

PROSPECTUS 2013-14

DIRECTORATE OF DISTANCE EDUCATION



Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)



VISION OF THE UNIVERSITY

Be globally acknowledged as a distinguished centre of academic excellence.

MISSION

To prepare a class of proficient scholars and professionals with ingrained human values and commitment to expand the frontiers of knowledge for the advancement of society.



One day workshop organized by the Directorate of Distance Education, K.U. Kurukshetra on “**Innovation in Lesson Writing for Distance Learners**”. **Dr. D.C. Sharma**, Deputy Director, Distance Education Council, **Dr. Dev Kant Rao**, Deputy Director, Distance Education Council, **Prof. Girish Chopra**, Dean, Academic Affairs, and **Prof. R.R. Rasauria** Former Director, Distance Education Council are on the Dias. **Below:** Section of the learned audience attending the inaugural session of the workshop.

directorate of distance education



PROSPECTUS 2013-14

KURUKHSETRA UNIVERSITY, KURUKHSETRA

(Established by the State Legislature Act XII of 1956)

(“A” Grade, NAAC Accredited)

ADMISSION SCHEDULE

(2013-14)

A. SCHEDULE OF ADMISSION

(Except MBA Part-I/MBA (Hospitality Management) Part-I/MCA Part-I)

- | | | | |
|-------|----------------------------|---|-----------------------|
| (i) | Without late fee | : | 31.10.2013 (Thursday) |
| (ii) | With late fee of Rs.500/- | : | 29.11.2013 (Friday) |
| (iii) | With late fee of Rs.1000/- | : | 31.12.2013 (Tuesday) |

B. (i) *Last date for receipt of Admission Forms for MBA Part-I/ MBA (Hospitality Management) Part-I/ MCA Part-I

*(*No Admission Form for admission to MBA Part-I/MBA (Hospitality Management) Part-I/MCA Part-I will be entertained even with late fee after 31.10.2013. Admission fee for these courses is not required to be sent along with the Admission Form. Admission dues for these courses are to be paid only on demand from the Directorate.*

- | | | | |
|------|--|---|----------------------------|
| (ii) | DATE OF COMMON ENTRANCE TEST | : | 24.11.2013 (Sunday) |
| | For the courses mentioned at Sr. No. B(i) above. | | |

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

- | | | | |
|------|--|---|---------------------|
| (i) | BA/B.Com./BIM/BCA/B.Lib.Sc./B.Ed.
D.Lib.Sc./ CCA/CCU/ CCFD/CF | : | 03.01.2014 (Friday) |
| (ii) | Master Degrees/Diplomas &
Other courses | : | 03.02.2014 (Monday) |

D. LATE FEE FOR PAYMENT OF 2ND INSTALMENT OF FEE AFTER DUE DATES

Rs. 500/-

Note: No separate information will be sent by the Directorate for depositing the 2nd Instalment of fee.

E. FEE FOR EXAMINATION CENTRE OUTSIDE THE JURISDICTION OF KURUKSHETRA UNIVERSITY AT DELHI/NEW DELHI/ LUDHIANA/ REWARI/GURGAON

(Only for the students of Postgraduate courses)

Rs.1,000/-

For any enquiry, contact at:

Phone : 01744-238518 (DDE Enquiry), 238385 (Asstt. Registrar-DE),
01744-239628 (FAX)

Email : ddekuk@gmail.com ; ddekuk@rediffmail.com

KUK Website : www.kuk.ac.in



Lt Gen (Dr) DDS Sandhu,
PVSM, ADC (Retd.)
D.Litt.(Mgt.), Ph.D., M.Phil.,
MBA, M.Sc., MMM, MDBA
VICE-CHANCELLOR



KURUKSHETRA UNIVERSITY
KURUKSHETRA - 136 119 (INDIA)
(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)

Message

The Directorate of Distance Education is an important constituent of Kurukshetra University which is catering to the needs of higher education in the deprived sections of society who cannot afford to attend regular classes because of some compulsions. The Directorate of Distance Education of the University has made significant contribution to open and distance learning in the country. Ever since its inception in 1976, it has continued to strive for making quality education reliable, economical and convenient.

The Directorate has made concerted efforts to diversify its courses of study in response to the emerging societal needs. Distance Education programme is committed to meet the needs and aspirations of in-service candidates and weaker section of the society including women for up-gradation of their skills and knowledge. Presently, the Directorate offers 36 courses at undergraduate and postgraduate levels, which successfully enrolls over 26000 students annually. All the courses offered by the Directorate of Distance Education are recognized by DEC, New Delhi. It has all along ensured quality of education through the development of self-instructional materials, consolidation of support systems, and adoption of newer technologies.

In its endeavour to obtain competitive edge, the Directorate has launched Radio Lecture Series which is broadcast by All India Radio, Kurukshetra and Edusat Centre telecasts monthly Teleconferencing Schedule as received from Indira Gandhi National Open University, New Delhi, via satellite. It is indeed an important measure to outreach the learners by bridging distances in time and space. The Directorate is committed to using communication technologies in a big way and thereby creating its own distinct place in distance learning.

I wish the students of the Directorate a success in realizing their goals.

(D.D.S. Sandhu)



Prof. R.K. Sharma
Director
Directorate of Distance Education
KURUKSHETRA - 136 119 (INDIA)

From the Director's Desk

The Directorate of Distance Education has earned a repute of imparting quality education over the last thirty eight years. It has been fulfilling the academic aspirations of thousands of higher education seekers who are deprived of formal education due to some constraint or those who wish to upgrade their qualification and competence. The Directorate of Distance Education, Kurukshetra University, Kurukshetra has one motive, reaching the unreached by offering the quality education at learner's door step. To-day, the Directorate is providing under-graduate and post-graduate education in thirty six programmes having an enrolment over twenty six thousand students. In addition to conventional Bachelor and Master degree Programmes, the Directorate offers a number of professional programmes like BIM, BCA, PGDCA, M.Sc Computer Science (Software), MCA, MBA.(HM), MBA, LLM, PGDJMC, MA in Mass Communication, D.Lib & Inf. Sc., B.Lib & Inf. Sc., M.Lib & Inf. Sc., B.Ed (2-Year), and M.A. Defence and Strategic Studies.

All the courses offered by the Directorate of Distance Education, Kurukshetra University, Kurukshetra are recognized by the Distance Education Council, New Delhi. These courses are recognized for the purpose of employment to the posts and services under the Central/State Governments. Academic inputs in the form of study material, personal contact programmes, assignments etc. are complimented and fortified with ICT. The Directorate is committed to keep the students abreast in the fast changing educational environment.

I welcome the education seekers to the Directorate of Distance Education.

(R. K. Sharma)

STATUTORY OFFICERS OF THE UNIVERSITY

**Hon'ble Chancellor,
H.E. Shri Jagannath Pahadia**
Governor, Haryana

		Phones
VICE-CHANCELLOR	Lt. Gen. (Dr.) D.D.S. Sandhu PVSM, ADC (Retd.)	238039 (O)
REGISTRAR	Dr. Krishan Chand Ralhan M.A., M.Phil., Ph.D.	238026 (O)

DIRECTORATE OF DISTANCE EDUCATION

DIRECTOR	Prof. R.K. Sharma M.Sc., M. Phil., Ph.D.	238628 (O)
-----------------	--	------------

FACULTY OF THE DIRECTORATE

Associate Professors

1.	Ms. Sangeeta Sethi, M.A.; M.Phil.	English	01744-238879 (R)
2.	Ms. Nisha Garg, M.A.; M.Phil.	Pol. Sc.	01744-238532 (R)
3.	Dr. (Mrs.) Vidya Chaudhary, M.A.; M.Phil.; Ph.D.	Hindi	01744-238162 (R)

Assistant Professors

- | | | | |
|----|--|---------------------|---|
| 1. | Dr. Kamraj Sindhu,
M.A.;Ph.D.;B.Ed.;PGDT;
PGDJMC; M.A.(MC) | Hindi | 094160-90378 (M)
sindhukamraj@yahoo.com
sindhukamraj@rediffmail.com |
| 2. | Dr. (Mrs.) G. Ponmeni,
M.Sc.; M.Ed.; M.Phil.
(Botany, Education);
MLISC.; Ph.D. | Education | 01744-238165 (R) |
| 3. | Mrs. Meenakshi Chahal,
M.A.(Eng.); M.Ed.;
M.Phil. (English) | Teaching of English | 01744-221886 (R) |
| 4. | Dr. Jyotsna Gupta
M.Lib. Sc., Ph.D. | Library Science | 092558-84884 (M) |
| 5. | Dr. Aditya Kaushik
M.Sc.; Ph.D. | Mathematics | 099912-74065 (M)
(On Leave) |
| 6. | Sh. Kanhaiya Lal
M.A.; M.Phil. | Geography | 094677-66656 (M)
(On Leave) |
| 7. | Dr. (Ms.) Geetika Sandhu,
M.A., M.Phil., Ph.D.
(English) | English | 094668-37029 (M) |
| 8. | Dr. Narender Kumar
M.A., M.Phil., Ph.D.
(History), P.G.D.R. | History | 01744-234008 (R) |
| 9. | Dr. (Mrs.) Kushwinder Kaur
M.Sc.(Hon's) in
Economics, Ph.D. | Economics | 090174-21898 (M) |

ADMINISTRATIVE OFFICERS

		P & T Phone	EPABX Ext.
ASSISTANT REGISTRARS	Shri Sarwan Kumar Gupta, M.A., LL.B.	01744-238385 (O) 01744-235779 (R)	2590 (O)
	Smt. Usha Chandna, M.A.	01744-238385 (O) 01744-239205 (R)	2592 (O)
	SUPERINTENDENTS	Smt. Sheela Rani	092555-20345 (M) 2591 (O)
	Shri Bhim Singh Moun M.A.	094165-71882 (M)	2594 (O)
	Shri Ram Singh	01744-235660 (R)	2603 (O)
DY. SUPERINTENDENT	Smt. Versha Rani B.A.	094680-52741 (M)	2588 (O) 2589 (O)
	LIBRARIAN	Shri Naresh Kumar Sharma, M.A., M.Lib. & Inf. Sc.	

OTHER IMPORTANT PHONES FOR STUDENTS

DDE Inquiry		238518 (O)	
1. Controller of Examinations-I	:	238377 (O)	2113
2. Chief Co-ordinator (Examinations)	:	238189 (O)	2142
3. A.R. (Result-I)		238299 (O)	2461
4. A.R. (Result-II)	:	238582 (O)	2477
5. A.R. (Result-III)	:	238320 (O)	2544
6. A.R. (Secrecy)	:	238068 (O)	2453
7. D.R. (Conduct)	:	238966 (O)	2474
8. D.R. (Re-ev.)	:	239230 (O)	2455
9. D.R. (Regn.)		238888 (O)	2440
10. Examination Enquiries	:	238169 (O)	2454

Note: 1. EPABX Nos.: 91-1744-238196/238410/
238629/238679

2. All types of **enquiries** about **distance education courses** may be made at Phone No. **91 - 1744 - 238518** during office hours.

Communications to be addressed at:

DDE Inquiry : 91-1744-238518
FAX : 91-1744-239628
Gram : 'Dharmakshetra'
Website : <http://www.kuk.ac.in>
E-mail : ddekuk@rediffmail.com
: ddekuk@gmail.com

INTRODUCTION

THE UNIVERSITY

Kurukshetra University, established in 1956, has a well-developed multi-faculty Campus spread over 400 acres of land on the south bank of Brahm Sarovar, having 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, 23 Hostels, (10 for Boys & 12 for Girls and 1 for Foreign students), School, Health Centre, Business Complex, about 700 quarters for all categories of staff, a rich Library with more than 3.00 lac documents including books, journals and rare manuscripts, Internet Section of 100 nodes, Computer Centre, Museum, Instrumentation (USIC) workshop, MSS Centre, Students' Guest House, Faculty House, etc.

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 National Assessment and Accreditation Council (NAAC), Bangalore has bestowed the '**A**' **Grade** status on this university. The University has 45 Teaching Departments and 362 affiliated colleges situated in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Fatehabad, Jind, Karnal, Sirsa, Kurukshetra and Panchkula.

THE DIRECTORATE

The Directorate of Distance Education was started by the University as Directorate of Correspondence Courses in 1976 to make available the benefit of higher education to the multitude of people who due to various compulsions, and reasons could not continue their studies either due to 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. Beginning with the courses of Pre-University and B.A. with about 400 students in 1976, the Directorate now enrolls every year around 27,000 students in about 36 undergraduate and postgraduate traditional as well as job-oriented professional courses in the areas of Computer Science, Management, Science, Commerce, Library & Information Science, Journalism, Law, etc. The courses and their curriculum are periodically reviewed and updated to incorporate the recent development in the field. The Directorate has launched 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 has introduced Radio Broadcast lecture series GYAN SANCHAR from AIR, Kurukshetra. These lectures can be heard on 101.4 MHz every Sunday from 9:00 to 9:30 AM. Five minutes are reserved for interaction. Learners may direct their queries at Phone No. 01744-221336 of AIR. The Directorate has also established an audio/video lab and has also set up a Satellite Interactive Terminal for receiving programmes from EDUSAT using IGNOU National Beam.

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

CONTENTS

SECTIONS	PAGE
I. IMPORTANT INSTRUCTIONS	1
II. SCHEDULE OF DATES FOR ADMISSION AND PAYMENT OF FEES	7
III. PROGRAMMES OF STUDY	11
IV. ELIGIBILITY CONDITIONS AND RELAXATION IN ELIGIBILITY CONDITIONS:	13
A. TRADITIONAL COURSES	16
B. PROFESSIONAL COURSES	19
V. COURSES OF STUDY	30
VI. A. SUBMISSION OF MIGRATION CERTIFICATE/AFFIDAVIT (by the CANDIDATES COMING FROM OTHER UNIVERSITIES & BOARDS, other than Board of School Education, Haryana).	59
B. ISSUE OF MIGRATION CERTIFICATE	59
VII. REFUND OF FEES	60
VIII. TUITION FEE CONCESSIONS	61
IX. EXAMINATION (A. General Information, B. Examination Centres)	62
X. INSTRUCTIONAL METHODOLOGY (Study Material, Response Sheets/Assignments, Personal Contact Programmes, Change of Course/Subject/Option, Medium of Instruction, etc.)	63
XI. FACILITIES AVAILABLE (Library, Computer Labs, Guidance Bureau, etc.)	69
XII. INSTRUCTIONS FOR RE-APPEAR/COMPARTMENT/FAILED/EX-STUDENTS	71
XIII. LIST OF HOLIDAYS	73
APPENDICES	
i) Haryana Resident-Guidelines	
ii) List of SCs in Haryana	
iii) List of BCs in Haryana	
iv) SC Certificate	
v) BC Certificate	
vi) Certificate of Blindness	
vii) Medical Certificate for Differently Abled Persons	
viii) Format of Affidavit in lieu of Migration Certificate	
ANNEXURES	
i) Admission Form (Form 'A')	
ii) Computer Form (Form 'B')	
iii) Examination Form (Form 'C')	
iv) Admit Card(Roll No.Slip) Form (Form 'D')	
v) Computer Data Form (for Exam Branch) (Form 'E')	
vi) Identity Card	
vii) Acknowledgement Cards (Two)	
viii) Format for approval of Topic of Project etc	
ix) Envelope for Admission Form.	

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 alongwith the revival fee, as the case may be. If the outstanding dues are not remitted and the required documents are not submitted **before the termination of the theory examination** and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment/refund of fee paid in previous session will be allowed.

(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(DE). 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.
3. **Recognition : (a) Unless otherwise decided by the University to exclude any specific course, the examinations conducted by various recognised Indian Universities/Deemed Universities/State Education Boards are recognised (with the stipulation of No. of subject (s) or any other condition in specific cases as given in the Section-IV 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 recognised by the Association of Indian Universities, New Delhi are recognised 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.
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) **ALL FEES WILL BE ACCEPTED ONLY THROUGH CROSSED BANK DRAFTS** bearing the signature of the issuing authority, Identity No. and Code No. of Payee's Bank, and should be drawn in favour of the **Registrar, Kurukshetra University, Kurukshetra**, payable at Kurukshetra/Thanesar only from a bank having its branch at Kurukshetra/Thanesar.
 - (b) **NO FEE SHALL BE ACCEPTED IN THE FORM OF MONEY-ORDERS/CASH OR BY CHEQUES.** However, the candidates may deposit the fee in cash directly at the **Oriental 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.
 - (c) **STUDENTS CAN ALSO DEPOSIT FEES FROM SELECTED CBS BRANCH (CENTRALISED BANKING SOLUTION) OF PUNJAB NATIONAL BANK** Through Pay Fee Voucher by downloading the same from the University Website : www.kuk.ac.in. Students are required to attach the University Copy of the Fee Voucher issued by the CBS Branch alongwith the Admission Form, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof. In case of any difficulty, students may contact on Phone No. **01744-238360** of Punjab National Bank, Gurukul, Kurukshetra Branch.
7. Admission Form, Examination Form and the Computer 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 Form and Examination Form as also in the computer 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 7 OF 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 recognised 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 **Co-ordinator, 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. **Admission Forms appended at the end of this Prospectus, duly filled in, alongwith requisite documents, should be sent to the Director, Distance Education, Kurukshetra University, Kurukshetra - 136 119 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 attested by any one of the following** :
 - (i) Gazetted officer of any State/Central Govt.
 - (ii) Principal/Director of any recognised College/Institute.
 - (iii) Head of the University Teaching Department or AR/DR/Officer of any recognised University.

The candidates, who have **passed the qualifying examinations** in more than one Part, shall be required to send **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) An 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 attested 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 **80** to the effect as to whether or not they are appearing in any other examination simultaneously from any other University/Board during the session 2013-14.
 - (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, Five Passport size** to be affixed on the space provided in the Admission/Examination Forms/Identity Card and **ONE EXTRA STAMP SIZE PHOTOGRAPH** to be affixed on the Computer Form.
The **photograph affixed on the Admission Form should be duly attested** and the remaining five unattested to be enclosed with Admission Form.
- (f) **Examination Form** should be duly filled in and signed at the appropriate places including the Roll No. Slip/Admit Card. Photos be affixed on Examination Form and Admit card at the space provided for the purpose.
- (g) **Computer Forms** duly filled in and signed by the candidate and a **stamp size photo** affixed on these forms.
- (h) **Acknowledgement Card-I** of 1st instalment of fees, duly filled in. (**Acknowledgement Card-II** is to be sent alongwith second instalment of fees).
- (i) 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 LLM course.
- (j) **Identity Card**, duly completed and photo affixed thereon.
- (k) **Employment Certificate** by employees of Kurukshetra University for claiming fee concession.
- (l) Two **self addressed envelopes** (Size 9" X 4").
- (m) SC/BC/Blind candidates of Haryana applying for admission on **prescribed forms meant for SC/BC/Blind candidates of Haryana** are required to **submit the SC/BC/Blind Certificate** or an additional amount of Rs.300/- on account of the difference of the cost of the DDE Prospectus failing which it would be treated as non-payment of fee.

- 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 there of.
 4. The Directorate will not be responsible for postal delay or loss of documents in transit.
 5. The candidates, who are appearing in **Compartment/Reappear 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-fulfilment of any one or more of the following conditions, if:*

- (a) the qualifying **examination is not recognised** by the Kurukshetra University;
- (b) attested **copy of certificate/DMC of qualifying examination is not sent** with admission form.
- (c) **original certificate of qualifying examination is not produced** in the Directorate on demand;
- (d) the **Form is incomplete** 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;
- (e) Fee of **1st Instalment is not remitted** in full;
- (f) the **Admission/Computer/Examination Form(s) are not signed** by the candidate, or his/her father/guardian.
- (g) **Affidavit** duly attested by Magistrate 1st class as per specimen given in the Annexure or original **Migration Certificate** is not submitted .
- (h) Examination/Computer form(s) have not been submitted with admission form or these are incomplete.
- (i) Names of **Papers/Correct options are not filled up** in the Admission Form/ Computer Form/Examination Form.

IN CASE THE ADMISSION FORM OF ANY CANDIDATE IS REJECTED UNDER CATEGORY (b) to (h) ABOVE, THE CANDIDATURE OF SUCH A CANDIDATE CAN, HOWEVER, BE REVIVED ON SUBMISSION OF THE REQUISITE DOCUMENTS OR COMPLETION OF INCOMPLETE FORM ETC. WITH BALANCE PAYMENT TOGETHER WITH THE REVIVAL FEE OF RS. 500/- BEFORE THE TERMINATION OF EXAMINATION OF THEORY PAPERS.

INSTRUCTIONS AGAINST RAGGING:

With fifty five 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 indisciplined 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.

All the senior students are advised to guide and treat junior students affectionately.

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 & PAYMENT OF FEES

Table - I SCHEDULE OF DATES FOR ADMISSION

1. Last Date for Receipt of Admission Forms with Fee in the Directorate (except M.B.A Part-I/M.B.A. (Hospitality Management) Part-I/M.C.A Part-I):	Upto
(a) Without Late Fee	31.10.2013
(b) With Late Fee of Rs. 500/-	29.11.2013
(c) With Late Fee of Rs. 1000/- (+ usual Examination late fee as per detail given on page10 under Note No. 5)	31.12.2013
2. *Last Date for receipt of Admission Forms for M.B.A Part-I/ M.B.A. (Hospitality Management) Part-I/M.C.A Part-I:	31.10.2013

*** NO ADMISSION FORM FOR ADMISSION TO M.B.A. PART-I/M.B.A. (HOSPITALITY MANAGEMENT) PART-I/M.C.A. PART-I WILL BE ENTERTAINED EVEN WITH LATE FEE AFTER 31.10.2013. 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.**

Note:-1. 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.

- 2. 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 from the date of despatch of result card (as mentioned on the result card), without late fee, and after that the admission form shall be entertained with usual late fee provided that the candidate is in a position to fulfil 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 upto 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 Form may be considered with usual late fee subject to the condition that the candidate is in a position to fulfil the requirement of attendance in the PCP of the respective course at that stage.

- 3. No late fee is applicable in the case of the candidates residing in a foreign country.**

Table - II FEES PAYABLE (PER ANNUM)

	CC in Urdu	B.A.-I/II/III PGDT(H/E)	M.A./II (Phil./Skt./ Panjabi)	B.Com. I/II/III	PGDEE
Ist Instalment	1400	2000	2200	2300	2500
IInd Instalment	1400	2000	2200	2300	2500
TOTAL	2800	4000	4400	4600	5000
	CC/PGDEEM M.A.-I/II(All others) M.Sc.-I/II (Math) CCFD/CF	M. Sc.-I/II (Geog.)	D. Lib.Sc./B. Lib. Sc. M.Com.-I/II/M.A. (DSS)-I/II PGDJMC/MA(MC)-I/II	M.Lib.Sc.	LL.M. I/II
Ist Instalment	3000	3100	4000	4500	5000
IInd Instalment	3000	3100	4000	4500	5000
TOTAL	6000	6200	8000	9000	10000
	BIM-I/II/III M.A.(Edu.) I/II	BCA-I/II/III PGDCA	MSc CS(SW)-I/II MCA-I/II/III MBA-II/III MBA(HM)-II/III	B.Ed.* II	MBA-I MBA(HM)-I
Ist Instalment	6000	6500	7500	10000	12500
IInd Instalment	6000	6500	7500	10000	12500
TOTAL	12000	13000	15000	20000	25000

- Note:-**
- *Only for those students who are already enrolled with the Directorate during the session 2012-13 and have completed the 1st Year of B.Ed successfully.
 - The students of courses having 2-years and 3-years duration enrolled with this Directorate for the session 2012-13 and have appeared in the examinations held in April/May 2013 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.
 - Additional fees such as late admission fee, late examination fee, etc., wherever applicable are required to be paid with the first instalment.
 - Fee shall be charged separately for each Part of the course. For the Courses having more than one year duration, the candidates are required to submit fresh Admission Form & fee on promotion to next higher class every year.
 - In case of revision of various fees etc. during the academic session, the students will have to pay the difference in fee structure, etc.
 - The **Scheduled Caste/Scheduled Tribe/Blind** candidates belonging to Haryana State seeking admission to any course are entitled to **full tuition fee concession**. They shall pay the balance fee in two equal instalments (first at the time of admission and second as mentioned in Note No. 7 below), provided they attach **SC/ST/Blind candidate certificates** in original duly signed by the **1st Class Magistrate/SDM**, alongwith attested copy of their Admission Forms. **The blind candidate certificate only signed by the CMO will be accepted.**

7. Last date for payment of **Second Instalment** of fees for B.A./B.Com./B.I.M./B.C.A./B.Lib.Sc./B.Ed./D.Lib. Sc./CCA/CCU/CCFD/CF is **03.01.2014** and for Master Degree/Diploma and other courses, it is **03.02.2014**. **Late fee of Rs. 500/-** will be levied on the candidates who fail to pay the second instalment in full or part thereof by the prescribed dates. The students who fail to pay the second instalment 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. **Acknowledgement Card-II** appended at the end of the Prospectus duly filled in by the candidates should be enclosed, with the payment of second instalment.
9. **No separate intimation will be sent for payment of second instalment of fee.**
10. The candidates are required to pay the dues in time without waiting for any communication from the Directorate.

Table - III BREAK-UP OF FEES PAYABLE

ITEM	CC in Urdu	B.A.-I/II/III PGDT(H/E)	M.A./II (Phil./Skt./ Punjabi)	B.Com. I/II/III	PGDEE
TUITION FEE	1400	2000	2200	2300	2500
BLDG. FUND	300	300	300	300	300
DEV. FUND	300	300	300	300	300
R.K. FUND	100	100	100	100	100
OTHER FEES*	700	1300	1500	1600	1800
TOTAL	2800	4000	4400	4600	5000

ITEM	CCA/PGDEMM M.A.-I/II(All others) M.Sc.-I/II (Math) CCFD/CF	M. Sc.-I/II (Geog.)	D. Lib.Sc./B. Lib. Sc. M.Com.-I/II/M.A. (DSS)-I/II PGDJMC/MA(MC)-I/II	M.Lib.Sc.	LL.M. I/II
TUITION FEE	3000	3100	4000	4500	5000
BLDG. FUND	300	300	300	300	300
DEV. FUND	300	300	300	300	300
R.K. FUND	100	100	100	100	100
OTHER FEES*	2300	2400	3300	3800	4300
TOTAL	6000	6200	8000	9000	10000

ITEM	BIM-I/II/III M.A.(Edu.) I/II	BCA-I/II/III PGDCA	MSc CS(SW)-I/II MCA-I/II/III MBA-II/III MBA(HM)-II/III	B.Ed.* II	MBA-I MBA(HM)-I
TUITION FEE	6000	6500	7500	10000	12500
BLDG. FUND	300	300	300	600	600
DEV. FUND	300	300	300	400	400
R.K. FUND	100	100	100	200	200
OTHER FEES*	5300	5800	6800	8800	11300
TOTAL	12000	13000	15000	20000	25000

- Note :-**
- *This includes Examination/Regn./Eligibility /Continuation /(Alumni Fee-Rs.100/-) etc. but exclusive of late admission or late exam. fees, etc.
 - Fees mentioned above are charged annually payable in two instalments .
 - 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. 500/- before the termination of examination in theory papers of the relevant course.
 - If the result of qualifying Examination is declared after the submission of Admission 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.
 - The candidates who do not submit the Examination Forms alongwith their Admission Forms or who seek admission after **11.12.2013** will be charged **late examination fee** as under:

Undergraduate Courses

(a)	12.12.2013 to 20.12.2013	Rs. 500.00
(b)	21.12.2013 to 31.12.2013	Rs. 1000.00

Postgraduate Courses

(a)	12.12.2013 to 31.12.2013	Rs. 500.00
-----	--------------------------	------------

Table - IV : FEES PAYABLE BY THE CANDIDATES RESIDING IN FOREIGN COUNTRIES

Sr. No.	Name of the Course	Fee in US \$ Per Annum
1.	B.A. I/II/III, B.Com. I/II/III	600
2.	D.Lib.Sc., B.Lib.Sc., M.A. (except Mass Comm.) I/II, MA(DSS)-I/II M.Sc. Math-I/II, M.Com. I/II, PGDEMM, PGDEE, PGDT, & CCA/CCFD/CF	650
3.	M.Lib. Sc., M.A.(MC)-I/II, M.Sc. (Geo.)-I/II, PGDJMC	700
4.	BIM-I/II/III, BCA-I/II/III, PGDCA, LLM-I/II, MA(Edu.)-I/II	750
5.	MCA-I/II/III, M.Sc. (C.Sc.) Software-I/II, MBA-I/II/III/MBA(HM)-I/II/III	850

- 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.
 - An additional incidental charges @ US\$ 100 per annum per student will be borne by the Arya Sabha, Mauritius in case any student takes admission to any course of Computer/Business Administration/Management through Arya Sabha , Mauritius.

SECTION-III

PROGRAMMES OF STUDY

A. TRADITIONAL COURSES

1. B.A. (General) (3-Year) Part-I/II/III
2. B.Com. (General) (3-Year) Part-I/II/III
3. Certificate Course in Urdu (CCU) (1-Year)
4. **Master of Arts**(2-Year) in Hindi, English, Sanskrit, Panjabi, Political Science, Philosophy
Public Administration, History & Economics Part-I/II
5. **M.A.** in Defence & Strategic Studies (2-Year) Part-I/II
6. **M.Sc.** (2-Year) in Mathematics & Geography Part-I/II
7. Master of Commerce (2-Year) Part-I/II

B. PROFESSIONAL COURSES

1. Certificate Course in Computer Applications (1-Year)
2. Certificate Course in Fashion Designing (1-Year) - **(PART-TIME COURSE)**
3. Certificate in French (1-Year) - **(PART-TIME COURSE)**
4. Diploma in Library & Information Science (1-Year)
5. P.G. Diploma in Computer Applications (1-Year)
6. P.G. Diploma in Journalism & Mass Communication (1-Year)
7. P.G. Diploma in Translation (Hindi/English)(1-Year)
8. P.G. Diploma in Export Marketing Management (1-Year)
9. P.G. Diploma in Environmental Education (1-Year)
10. Bachelor of Library & Information Science (1-Year)
11. Bachelor of Information & Management (3-Year) Part-I/II/III
12. Bachelor of Computer Applications (3-Year) Part-I/II/III
13. Master of Library & Information Science (1-Year)
14. Master of Business Administration (MBA) (2-Year) Part-I
15. Master of Business Administration (MBA) (3-Year) Part-II/III
16. Master of Business Administration (Hospitality Management)(2-Year) Part-I
17. Master of Business Administration (Hospitality Management)(3-Year) Part-II/III
18. Master of Computer Applications (MCA) (3-Year) Part-I/II/III
19. M.Sc. Computer Science (Software) Part-I/II
20. Master of Arts in Mass Communication (2-Year) Part-I/II
21. Master of Arts in Education (2-Year) Part-I/II
22. Master of Arts in Environmental Education (2-Year) Part-I/II
23. LL.M.(2-Year) Part-I/II
24. B.Ed.(2-Year) Part-II (Only for those students who are already enrolled in Part-I with the Directorate during the session 2012-13 and have completed the 1st Year of B.Ed successfully).

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 **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 recognised University.**)

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 recognised University.**)

6. M.B.A. (3-Year) Part-III

(For candidates having passed 2-year M.B.A./M.Com./P.G. Diploma having any content of Management/Administration **from this University or any University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govts.**)

7. M.B.A.(Hospitality Management) (3-Year) Part-II

(For candidates having passed 1-Year P.G. Diploma in any field of Tourism and Hotel Management/Hospitality/Tourism/Transport Management/Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service) **from this University or any other University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govts.**)

8. M.B.A.(Hospitality Management) (3-Year) Part-III

(For candidates having passed 2-Year P.G. Diploma/Degree in any field of Tourism and Hotel Management/Hospitality/Tourism/Transport Management/Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service) **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

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 recognised Indian Universities/Deemed Universities/State Education Boards are recognised (with the stipulation of No. of subject (s) or any other condition in specific cases as given in this section-IV 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 recognised by the Association of Indian Universities, New Delhi are recognised 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 recognised 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 recognised for the purpose of admission to Post-graduate/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 PG/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**

1. Maithili University/Vishwavidyalaya, Darbhanga, **Bihar.**
2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (U.P.) Jagatpuri, **Delhi.**
3. Commercial University Ltd., Daryaganj, **Delhi.**
4. United Nations University, **Delhi.**
5. Vocational University, **Delhi.**

6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, **New Delhi.**
7. Indian Institute of Science and Engineering, **New Delhi.**
8. Badganvi Sarkar World Open University Education Society, Gokak, Belgaum, **Karnataka.**
9. St. John's University, Kishnattam, **Kerala.**
10. Kesarwani Vidyapith, Jabalpur, **Madhya Pradesh.**
11. Raja Arabic University, Nagpur, **Maharashtra.**
12. D.D.B. Sanskrit University, Putur, Trichi, **Tamil Nadu.**
13. Indian Institute of Alternative Medicine, Kolkata, **West Bengal.**
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad **(U.P.)**
15. Gandhi Hindi Vidyapith, Prayag, Allahabad **(U.P.)**
16. National University of Electro Complex Homeopathy, Kanpur **(U.P.)**
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh **(U.P.)**
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura **(U.P.)**
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh **(U.P.)**
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, **(U.P.)**
21. Gurukul Vishwavidyalaya, Vrindavan, **Uttar Pradesh.**

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.**

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.

4. **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 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 M.A. (EDUCATION) PART-I & LL.M. COURSES

- (i) 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.
- (ii) 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.
- (iii) 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)

Part-I :

Pass in Senior Secondary Certificate Examination (10+2 Standard) in **five subjects** of Board of School Education, Haryana **OR** any other examination recognised 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 recognised 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, 2014, his/her provisional admission/result of BA Part-I **shall be cancelled ab-initio with no claim for refund/adjustment of fees.**

Part-II/ Part-III :

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 recognised 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.I.M./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., 2013 and in March, 2014 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, 2013 shall also be eligible for admission to B.A.(General)/ B.Com./B.I.M./B.C.A.Part-I/D.Lib.Sc./CCA course provided that the candidate is in a position to fulfil 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, 2013 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 2013 may be allowed provisional admission to B.A.(General)/ B.Com./B.I.M./B.C.A. Part-I/D.Lib.Sc./ CCA course provided that the candidate is in a position to fulfil 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, 2014 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.I.M./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, 2014, their provisional admission/result to the said course **shall be cancelled ab-initio with no claim for refund/adjustment of fees. However, this condition shall not be applicable to the candidates seeking admission after successful completion of BPP programme offered by the Directorate of Distance Education, Kurukshetra University, Kurukshetra.**
- (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 upto the next annual examination to be held in April 2014.

2. B.COM.

Part-I :

Pass in Senior Secondary Examination (10+2) **in five subjects** of the Board of School Education, Haryana or any other examination recognised 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 recognised 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, 2014, his/her provisional admission/result of B.Com. Part-I **shall be cancelled ab-initio with no claim for refund/adjustment of fees.**

Part-II/Part-III :

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 recognised 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 16 & 17 shall also be applicable to B.Com. students.

3. CERTIFICATE COURSE IN URDU

Pass in Matriculation examination from the Board of School Education, Haryana or any other examination recognised 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.

4. MASTER OF ARTS (PREVIOUS)

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

(ii) **English:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

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

(iv) **Panjabi:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

(v) **Political Science:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

(vi) **Philosophy:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

(vii) **Public Administration:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

(viii) **History:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

(ix) **Economics:** Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

5. MASTER OF ARTS IN DEFENCE & STRATEGIC STUDIES (PREVIOUS)

Pass in Bachelor's Degree examination of Kurukshetra University or of any other recognised University.

6. MASTER OF SCIENCE (PREVIOUS)

(i) Mathematics : 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 recognised University.

(ii) Geography : 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 recognised University.

7. M.COM.(PREVIOUS)

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

8. M.A./M.SC./M.COM. (FINAL/PART-II)

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.

B. PROFESSIONAL COURSES

1. CERTIFICATE IN COMPUTER APPLICATIONS/CERTIFICATE COURSE IN FASHION DESIGNING/CERTIFICATE IN FRENCH

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 recognised 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 recognised 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 16 and 17 shall also be applicable to Certificate in Computer Applications /Certificate Course in Fashion Designing/Certificate in French courses.

2. A candidate who fails to pass the Certificate Course in Computer Applications/Certificate Course in Fashion Designing/Certificate in French examination **within three years** of his/her admission to the course shall be declared to be unfit for this courses at this University.

2. DIPLOMA IN LIBRARY & INFORMATION SCIENCE

Pass in Matriculation/Higher Secondary/10+2 examination **in five subjects with English** as one of the subjects from the Board of School Education, Haryana or any other examination recognised 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 16 & 17 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.

3. POST GRADUATE (PG) DIPLOMA IN COMPUTER APPLICATIONS

4. P.G. DIPLOMA IN JOURNALISM & MASS COMMUNICATION

5. P.G. DIPLOMA IN TRANSLATION (HINDI/ENGLISH)

6. P.G. DIPLOMA IN EXPORT MARKETING MANAGEMENT

7. P.G. DIPLOMA IN ENVIRONMENTAL EDUCATION

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

Note: (1) Candidates who fail to pass PGDCA, PGDJMC & PGDT (E/H), examinations **within three years** of their admission to the course concerned shall deem to be unfit for the course at this University.

- (2) Candidates who fail to pass PGDEMM, PGDEE, examination **within three years** of their admission to the course will be required to repeat the course de-novo.

8. BACHELOR OF LIBRARY & INFORMATION SCIENCE

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

9. BACHELOR OF INFORMATION AND MANAGEMENT (BIM)

Part-I

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

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 recognised by the Director, Technical Education, Haryana as equivalent thereto.

Part-II

A person who has passed BIM Part-I Examination of Kurukshetra University or of another recognised University shall be eligible to join BIM Part-II. A candidate who has to re-appear in not more than in 50% papers of BIM Part-I of Kurukshetra University shall also be eligible to join BIM Part-II provisionally subject to clearing the remaining paper(s) of Part-I in the admissible chances.

Part-III

A person who has passed BIM Part-I and Part-II Examination of Kurukshetra University or of any other recognised 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 :- 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 16 & 17 shall also be applicable to B.I.M.Part-I candidates.

2. 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.

10. BACHELOR OF COMPUTER APPLICATIONS

Part-I

Pass in Senior Secondary Certificate Examination (10+2 standard) of Board of School Education Haryana or any other examination recognised 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 recognised by the Director, Technical Education, Haryana as equivalent thereto.

Part-II

A person who has passed BCA Part-I examination of Kurukshetra University or of another recognised 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.

Part-III

A candidate who has passed BCA Part-I and Part-II examinations of this University or of another recognised 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:-** 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. (Part-I) in Notes (a), (b), (c) & (d) at page 16 & 17 shall also be applicable to B.C.A. Part-I students.
2. 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.

11. MASTER OF LIBRARY & INFORMATION SCIENCE

Pass in Bachelor's Degree in Library & Information Science (B.Lib. Science) of Kurukshetra University or any other recognised 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.

12. MASTER OF BUSINESS ADMINISTRATION (MBA)(2-YEAR) PART-I/ MASTER OF BUSINESS ADMINISTRATION (HOSPITALITY MANAGEMENT)(2-YEAR) PART-I/MASTER OF COMPUTER APPLICATIONS (M.C.A.) (3-YEAR) PART-I

Part-I

Pass in Bachelor's degree examination of Kurukshetra University or any other recognised University.

IMPORTANT NOTE: ADMISSION TO M.B.A. PART-I/M.B.A. (HOSPITALITY MANAGEMENT) PART-I/M.C.A. PART-I **WOULD BE MADE THROUGH A COMMON ENTRANCE TEST** TO BE CONDUCTED BY THE DIRECTORATE AT KURUKSHETRA OR ON ANY OTHER CENTRE CREATED BY THE UNIVERSITY ON **24.11.2013**. 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 LEVEL TESTS ETC. ARE EXEMPTED FROM APPEARING IN THE COMMON ENTRANCE TEST.**

MASTER OF BUSINESS ADMINISTRATION (MBA) (3-YEAR)

Part-II

A candidate who has passed Part-I of MBA examination from Kurukshetra University or any other recognised University shall be eligible to join Part-II of MBA course. 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 course provisionally subject to clearing the remaining paper(s) of Part-I in the admissible chances.

Part-III

A person who has passed MBA Part-I and MBA-II of Kurukshetra University **or** two-year Post Graduate Diploma in Marketing Management/Tourism and Hotel Management/Financial Management/Human Resource Management/Insurance Business Management/Business Management **or** 2-year MBA/M.Com./P.G. Diploma having any content of Management/Administration from this University or any University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govts. is eligible to join Part-III of this course. **A candidate who has passed MBA Part-I** and got re-appear in not more than 50% papers of MBA Part-II Exam. of Kurukshetra University shall also be eligible to join MBA Part-III provisionally subject to clearing the remaining paper(s) of MBA-II in the permissible number of chances.

Note: The candidates shall be required to pass all the three parts of the course **within six years** of their admission to Part-I of this course failing which they will be required to repeat the course *de-novo*. However, this time limit would be **three years** in the case of candidates seeking admission in Part-III under Lateral Entry Scheme.

13. MASTER OF BUSINESS ADMINISTRATION (HOSPITALITY MANAGEMENT) (3-YEAR)

Part-II

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

OR

Part-II: LATERAL ENTRY SCHEME

A person who has passed one of the following examinations of this University **or** any other University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govts. shall also be eligible

to join Part-II class, under Lateral Entry, as indicated below:

One Year P.G. Diploma in Tourism and Hotel Management/One Year P.G. Diploma Course in Tourism Management/Transport Management/Airlines Management/Cargo Management/Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service).

OR One year P.G. Diploma in any field of Hospitality/Tourism/Transport Management/Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service).

Part-III

A person who has passed MBA (HM) Part-I and MBA (HM) Part-II of Kurukshetra University or from any other recognised University is eligible to join Part-III of this course. **A person who has passed MBA (HM) Part-I** and MBA (HM) Part-II provided that a candidate who has got reappear in not more than 50% papers of MBA(HM) Part-II examination of Kurukshetra University shall also be eligible to join MBA Part-III provisionally subject to clearing the remaining paper(s) of MBA-II in the permissible number of chances.

Part-III: LATERAL ENTRY SCHEME

A person who has passed one of the following examinations of this University or any other University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govts. shall also be eligible to join Part-III class, under Lateral Entry, as indicated below:

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. **OR** 2-Year P.G. Diploma/Degree in any field of Hospitality/Tourism/Transport Management/Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service).

Note:-1. Master of Business Administration (Hospitality Management) is a 3-years Post Graduate course having modular structure. The candidates who pass first year of the course, would be awarded the **Postgraduate Diploma in Tourism & Hotel Management** and after successful completion of second year of the course would be awarded the **Postgraduate Advance Diploma in Tourism & Hotel Management**. After successful completion of 3rd year of the course, a student will be awarded **MBA (Hospitality Management)**.

2. The candidates shall be required to pass all the three parts of the course **within six years** of their admission 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** in case of candidates seeking admission in Part-II under Lateral Entry Scheme, and **three years** in the case of candidates seeking admission in Part-III under Lateral Entry Scheme.

14. MASTER OF COMPUTER APPLICATIONS (M.C.A.)(3-YEAR)

Part-II

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

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 Govts:**

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

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.

Part-III

A person who has passed 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

Part-III: LATERAL ENTRY SCHEME

A person who has passed 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 Govts.** is eligible to join M.C.A. Part-III.

- 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** of their admission 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.

**15. M.SC. COMPUTER SCIENCE (SOFTWARE)
Part-I**

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

Part-II

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 Govts:**

- (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 MSc. 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.

16. MASTER OF ARTS (MASS COMMUNICATION)

Part-I

Pass in Bachelor's degree examination of **Kurukshetra University** or of any **other recognised University**.

Part-II

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 recognised University. Provided that a candidate who has got reappear 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**.

17. MASTER OF ARTS IN EDUCATION

PART-I

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 recognised 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.

PART-II

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.

18. MASTER OF ARTS IN ENVIRONMENTAL EDUCATION (2-Year) Part-I

PART-I

Pass in Bachelor's Degree examination of Kurukshetra University or any other recognised 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.

PART-II

Pass in MA in Environmental Education Part-I of Kurukshetra University or P.G. Diploma in Environmental Education **from this University or any recognised University**. Provided that a candidate who has got reappear 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.

19. LL.M.

Previous

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 recognised as equivalent thereto, shall be eligible to join LL.M. (Previous) class. There will be no rounding of percentage of marks for determining the eligibility.

Final

Pass in LL.M. Previous 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.

Note:- (i) 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 2013 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.

- (ii) 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 2013 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 which ever is later, with usual late fee as may be applicable at that time.

20. B.Ed. (2-YEARS) (Only for those students who are already enrolled in Part-I with the Directorate during the session 2012-13 and have completed the 1st Year of B.Ed successfully.)

PART-II

- (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) A student who has passed in at least 50% papers of Part-I obtaining not less than 40% marks in the total of the papers in which she/he has passed, shall be eligible to join Part-II class provisionally. Such a candidate shall be allowed to be admitted to the Supplementary Examination and at the next annual examination in re-appear paper(s). If she/he fails to pass or fails to appear in the re-appear subject(s) in the second chance, his/her result for the Part-II examination shall be cancelled and she/he shall not be allowed to appear for the Part-II examination till she/he has passed the Part-I examination. If she/he has passed in the Part-II examination his/her result shall be declared provisionally subject to his/her passing Part-I examination within the permissible chances as an ex-students.

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

SECTION - V

COURSES OF STUDY

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 and the same would be applicable in 1st and 2nd year of the Undergraduate courses during the academic session 2013-14.

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.

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 2013-2014 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 rules

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, EXAMINATION & COMPUTER FORMS.**

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.

C. THE COURSES OF STUDY AND THE SCHEMES OF EXAMINATIONS :

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.

1. B.A. (GENERAL) PART-I/II/III

A candidate is required to take the following subjects:-

(a) TWO COMPULSORY SUBJECTS:

1. English(100) Two papers of 50 marks each.
2. Hindi/Sanskrit/Panjabi One paper of 100 marks.
(210) (220) (230)
3. **In B.A. Part-I Compulsory Qualifying Subject of Environmental Studies (250)**
(for details, please refer to page 33)

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

(b) TWO ELECTIVE SUBJECTS (OF 100 MARKS EACH):

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.**

Hindi(310), Sanskrit(320), Panjabi(330), Economics(340), Political Science(350), History(361 & 362), Public Administration(370), Sociology(420) and Mathematics(390).

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) **Elective Subjects** of B.A. for which options are available in the Directorate of Distance Education are given hereunder:-

B.A. PART-I

- History Option (i) History of India (From earliest times to 1526 AD (361)
OR
(ii) History of Haryana (From Harappan Age to 1966 A.D. (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.

- Pol. Sc. Option (i) Indian Government and Politics (350)

B.A. PART-II

- History Option (i) History of India (from 1526-1857 A.D.) (363)
OR
(ii) History of India (1858-1964 A.D.) (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 1526-1857).

- Pol.Sc. Option (i) Indian Government & Politics (350)

B.A. PART-III

- History Option (ii) History of Modern World. (365)
(From 16th Century to World War-II)
- Public Admn. Option (ii) Local Government and Administration in India. (370)
- Sociology Option (iii) Population and Society. (420)
- Pol.Sc. Option (i) Comparative Govt. and Politics. (350)
(Government and Politics of U.K., U.S.A., China, Switzerland)

- Note :**
1. There will be three papers in B.A. Part-I Mathematics carrying 34, 33 and 33 marks respectively.
 2. **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.**
 3. **For subjects having practicals, the candidates are required to submit a certificate from a recognised 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, 2013, 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/BIM/B.Com. Part-I)

The candidates seeking admission to the BA/B.Com./BCA/BIM 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
-----------------	-------------------------------	-----------------

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. PART-I

Six papers of 100 marks each.

- | | |
|---------------------------------|---|
| I. Business Communication (101) | V. Business Management (105) |
| II. Business Mathematics (102) | VI. Basics of Computer (106) |
| III. Financial Accounting (103) | VII. Compulsory Qualifying Subject of Environmental Studies (107)
(for details please refer to page 33) |
| IV. Business Economics (104) | |

Part-II : Six papers of 100 marks each.

- | | |
|--|--|
| I. Business Regulatory Framework (201) | IV. Business Statistics (204) |
| II. Corporate Accounting (202) | V. Principles of Marketing (205) |
| III. Company Law & Auditing (203) | VI. (ii) Indian Financial System (206) |

Part-III : Six papers of 100 marks each.

- | | |
|---|---|
| I. Income Tax (301) | IV. Business Environment (304) |
| II. Cost Accounting (302) | V. Financial Market Operation opt.(i) (305) |
| III. Management Accounting & Financial Management (303) | VI. Advertising & Sales Management Opt. (v) of paper -V (306) |

3. CERTIFICATE COURSE IN URDU

There shall be Three Papers, Papers I & II of 100 marks each and Paper III shall be of 50 marks.

- | | |
|---------------------------------|----------------------|
| I. Text (101) | III. Viva-Voce (103) |
| II. Grammar & Composition (102) | |

4. M.A. COURSES

4 (i). M. A. HINDI

Previous : Five papers of 100 marks each.

- | | |
|---|--|
| I. Bhasha Vigyan Aur Hindi Bhasha (101) | IV. Adhunik Hindi Kavya (104) |
| II. Hindi Sahitya Ka Itihas (102) | V. (iv) Prem Chand (105) OR |
| III. Adhunik Gadya Sahitya (103) | (vii) Haryani Bhasha Aur Sahitya (106) |

Final : Five papers of 100 marks each.

- | | |
|--|--------------------------------------|
| VI. Prachin Avam Madhyakalin Kavya (201) | IX. Bhartiya Sahitya (204) |
| VII. Kavyashastra Avam Sahityalochan (202) | X. (iii) Surdas (205) OR |
| VIII. Prayojanmulak Hindi (203) | (vii) Haryana Ka Hindi Sahitya (206) |

4 (ii). M.A. ENGLISH

Previous : Five papers of 100 marks each.

- Course-I : Literature in English : 1550-1660 (101)
Course-II : Literature in English : 1660-1798 (102)
Course-III : Literature in English : 1798-1914 (103)
Course-IV : Literature in English : 1914-2000 (104)
Course-V : Study of A Genre (Option-I) Fiction (105)

Final : Five papers of 100 marks each.

- | | |
|---|---|
| Course-VI : Critical Theory (201) | Course-IX : Opt.(i) Linguistics, stylistics and ELT (204) |
| Course-VII : American Literature (202) | Course-X : Literature and Gender(205) |
| Course-VIII : Indian Writing in English (203) | |

4 (iii).M.A. SANSKRIT

Previous : Five papers of 100 marks each.

- | | |
|--|---|
| I. Samhita Vaidikasahityam cha (101) | IV. Kavyam Kavyashastram cha (104) |
| II. Vyakaranam Bhasavijhanam cha (102) | V. Samskritavanmayasya Itihasah Nibandhah cha (105) |
| III. Bharatiyadarshanam (103) | |

Final : Five papers of 100 marks each .

- | | |
|--|----------------------------------|
| VI. Pali-Prakritayoh Bhasha Sahityam cha (201) | IX. Kavyam Kavyashastrasya cha |
| Group-D : Sanskrit-Sahityam (Optional group) | Itihasah (204) |
| VII. Natakam Natyashastram cha (202) | X. Aitihāsikakavyam Khandakavyam |
| VIII. Kavyashastram (203) | Adhunikakavyam cha (205) |

4 (iv).M.A. PANJABI

Previous : Five papers of 100 marks each.

- | | |
|--|---|
| I. Option (i) Medieval Panjabi Poetry (101) | IV. History of Literature (104) |
| II. Option (i) Modern Panjabi Fiction (102) | V. Option (i) Parvasi Panjabi Sahit (105) |
| III. Theory of Literature and
Practical Criticism (103) | |

Final : Five papers of 100 marks each.

- | | |
|--|---------------------------------------|
| VI. Modern Panjabi Poetry (201) | IX. Bhasha Vigyan, Panjabi Bhasha Ate |
| VII. Option (i) Panjabi Natak Ate lkangi (202) | Lipi (204) |
| VIII. Panjabi Vartak (203) | X. Folklore and Culture (205) |

4 (v). M.A. POLITICAL SCIENCE

Previous : Five papers of 100 marks each.

- | | |
|--|-------------------------------|
| I. Political Thought (101) | IV. Major Ideas and issues in |
| II. Indian Govt. & Politics (102) | Public Administration (104) |
| III. Theories and Practice of International
Relations (103) | V. Research Methodology (105) |

Final : Five papers of 100 marks each.

- | | |
|---------------------------------|--|
| VI. Political Theory (201) | Group-B : Paper -VIII, IX & X |
| VII. Comparative Politics (202) | (i) India's Foreign Policy & Relations (203) |
| | (ii) International Law (204) |
| | (iii) International Organization and Global
order Studies (205) |

4(vi). M.A.PHILOSOPHY

Previous: Five papers of 100 marks each

- | | |
|--|-------------------------------------|
| 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) | |

Final: Five Papers of 100 marks each (Paper VI is compulsory).

VI. Contemporary Western Philosophy(206)

Group-A: (Optional Papers)

VII. Philosophy of Action (207)

IX. Philosophy of Religion-II (209)

VIII. Philosophy of Religion-I (208)

X. Western Ethics (210)

4 (vii).M.A. PUBLIC ADMINISTRATION

Previous : Five papers of 100 marks each.

I. Administrative Theory (101)

III. Financial Administration (103)

II. Public Personnel Administration(102)

IV. State Administration (104)

V. Option (A) Development Administration(105)

Final : Five papers of 100 marks each.

VI. Public Administration in India (201)

IX. Group A

VII. Economic Policy and Administration (202)

Urban Local Govt. in India, Britain, France and USA (204)

VIII. Research Method in Public Administration (203)

X. Group A

Rural Local Development Administration (205)

4 (viii).M.A. HISTORY

Previous : There shall be Six Papers out of which the candidate has to opt any **Five Papers**. Each paper will carry 100 marks.

Paper-I : Medieval Societies. (101)

Paper- II : Modern World (102)

Paper III : Polity and Economy of Medieval India (1200 to 1750). (103)

Paper-IV : Colonial India (1757-1857). (104)

Paper-V : History of China and Japan in Modern Times. (105)

Paper-VI : History of Europe (1789-1914). (106)

Final : There shall be Six Papers out of which the candidate has to opt any Five papers for M.A. (Final). Each paper will carry 100 marks.

Paper-VII : Historiography (201)

Paper-VIII : History of Haryana (202)

Paper-IX : Society and Culture in Medieval India 1200-1750 (203)

Paper-X : Modern India 1858-1947 (204)

Paper-XI : Social History of India 1200-1947 (205)

Paper-XII : Economy and Business in India 1200-1947 (206)

4(ix). M.A. ECONOMICS

Previous : Five papers of 100 marks each.

- | | |
|---|---|
| I. Micro-Economics Analysis (101) | III. Quantitative Methods (103) |
| II. Macro-Economics Analysis (102) | IV. Public Economics (104) |
| | V. Demography (105) |
| Final : Five papers of 100 marks each. | |
| VI. International Trade & Finance (201) | IX. Economic Growth And Development (204) |
| VII. Economics of Environment and Social Sector (202) | X. Opt. (V) Industrial Economics (205) |
| VIII. Indian Economic Policy (203) | |

5. M.A. IN DEFENCE & STRATEGIC STUDIES

Previous : Five papers of 100 marks each.

- | | |
|---|--------------------------------------|
| I. Evolution of Strategic Thought (101) | IV. Theory and Practice of War (104) |
| II. National Security (102) | V. Research Methodology (105) |
| III. International Relations (103) | |

Final : Five papers of 100 marks each.

- | | |
|---|--|
| VI. Defence Economics (201) | IX. Science & Technology in Relations to Warfare (204) |
| VII. Sociological and Psychological Dimensions of War (202) | X. International Law (205) |
| VIII. Area Studies of Pakistan and China (203) | |

6 (i). M.SC. MATHEMATICS

Previous : Five papers of 100 marks each.

- | | |
|------------------------------------|---------------------------------|
| I. Advanced Abstract Algebra (101) | IV. Complex Analysis (104) |
| II. Real Analysis (102) | V. Differential Equations (105) |
| III. Topology (103) | |

Final : Five papers of 100 marks each.

Compulsory Papers :

- Paper-VI MM-501 Integration Theory and Functional Analysis (201)
Paper-VII MM-502 Practical Differential Equations & Mechanics (202)

Optional Papers :

Paper-VIII MM-503 (Any one of the following)

- Paper-VIII MM-503 (Opt.-i) Analytic Number Theory (203)
Paper-VIII MM-503 (Opt.-ii) Fuzzy Sets & Their Applications (204)
Paper-VIII MM-503 (Opt.-iii) Mechanics of Solids (205)

Paper-IX MM-504 (Any one of the following)

- Paper-IX MM-504 (Opt.-i) Algebraic Coding Theory (206)
Paper-IX MM-504 (Opt.-ii) Algebraic Number Theory (207)
Paper-IX MM-504 (Opt.-iii) Difference Equations (208)
Paper-IX MM-504 (Opt.-iv) Fluid Mechanics (209)

Paper-X MM-505 (Any one of the following)

- Paper-X MM-505 (Opt.-ii) Integral Equation and Boundary Value Problems (210)
Paper-X MM-505 (Opt.-iii) Non-Commutative Rings (211)
Paper-X MM-505 (Opt.-iv) Programming in 'C' with ANSI Features (Th. & Pr.) (212)

6 (ii). M.SC. GEOGRAPHY

Previous : There shall be Five Theory Papers and One Practical paper. The Theory Papers I to IV will be of 100 Marks each and Paper-V (a) will be of 50 Marks. Paper- V(b) of Practicals will be of 50 Marks.

- | | |
|------------------------------|---|
| I. Geomorphology(101) | V(a) Quantitative Methods, and Cartographic Representation of Climatic and Socio-Economic Data(Theory) (105) |
| II. Climatology(102) | |
| III. Economic Geography(103) | |
| IV. Geography of India(104) | V(b) Quantitative Methods and Cartographic Representation of Climatic and Socio-Economic Data(Practical)(106) |

Final : There shall be Five papers. Papers VI to VIII (Theory) will be of 100 marks each and Paper No. IX (a) & (b) (Practical) will be of 50 marks each. Paper X(a) (Theory) will be of 60 marks and Paper No. X (b) (Practical) will be of 40 marks.

- | | |
|--|--|
| VI. History of Geographical Thought (201) | X(a). Remote Sensing Techniques, Topo-sheet Interpretation and Morphometric Analysis (Theory) (206) |
| VII. Opt.-(iii) Agricultural Geography (202) | |
| VIII. Opt.-(vi) Population Geography (203) | |
| IX.(a) Geographic Information Systems and Computer Mapping (Practical) (204) | X(b). Remote Sensing Techniques, Topo-sheet Interpretation and Morphometric Analysis (Practical) (207) |
| (b) Field Methods & Applications in Geography (Practical) (205) | |

7. M.COM.

Previous : Six papers of 100 marks each.

- | | |
|---|--|
| MC 501 Management Concepts and Organisational Behaviour (101) | MC 504 Advanced Statistics (104) |
| MC 502 Business Environment (102) | MC 505 Marketing Management (105) |
| MC 503 Managerial Economics (103) | MC 506 Accounting for Managerial Decisions (106) |

Final : 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 practicals.

COMPULSORY PAPERS

MC-601 Computer Applications to Business and e-Commerce. (201)

OPTIONAL GROUP-I

MC-602 Financial Management and Policy. (202)

MC-603 Security Analysis and Portfolio Management. (203)

MC-604 Higher Accounting and Accounting Theory(204)

OPTIONAL GROUP-II

MC-605 Advertisement and Sales Management (205)*

MC-606 Marketing Research (206)

MC-607 Services Marketing (207)

OPTIONAL GROUP-III

MC-608 Human Resource Management (208)*

MC-609 Compensation Management (209)

MC-610 Entrepreneurship Development (210)

* 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

1. CERTIFICATE IN COMPUTER APPLICATIONS

Three Theory and two Practical papers of 100 marks each:

CCA-1: Computer Fundamentals (101)

CCA-4: Lab-I Based on CCA-2 (104)

CCA-2: PC Software (102)

CCA-5: Lab-2 Based on CCA-3 (105)

CCA-3: Internet and Web Designing (103)

2. CERTIFICATE IN FASHION DESIGNING

One Theory paper and one Practical paper of 100 marks each:

I. Theory Paper (101)

II. Practical Paper (102)

3. CERTIFICATE IN FRENCH

There shall be three papers. Paper I shall be of 100 marks, Paper II and III would be 50 marks each:

I. Grammar and Written Expression (101) III. Viva Voce (103)

II. Internal Assessment (102)

Note: A **Written Assignment** on a topic related to French Grammar/French Culture and Civilisation is to be submitted by **31st March 2014**. The topic of the Written Assignment is to be got approved by the students from the Course Coordinator during PCP.

4. **DIPLOMA IN LIBRARY & INFORMATION SCIENCE**

Three Theory and two Practical papers of 100 marks each.

- | | |
|---|---|
| I. Library Organisation and Management (101) | III. Organisation of Library Material (103) |
| II. Reference Service and Document Bibliography (102) | IV. Library Classification (Practice) (104) |
| | V. Library Cataloguing (Practice) (105) |

5. **P.G. DIPLOMA IN COMPUTER APPLICATIONS**

Five theory papers and two practicals papers of 100 marks each.

CS-DE-11 Computer Organization & Networking Fundamentals (101)

CS-DE-12 Problem Solving Through 'C' (102)

CS-DE-13 Data Structures (103)

CS-DE-14 Data Base Management System (104)

CS-DE-15 Operating System (105)

CS-DE-16 Software Lab-I: Programming Using C

CS-DE-17 Software Lab-II: Word, Excel, Access/SQL

6. **P.G. DIPLOMA IN JOURNALISM AND MASS COMMUNICATION**

Five papers of 100 marks each.

- | | |
|--|----------------------|
| I. Process & Practice of Communication (101) | IV. Reporting (104) |
| II. Print Media (102) | V. Advertising (105) |
| III. Electronic Media (103) | |

7. **P.G. DIPLOMA IN TRANSLATION (HINDI/ENGLISH)**

Four papers of 100 marks each.

- | | |
|--|--|
| I. Anuvad: Sidhant aur Pervidi (101) | IV. Anuvad Prabandh (105) |
| II. Vikalp (i) Sarijnatmak Sahitya ka Anuvad (102)
OR
(ii) Syntactic and Semantic Structures (103) | (A) Vikalp (i) Translation from English to Hindi of a script of about 40-50 pages (106)
OR
(ii) Translation from Hindi to English of a script of about 40-50 pages (107) |
| III. Vayavharik Anuvad (104) | (B) Ukt Anuvad Prabandh Ki Maukhiki Pariksha (Viva-Voce) (108) |

Note : 1. The student who opts (i) from paper-II (102) will be required to opt (i) (106) from paper-IV and who opts (ii) (103) from paper-II (107) is required to opt (ii) from paper-IV.

2. Translation work under IV (A) above to be submitted by **15 June, 2014** on a topic approved by the Course Coordinator.

8. P.G. DIPLOMA IN EXPORT MARKETING MANAGEMENT

Out of six papers of 100 marks each, there would be five theory papers and the Paper-VI In Company Training.

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 organisation. The Training Report to be submitted before **31 August, 2014**.

9. P.G. DIPLOMA IN ENVIRONMENTAL EDUCATION

Four theory Papers of 100 marks each.

- | | |
|--|--|
| 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) |

10. BACHELOR OF LIBRARY & INFORMATION SCIENCE

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.

- | | |
|--|---|
| I. Library and Information Society (101) | V. Users and Information Services (105) |
| II. Knowledge Organisation, 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) |

11. BACHELOR OF INFORMATION AND MANAGEMENT (BIM)

Part-I : There shall be seven Theory and one Practical papers. Paper 101(A & B) is of 150 marks, Paper 101(C) is of 50 marks and Paper No. 102 to 105 are of 100 marks each. Paper 106 & 107 are of 75 marks each & Paper No. 108 is of 50 marks.

Bim101(A) Communication Skills(English) (101)	Bim106	Computer Fundamentals (108)
Bim101(B) Communication Skills(Hindi) (102)	Bim107	P.C. Software (109)
Bim101(C) Additional English for Non-Hindi speaking area in lieu of Paper Bim101(B) (103)	Bim108	Computer Practical (110)
Bim102	Bim109	Compulsory Qualifying Subject of Environmental Studies (111)
Bim103		(for details please refer to page 33)
Bim104		
Bim105		

Part-II : There shall be six Theory papers. Papers 201 to 204 carry 100 marks each and papers 205 & 206 carry 75 marks each. Paper No. 207 carries 50 marks. Paper No. 208 is a Viva-Voce & will carry 50 marks.

Bim201	Business Laws (201)	Bim205	System Analysis & Design (205)
Bim202	Marketing Management (202)	Bim206	Database Management System (206)
Bim203	Financial Management (203)	Bim207	Computer Practicals (207)
Bim204	Organisational Behaviour (204)	Bim208	Viva-Voce (208)

Note:- The Project Report on any topic and supervisor to be got approved by the student from the Course Coordinator will be initiated in the Second Year of the Course and will be submitted **in BIM-III by 30-06-2015**. But the marks obtained by the candidate for the Project Report shall be taken into account in the final year of the course.

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 Project Report will be of 100 marks.

BIM 301	Cost and Management Accounting (301)	BIM 305	Computer Practical (305)
BIM 302	Human Resource Management (302)	BIM 306	Project Report (306)
BIM 303	e. Commerce (303)	BIM 310	Advertising Management (307)
BIM 304	Computer Application in Business (304)	BIM 312	Business Environment (308)
		BIM 313	Viva-Voce Examination (309)

Note : The Project Report is to be submitted by **30.6.2014**.

12. BACHELOR OF COMPUTER APPLICATIONS

Part-I : Eight papers of 100 marks each.

BCA-101	Computer Fundamentals and Programming with 'C' (101)
BCA-102	PC Software (102)
BCA-103	Computer Oriented Numerical and Statistical Methods (103)
BCA-104	Logical Organization of Computers (104)
BCA-105	Mathematical Foundations-I (105)
BCA-106	Communicative English (106)
BCA-107	Lab-I Programming in 'C' bases on BCA-101 & BCA-103 (107)
BCA-108	Lab-II Based on BCA-102 (108)
BCA-109	Compulsory qualifying Subject of Environmental Studies (for details please refer to page 33) (109)

Part-II : Eight papers of 100 Marks each.

BCA 201	Computer System Architecture (201)	BCA 207	Software Laboratory-III COBOL & DTP Packages i.e. PageMaker/Ventura/ CorelDraw (207)
BCA 202	Data & File Structures (202)		OR
BCA 203	Business Practices & COBOL Programming (203)		Visual Basic, CorelDraw, PageMaker(208)
BCA 204	Data Base Management System (204)	BCA 208	Software Laboratory-IV Foxpro/MS-ACCESS & Lotus/MS-Excel (209)
BCA 205	Mathematical Foundations of Computer Science-II (205)		OR
BCA 206	Real Analysis (206)		MS Access (210)

Note:- The Project Report on a topic/supervisor to be got approved by the student from the Course Coordinator will be initiated in the Second Year of the Course and will be submitted in B.C.A. Part-III by **31 March, 2015** and the marks obtained by the candidate for the Project Report shall be taken into account in the final year of the course.

Part-III : Eight papers of 100 Marks each.

BCA 301	System Analysis & Design (301)	BCA 307	Software Laboratory-V (C++ and ORACLE) (309)
BCA 302	Operating System Organization and UNIX (302)	BCA 308	Project Work and Viva-Voce (310) (Project Report Evaluation : 50 Marks)
BCA 303	C++ with Introduction to Object Oriented Programming(303)		(Viva-Voce & Demonstration : 50 Marks)
BCA 304	General Applications (304)		

Any two of following Elective Papers

BCA 316	Software Engineering (305)
BCA 326	Internet Technologies & Multi-Media (306)
BCA 336	Management Information System (307)
BCA 346	Data Communications & Network (308)

Note :- The Project Report is to be submitted by the candidates of B.C.A. Part-III by **31 March, 2014.**

13. MASTER OF LIBRARY & INFORMATION SCIENCE

Eight papers of 100 marks each.

Paper-I :	Information Analysis, Consolidation and Repackaging (101)
Paper-II :	Information Systems Management (102)
Paper-III :	Information Retrieval (103)
Paper-IV :	Research Methods and Statistical Techniques (104)
Paper-V :	Social Science Information System (105)
Paper-VI :	Advanced ICT Applications in LIS (Theory) (106)
Paper-VII :	Advanced ICT Applications in LIS (Practice) (107)
Paper-VIII-A :	Depth Classification (Practice) (108)
Paper-VIII-B :	Advanced Cataloguing (Practice) (109)

14. MASTER OF BUSINESS ADMINISTRATION (2-YEAR) PART-I

Part-I : Nine papers of 100 marks each.

MBAD-101	Management Concepts and Organisational Behaviour (101)
MBAD-102	Quantitative Techniques and Research Methodology (102)
MBAD-103	Accounting for Managers (103)
MBAD-104	Marketing Management (104)
MBAD-105	Human Resource Management (105)
MBAD-106	Financial Management (106)
MBAD-107	Business Environment and Economics (107)
MBAD-108	Fundamentals of Computer and E-commerce (108)
MBAD-109	Comprehensive Viva-Voce (109)

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 **28.02.2015**

15. M.B.A. (3-Year)- Part-I - Closed

Part-II : There shall be four compulsory papers (two theory papers i.e. mba-601 of 100 marks, 602 of 50 marks, one training report and Viva-Voce of 100 marks each and five optional papers of 100 marks each from any of the specialized areas viz. Finance, Marketing, Human Resource Management.

COMPULSORY PAPERS :

mba-601	Business Environment and Economics (201)	mba-603	Training Report (203)
mba-602	Operations & Material Management (202)	mba-604	Viva-Voce (204)

OPTIONAL PAPERS : SPECIALISATION AREA

Finance (205) :

mba-611	Financial Decisions Analysis	mba-614	Financial Institutions & Markets
mba-612	Security Analysis & Portfolio Mgt.	mba-615	Merchant Banking & Financial Services
mba-613	International Financial Mgt.		

Marketing (206) :

mba-621	Consumer Behaviour	mba-624	International Marketing
mba-622	Sales & Distribution Mgt.	mba-625	Advertising Management & Communication
mba-623	Retailing Management		

Human Resource Management(207) :

mba-631	Human Resource Development	mba-634	Labour Legislation in India
mba-632	Human Resource Planning & Competency	mba-635	Compensation Management
mba-633	Management of Comparative Industrial Relations		

Note : The Training Report is to be submitted by the candidates by **28.02.2014**.

Part-III : Seven papers of 100 marks each.

Compulsory Papers

mba-701	Total Quality Management (301)	mba-704	International Business Environment (304)
mba-702	Enterprises Computing and Information System (302)	mba-705	Viva-Voce (305)
mba-703	Business Policy and Strategic Management (303)		

ANY TWO PAPERS FROM ANY OF THE SPECIALIZATION AREA:

Finance Area (306):

mba-711	Project Management	mba-712	Financial Derivatives
---------	--------------------	---------	-----------------------

Marketing Area (307):

mba-715	Marketing Research	mba-716	Service Marketing
---------	--------------------	---------	-------------------

Human Resource Management (308):

mba-718	Managing Interpersonal Group Processes	mba-719	Managing Changes in Organisations
---------	--	---------	-----------------------------------

LATERAL ENTRY TO MBA PART-III FOR P.G. DIPLOMA HOLDERS ETC.

Five compulsory papers of 100 marks.

COMPULSORY PAPERS

mba-701	Total Quality Management (301)	mba-704	International Business Environment (304)
mba-702	Enterprise Computing and Information Systems (309)	mba-705	Viva-Voce (305)
mba-703	Business Policy and Strategic Mgt. (310)		

In addition the candidates will also have **to offer a set of two papers** out of the following relevant to the same stream of the PG Diploma passed by the candidate. These two papers also carry 100 marks each.

For the Candidates with P.G. Diploma in Financial Management (311) :

mba- 721	Marketing Management	mba- 722	Human Resource Management
----------	----------------------	----------	---------------------------

For the Candidates with P.G. Diploma in Marketing Management (312):

mba- 722	Human Resource Management	mba- 723	Financial Management
----------	---------------------------	----------	----------------------

For the Candidates with P.G. Diploma in Human Resource Management (313):

mba- 721	Marketing Management	mba- 723	Financial Management
----------	----------------------	----------	----------------------

For the Candidates with P.G. Diploma in Insurance Business Management (314):

mba- 721	Marketing Management	mba- 722	Human Resource Management
----------	----------------------	----------	---------------------------

For the Candidates with P.G. Diploma in Tourism & Hotel Management (315) :

mba- 724 Quantitative Techniques &
Research Methods

mba- 725 Business Environment
& Economics

FOR THE CANDIDATES WITH P.G. DIPLOMA IN BUSINESS MANAGEMENT :

The candidate will have **to opt for a set of two papers** out of the following of the same specialisation as opted by the candidate in P.G. Dip. in Business Management

Finance Area (316):

mba- 711 Project Management

mba- 712 Financial Derivatives

Marketing Area (317):

mba- 715 Marketing Research

mba- 716 Service Marketing

Human Resource Management (318) :

mba- 718 Managing Interpersonal Group Processes

mba- 719 Managing Changes in Organisations

16. MASTER OF BUSINESS ADMINISTRATION (HOSPITALITY MANAGEMENT)(2-Year)

Part-I : Eight Papers of 100 marks each.

MBA (HM) 101 Elements of Hospitality Management (101)

MBA (HM) 102 Introduction to Tourism Business (102)

MBA (HM) 103 Hotel/Tourism Marketing (103)

MBA (HM) 104 Tourism Product of India (104)

MBA (HM) 105 Human Resources Development (105)

MBA (HM) 106 Principles of Management (106)

MBA (HM) 107 Financial Accounting for Hotels & Travel Organisations (107)

MBA (HM) 108 General Viva

17. MBA(HM) (3-Year) Part-I - Closed

Part-II

Seven papers of 100 marks each

MBA(HM)-201 House Keeping

MBA(HM)-205. Statistics & Research

MBA(HM)-202 Food & Beverage

Methodology

Operations

MBA(HM)-206 Tourism Products of India

MBA(HM)-203 Hotel/Tourism Marketing

MBA(HM)-204 Financial Management

MBA(HM)-207 Human Resource Development

LATERAL ENTRY TO MBA (HM) PART-II FOR P.G. DIPLOMA HOLDERS

- (i) One Year Post-Graduate Diploma Course in Tourism Management.
- (ii) One Year Post-Graduate Diploma Course in Transport Management.
- (iii) One Year Post-Graduate Diploma Course in Airlines Management.
- (iv) One Year Post-Graduate Diploma Course in Cargo Management.
- (v) One Year Post-Graduate Diploma Course in Hotel Management.
- (vi) One Year Post-Graduate Diploma Course in Front Office Management.
- (vii) One Year Post-Graduate Diploma Course in Accommodation Operations.
- (viii) One Year Post-Graduate Diploma Course in Food and Beverage (Service).
- (ix) One year P.G. Diploma in any field of Hospitality/Tourism/Transport Management/Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service).

- Note:**(1) Candidates seeking lateral entry from courses (i) to (iv) above will have to study an additional paper of **Front Office Management** of 100 marks of MBA (HM) Part-I (**Old Scheme applicable for 2012-13**) alongwith MBA(HM) Part-II and the aggregate marks for the course will be 800.
- (2) Candidates seeking lateral entry from courses (v) to (viii) will have to study an additional paper of **Travel Agency Management** of 100 marks of MBA(HM) Part-I (**Old Scheme applicable for 2012-13**) alongwith MBA(HM) Part-II and the aggregate marks for the course will be 800.
- (3) Candidates seeking lateral entry from any course mentioned at (ix) above will have to study additional relevant papers as stated in Note No. (1) and (2) above.
- (4) Candidates for MBA(HM) Degree shall be required to undergo two months Practical Training after Part-II examination in a Hotel/Travel Agency/Airlines/or related Organization. The concerned organization shall be 3 Star property and IATA approved in case of travel agency. The Training organization shall be approved by the Course Coordinator of the course. They shall be required to submit two copies of **Training Report** by **28th February 2015, i.e. in MBA(HM) Part-III**.
- (5) If a candidate wants to leave the course after second year, the marks of the Training Report will be added in the DMC of MBA(HM) Part-II and in such cases the total marks for second year shall be 800. Such candidates will be required to submit **Training Report** by **31st December** of the concerned year.

MBA(HM) Part-III

Seven papers of 100 marks each

MBA(HM)-301	Air Travel Management
MBA(HM)-302	Tour Packaging Management
MBA(HM)-303	Food & Beverage
MBA(HM)-304	Event Management
MBA(HM)-305	Customer Relationship Management in Hospitality Sector
MBA(HM)-306	Information and Communication Technologies in Hospitality Industry
MBA(HM)-307	Vive-Voce based on the two months Practical Training in Hotel/Travel Agency/ Airlines/or related Organization

LATERAL ENTRY TO MBA (HM) PART-III FOR P.G. DIPLOMA/MASTER DEGREE HOLDERS

- (i) Two year Post-graduate Diploma Course in Tourism Management.
- (ii) Master's Degree in Tourism Management.
- (iii) Two year Post-graduate Diploma Course in Hotel Management.
- (iv) Master's Degree in Hotel Management.
- (v) 2-Year P.G. Diploma/Degree in any field of Hospitality/Tourism/Transport Management/ Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service).

- Note:**(1) Candidates seeking lateral entry from Courses (i) to (ii) will have to study following additional papers of (**Old Scheme applicable for 2012-13**) alongwith MBA(HM) Part-III and the aggregate marks for the course will be 1000:

- | | | |
|-------------|------------------------------|------------------|
| MBA(HM)-105 | Front Office Management | MBA (HM) Part-I |
| MBA(HM)-201 | House Keeping | MBA (HM) Part-II |
| MBA(HM)-202 | Food and Beverage Operations | MBA (HM) Part-II |
- (2) Candidates seeking lateral entry from courses (iii) to (iv) will have to study following additional papers of **(Old Scheme applicable for 2012-13)** alongwith MBA (HM) Part-III and the aggregate marks for the course will be 1000:
- | | | |
|-------------|----------------------------------|------------------|
| MBA(HM)-102 | Introduction to Tourism Business | MBA (HM) Part-I |
| MBA(HM)-106 | Travel Agency Management | MBA (HM) Part-I |
| MBA(HM)-206 | Tourism Products of India | MBA (HM) Part-II |
- (3) Candidates seeking lateral entry on the basis of P.G. Diploma/Degree in any field of Hospitality/Tourism/Transport Management will have to study additional papers as mentioned in Note No.1 above and similarly candidates seeking lateral entry on the basis of P.G. Diploma/Degree in any field of Hotel Management/Front Office Management/Accommodation Operations/Food and Beverage (Service) will have to study additional papers as mentioned in Note No.2 above.
- (4) Candidates seeking admission in MBA (HM) Part-III under Lateral Entry Scheme will undergo Two months Practical Training during MBA (HM) Part-III and would submit the Training Report by **31 August in MBA (HM) Part-III.**

18. MASTER OF COMPUTER APPLICATIONS

Part-I: Five theory papers and two practicals papers of 100 marks each.

CS-DE-11 Computer Organization & Networking Fundamentals (101)

CS-DE-12 Problem Solving Through 'C' (102)

CS-DE-13 Data Structures (103)

CS-DE-14 Data Base Management System (104)

CS-DE-15 Operating System (105)

CS-DE-16 Software Lab-I: Programming Using C

CS-DE-17 Software Lab-II: Word, Excel, Access/SQL

Part-II: Six Theory papers and two Practical papers of 100 marks each.

CS-DE-21 Computer Graphics (201)

CS-DE-23 System Simulation (203)

CS-DE-22 Object Oriented Methodologies

CS-DE-24 Operating System (204)

& C++ (202)

CS-DE-25 Database Systems (205)

CS-DE-26 Elective Paper (Any one of the following):

CS-DE-26 (i) Computer Oriented

CS-DE-26 (ii) Analysis and Design of

Optimization Techniques (206)

Algorithm (207)

CS-DE-26 (iii) Compiler Construction (208)

CS-DE-26 (iv) Artificial Intelligence (209)*

* The Directorate would supply the Study Material for CS-DE-26(iv) "**Artificial Intelligence**" (209). In case any candidate selects other option 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.

- CS-DE-27 Software Lab-I - Programming using C++ (210)
 CS-DE-28 Software Lab-II - Oracle (211)

Part-III : Five Theory papers and two Practical Papers of 100 marks each and Project Report of 100 marks.

- CS-DE-31 Computer Architecture & Parallel Processing (301)
 CS-DE-32 Web Engineering (302)
 CS-DE-33 Visual Programming (303)

CS-DE-34 Elective Paper (Any one of the following):

- CS-DE-34 (i) Microprocessor (304) CS-DE-34-(ii) Data Mining and Warehousing (305)
 CS-DE-34 (iii) Software Project Management (306)* CS-DE-34-(iv) Java Programming (307)

CS-DE-35 Elective Paper (Any one of the following):

- CS-DE-35 (i) Principles of Programming Languages (308) CS-DE-35 (ii) Theory of Computation (309)
 CS-DE-35 (iii) Internet Computing (310) CS-DE-35 (iv) Linux and Shell Programming (311)*

* The Directorate would supply the Study Material for CS-DE-34(iii) "**Software Project Management**" (306) and CS-DE (iv) "**Linux and Shell Programming**" (311). 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.

- CS-DE-36 Project Report (312)
 CS-DE-37 Software Lab-I (313) : HTML/XML/Java/Java Script/JSP
 CS-DE-38 Software Lab-II (314) : Visual Programming

Note : The candidates are required to submit the Project Report by **31.03.2014**. However those who sought admission in MCA-III under lateral entry scheme would submit the Project Report by **31.08.2014**.

19. M.SC. COMPUTER SCIENCE (SOFTWARE)

Part-I : Five theory papers and two practicals papers of 100 marks each.

- CS-DE-11 Computer Organization & Networking Fundamentals (101)
 CS-DE-12 Problem Solving Through 'C' (102)
 CS-DE-13 Data Structures (103)
 CS-DE-14 Data Base Management System (104)
 CS-DE-15 Operating System (105)
 CS-DE-16 Software Lab-I: Programming Using C
 CS-DE-17 Software Lab-II: Word, Excel, Access/SQL

Part-II : Six Theory papers and two Practical papers of 100 marks each.

- | | |
|--|----------------------------------|
| CS-DE-21 Computer Graphics (201) | CS-DE-23 System Simulation (203) |
| CS-DE-22 Object Oriented Methodologies & C++ (202) | CS-DE-24 Operating System (204) |
| | CS-DE-25 Database Systems (205) |

CS-DE-26 Elective Paper (Any one of the following):

- | | |
|--|--|
| CS-DE-26 (i) Computer Oriented Optimization Techniques (206) | CS-DE-26 (ii) Analysis and Design of Algorithm (207) |
| CS-DE-26 (iii) Compiler Construction (208) | CS-DE-26 (iv) Artificial Intelligence (209)* |

* The Directorate would supply the Study Material for CS-DE-26(iv) "**Artificial Intelligence**" (209). In case any candidate selects other option 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.

- | |
|---|
| CS-DE-27 Software Lab-I - Programming using C++ (210) |
| CS-DE-28 Software Lab-II - Oracle (211) |

20. MASTER OF ARTS (MASS COMMUNICATION)

Part-I : Five Theory papers of 100 marks each.

- | | |
|--|----------------------|
| I. Process & Practice of Communication (101) | IV. Reporting (104) |
| II. Print Media (102) | V. Advertising (105) |
| III. Electronic Media (103) | |

Part-II : Five Theory papers of 100 marks each:

- | | |
|---------------------------------------|----------------------------|
| VI. Editing (201) | IX. Public Relations (204) |
| VII. Media Research (202) | X. Media Production (205) |
| VIII. Development Communication (203) | |

21. MASTER OF ARTS (EDUCATION)

Previous : Five papers of 100 marks each.

- | | |
|---|--|
| 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) | |

Final : Four theory Papers of 100 marks each and **Paper-X** - Theory Paper & Field Work/Dissertation & Field Work of 100 & 50 marks respectively.

Compulsory Papers

- | | |
|---|---|
| VI. Contemporary Issues in Indian Education (201) | IX. Any one of the following :
(i) Management and Administration of Education (205)* |
| VII. Curriculum Development and Comparative Education (202) | (ii) Educational Technology (206) |

VIII. Any one of the following :

- (i) Special Education (203)*
- (ii) Educational Measurement and Evaluation (204)

X. Any one of the following :

- (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.

Note : 2. The Dissertation and Field Work are to be submitted by **30.6.2014**.

22. MASTER OF ARTS (ENVIRONMENTAL EDUCATION)

Previous : Four papers of 100 marks each.

- I. Basic Concepts of Ecology (101)
- II. Population and Community Ecology (102)
- III. Environmental Pollution and Sources of Energy (103)
- IV. Major National and Global Environmental Issues (104)

Final : Four papers of 100 marks each.

- V. Environmental Impacts and Education (201)
- VI. Natural Resources (202)
- VII. Wild Life & its Conservation (203)
- VIII. Water Resources & their Management (204)

23. LL.M.

Previous : There shall be six theory papers of 100 marks each and of 3 hours duration. Papers 1 to 4 are compulsory theory papers. For paper 5 & 6, the students may offer paper 1 & 2 from the optional **Group-C 'Business Law'**.

COMPULSORY PAPERS :

- I. Law, Social Transformation and Judicial Process in India (101)
- II. Indian Constitutional Law and the New Challenges (102)
- III. Principles of Statutory Interpretation. (103)
- IV. Legal Theory (104)

OPTIONAL PAPERS (Offered by the Directorate)

Paper V & VI : **Group (C) Business Law**

- V. Corporate Law and Management (105)
- VI. Law of Contractual Transactions (106)

Final : There shall be five theory papers of 100 marks each and a Dissertation of 100 marks.

Compulsory Paper

- I. Research Methodology (201)

Group C : Business Laws: Optional Paper

- II. Paper-III of Group C: Law of Banking and Negotiable Instruments (202)
- III. Paper-IV of Group C: Law of Industrial and Intellectual Property (203)
- IV. Paper-V of Group C: Insurance Law (204)
- V. Paper VI of Group C: Legal Regulation of Economic Enterprises (205)
- VI. Dissertation (206)

Note:- The dissertation is to be submitted by **31.3.2014**.

- 24 B.Ed. (2-Year) Part-II** (Only for those students who are already enrolled in Part-I with the Directorate during the session 2012-13 and have completed the 1st Year of B.Ed successfully.)

SECOND YEAR

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

Note: * For the students who have opted (i) Teaching of Social Science **(104)** or (ii) Teaching of Science and Technology **(106)** in the 1st Year.

3. 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 Course 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 upto 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 Performa Annexed.	Due date for submission of the Dissertation/ PR/FW/ TW/TR/SW/ Assignments/ Internship Certificates/ etc. and No. of copies to be submitted.	Eligibility conditions for appointment of Supervisor/Status of organisation for undergoing training/Internship after approval from the Course Coordinator.
1.	MCA-III MCA-III (Lateral Entry Scheme)	The Project work will start w.e.f. admission of the candidate in M.C.A. Part-III.	31.3.2014 (Two copies) 31.8.2014 (Two copies)	In reference to Paper CS-DE-36 entitled "Project Report", the candidate has to take up a case study relating to a real world entity under the supervision of a guide. The guide can be Assistant Professor/Associate Professor/Professor in the subject of Computer Science or IT in any Degree College, Engineering College or Universities or can be a Programmer/System Analyst with M.Tech. (CSE/IT) qualification in any reputed Software Development Company.
2.	MBA-I (Six-week On-the-Job training after 1 st year exam.) MBA-II (Training Report)	31.3.2014 ---	28.2.2015 (in MBA-II) (One copy) 28.2.2014 (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.
3	MBA(HM)-II [Two months Practical Training after MBA (HM) Part-II] MBA(HM)-III (Lateral Entry Scheme) [Two months Practical Training in MBA (HM) Part-III]	31.3.2014 Within 15 days of admission or upto 15 Jan. 2014 whichever is later.	28.2.2015 in MBA(HM) Part-III [Two copies of Training Report] 31.8.2014 (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.
4.	LLM-II (Dissertation)	Within 15 days of admission or upto 15 Jan. 2014 whichever is later with synopsis of proposed work.	31.3.2014 (One copy together with one copy of summary)	A teacher of Law Department at this University or at any other recognized University/Institution who is either Ph.D. in Law or has atleast five years P.G. regular teaching experience to his credit.

5.	M.A. Education (Part-II) (Dissertation) Field Work	Within 15 days of admission or upto 31.12.2013 whichever is later. During PCP	30.6.2014 (Two copies) 30.6.2014 (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.
6.	PGDEMM (Six week Training)	Within 15 days of admission or upto 15 Jan. 2014 whichever is later.	31.8.2014 (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.
7.	PGDT (Translation work)	Within 15 days of admission or upto 15 Jan. 2014 whichever is later.	15.6.2014 (Two copies)	A teacher in Hindi/English of the University Teaching Department at this University or at any other University or a teacher at any College/Institute affiliated with any university having 5 years Postgraduate teaching experience.
8.	BCA-II (Project Report) BCA-III (Project Report)	31.3.2014 ---	31.3.2015 in BCA-III year (Two Copies) 31.3.2014 (Two copies)	1. Qualified Teacher of Computer Sc. & Appli./ Computer Engineering/ Electronics with Computer qualifications or Programmer/ System Analyst from a recognized (i) University (ii) Degree College (iii) Engineering College (iv) Polytechnics 2. Computer Professionals of the rank of atleast a qualified Programmer from Government/ Semi Government/ Public Sector/Private Sector undertakings. Note: Any person employed in Private Teaching Shop will not be accepted as Supervisor in any case.
9.	BIM-II (Project Report) BIM-III (Project Report)	28.2.2014	30.6.2015 (in BIM-III) (Two copies) 30.6.2014 (Two copies)	Any working (regular) or retired teacher, teaching Commerce/ Management/ Computer/ Economics or from any other allied areas in the University Teaching Deptt./College/Institute of Management.
10.	BA/B.Sc./B.Com./ BIM/BCA Part-I (Practical Assignments on Field Work in the subject of Environmental Studies)	---	30.3.2014 (One copy) of around 20 pages neatly written or typed.	
11.	Certificate in French	Within 15 days of admission or upto 15 Jan. 2014 whichever is later.	31.3.2014 (One copy)	

- 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 Deptt./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 Report, etc. apart from registration of unfair means case (UMC) against the candidate. Two candidates can not submit a common Dissertation/Project Report/Practical Assignments/Translation Work/Training Report on 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 :**

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 finalise 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-space with 12 size-point on A4 size. The work should be brief and precise. The Dissertation/Project Report should be neatly typed and properly bound.
3. Foot notes, 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) Letter for the approval of Topic and the Name of Supervisor from Course Coordinator.
 - (iii) Certificate 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) Appendices/Annexures etc.

6. IN CASE OF WRITING DISSERTATION OF LLM, the candidates should prepare a chapterwise 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 Appendices etc.

- 7.**
- (i) The candidates of **BCA and MCA** are required to undertake a real project in BCA-III and MCA-III. The Project work may be the development of a software embodying novel ideas or it may be related to commercial/industry software development in a real environment.
 - (ii) In case of MCA candidates, the report on project work will consists of: introduction of the Project, System Analysis, System Design, Implementation, Listing of code, Input/output reports, conclusion and further scope etc.
 - (iii) The candidate has to submit two copies of Project Reports in the prescribed format alongwith the Softcopy of the project in the CD.

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 a 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/Organisation.
- (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 organisation 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) Appendices/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 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 alongwith 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-VI

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 2013-14 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-VII

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, 2014, which ever 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, 2014 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, 2014, 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,2014, 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,2014 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 finalised 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 Certificate Course in Computer Applications. In case a candidate submits two admission forms alongwith fee for admission to any other two different courses and 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.

SECTION-VIII

TUITION FEE CONCESSIONS

1. 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 instalments.
2. The **Scheduled Caste/Scheduled Tribe/Blind** candidates belonging to Haryana State seeking admission to any course are entitled to **full tuition fee concession**. They shall pay the balance fee in two equal instalments.
3. **Re-imbusement of Fees to SC/ST/Blind Students** : (i) Govt. of India has allowed reimbursement of non-refundable fees to the students through Distance Education (including distance & continuing education), provided they are not in full time employment and their monthly family income from all sources does not exceed Rs. 2000/-. Such students who are employed and whose income combined with the income of their parents/guardians does not exceed Rs. 1500/- p.m. are also eligible for this concession.
(ii) The eligible students should procure the prescribed application forms from the Education Department of the States to which they belong and submit the same, alongwith the required documents by the prescribed date to the quarters concerned through this Directorate. They should, however, pay usual fees to the Directorate and should apply for the refund to their respective State Govts., thereafter.
4. **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 instalment 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 instalment 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 2014. Application received after this date would be rejected.

SECTION-IX

EXAMINATION

A. GENERAL INFORMATION

(a) The **annual examination** of **undergraduate** and **post graduate** courses will **tentatively commence** on **1st April, 2014** and **2nd May, 2014** 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, 2014**. 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 despatched 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 examination. 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) 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.**

(e) 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 :

I WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY

(a) FOR UNDER-GRADUATE COURSES :

Ambala City/Cantt., Asandh, Barara (Only for Girls), Barwala (Panchkula), Cheeka, Dhand-Dadwana(Only for Girls), Gharaunda, Ismailabad (KKR) (Only for Girls), Israna (Panipat), Jagadhari, Kalka, Karnal, Kaithal, Kaul, Kurukshetra, Ladwa, Mullana, Matlauda, Matakrajri (Indri), Naneola, Naraingarh, Panchkula, Panipat, Pehowa, Pundri, Radaur, Sadhaura, Shahabad Markanda, Samalka, Yamuna Nagar, Hisar, Fatehabad, Hansi, Ratia, Bhattukalan, Mandi Adampur, Tohana, Sirsa, Jiwan Nagar, Jind, Narwana, Safidon, Uchana, Julana, Mandi-Dabwali, Odhan, Mustafabad, Ellenabad, Sewah, Nalwa, Sherda

(b) FOR POST-GRADUATE COURSES :

Ambala Cantt./City, Jagadhri, Kalka, Karnal, Kaithal, Kurukshetra, Panipat, Panchkula, Yamuna Nagar, Hisar, Fatehabad, Sirsa, Jind, Mandi-Dabwali.

II OUTSIDE THE JURISDICTION OF KURUKSHETRA UNIVERSITY

(only for the students of Postgraduate Courses)

1. Delhi/New Delhi
2. Ludhiana
3. Rewari
4. Gurgaon

The students of Postgraduate courses opting for any of the above examination centres will have to pay an additional examination centre fee of **Rs. 1000/-** at the time of admission with other admission dues.

Note : In no case Examination Centre at any other place will be allowed to be created.

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 instalments.

(ii) Discrepancy, if any, in the despatch 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.

(iii) 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, counselling 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 at least 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, practicals, 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. **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.**

3. 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.

4. 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 2014 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. 2014-2015, 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 30 September, 2014** 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.

4. (A) **GYAN SANCHAR - RADIO BROADCAST LECTURE SERIES**

The Directorate has launched Radio Broadcast lecture series GYAN SANCHAR from AIR, Kurukshetra. These lectures can be heard on 101.4 MHz every Sunday from 9:00 to 9:30 AM. Five minutes are reserved for interaction of learners with the speaker. Learners may direct their queries at Phone No. 01744-221336 of AIR. The Directorate is also establishing audio/video lab and is setting up Satellite Interactive Terminal for receiving programmes from EDUSAT using IGNOU National Beam.

The lecture broadcasts cover all the subjects, i.e. Journalism and Mass Communication; Political Science; Economics; Commerce; History; English; Hindi; Sanskrit; Punjabi; Computer Science; Maths; Library and Information Science; Management; Public Administration; Education; Environment Studies; Geography etc.

4. (B) ORGANISATION OF PERSONAL CONTACT PROGRAMMES

(i) **Undergraduate Programmes:** The Directorate organises 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 organised 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; 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; Dept. of Computer Sc. & Engg., C.M.K. National Girls College, Sirsa; M.L.N. College, Yamuna Nagar; G.N. Khalsa College, Yamuna Nagar; National Institute of Technology, Kurukshetra; Bhagwan Parshu Ram College, Kurukshetra; Directorate of Distance Education, Kurukshetra University, Kurukshetra; C.R. Kisan College, Jind; M.M. College, Fatehabad.

Students are advised to contact these centres even if they are not in receipt of letters from Directorate for attending the classes. The detailed schedule will also be available at our Website: www.kuk.ac.in.

(ii) **Postgraduate Programmes:** Personal Contact Programmes are organised in the main University Teaching Departments. The detailed schedule can be seen from our Website: www.kuk.ac.in.

5. (i) **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 practicals 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).

(ii) **For PGDCA, BCA, CCFD, CCA, M.Sc. Computer Sc.(SW), M.Sc. Geography and M.C.A.-** Two intensive Personal Contact Programmes (Theory and Practical) separately for Certificate Course in Fashion Designing, P.G. Diploma in Computer Applications, Bachelor of Computer Applications, M.Sc Computer Science (Software), M.Sc. Geography, MCA and Certificate course in Computer Applications 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).

(d) 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 :

- | | | |
|------|---|-----------------------|
| i) | Change of option of a paper having more than one options in any course. | Rs. 500/- per option |
| ii) | Change of a Subject of B.A.-I | Rs. 500/- per subject |
| iii) | Change of Course from 1st year to 1st year (Change of subject of M.A./M.Sc. will be treated as change of course). | Rs. 1000/- |

Note : The students who wish to change the course under (iii) above will be required to fill up and submit the **fresh Examination Form**, obtainable from the DDE free of cost failing which they will not be issued Examination Roll No. for which students themselves will be responsible.

The above change(s) may ordinarily be allowed as under without any late fee :

- | | upto |
|---|-------------|
| (i) In the case of BA/B.Com./BIM/B.C.A.
B.Lib.Sc./B.Ed./D.Lib. Sc./CCA/CCU/CCFD/CF | 30.12.2013 |
| (ii) In the case of Master Degree/Diploma
and Other Courses | 31.01.2014 |

A student, who does not mention his/her optional paper/elective subject in the admission/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.

(e) MEDIUM OF INSTRUCTION

The medium of instruction for various courses shall be as under. The printed study material will be supplied to the students in the language mentioned against each course.

Sr.No.	NAME OF THE COURSE	MEDIUM OF STUDY MATERIAL
1.	B.A.(subjects of English & Maths),BIM, M.Sc. (Math, Geog.), M.A.(English, Environmental Education & Education), B. Lib. Sc.; M.Lib. Sc.; BCA, CCA, CCFD/CF All PG Diplomas (except PG Diploma in Translation and PGDJMC), M.Com.; L.L.M.; M.A. (DSS), M.Sc. Computer Sc.(SW), MCA & MBA,MBA(HM)	ENGLISH
2.	PG Diploma in Journalism & Mass Communication, MA (Mass Communication), B.Ed.	ENGLISH/HINDI
3.	B.A.(except subjects of Maths, English Panjabi), B.Com., D.Lib.Sc., PG Dip. in Translation, M.A. in Hindi, Sanskrit, Pol. Sc., History, Pub. Admn.,Philosophy Economics	HINDI
4.	B.A.(subject of Panjabi)/M.A. in Panjabi	PANJABI
5.	Certificate Course in Urdu	URDU

(f) MEDIUM OF QUESTION PAPERS

(i) The question-papers will be set **both in Hindi and English** for B.A., B.Com., Dip. in Lib.Sc., BIM, B.Ed., CCFD, PG Dip. in JMC, PG Dip./M.A. in Environmental Education, MA (Mass Communication), Philosophy, M.Sc. (Geography), M.A. (DSS), M.A. Courses except in the case of English, Hindi, Panjabi where these will be set in the language concerned and M.A/M. Sc. Maths as also M.A. Education where these will be set in English.

(ii) The question paper will be set **in English only** for Bachelor/Master of Library & Information Science, M.Sc. Maths, M.A. English, BCA, CCA,CF, B.Sc.IS, LLM, M.Com, MCA, MBA, MBA(HM), M.Sc. Computer Sc.(SW) and other PG Diploma Courses where these shall be set in English & Hindi. The question paper of Certificate Course in Urdu will be set in Urdu language.

(iii) The candidates shall write their answers as under :

Sr.No.	Course	Language
1.	B.A., M.A. (Pol. Sc., Eco., History, Pub. Admn.) D. Lib. Sc., PGDJMC, PGDEE, MA(EE)	Hindi OR English OR Panjabi
2.	B.Com., B.Lib. Sc., M. Lib. Sc., CCFD, PGDT, BIM, M.A. (M.C.), M.Com., M.A. (DSS), M.A. Education, Philosophy, M.Sc. (Geography), B.Ed.	Hindi OR English
3.	Other PG Diplomas/Diplomas, CCA, BCA, LLM & M.Sc. Computer Sc.(SW) MCA, MBA, MBA(HM)	English
4.	Certificate in French	French/English
5.	M.A. (English, Hindi, Panjabi and Sanskrit)	Language concerned
6.	Certificate Course in Urdu	Urdu

SECTION - XI

FACILITIES AVAILABLE

(A) STUDENT SUPPORT SERVICES

A special feature of our Directorate is to ensure removal of difficulties at personal level so that participation of the students in this programme becomes really effective and meaningful. Students finding any difficulty in pursuing the distance education courses with this Directorate may get in touch with Director secretariat/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 in the Directorate and/or the Course Coordinators during working hours on any working day in the Directorate/concerned Department.

(B) LIBRARY-CUM-STUDY CENTRE

The Directorate has a **centrally air conditioned** Library-cum-Study Centre in its premises at Kurukshetra. 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 distance education courses.

(D) TEACHING BLOCK

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

(E) JAWAHARLAL NEHRU LIBRARY

The students of the Distance Education courses of this University can also make use of the consulting facilities available at Jawaharlal Nehru Library of the University at its Campus, on production of their Identity Card, issued by the Directorate.

(F) 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-XII

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.

The last date for submission of Exam. Forms for appearing in the Supplementary Exam. is **5th August** for Under-graduate courses and **20th September** for Post-graduate courses or as indicated on the prescribed Examination Form. 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 despatch of the DMCs by the Examination Branch/DDE, whichever is later.** Reappear/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 Exam. 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 recognised 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(Phone 01744-238169).

- 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-XIII

LIST OF HOLIDAYS 2013

Sr.No.	Name of Holiday	Date	Days of Week
DIRECTORATE REMAINS CLOSED ON ALL SATURDAYS & SUNDAYS			
1.	Id-ul-Fitr	09 August	Friday
2.	Independence Day	15 August	Thursday
3.	Janamasthmi	28 August	Wednesday
4.	Haryana's Heroes' Martyrdom Day	23 September	Monday
5.	Mahatma Gandhi's Birthday	02 October	Wednesday
6.	Id-UI-Juha (Bakrid)	16 October	Wednesday
7.	Maharishi Balmiki Birthday	18 October	Friday
8.	Haryana Day	01 November	Friday
9.	Vishwakarma Day	04 November	Monday
10.	Christmas Day	25 December	Wednesday
11.	Shahid Udham Singh Jayanti	26 December	Thursday

HOLIDAYS (2014)

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2014**, 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 2014 will, however, be notified later on).

OFFICE HOURS : 9.00 A.M. to 1.30 P.M.
2.00 P.M. to 5.00 P.M.

BANK HOLIDAYS

The Oriental Bank of Commerce situated in the University and Punjab National Bank will remain closed on 9, 15, 28 August; 30 September; 2, 18 October; 25 December, 2013. Bank transaction will also remain closed on April 1, 2014.

Published by :

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

Printed by :

MANAGER,
Printing & Publications,
Kurukshetra University, Kurukshetra.

For SC/BC/Blind candidates belonging to Haryana for claiming tuition fee/Prospectus price concession and relaxation in eligibility for LL.M. & M.A. Education Part-I)

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 recognised 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.

(For candidates of all courses for claiming tuition fee/Prospectus price concession and relaxation in eligibility for LL.M. & M.A. Education Part-I)

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, Churra, Bhangi	3.	Bangali	4.	Brar, Burar, Berar
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chanal	10.	Dagi	11.	Darain	12.	Daha, Dhaya, Dhea
13.	Dhanak	14.	Dhogri, Dhangri, Sigg	15.	Dumna, Mahasha, Doom	16.	Gagra
17.	Gandiala, Gandhil, Gondaloo	18.	Kabirpanth, Julaha	19.	Khatik	20.	Kori, Koli
21.	Marija, Marecha	22.	Mazhabi, Mazhibi Sikh	23.	Megh, Meghwal	24.	Nat, Badi
25.	Od	26.	Pasi	27.	Perma	28.	Pherera
29.	Sanhai	30.	Sanhal	31.	Sansi, Bhedkut Manesh	32.	Sansai
33.	Sapela, Sapera	34.	Sarera	35.	Sikligar, Bariya	36.	Sirikiband
37.	Chamar	38.	Jatia Chamar	39.	Rahgar	40.	Raigar
41.	Ramdasi	42.	Ravidasi	43.	Balahi	44.	Batai
45.	Bhatoi	46.	Bhambi	47.	Chamar-Ravidas	48.	Jatav
49.	Jatava	50.	Mochi	51.	Ramadasia		

(For candidates of all courses for claiming Prospectus price concession)

LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)

Sr. No.	Name of the Caste	Sr. No.	Name of the Caste	Sr. No.	Name of the Caste
1.	Aheria, Aheir, Heri, Naik, Thori or Turi, Hari	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bargin	5.	Barwar	6.	Barari, Tamboli
7.	Baragi, Bairagi, Swami, Sadh	8.	Battora	9.	Bharbhunja Bharbuja
10.	Bhat, Bhatra, Dapri, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Diaya	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.	Chasi, Chasiara or Ghosi
25.	Gorkhas	26.	Gawals. Gowala	27.	Gadaria, Pal, Bagnel
28.	Garhi –Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra Brahman, Khati, Suthar, Dhiman, Tarkhan, Barnai, Baddi
31.	Joginath, Jogi Nath Jangum 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	41.	Madri	42.	Mochi
43.	Mirasi	44.	Nar	45.	Noongar
46.	Nalband	47.	Pinja, Penja	48.	Rehar, Rehara or Re
49.	Raigar	50.	Rai Sikh	51.	Rechband
52.	Shorgir, Shergir	53.	Soi	54.	Singrkant, Singrwala
55.	Sunar, Zargar, Soni	56.	Thathera, Tamera	57.	Teli
58.	Vanzara, Banjara	59.	Weaver (Jullaha)	60.	Badi/Baddon
61.	Bhattu/Chlattu	62.	Mina	63.	Rahbari
64.	Charan	65.	Charaj (Maha Brahman)	66.	Udasin
67.	Ramgarhia	68.	Rangrez, Lilgar, Nilgar, Lallari	69.	Dawala, Soni-Dawala, Nyaaria
70.	Bhar, Rajbhar	71.	Nat (Muslim)		

At present Raigar, Mochi and Julaha castes find a mention in the list of the both scheduled castes and backward classes and it has been decided that persons belonging to these castes, who are not covered under the scheduled castes being Non-Hindus or Non-Sikh, can take the benefits under the backward classes only.

LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-B)

- | | | |
|---|-----------|---------------|
| 1. Ahir/Yadav | 2. Gujjar | 3. Lodh/Lodha |
| 4. Saini/Shakya/Kushwaha/Koeri and Maurya | 5. Meo | |

LIST OF SPECIAL BACKWARD CLASSES IN HARYANA

- | | | | | |
|--------|-------------|------------|--------|----------|
| 1. Jat | 2. Jat Sikh | 3. Bishnoi | 4. Ror | 5. Tyagi |
|--------|-------------|------------|--------|----------|

Appendix-IV

For candidates of all courses for claiming tuition fee/Prospectus price concession and relaxation in eligibility for LL.M. & M.A. Education Part-I)

SCHEDULED CASTE CERTIFICATE

Photo of Applicant to be Attested by the 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. _____
Dated _____
Place _____

Sub-Divisional Officer (C)
(with legible seal)

Appendix-V

(For candidates of all courses for claiming Prospectus price concession)

BACKWARD CLASS CERTIFICATE (BLOCK 'A' OR 'B')

Photo of Applicant to be Attested by the 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.

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

Sr. No.
Place
Dated

Issuing Authority : Tehsildar or Naib Tehsildar
Head of Department in case of Government employees

The affidavit should be of the month of May, 2013 or later.

Appendix-VI

((For candidates of all courses for claiming tuition fee/Prospectus price concession and relaxation in eligibility for LL.M. & M.A. Education Part-I)

BLIND CANDIDATE CERTIFICATE

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

_____ is blind.

No. _____
Date _____
Place _____

CHIEF MEDICAL OFFICER
(with legible seal)

Appendix-VII

(For candidates of LL.M. & M.A. Education Part-I for claiming relaxation in eligibility conditions)

**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.

(Signature of the Applicant)

Dated: _____
Place: _____

Chief Medical Officer
_____ Haryana

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.

AFFIDAVIT IN LIEU OF MIGRATION CERTIFICATE

(To be submitted on stamp paper of Rs. 5/- 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 2013-14 **as per provisions given in the DDE Prospectus at page 1-2, Sr.No.5 of Important Instructions.**

OR

That I am not appearing in any other examination from any other University/Board during the **session 2013-14** simultaneously with _____ (Name of the Course) Examination of the Kurukshetra University **except in the examination as mentioned at Sr. No. 5 of Important Instructions** given in the Prospectus.

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 the 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.

DEPONENT

Date : _____
Place : _____

(To be attested by the Magistrate 1st Class)

**DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

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: _____
DDE Ref.No. _____ Year _____
Session: **2013-2014** (I/II/III)

(b) Topic (in English) _____

(in Hindi) _____

Dated: _____

Signature of the student
Address: _____

Mob. No. _____

PARTICULARS OF THE SUPERVISOR:

(a) Name: _____ Designation: _____
Qualifications: _____
Teaching experience: **UG** _____ years **PG** _____ years
Postal address: _____

(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)

("A" Grade, NAAC Accredited)

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: _____
DDE Ref.No. _____ Year _____
Session: **2013-2014** (I/II/III)

(b) Area of Training (in English) _____
(in Hindi) _____

Signature of the student

Dated : _____

Address: _____

Mob. No. _____

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 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 turn over 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 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)

Sr. No. _____

DDE Ref.No. _____

(To be assigned by the office)

DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA

FORM 'A'**ADMISSION FORM (Session 2013-14)**

Note :- 1. Candidates are advised to submit attested copies of marks sheet/certificate of qualifying exam, affidavit in lieu of Migration Certificate on the format (page-80) with their forms for checking of their admission eligibility.

2. The candidate must mention his/her Name, Father's Name, Address, Class on the back side, Left Corner of the Bank Drafts, failing which the Directorate shall not be responsible for the loss of Bank Drafts.

APPLICATION FORM FOR ADMISSION TO _____ **Part** _____ (1st/2nd/3rd) *

Bank Draft No. _____ Dated _____

Amount Rs. _____

Name of Issuing Bank: _____

Details of Fee Deposited by Bank Voucher: _____

For Office Use

DDE Fee Receipt No. & Date _____

Fee Clerk _____

Fee Asstt. _____

Affix with gum
your latest
Passport size
**Photograph duly
ATTESTED**

Signature of the candidate

1. Name (**IN BLOCK LETTERS**) _____ 2. Date of Birth: _____

3. Father's Name _____ Mother's Name _____

4(a).K.U. Regn. No. _____ 4(b). Have you been issued Migration Certificate from K.U.? **Yes/No***
 (if already registered with K.U.K.) (If **Yes**, affidavit as per Annexure at **page 80** must be submitted)

5. Indian/Foreigner* Haryana Resident/Other State* Gen/SC/ST/BC-A/BC-B/DA/ESM/FF/Blind*If Foreigner, Name of the Country _____ Urban/Rural* Sex (M/F)*

6. Postal Address _____

_____ Block _____ District _____ State _____

Pin _____ Phone _____ Fax _____ E-Mail _____

7. Are you simultaneously appearing in any other examination? If so, indicate: Class/Exam. _____

Full Paper/Compt./Improvement _____ Exam Date _____

Number of Papers _____ University/Board _____

8. Session of joining 1st year of the course _____9. Self/Ward/Spouse of KU regular employee***10. Educational Qualifications**

Examinations	Board/ University	Roll No.	Year of Passing	Subjects	Marks obtd.	%age of marks
Matric/Hr. Sec.						
10+2						
B.A./ B.Com/ B.Sc./ BBA/ BIM/ BCA, etc.	I					
	II					
	III					
M.A./ M.Sc./ M.Com. etc.	I					
	II					
Any other Exam						
Last exam appeared/ passed						

* Tick whichever is applicable.

11. Have you ever been disqualified or debarred from appearing in any examination? **YES/NO***

If so, give particulars:

University/Board _____ Year: _____ Class: _____ Roll No. _____

12. Medium of instruction for PGDT (H/E)/PG Dip. In JMC/MA (Mass Communication): **ENGLISH** **HINDI**

13. Subjects offered (See Section-V of the Prospectus)

Compulsory Subjects/Papers

Optional Subjects/Papers

Sr. No.	Paper's Name	Paper Code	Sr. No.	Paper's Name	Paper Code
1			1		
2			2		
3			3		
4			4		
5			5		

14. Documents attached (See **Section I, Cl. 19, Pages 3-5 of the Prospectus**)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

DECLARATION

I declare that I have carefully read the instructions/rules and regulations contained in the Prospectus 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.

Place _____

Countersigned

Date _____

Father/Guardian

Signature of the Candidate

FOR OFFICE USE

- (i) **ELIGIBLE: Yes/Not** because _____

- (ii) **Documents wanting and discrepancy** if any: _____

- (iii) **Candidature cancelled due to non submission of** _____

Clerk(DE)

Asstt.(DE)

Supdt.(DE)

DR/AR(DE)

14. The Details of all the examinations in which already appeared:

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

15. 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

16. 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.....

17. Please write one sentence each in Hindi/English in your own handwriting:
In Hindi.....
In English.....

18. I solemnly declare that the particulars filled in by me are correct and nothing has been concealed and that in case of any discrepancy found therein, I shall be responsible for the consequences.

Dated:.....
Place:

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:.....
Place:.....

Signature of attesting authority
With Office Seal

IMPORTANT NOTE: Incomplete Examination Form will not be entertained.

TO BE FILLED BY THE CANDIDATE

Address for Correspondence	Permanent Address
Name of Class..... DDE Ref. No.....	Name of Class..... DDE Ref. No.....
Name: _____	Name: _____
Father's Name: _____	Father's Name: _____
Address: _____	Address: _____
_____	_____
Distt. _____ State _____	Distt. _____ State _____
Pin Code _____ Mob.No. _____	Pin Code _____ Mob.No. _____

DDE Ref. No.....

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

FOR STUDENT

Roll No.-cum-Admit Card

April/May, 2014

Name of Exam:

Exam. Roll No.....

KU Regn. No.....

Name.....

Father's Name: Sh.....

College/Dept.: Directorate of Distance Education
Kurukshetra University, Kurukshetra

Centre of Exam:

Signature of Candidate:

Space for affixing
**Unattested
Photograph**
of the 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.

DDE Ref. No.....

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

FOR CENTRE SUPERINTENDENT

Roll No.-cum-Admit Card

April/May, 2014

Name of Exam:

Exam. Roll No.....

KU Regn. No.....

Name.....

Father's Name: Sh.....

College/Dept.: Directorate of Distance Education
Kurukshetra University, Kurukshetra

Centre of Exam:

Signature of Candidate:

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

Controller of Examinations

DIRECTIONS FOR GUIDANCE OF THE CANDIDATES

Important Notes

1. This Roll Number (Admit Card) is NON-TRANSFERABLE.
2. The Roll Number (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.K. For change of centre, apply at least 15 days before the date of commencement of examination on the prescribed form with the fee supported by the documentary proof of the ground due to which change of Examination Centre is required.
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.

Controller of Examinations



**Directorate of Distance Education
Kurukshetra University Kurukshetra
Identity Card (Session 2013-14)
Provisional**

**Unattested
Stamp Size
Photo
paste here**

Name

Father's Name

Mother's Name

Class : Ref. No.....

Postal Address

.....Mob. No.....

.....
Student's Sign

Dy./Asstt.Registrar (DE)

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

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 2013-14 only. It may be forfeited by the Directorate if the student is found guilty of misbehaviour or when any disciplinary action is taken against him/her.

Director (DE)

Acknowledgement Card - I
(To be sent with Admission Form)

No.DDE-IV/_____
Dated:_____

Session: 2013-2014

Fee of Rs.....sent vide B.D. No. Dated.....
(To be filled in by the student).

Your application for admission to the.....Course has been received and you have been assigned Provisional Ref. No..... subject to confirmation of your eligibility. Please quote this Ref. No. in your all future correspondence.

The fee remitted by you has been received vide Receipt No..... Dated..... for Rs..... and a sum of Rs is still due from you which should be expedited within 15 days. Besides, 2nd instalment of fee should reach this office by the due date.

Kurukshetra University,
Kurukshetra - 136 119

Assistant (Accounts)
for Director, DDE

Admit Card for appearing in the University examination will not be issued if full fees have not been paid.

Acknowledgement Card - II
(To be sent with the 2nd Instalment of Fee)

No.DDE-IV/_____
Dated:_____

Session: 2013-2014

Fee of Rs.....sent vide B.D. No. Dated.....
(To be filled in by the student).

The 2nd instalment of tuition fee/other dues (if any) from the student (DDE Ref. No.)..... Course.....has been received vide Receipt No..... Dated: for Rs..... and a sum of Rs..... is still due from you which should be expedited.

Kurukshetra University,
Kurukshetra - 136 119

Assistant (Accounts)
for Director, DDE

Admit Card for appearing in the University examination will not be issued if full fees have not been paid.

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

Postal
Stamp
paste
here

To

From:
Director,
Directorate of Distance Education,
Kurukshetra University,
Kurukshetra - 136 119
Haryana (India)

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

Postal
Stamp
paste
here

To

From:
Director,
Directorate of Distance Education,
Kurukshetra University,
Kurukshetra - 136 119
Haryana (India)

REGISTERED/SPEED POST

Session: 2013-14

Admission Form for Class : _____ Part _____ (1st/2nd/3rd)

To

**The Director,
Directorate of Distance Education,
Kurukshetra University,
Kurukshetra - 136 119
Haryana (India)**

Postal
Stamp
affix here

From:

Mob. No. _____

KURUKSHETRA UNIVERSITY WELCOMES YOU



EAGER TO SERVE THE NATION

'Quality Education at Learner's Door Step'

ON INDIA GOVERNMENT SERVICE

REGD./SPEED POST (PRINTED MATTER)

To

From:

MANAGER
Printing & Publications
Kurukshetra University
Kurukshetra-136 119 (Haryana)

Price:

(For General Category)

Rs.400/- At the KUK Counter
Rs.450/- By Regd./Speed Post

(For SC/BC/Blind Candidates of Haryana only)

Rs.100/- At the KUK Counter
Rs.150/- By Regd./Speed Post