

DE-B.Ed-15



# B.Ed. PROSPECTUS

## 2015-16



**DIRECTORATE OF DISTANCE EDUCATION**  
**KURUKSHETRA UNIVERSITY, KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

('A' Grade, NAAC Accredited)

Website: [www.ddekuk.ac.in](http://www.ddekuk.ac.in)

# DIRECTORATE OF DISTANCE EDUCATION

## KURUKSHETRA UNIVERSITY KURUKSHETRA

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



### VISION OF THE DIRECTORATE

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

### MISSION

*Striving to bridge the gap in higher education and aiming to produce well informed and learned society and reaching the unreached, Directorate of Distance Education, Kurukshetra University, Kurukshetra seeks to meet the current and future demands on the system of education.*

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Directorate of Distance Education  
KURUKSHETRA UNIVERSITY, KURUKSHETRA  
(\*A\* Grade, NAAC Accredited)

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Spotlight

Welcome to Directorate of Distance Education

Directorate of Distance Education is the pioneer institute of Haryana imparting quality education over the last 35 years. It caters the academic needs of thousands of education seekers who are either deprived of

For further details visit Directorate's website: [www.ddekuk.ac.in](http://www.ddekuk.ac.in)  
e-mail: [ddekuk@gmail.com](mailto:ddekuk@gmail.com)

# DIRECTORATE OF DISTANCE EDUCATION



## PROSPECTUS

**B.Ed. (2 – Year)**

(Recognized by NCTE)

**2015-16**

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

## **Admission Schedule**

### **B.Ed. (2-YEAR) PART-I**

Admission will be made on the basis of merit in the qualifying examination and as per reservation policy of Government of Haryana. The schedule for submission of Admission Forms is as under:

1. Last date of Receipt of Admission Forms : **30-09-2015 (Wednesday)**  
Merit list will be displayed on DDE website: <http://www.ddekuk.ac.in>
2. Admission fees/dues are to be deposited only on demand from the Directorate after declaration of merit list and finalization of admission.

#### **Programme Coordinator:**

**Dr. (Mrs.) G. Ponmeni,**  
Assistant Professor,  
Directorate of Distance Education,  
Kurukshetra University, Kurukshetra

Contact No.

EPABX Nos. 01744-238410, Extn. 2983 (O)

Phone No.-01744- 238165

E-mail: [gponmenikuk@rediffmail.com](mailto:gponmenikuk@rediffmail.com)

**DDE Enquiry : 01744-238518; Fax : 01744-239628**

EPABX Nos. 01744-238196/238410/238629/238679

Extn.- 2600,2594,2590,2592

**DDE Email: [ddekuk@gmail.com](mailto:ddekuk@gmail.com)**

**DDE Website: <http://www.ddekuk.ac.in>**



**Lt. Gen.(Dr) DDS Sandhu, PYSM, ADC(Retd.)**

D.Litt.(Mgt.), Ph.D., M.Phil., MBA, M.Sc., MMM, MDBA  
**VICE-CHANCELLOR**

Former V.C., Guru Jambhadracharya University of S&T  
Former Director General, Ordnance Services  
Former Principal, College of Materials Management, Jabalpur  
Pastor, Joint Council of Logistics Board  
Member, Board of Studies, IIM  
Fellow of British Institute of Management  
Hon'ble Fellow of Indian Institute of Administrative Management  
Member Advisory Board, ICA, AMU, Aligarh  
Member, Governing Body of Haryana Academy of History and Culture  
Member, IIT Regional Institute of Sci.&Tech., Rohtak, Haryana  
Member, Haryana State Higher Education, Member, Governing Board,  
Dauji University (USA)  
Member, Haryana State Innovation Council



**Kurukshetra University,**  
**Kurukshetra - 136 119 (INDIA)**

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



## Message

I am pleased that you are considering to study at Kurukshetra University Kurukshetra, an institution renowned for research, teaching and learning excellence. Kurukshetra University has a commitment 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.

Established in 1976, the Directorate of Distance Education, Kurukshetra University is a pioneer Institute of higher learning. It caters to the needs of learners who want to study further while continuing with jobs or who might not be able to attend a full-time course for various reasons. It is a matter of great pride that the excellent quality of course material, faculty, delivery methodology and student support services have been recognized and that the Kurukshetra University has been ranked the No.1 University for Distance Learning by the prestigious Career 360 Survey. Directorate of Distance Education was selected for the prestigious Dyandeep Award in 2015 making education accessible to the masses.

Keeping pace with latest developments in various areas of study and the emerging societal needs, the Directorate has introduced a number of new courses. Additionally, the focus has also been on consolidating traditional courses and making them attractive for students. Presently, the Directorate offers 38 courses at the undergraduate and postgraduate levels and more than 25,000 students have been enrolled in these programmes. All the courses offered by the Directorate are recognized by the Distance Education Bureau, University Grants Commission, New Delhi.

To facilitate its prospective and past students, the directorate has introduced a new website and the admission process and delivery of course material has been made online. The Directorate also offers course content to its students through Radio Lectures, broadcast by All India Radio, and lectures telecast under EDUSAT programme from Indira Gandhi National Open University, New Delhi.

I hope this prospectus gives you all the information you need to make Kurukshetra University your choice university. It has been designed to help you explore different degree requirements, fee structure, and other on-campus facilities for students and so on.

We encourage you to choose Kurukshetra University, and look forward to welcoming you to Kurukshetra University in 2015.

D.D.S. Sandhu



Prof. R.K. Sharma

**DIRECTOR**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**KURUKSHETRA UNIVERSITY**  
KURUKSHETRA-136 119

### **From the Director's Desk**

The Directorate of Distance Education, Kurukshetra University, Kurukshetra was established in 1976 with one motive, "reaching the unreached" by offering "the quality education at learner's door step." The Directorate 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 impetus of the Directorate is to digitally (ICT Programmes), reach out to large number of education seekers with quality educational material to address the issues of equity across geographic, social and demographic barriers.

To-day, the Directorate is providing under-graduate and post- graduate education in thirty eight programmes having an enrolment over 25000 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).

All the courses offered by the Directorate of Distance Education, Kurukshetra University, Kurukshetra are recognized by the Distance Education Bureau of UGC, New Delhi. These courses are recognized for the purpose of employment to the posts and services under the Central/State Governments.

B.Ed (2-Year) programme offered by the Directorate (approved by NCTE) is planned to update basic knowledge of the teachers in the subject and sharpening competence and skills for effective teaching at Secondary School level. This programme trains the in-service teachers for class room transactions, management and remedial methods and evolving requirements of the fast and slow learners in modern scenario. 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 scenario.

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



(R.K. Sharma)

## STATUTORY OFFICERS OF THE UNIVERSITY

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

### Phones

<b>VICE-CHANCELLOR</b>	<b>Lt. Gen. (Dr.) D.D.S. Sandhu</b> PVSM, ADC (Retd.)	01744-238039 (O)
<b>REGISTRAR</b>	<b>Dr. Krishan Chand Ralhan</b> M.A., M.Phil., Ph.D.	01744-238026 (O)

## DIRECTORATE OF DISTANCE EDUCATION

<b>DIRECTOR</b>	<b>Prof. R.K. Sharma</b> M.Sc., M. Phil., Ph.D	01744-238628 (O)
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## FACULTY OF THE DIRECTORATE

### Associate Professors

1. Ms. Sangeeta Sethi, M.A.; M.Phil	English	01744-238879 (R) <b>ssethi@kuk.ac.in</b>
2. Ms. Nisha Garg, M.A.; M.Phil	Pol. Sc.	01744-238532 (R) <b>mail_nishagarg@yahoo.co.in</b>
3. Dr. (Mrs.) Vidya Chaudhary , M.A.; M.Phil; Ph.D	Hindi	01744-238162 (R) <b>dr.vidyadevi@gmail.com</b>

### Assistant Professors

1. Dr. Kamraj Sindhu M.A.; Ph.D, B.Ed.; PGDT; PGDJMC; M.A.(MC)	Hindi	094160-90378 (M) <b>sindhukamraj@rediffmail.com</b>
2. Dr. (Mrs.) G. Ponmeni M.Sc.; M.Ed.; M.Phil. (Botany, Education); MLISC.; Ph.D.	Education	01744-238165(R) <b>gponmenikuk@rediffmail.com</b>

- |  |                     |   |
|--|---------------------|---|
| 3. Mrs. Meenakshi Chahal<br>M.A. (Eng.); M.Ed.<br>M. Phil.           | Teaching of English | 09050021652(M)<br><b>mink_chahal@rediffmail.com</b>       |
| 4. Dr. Jyotsna Gupta<br>M. Lib. Sc., Ph.D                            | Library Science     | 082959-61460 (M)<br><b>dr-jyotsnagupta@rediffmail.com</b> |
| 5. Dr. (Mrs.) Geetika Sandhu<br>M.A., M.Phil., Ph.D (English)        | English             | 094668-37029 (M)<br><b>geetikasandhu21@gmail.com</b>      |
| 6. Dr. Narender Kumar<br>M.A., M.Phil., Ph.D.<br>(History), P.G.D.R. | History             | 094660-62270 (M)<br><b>narender_kkr@yahoo.co.in</b>       |
| 7. Dr. (Mrs.) Kushwinder Kaur<br>M.Sc. (Hon's) in<br>Economics, Ph.D | Economics           | 090174-21898 (M)<br><b>kushwinderkaur@gmail.com</b>       |



## ADMINISTRATIVE OFFICERS

		P&T Phone	EPABX Ext.
<b>ASSTT. REGISTRAR</b>	Sh. Yash Pal Narang	01744-238385(O)	2590(O)
<b>DR/AO</b>	Vacant	01744-238385(O)	2592(O)

## SUPERINTENDENTS

1. Smt. Versha Rani	01744-238196	2588(O)
2. Shri. Radhey Shyam	01744-238196	2603(O)
3. Smt. Santosh Gulati	01744-238196	2594(O)
4. Smt. Hirosh Sharma	01744-238196	2589(O)
5. Smt. Asha Pruthi	01744-238196	2124(O)
6. Vacant	01744-238196	2591(O)

## OTHER IMPORTANT PHONE NUMBERS FOR STUDENTS

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

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

2. For **Enquiry** contact  
**Directorate of Distance Education**  
Phone No. **91 - 1744 - 238518.**

**Communications to be addressed at:**

**DDE Enquiry :** 91-1744-238518

**FAX :** 91-1744-239628

**Gram :** 'Dharmakshetra'

**Website :** <http://www.ddekuk.ac.in>

**E-mail :** 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 BrahmSarovar. 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 centrally air-conditioned auditorium with a seating capacity of 2500 and 70mm projector, Senate Hall, Conference Hall, well-equipped Sports Complex (Play fields, Gymnasium, Stadium, Swimming Pool, Tennis Courts, Volleyball, Basketball Courts, etc.), Teachers' Club, Club for Administrative staff, 25 Hostels, (12 for Boys & 12 for Girls and 1 for Foreign students), School, Health Centre, Business Complex, about 700 quarters for all categories of staff. Kurukshetra University has a rich Jawaharlal Nehru Library with more than 3.00 lac documents including books, journals and rare manuscripts, Internet Section of 100 nodes, Computer Centre, Museum, Instrumentation (USIC) workshop, NSS Centre, Students' Guest House, Faculty House, etc. In addition to Directorate of Distance Education, University College and University College of Education, the University has 45 Teaching Departments on the campus and 366 affiliated colleges situated in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Fatehabad, Jind, Karnal, Kurukshetra and Panchkula.

## THE DIRECTORATE

Kurukshetra University in 1976 initiated Distance Education Programmes through Directorate of Correspondence Courses. The motive of the Directorate was to provide an opportunity to harness the benefits of higher education to the deprived people who due to some compulsions, and reasons could not continue their studies either because of limited seats available in regular colleges or due to pecuniary and other social reasons. The Directorate's endeavour has been to combine the twin objective of reaching the unreached and meeting the rising educational aspirations of the masses. With the advancement and implementation of technology in imparting education through Distance mode, the Directorate was re-casted to Directorate of Distance Education. The Directorate enrolls every year around 25,000 students in about 38 undergraduate and postgraduate traditional as well as job-oriented professional courses in the areas of Computer Science, Management, Commerce, Library & Information Science, Journalism, Law, etc. The courses and their curriculum are periodically reviewed and updated to incorporate the recent developments in the field. The Directorate 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 9:30 to 10:00 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.

The Directorate of Distance Education has launched its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) for Online admission and other enquiries. The study material of various courses offered by the Directorate of Distance Education shall be available Online in the form of books w.e.f. this session 2014-15.

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

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## B.ED. ADMISSION FORM (A to E)

1.	Admission Form ( <b>Form 'A'</b> )	6.	Identity Card
2.	Computer Form ( <b>Form 'B'</b> )	7.	Acknowledgement Card-I
3.	Examination Form ( <b>Form 'C'</b> )	8.	Acknowledgement Card-II
4.	Admit Card ( <b>Form 'D'</b> )	9.	Envelope for Admission Form
5.	Computer Data Form ( <b>Form 'E'</b> )		

## SECTION - I

### IMPORTANT INSTRUCTIONS

1. (i) The candidates are advised to **go through the Prospectus carefully** before filling up the admission form. They should also remain vigilant and get in touch with the Directorate in case of non-receipt of study material, admit card/roll number, examination date sheet, result/DMC, etc. The candidates must follow other instructions issued from time to time by the Directorate.  
(ii) The candidates should ensure to submit **proof of teaching experience** in a school/ other educational institutions duly certified by **Headmaster/Principal** on the prescribed format as per **Annexure-I**.
2. (i) For any correspondence with Directorate such as remitting of fees etc., please ensure to mention **name of the candidate, father's name, DDE Ref. No., Session and complete address**, failing which the Directorate may not be held responsible for not sending any response to such communications or non-adjustment of fee and consequences thereof.  
(ii) The candidature of an enrolled student is liable to be cancelled in case of non-payment of any type of dues/fee or part thereof and/or for non-submission of any document. It can, however, be restored during the session on payment of balance dues with late fee and the required documents along with the revival fee, as the case may be. If the outstanding dues are not remitted and the required documents are not submitted **before the termination of the theory examination** and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment/refund of fee paid in previous session will be allowed.  
(iii) The date of **receipt of fee or any other document** will be the date on which the same is actually received in the Directorate (DE). The Directorate will not be held responsible for failure on the part of the postal/courier services for non-receipt or late delivery of any document including payment of dues to be made by a student.
3. **Recognition** : (a) **Unless otherwise decided by the University to exclude any specific course, the examinations conducted by various recognized Indian Universities/Deemed Universities/State Education Boards are recognized (with the stipulation of No. of subject (s) or any other condition in specific cases as given in the Section-II of ELIGIBILITY CONDITIONS of the Prospectus) for the purpose of admission to various courses in the Directorate of Distance Education.**  
The above decision will, however, not apply for admission to the courses in the University Teaching Departments/Colleges including Ph.D. registration for which the admission will be done separately by the University.  
(b) The examinations of **foreign Universities/Boards** which stand recognized by the Association of Indian Universities, New Delhi are recognized for the purpose of admission to various courses in the Directorate of Distance Education.
4. Acceptance of Admission forms/fees, allotment of DDE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Programme, etc., will be **provisional** subject to confirmation of eligibility subsequently at a later date.
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:

**One** Degree and one Diploma/P.G. Diploma/Certificate; **One** P.G. Diploma and one Diploma/Certificate; **One** Diploma and one Certificate; **Two** P.G. Diplomas; **Two** Diplomas; and **Two** Certificates.

The candidates desirous of seeking admission to two courses simultaneously in this Directorate as above are required to submit **two separate Admission Forms** together with requisite documents and fees, for each course. No request for adjustment in dates of examinations to suit the convenience of any candidate will, however, be entertained.

6. (a) **ALL FEES WILL BE ACCEPTED ONLY THROUGH CROSSED BANK DRAFTS** bearing the signature of the issuing authority, Identity No. and Code No. of Payee's Bank, and should be drawn in favour of the **Registrar, Kurukshetra University, Kurukshetra**, payable at Kurukshetra/Thanesar only from a bank having its branch at Kurukshetra/Thanesar.
  - (b) **NO FEE SHALL BE ACCEPTED IN THE FORM OF MONEY-ORDERS/CASH OR BY CHEQUES.** However, the candidates may deposit the fee in cash directly at the **Oriental Bank of Commerce** counter in the premises of the University through vouchers available in the Bank, WHICH MUST BE REPRODUCED IN THE FEE SECTION OF THE DIRECTORATE, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof. The candidates will have to deposit their fees and other dues as prescribed by the Directorate of Distance Education, within the stipulated period.
  - (c) The Directorate of Distance Education has launched its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) for online admission and other enquiries. The study material of various courses offered by the Directorate of Distance Education shall be available Online in the form of books w.e.f. the session 2015-16.
  - (d) No separate intimation will be sent to the students for payment of 2nd installment of fee or any other part of the dues, as required to be paid in accordance with the detail of fee given in this Prospectus and they are advised to pay the same regularly as per schedule.
7. Admission Form and Computer Form etc. attached with this Prospectus duly filled in and signed by the candidate and father/guardian may be submitted to the Directorate alongwith other required documents. The candidates are required to submit fresh admission forms/fees and all other documents, on promotion to next higher class (Part-II) of the course next year.
  8. Candidates are advised to **clearly mention the option** for the paper(s) having multiple options in the Admission Form and Examination Forms as well as in the computer forms, failing which a fee of Rs. 500/- per subject for change of option or not filling the option(s) shall be charged.
  9. Candidates are advised to mention their **choice (I, II) of examination centres** in column 7 of examination form. Tentative list of examination centres is available at page 20 of the prospectus.

10. This Directorate **has not authorized any Agency/Institution or appointed any Agent** to deal with any matter relating to admissions, examinations or other related matters. The **candidates seeking admission to distance education courses of this University are advised to contact this Directorate directly.**
11. The students are advised **to bring with them their identity cards** issued by the Directorate to enable it to extend prompt service whenever **they visit the Directorate** for any purpose during the course of their study and thereafter for collection of DMC, attestation of examination form, etc.
12. No admission even provisional shall be made on the basis of the qualifying examination certificates issued by the Principal of a College. The admissions are to be made only on the basis of Certificates issued by the recognized Board/University.
13. Late admission of a candidate will not enable him/her entitled for postponement of examination/holding of fresh examination. If examinations in some of the papers have already been conducted/change of date for submission of Project Report/Practical/Assignment etc. or request not to charge late fee for submission of documents after the prescribed date, etc. will not be entertained.
14. The candidates should ensure timely submission of all required documents and fees as mentioned in the Prospectus, failing which it will solely be responsibility of the students for any consequences including withholding of the Admit Card/Roll No. Slip, debarring him/her from appearing in the University examinations without any notice.
15. The students in their own interest are advised to submit the written assignments for evaluation and internal assessment to the Programme Coordinator at the designated Study Centres together with a **self addressed envelope** for expeditious return of the same after evaluation by the teachers.
16. The **change of address**, if any, should be communicated **immediately** by the candidates, mentioning their **name**, father's name, **class**, session, **DDE Ref. No.** etc. to the Directorate, failing which the Directorate will not be responsible for no-reply or late reply from the University.
17. All legal disputes are subject to Kurukshetra Courts or Courts having jurisdiction in Kurukshetra.
18. In case of any ambiguity in the rules, interpretation of the same by the Vice-Chancellor shall be final.
19. **Admission Form/Computer Form, Examination Form/Admit Card and Computer Data Form appended at the end of this Prospectus, duly filled in should be sent to the Director, Directorate of Distance Education, Kurukshetra University, Kurukshetra - 136 119 alongwith following documents:**
  - (I) (a) Attested copy of qualifying examination;
  - (b) Attested copy of proof of teaching experience as per proforma (**Annexure-I**); and
  - (c) Attested copy of proof of reservation.

**(II) Following documents are also to be attached while submitting the Admission Form to the Directorate:**

  - (a) An attested photo-copy of the **Matriculation** or equivalent certificate in support of date of birth (Not required, if already registered with this University) along with an attested copy of the certificate of last examination passed.

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

- Note:-**(1) The original certificate(s), if asked for checking the eligibility will be returned after verification, under Registered cover.
- (2) In case of submission of forged/bogus documents by any candidate, the matter may be **referred to the police for investigation** and registration of an FIR in the case, besides cancellation of his/her admission and disqualification from the University.
- (3) **Non-Return of Original Documents:** The candidates must contact this Directorate **within one month** from the date of the commencement of the University examination in theory papers for the return of their original documents, after which no claim of any candidate for the return of his/her documents by the Directorate of Distance Education shall be entertained and the Directorate will not be responsible for any consequences thereof.
- (4) The Directorate will not be responsible for postal delay or loss of documents in transit.

- (5) **DMC** of the candidates will be sent **by UPC post** after the declaration of the results. In case the result of any candidate is **RL** or has been declared '**Provisional**' or '**Cancelled**' etc. for any reasons, the candidates are advised to approach the Directorate/University immediately with the relevant documents to enable the Directorate to take further necessary action accordingly.

## **REJECTION OF ADMISSION FORM**

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

- (a) The qualifying **examination is not recognized** by the Kurukshetra University;
- (b) Attested **copy of certificate/DMC of qualifying examination is not sent** with admission form.
- (c) **Teaching experience certificate not as per specifications prescribed by the Directorate.**
- (d) **Original certificate of qualifying examination is not produced** in the Directorate on demand;
- (e) **Form incomplete** or the **requisite documents not attached** or photographs not affixed or attested. **No column should be left blank.** Write "N.A." (Not Applicable) if any column is not relevant;
- (f) The **Admission/Computer/Examination Form(s) not signed** by the candidate or his/her father/guardian.
- (g) **Affidavit** duly attested by Magistrate 1<sup>st</sup> 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 (i) 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.**

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



### **Instructions against Ragging:**

With sixty 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 absence 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

### ELIGIBILITY

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

#### FIRST YEAR

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

- Note :**
- (i) The Teaching Experience Certificate will be accepted only on the prescribed proforma given at Annexure-I in the Prospectus. In case a candidate has served in more than one Institution (with/without break), he/she should use the photocopy of this proforma for submitting the teaching experience certificates for each institution of service.
  - (ii) There will be no rounding off percentage of marks for determining the eligibility for admission to B.Ed. course.

#### SECOND YEAR

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

**Recognition : (a)** Unless otherwise decided by the University to exclude any specific course, the examinations conducted by various recognized Indian Universities/Deemed Universities/State Education Boards are recognized (with the stipulation of No. of subject (s) or any other condition in specific cases as given in this Section) for the purpose of admission to various courses in the Directorate of Distance Education.

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

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

**Note:1.** B.A. **One** Sitting examinations of the following Universities have **not** been recognized for the purpose of admission to B.Ed. by this University. However, candidates, who have passed **three** year B.A. degree examination from these Universities, are eligible for admission to B.Ed. course 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.

**2. List of Fake Universities (as in May 2014) available on the website of University Grants Commission, New Delhi ([www.ugc.ac.in](http://www.ugc.ac.in)) :**

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 - 110 008
7. Indian Institute of Science and Engineering, New Delhi.
8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum (Karnataka)
9. St. John's University, Kishanattam, Kerala
10. Kesarwani Vidyapith, Jabalpur (M.P.)
11. Raja Arabic University, Nagpur, Maharashtra
12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu
13. Indian Institute of Alternative Medicine, Kolkatta, 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, KosiKalan, Mathura (U.P.)
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh (U.P.)
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.
21. Gurukul Vishwavidyalaya, Vrindavan, Uttar Pradesh

## SECTION - III

### RESERVATION (for 1st Year only)

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

1.	Total No. of seats:		500
2.	Distribution of seats :		
	(i) General Category	30%	150
	(ii) Reserved Categories	70%	350

### RESERVATION OF SEATS FOR BONAFIDE RESIDENTS OF HARYANA

The seats shall be reserved for the categories as under:

- (i) Scheduled Castes : 20%
- (ii) Backward Classes of Haryana (except Socially advanced persons/Sections (creamy layer) : 27% (16 % for Block-A) (11 % for Block-B)
- (iii) Special Backward Classes (except Socially advanced persons/Sections (creamy layer) : 10%
- (iv) Economically Backward Persons in the General Castes Category : 10%
- (v) Differently Abled : 03%

If the seats reserved for Differently Abled persons remain vacant due to non-availability of suitable Differently Abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).

- (vi) Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2015, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2016 and so on. The Director, Directorate of Distance Education shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.

### Guidelines for Reservation:

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
4. If a candidate of Haryana General, SC, BC, SBC and EBPB also apply for Differently Abled/ESM/DFF category will be considered first for Haryana General, SC, BC, SBC and EBPB category.
5. Candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-V, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Performa as per Annexure-VI, Special Backward Classes as per Annexure-VII and affidavit as per Annexure-IX, at the time of counseling.
6. A person who claims benefit of reservation under other categories shall not be entitled to claim benefit of reservation in the category of Economically Backward Person in the General Castes category.
7. If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given shall not be changed.
8. The BC candidates (Block A&B) and Special Backward Classes for benefit of reservation shall also have to furnish an affidavit **duly attested by Executive Magistrate** on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer as per Annexure-IX at the time of counseling. The said affidavit shall be furnished jointly by both father and mother of the candidate.
9. The Economically Backward Persons in the General Castes Category for benefit of reservation shall have to furnish a certificate from the concerned competent authority as per Annexure-VIII.
10. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently Abled candidates belonging to Haryana are required to submit the certificate as per Annexure-XI at the time of Counseling.
11. Children and Grand-Children of Freedom Fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner of the concerned District as per Annexure-XII at the time of Counseling.
12. ESM and their wards of Haryana are required to submit the certificate as per Annexure-XIII.
13. For horizontal reservation, candidates of General, SC and BC categories will also have to furnish ESM/DFF certificate.
14. Preference shall be given to ESM first before giving admission to wards against ESM reserved seats.
15. Under differently abled category, at least one candidate will be admitted, even if the share is less than 0.5 seat.
16. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
17. All the eligible candidates of reserved categories shall be considered first for Haryana General category seats.
18. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.

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

## SECTION - IV

### PROCEDURE FOR ADMISSION (FIRST YEAR)

The admission will be made on the basis of merit in the qualifying examinations and as per Reservation Policy explained in Section-III of the Prospectus.

### (SECOND YEAR)

The candidates are required to fill-in fresh Admission Form, Examination Form and Computer Forms available in general Prospectus of the Directorate of Distance Education in the beginning of the new session, usually in the month of July/August 2015.

## SECTION – V

### FEE STRUCTURE

- (a) The fee payable by the candidates after finalization of Merit List :

#### FIRST YEAR - 2015-16

Fee Installment	Amount	Pay by date (With/without late fee)
1st installment*	Rs. 12,000.00	(At the time of admission)
2nd installment	Rs. 12,000.00	(Without late fee upto 02.01.2016 (With late fee of Rs.500/- upto 28.2.2016) (With late fee of Rs.1000/- from 01.3.2016)

#### SECOND YEAR –2016-17

Amount of fee and schedule of payment of 1st and 2nd Installments would be published in the Main Prospectus of the DDE for the session 2016-17.

- (b) Break up of the Fee payable in a year :

Sr.No.	Type of Fee	Amount	
1.	Tuition Fee	Rs.	12,000.00
2.	Building Fee	Rs.	600.00
3.	Development Fund	Rs.	400.00
4.	Dr. R.K. Fund	Rs.	200.00
5.	Other Fees**	Rs.	10,800.00
<b>Total</b>		<b>Rs.</b>	<b>24,000.00</b>

- (c) The **Schedule Caste/Schedule Tribe/Blind candidates belonging to Haryana State are entitled to tuition fee concession out of the fees payable to the University.** They shall pay the balance fee in two equal installments.

- Note :**(1) \* Admission dues **to be paid only after confirmation of admission and on demand** from the Directorate after finalization of the merit list of 1st year admissions.
- (2) The students who fail to pay the second installment with late fee and other balance dues, if any, after the date of termination of the theory examinations, their candidature will stand cancelled. Such candidates will have no claim for refund/adjustment of fee already paid.
- (3) \*\*The above rates of fees are inclusive of all charges including registration/continuation, migration, examination fee, other funds etc.

## **SECTION - VI**

### **MIGRATION RULES**

**(Applicable to 1st year students only)**

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

All the candidates who have passed their last examination from any other University, other than the Kurukshetra University, Kurukshetra 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 2015-16 simultaneously. This **affidavit** must be submitted at the time of admission 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 during the course 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, 2016, whichever is later.
- (b) Amount deposited in excess of prescribed fees, if any, will be refunded after deducting 25% of the excess amount on a request received from the students within six months from the date of deposit or by 30 June, 2016 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 as University share 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, 2016, 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 30.6.2016, 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 30.6.2016 whichever is later.
- (f) The Directorate would process the refund of fee after 30th June of the respective session, i.e. after the last date for receipt of refund application in the office.

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

- a) The admission of an applicant is not finalized due to non-payment of fee dues and other charges or a part thereof by the prescribed date.
- b) The applicant has not submitted the required certificates, DMC, Degree for verification and affidavit as per annexure or the Certificate etc. submitted by him/her are found bogus or forged.
- c) After being admitted to the course, the candidate does not want to continue his/her studies on any personal ground.
- d) The candidature of a student is cancelled as fee defaulter or for non-submission of documents etc. or a student does not appear in the examination after the issue of Roll No., the fee paid by him/her shall neither be refunded nor adjusted in any case against the fee of next session even, if he/she seeks re-admission to a course.
- e) A candidate takes admission in two courses simultaneously except for Certificate Course in Computer Applications and submits two admission forms along with fee for admission to any other two different courses, his/her candidature for one of the courses is cancelled, the fee paid by him/her for that course will not be refunded.

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



## 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 301 in K.U. Calendar Vol. I, 2009**. Rest of the dues are payable in two installments.
2. The **Schedule Caste/Schedule Tribe/Blind candidates belonging to Haryana State are entitled to tuition fee concession out of the fees payable to the University**. They shall pay the balance fee in two equal installments.
3. **Re-imbusement of Fees to SC/ST 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, along with 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 is allowed to students on merit-cum-means basis after having deposited the admission form and 1<sup>st</sup> installment of fee. The candidates are required to submit an Income Certificate from 1<sup>st</sup> 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 2<sup>nd</sup> installment of fee/other dues or to allow exemption from payment of late fee. Application for financial assistance alongwith the required Income Certificate should reach the office by 28<sup>th</sup> February 2016. Application received after this date would be rejected.

## SECTION IX

### COURSE CONTENT

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

#### GENERAL INFORMATION

**DURATION:** Minimum : 2 Years Maximum : 5 Years

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

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

#### Course Description: FIRST YEAR (Session 2015-16)

Sr.No.	Paper	Nomenclature of the Paper and Code
1.	I	Philosophical, Sociological and Economic Bases of Education <b>(101)</b>
2.	II	Learner, Learning and Cognition <b>(102)</b>
3.	V-A	Information Communication and Educational Technology <b>(103)</b>
4.	VI	Teaching of School Subject -I (Any one of the following) :
		Option-I: Teaching of Social Science <b>(104)</b>
		Option-II: Teaching of Mathematics <b>(105)</b> (Who has opted Mathematics in 1 <sup>st</sup> year is not to opt Mathematics in the 2 <sup>nd</sup> year. Mathematics (105) in 1 <sup>st</sup> year & Mathematics (215) in the 2 <sup>nd</sup> year are one and the same.)
		Option-III: Teaching of Science and Technology <b>(106)</b>
5.	VIII-A	ICT Enabled Practical/Project <b>(107)</b>
6.	IX	School Education Programme (SEP)/Teaching Practice in School Subject-I <b>(108)</b>
7	XI	Participation in Co-curricular Activities <b>(109)</b> (Any four from the Syllabus)

## SECOND YEAR

(Session 2016-17)

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

**Note: \*** Not for the students who have opted Teaching of Mathematics(109)in the 1<sup>st</sup> year

## SECTION - X

### INSTRUCTIONAL METHODOLOGY

#### (A) STUDY MATERIAL

- (i) The study material is divided into lessons. Each lesson covers one Unit of the syllabus. Lessons have been designed on Self-Instructional Material (SIM) approach or Self-Learning Material (SLM) approach. Well experienced faculty has been involved in the preparation of self-learning materials.

Students may also consult books recommended in the syllabus in addition to the study material. The study material may be supplied to the students in installments due to certain constraints.

- (ii) Discrepancy, if any, in the dispatch of **study material** should be brought to the notice of the Directorate immediately. If any student receives study material for wrong subject(s)/ option(s), he/she should return the same to the Directorate, while pointing out the discrepancy, to enable the Directorate to supply the correct study material immediately.
- (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) STUDENT SUPPORT SYSTEM/PERSONAL CONTACT PROGRAMMES

1. Interactive contact classes (Personal Contact Programme) of 30 days duration of five hours per day will be organized for the students at Directorate's approved study centres. This will be divided into two phases of 15 days each in First and Second academic year of the course. Besides this each student shall undertake Field Practicals of 20 days duration, 10 days in each year for practice teaching and related work experience activities.
2. **This programme is for the benefit of the students and they are advised to participate in it regularly. However, 75% attendance 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.
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 and Seminars , 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 2016 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme and/or Seminar , as the case may be, along with the students of next year i.e. 2016-17, if PCP (Theory and Practical) are held

for the students of the said session, on payment of an additional fee @ Rs.1000/- each for PCP Theory/Practical separately, by submitting the examination form and examination fees afresh to the Controller of Examinations. Such a student will have to apply for attending the PCP etc., **before 30th September, 2016** 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.

**(C) 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 9:30 to 10:00 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 has also established audio/video lab and has set up Satellite Interactive Terminal for receiving programmes from EDUSAT using IGNOU National Beam.

**(D) STUDY CENTRES**

The Directorate has identified five Study Centres in NCTE approved B.Ed. Colleges for delivery of programme. Students are required to choose any of these centres as per convenience. These Centres are:

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

**(E) ASSIGNMENTS**

The candidates will be required to submit assignments in each of the Theory papers during the Personal Contact Programme as per the instructions given in the Syllabus.

**(F) CHANGE OF OPTION**

The students are advised to select their options of papers wherever available very carefully.

**Change of option of a paper having Rs. 500/- per option upto 31.12.2015**  
**more than one options in any course Rs. 1000/-per option from 01.01.2016**  
**to28.02.2016**

**(G) CHANGE OF COURSE**

A student may be allowed to change the course, if otherwise eligible on submission of an application along with the fee as mentioned below:

**Change of Course from B.Ed.(2-year) Part-I to any other course:**

**Rs. 1000/- Upto 31.12.2015**

**Rs.1500/-From 01.01.2016 to 28.02.2016**

Note: The students who wish to change the COURSE under (G) 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.

A student, who does not mention his/her optional paper in the admission/examination form, shall be charged fee under (F) above as fixed for change of option.

**(H) MEDIUM OF INSTRUCTIONS/EXAMINATION:**

**The medium of instruction/Examination would be both Hindi and English.**

## SECTION - XI

### EXAMINATION

#### A. GENERAL INFORMATION

(a) The **annual examination** of **undergraduate** and **postgraduate** courses will **usually commences** on **1<sup>st</sup> April, 2016** and **1<sup>st</sup> May, 2016** 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, 2016**. These can, however, be extended under some compelling circumstances. Exact dates shall, however, be notified by the Controller of Examinations. No request for adjustment in dates of the University examination to suit the convenience of any person will be entertained.

(b) **Admit Cards/Roll No. slips and date sheet** for appearing in the University examination shall be provisional subject to fulfilling the eligibility, etc. Admit Cards/Roll Nos. and date-sheets are generally dispatched to the candidates concerned by the Directorate 10-12 days before the commencement of examination concerned, if the students have fulfilled all the requirements and paid their all kinds of fees/dues and submitted the requisite documents. If any candidate does not receive his/her Admit Card/Roll No. slip in time, he/she should contact the Directorate with three passport size photographs for issue of duplicate Roll No. Slip/Admit Card.

(c) No correspondence regarding non-receipt of Roll Number will be entertained from any student after the theory papers examinations are over and he/she himself/herself will be responsible for the consequences of not appearing in the 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) All rules and regulations as contained in the Calendars of this University shall be applicable for matters not specifically covered in the Prospectus.

#### B. EVALUATION:

**Theory: For theory courses, evaluation comprises following aspects:**

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

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

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

### **SKILL IN TEACHING (CLASS-ROOM TEACHING PRACTICE)**

Students will be required to undergo training in teaching practice of 24 days duration, 12 days each in First year and Second year. During this period, each student will complete 40 lessons in all, 20 in teaching subject in first year and 20 in teaching subject in second year. Out of these, a minimum of ten lessons will be supervised by qualified Teacher Educators/Head of the Schools. Teaching Practice for three months in the school where he/she works under the supervision of senior teacher/academic counselor. Teacher-trainee will himself/herself arrange the teaching practice in a school in consultation with the Coordinator of the concerned Study Centres. A certificate of teaching practice duly verified by the Head of the School/Institution will have to be submitted at the time of practical examination of Skill-in-Teaching. The candidates are required to participate actively in two workshops (each of six day's duration),

### **(C) ANNUAL EXAMINATION**

The examination will be held two times during the 2-years course at the end of each year in the month of May/June 2016 and May/June 2017:

<b>First Year :</b>	<b>Theory Papers</b>	:	I; II; V-A and VI
(May/June 2016)	<b>Practical Papers</b>	:	VIII-A, IX and XI
<b>Second Year:</b>	<b>Theory Papers</b>	:	III-A; III-B; IV-A; IV-B; V-B and VII
(May/June 2017)	<b>Practical Papers</b>	:	VIII-B and X

**All rules and regulations as contained in the Calendars of this University shall be applicable for matters not specifically covered in the Prospectus.**

### **(D) EXAMINATION CENTRES FOR THE MAIN EXAMINATIONS**

**The provisional list of places of Examination centres** where the B.Ed. students of Directorate of Distance Education may be allowed to take their examination is as under : Ambala Cantt./City, Karnal, Kurukshetra, Panipat, Yamuna Nagar, Hisar, Fatehabad, Sirsa, Jind.

**Note : The University reserves the right to conduct the examinations at different centres or change the examination centres of the candidates without assigning any reason.**

## **SECTION- XII**

### **FACILITIES AVAILABLE**

#### **(A) STUDENT SUPPORT SERVICES**

A special feature of our distance education courses 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 or Teacher Incharge, B.Ed. Programme in the Directorate during working hours.

The students may also discuss and get their problems solved in consultation with the teachers in the Directorate 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 University, 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 Kurukshetra University has well stacked central Jawaharlal Nehru Library at its campus. Students can consult library books 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 - XIII

### INSTRUCTIONS FOR RE-APPEAR/COMPARTMENT/FAILED/EX-STUDENTS

1. A student who has completed the prescribed course of instruction in the Directorate of Distance Education for Part-I/Part-II examination, but does not appear in it, or, having appeared fails, may be allowed on the recommendation of the Director of the Distance Education, to appear/re-appear in the said examination/paper(s), as the case may be, as an ex-student without attending a fresh course of instruction **only thrice, subsequent to the Annual examination** in which he/she was due to appear. While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s)/practical(s) in which he/she has obtained at least 40% marks.

The last date for submission of Exam Forms for appearing in the Supplementary Exam is **5<sup>th</sup> August** for Under-graduate courses and **20<sup>th</sup> September** for P.G. Courses or as indicated on the prescribed examination admission form. If the result of a candidate is declared late he/she can submit his/her Exam. Form within **25 days of the date of declaration of the result as mentioned on the front side of D.M.C., or 15 days from the date of dispatch of the DMCs by the Examination Branch/DDE, whichever is later.** 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 May/June, 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 are available on KUK website: [www.kuk.ac.in](http://www.kuk.ac.in) and can also be obtained from the University Press on payment of Rs. 10/- at the counter. These can also be obtained by Registered post from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra by sending crossed Bank draft for Rs. 45/- drawn in favour of Registrar, Kurukshetra University, Kurukshetra.

3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form along with 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 admission 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 recognized University in the country by showing the DMC and identity card. The Examination Fee can also be deposited in cash with ORIENTAL BANK OF COMMERCE in the 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) 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: 01744-238189) 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, name 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 – XIV**  
**LIST OF HOLIDAYS 2015**

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Sr. No.	Name of Holiday	Date	Days of Week
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**DIRECTORATE REMAINS CLOSED ON ALL SATURDAY & SUNDAYS**

1.	Id-Ul-Fitr	18 July	Saturday
2.	Independence Day	15 August	Saturday
3.	Teej	17 August	Monday
4.	Janmashtami	05 September	Saturday
5.	Haryana's Hero's Martyrdom Day	23 September	Wednesday
6.	Id-Ul-Juha (Bakrid)	25 September	Friday
7.	Mahatma Gandhi's Birthday	02 October	Friday
8.	Maharaja Agrasen Jayanti	13 October	Tuesday
9.	Dussehra	22 October	Thursday
10.	Maharishi Valmiki's Birthday	27 October	Tuesday
11.	Haryana Day	01 November	Sunday
12.	Diwali	11 November	Wednesday
13.	Vishvakarma Day	12 November	Thursday
14.	Guru Nanak's Birthday	25 November	Wednesday
15.	Christmas Day	25 December	Friday
16.	Shaheed Udham Singh's Birthday	26 December	Saturday

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**HOLIDAYS (2016)**

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2016**, 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 2016 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 will remain closed on July 18, August 15; September 05, October 2, 22, 27; November 11, 25, December 25, 2015. Bank transaction will also remain closed on April 1, 2016.

**Published by :**

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

**Printed by :**

**MANAGER,**  
Printing & Publications,  
Kurukshetra University, Kurukshetra.

**TEACHING EXPERIENCE CERTIFICATE**

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

He/She has\_\_\_\_\_ years\_\_\_\_\_ months of teaching experience.

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

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

Date:\_\_\_\_\_

Place:\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: - Certificate with incomplete entries will be rejected.**

**(Only for candidates seeking admission to B.Ed.-Part-I)**

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

Subject: **Bonafide residents of Haryana - Guidelines regarding.**

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

2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions/Tehsildars of Revenue to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. The children/wards/dependents of the employees of Punjab & Haryana High Court, who are discharging their duties in connection with the affairs of the State of Haryana and have not availed facility from their parent State, the State of Punjab and U.T. Administration Chandigarh, would also be eligible for grant of Resident Certificate of the State of Haryana only for the purpose of admission in academic/technical/medical institutions of the State of Haryana. However, in that case the employees of the Punjab & Haryana High Court shall be entitled to draw this benefit at one place/State only. Head of the Department of the Punjab & Haryana High Court would be competent to issue such a certificate.

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(For candidates of all courses for claiming tuition fee concession;  
Reservation and relaxation in eligibility for B.Ed. 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	3.	Bangali	4.	Brar,Burar, Berar
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chamar, Jatia, Chamar, Rehgar,Raigar,Ramdasi, Ravidasi, Balahi, Batoi, Bhambi,Chamar-Rohidas, Jatav, Jatava, Ramdasia	10.	Chanal	11.	Dagi	12.	Darain
25.	Nat,Badi	13.	Deha,Dhaya,Dhea	14.	Dhanak	15.	Dhogri,Dhangri,siggi
29.	Pherera	16.	Dumna,Mahasha,Doom	17.	Gagra	18.	Gandhila, Gandil, Gondola
33.	Sansoi	19.	Kabirpanthi, Julaha	20.	Khatik	21.	Kori, Koli
37.	Sirkiband	22.	Marija, Marecha	23.	Mazhabi, Mazhabi Sikh	24.	Megh, Meghwal
		26.	Od	27.	Pasi	28.	Perna
		30.	Sanhai	31.	Sanhal	32.	Sansi,,Bhedkut,Manesh
		34.	Sapela, Sapera	35.	Sarera	36.	Sikligar, Bariya

### Annexure -IV

(Only for candidates seeking admission to B.Ed. Part-I)

### LIST OF BACKWARD CASTES IN HARYANA (BLOCK-A)

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

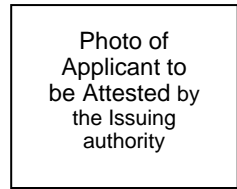
At present,Raigar, Mochi, Weaver (Julaha) (BC) and Julaha (SC) and Badi Castes find a mention in the list of both Scheduled Caste and Backward Classes. The persons belonging to these Castes who are notcovered under the Scheduled Castes on account of being Non-Hindus and Non-Sikhs can take the benefit under the Backward Classes only.

(BLOCK B) : 1. Ahir/Yadav 2. Gujjar 3. Lodh/Lodha/Lodhi 4. Saini,Shakya,Koeri,Kushwaha,Maurya 5. Meo  
6.Gosai/Gosain/Goswami

### LIST OF SPECIAL BACKWARD CASTES IN HARYANA

1. Bishnoi
2. Jat
3. Jat Sikh
4. Ror
5. Tyagi
6. MullaJats/Muslim Jat

### SCHEDULED CASTE CERTIFICATE



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

No. \_\_\_\_\_  
Place \_\_\_\_\_  
Dated \_\_\_\_\_

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

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



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 .....

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 2015 or later.

SPECIAL BACKWARD CLASS CERTIFICATE

Photo of Applicant to be Attested by the Issuing authority

This is to certified that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste. This caste has been declared as SpecialBackward Class by the State Govt. vide letter No.22/10/2013 -1GS-III dated 28.2.2013.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in Village/Town \_\_\_\_\_ of Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_.

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letterNo.1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW(1)-2010 dated31.8.2010.

This certificate has been issued keeping in view State Govt. instructions relating to this subject issued from timeto time.

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

No. ....
Place .....
Dated .....

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

The affidavit should be of the month of May 2015 or later.



**ECONOMICALLY BACKWARD PERSONS IN THE GENERAL CASTE CATEGORY**

Photo  
Applicant to  
be Attested by  
the Issuing  
authority

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

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

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

No. ....  
Place .....  
Dated .....

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

.....  
The affidavit should be of the month of May 2015 or later.

**AFFIDAVIT**

(By the Parents of the Backward Class/Special Backward Classes Category Candidates)

I \_\_\_\_\_ Father/Mother of \_\_\_\_\_  
Resident of \_\_\_\_\_ seeking admission to  
\_\_\_\_\_ course in K.U. Kurukshetra do hereby solemnly affirm & declare that I belong  
to \_\_\_\_\_ caste which is included in the list of Backward Classes Block 'A'/B'/Special  
Backward Classes approved by the Haryana Govt. I further declare and affirm that I and my wife/husband  
are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SW(1)-95 dated 07.06.95,  
No.22/36/2000-3GS-III dated 09.08.2000, No.22/22/2004-3GS III dated 22.01.2009. No.213-SW(1)-2010  
dated 31.08.2010.and Haryana Govt. instructions No.59 SW(1)-2013 dated 24.01.2015 for excluding  
socially advanced persons/ sections (Creamy Layer) from Backward Classes.

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

No.....  
Place:.....  
Dated:.....

DEPONENT

**VERIFICATION**

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

DEPONENT

---

The affidavit should be of the month of May, 2015 or later.

(For claiming tuition fee concession and relaxation 5% in eligibility conditions for admission to B.Ed. Part-I to the candidates belonging to Haryana State only)

**BLIND CANDIDATE CERTIFICATE**

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

No. \_\_\_\_\_  
Place \_\_\_\_\_  
Dated \_\_\_\_\_

**CHIEF MEDICAL OFFICER**  
(with legible seal)

**Annexure-XI**

**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)

No. \_\_\_\_\_  
Place \_\_\_\_\_  
Dated \_\_\_\_\_

**Chief Medical Officer**  
(with legible seal)  
\_\_\_\_\_ 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.

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

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

No.: \_\_\_\_\_  
Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

**Deputy Commissioner**  
of concerned  
District of Haryana  
(Office Stamp)

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

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

No. \_\_\_\_\_  
Place \_\_\_\_\_  
Dated \_\_\_\_\_

Signature  
**Officer Commanding/**  
Competent Authority  
(With Official Seal)

**AFFIDAVIT IN LIEU OF MIGRATION CERTIFICATE**

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

**AFFIDAVIT**

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

1. That I am not appearing in any other examination from any other University/Board during the **session 2015-16** 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.

**OR**

That I am appearing in \_\_\_\_\_ (Name of the Course) from Directorate of Distance Education, KUK and I am also appearing simultaneously \_\_\_\_\_(Name of the Course) \_\_\_\_\_(Name of the University) under Enrolment No/DDE Ref. No. \_\_\_\_\_ during the current academic session 2015-16 **as per provisions given in the DDE Prospectus at page 1-2, Sr.No.5 of Important Instructions.**

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**

No. \_\_\_\_\_  
Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

**(To be attested by the Magistrate 1<sup>st</sup> Class)**

Sr. No. \_\_\_\_\_

DDE Ref. No. \_\_\_\_\_  
(To be assigned by the office)**FORM 'A'****DIRECTORATE OF DISTANCE EDUCATION  
KURUKSHETRA UNIVERSITY KURUKSHETRA****ADMISSION FORM(Session 2015-16)****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-34) 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 B.Ed. (2-Year) Part \_\_\_\_\_ (1<sup>st</sup>/2<sup>nd</sup>) \***

Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Amount Rs. \_\_\_\_\_

Name of Issuing Bank: \_\_\_\_\_

Details of Fee Deposited by Bank Voucher: \_\_\_\_\_

**For Office Use**

DDE Fee Receipt No. &amp; Date \_\_\_\_\_

Fee Clerk \_\_\_\_\_

Fee Asstt. \_\_\_\_\_

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

Signature of the candidate

- Name (**IN BLOCK LETTERS**) \_\_\_\_\_ 2. Date of Birth: \_\_\_\_\_
- Father's Name \_\_\_\_\_ 4. 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 Annexure at page - 34 must be submitted)
- Indian/Foreigner\* Haryana Resident/Other State\* Gen/SC/ST/BC-A/BC-B/SBC/EBP/DA/ESM/FF/Blind\*  
If Foreigner, Name of the Country Urban/Rural\* Sex (M/F)\*
- Postal Address \_\_\_\_\_  
\_\_\_\_\_ Block \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
Pin \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_
- Are you simultaneously appearing in any other examination? If so, indicate: Class/Exam. \_\_\_\_\_  
Full Paper/Compt./Improvement \_\_\_\_\_ Exam Date \_\_\_\_\_  
Number of Papers \_\_\_\_\_ University/Board \_\_\_\_\_
- Session of joining 1<sup>st</sup> year of the course \_\_\_\_\_
- Self/Ward/Spouse of KU regular employee\*
- 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: **ENGLISH**  **HINDI**

13. Subjects offered (See Section-IX 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. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

5. \_\_\_\_\_  
6. \_\_\_\_\_  
7. \_\_\_\_\_  
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)





# KURUKSHETRAUNIVERSITYKURUKSHETRA

**FORM 'C'**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

## EXAMINATION FORM

DDE Ref No. \_\_\_\_\_

(This Examination Form duly filled in by the candidate (ALL ENTRIES IN BLOCK LETTERS) must be attached with the Admission Form)

### FOR CANDIDATES OF DISTANCE EDUCATION FOR THE SESSION 2015-16

Regn No.

Roll No.

(To be assigned by the University)

#### TO BE FILLED IN BY THE CANDIDATES BY HIS/HER OWN HANDS

1. Name of Examination:  Part/Semester:

2. Appearing in Category (F) Full/ (R) Reappear/ (A) Additional Subject

3. Name of the Candidate (In English)   
(In Hindi)

4. Father's Name (In English)   
(In Hindi)

5. Mother's Name (In English)   
(In Hindi)

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

---

Sign. of the Candidate

6. Date of Birth

Vide BD/OBC Scroll No. ....

Fee Remitted: Rs.....Date.....

7. Examination Centre \* 1.  2.

8. Address (Name/Father's Name may not be mentioned here)

Pin Code  Mob/Phone No.

District  State

9. Sex Code (M/F)  10.  GEN/SC/ST/BC/SBC/EBPG/Trans-Gender(TG)/Differently Abled (DA), Blind (BL)

11. Subjects Offered:

Sr. No.	Name of the Paper(s)	Paper Code	Sr. No.	Name of the Paper(s)	Paper Code
1			6		
2			7		
3			8		
4			9		
5			10		

12. Medium    Previous Roll No.  Session of Last Examination

13. Result

#### \*EXAMINATION CENTRES FOR THE MAIN EXAMINATIONS

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

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

**Contd....2....**

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/Additional

16. Have you ever been disqualified in any examination 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 there in, 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 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.....

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

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

**FOR STUDENT**

Roll No.-cum- Admit Card

April/May, 2016

Name of Exam: .....

Exam. Roll No.: .....

K.U. Regn. No.: .....

Name: .....

Father's Name: Sh.....

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

Centre of Exam: .....

Signature of Candidate: .....

**Controller of Examinations**

**Note:** This Admit Card is to be preserved by the candidate and shown on demand on any day of the examination.

DDE Ref. No.....

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

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

**FOR CENTRE SUPRINTENDENT**

Roll No.-cum- Admit Card

April/May, 2016

Name of Exam: .....

Exam. Roll No.: .....

K.U. Regn. No.: .....

Name: .....

Father's Name: Sh.....

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

Centre of Exam: .....

Signature of Candidate: .....

**Controller of Examinations**

## **DIRECTIONS FOR GUIDANCE OF THE CANDIDATES**

### **Important Notes**

1. This Roll Number (Admit Card) is **NON-TRANSFERABLE**.
1. The Roll Number (Admit Card) sent to students will be provisional and it is subject to final checking of eligibility etc.
2. 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 is requested.
3. 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**

# KURUKSHETRAUNIVERSITYKURUKSHETRA

**FORM 'E'**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

**COMPUTER DATAFORM**

(For Examination Branch)

DDE Ref. No. \_\_\_\_\_

(This Examination Form duly filled in by the candidate (ALL ENTRIES IN BLOCK LETTERS) must be attached with the Admission Form)

FOR CANDIDATES OF DISTANCE EDUCATION FOR THE SESSION 2015-16

Regn No.

Roll No.

(To be assigned by the University)

**TO BE FILLED IN BY THE CANDIDATES BY HIS/HER OWN HANDS**

1. Name of Examination:  Part/Semester:

2. Appearing in Category (F) Full/ (R) Reappear/ (A) Additional Subject

3. Name of the Candidate

4. Father's Name

5. Mother's Name

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

Sign. of the Candidate

6. Date of Birth

Vide BD/OBC Scroll No. ....

Fee Remitted: Rs.....Date.....

7. Examination Centre \* 1.  2.

8. Address (Name/Father's Name may not be mentioned here)

Pin Code  Mob/Phone No.

District  State

9. Sex Code (M/F)  10. GEN/SC/ST/BC/SBC/EBPG/Trans-Gender(TG)/Differently Abled (A),Blind (BL)

11. Subjects Offered:

Sr. No.	Name of the Paper	Paper Code	Sr. No.	Name of the Paper	Paper Code
1			6		
2			7		
3			8		
4			9		
5			10		

12. Medium  Previous Roll No  Session of Last Examination

13. Result

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**

**Acknowledgement Card - I**  
**(To be sent with 1<sup>st</sup> Installment**  
**of Fee when required by the Office)**

No.DDE-IV/ \_\_\_\_\_  
Dated: \_\_\_\_\_  
Session: 2015-16

Fee of Rs..... Sent vide B.D. No. .... Dated .....  
(To be filled 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, 2<sup>nd</sup> Installment of fee should reach this office by the due date.

Kurukshetra University,  
Kurukshetra – 136119

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 2<sup>nd</sup> Installment of Fee)**  
Session: 2015-16

No.DDE-IV/ \_\_\_\_\_  
Dated: \_\_\_\_\_

Fee of Rs..... Sent vide B.D. No. .... Dated .....  
(To be filled by the Student)

The 2<sup>nd</sup> Installment 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 – 136119

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)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_PIN\_\_\_\_\_

Postal  
Stamp  
Paste here

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

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_PIN\_\_\_\_\_

Postal  
Stamp  
Paste here

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



Directorate of Distance Education  
Kurukshetra University Kurukshetra  
**Identity Card (Session 2015-16)**  
Provisional

Unattested  
Stamp Size  
Photo Paste  
Here

Name:.....  
Father's Name:.....  
Mother's Name:.....  
Class:.....Ref. No. ....  
Postal Address:.....  
.....  
.....

Student's Sign.

Dy./Asstt. Registrar (DE)

Note:- Students 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 2015-16 only. It may be forfeited by the Directorate if the student is found guilty of misbehavior or when any disciplinary action is taken against him/her.

Director (DE)



**REGISTERED/SPEED POST**

Admission Form for Class: **B.Ed. (2-Years)** Part \_\_\_\_\_ (1<sup>st</sup>/2<sup>nd</sup>) Session: 2015-16

**To**

**The Director,  
Directorate of Distance Education,  
Kurukshetra University,  
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## DIRECTORATE OF DISTANCE EDUCATION KURUKSHETRA UNIVERSITY KURUKSHETRA

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

#### (B) PROFESSIONAL COURSES

1. Certificate Course in Computer Applications (1-Year)
2. Certificate Course in Fashion Designing (1-Year)\*
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5. Bachelor of Library & Information Science (1-Year)
6. Bachelor of Computer Applications (3-Year) Part-I/II/III
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8. P.G. Diploma in Export Marketing Management (1-Year)
9. P.G. Diploma in Journalism & Mass Communication (1-Year)
10. P.G. Diploma in Translation (Hindi/English)(1-Year)
11. P.G. Diploma in Environmental Education (1-Year)
12. P.G. Diploma in Computer Applications (1-Year)
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14. Master of Arts in Mass Communication (2-Year) Part-I/II

15. Master of Arts in Education (2-Year) Part-I/II
16. Master of Arts in Environmental Education.(2-Year) Part-I/II
17. Master of Computer Applications (3-Year) Part-I/II/III
18. Master of Business Administration (2-Year) Part-I/II
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5. M.Sc. Computer Science (Software) (2-Year) Part-II
6. MBA(2-Year) Part-II
7. M.B.A. (Hospitality Management) (2-Year) Part-II

(\*Recognized by Kurukshetra University, Kurukshetra  
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