and Judicial Process in India	101	IV.	Legal Theory	104
II.	Indian Constitutional Law and the New Challenges	102	V.	Corporate Law and Management	105
III.	Principles of Statutory Interpretation	103	VI.	Law of Contractual Transactions	106

LL.M. (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in LL.M. Part-I from Kurukshetra University. Provided that a candidate who has got re-appear in not more than 50% Papers of LL.M. Part-I shall also be eligible for provisional admission to LL.M. Part-II, subject to passing the remaining paper(s) of Part-I in the permissible number of chances. Provided further that the candidates shall be required to pass both the parts of the course **within five years** from their admission to this course.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

LL.M. PART-II (There shall be Five Theory papers and a Dissertation of 100 Marks each.)

(ALL PAPERS ARE COMPULSORY)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Research Methodology	201	IV.	Paper-V of Group C : Insurance Law	204
II.	Paper-III of Group C : Law of Banking and Negotiable Instruments	202	V.	Paper-VI of Group C : Legal Regulation of Economic Enterprises	205
III.	Paper-IV of Group C : Law of Industrial and Intellectual Property	203	VI.	Dissertation*	206

* The **DISSERTATION** is to be submitted by **31.03.2017**.

(VII) ENVIRONMENTAL EDUCATION COURSES**1 POST GRADUATE DIPLOMA IN ENVIRONMENTAL EDUCATION (PGDEE) (1-YEAR)****ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.

Note: Candidates who fail to pass PGDEE examinations **within three years** of their admission to the course will be required to repeat the course de-novo.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDEE (There shall be Four Theory papers of 100 Marks each.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Basic Concepts of Ecology	101	III.	Environmental Pollution and Sources of Energy	103
II.	Population and Community Ecology	102	IV.	Major National and Global Environmental Issues	104

2 MASTER OF ARTS IN ENVIRONMENTAL EDUCATION (MA EE) (2-YEAR) PART-I**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University **OR** any other recognized University. Provided further that the candidates shall be required to pass both the parts of the course **within four years** from their admission to this course.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
English	Hindi and English	Hindi OR English OR Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA ENVIRONMENTAL EDUCATION PART-I (There shall be Four Theory papers of 100 Marks each.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Basic Concepts of Ecology	101	III.	Environmental Pollution and Sources of Energy	103
II.	Population and Community Ecology	102	IV.	Major National and Global Environmental Issues	104

M.A. ENVIRONMENTAL EDUCATION (2-YEAR) PART-II**ELIGIBILITY CONDITIONS**

Pass in MA in Environmental Education Part-I of Kurukshetra University or P.G. Diploma in Environmental Education **from this University OR any recognized University**. Provided that a candidate who has got re-appear in not more than 50% papers of MA in Environmental Education Part-I of Kurukshetra University shall also be eligible for provisional admission to Part-II class subject to passing the remaining paper(s) of Part-I in the admissible number of chances.

Note: The candidates shall pass both the parts of this course **within four years**, from their admission to part-I of the course. However, this time limit shall be **three years** in the case of candidates who join Part-II of this course under Lateral Entry Scheme.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA ENVIRONMENTAL EDUCATION PART-II (There shall be Four Theory papers of 100 Marks each.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
V.	Environmental Impacts and Education	201	VII.	Wild Life & Its Conservation	203
VI.	Natural Resource	202	VIII.	Water Resources & their Management	204

(VIII) OTHER COURSES**1 CERTIFICATE COURSE IN URDU (CCU) 1-YEAR****ELIGIBILITY CONDITIONS**

Pass in Matriculation examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.

Note: A candidate shall be required to pass the Certificate Course in Urdu examination within three years of his/her admission to the course.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Urdu	Urdu	Urdu

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

CCU (There shall be Three Papers, Paper I & II of 80 Marks for theory and 20 Marks for Internal Assessment and Paper-III Viva-Voce shall be of 50 Marks.)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Prose and Poetry	101	III.	Viva-Voce	103
II.	Grammar & Composition	102			

2 POST GRADUATE DIPLOMA IN TRANSLATION (HINDI/ENGLISH) (PGDT) 1-YEAR**ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.

Note: Candidates who fail to pass PGDT (H/E) examinations **within three years** of their admission to the course concerned shall deem to be unfit for the course at this University.

MEDIUM OF INSTRUCTIONS

Medium of Study Material	Medium of Question Papers	Candidates can write Answers in the following languages
Hindi	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDT(H/E) (There shall be Four papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Anuvad: Sidhant aur Pervidi	101	III.	Vayavharik Anuvad	104
II.	Vikalp: (i) Sarijnatmak Sahitya English ka Anuvad	102	IV.	Anuvad Prabandh (A) Vikalp (i) Translation from English to Hindi of a script of about 40-50 pages	105
	OR			OR	
	(ii) Syntactic and Semantic Structures	103		(ii) Translation from Hindi to English of a script of about 40-50 pages	106
				(B) Ukt Anuvad Prabandh Ki Maukhiki Pariksha (Viva-Voce)	107

- Note:**
- The student who opt Option-(i) from **Paper-II (102)** will be required to opt **Option-(i)(105)** from Paper-IV and who opt **Option-(ii)(103)** from Paper-II is required to opt **Option-(ii)(106)** from Paper-IV.
 - Translation work under Paper-IV(A) above to be submitted by **15 June, 2017** on a topic approved by the Course Coordinator.

IMPORTANT NOTE

- Note:**
- Candidates who are placed under compartment in the qualifying examination (Bachelor's degree or equivalent examination) **shall not be allowed admission to Previous/Part-I of any Master's degree or P.G. Diploma** course even provisionally. However, such candidates can seek admission to courses after passing the compartment subject in the supplementary examination to be held in **September 2016** with usual late fee provided that the PCP for the said course is not yet been over. In case any candidate submits admission form before the declaration of result of the supplementary examination, he/she shall be treated as ineligible without any notice till he/she submits compartment/ reappear clearing certificate with usual late fee as is applicable at the time of submission of the certificates. In such cases, only late fee will be levied and no revival fee will be charged.
 - Similarly, the candidates, who have not passed BCA/BIM Part-I examination, will not be eligible for admission to BCA/BIM Part-III class even provisionally, even if they may have cleared or have reappear in Part-II examination. However, such candidates can also seek admission to BCA/BIM Part-III class after passing the reappear paper(s) of BCA/BIM Part-I in the supplementary examination to be held in **December 2016** with usual late fee. Such candidates can seek admission upto the last date of admission with late fee or within 15 days of the date of declaration of result whichever is later, with usual late fee as may be applicable at that time.

SECTION-VI

GUIDELINES AND SCHEDULE

FOR SUBMISSION OF DISSERTATION/ PROJECT REPORT/ FIELD WORK/ TRANSLATION WORK/ ASSIGNMENTS/ TRAINING REPORT AND/OR COMPLETION OF TRAINING/ INTERNSHIP IN PARTIAL FULFILLMENT OF THE REQUIREMENT OF THE FOLLOWING COURSES:

Sr. No.	Name of the courses for which Dissertation/Project Report (PR)/ Sessional Work/ Field Work(FW)/ Assignments/ Translation Work (TW)/ Training Report (TR) etc. is/are required to be submitted and/or Training/Internship is to be completed	Date up to which approval of topic/Supervisor of Dissertation/PR/TW Name of the company for Training/ Internship etc. is ordinarily to be got approved from the Course Coordinator by submitting the relevant details on PROFORMA Annexed in this Prospectus.	Due date for submission of the Dissertation/PR/ FW/TW/TR/SW/ Assignments/ Internship Certificate/ etc. and No. of copies to be submitted	Eligibility conditions for appointment of Supervisor/ Status of organization for undergoing training/Internship after approval from the Course Coordinator
(I)	(II)	(III)	(IV)	(V)
1.	MBA PART- I (Six weeks On-the-practical training after 1 st year exam.) MBA PART- II (Training Report)	31st March 2017 -----	28th Feb. 2018 (in MBA-II) (One copy) 28th Feb. 2017 (One copy)	A managerial personnel in the relevant filed of a Company or Corporation OR Agency. Training can be done in any industrial, commercial trading, undertaking etc. which may be from private/public OR corporate sector.
2.	MBA (HM) PART- I (Four week Practical Training after MBA (HM) PART - I) MBA (HM) PART - II (Practical Training in MBA (HM) PART-II)	31st March 2017 Within 15 days of Admission OR upto 15th January 2017 whichever is later.	28th Feb. 2018 in MBA (HM) Part-II (Two copies of Training Report) 28th Feb. 2017 (Two copies)	A managerial personnel in the relevant field of a Hotel/Travel Agency/Airlines/ or related organization. Practical Training can be done in a Hotel/Travel Agency/Airlines OR related organization to be approved by the Coordinator of the course. The concerned organization shall be 3 Star property and IATA approved in case of travel agency.
3.	LL.M. PART- II (Dissertation)	Within 15 days of Admission OR upto 15th January 2017 whichever is later.	31st March 2017 (One copy together with one copy of summary)	A teacher of Department of Law at this University OR at any other recognized University/Institution, who is either Ph.D. in Law OR has atleast FIVE years PG regular teaching experience to his credit.
4.	M.A. EDUCATION PART - II Dissertation Field Work	Within 15 days of admission OR upto 31st December 2016 whichever is later. During PCP	30th June 2017 (Two copies) 30th June 2017 (Two copies)	An approved/retired teacher of the University Teaching Department of Education of this University OR at any other University recognized by Kurukshetra University, Kurukshetra OR an approved/retired teacher of the Institute of Teacher Education affiliated with any University recognized by the Kurukshetra University, Kurukshetra having Ph.D (Education) OR 5 Years PG teaching experience in Education OR Experience of guiding research in education at doctoral level.

(I)	(II)	(III)	(IV)	(V)
5.	PGDEMM (Six week training)	Within 15 days of admission OR upto 15th January 2017 whichever is later	31st August 2017 (one copy)	A managerial personnel in the relevant field of a Company OR Corporation OR Agency. Training can be done in any industrial, commercial trading/undertaking etc. which may be from private, public OR corporate sector dealing with International Business
6.	PGDT(H/E) (Translation work)	Within 15 days of admission OR upto 15th January 2017 whichever is later	15th June 2017 (Two copies)	A teacher in Hindi/English of the University Teaching Department at this University OR at any other recognized University OR a teacher at any College/Institute affiliated with any university having FIVE years Postgraduate teaching experience.
7.	BIM PART - III (Project Report)	—	30th June 2017 (Two copies)	Any working (Regular) OR retired teacher, teaching Commerce/Management/Computer/Economics OR from any other allied areas in the University Teaching Departments/College/Institute of Management.
8.	BA/B.Com./BIM/BCA PART-I (Practical Assignments on Field Work in the Subject of Environmental Studies)	-----	30th March 2017 (One copy of around 20 pages neatly written or typed)	

I. CAUTION:

- 1 The Dissertation/Project Report/Field Work/Assignments/Practical Assignments/ Translation Work/ Training Report, etc. must be the ORIGINAL WORK of the candidate. Every candidate is required to make his/her own study and findings. The presentation of material common with any report submitted in the same session OR in the past in any Department/College/Institution will be considered as a case of copying and would lead to cancellation of Dissertation/Project Report/Field Work/ Practical Assignment/ Assignments/ Translation Work/ Training Reports etc. apart from registration of UNFAIR MEANS CASE (UMC) against the candidate. Two candidates cannot submit a common Dissertation/Project Report/ Practical Assignments/ Translation Work/ Training Report on the same topic.
2. Medium of Examination of the course will be the medium of writing Dissertation/ Project Report/ Field Work/ Assignment/ Practical Assignment/ Translation Work/ Training Report, etc.

II. **TENTATIVE POINTS FOR THE GUIDANCE OF THE CANDIDATES for working on Dissertation/Project Report, etc.:**

1. The selection of topic for Dissertation/Project Report is very important as the quality of work and its timely completion depends upon it. For selecting appropriate topic, candidates are advised to go through some of the Dissertation/Project Reports of the candidates of earlier session available in the Library of the Directorate of Distance Education, Kurukshetra University OR other Universities. This will give them an idea about the nature of the topic, research work involved, contents, methodology etc. Active supervision by an experienced teacher is the most important aspect of any project work. The candidates should finalize the topics in consultation with the Supervisor and seek approval of the Course Coordinator well in time.
2. There is no standard size of Dissertation/Project Report. However, it can be around 80 to 100 typed pages having 1.5 line spaces with 12 size-points on A4 size in Arial Font for English and

- KrutiDev font for Hindi. The work should be brief and precise. The Dissertation/Project Report should be neatly typed and properly bound.
3. Footnotes, References should be given on each page OR at the end of each Chapter to acknowledge the works quoted/referred to in the Dissertation/Project Report.
4. **THE DISSERTATION/PROJECT REPORT SHOULD CONTAIN THE FOLLOWING:**
- (i) Cover page giving title of Dissertation/Project Report, particulars of the candidate, Name and address alongwith designation of the Supervisor, Course, DDE Ref. No./Examination Roll No. and Session etc.
 - (ii) Copy of Proforma duly approved by the Course-Coordinator for the approval of Topic and Name of Supervisor.
 - (iii) Certificate (in Original) from the Supervisor stating that the candidate has done independent and original work of required standard under his/her supervision.
 - (iv) Certificate of declaration by the candidate that the Dissertation is his/her own ORIGINAL WORK and is the result of his/her own efforts.
 - (v) Preface/Acknowledgment.
 - (vi) Contents.
 - (vii) List of Tables, Graphs, etc.
5. **TENTATIVE CHAPTER SCHEME OF THE DISSERTATION/PROJECT REPORT:**
- (i) Introduction and Review of related literature pointing out gaps in the study with purpose and significance of the study.
 - (ii) Objectives of the study.
 - (iii) Research Methodology: techniques of data collection, Nature of data, use of quantitative techniques limitation of the study etc.
 - (iv) Compilation, interpretations and Analysis of data.
 - (v) Main findings/conclusion and suggestion for policy implication.
 - (vi) Bibliography/References
 - (vii) Annexures etc.
6. **IN CASE OF WRITING DISSERTATION OF LL.M. PART-II**, the candidates should prepare a chapter wise scheme on the topic of the Dissertation and it should broadly cover the followings:
- (i) Importance and Relevance of the study.
 - (ii) Objectives of the study.
 - (iii) Hypothesis of the study.
 - (iv) Research Methodology.
 - (v) Review of existing statutory Law and Case-Law.
 - (vi) Conceptual framework covering important terms and their meaning etc.
 - (vii) Analysis and interpretations.
 - (viii) Findings and suggestions.
 - (ix) List of cases.
 - (x) Bibliography and Annexures etc.

III GUIDELINES TO BE FOLLOWED BY THE CANDIDATES DURING THE TRAINING/ INTERNSHIP PERIOD:

1. Fill up the required proforma for getting the names of the organization approved from the course coordinator.
2. The official designation and signature alongwith the official stamp of the supervisor and the common seal of the company/Institution should be properly affixed in the said proforma.
3. The training must be related to area of course/programme.
4. Training supervisor should be managerial personnel in the relevant field.
5. The instructions given by the training Supervisor must be followed.
6. During the training period observe the rules and regulations of the Company/organization.
7. On the completion of the training period, obtain a 'CERTIFICATE OF TRAINING' on the letterhead of the Company. It should be signed and properly stamped by either the training Supervisor OR authorized signatory of the company.

IV 1. TENTATIVE POINTS FOR THE GUIDELINES OF THE CANDIDATES FOR WORKING ON THE TRAINING REPORT:

- (i) Cover page giving Title of the Training Report, the name of the establishment/ Company/Organization.
- (ii) Particulars of the candidate with name of the Course, Ref. No./Roll No. and Session etc.
- (iii) Letter for the approval of the name of the organization for training.
- (iv) Certificate of satisfactory completion of the training indicating the training period and dates of the Training to be obtained from the company.
- (v) Declaration by the candidates that the Training Report is the original work of the candidates and is the result of his/her personal efforts.
- (vi) Preface/Acknowledgment
- (vii) Contents.
- (viii) List of Tables, Chart, Photographs, Packages etc.

2. TENTATIVE CHAPTER SCHEME OF TRAINING REPORT:

- (i) Introduction, nature and importance of the study.
- (ii) The organizational structure and Management of the establishment/Company.
- (iii) Brief profile of the Company/Institution or Department.
- (iv) Details of activities.
- (v) Research Methodology.
- (vi) Analysis and interpretations of data.
- (vii) Findings/conclusions and suggestions.
- (viii) Bibliography/References.
- (ix) Annexures, if any.

Note : There is no standard size of the Training Report. However, it can be around 60-100 typed pages on A4 size bond paper. Work should be brief and precise, neatly typed and properly bound.

V 1. TENTATIVE POINTS FOR THE GUIDANCE OF THE CANDIDATES OF PGDT(H/E) FOR WORKING ON TRANSLATION WORK:

- (i) The candidates having English medium have to translate any level of English script into Hindi between 40-50 pages.
- (ii) Likewise, candidates having Hindi medium have to translate any level of Hindi script into English between 40-50 pages.
- (iii) The cover page giving title of the work (both in English and Hindi), Number of pages, Name of the University, Course Name, Supervisor's Name, Students Name, Directorate Ref. No./Roll No. and Session.
- (iv) Preface, Acknowledgment and Contents.
- (v) Translation work will be accepted if it is submitted along with the Supervisor's Certificate.

2. TENTATIVE SCHEME OF CHAPTERS OF TRANSLATION WORK:

- (i) Introduction; Nature, Importance of work, Methodology and Limitations.
- (ii) Presentation of Translation of the pages of prescribed book.
- (iii) Detailed discussion of terminology.

VI The candidates can consult the University Library and the Libraries of other Universities for collecting the data and other relevant information on the subject.

VII For any other enquiry in this behalf the candidate may consult the concerned Coordinators in the concerned Department of the University on any working day.

SECTION-VII**A. SUBMISSION OF MIGRATION CERTIFICATE/AFFIDAVIT (in lieu of Migration Certificate)**

All the candidates who have passed their last examination from any other University/Board (other than the Kurukshetra University, Kurukshetra and the Board of School Education, Haryana) are required to submit their original Migration Certificate.

OR

An Affidavit in lieu of Migration Certificate (strictly according to the Proforma given at the end of the Prospectus) to the effect that they are not appearing in any other examination from any other University/Board during the session 2016-17 simultaneously except in the examination(s) mentioned in the Important Instructions No.5 given in the beginning of the Prospectus. **THIS AFFIDAVIT MUST BE SENT ALONG WITH THE ADMISSION FORM FAILING WHICH THE ADMISSION FORM IS LIABLE TO BE REJECTED.** Submission of wrong affidavit will lead to cancellation of admission with no claim for refund of fees or restoration of candidature in the subsequent session and the candidate will have to bear all other consequences in this regard.

B. ISSUE OF MIGRATION CERTIFICATE

A student enrolled with the Directorate of Distance Education may be allowed to migrate to any other University or Board in mid of the session provided he/she gets his/her candidature cancelled. **NO REFUND OF FEES ALREADY PAID WILL BE ALLOWED.**

SECTION-VIII**REFUND OF FEE/ TUITION FEE CONCESSION/
FINANCIAL ASSISTANCE****I. REFUND OF FEES**

- (a) Refund of fees is permissible only when an applicant submits complete admission form with all required certificates and documents but is declared ineligible for not fulfilling the eligibility conditions. The fees and funds paid by such a candidate shall be refunded after a deduction of 25% of the total amount paid by him/her with the approval of the Director. Application for refund under this rule shall be entertained only if it reaches the Directorate within six months of the issue of the letter by the Directorate declaring the candidate as ineligible or upto **30th June, 2017**, whichever is later.
- (b) Amount deposited in excess of prescribed fees, if any, will be refunded after deducting 25% of the excess amount on a request received from the students within six months from the date of deposit or by **30 June, 2017** whichever is later with the approval of the Director.
- (c) In case of demise of a candidate pursuing distance education programme before the commencement of examinations without having appeared in any paper, the fee paid by such student shall be refunded after deduction of 25% of the total amount paid by him/her with the approval of the Director (DE) provided the request from any of his/her parents or first relation is received within six months from the date of death or **upto 30 June, 2017**, whichever is later.
- (d) In case a candidate deposits/remits fee with the Directorate which is not related to his/her admission in the Directorate or the admission form of a candidate is not entertained being time-barred, the fee paid by such candidate will be refunded after deducting 25% of the fee paid provided the request for refund is received within six months from the date of deposit or letter from the University or by **30 June 2017**, whichever is later.
- (e) In case the request of a candidate for change of subject/course/option/revival of candidature is not acceded to for any reason whatsoever, the fee paid by him/her for change of subject/course/option/revival of candidature will be refunded after deducting 25% of the fee paid provided the request for refund is received within six months of conveying the rejection or upto **30 June, 2017** whichever is later.
- (f) The Directorate would process the refund of fee after 30 June of the respective year, i.e. after the last date for receipt of refund application in the office.

THE FEES REMITTED BY THE APPLICANT SHALL NOT BE REFUNDED IF:

- a) The admission of an applicant is not finalized **due to non-payment of fee dues and other charges or a part thereof by the prescribed date.**
- b) The applicant has **not submitted the required certificates, DMC, Degree for verification and affidavit as per annexure or the Certificate etc.** submitted by him/her are found bogus or forged.
- c) **AFTER BEING ADMITTED TO THE COURSE, THE CANDIDATE DOES NOT WANT TO CONTINUE HIS/HER STUDIES ON ANY PERSONAL GROUND.**
- d) **The candidature of a student is cancelled as fee defaulter or for non-submission of documents etc. or a student does not appear in the examination after the issue of Roll No., the fee paid by him/her shall neither be refunded nor adjusted in any case against the fee of next session even, if he/she seeks readmission to a course.**
- e) A candidate takes admission in two courses simultaneously (except for the courses as mentioned at **Section-I (Important Instructions) at Sr. No.5 of this Prospectus**). For admission to any other two different courses, his/her candidature for one of the courses is cancelled, **THE FEE PAID BY HIM/HER FOR THAT COURSE WILL NOT BE REFUNDED.**

Note: *The decision of the Director of Distance Education regarding interpretation of above rules shall be final.*

II. TUITION FEE CONCESSION

1. The **Blind students may, on an application be granted Full Fee Concession.** In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time.

2. **Benefits of Fee for SC Candidates of Haryana**

There is a Post Matric Scholarship Scheme of GOI for welfare of SC as per letter No.3/44-2012 Sch(2) dated 18.06.2013 of the Director General Higher Education, Haryana, Panchkula. SC students whose parents/guardian income is upto Rs. 2.50 lac per annum are eligible for benefits under the scheme. The benefits include enrollment/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsorily payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit are, however, excluded. For students admitted under this scheme the application form has to be submitted by the students to the concerned Chairperson/Director of the Department/Institute.

Note: An income declaration will be furnished by the self-employed parents/guardian of SC candidates, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardian are required to obtain income certificates from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.

1. No fee will be charged from the students of SC category, whose parent's Income is less than 2.50 lac p.a. and will be admitted in the Academic Courses from the session 2016-17 as the Director General Higher Education has informed that the tuition fee/funds will be transferred in the account of the University after giving certificate that the tuition fee has not been received from the beneficiaries.
2. Full fee will be charged from the students of SC category, who will be admitted in the Professional & Technical Courses from the session 2016-17 as the Director General Technical Education Haryana, Panchkula and District Welfare Officer, Kurukshetra has intimated that all the fees including tuition fee etc. will be directly transferred in the account of the beneficiaries and there will be problem in recovering tuition fee etc. from the beneficiaries if all the amount would be transferred in the account of the beneficiaries.
3. **Free Education for Dependent Children of Leprosy Affected Persons (LAPs):**
No fee/dues will be charged from the dependent children of Leprosy Affected Persons and education in the University Teaching Departments/Institutes will be free for them.
4. Full Tuition Fee Concession out of the fee payable to the University is admissible to the University Employees and their sons/daughters, younger sisters/brothers (wholly dependent) and non-working wife as per **Ordinance XXII printed at page 299 in K.U. Calendar Vol.-I, 2009.** Rest of the dues are payable in two installments.

5. Full Tuition Fee Concession in traditional courses and 50% fee concession in self financing courses to the maximum two wards of retired University employees up to the age limit of 25 years with the condition that wards should not be in service and if there is any gap in their studies, employees should furnish affidavit duly attested by Notary Public that his/her son/daughter was not in service during the gap period.

III. FINANCIAL ASSISTANCE

Financial assistance to a limited extent can be allowed to a very small number of students on merit-cum-means basis after having deposited the admission form and 1st installment of fee on submission of an Income Certificate from 1st Class Magistrate to validate the request. The annual income limit of the family by all sources should be upto Rs.1,50,000/- **OR** less for getting the Financial Assistance. However, the submission of application for financial assistance will not give any right to the candidate not to deposit or late deposit the 2nd installment of fee/other dues or to allow exemption from payment of late fee. Application for financial assistance alongwith the **required Income Certificate should reach the office by 28th February 2017.** Application received after this date would be rejected.

SECTION-IX

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

B. EXAMINATION CENTRES

The provisional list of places of Examination centres where the students of Directorate of Distance Education may be allowed to take their examination is as under:

WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY

(a) **FOR UNDER-GRADUATE COURSES:**

Ambala Cantt, Ambala City, Anjanthali, Assandh(only for Girls), Barara(only for Girls), Barwala(Hisar), Barwala(Panchkula), Cheeka, Chhachhrauli, Dhand, Gharaunda, Hansi, Hisar, Israna, Jagadhri, Jind, Jullana, Kaithal, Kalka, Karnal, Kaul, Kurukshetra, Ladwa, Lohra Majra(only for Girls), Madlauda, MandiAdampur, Matak-Majri, Mullana, Nalwa, Naraingarh, Narwana, Panchkula, Panipat, Pehowa, Pundri, Radaur, Sadhaura, Safidon, Saha, Samalkha, Shahabad(M), Uchana, YamunaNagar.

(b) **FOR POST-GRADUATE COURSES:**

Ambala Cantt, Ambala City, Hisar, Jagadhri, Jind, Kaithal, Kalka, Karnal, Kurukshetra, Narwana, Panchkula, Panipat, Yamuna Nagar.

(c) FOR B.ED. (2-YEARS) COURSE:

The provisional list of places of Examination centres where the B.Ed. students of Directorate of Distance Education may be allowed to take their examination is as under:

Ambala Cantt./City, Hisar, Jind, Karnal, Kurukshetra, Panipat, Yamuna Nagar.

NOTE : 1. THE UNIVERSITY RESERVES THE RIGHT TO CONDUCT THE EXAMINATIONS AT DIFFERENT CENTRES OR CHANGE THE EXAMINATION CENTRES OF THE CANDIDATES WITHOUT ASSIGNING ANY REASON.

2. IN NO CASE EXAMINATION CENTRE AT ANY OTHER PLACE WILL BE ALLOWED TO BE CREATED.

C. INSTRUCTIONS FOR RE-APPEAR/COMPARTMENT/FAILED/EX-STUDENTS

1. A student who has completed the prescribed course of instruction in the Directorate and other requirements such as payment of full fee, submission of required documents including Migration Certificate or affidavit as per annexure, attendance at PCP where compulsory, but does not appear in the examination, or having appeared fails or is placed under compartment/Reappear, may be allowed to appear/re-appear in the examination/paper(s) as the case may be, as an ex-student, without attending a fresh course of instruction, in the permissible chances within the maximum period prescribed in the relevant Ordinance for passing the course. *(For B.Ed. Course: While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s)/practical(s) in which he/she has obtained at least 40% marks.)*

The last date for submission of Examination Forms for appearing in the Supplementary Examination is **5th August** for Under-graduate courses and **20th September** for Post-graduate courses or as indicated on the prescribed Examination Form, which is available on the KUK Website: www.kuk.ac.in. If the result of a candidate is declared late he/she can submit his/her Examination Form within **25 days of the date of declaration of the result as mentioned on the front side of D.M.C., OR 15 days from the date of dispatch of the DMCs by the Examination Branch/DDE, whichever is later.** Re-appear/failed/compartament candidates will submit their Examination Forms directly to the concerned Examination Branch after getting the same attested to avoid misplacement of the same. The failed candidates or candidates who have got reappear in more than 50% papers can appear only at the next annual examination to be held in April/May, as the case may be. **The Roll Numbers/Admit Cards and date-sheet of ex-students will be sent to them directly by the Examination Branch.**

2. A candidate appearing as an Ex-student of this Directorate shall pay the examination fee as prescribed by the Kurukshetra University from time to time. The Examination Forms can be obtained from the University Press on payment of Rs. 10/- at the counter and can be obtained by Registered post from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra by sending crossed Bank draft for Rs. 50/- drawn in favour of Registrar, Kurukshetra University, Kurukshetra. **The Examination Form can also be downloaded from the University Website: www.kuk.ac.in**
3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form alongwith full fee in the form of crossed Bank Draft should reach the Directorate of Distance Education at least one week before the date fixed by the University for submission of Examination Forms as indicated on the Examination Form so that the same may be sent to the Examination Branch, duly attested by the Directorate in time. If the Examination Form and/or fee are received late, candidate shall be required to pay usual late fee as prescribed under rules. The Ex-students are advised to submit their Examination Forms personally in the Exam. Branch, after getting the same attested from this Directorate in order to avoid payment of late fee.
4. The **Examination Forms can also be got attested from** the Gazetted Officer or the Principal of a college affiliated with any recognized University in the country by showing the DMC and identity card. The Examination Fee can also be deposited in cash with OBC in University campus.
5. For attestation of Examination Form from this Directorate, students are required to bring with them their identity cards, issued by the Directorate and the DMCs for verification.
6. All enquiries about payment of fee in respect of ex-students may be addressed to the Superintendent (Cash & Fee) Accounts Branch, K.U., Kurukshetra.

Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, K.U.K. (Phone: 01744-238377/238189) OR **Examination Enquiry at Phone No. 01744-238169 OR at Intercom No.2454 through KU Telephone Exchange No.238410/238196/238629/238679.**

- Note:** 1 *The Bank Draft for the Examination Fee should be drawn in favour of Registrar, Kurukshetra University, payable at Kurukshetra.*
- 2 *The candidate must mention his/her name, father's name, address, class of exam. on the backside, left corner of the Bank Draft to avoid loss of the same.*
- 3 *Attested Examination Form may be submitted directly to the concerned Examination Branch.*

SECTION-X

INSTRUCTIONAL METHODOLOGY

(a) STUDY MATERIAL

- (i) Each course is divided into Lessons which are planned, developed, designed and prepared by the competent faculty members drawn from different Universities/Colleges/Institutions under the leadership of the Coordinator of various courses who are senior teachers of Kurukshetra University. The students may also consult books prescribed/recommended in the relevant syllabus and not to depend solely on study material to enrich and enlarge scope of learning. The study material supplied by the Directorate is only to supplement the prescribed/ recommended books. The available study material will be supplied to the students in installments.
- (ii) The study material for B.Ed. course is divided into lessons. Each lesson covers one Unit of the syllabus. Lessons have been designed on Self-Instructional Material (SIM) approach or Self-Learning Material (SLM) approach. Well experienced faculty has been involved in the preparation of self-learning materials.
- (iii) Discrepancy, if any, in the dispatch of **study material** should be brought to the notice of the Directorate immediately. If any student receives study material for wrong subject(s)/option(s), he/she should return the same to the Directorate, while pointing out the discrepancy, to enable the Directorate to supply the correct study material immediately.
- (iv) **It is not obligatory to cover the complete syllabi in study material.** However, efforts will be made to cover up the deficiency in the study material, if any, due to delay in writing/updating or printing of the same, in the Personal Contact Programme to be arranged by the Directorate. **it will, however, not be accepted as basis for seeking postponement of the examination or refund/adjustment of fee, etc.**

(b) RESPONSE SHEETS/ASSIGNMENTS

Study material is further supplemented by response sheets/assignments evaluated by the teachers. After having studied the study materials, recommended books and other relevant literature available, the students are advised to prepare assignments/response sheets preferably on questions indicated at the end of lessons for evaluation, counseling and suggestions by the teachers. Such assignments may be sent directly to the **Coordinator, Student Support Services, Directorate of Distance Education, K.U., Kurukshetra - 136 119 together with a self addressed envelope for expeditious return** of the same after evaluation by the Teachers. No Response-sheet will be accepted for evaluation within two weeks before the commencement of the annual examinations.

Response sheets/Assignments, checked and corrected are returned to the students with teachers' comments and relevant guidelines. The process imparts a personal and practical touch to teaching and ensures much-sought after individual guidance to students. Thus, the students are prepared to grasp the subject systematically and organize the material. To avail this opportunity and have more fruitful results, the students are expected **to submit atleast 20-30 response sheets** suitably spread over different papers during the academic session. The students must write their Ref. No. and class on every page of the Response Sheet.

(c) 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.

SECTION-XI

CHANGE OF COURSE/SUBJECT/OPTION

The students are advised to select their courses/subjects/options of papers where available very carefully. A student may be allowed to change the option/subject/course, if otherwise eligible on submission of an application alongwith the fee as mentioned below:

1 CHANGE OF SUBJECT/OPTION		
(a)	For UG Courses BA/ BCom/ BIM/ BCA/ CCA/CCU/ D.Lib.& Inf. Sc.	
	(i) upto 30.12.2016	Rs.500/-
	(ii) w.e.f.02.01.2017 to 28.02.2017	Rs.1000/-
(b)	For PG Courses B.Ed./B.Lib.& Inf. Sc./ All Master Degrees and All PG Diplomas	
	(i) upto 31.01.2017	Rs.500/-
	(ii) w.e.f. 01.02.2017 to 31.03.2017	Rs.1000/-

2 CHANGE OF COURSE/CLASS		
(a)	For UG Courses BA/ BCom/ BIM/ BCA/ CCA/CCU/ D.Lib.& Inf. Sc.	
	(i) upto 30.12.2016	Rs.1000/-
	(ii) w.e.f. 02.01.2017 to 28.02.2017	Rs.1500/-
(b)	For PG Courses B.Ed./B.Lib.& Inf. Sc./ All Master Degrees and All PG Diplomas	
	(i) upto 31.01.2017	Rs.1000/-
	(ii) w.e.f. 01.02.2017 to 31.03.2017	Rs.1500/-

Note: The students **WHO WISH TO CHANGE THE COURSE** under (2) above will be **REQUIRED TO FILL UP AND SUBMIT THE FRESH ADMISSION-CUM-EXAMINATION FORM**, after downloading the same from DDE Website: www.ddekuruk.ac.in failing which they will not be issued Examination Roll No. for which students themselves will be responsible.

A student, who does not mention his/her optional paper/elective subject in the Admission-cum-Examination Form, shall be charged fee of **Rs. 500/-** as fixed for change of option/subject.

Additional fee of **Rs.500/-** per paper/option would be charged from the students who are allowed, in any case, any paper/option which are not prescribed for the course in the Directorate and the concerned student would prepare himself/herself at his/her own level and the Directorate would not provide any study material for such paper/option.

Note: (i) While applying for change of course/subject/option, the students who have already received study material in the previous course/subject/option must return the same alongwith application for the change.

(ii) Difference of fee shall not be refunded if a student changes his/her course with higher rate of fees to a course with lower rate of fees.

(iii) The fee on account of change of course/class will be adjusted against the difference of fee already paid by the students for the subject with higher rate of fee.

(iv) If the course is changed with the higher rate of fees, the student will be required to pay difference of fee plus fee for the change of course.

SECTION-XII**FACILITIES AVAILABLE****(A) STUDENT SUPPORT SERVICES**

A special feature of the Directorate is to ensure removal of difficulties at personal level. Students finding any difficulty in pursuing the distance education courses with this Directorate may get in touch with Director/Concerned Officer/Official or the **Coordinator, Students Support Services in the Directorate during working hours.**

The students may also discuss and get their problems solved in consultation with the teachers of the Directorate and/or the Course Coordinators during working hours on any working day in the Directorate/concerned University Teaching Department.

(B) LIBRARY-CUM-STUDY HALL

The Directorate has a **centrally air conditioned** Library-cum-Study Hall in its premises at Kurukshetra University having a rich collection of books. Students are advised to visit the Library of the Directorate to take advantage of the facilities available to consult books during office hours, on production of the Identity Card issued by the Directorate, whenever they happen to visit the DDE Library.

(C) COMPUTER LABS

The Directorate has two well-equipped centrally air-conditioned Computer Labs for use by the students of the Directorate of Distance Education.

(D) TEACHING BLOCK

A three storey teaching block exclusively for the distance education students has well-equipped, centrally air-conditioned computer Labs/Library, lecture theatres, common rooms, teachers' rooms, audio-visual aid room, canteen, etc.

(E) UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

In collaboration with the Department of Employment of the Haryana Govt., the University is running a full-fledged Employment Information and Guidance Bureau to assist the students in making choice of career and courses. Students can take full advantage of the facilities available at the Bureau.

SECTION-XIII

LIST OF HOLIDAYS 2016

THE DIRECTORATE OF DISTANCE EDUCATION REMAINS CLOSED ON ALL SATURDAYS & SUNDAYS, in addition to this followings has also been declared as Holiday by the State Government:

Sr. No.	Name of Holiday	Date	Days of Week
1.	Id-ul-Fitr	July, 06	Wednesday
2.	Teej	August, 05	Friday
3.	Independence Day	August, 15	Monday
4.	Janamashtmi	August, 25	Thursday
5.	Id-ul-Juha (Bakrid)	September, 12	Monday
6.	Haryana's Heroes' Martyrdom Day	September, 23	Friday
7.	Maharaja Agrasain Jayanti	October, 01	Saturday
8.	Mahatma Gandhi's Birthday	October, 02	Sunday
9.	Dussehra	October, 11	Tuesday
10.	Muharram	October, 12	Wednesday
11.	Maharishi Valmiki's Birthday	October, 16	Sunday
12.	Diwali	October, 30	Sunday
13.	Haryana Day and Vishwvakarma Day	November, 01	Tuesday
14.	Chhath Pooja	November, 06	Sunday
15.	Guru Nanak's Birthday, Milad-un-Nabi or Id-E-Milad	November, 14	Monday
16.	(Birthday of Prophet Mohammad)	December, 13	Tuesday
17.	Charismas Day	December, 25	Sunday
18.	Shaheed Udham Singh's Birthday	December, 26	Monday

HOLIDAYS (2017)

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2017**, the exact dates of which would be notified by the University later:

Guru Gobind Singh's Birthday, Republic Day, Basant Panchmi, Sir Chhotu Ram Jayanti, Guru Ravi Dass's Birthday, Maharishi Dayanand Saraswati Jayanti, Shivaratri, Holi, Shahidi Diwas, Ram Navami, Baisakhi, Dr. B.R. Ambedkar Jayanti, Mahavir Jayanti, Lord Parshu Ram Jayanti, Maharana Partap Jayanti and Sant Kabir Jayanti. (Exact Holidays for the year 2017 will, however, be notified later on).

OFFICE HOURS: 9.00 A.M. to 5.00 P.M. (with lunch break from 1.30 P.M. to 2.00 P.M.)

BANK HOLIDAYS

The Oriental Bank of Commerce situated in the University will remain closed on July 06, August 15, 25; October 2, 11, 16, 30; November 14, December 25, 2016. Bank transaction will also remain closed on April 1, 2017.

Published by:

DIRECTOR,
Directorate of Distance Education,
Kurukshetra University, Kurukshetra.

Instructions regarding Bonafide Residents of Haryana issued vide letter No.62/17/95-6 GSI dated 3rd October, 1996, No.62/32/2000-6GSI dated 23rd May, 2003, No.62/27/2003-6GSI dated 29th July, 2003 and No.62/62/2011-6GSI dated 17th January, 2012 by the Chief Secretary to Government, Haryana.

SUBJECT: BONAFIDE RESIDENTS OF HARYANA - GUIDELINES REGARDING.

1. I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/ medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate:-
 - (i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
 - (ii) Children/Wards (if parents are not living)/Dependents:-
 - (a) of the regular employees of Haryana State posted in or outside Haryana State or working on deputation.
 - (b) of the regular employees of the statutory bodies/corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
 - (c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government.
 - (iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
 - (iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
 - (v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;
 - (vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
 - (vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/ guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are :
 - (a) Citizen of India;
 - (b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.
 - (viii) Children & Wards of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-

Divisional Officer (Civil) of the District/Sub-Divisions/Tehsildars of Revenue to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.

3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. The children/wards/dependents of the employees of Punjab & Haryana High Court, who are discharging their duties in connection with the affairs of the State of Haryana and have not availed facility from their parent State, the State of Punjab and U.T. Administration Chandigarh, would also be eligible for grant of Resident Certificate of the State of Haryana only for the purpose of admission in academic/technical/medical institutions of the State of Haryana. However, in that case the employees of the Punjab & Haryana High Court shall be entitled to draw this benefit at one place/State only. Head of the Department of the Punjab & Haryana High Court would be competent to issue such a certificate.

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ANNEXURE-II

LIST OF THE SCHEDULED CASTES IN HARYANA STATE

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	2.	Balmiki	3.	Bangali	4.	Brar,Burar, Berar
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chamar, Jatia, Chamar, Rehgar,Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhato, Bhambi, Chamar-Rohidas, Jatav, Jatava, Ramdasia	10.	Chanal	11.	Dagi	12.	Darain
25.	Nat,Badi	13.	Daha,Dhaya,Dhea	14.	Dhanak	15.	Dhogri,Dhangri,siggi
29.	Pherera	16.	Dumna,Mahasha,Doom	17.	Gagra	18.	Gandhila, Gandil, Gondola
33.	Sansoi	19.	Kabirpanthi, Julaha	20.	Khatik	21.	Kori, Koli
37.	Sirkiband	22.	Marija, Marecha	23.	Mazhabi, Mazhibi Sikh	24.	Megh, Meghwal
		26.	Od	27.	Pasi	28.	Perna
		30.	Sanhai	31.	Sanhal	32.	Sansi,,Bhedkut,Manesh
		34.	Sapela, Sapera	35.	Sarera	36.	Sikligar, Bariya

ANNEXURE -III

LIST OF BACKWARD CASTES IN HARYANA

(BLOCK- A)

1.	Aheria,Aheri,Heri,Naik, Thori or Turi, Hari	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bagria	5.	Barwar	6.	Barai, Tamboli
7.	Baragi,Bairagi,Swami, Sadh	8.	Battera	9.	Bharbhunja,Bharbhuj
10.	Bhat, Bhatra, Darpi, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Daiya	17.	Dhobis	18.	Dakaut
19.	Dhimar,Mallah, Kashyap-Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra,Nishad Sakka, Bishti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faquir
22.	Gwaria,Gauria or Gwar	23.	Ghirath	24.	Ghasi, Ghasiara or Ghosi
25.	Gorkhas	26.	Gawala. Gowala	27.	Gadaria, Pal, Bagnel, Diaya
28.	Garhi –Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra- Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barahai, Baddi
31.	Joginath, Jogi,Nath,Jangam-Jogi. Yogi	32.	Kanjar or Kanchan	33.	Kurmi
34.	Kumhars, Prajapati	35.	Kamboj	36.	Kanghera
37.	Kuchband	38.	Labana	39.	Lakhera, Manihar, Kachera
40.	Lohar, Panchal-Brahamin	41.	Madari	42.	Mochi
43.	Mirasi	44.	Nar	45.	Noongar
46.	Nalband	47.	Pinja, Penja	48.	Rehar, Rehara or Re
49.	Raigar	50.	Rai Sikhs	51.	Rechband
52.	Shorgir, Shergir	53.	Soi	54.	Singhikant, Singiwala
55.	Sunar, Zargar, Soni	56.	Thathera, Tamera	57.	Teli
58.	Banzara, Banjara	59.	Weaver (Jullaha)	60.	Badi/Baddon
61.	Bhattu/Chattu	62.	Mina	63.	Rahbari
64.	Charan	65.	Chaaraj,(Mahabrahman)	66.	Udasin
67.	Ramgarhia	68.	Rangrez, Lilgar, Nilgar, Lallari	69.	Dawala, Soni-Dawala, Nyaaria
70.	Bhar, Rajbhar	71.	Nat (Muslim)		

At present Raigar, Mochi, Weaver (Julaha) (BC) and Julaha (SC) and Badi Castes find a mention in the list of both Scheduled Caste and Backward Classes. The persons belonging to these Castes who are not covered under the Scheduled Castes on account of being Non-Hindus and Non-Sikhs can take the benefit under the Backward Classes only.

(BLOCK- B):

- | | | |
|---------------------------------------|-----------|-------------------------|
| 1. Ahir/Yadav | 2. Gujjar | 3. Lodh/Lodha/Lodhi |
| 4. Saini,Shakya,Koeri,Kushwaha,Maurya | 5. Meo | 6. Gosai/Gosain/Goswami |

ANNEXURE-IV

SCHEDULED CASTE CERTIFICATE

Photo of
applicant to
be Attested by
Issuing
Authority

Certified that Mr./Ms. _____ son/daughter of Shri _____
resident of (complete address) _____ belongs to
_____ caste, which has been Notified as Scheduled Caste by the Haryana Government.

No.: _____
Place: _____
Dated: _____

Sub Divisional Officer (C)
(with legible seal)

ANNEXURE-V

BACKWARD CLASS CASTE CERTIFICATE (BLOCK "A" OR "B")

Photo of
applicant to
be Attested by
Issuing
Authority

Certified that Mr./Ms. _____ son/daughter of Shri _____
resident of (complete address) _____ belongs to
_____ caste, which has been Notified as Backward Class by the Haryana Government
and is placed in Block _____ (mention Block "A" or "B").

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.
1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW(1)-2010 dated 31.08.2010.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

No.: _____
Place: _____
Dated: _____

Signature with seal of Issuing Authority(C)
Full Name: _____
Designation: _____
Address with Telephone No.
with code: _____

Issuing Authority: Tehsildar or Naib Tehsildar/ Head of the Department in case of Government Employees.

The affidavit should be of the month of May, 2016 or later.

ANNEXURE-VI

ECONOMICALLY BACKWARD PERSONS IN THE GENERAL CASTE CATEGORY

Photo of
applicant to
be Attested by
Issuing
Authority

This is to certify that Shri/Smt./Kumari _____ son/daughter of Shri _____ resident of Village/Town _____ Tehsil _____ District _____ of the State/Union Territory _____ Caste _____ belongs to the category of Economically Backward Persons in the General Caste Category.

This certificate has been issued in accordance with the Haryana Govt. Notification No.60 SW(1)-2013 dated 23.01.2013 issued by Welfare of SC & BC Department and letter No.22/10/2013-1GS-III dated 28.2.2013 and other instructions issued in the matter from time to time.

No.: _____
Place: _____
Dated: _____

Signature with seal of issuing Authority
Full Name: _____
Designation : _____
Address with Telephone No. with code: _____

Issuing Authority: Tehsildar-cum-Executive Magistrate Naib Tehsildar-cum-Executive Magistrate/Head of Department in case of Govt. employees

The affidavit should be of the month of May, 2016 or later.

AFFIDAVIT

(By the Parents of the Backward Class Category Candidates)

I _____ Father/Mother of _____ Resident of _____ seeking admission to _____ course in K.U.Kurukshetra do hereby solemnly affirm & declare that I belong to _____ caste which is included in the list of Backward Classes Block 'A'/'B' / _____ approved by the Haryana Govt. I further declare and affirm that I and my wife/husband are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SW(1)-95 dated 07.06.95, No.22/36/2000-3GS-III dated 09.08.2000, No.22/22/2004-3GS III dated 22.01.2009, No.213-SW(1)-2010 dated 31.08.2010 and Haryana Govt. instructions No.59 SW(1)-2013 dated 24.01.2013 for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes Category.

I further undertake that in case the information contained in the above para is found false at any stage, the Competent Authority will be entitled to cancel the admission.

DEPONENT

Dated:.....
Place:.....

VERIFICATION

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

The affidavit should be of the month of May, 2016 or later.

ANNEXURE-VIII**BLIND CANDIDATE CERTIFICATE**

Certified that Mr./Ms _____ son/daughter of Shri _____
resident of (complete address) _____ is blind.

No.: _____
Place: _____
Dated: _____

CHIEF MEDICAL OFFICER
(with legible seal)

ANNEXURE-IX**MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED**

OFFICE OF THE CHIEF MEDICAL OFFICER, _____

No. _____ Dated: _____

Certified that Sh./Km./Smt. _____ son/daughter/wife of
Sh. _____ resident of _____
District _____ appeared before the Medical Board for medical check up. On his/her Medical
Examination, it is found that the nature of Differently Able/Disability is _____% and (as applicable), is as under:

1. Blind or Low Vision : _____
2. Hearing Impairment : _____
3. Loco motor disability/cerebral palsy : _____

Thus the candidate Differently Abled as per standard norms of Haryana Government.

Signature of Applicant

CHIEF MEDICAL OFFICER
(With legible seal)

Place: _____
Dated: _____

Note: The Differently Abled disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/Architecture/Technician etc.

ANNEXURE-X**CERTIFICATE TO BE FURNISHED BY CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTER**

Certified that Mr./Ms. _____ son/daughter of Shri. _____
 resident of (Complete address) _____
 Freedom fighter of Haryana (Identity No. _____) is father/grandfather of Mr./Ms. _____ of
 village/Town _____ Police Station _____ Tehsil _____ District _____.

No.: _____

Place: _____

Dated: _____

DEPUTY COMMISSIONER

of concerned District of Haryana

(Office Stamp)

ANNEXURE-XI**CERTIFICATE OF THE EX-SERVICEMAN
OF INDIAN DEFENCE SERVICES/PARA-MILITARY FORCES**

Certified that Number _____

Rank _____

Name _____ son of Sh. _____ Father Of _____
 Resident of Village _____ Post Office _____ Tehsil _____
 Distt. _____ belonging to the State of Haryana, as per his/her service record at the time of entry into service,
 had served in the Army/Air Force/Navy/ _____ (Name of the Para-Military Force)
 from _____ to _____ and subsequently discharged/retired from the service on _____ as per
 his/her service record. At the time of entry into service the home address given is _____,
 _____ (District _____) Haryana.

No.: _____

Place: _____

Dated: _____

Signature

Officer Commanding/
 Competent Authority
 (With Official Seal)

ANNEXURE-XII

AFFIDAVIT IN LIEU OF MIGRATION CERTIFICATE

(To be submitted on stamp paper of Rs. 10/- by the candidates who have passed their last examination from any other University/Board (*other than Board of School Education Haryana*))

AFFIDAVIT

I, _____ son/daughter of _____
resident of _____ do hereby solemnly affirm and declare as under:

1. That I am appearing in _____ (*Name of the Course*) from Directorate of Distance Education, KUK and I am also appearing simultaneously in _____ (*Name of the Course*) from _____ (*Name of the University*) under Enrolment No./ DDE Ref. No. _____ during the current academic **session 2016-17** as per provisions given in the DDE Prospectus at page1-2, Sr. No. 5 of Important Instructions.

OR

That I am not appearing in any other examination from this University/any other University/Board during the **session 2016-17** simultaneously with _____ (*Name of the Course*) Examination of the Kurukshetra University except in the examinations as mentioned at **Sr. No. 5 of Important Instructions** given in the Prospectus for the **session 2016-17**.

2. That I have not been debarred/disqualified/expelled by the previous University/Board from appearing in any University examination.
3. That no case of use of unfair means has been pending against me at the previous University/Board.
4. That in case my above statement is proved false, my candidature/result/ degree in respect of the course which I have joined in the Directorate of Distance Education of Kurukshetra University may be cancelled with no claim for refund of fees or restoration of candidature in the subsequent session and I shall bear all other consequences in this regard.

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the contents of **paras 1 to 4** above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place: _____
Dated: _____

DEPONENT

(TO BE ATTESTED BY THE NOTARY PUBLIC)

(ONLY FOR THE CANDIDATES SEEKING ADMISSION TO B.ED. PART-I)

TEACHING EXPERIENCE CERTIFICATE

Certified that Mr./Miss/Mrs/_____ S/o/D/o Shri _____
 resident of village/town _____ Tehsil _____
 Distt. _____ having qualification _____ has been
 working in _____ (Name of the School)
 since _____ as a Nursery Teacher/ Primary Teacher/TGT/PGT
 till _____.

He/She has _____ years _____ months of teaching experience.

During his/her service in this school, his/her work and conduct remained good.

**Signature of Head of the School
with Stamp**

Date: _____
 Place: _____

Name _____
 Designation _____
 Address _____

IMPORTANT: CERTIFICATE WITH INCOMPLETE ENTRIES WILL BE REJECTED.

SELF DECLARATION BY THE STUDENT*(No affidavit required)*

1. I, _____ (full name of student with admission/registration/enrollment number) S/o, D/o Mr./Mrs./Ms. _____ having been admitted to _____ (Class and Part/Year) in the **DIRECTORATE OF DISTANCE EDUCATION, KUK** (name of the institution), have carefully read "*THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012*" and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under the Ordinance.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ 2016.\

Signature of the Student

Name : _____

Father's Name: _____

Address: _____

Mobile No. _____

E-mail Id: _____

To be submitted along with the Admission-cum-Examination Form

SELF DECLARATION BY PARENT/GUARDIAN*(No affidavit required)*

1. I, Mr./Mrs./Ms _____ (full name of parent/guardian) father/mother/guardian of _____ (full name of student with University Roll Number), having been admitted to the **DIRECTORATE OF DISTANCE EDUCATION, KUK** (name of the institution) have carefully read "THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
 - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the Ordinance.
 - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Ordinance without prejudice to any other criminal action that may be taken against my ward under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ 2016.

Signature of the Parent/Guardian

Name : _____

Address : _____

Telephone/Mobile No. _____

Email ID _____

To be submitted along with the Admission-cum-Examination Form



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



PROFORMA-I

Proforma for Approval of Topic/Name of the Supervisor of Dissertation/Project Report/ Field Work/ Translation Work/ Training Report to be submitted in partial fulfillment of the course.

NOTE: Please send this Proforma duly filled in to this Directorate and start the work on receipt of the approval letter from this Directorate.

PARTICULARS OF THE CANDIDATE:

(a) Name: _____ Course/Class: _____
DDE Ref. No.: _____ Year/Part (I/II/III): _____

Session: 2016-2017

(b) **Topic** (in English): _____

(in Hindi) : _____

SIGNATURE OF THE STUDENT

Address: _____

Mob. No.: _____

Email: _____

Dated: _____

PARTICULARS OF THE SUPERVISOR:

(a) Name: _____ Designation: _____
Qualifications: _____ Teaching Experience: UG: _____ Years
Postal Address: _____ PG: _____ Years

(b) University/Institute where working: _____

CONSENT OF THE SUPERVISOR:

I hereby convey my consent for supervising the work of the above mentioned candidate as indicated above which would be his/her original work.

Dated: _____

SIGNATURE OF THE SUPERVISOR
(with office stamp, if any)

APPROVAL OF THE COURSE-COORDINATOR:

The above mentioned Topic and Name of the Supervisor are hereby:

1. APPROVED	2. NOT APPROVED due to _____ _____ _____
--------------------	---

Dated: _____

Signature
(COURSE COORDINATOR)



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



PROFORMA-II

Proforma for Approval of Training Establishment for undergoing Practical Training/ Internship in partial fulfillment of the requirement of the Course.

NOTE: Please send this Proforma duly filled in to this Directorate and start the work on receipt of the approval letter from this Directorate.

PARTICULARS OF THE CANDIDATE:

(a) Name: _____ Course/Class: _____
DDE Ref. No.: _____ Year/Part (I/II/III): _____
Session: 2016-2017

(b) **Area of Training** (in English): _____

(in Hindi) : _____

SIGNATURE OF THE STUDENT

Address: _____

Mob. No.: _____

Email: _____

Dated: _____

PARTICULARS OF THE SUPERVISOR:

(a) Name: _____ Designation: _____
Qualifications: _____
Postal Address: _____
(b) Organization where working: _____

CONSENT OF THE SUPERVISOR:

I hereby convey my consent for supervising the work of the above mentioned candidate as indicated above which would be his/her original work.

Dated: _____

SIGNATURE OF THE SUPERVISOR
(with office stamp, if any)

DETAILS OF ESTABLISHMENT FOR TRAINING/INTERNSHIP:

(a) Name in full (With complete address) : _____
(b) Category (Training/Internship, Manufacturing and others) : _____
(c) Proposed Area of Training/Internship: _____
(d) Period of proposed Training/Internship: _____
(e) Status/Annual turnover of the Training/Internship Establishment: _____

I/We hereby convey my/our consent for imparting training/internship on the topic indicated above to be submitted by the above mentioned candidate.

Dated: _____

SIGNATURE OF THE AUTHORIZED OFFICIAL
with Stamp/seal

APPROVAL OF THE COURSE-COORDINATOR:

The above mentioned Topic/Supervisor and training/internship establishment are hereby:

1. APPROVED	2. NOT APPROVED due to _____ _____
--------------------	--

Dated: _____

Signature
(COURSE COORDINATOR)

ADMISSION-cum-EXAMINATION FORM (Session 2016-17)

(To be filled in by the DDE only)

(IN BLOCK LETTERS AND IN ENGLISH ONLY)

Space
for affixing
UNATTESTED
PHOTOGRAPH
of the
candidate

Contd...2...

19 The Details of all the examinations in which already appeared:

Examination	Year/ Session	Roll No.	Board/ University	Subjects	Marks Obtained	Max. Marks	Result

20 Have you appeared in any other examination from this University or any other University simultaneously? **Yes/No**

If yes, write particulars of all such Examinations below.

Name of Class	Board/University	Subject in which to appear	Full Subjects/Reappear/ Improvement/ Additional

21 Have you ever been disqualified in any exam, or any UMC registered against you, if yes, give details:

(i) Examination/Class..... (ii) Session: (iii) Exam Roll No.....

(iv) Punishment awarded.....

22 Please write one sentence each in Hindi/English in your own handwriting:

In Hindi.....

In English.....

23 **Documents Attached** (Mark tick in the relevant column whichever is applicable)

() Matric () 10+2 () B.A./B.Sc./B.Com* () M.A./M.Sc./M.Com.* () Migration Certificate or Affidavit
() SC/ST Certificate () BC/EBPG/DA/FF/Blind () Residence Certificate () Employment Certificate
() Any Other _____

24 **For B.A. Course:** in addition to English and Hindi/Skt compulsory subjects, candidates shall offer **two elective subjects choosing any one from the following groups:**

Subject Name	Code	Subject Name	Code	Subject Name	Code
GROUP-I		GROUP-II		GROUP-IV	
Hindi (E)	310	Public Administration	370	Economics	340
Sanskrit(E)	320	Mathematics	390	Home Science	455
Punjabi (E)	330	Sociology	420	Philosophy	430
Geography	450	Health & Physical Education	440	History (Opt-i - History of India)	361
Defense Studies	410	Music	462	History (Opt-ii - History of Haryana)	362
		GROUP-III			
		Political Science	350		

DECLARATION

I declare that I have carefully read the instructions/rules and regulations contained in the Prospectus for the session 2016-17 available on DDE Website (www.ddekuk.ac.in) and I shall abide by the same strictly. The entries made by me in this form are correct to the best of my knowledge and nothing has been concealed therein. In the event of any information found incorrect, or violation of any rule of the Directorate, my candidature shall be liable to be cancelled at any time without any notice and I shall not be entitled to refund of any fee paid by me. I am fully aware of the law regarding ragging as well as the punishment and that if found guilty on this account, I am liable to be punished appropriately. I undertake that I shall not indulge in any act of ragging.

Countersigned

Place _____

Date: _____

Father/Guardian

SIGNATURE OF THE CANDIDATE

ATTESTATION

(To be attested by the Directorate only)

(i) Certified that the candidate has passed the qualifying lower Examination..... for the above mentioned class under Exam Roll No..... DDE Ref. No..... in April/Sept, 20..... and is eligible to appear in the said exam.

(ii) He/She is eligible to appear in the said exam. under the capacity of Ex-student/Woman/SC/ST/ Differently Abled/ Defence Personnel of Haryana and already passed MA of this University.....

(iii) Certified that he/she was regular student of this College/DDE during the session..... to.....

(iv) He/She bears a good moral character. Particulars of the candidate and his/her photo are correct as per registration.

Dated: _____

Signature of attesting authority

Place: _____

With Office Seal

FOR OFFICE USE

ELIGIBLE: Yes/Not because _____

(i) **Documents wanting and discrepancy** if any: _____

(ii) **Candidature CANCELLED** due to non submission of _____

Clerk(DE)

Asstt.(DE)

Supdt.(DE)

DR/AR(DE)

DDE Ref. No.....



Space
for
affixing
**UNATTESTED
Photograph**
of the candidate

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

FOR STUDENT**Roll No.-cum- Admit Card****April/May, 2017**

Name of Exam:

Exam. Roll No.:

K.U. Regn. No.:

Name:

Father's Name: Sh.....

College/Dept.: **DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Centre of Exam:

SIGNATURE OF CANDIDATE:.....**Controller of Examinations****Note:** This Admit Card is to be preserved by the candidate
and shown on demand on any day of the examination.**DIRECTIONS FOR GUIDANCE OF THE CANDIDATES**1.This Roll Number-cum-Admit Card is **NON-TRANSFERABLE**.

2.The Roll Number-cum-Admit Card sent to students will be provisional and it is subject to final checking of eligibility etc.

3.Candidate must appear at the Centre allotted to him/her unless otherwise specially ordered by the Controller of Examinations. K.U. Kurukshetra. For change of centre, apply at least **15 days** before the date of commencement of examinations on the prescribed form with the fee supported by the documentary proof of the ground due to which change is requested.

4.In case of any wrong statement in the Examination Form or suppressing of the facts, the candidate will be responsible for consequences which might lead to cancellation of candidature and other disciplinary action under the Rules and Regulations of the University in force, as the case may be.

DDE Ref. No.....



Space
for
affixing
**UNATTESTED
Photograph**
of the candidate

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

FOR CENTRE SUPERINTENDENT**Roll No.-cum- Admit Card****April/May, 2017**

Name of Exam:

Exam. Roll No.:

K.U. Regn. No.:

Name:

Father's Name: Sh.....

College/Dept.: **DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Centre of Exam:

SIGNATURE OF CANDIDATE:.....**Controller of Examinations**

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

IMPORTANT INSTRUCTIONS

1. This card testifies the student's status as a student of Directorate of Distance Education in the Kurukshetra University, subject to confirmation of eligibility for the course.
2. This card is **NON-TRANSFERABLE**. The student should carefully keep this card with him/her. It should be available with the student whenever he/she visits the Directorate office for any work for inspection when demanded by the Director or any other member of the staff authorized by the Director in that behalf.
3. The card should be carefully preserved, as no duplicate will be issued.
4. **This card is valid for the session 2016-17 only.** It may be forfeited by the Directorate if the student is found guilty of misbehavior or when any disciplinary action is taken against him/her.

DIRECTOR (DE)



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



**IDENTITY CARD (PROVISIONAL)
SESSION 2016-17**

Stamp
Size
UNATTESTED
Photo
paste here

SIGN OF CANDIDATE

NAME : _____
Father's Name : _____
Mother's Name : _____
CLASS : _____
REF. NO : _____
Postal Address : _____
Mob. No. : _____

Dy/Asstt. Registrar (DE)

Note: - Student should fill in the above particulars except Ref.No.

LIST OF EXAMINATION CENTRES

WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY

(a) FOR UNDER-GRADUATE COURSES:

Ambala Cantt, Ambala City, Anjanthali, **Assandh(only for Girls)**, Barara(only for Girls), Barwala(Hisar), Barwala(Panchkula), Cheeka, Chhachhrauli, Dhand, Gharaunda, Hansi, Hisar, Israna, Jagadhri, Jind, Jullana, Kaithal, Kalka, Karnal, Kaul, Kurukshetra, Ladwa, **Lohra Majra(only for Girls)**, Madlauda, MandiAdampur, Matak-Majri, Mullana, Nalwa, Naraingarh, Narwana, Panchkula, Panipat, Pehowa, Pundri, Radaur, Sadhaura, Safidon, Saha, Samalkha, Shahabad(M), Uchana, YamunaNagar.

(b) FOR POST-GRADUATE COURSES:

Ambala Cantt, Ambala City, Hisar, Jagadhri, Jind, Kaithal, Kalka, Karnal, Kurukshetra, Narwana, Panchkula, Panipat, Yamuna Nagar.

(c) FOR B.ED. (2-YEARS) COURSE:

Ambala Cantt./City, Hisar, Jind, Karnal, Kurukshetra, Panipat, Yamuna Nagar.

IMPORTANT INSTRUCTIONS

LIST OF DOCUMENTS MANDATORY REQUIRED TO BE SENT TO THE DIRECTORATE:

1. **Admission-cum-Examination Form (Form-"A")** in original duly filled in and signed at all appropriate places.
2. **4 photocopies of Admission-cum-Examination Form (Form-"A")** (self attested) pasted PP size Photograph in original on each copy.
3. **Examination Roll No. Proforma (Form-"B")** duly filled in, pasted PP Size photograph and duly signed by the candidate.
4. **Directorate's Identity Card (Form-"C")** with photograph and complete in all respects.
5. **Attested copy of all educational qualification from Matriculation/10th Class onward.**
6. **Fee Receipt/Online Transaction receipt/Bank Draft/OBC Fee Slip (in original).**
7. **1 stamp size colored photograph extra** (Mention your Name and Class on backside of the photograph).
8. **The Mobile No. and E-mail ID must be mentioned by the candidates** to get any information through SMS/E-mail.
9. **2 Self-Addressed Envelopes are required to be sent with the Admission-cum-Examination Form**

ALL DOCUMENTS ARE REQUIRED TO BE SENT AT THE FOLLOWING ADDRESS:

Mention your CLASS: PART: (1st/2nd/3rd) on top of the Envelope

TO

THE DIRECTOR,
DIRECTORATE OF DISTANCE EDUCATION,
KURUKSHETRA UNIVERSITY,
KURUKSHETRA – 136119
HARYANA (INDIA)

Tel.No. 01744-238385, 238518; E-mail: dde@kuk.ac.in

Postal
stamp
affix
here

From:

Mob. No. _____

'Quality Education at Learner's Door Step'



Prof. R.K. Sharma, Director, Directorate of Distance Education, Kurukshetra University, Kurukshetra received the **Certificate of Merit CSR Top Distance Learning Institute in India** by the Competition Success Review (Renowned Magazine), New Delhi in 2016

GLIMPSES OF FIRST ALUMNI MEET OF THE DIRECTORATE in 2015



KURUKSHETRA UNIVERSITY WELCOMES YOU



From:
DIRECTOR
Directorate of Distance Education
Kurukshetra University
Kurukshetra-136 119 (Haryana)

Processing fee:

For General Category
For SC/BC/Blind/EBPG Candidates of Haryana only

Rs.600/-
Rs.150/-

Student Helpline:

Phone: 01744-238518, 238385

E-mail: dde@kuk.ac.in (For General query), onlineddekuk@gmail.com (For Online admission query)

Website: www.ddekuk.ac.in