

# CDOE PROSPECTUS 2026



**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

A++ Grade Accredited by NAAC

Category-I University under Categorization of Universities (only) for Grant of Graded  
Autonomy Regulations, 2018

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council*

*is pleased to declare*

*Kurukshetra University*

*Kurukshetra, Haryana as*

*Accredited*

*with CGPA of 3.56 on four point scale*

*at A<sup>++</sup> grade*

*valid up to January 31, 2031*

*Date : February 01, 2024*



*gmsi*  
Director

EC(SC)/184/4<sup>th</sup> Cycle/HRUNGN10016

**Prof. SOM NATH**  
**VICE-CHANCELLOR**  
Ph.D. (Civil Engineering), ME (Highways)  
MIRC, MIUT, MISTE, MISRMTT



**Kurukshetra University,**  
**Kurukshetra-136119 (INDIA)**  
(Established by the State Legislature Act XII of 1956)  
(‘A++’ Grade, NAAC Accredited)

**प्रो० सोमनाथ**  
**कुलपति**

**कुरुक्षेत्र विश्वविद्यालय,**  
**कुरुक्षेत्र - 136 119 ( भारत )**  
( राज्य विधान सभा के एक्ट XII द्वारा 1956 से स्थापित )

## MESSAGE

Kurukshetra University Kurukshetra, as the oldest University in Haryana, is a pioneer in academic innovation and student-centric learning. Our commitment to excellence is reflected in our NAAC ‘A++’ accreditation and our standing as a Category-I Institution under the UGC Graded Autonomy Regulations (2018).

The Centre for Distance and Online Education (CDOE) carried forward this legacy by providing high-quality education through Open and Distance Learning (ODL) and Online modes. We bridge the gap between traditional academia and modern flexibility, ensuring that quality education is accessible to all.

In alignment with the National Education Policy (NEP-2020), our programs are designed at par with regular University programmes, allowing for seamless mobility across different learning modes. We offer:

- **Diverse Course Options:** A blend of professional and traditional courses, including dual-degree options.
- **Lifelong Learning:** Specialized programs in Yoga, the Gita, and various language and short-term certificate courses.
- **Digital Convenience:** A robust interface featuring online admissions, secure fee gateways, updated digital study materials, and real-time SMS/Email alerts.
- **Inclusive Education:** Incentivizing girl students through dedicated tuition fee concessions.

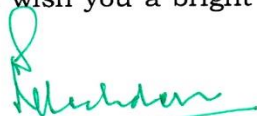
Since the launch of our Online Education in January 2022, we have expanded to 21 diverse programs (UG, PG, Diploma, and Certificate levels), reaching learners across India and the globe. This year we plan to launch 14 new programmes to cater to different needs of the learners in emerging areas.

Our dedication to quality has been consistently recognized:

- ‘CSR Top Institutes of India Award’ by *Competition Success Review* (2018), 2019, 2023, 2024 and 2025).
- ‘Making India Employable’ Award (2023) for excellence in higher education and career readiness.

Whether you are seeking a primary degree, an additional qualification, or skill-based value enhancement, CDOE provides the resources and support to help you succeed.

I welcome you to join our vibrant academic community and wish you a bright and successful future.

  
( **Som Nath** )

**Phone:** 01744-238039 (Off.), 238021 (Resi.)

**Email:** vc@kuk.ac.in



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Kurukshetra University, Kurukshetra-136119 (INDIA)  
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**Prof. Manjula Chaudhary**  
Director

## From the Director’s Desk

### Admissions 2026: Empowering Minds, Shaping Futures

The Centre for Distance and Online Education (CDOE) at Kurukshetra University is an institution with a difference. We are dedicated to creating bright, analytical minds that embody our University’s motto: **“Perform Actions while Steadfast in the State of Yoga.”** Our mission is to provide accessible, affordable, and high-quality education. I am pleased to invite all aspiring learners to apply for our **ODL and Online Programmes for the 2026 Admission Session.**

With a legacy of excellence and a student body of over 20,000, CDOE continues to offer industry-relevant education tailored to contemporary needs.

- **Open and Distance Learning (ODL):** For the July 2026 session, we offer **39 traditional and professional programmes** across UG, PG, Diploma, and Certificate levels.
- **Online Programmes:** We offer **19 specialized programs**, including foreign languages and high-demand tech diplomas in **Data Analytics, Cyber Security, IoT, Cloud Computing, Blockchain, Full Stack Development, and AI/ML.**

We have evolved to provide a seamless digital experience through our integrated University Management System (IUMS):

- **Digital Learning Hub:** Students receive a unique User ID to access downloadable study materials, syllabi, and model question papers directly from our portal.
- **Expert Mentorship:** We conduct **Personal Contact Programmes (PCP)** for ODL students, where expert faculty provide in-depth syllabus coverage and query handling.
- **Interactive Learning:** Online students benefit from **live interactive lectures**, bringing the classroom experience to their screens.

At CDOE, we strive to be the preferred choice for learners seeking excellence and flexibility. We invite you to join our community and take the next step in your professional and personal growth.

I wish you a rewarding and successful learning pursuit.

(Manjula Chaudhary)

**VISION**

Be globally acknowledged as a distinguished Centre of a Academic Excellence.

**MISSION**

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

**MISSION OF THE CDOE**

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

**VERY IMPORTANT**

Read the prospectus carefully to learn about student life cycle at CDOE

Use a unique email and mobile number for online enrollment

Two-degree programmes are allowed simultaneously (not with PhD)

Stay connected to CDOE and university through IUMS dashboard and our websites

Fill your admission form carefully as changing data at a later stage may not be possible

For any query during your study, refer to this prospectus

CDOE offers only limited number of programmes in January Session. Do not panic, wait for all programmes to open in July Session. In July, it is launching 14 new programmes.

Visit CDOE for any guidance and support. All staff and faculty will offer utmost cooperation.

**Processing Fees: General Category:** Rs. 800/-, **SC/BC/EBPG/Blind/PWD (Haryana only):** Rs. 200/- *Note:* Processing fees are non-refundable. If a technical error causes double payment, the extra fee will be refunded as per rules.

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## OFFICERS OF THE UNIVERSITY

Hon'ble Chancellor: Shri Ashim Kumar Ghosh

*Governor, Haryana*

<b>Designation</b>	<b>Name</b>	<b>Qualifications</b>	<b>Contact (O)</b>
<b>Vice-Chancellor</b>	Prof. Som Nath Sachdeva	<b>Ph.D.</b> (Civil Engineering), M.E.(Highways), MIRC, MIUT, MISTE, MISRMTT	01744-238039
<b>Registrar</b>	Lt. (Dr.) Virender Pal	M.A., <b>Ph.D.</b> (Eng.)	01744-238026
<b>Dean Academic Affairs</b>	Dr. Rakesh Kumar	MCA, <b>Ph.D.</b> (Computer Sc.)	01744-238410 Extn: 2134
<b>Director</b>	Prof. Manjula Chaudhary	MBA, <b>Ph.D.</b> (Management)	01744-238628
<b>Controller of Examinations</b>	Dr. Ankeshwar Prakash	M.Com., <b>Ph.D.</b> (Commerce)	01744-238189

## FACULTY OF CDOE

Name	Designation	Subject	Contact & Email
<b>Dr. (Mrs.) Geetika Sandhu</b> M.A., M.Phil., Ph.D.	Associate Professor	English	094668-37029; <a href="mailto:geetikasandhu21@gmail.com">geetikasandhu21@gmail.com</a>
<b>Dr. Kushwinder Kaur</b> M.Sc. (Hons), Ph.D.	Associate Professor	Economics	090174-218989; <a href="mailto:kkaur@kuk.ac.in">kkaur@kuk.ac.in</a>
<b>Mrs. Meenakshi Chahal</b> M.A., M.Ed. M. Phil	Assistant Professor	Education/English (B.Ed..)	090500-21652; <a href="mailto:mink_chahal@rediffmail.com">mink_chahal@rediffmail.com</a>
<b>Dr. (Ms.) Jyotsna Gupta</b> Ph.D.	Assistant Professor	Library Science	082959-61460; <a href="mailto:jgupta@kuk.ac.in">jgupta@kuk.ac.in</a>
<b>Dr. Kuldeep Singh</b> M.A., M.Phil., Ph.D.	Assistant Professor	History	070158-35470; <a href="mailto:kuldeepdde@kuk.ac.in">kuldeepdde@kuk.ac.in</a>
<b>Dr. Jitender Acharya</b> M.A., M. Phil. Ph.D.	Assistant Professor	Sanskrit	070274-56199; <a href="mailto:acharyaj64@gmail.com">acharyaj64@gmail.com</a>
<b>Mr. Ravi Parkash</b> M.A (MC), M.Phil. (JMC)	Assistant Professor	Mass Communication	099927-02999; <a href="mailto:raviyashil@gmail.com">raviyashil@gmail.com</a>
<b>Dr. Manju Sharma</b> M.Sc., B.Ed., Ph.D.	Assistant Professor	Environmental Education	097299-87035; <a href="mailto:manjusharma@kuk.ac.in">manjusharma@kuk.ac.in</a>
<b>Dr. Sukhjit Kaur</b> M.A., M.Phil., Ph.D.	Assistant Professor	Punjabi	098960-61081; <a href="mailto:sukhjitkaur124@kuk.ac.in">sukhjitkaur124@kuk.ac.in</a>
<b>Dr. Vikrant</b> M.A., M.Ed., Ph.D.	Assistant Professor	Education	094684-28959; <a href="mailto:vikrant.dde@kuk.ac.in">vikrant.dde@kuk.ac.in</a>
<b>Dr. Jyoti</b> M.A., M.Phil., Ph.D., B.Ed., M.A(Edu.), M.A(Pol. Sc.), PG Dip in Criminology and Forensic Sc.	Assistant Professor	Public Administration	090509-61937; <a href="mailto:Jyoti.dde@kuk.ac.in">Jyoti.dde@kuk.ac.in</a>



## ADMINISTRATIVE OFFICERS

Name	Designation	Phone (Direct)	Intercom
<b>Dr. Deepak Sharma</b>	Deputy Registrar	01744-238385	2590
<b>Smt. Seema Rani</b>	Superintendent	01744-238189	2589
<b>Sh. Rajpal Bhoje</b>	Superintendent	01744-238196	2588
<b>Sh. Narender Karoli</b>	Superintendent	01744-238196	2590
<b>Sh. Hari Singh</b>	Superintendent	01744-238196	2603
<b>Smt. Ekta</b>	Superintendent	01744-238196	2589

### General University Contacts

If you are calling from outside the university, use the **01744**-area code. The numbers in parentheses are the internal extensions.

Department	Phone Number	Extension
<b>General EPABX Nos.</b>	238196 / 238410 / 238629 / 238679	—
<b>CDOE Enquiry</b>	01744-238518	2600
<b>Examination Enquiry</b>	01744-238169	2454
<b>Controller of Examinations</b>	01744-238377	2113
<b>Mailing Address &amp; Email</b> Use these details for official correspondence or general inquiries. <b>Postal Address:</b> Director, Centre for Distance and Online Education, Kurukshetra University, Kurukshetra - 136119, Haryana, India. <b>Email Support:</b> <ul style="list-style-type: none"><li>• <b>General Queries:</b> <a href="mailto:dde@kuk.ac.in">dde@kuk.ac.in</a></li><li>• <b>Online Programmes :</b> <a href="mailto:ddeonline@kuk.ac.in">ddeonline@kuk.ac.in</a></li></ul>		

### Results & Registration (Assistant Registrar)

For specific queries regarding your marks, registration, or conduct, use these direct lines:

Section	Direct Phone Number	Extension
<b>Result-I</b>	01744-238299	2461
<b>Result-II</b>	01744-238582	2477
<b>Result-III</b>	01744-238320	2544
<b>Re-evaluation</b>	01744-239230	2455
<b>Registration</b>	01744-238888	2440
<b>Conduct</b>	01744-238966	2474
<b>Secrecy</b>	01744-238068	2453

## SECTION 1: INTRODUCTION

### The Centre for Distance and Online Education

Kurukshetra University initiated Distance Education Programmes in 1976 through the Directorate of Correspondence Courses to provide an opportunity for higher education to people who could not continue their studies because of reasons beyond their control. The Directorate's endeavour has been to combine the twin objectives 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 renamed as the **CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**. Every year, the Centre enrolls about 20,000 students in undergraduate and postgraduate conventional and professional programmes.

The Centre also provides a two-year B.Ed. programme with the approval of NCTE for the benefit of working teachers in schools and other educational institutions. The Centre has a separate three-story teaching block exclusively for distance education students, housing well-equipped, centrally air-conditioned Computer Labs, a Library, lecture halls, and common rooms.

CDOE has received numerous awards for excellence, including the "Making India Employable Award" in 2023, and the "CSR Top University of India" award in 2023, 2024, and 2025.

## ADMISSION GUIDELINES AND SCHEDULE

### 1.1.1 New Admissions - Online Filling Schedule

Admission Session	Programmes	Dates
<b>January Session</b>	MBA / MCA / B.Ed.	01.01.2026 – 15.03.2026
	All other programmes	01.01.2026 – 30.03.2026
<b>July Session</b>	MBA / MCA / B.Ed.	01.07.2026 – 15.09.2026
	All other programmes	01.07.2026 – 30.09.2026

**Note:** If the number of students is less than 10 in any programme, the programme will not be started and admissions will be cancelled.

### 1.1.2 FEE SCHEDULE FOR CONTINUING STUDENTS (SEMESTER SYSTEM)

#### i) For Students Admitted in Session July 2026 (ODL Programmes)

*Applicable to 2nd, 3rd, 4th, 5th & 6th Semesters*

Fee Category	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
<b>Without Late Fee</b>	31.03.2026 (Tuesday)	30.09.2026 (Wednesday)	31.03.2027 (Wednesday)	30.09.2027 (Thursday)	31.03.2028 (Friday)
<b>With Late Fee of Rs. 1000/-</b>	30.04.2026 (Thursday)	30.10.2026 (Friday)	30.04.2027 (Friday)	29.10.2027 (Friday)	28.04.2028 (Friday)
<b>With Late Fee of Rs. 2000/-*</b>	w.e.f. 01.05.2026	w.e.f. 31.10.2026	w.e.f. 01.05.2027	w.e.f. 30.10.2027	w.e.f. 29.04.2028

*\*The late fee of Rs. 2000/- includes late examination fees and is applicable until 15 days before the commencement of the respective examinations.*

#### ii) For Students Admitted in Session January 2025 (ODL Programmes)

*Applicable to 2nd, 3rd, 4th, 5th & 6th Semesters*

Fee Category	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
<b>Without Late Fee</b>	30.09.2026 (Wednesday)	31.03.2027 (Wednesday)	30.09.2027 (Thursday)	31.03.2028 (Friday)	29.09.2028 (Friday)
<b>With Late Fee of Rs. 1000/-</b>	30.10.2026 (Friday)	30.04.2027 (Friday)	29.10.2027 (Friday)	28.04.2028 (Friday)	31.10.2028 (Tuesday)
<b>With Late Fee of Rs. 2000/-*</b>	w.e.f. 31.10.2026	w.e.f. 01.05.2027	w.e.f. 30.10.2027	w.e.f. 29.04.2028	w.e.f. 01.11.2028

*\*The late fee of Rs. 2000/- includes late examination fees and is applicable until 15 days before the commencement of the respective examinations.*

### 1.1.3 ADMISSION SCHEDULE: MBA-1st & MCA-1st (ODL)

Session: July 2026

Admission Period	Deadline	Remarks
01.07.2026 – 15.09.2026	15.09.2026	Admission in January 2026 is merit-based. Leftover seats will be filled in the July 2026 session using the same criteria.

- **Merit List:** Prepared as per the "Distribution of Seats and Guidelines for Reservation" in the Kurukshetra University Handbook of Information.
- **Note:** Dates are subject to change based on UGC-DEB notifications.

### 1.1.4 ADMISSION IN B.ED. (2-YEARS) PART-I

Sessions: January & July 2026

Session	Admission Window	Last Date	Merit List Publication
January 2026	Jan 1 – March 15	15.03.2026 (Monday)	20.03.2026 (CDOE Website)
July 2026	July 1 – Sep 15	15.09.2026 (Thursday)	21.09.2026 (CDOE Website)

- **Selection:** Merit-based admission. January leftover seats will be filled in the July session.
- **Criteria:** Prepared as per NCTE guidelines and subject to UGC-DEB updates.

### 1.1.5 SECOND INSTALLMENT FEE SCHEDULE

Programmes / Courses	Without Late Fee	With Late Fee of Rs. 1000/-
<b>January 2026 Session:</b>		
(i) B.A., B.Com., B.C.A., C.C.A., C.C.U., D.Lib. Sc., Yoga & Gita	30.06.2026	01.07.2026 until 10 days before Exams
(ii) All Master's Degrees, All PG Diplomas, B.Ed. & B.Lib. Sc.	30.06.2026	01.07.2026 until 10 days before Exams
<b>July 2026 Session:</b>		
(i) B.A., B.Com., B.C.A., C.C.A., C.C.U., D.Lib. Sc., Yoga & Gita	31.12.2026	01.01.2027 until 10 days before Exams
(ii) All Master's Degrees, All PG Diplomas, B.Ed. & B.Lib. Sc.	31.12.2026	01.01.2027 until 10 days before Exams

## IMPORTANT NOTES FOR CANDIDATES

1. **Programme Change:** Students may change their Programme/Course/Option **only once** before the generation of examination hall tickets/roll numbers via the student dashboard. Students must verify eligibility before initiating a change.
2. **Study Material Return:** If a programme/session/subject change is applied for, any study material already received must be returned with the application.
3. **Fee Adjustment:**
  - In case of change to a programme with a lower fee (for programmes longer than two years), the difference will be adjusted.
  - In case of change to a programme with a higher fee, the student must pay the difference plus the change fee.
4. **Promotion Policy:** From January 2023 onwards, all students are treated as "promotional cases" and continuing students must deposit dues for the next year without waiting for results.
5. **Lateral Entry:** Admission from regular programmes to ODL/Online programmes (and vice versa) is allowed subject to the rules of the University.
6. **DISCLAIMER:** Please note that the programme is not approved by the **National Commission for Allied and Healthcare Professions (NCAHP)**. Applicants are advised to review the NCAHP Act (2021) at <https://egazette.nic.in> before taking an informed decision.
7. **Alumni Fee:** Students may pay a one-time fee of **Rs. 1000/-** for Lifetime Alumni Membership.

## LIST OF PROGRAMMES AND ANNUAL FEES (JANUARY / JULY 2026)

Sr.No.	Name of Course	Scheme	Amount (Rs.)	Session
<b>A. TRADITIONAL PROGRAMMES</b>				
2	Bachelor of Arts (General) (BA) 3-Year	Semester	6500	Jan/ July 26
4	Bachelor of Commerce (General) (B.Com.) 3-Year	Semester	7500	July 26
5	M.A. in Hindi 2-Year Part-I/II	Annual	10000	July 26
6	M.A. in English 2-Year Part-I/II	Annual	10000	Jan/ July 26
7	M.A. in Sanskrit 2-Year Part-I/II	Annual	7500	July 26
8	M.A. in Panjabi 2-Year Part-I/II	Annual	7500	July 26
9	M.A. in Political Sc. 2-Year Part-I/II	Annual	10000	Jan/ July 26
10	M.A. in Philosophy 2-Year Part-I/II	Annual	7500	July 26
11	M.A. in Public Administration 2-Year Part-I/II	Annual	10000	July 26
12	M.A. in History 2-Year Part-I/II	Annual	10000	July 26
13	M.A. in Economics 2-Year Part-I/II	Annual	10000	July 26
14	M.Sc. in Mathematics 2-Year Part-I/II	Annual	10000	July 26
15	M.Sc. in Geography 2-Year Part-I/II	Annual	10000	July 26
16	Master of Commerce (M.Com.) 2-Year Part-I/II	Annual	12000	Jan/ July 26
17	M.A. in Sociology-2 Year Part-I/II (Semesters I&II)	Semester	10000	July 26
<b>B. PROFESSIONAL PROGRAMMES</b>				
<b>(I) COMPUTER/ IT PROGRAMMES</b>				
1	Certificate Course in Computer Applications (CCA) 1-Year	Annual	10000	July 26
2	Bachelor of Computer Application (3 Year) Part- I/II/III	Annual	16500	July 26
3	Post Graduate Diploma in Computer Applications (PGDCA)-1 Year	Semester	20000	July 26
4	M. Sc. in Computer Science (Software) (M.Sc. CS (S)) (2-Year) Part-I/II	Annual	20000	July 26
5	Master of Computer Applications (MCA)2Year Part-I/II	Semester	20000	July 26
<b>(II) COMMERCE &amp; MANAGEMENT PROGRAMMES</b>				
1	Advanced Graduate Diploma in Export Marketing Management (AGDEMM) 1-Year	Annual	9000	July 26
2	Master of Business Administration (MBA) 2 Year Part-I/II	Semester	30000	July 26

<b>(III)</b>	<b>LIBRARY AND INFORMATION SCIENCE PROGRAMMES</b>			
<b>1</b>	Diploma in Library & Information Science ( <b>D. Lib.&amp; Inf. Sc.</b> ) - 1 Year	Annual	11400	July 26
<b>2</b>	Bachelor of Library & Information Science ( <b>B. Lib.&amp; Inf. Sc.</b> ) - 1 Year	Annual	12000	Jan/ July 26
<b>3</b>	Master of Library & Information Science ( <b>M. Lib.&amp; Inf. Sc.</b> ) – 1 Year	Annual	12700	July 26
<b>(IV)</b>	<b>JOURNALISM &amp; MASS COMMUNICATION PROGRAMMES</b>			
<b>1</b>	Advanced Graduate Diploma in Journalism and Mass Communication ( <b>AGDJMC</b> ) 1-Year	Annual	11400	July 26
<b>2</b>	Master of Arts in Mass Communication ( <b>MAMC</b> ) 2Year Part-I/II	Annual	12000	July 26
<b>(V)</b>	<b>EDUCATION PROGRAMMES</b>			
<b>1</b>	Bachelor of Education ( <b>B.Ed.</b> ) 2 Year Part-I/II	Annual	37000	Jan/July 26
<b>2</b>	Master of Arts in Education ( <b>MA Edu.</b> ) 2-Year Part-I/II	Annual	19300	July 26
<b>(VI)</b>	<b>LAW PROGRAMMES</b>			
<b>1</b>	Advanced Graduate Diploma in Cyber Law & IPR ( <b>AGDCL&amp;IPR</b> ) (1-Year)	Annual	13000	July 26
<b>(VII)</b>	<b>ENVIRONMENTAL EDUCATION PROGRAMMES</b>			
<b>1</b>	Master of Arts in Environmental Studies ( <b>MA E.S.</b> ) 2-Year Part-I/II	Annual	9600	July 26
<b>C</b>	<b>VALUE ADDED PROGRAMMES</b>			
<b>1</b>	Diploma in Gita (DIG) 1-Year	Annual	6800	July 26
<b>2</b>	Diploma in Yoga (DIY) 1-Year	Annual	6600	July 26
<b>3</b>	Advanced Graduate Diploma in Translation (Hindi/English) ( <b>AGDT- H/E</b> ) 1-Year	Annual	6600	July 26
<b>4</b>	Advanced Graduate Diploma in Human Rights ( <b>AGDHR</b> ) 1-Year	Annual	11600	July 26
<b>5</b>	Introductory Level Program in Bhagavad Gita	Annual	500	July 26

**Processing Fees:** General Category: Rs. 800/-, SC/BC/EBPG/Blind/PWD (Haryana only): Rs. 200/- *Note:* Processing fees are non-refundable. If a technical error causes double payment, the extra fee will be refunded as per rules.

Schedule of admission for July/January session will be as provided in this document however these can change as per UGC-DEB notifications from time to time regarding this.

Date of admission will be considered when the fee is actually credited into the CDOE account. Students have to ensure that fees are deposited on the right portal.

**Note:**

1. The fees include Examination /Registration /Establishment /Eligibility /Continuation /Membership fee of Population Club Rs.6/- Alumni Fee Rs.100/- etc. but exclusive of late admission or late examination fees, etc.
2. Fees mentioned above are charged per year and can be paid in one time/two installments.
3. The students may pay Rs. 1000/- as Alumni Life Time Membership Fee, if interested to avail the faculty of alumni network
4. NO SEPARATE INTIMATION WILL BE SENT FOR PAYMENT OF 2ND INSTALLMENT OR ANY OTHER BALANCE OF FEE.
5. Any student related information viz PCP Schedule, Fee deposit, Late Fee, Exam Schedule, Admit Card, etc. will be available on the student's Dashboard and no separate information will be sent to him/her in any form.
6. The students of programmes having 2-years and 3-years duration enrolled with this Center for the session Jan/July 2022 who have appeared in the examinations but could not clear 50% papers of Part-I and Part-II examinations may also be provisionally allowed to join Part-II and Part-III of the concerned programmes in Jan/July 2026 session by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to their clearing the remaining papers of Part-I and Part-II examinations in the permissible number of chances.
7. Students admitted in the first year in 2026 will be promoted to the next higher class and no fresh admission will be needed.
8. Additional fees such as late admission fee, late examination fee, etc., wherever applicable are required to be paid along with the 1st installment.
9. Fee shall be charged separately for each year of the programme.
10. The Blind students of Haryana residence may, on an application be granted Full Tuition Fee Concession. In addition, SC and BC students of Haryana residence are granted financial aid by the State Government to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time.

**GUIDELINES FOR INTERNSHIP/ON THE JOB TRAINING AND INTERNSHIP REPORT SUBMISSION**

Every student must complete a 4-credit internship of 4–6 weeks aimed at improving employability or research skills. Students should choose an internship relevant to their academic field and career goals. Working professionals may use their work experience as an internship if they submit a detailed report.

Internships must be completed on time to meet the report submission schedule. Each student must work under a designated supervisor at the host organization, who should hold a senior position such as Programmer, Manager, or equivalent.

At the end of the internship, students must submit a comprehensive final report along with an official completion certificate from the organization. Evaluation will be based on the quality of the final report, as per the programme ordinance.

For details refer to Annexure 1.



## SCHEDULE of submission of different Reports

Sr. No.	Name of the Programmes for which Dissertation/project report (PR)/Sessional Work/Field Work (FW) Assignment /Translation Work(TW)/Training Report (TR) etc. is are required to be submitted and /or Training Internship is to be completed	Date upto which approval of topic/Supervisor of Dissertation/PR/TW Name of the company for Training/Internship etc. is ordinarily to be got approved from the Programme Coordinator by submitting the relevant details on PROFORMA Annexed in this Prospectus.	Due date for submission of the Dissertation/PR/ FW/TW/TR/SW/ Assignments/ Internship Certificate etc. and no. of copies to be submitted	Eligibility conditions for appointment of Supervisor of Dissertation/ Project Report
1.	PG (NEP/CBCS/Annual) Internship/Training Programme		Within 60 days after last day of theory examination of 2 <sup>nd</sup> Semester/1 <sup>st</sup> year	As per Internship Guidelines of PG Programs
2.	PG (NEP/CBCS/Annual) Dissertation/Project Report	Within 30 days of last date of exam. of the session	Within 60 days after last day of theory examination of 2 <sup>nd</sup> Semester/1 <sup>st</sup> year	*
3.	Diploma (Annual/Semester) Internship/Training Report/Project Report/ Assignment		Within 60 days after last date of examination.	As per Internship guidelines of PG Programs **
4.	UG (NEP) Internship		Within 60 days after last date of examination.	As per Internship Guidelines of UG Programs
5.	UG (Annual) EVS		On the day of examination.	As per Internship Guidelines of UG Programs

\*Eligibility condition for appointment of Supervisor of Dissertation/Project Report of M.A. Education Part-II (Dissertation) is an approved/retired teacher of the University teaching department of Education of this University OR at any other University OR an approved /retired teacher of the Institute of Teacher Education affiliated with any University recognized by the Kurukshetra University Kurukshetra having Ph.D.

(Education) OR 5 years PG teaching experience in Education OR experience of guiding research in education at doctoral level.

**\*\*Eligibility condition for appointment of Supervisor of Dissertation/Project Report of PGDT (H/E) (Translation Work) is a teacher of Hindi/English of the University teaching department at this University OR at any other recognized University OR a teacher at any College/Institute affiliated with any University having Five years Post Graduate teaching experience.**

### **CAUTION**

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

## **SECTION 2: IMPORTANT INSTRUCTIONS**

Admissions to CDOE ODL programs are online through IUMS portal. All application, documents, fees are submitted in online mode only. Students should maintain a unique email id and mobile number for registration. After admissions, students will get a dashboard where all the communication will be made. No separate intimation will be sent to the students.

### **2.1 General Instructions**

The candidates are advised to go through the Prospectus carefully before filling up the Online Admission Form & follow other instructions issued from time to time and to visit CDOE website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) regularly. The candidates should also remain vigilant and get in touch with the Centre at the appropriate time in case of non-receipt of CDOE Ref. No., study material, admit card/roll number, examination date sheet, result/DMC etc. All these will be available in the dashboard of student and it is responsibility of student to check it from time to time.

2.1.1 For any correspondence with CDOE, candidates are advised to mention registered email id, CDOE Ref. No., Name, Father's Name, Session, Class, Subject (in case of M.A./M.Sc.) and complete address, failing which the Centre will not be responsible for non-response to such communications and consequences thereof.

2.1.2 It is mandatory for the candidates to submit all fees and documents as stipulated by CDOE. The candidature of an applicant is liable to be cancelled in case of non-payment of any type of dues/fee or part thereof and/or for non-submission of any document. It can, however, be restored during the session on payment of balance dues with late fee and submission of required documents along with the revival fee, as per the requirement of the case. If the outstanding dues are not remitted and the required documents are not submitted before the termination of the theory examinations and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment /refund of fee paid in previous session will be allowed.

2.1.3 The date of receipt of fee or any other document will be considered the date on which the same is uploaded on portal. After depositing fees online, the student has to verify the same through his/her login id so that the same is reflected in their accounts. The Centre will not be responsible for non-receipt or late delivery of any document or dues to be deposited by a student.

2.1.4 The Centre 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 programmes of this University are advised to contact this CDOE directly.

2.1.5 For reservation, Guidelines of Government of Haryana will apply. Refer to Annexure 2.

## **2.2 Recognition**

2.2.1. 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 of ELIGIBILITY CONDITIONS of the Prospectus) for the purpose of admission to various programmes in the Center for Distance & Online Education unless otherwise decided by the University to exclude any specific programme. The above does not apply for admission to the regular programmes in the University Teaching Departments/Colleges for which the admission will be done separately by the University.

2.2.2. The examinations of foreign Universities/Boards which stand recognized by the Association of Indian Universities (AIU), New Delhi are recognized for the purpose of admission to various Online programmes in the Centre for Distance and Online Education.

2.2.3. Confirmation of Admission, allotment of CDOE 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.

2.2.4. Admissions-Fee deposit: The Centre for Distance and Online Education offers online admission facility through its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) and

www.iuims.kuk.ac.in. Online submission of application form and fees can be done with a processing fee of Rs. 800/- for Gen and Rs.200/- for SC/BC/EBPG/BLIND/PWD (more than 70 % disability) Candidates of Haryana only. If the fee receipt is not downloaded from the student login, students are advised to contact the CDOE immediately.

After depositing fees online, the student has to verify the same through his/her login so that the same is reflected in their account. If due to any technical error fee is deposited more than one time the extra fee is to be refunded as per rules.

### **2.3 Filling of application form-procedure**

Candidates are advised to upload all the relevant documents and testimonials along with their application form for ascertaining their Date of Birth, Eligibility, Category as well as for calculating the merit for Admission purpose in case of B.Ed.. Before starting to fill up the online application, keep ready with you the following details, and images of documents (size of image of any document should not exceed 1024 KB):

- a) A Valid Email ID (the email should be valid for at least 1 year), a valid mobile number as all information via SMS will be sent to this number, The candidate is advised to submit his/her email id and mobile only.
- b) Parivar Pehchan Patra (PPP) and Aadhar Card, if available.
- c) Image of scanned photograph in jpg/jpeg format.
- d) Image of scanned signature in jpg/jpeg format.
- e) Personal details.
- f) Image of scanned Matriculation or equivalent examination certificate in support of the date of birth and marks.
- g) Image of scanned 10+2 or equivalent examination certificate in support of marks.
- h) Image of scanned Certificate showing marks obtained and maximum marks in qualifying examination (s).

Image of scanned Certificate on the prescribed proforma for candidates belonging SC/BC/EWSs/DFE/ESM/DA categories of Haryana. The following annexures may be referred to by these categories.

Annexure 3 List of Scheduled Castes in Haryana and the Scheduled Caste Certificate

Annexure 4 List of Backward Castes in Haryana and Backward Caste Certificate

Annexure 5 EWS Income and Asset Certificate (Only for B.Ed.)

Annexure 6 DFE (Only for B.Ed.)

Annexure 7 Ex-Serviceman (Only for B.Ed.)

Annexure 8 Medical certificate for differently abled (Only for B.Ed.)

For B. Ed. following certificate will be needed as per Proforma provided in Annexure 9 (Teaching Certificate).

Image of scanned Certificate of Parental Income from all sources on the prescribed proforma must be uploaded in case of SC category (When income is upto 2,50,000/-).

Employed parents are required to obtain income certificates from their employer and for any additional income from other sources; they would furnish declaration by way of an affidavit on non-judicial stamp paper.

- i) Image of scanned Bonafide Resident Certificate as per Annexure-9, if applicable, Candidates deemed to an Haryana residents and will not be required to submit a certificate of bonafide resident of Haryana as per guidelines given in Annexure-10.
- j) Image of scanned Employer's Certificate in case of employee, If applicable.
- k) Character Certificate as per following details:  
Candidates who have recently qualified Candidates who have passed/ appeared in the qualifying examination in current session must submit Character Certificate from the Head of the Institution last attended as per specimen given in Annexure-11.
- k) The candidates must ensure that they have obtained the relevant certificate(s) from the appropriate competent authority approved and notified by Govt. of Haryana and that is according to the format as specified in prospectus.
- m) It is the sole responsibility of the candidate to upload all necessary documents / certificate / testimonials / fees with the application form. Discrepancy, if any shall not be communicated to the candidates by the department / institute.
- n) Not uploading of required documents will be considered as incomplete application form. The same will be identified and rejected for admission by the Admission Committee of the Department.

Correct Photograph and Signature must be uploaded by the candidates as the facility for correction in images will not be given.

**How to apply:** Visit the Official website [www.kuk.ac.in](http://www.kuk.ac.in) and follow the following procedure:

- Click on 'Admission' Tab.
- Click on 'CDOE Tab' (you will be redirected to CDOE Admission Portal)
- Choose your State preference from two available options-Haryana State and Other State
- Proceed by entering your PPP or Aadhar Number, if available.
- Fill basic details like email, mobile number, name, password etc.
- OTP message will be sent to your registered email I'd and mobile number. Applicant is advised to fill his/her own email I'd (create the same if not available) carefully since the password shall be sent to the applicant's email Id.
- Now login using user Id (registered email Id) and password.
- Upload your photo and signature to start the application form.
- Read the Guidelines carefully.
- Select one or more programme in which you want to apply.
- Fill the Personal, Address, Weightage (if any), Supernumerary seats, category, education and other details etc.
- Attach the required documents as per your selection.
- Review your Form and if all is ok then submit the same. The candidate must

ensure that all entries have been filled correctly and all necessary documents have been uploaded before submitting the form. Once submitted, it will not be edited.

- Now pay the application fee through online mode. Online application fee/admission fee for admissions to various programmes shall be deposited by the candidates through online mode (except debit card/credit card) like Net banking/UPI/RTGS-NEFT/CSC (Common Service Center) Wallet by using online payment gate way during filling of application forms and at the time of admission. Online application fee once paid shall not be refunded (full or partial) under any circumstances. The candidates are required to check the status is not “OK”, it means that transaction is cancelled and the amount will be refunded as per University Rules after completion of admission process.

The Application Processing Fee of programme has been fixed of Rs. 800/- (Rs. 200/- for SC/BC/Differently Abled candidates of Haryana Only).

**Note:**

1. If the Center, so desires, the original certificate (s) from the candidate can be demanded for any purpose whatsoever and after doing the needful, the same will be returned
2. The candidates who are appearing in Compartment/Re-appear Papers of any lower class from this University or any other University/Board simultaneously, and their result is withheld are required to submit the DMC of the result of the lower examination immediately to enable the office to get the result declared in time. While doing so, the candidate should mention registered email id, CDOE Ref. No., Examination Roll No. etc. of the programme which he/she is pursuing.
3. DMC of the candidates will be sent by Registered post after the declaration of the result. In case the result of any candidate is declared late (RL), 'Provisional' or 'Cancelled' etc. for any reason, the candidates are advised to approach the Centre/University immediately with the relevant documents i.e. CDOE Ref. No./Exam. Roll No. etc. to enable the Centre to take further necessary action accordingly.
4. Students are advised to regularly check CDOE KUK website and their dashboard on IUMS for updated information.

**REJECTION OF ADMISSION FORM**

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

1. The qualifying examination is not recognized by the Kurukshetra University.
2. Teaching experience certificate not as per specifications prescribed by the Centre (For B.Ed.. Part-I only).
3. The admission eligibility is not as per respective ordinance.
4. Self-attested copies of certificate/ DMC of qualifying exam are not uploaded with admission form.
5. Original certificate of qualifying examination is not produced in the Centre on demand.
6. Fee of 1<sup>st</sup> Installment is not remitted in full.

7. Admission Form is incomplete in any manner.

**Note:**

- i. In case the admission form of any candidate is rejected due to non-submission of requisite documents, the candidature can be revived on submission of the same with balance payment together with the revival fee of Rs. 1000/- before the generation of hall tickets/roll nos.
- ii. If a candidate is admitted on the basis of information submitted by him/her which is found to be incorrect or false at a later stage and found to have supplied false information/certificates/documents etc. or concealed some information in his/her Admission form, his/her admission will be cancelled and fee and other dues paid by him/her shall be forfeited besides disqualification from the University. The Centre may also refer to the police for investigation and registration of an FIR in the case as deemed fit against the candidate and his/her guardian.
- iii. Students of this Center are not eligible for allotment of accommodation in the University Hostels. However, on request only limited number of girl/boys students can be allowed to stay as guests subject to availability in the Girls/Boys Hostels by the Chief Warden Girls/Boys, for attending the PCP and/or for appearing in the University examinations on payment of usual charges.

## 2.4 Instructions Against Ragging

Kurukshetra University maintains a zero-tolerance policy toward ragging.

- **Definition:** Ragging includes teasing, physical abuse, financial extortion, or any act that affects the mental health/self-confidence of a student.
- **Reporting:** Students may contact the Proctor, Dean of Students' Welfare, or Chief Security Officer for help.
- **Requirement:** CDOE students must submit Anti-Ragging forms during the Personal Contact Programme (PCP).
- **Prohibition:** Use of alcohol is strictly prohibited on campus.

The detailed rules related to prohibition of ragging are attached at Annexure 13.

## 2.5 Tuition Fee Concessions & Financial Assistance

1. To motivate the girls for education, a scheme named "Shikshit Beti" is applicable in CDOE for those girls who have obtained more than 70% marks at 10+2 level in which 25% concession in tuition fee is provided for taking admission to B.A-I only in the Center. The same concession to these students will be continued for B.A-II & III provided they obtained 70% marks in BA-I & BA-II respectively.
2. The Blind students of Haryana residence may be granted Full Tuition Fee Concession. In addition, SC and BC students of Haryana residence are granted financial aid by the

State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time.

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

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

- (i) No fee\* will be charged by the University from the students belonging to SC category, whose parent's Income is upto 2.50 Lac p.a. They shall be admitted during the academic session January/July 2025 as per instructions of the Director, Higher Education, Haryana and the Director General, Technical Education Department, Panchkula, Haryana. However, as per instructions dated 01.09.2018 of the Director, welfare of SC/BC Classes Department Haryana., Chandigarh, the students belonging to the Scheduled Caste Category who after verification of record by the office are found eligible for the PMS Scholarship, shall have to submit an undertaking in the Fee Section of the Centre for Distance and Online Education that they will deposit their fee immediately to the Centre as soon as they receive the Scholarship in their bank account.
- (ii) Students belonging to the SC Category who are eligible for Post Matric Scholarship Scheme should get their saving Bank Account linked with Aadhar Card to get transferred the funds in their respective Bank Accounts.
- (iii) Students who are eligible for Scheduled Caste Scholarship(s) may apply online on the dates which will be announced/published in the newspaper/highereduhry.com portal by the State Govt./Funding Agencies.
- (iv) No intimation in this regard will be sent by the Centre separately.
- (v) The eligible applicants are required to submit hard copy of Post Matric Scholarship form in this Centre immediately.

**NOTE:** THOSE CANDIDATES WHO HAVE NOT APPLIED FOR POST MATRIC SCHOLARSHIP ON THE WEB PORTAL OF GOVT. OF HARYANA BY DUE DATE, THEY WILL HAVE TO PAY FULL FEE BEFORE THE ISSUE OF EXAMINATION ROLL NO./hall ticket.



4. **Free Education for Dependent Children of Leprosy Affected Persons (LAPs):** No fee/dues will be charged from the dependent children of Leprosy Affected Persons and education in the Centre for Distance and Online Education will be free for them.
5. Tuition Fee Concession out of the fee payable to the University is admissible to the University Employees and their sons/daughters, younger sisters/brothers (wholly dependent) and non-working wife as per Ordinance XXII printed at page 299 in K.U. Calendar Vol.-I, 2009. Rest of the dues are payable in two installments.
6. Tuition Fee Concession is full in traditional programmes and 50% in professional programmes to the maximum two wards of retired University employees up to the age limit of 25 years with the condition that wards should not be in service and if there is any gap in their studies, employees should furnish affidavit duly attested by Notary Public that his/her son/daughter was not in service during the gap period.

## 2.6 FINANCIAL ASSISTANCE

Financial assistance to a limited extent can be allowed to a very small number of students on merit- cum-means basis after having deposited the admission form and 1<sup>st</sup> installment of fee on submission of 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 up to 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 along with the required Income Certificate should reach the office by 30<sup>th</sup> June 2025 for January 2025 session. Application received after this date will be rejected. The Financial Assistance will be given from the RK Fund

## 2.7 INTERNATIONAL STUDENTS

International Students are not allowed in any ODL programme and will be allowed only in Online programmes as per DEB letter F. No. 12-1/2024 (DEB-I) dated 26.04.2024.

## 2.8 Formative (Internal) Assessment

- **Weightage:** 30% for sessions from July 2024 onwards (20% for older promotional classes).
- **Mode:** Written tests conducted offline during PCPs based on the syllabi of courses.
- In case, a candidate has not appeared in Internal Assessment test or he/she took admission after Personal Contact Programmes, then he/she will be awarded internal assessment proportionately on the basis of marks obtained by him/her in final examination. The internal assessment once awarded will not be revised afterwards.
- **Discrepancies:** Marks will be displayed on the CDOE website. Students can apply for re-checking within **7 days** of uploading by paying **Rs. 200/-**.

## 2.9 Applicability of Syllabi

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

## 2.10. Admission of students having compartment/ reappear

1. Admission of students having compartment/ reappear at 10 + 2 level in the first year of a programme:

A student who has been placed under compartment or is allowed to reappear in any number of subjects in Senior Secondary Certificate Level (Class XII level) of the Board of school Education Haryana or equivalent examination of another university/Board may be allowed to study provisionally for the First semester/year of UG /other Programme wherein 10+2 is the qualifying/eligibility condition for admission. Such student shall pass the compartment/reappear subjects before the commencement of the First semester/year examination of concerned UG/other programme. If the student does not clear the

compartment/reappear subjects in time, his/her admission to the programme concerned shall be cancelled ab-initio by the CDOE. No fee refund will be admissible in such cases of admission cancellation.

The Vice-Chancellor may relax the above conditions in exceptional cases on its own or on the recommendations of the committee constituted by the Vice-Chancellor.

2. Admission of students having compartment/ reappear at Undergraduate level in the first year of a programme:

A student who has been placed under compartment or is allowed to reappear in any number of subjects in Undergraduate Exam of Kurukshetra University or equivalent examination of another university may be allowed to study provisionally for the First semester/year of PG /other Programme wherein Undergraduate Degree is the qualifying/eligibility condition for admission. Such student shall pass the compartment/reappear subjects before the commencement of the First semester/year examination of concerned PG/other programme. If the student does not clear the compartment/reappear subjects in time, his/her admission to the programme concerned shall be cancelled ab-initio by the CDOE. No fee refund will be admissible in such cases of admission cancellation.

The Vice-Chancellor may relax the above conditions in exceptional cases on its own or on the recommendations of the committee constituted by the Vice-Chancellor.

3. Lateral entry of students having compartment/reappear in UG/ PG Programme in second/third year of a UG/PG Programme:

Students with reappear/compartment in UG/ PG Programmes are allowed lateral admissions in the programmes of CDOE subject to following conditions;

3.1 Students from universities other than Kurukshetra University shall pass all reappear/compartment exams before the commencement of final semester/end year examinations of the concerned programme.

3.2 However, the students of Kurukshetra University taking lateral admissions will have to clear the reappear/ compartment exams as per Clause 9.1 of the Ordinance of UG Programme of CDOE wherein they can appear in lower semester examinations alongwith higher semester examinations.

3.3 Students shall be allowed admission to only those programmes and courses that are offered by CDOE.

3.4 However, students are allowed to study a new subject with the stipulation that all deficient courses of the same have to be completed as per Clause 9.1 cited above

### SECTION 3-ELIGIBILITY CONDITIONS (For first year of CDOE programmes)

This section details the eligibility conditions of first year of all ODL programmes offered by CDOE. Students seeking lateral entry in different programmes shall refer to the 'Programmes, Courses of Reading and Eligibility Conditions

Sr No.	Name of the Programme	Duration (Pattern)	Eligibility	Medium of Instructions
<b>Traditional Programmes</b>				
1	Bachelor of Arts (BA)	3 year (Semester)	Pass in Senior Secondary Certificate Examination (10+2 Standard) in five subjects of Board of School Education, Haryana OR any other examination recognized as equivalent thereto by the Kurukshetra University with <b>English</b> as one of the subjects. <b>OR</b> Pass in <b>three-year Diploma Programme</b> examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto, with the subject of Communication Skill/English-I and Communication Skill/English - II.	Hindi/English except language course in have medium will be in their respective language
2	Bachelor of Commerce (B. Com.)	3 year (Semester)	Pass in Senior Secondary Certificate Examination (10+2 Standard) in five subjects of Board of School Education, Haryana OR any other examination recognized as equivalent thereto by the Kurukshetra University with <b>English</b> as one of the subjects. <b>OR</b> Pass in <b>three-year Diploma Programme</b> examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto, with the subject of Communication Skill/English-I and Communication Skill/English - II.	Hindi/English except language course in have medium will be in their respective language
3	Master of Arts (MA) (Hindi)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi
4	Master of Arts (MA) (English)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	English

5	Master of Arts (MA) (Sanskrit)	2 year (Annual)	Pass in Bachelor's Degree examination with the subject as Sanskrit in all three parts OR Shastri (Vishishta with English) of Kurukshetra University OR of any other recognized University, provide that candidates must have passed the subject of Sanskrit (compulsory or elective) at Degree level.	Sanskrit
6	Master of Arts (MA) (Panjabi)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Panjabi
7	Master of Arts (MA) (Political Science)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi/English
8	Master of Arts (MA) (Philosophy)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi/English
9	Master of Arts (MA) (Public Administration)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi/English
10	Master of Arts (MA) (Sociology)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi/English
11	Master of Arts (MA) (History)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi/English
12	Master of Arts (MA) (Economic)	2 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University OR of any other recognized University.	Hindi/English
13	Master of Science (M.Sc.) (Mathematics)	2 year (Annual)	Pass in 3-years B.A./B.Sc. degree with <b>Mathematics</b> as one of the subjects in all the 3 years <b>OR</b> B.A.(Hons.)/B.Sc. (Hons.) in <b>Mathematics</b> (in all the Semesters/years) examination of Kurukshetra University <b>OR</b> equivalent degree from any other recognized University.	Hindi/English
14	Master of Science (M.Sc.) (Geography)	2 year (Annual)	Pass in B.A./B.Sc. with <b>Geography</b> as one of the subjects <b>OR</b> B.A.(Hons.)/B.Sc. (Hons.) in <b>Geography</b> examination of Kurukshetra University <b>OR</b> of any other recognized University.	Hindi/English

15	Master of Commerce (M.Com.)	2 year (Annual)	Pass in Bachelor's Degree examination in Commerce <b>OR</b> Arts /Science with Economics/Mathematics <b>OR</b> BBA/BIM/BTM of Kurukshetra University or any other recognized University.	Hindi/English
Professional Programmes				
16	Certificate in Computer Applications (CCA)	1 year (Annual)	Pass in 10+2 Examination in five subjects with English as one of the subjects from the Board of School Education, Haryana or any other examination recognized by this University as equivalent thereto.  <b>OR</b> Pass in three-year Diploma Programme examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto.	English
17	Bachelor of Computer Applications (BCA)	3 year (Annual)	Pass in Senior Secondary Certificate Examination (10+2 standard) of Board of School Education Haryana or any other examination recognized as equivalent thereto by the Kurukshetra University <b>in five subjects</b> including the subjects of English.  <b>OR</b> Pass in three year Diploma Programme examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto.	English
18	Post Graduate Diploma in Computer Applications (PGDCA)	1 year (2 Semesters)	A 3-year/6-Semester Bachelor's Degree from Kurukshetra University or any other recognized University.  (for students having no Mathematics background at 10+2 level or at graduation level, a compulsory bridge course, framed by the Kurukshetra University, has to be done and an additional bridge course related to computer subjects for students having no Computer background at 10+2 level or at graduation level, has to be done as per norms of the Kurukshetra University)	English
19	Master of Science (M.Sc.) (Computer Science)	2 year (Annual)	Pass in Bachelor's Degree in any discipline from Kurukshetra University or an examination recognized as equivalent there to.	English

20	Master of Computer Applications (MCA)	2 year (4 semesters)	A 3-year/6-Semester Bachelor's Degree from Kurukshetra University or any other recognized University.(for students having no Mathematics background at 10+2 level or at graduation level, a compulsory bridge course, framed by the Kurukshetra University, has to be done and an additional bridge course related to computer subjects for students having no Computer background at 10+2 level or at graduation level, has to be done as per norms of the Kurukshetra University).	English
<b>NOTES:</b>				
<ol style="list-style-type: none"> <li>1. A student can opt one elective course in a semester, i.e. up to 40% of total elective courses mentioned in the scheme, through SWAYAM/NPTEL or other online portals recognized by the UGC and the university.</li> <li>2. Students who have not passed Computer Science as a subject at the graduation level, 10+2 level, or through any diploma course from a recognized university are required to undertake a bridge course in the first semester. Successful completion of this bridge course is mandatory for eligibility to obtain the MCA degree. However, it should be noted that while the marks obtained in the bridge course will be reflected on the final year grade sheet, they will not be included in the calculation of the CGPA/SGPA. Similarly, students who have not studied Mathematics/Statistics as a subject at the graduation level or 10+2 level from a recognized university are required to complete a bridge course in the second semester. Passing this bridge course is also mandatory for eligibility to obtain the MCA degree. As with the first-semester bridge course, the marks obtained will appear on the final year grade sheet but will not contribute to the CGPA/SGPA</li> </ol>				
21	Advanced Graduate Diploma in Export Marketing Management (AGDEMM)	1 year (Annual)	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.	Hindi/English
22	Master of Business Administration (MBA)	2 year (4 semesters)	Pass in Bachelor's degree examination of Kurukshetra University <b>OR</b> any other recognized University	English
<b>Library and Information Science Programmes</b>				
23	Diploma in Library and Information Science (D.lib. & Info. Sc.)	1 year (Annual)	Pass in Matriculation/Higher Secondary/10+2 examinations <b>in five subjects with English</b> as one of the subjects from the Board of School Education, Haryana or any other examination recognized by this University as equivalent thereto.	Hindi/English

24	Bachelor in Library and Information Science (B.lib. & Info. Sc.)	1 year (annual)	Pass in Bachelor's or Master's Degree exam of the Kurukshetra University or any other recognized University.	Hindi/English
25	Master of Library and Information Science (M.lib. & Info. Sc.)	1 year (annual)	Pass in Bachelor's Degree in Library & Information Science (B.Lib. & Inf. Science) of Kurukshetra University <b>OR</b> any other recognized University.	Hindi/English
<b>Journalism and Mass Communication Programmes</b>				
26	Advanced Graduate Diploma in Journalism and Mass Communication (AGDJMC)	1 year (Annual)	Pass in Bachelor's Degree exam of the Kurukshetra University OR any other recognized University.	Hindi/English
27	Master of Arts in Mass Communication (MAMC)	2 years (Annual)	Pass in Bachelor's degree examination of Kurukshetra University <b>OR</b> any other recognized University.	Hindi/English
<b>Education Programmes</b>				
28	Bachelor of Education (B.Ed.)	2 years (Annual)	Bachelor's /Master's degree from a recognized University with atleast 50% marks in aggregate(47.5% in case of SC/ST/Blind/Physically Handicapped candidates) <b>OR</b> 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.  Trained in-service teachers in elementary education. (iv) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.  Only in service teachers working in any Recognized Government/Aided/Private School/Educational Institution are eligible.	Hindi/English
<b>NOTE:</b> (a) The Teaching Experience Certificate will be accepted only on the prescribed proforma given at <b>Annexure-9</b> in the Prospectus. In case a candidate has served				



<p>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.</p> <p>(b) The candidates seeking admission in B.Ed. 1<sup>st</sup> Year should ensure to submit proof of Teaching Experience in a school/other educational institutions duly certified by Headmaster/Principal on the prescribed format as per Annexure-9.</p> <p>(c) There will be no rounding off percentage of marks for determining the eligibility for admission to B.Ed. programme.</p> <p>(d) Admission dues to be paid only after confirmation of admission and on demand from the Center after finalization of the merit list for admission to B.Ed. Part-1<sup>st</sup>.</p> <p>(e) Candidates seeking admission for B.Ed. Part-1<sup>st</sup> should bring their Original Certificates at the time of Admission/Counseling after declaration of Merit list by the Centre.</p> <p>(f) The reservation for SC/ST/EWSs/OBC/PWD and other categories shall be as per the rules of Haryana Govt.</p>				
<p>(a) For admission to B.Ed. Part-I, at least 47.5% marks in aggregate are required in case of SC/ST/Blind/Physically Handicapped candidates OR 55% in case of BE/B. Tech. (52.25% in case of SC/ST/Blind/Physically Handicapped candidates) as per directions of Hon'ble Supreme Court of India.</p> <p>(b) For Scheduled Caste candidates the minimum pass marks in the qualifying examinations will be considered as the eligibility condition for admission to M.A. Education Part-I Programme only for Haryana Candidates.</p> <p>(c) 5% relaxation in minimum eligibility condition will be given to the blind/differently abled candidates.</p> <p>(d) There will be no rounding of percentage of marks for determining the eligibility for admission to various programmes</p>				
29	Master of Arts in Education (MA-Education)	2 year (Annual)	A person who has passed one of the following examinations shall be eligible to join the programme: B.A. (Hons.) in Education <b>OR</b> Bachelor Degree in any discipline with at least 50% marks in aggregate <b>OR</b> 45% marks in the subject of Education.	Hindi/English
<b>Law Programmes</b>				
30	Advanced Graduate Diploma in Cyber Law and IPR (AGDCL&IPR)	1 year (Annual)	Pass in Bachelor's Degree OR Master's degree in any discipline from University or any other recognized University as equivalent thereto.	English
<b>Environmental Education Programmes</b>				
31	Master of Arts in Environmental Education (MA-EE)	1 year (Annual)	Pass in Bachelor's Degree examination of Kurukshetra University <b>OR</b> any other recognized University.	Hindi/English
<b>Value Added Programmes</b>				
32	Advanced Graduate Diploma in Translation	1 year (Annual)	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.	Hindi/English

	(Hindi/English) - AGDT			
33	Advanced Graduate Diploma Human Rights (AGDHR)	1 year (Annual)	Pass in Bachelor's Degree exam of the Kurukshetra University or any other recognized University.	Hindi/English
34	Diploma in Yoga	1 year (Annual)	Pass in 12 <sup>th</sup> /10+2 examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.	Hindi/English
35	Introductory Level Programme in Bhagwadgita (Collaborator ISKCON)	60 Hours	Pass in 12 <sup>th</sup> /10+2 examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.	Hindi/English

#### NOTES:

**Number of seats-** Seats are limited to 1000 in MBA/ MCA and 500 in B.Ed. Admission to these programmes will be based on merit as per rules of reservation of the Haryana Government. For all other programmes, seats are open.

**Medium of Instructions-** Study material and teaching during contact programmes may be held in Hindi/English or respective languages. Wherever both the languages are mentioned, learners will the option to attempt answers to exam questions in any of these languages.

#### Recognition of programmes of other universities/boards

- 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 programmes in the Centre for Distance and Online Education.
- State-wise List of Fake Universities and Examinations of Board not recognized for the purpose of higher studies: List of Fake Universities declared by UGC and Examinations of board not recognized for the purpose of higher studies by the Board of School Education, Haryana, Bhiwani is available on their websites. Before finalizing the admissions, the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is required to be consulted [https://www.egc.gov.in/university\\_details/Fake\\_university](https://www.egc.gov.in/university_details/Fake_university). [www.bseh.org.in](http://www.bseh.org.in) by the consulted Chairpersons/Directors of the concerned Departments /Institutes.

**Promotion to next semester-**Students will be promoted to next semester/year of the programme even if exams of earlier semester/year have not been passes. They can appear in lower exams simultaneously with higher exams.

**Total Duration of the Programmes-** 4 year for 2 years Master's Degree, 6 years for 3 year Bachelor's Degree, 3 years of 1 year Diplomas. For NEP based programmes, BA, B.Com. and MCA, the rules for ABC will apply regarding credit accumulation.

## **SECTION 4: MIGRATION**

### **4.1 Submission of Migration Certificate or Self-Declaration**

All candidates who have passed their last examination from any other University/Board (excluding Kurukshetra University and the Board of School Education, Haryana) must submit their original Migration Certificate or a Self-Declaration in lieu of it. (Annexure-12)

- This declaration must be uploaded to the Admission Portal along with the Admission Form.
- Submission of a false declaration will lead to the cancellation of admission without a refund.

### **4.2 Migration Certificate for Old Students of KUK**

#### **SUBMISSION OF MIGRATION CERTIFICATE OR SELF DECLARATION UNDERTAKING (in lieu of Migration Certificate)**

All the candidates who have passed their last examination from any other University/Board (other than the Kurukshetra University, Kurukshetra and the Board of School Education, Haryana) are required to submit their original Migration Certificate OR Self declaration in lieu of Migration Certificate (strictly according to the Proforma given at the end of the Prospectus). This DECLARATION must be uploaded on Admission Portal along with the Admission Form failing which the Admission Form is liable to be rejected. Submission of wrong Self Declaration 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.

### **4.3 SUBMISSION OF MIGRATION CERTIFICATE BY THE OLD STUDENTS OF KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Original Migration Certificate only is to be submitted/ uploaded on the IUMS portal in respect of those students who have already migrated from Kurukshetra University and later again took admission in this University within 40 days of their re-admission to this university otherwise late fee would be applicable as per schedule given below:

## SCHEDULE & FEE

### Session: January

Sr. No.	Months*	Fee/Late Fee (Rs.)
1.	1st January to 30th April	No Fee
2.	1st to 31st May	Rs.1,000/-
3.	1st to 30th June	Rs.2,000/-
4.	1st to 31st July	Rs.3,000/-
5.	1st to 31st August	Rs.4,000/-
6.	1st to 30th September	Rs.5,000/-
7.	1st October onwards	Rs.10,000/-

### Session: July

Sr. No.	Months*	Late Fee (Rs.)
1.	1st July to 31st October	No Late Fee
2.	1st to 30th November	Rs.1,000/-
3.	1st to 31st December	Rs.2,000/-
4.	1st to 31st January	Rs.3,000/-
5.	1st to 28/29th February	Rs.4,000/-
6.	1st to 31st March	Rs.5,000/-
7.	1st April onwards	Rs.10,000/-

The candidate is required to deposit Rs.10,000/- onwards for a maximum period of 2 years and thereafter beyond 2 years with the late fee of Rs.12,000/-.

*\*In case Bank or University holiday(s) falls on the last closing date(s) of the aforesaid months for deposit of late fee. The last working day of the aforesaid months of the University/Bank will be counted as the last date for deposit of late Migration Fee.*

#### Note:

1. The schedule for submission of late fees will remain applicable unless Distance Education Bureau, UGC New Delhi make changes in the schedule of the dates of admission.
2. The late fee for late submission of Migration Certificate is to be deposited by the Student through RTGS in the Bank Account: VC Collection Account, State Bank of India, Kurukshetra University, SBI Bank A/c No.10139650221, IFSC – SBIN0001600, PFMS Unique Code VAHRKU00009735. The student is required to deposit/supply/upload original UTR No. Receipt for verification of amount deposited by him/her. The student can also deposit late fee in cash on the University counter in

favour of Director, CDOE, KUK and is required to submit the original Receipt in the Centre.

#### **4.3 SUBMISSION OF MIGRATION CERTIFICATE PURSUING DUAL DEGREES SIMULTANEOUSLY**

The students pursuing dual degree programmes who cannot submit their Migration Certificates, such students are required to submit the Dual Degree Certificate (Annexure-13) in the CDOE in place of the Migration Certificates of other Universities.

#### **4.4 ISSUE OF MIGRATION CERTIFICATE**

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

### **SECTION 5: REFUND OF FEES**

#### **Standard Refund Policy Based on Withdrawal Timeline**

- **Processing Fee:**  
For cancellations or withdrawals, a deduction of no more than Rs. 1,000 as a processing fee is allowed.
- Partial refunds applicable as per first cut-off date in prospectus/UGC notification in the respective Session.

<b>Category</b>	<b>Percentage of Refund of fees*</b>	<b>Point of time when notice of withdrawal of admission is received in the HEI</b>
(1)	100%	15 days or more before the formally notified last date of admission.
(2)	90%	Less than 15 days before the formally notified last date of admission.
(3)	80%	15 days or less after the formally notified last date of admission.
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after formally notified last date of admission.

**This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.**

#### **Special Refund Scenarios**

Refunds under the following circumstances shall be processed with applicable deductions and Director's approval:

<b>Clause</b>	<b>Scenario</b>	<b>Refund Provision</b>	<b>Deadline</b>
(a)	Candidate declared ineligible after submitting complete admission form	75% refund (25% deduction)	Within 6 months of ineligibility letter issued by the Center
(b)	Excess fee deposited		

(c)	Rejected request for change of subject/programme/option/revival	Refund 100%	Within 6 months of deposit of fee upon request received from the student
(d)	Technical error resulting in duplicate fee deposit or admission in wrong year/session of CDOE		
(e)	Demise of candidate before exams and without appearing in any paper		Within 6 months by producing death certificate of the candidate by his parents/guardian

### **Non-Refundable Cases**

No refund shall be granted under the following circumstances:

- Non-finalization of admission due to non-payment of dues by the prescribed date.
- Submission of forged/bogus documents or failure to submit required certificates.
- Non-appearance in examination after issuance of Roll Number.

### **Processing Timeline**

- Refunds under Section II shall be processed by:
- 30 September 2026 for January 2026 session
- 30 April 2027 for July 2026 session

### **Grievance Redressal**

Any delay or denial of refund within the stipulated timelines shall be treated as a grievance under the UGC (Redressal of Grievances of Students) Regulations, 2023. Students may approach the designated grievance redressal officer of CDOE for resolution.

### **Applicability**

This policy shall remain in force for the academic session 2026-2027 and subsequent sessions until superseded by revised UGC guidelines and institutional notification.

**Note: Application Form for refund of fee is available at Annexure-15.**

## SECTION 6: EXAMINATIONS

### GENERAL INFORMATION ABOUT EXAMINATIONS

The annual examination of undergraduate and postgraduate programmes will tentatively commence from November 2026 & December 2026 for January 2026 session and in June/July 2027 for July session 2026. For semester examinations, these will be held in Dec-Jan/ June-July for odd and even semesters. The 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. These will be uploaded on the university and CDOE websites for information of students.

**6.1 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 Centre 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 Centre with two passport size photographs for issue of duplicate Roll No. Slip/Admit Card two days before the commencement of examination.

**6.2** *No correspondence regarding Non-Receipt of Roll Number will be entertained from any student after the Theory Papers Examinations are over and He/She himself/herself will be responsible for the consequences of not appearing in the Examinations. The University in such cases will not consider the requests of the students for refund/adjustment of fee paid by them or any claim for compensation or re- examination.*

### **6.3 Evaluation for B.Ed.. Programme:**

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

- (a) 30% internal assessment for theory papers on Assignments.
- (b) The term-end examination has a weightage of 70% of the total for each programme.

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

- (a) 75/175 marks internal assessment for Programme-XIII Teaching Practice, Pedagogy I & II,
- (b) 50% for Programme-XII–Enhancing Professional capacities (EPC) 1, 2, 3 & 4.

#### **6.4 For B.Ed. Programme - Skill in Teaching (Class-Room Teaching Practice)**

**Teaching practice:** A learner enrolled in the B.Ed.. programme shall go through a teaching practice for three months, in the schools where he/she works, under supervision of senior teacher/academic counselor. Each lesson will be a guided, supervised, assessed, lesson and feedback given. The learner shall be provided constructive feedback on his/her performance (Strengths and weakness) by the supervisors/teacher educators. Thus, the learner shall discuss with supervisors/ teacher educators the preparation of the lesson plans, delivery of lessons and feedback on the lessons delivered. Each learner shall receive personal supervision and feedback on his/her teaching practice from the teacher.

#### **6.5 ANNUAL EXAMINATION for B.Ed. Programme**

The examination will be held two times during the B.Ed.. (2-Years) programme at the end of each session i.e. December 2024/January, 2025 respectively.

#### **6.6 Reappear Examinations**

6.7.1 As per schedule notified by the examination branch, these examinations shall be held. Students shall check university website from time to time to be aware of the dates. For reappear cases of B.A./B.Com., the Supplementary examination shall ordinarily be held in the month of September/October or on such dates as may be fixed by the University. For eligible Re-appear cases of other programmes, the Supplementary examination shall be held in the month of November/December or on such dates as may be fixed by the University. The Roll number and date sheet for the Supplementary examinations shall be sent to the candidates concerned direct by the Examination Branches. No correspondence for Re-Appear Examinations will be entertained by CDOE.

The candidates who apply for Re-appear/Supplementary Examination are advised to contact the Examination Branches/Controller of Examinations directly for all kind of information related to Re-appear/Supplementary Examinations.

6.7.2 The candidates who apply for Re-evaluation/Re-checking of Answer Book(s) are advised to contact directly to the Assistant/Deputy Registrar (Re-evaluation), Examination Wing-I, K.U. Kurukshetra. There is no role of the Centre and no correspondence will be entertained by the Centre in this regard.

**6.8** The University's Calendar rules apply to any matters not addressed in the Prospectus.

#### **6.9. EXAMINATION CENTRES**

**The provisional list of places of Examination centres** where the students of Centre for Distance and Online Education may be allowed to take their examination is as under:

WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY for Distance Education



**6.9.1 For under-graduate programmes :** Ambala Cantt., Ambala City, Anjanthali, Assandh (only for Girls), Barara(only for Girls), Barwala(Panchkula), Cheeka, Chhachhrauli, Dhand, Gharaunda, Hansi, Hisar, Israna, Jagadhri, Jind, Kaithal, Kalka, Karnal, Kaul, Kurukshetra, Ladwa, Lohar Majra(only for Girls), Madlauda, Matak- Majri, Mullana, Naraingarh, Narwana, Panchkula, Panipat, Pehowa, Pundri, Radaur, Sadhaura, Safidon, Saha, Samalkha, Shahabad(M), Yamuna Nagar, Kalayat.

**6.9.2 For post-graduate programmes:** Ambala Cantt., Ambala City, Hisar, Jagadhri, Jind, Kaithal, Kalka, Karnal, Kurukshetra, Narwana, Panchkula, Panipat, Yamuna Nagar.

**6.9.3 For B.Ed. (2-years) programme:** Ambala Cantt., Ambala City, Karnal, Kurukshetra, Yamuna Nagar, Kaithal, Panipat, Panchkula.

**6.9.4 Learner Support centers of Kurukshetra University**

Sr. No.	Name of Universities/College(s)
1.	Shri Vishwakarma Skill University (SVSU), Dudhla, Haryana
2.	Chaudhary Bansi Lal University, Prem Nagar, Bhiwani, Haryana
3.	J.C Bose University of Science and Technology, YMCA, Faridabad, Haryana
4.	Sanatan Dharma College, Ambala Cantt, Haryana

**Note**

1. The university reserves the right to conduct the examinations at different centers or change the examination centres of the candidates without assigning any reason.
2. In no case an examination centre at any other place will be allowed to be created

**6.10 INSTRUCTIONS FOR REAPPEAR/COMPARTMENT/FAILED/EX-STUDENTS**

A student who has completed the prescribed programme of instruction in the Centre and other requirements such as, payment of full fee, submission of required documents including Migration Certificate or affidavit as per annexure, attendance at PCP where compulsory, but does not appear in the examination, or having appeared fails or is placed under compartment/Reappear, may be allowed to appear/re-appear in the examination/paper(s) as the case may be, as an ex-student, without attending a fresh programme of instruction, in the permissible chances within the maximum period prescribed in the relevant Ordinance for passing the programme.(For B.Ed.. Programme: While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s)/ practical(s) in which he/she has obtained at least 40% marks.) The last date for submission of Examination Forms for appearing in the Supplementary Examination is 5<sup>th</sup>August for Under-graduate programmes and 20<sup>th</sup> September for Post-graduate programmes or as indicated on the prescribed Examination Form, which is available on the KUK Website: [www.kuk.ac.in](http://www.kuk.ac.in). If the result of a candidate is declared late he/she can submit his/her Examination Form

within 20 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/CDOE, whichever is later. Re-appear/failed/compartament candidates will fill their Examination Forms through IUMS portal. 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 for both sessions, 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.

## **SECTION 7: CHANGE OF COURSE/PROGRAMME**

The students are advised to select their programmes/session/subjects/options of papers where available very carefully. A student maybe allowed to change the option/subject/programme only once before the generation of hall tickets/roll nos., if otherwise eligible on submission of an application alongwith the fee as mentioned below:

<b>July, 2025 (For All UG &amp; PG Courses)</b>	
Upto 30.06.2025	Rs. 1,000/-
w.e.f. 01.07.2025 to 29.08.2025	Rs. 1,500/-
w.e.f. 30.08.2025 till generation of examination roll nos.	Rs. 2,500/-

### **Note:**

1. The option to change will be allowed only once before the generation of hall tickets/roll nos. for examination. Students can submit an application to CDOE making request for change.
2. While applying for change of programme/session/subject/option, the students who have already received study material in the previous programme/session/subject/ option must return the same along with application for the change.
3. Difference of fee shall be adjusted if a student changes his/her programme with higher rate of fees to a programme with lower rate of fees if the Programme duration is of more than two years.
4. The fee on account of change of programme/class will be adjusted against the difference of fees already paid by the students for the subject with higher rate of fee.
5. If the progamme is changed with the higher rate of fees, the student will be required to pay difference of fee plus fee for the change of prgramme.

## **SECTION 8: FACILITIES AVAILABLE**

### **8.1 STUDENT SUPPORT SERVICES**

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

The students may also discuss and get their problems solved in consultation with the teachers of the Centre and/or the Programme Co-ordinators during working hours on any working day in the Centre/concerned University Teaching Department.

### **8.2 LIBRARY-CUM-STUDY HALL**

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

### **8.3 TEACHING BLOCK**

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

### **8.4 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 programmes. Students can take full advantage of the facilities available at the Bureau.

### **GUIDELINES FOR INTERNSHIP/ON THE JOB TRAINING AND INTERNSHIP REPORT SUBMISSION**

#### **Instructions**

1. An internship course/ On the job training of 4 Credits of 4-6 weeks is to be completed by every student. Internships can be either for enhancing employability or for developing the research aptitude. Students are required to select an internship opportunity relevant to their field of study and career goals.
2. Working professionals may count their work experience as an internship, provided they submit an internship report detailing their work activities and achievements.
3. Students are required to complete internship timely to ensure that they follow the schedule of report submission.
4. Supervision: Each student must have a designated supervisor at the internship organization who will oversee their work and provide guidance. The supervisor should be at the level of Programmer or higher/Manger/ a person of senior position.
5. Final Report: At the conclusion of the internship, students must prepare a comprehensive final report summarizing their experiences, achievements, and learning.
6. Upon successful completion of the internship, student has to attach a completion certificate issued by the internship organization in the final report.
7. Evaluation: The internship will be evaluated based on the quality of the final report as per ordinance of the concerned programme.

#### Structure of the student internship/On the job training report

1. Cover Page: It should be as per format, and the title of the report should be simple and understandable.
  2. Declaration from the candidate: As per format.
  3. Certificate from the Supervisor: As per format.
  4. Acknowledgment: In the “Acknowledgment” page, the writer recognizes his indebtedness for guidance and assistance of the supervisor and other members of the faculty/company. Courtesy demands that he/she also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgments should be expressed simply, tastefully, and tactfully.
  5. List of abbreviations, Figures, Tables
  6. Table of Contents
  7. Introduction:
  8. Purpose of the Report: Explain why you wrote the report.
  9. Objectives of the Internship: What you aimed to achieve during the internship.
  10. Organization Overview: Provide Brief history, mission, and goals of the organization and discuss Organizational structure and key departments.
  11. Internship Activities
  12. Roles and Responsibilities: Detailed description of tasks and responsibilities.
  13. Projects and Assignments: Overview of specific projects you worked on, including
-

- objectives, methodology, and outcomes.
14. Skills and Tools Used: List of skills developed and tools/software used.
  15. Learning Experience
  16. Challenges Faced: Describe any challenges encountered and how you addressed them.
  17. Skills Acquired: Highlight the skills and knowledge gained during the internship.
  18. Knowledge Gained: Insights into the industry, organization, or specific tasks.
  19. Analysis and Discussion
  20. Performance Evaluation: Your performance assessment by supervisors and self-assessment.
  21. Comparison with Expectations: Compare your experience with your initial expectations.
  22. Recommendations: Suggestions for future interns or improvements for the internship program.
  23. Conclusion: Summarize key take aways from the internship experience and reflect on how the internship has contributed to your personal and professional growth.
  24. References: List all sources cited in the report in APA citation format.
  25. Appendices: Include any additional material such as charts, graphs, photos, or detailed reports.

## **Guidelines for Preparing Internship Report**

**The following guidelines must be followed in preparing Internship Report: Page Specification:** (Written paper and source code)

Left margin – 1.25"

Right margin–1.25"

Top margin – 1"

Bottom margin – 1"

Page numbers -All text pages as well as Program source code listing should be numbered at the bottom center of the pages.

Footer: It should have candidate name and examination roll number.

**Normal Body Text:** Font Size: 12, Times New Roman, 1½ Spacing, Justified. 6 point above and below para spacing

**Paragraph Heading:** Font Size: 14, Times New Roman, Underlined, Left Aligned. 6point above & below spacing.

**Chapter Heading:** Font Size:18, Times New Roman, Centre Aligned, 12point above and below spacing.

**Coding:** Font size: 10, Courier New, Normal

**Submission of Internship Report to the University:** The student will submit two hard copies of his/her internship report in the prescribed format.

An Internship Report

On

<Report Title>

Submitted in the partial fulfillment of the  
requirement for the award of degree of

---

(Session:        )



Supervised By

<Name of the Supervisor>

Submitted By:

<Student Name>

Roll No.

Reference no.

**Centre for Distance and Online Education**  
**Kurukshetra University, Kurukshetra–136119**  
**Declaration**

I, <Student Name>, a student of \_\_\_\_\_, in the Centre for Distance and Online Education, Kurukshetra University, Kurukshetra, under Examination Roll No. \_\_\_\_\_, for the session \_\_\_\_\_ hereby declare that the work presented in this report entitled [Title Name] is my original work completed during the period from [Start Date] to [End Date] at [Company/Organization Name].

This report is a true reflection of the tasks and projects I have undertaken during my internship. I confirm that I have followed all relevant guidelines. All external sources of information have been appropriately referenced.

I acknowledge the support and guidance provided by my internship supervisor [Supervisor's Name].

I understand that any violation of the above will result in disciplinary action and may affect my academic standing.

Signature:

Name: [Your Name]

Date: [Date]



## Internship Completion Certificate

This is to certify that [Intern's Name], a student of Centre for Distance and Online Education at Kurukshetra University, Kurukshetra, pursuing \_\_\_\_\_, under Examination Roll No. \_\_\_\_\_ for the session, has successfully completed the internship titled "[Title Name]" at [Company/Organization Name] from [Start Date] to [End Date].

[Intern's Name] has demonstrated commendable dedication and professionalism and have actively participated in various tasks, contributed valuable insights, and worked diligently towards achieving the internship goals.

We are pleased with the performance and wish him/her all the best in their future endeavors.

Signature:

Name: [Supervisor's Name]

Designation:[Supervisor's Designation]

Company/Organization Name: [Company/  
Organization Name]

Date: [Date]

Seal/Stamp: (if applicable)

## RESERVATION OF SEATS AND GUIDELINES FOR RESERVATION

## DISTRIBUTION OF SEATS

The seats shall be distributed as under:

S. No.	Category	Percentage
1	All India Open Category including Haryana	*15% of the Sanctioned Intake (*10% out of All India Category seats reserved for EWS of All India)
2	Bonafide Residents of Haryana (State Quota)	85% of the Sanctioned Intake (State Quota is equally divided into Haryana Open General Category and Reserved Categories of Haryana)
	(i) Haryana Open General Category	*50% of State Quota (i.e. 42.5% of total intake)
	a. Economically Weaker Sections of Haryana (who are not covered under the existing scheme of reservation for the Scheduled Castes, Backward Class (Block-A &B) other than category (ii) a & b below.)	*10% of seats reserved for EWS out of Haryana Open General Category seats.
	(ii) Reserved Categories of Haryana	50% (of State Quota i.e. 42.5% of total intake)
	a. Schedule Castes of Haryana	20% of State Quota (i.e. 17% of total intake)
	(i) Scheduled Castes	10% of State Quota (i.e. 8.5% of total intake)
	(ii) Deprived Schedule Castes	10% of State Quota (i.e. 8.5% of total intake)
	b. Backward Classes of Haryana (except Socially Advanced Persons/ Sections (Creamy Layer)	27% of State Quota (i.e. 22.95% of total intake)
	i. BC (Block-A)	16% of State Quota (i.e. 13.6% of Total Intake)
	ii. BC (Block-B)	11% of State Quota (i.e. 9.35% of Total Intake)
(iii) Differently Abled	03% of State Quota (i.e. 2.55% of Total Intake)	
	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%). In case, 01 seat out of 3% state quota reserved for differently abled persons, remains vacant, first priority may be given to the candidate (i.e. Ex-servicemen and their wards and dependents of Freedom	

	Fighter) who will be higher in merit.
(iv)	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 2023, the next Block i.e., B Block of category of Backward Classes will be given seats in the next academic year i.e. 2024 and so on. The concerned Chairperson/Director of the Department/Institute 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.

**Note:**

(a) The reservation of seats as per reservation policy of Haryana Government and is subject to any change/amendment by the State Government from time to time. Where a seat set aside for candidate from Deprived Scheduled Castes for admission in Government Educational Institutions is not filled up in academic year due to non-availability of candidate of Deprived Scheduled Castes possessing the requisite qualifications, the same shall be made available to candidate of Scheduled Castes. Reserved seats will not be carried forward to next year.

(b) Remaining instructions for reservation shall remain the same as already notified by the State Government from time to time.

**GUIDELINES FOR RESERVATION:**

- i. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
- ii. 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 counselling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission. These vacant seats will be filled up by Haryana General Category (HGC), in case no candidate of HGC is available it will be offered to the candidates of All India Category.
- iii. The Haryana Govt. vide Notification No.22/132/2013-1GS-III dated 22.03.2022 has intimated that as per Govt. Instruction No.22/132/2013-1GS-III dated 21.03.2014 regarding issuance of caste certificate wherein various competent authorities to verify and issue caste certificate were notified alongwith other

terms & conditions and formats of the caste certificates.

The Haryana Parivar Pehchan Act, 2021, provides for the assignment of the Parivar Pehchan Number (PPN) as a unique identifier number to each family. The database, namely Family Information Data Repository (FIDR), contains PPN alongwith corresponding information generally required for determining eligibility for, or the provision of any scheme, service, subsidy or benefit provided/ implemented by or on behalf of the State Govt./any Govt. Agency/Local Authority. State Govt. has been empowered under Section 8 of Act to prescribe Parivar Pehchan Number (PPN) as a requirement for the purpose of determining above mentioned eligibility or provision. The verified information linked with PPN available in Family Information Data Repository (FIDR) has now made it feasible to issue Caste Certificates over the Counter through SARAL Portal. In view of the above, Govt. has issued revised instructions/guidelines in supersession of all the previous instructions issued till now, as under :

**(a) Portal for the issue of Caste Certificate :** The Caste Certificate (including Certificates for Scheduled Caste, Deprived Scheduled Caste, Backward Class, Other Backward Class, Tapriwas, Vimukt Jati (Denotified Tribes) , and Nomadic Tribe) shall now be issued to eligible residents of Haryana based on PPN through the SARAL portal (<https://saralharyana.gov.in>) facsimile signed by ADC-cum-DCRIO (Additional Deputy Commissioner-cum-District Citizen Resources Information Officer) or Head of the Department/Organization, as the case may be.

**(b) Validity of a Caste Certificate:**

1. A Caste Certificate once issued (in its standard format) shall be valid for the life time of the person so long as such caste/tribe is not removed or modified in the notifications issued by the Welfare of SC and BC Dept., Haryana.
2. Where a Caste Certificate is requested for specific use outside the context of Govt. of Haryana, it shall be issued in the format prescribed by the Govt. of India.
3. Certificates which include income and/or assets based information like creamy layer criteria shall become invalid after the validity period prescribed on the said certificate. Such certificates shall be valid for the current financial year i.e. till coming 31<sup>st</sup> March (included) from the date it has been issued.
4. A Caste Certificate may also become invalid if after due process, it has been concluded that the caste was incorrectly mentioned on the certificate or wrongly verified in the FIDR, due to any reason whatsoever.

As per Govt. Notification No.2/27/2019-1 GS-III dated 8.10.2020 and No.22/132/2013-1GS-III dated 22.03.2022, the candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-3** (Scheduled Caste Certificate) (Deprived Scheduled Caste Certificate). Backward Class (Block 'A' & B') will submit the certificate on the prescribed Proforma as per **Annexure-4** and Income Certificate from the Competent Authority. Vide Notification No. 512-SW(1)2021 dated 01.12.2021 and

491-SW(1) dated 17.11.2021 the Government of Haryana Welfare of Scheduled Castes and Backward Classes Department has specified the criteria for persons within Backward Class as Creamy Layer regarding Reservation in Services and Admissions in Educational Institution. Son(s) and daughter (s) of parents having gross annual income of Rs.6 Lakhs or above OR possessing wealth above Rs.1 Crore for period of last three consecutive years. Income from all sources shall be clubbed to arrive at the gross annual income.

- (c) **Affidavit/Undertaking by the BC and EWS Candidates:** BC (Block A&B) and EWS candidates for benefit of reservation shall also have to furnish the certificates as per proforma given in the Hand Book of Information. In case, a candidates upload the old BC/Income Certificate or EWS Income & Asset Certificate, he/she shall furnish an affidavit on the prescribed proforma to the effect that he/she is not covered under the criteria of creamy layer (for BC Category) (**Annexure-4**) or belongs to Economically Weaker Sections (**Annexure-5**), which is not recognized as a Schedule Caste and Backward Classes (Block-A & B) by the Government of Haryana, as per **Annexure-3** , respectively at the time of display of first/second/third/final list and so on. The said affidavit shall be furnished jointly by both father and mother of the candidate. The student shall submit BC/Income Certificate or EWS Income & Asset Certificate within 15 days from the date of display of his/her name in admission list, failing which his/her admission is liable to be cancelled. The income certificate mentioning gross annual income issued on/after 1.4.2024 for claiming reservation/supernumerary seat/tuition fee waiver in any category (where admission criteria is income based) shall only be considered for availing benefit under any reserved category/supernumerary seat/tuition fee waiver category.
- (d) Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the programme) 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-8** (Medical certificate for Differently abled).
- (e) A Medical Board of the following doctors for the session 2024-25 has been constituted for verification of differently abled certificates of differently abled candidates for admission to various programmes in the University Teaching Departments/Institutes:  
Dr. Ashish Aneja, M.O (Chairman) (b) Dr. Minu Gupta, M.O (Member)
- (f) 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-6**.
- (g) Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/ Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-7**.

- (h) Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Paramilitary Forces as per **Annexure-7**.
- (i) For horizontal reservation, ESM/DFF candidates of General, SC and BC category will also have to furnish ESM/DFF certificate.
- (j) In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11.04.2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Sh. Ishwar Singh Vs KUK & Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats
- (k) As per instructions of the Government of Haryana, General Administration Department, General Services-III Branch, Chandigarh containing in letter No. 22/10/2013-1GSIII dated 10.08.2017 for giving following priorities for reservations or preferences to the wards of Armed Forces personnel for admission in medical/ professional/non-professional programmes running in the University Teaching Departments/Institutes/Affiliated/Maintained Colleges/Institutes :

(a)	Priority-I	Widows/Wards of Defence personnel killed in action.
(b)	Priority-II	Wards of disabled in action and boarded out from service.
	Priority-III	Widows/Wards of Defence personnel who died while in service with death attributable to military service.
(d)	Priority-IV	Wards of disabled in service and boarded out with disability attributable to military service.
(e)	Priority-V	Wards of Ex-servicemen who are in receipt of Gallantry Awards: (i) Param Vir Chakra, (ii) Ashok Chakra, (iii) Sarvottam Yudh Seva Medal, (iv) Maha Vir Chakra, (v) Kirti Chakra, (vi) Uttam Yudh Seva Medal, (vii) Vir Chakra, (viii) Shaurya Chakra, (ix)Yudh Seva Medal,(x) Sena, Nau Sena, Vayu Sena Medal, (xi) Mention-in- Despatches
(f)	Priority-VI	Wards of Ex-servicemen.

The Admission Committee vide its Res. No. 6 dated 14.05.2018 has resolved the above instructions of the State Govt. be implemented in all the programmes being run in the University Teaching Departments/ Institutes and affiliated/ maintained Colleges.

- (l) Under Persons with Disabled category, at least one seat will be offered, even if the share is less than 0.5 seat.
- (m) If a candidate of Haryana General, SC, BC and EWSs also apply for Persons with Disability/ ESM/ DFF category will be considered first for Haryana General, SC, BC and EWSs category.
- (n) All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
- (o) \*All the eligible candidates of reserved categories of Haryana shall be considered first for Haryana General category seats.

**\*Note:** Allotment of seats under Clause (xvi) & (xvii) above shall be strictly as per Director General Higher Education, Haryana Letter No.12/1-2017AD(3) Dated 04.06.2018 and Principal Secretary to Govt. Haryana Welfare of Scheduled Castes and Backward Classes, Department, Chandigarh letter No.EC/2018/20179-389 dated 26.04.2018.

**(p)** 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.

**(q) Criteria for EWS in Haryana Category seats:** Admission Criteria for EWSs derived from the Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under:

1 Income & Assets Certificate issuing Authority:

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.

As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No.22/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified in instruction No. 22/28/2003-3GS-III, dated 30.01.2004.

The prescribed format for EWS Income and Asset Certificate shall be provided at Annexure 5.

2 Criteria of Income & Assets:

- i. Persons, who are not covered under the existing scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs. 6.00 lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- ii. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -
  - 5 acres of agricultural land and above;
  - Residential flat of 1000 sq. ft. and above;
  - Residential plot of 100 sq. yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
  - Total immovable assets owned are valued at Rs. One Crore of more.
  - The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- iii. The term “Family” for this purpose will include the person who applies for

benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

**Note:** For any other clarification, Government of Haryana, Notification No. 22/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 will be referred.

(a) Criteria for EWS in All India Category seats:

The reservation @ 10% to Economically Weaker Sections in All India Category seats (i.e. 15% of sanctioned intake) under Centre Govt. policy would be in addition to the existing reservation. Admission Criteria for EWSs derived from the Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, Government of India Notification No.36039/1/2019-Estt (Res) dated 31.01.2019 and the Director General Higher Education, Haryana, Panchkula vide their letter No.40395 DHE-190005/97/2020-UNP (STATE)-DHE dated 19.04.2021as under:

(b) Criteria of Income & Assets:

(i) Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- (a) 5 acres of agricultural land and above;
- (b) Residential fiat of 1000 sq. ft. and above;
- (c) Residential plot of 100 sq. yards and above in notified municipalities;
- (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

(ii) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

(iii) The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

(c) Income and Asset Certificate Issuing Authority:

(iv) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-5** shall only be accepted as proof of



candidate's claim as belonging to EWS:

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate /Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar and
- (d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

## LIST OF SCHEDULED CASTES IN HARYANA

List of Deprived Scheduled Castes & Other Scheduled Castes			
Sr. No	Sr. No. In GoI List	List of Castes	Category
1.	1	Ad Dharmi	Deprived Scheduled Castes
2.	1. A.	Aheria, Aheri, Hari, Heri, Thori, Turi	Deprived Scheduled Castes
3.	2.	Balmiki	Deprived Scheduled Castes
4.	3.	Bangali	Deprived Scheduled Castes
5.	4.	Barar, Burar, Berar	Deprived Scheduled Castes
6.	5.	Batwal, Barwala	Deprived Scheduled Castes
7.	6.	Bauria, Bawaria	Deprived Scheduled Castes
8.	7.	Bazigar	Deprived Scheduled Castes
9.	8.	Bhanjra	Deprived Scheduled Castes
10.	9.	Chamar, Jatia Chamar Rehgar, Raigar, Ramdasi Ravidasi, Balahi, Bhatoi Bhambi, Chamar- Rohidas, Jatav, Jatava, Mochi, RAmdasia	Deprived Scheduled Castes
11.	10.	Chanal	Deprived Scheduled Castes
12.	11.	Dagi	Deprived Scheduled Castes
13.	12.	Darai	Deprived Scheduled Castes
14.	13.	Deha, Dhaya, Dhea	Deprived Scheduled Castes
15.	14.	Dhanak	Deprived Scheduled Castes
16.	15.	Dhogri, Dhangri, Siggri	Deprived Scheduled Castes
17.	16.	Dumna, Mahasha, Doom	Deprived Scheduled Castes
18.	17.	Gagra	Deprived Scheduled Castes
19.	18.	Gandhila, Gandil, Gondola	Deprived Scheduled Castes
20.	19.	Kabirpanthi, Julaha	Deprived Scheduled Castes
21.	20.	Khatik	Deprived Scheduled Castes
22.	21.	Kori, Koli	Deprived Scheduled Castes
23.	22.	Marija, Marecha	Deprived Scheduled Castes
24.	23.	Mazhabi, Mazhibi Sikh	Deprived Scheduled Castes
25.	24.	Megh, Meghwal	Deprived Scheduled Castes
26.	25.	Nat, Badi	Deprived Scheduled Castes
27.	26.	Od	Deprived Scheduled Castes
28.	27.	Pasi	Deprived Scheduled Castes

29.	28.	Perna	Deprived Scheduled Castes
30.	29.	Pherera	Deprived Scheduled Castes
31.	29. A	Rai Sikh	Deprived Scheduled Castes
32.	30.	Sanhai	Deprived Scheduled Castes
33.	31.	Sanhal	Deprived Scheduled Castes
34.	32.	Sansi, Bhedkut, Manesh	Deprived Scheduled Castes
35.	33.	Sansoi	Deprived Scheduled Castes
36.	34.	Sapela, Sapera	Deprived Scheduled Castes
37.	35.	Sarera	Deprived Scheduled Castes
38.	37.	Sikligar, Bariya	Deprived Scheduled Castes
39.	37.	Sirkiband	Deprived Scheduled Castes

Photo of  
applicant to  
be Attested  
by Issuing  
Authority

**HARYANA GOVERNMENT**

Certificate Sr. No.: \_\_\_\_\_ Year: \_\_\_\_\_ Tehsil: \_\_\_\_\_

**SCHEDULED CASTE CERTIFICATE**

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_, son/daughter of Shri \_\_\_\_\_, resident of Village/Town \_\_\_\_\_, Tehsil \_\_\_\_\_, District \_\_\_\_\_, of the State/Union Territory \_\_\_\_\_, belongs to the Caste/Tribe \_\_\_\_\_, which is recognized as a Scheduled Caste / Scheduled Tribe under the Constitution (Scheduled Caste) Order, 1950.

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

Signature with Seal of Issuing Authority Full Name:

\_\_\_\_\_ Designation:

\_\_\_\_\_ Address with Telephone No. (with STD Code):

**Issuing Authority:** Tehsildar-cum-Executive Magistrate, Naib Tehsildar-cum-Executive Magistrate, Head of the Department in case of Government Employees.

## Annexure-4

### LIST OF BACKWARD CASTES IN HARYANA

#### (BLOCK-A)

1.	Naik	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bagria	5.	Barwar	6.	Barai, Tamboli
7.	Baragi, Bairagi, Swami, Sadh	8.	Battera	9.	Bharbhunja, Bharbhuja
10.	Bhat, Bhatra, Darpi, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Daiya	17.	Dhobis	18.	Dakaut
19.	Dhimar, Mallah, Kashyap- Rajpoot, Kahar Jhiwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bhisti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faquir
23.	Gwaria, Gauria or Gwar	23.	Ghirath	24.	Ghasi, Ghasiara or Ghosi
25.	Gorkhas	26.	Gawala, Gowala	27.	Gadaria, Pal, Baghel Diaya
28.	Garhi – Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra- Brahman, Khati, Suthar, Dhiman-Brahmin, Tarkhan, Barhai, Baddi
31.	Joginath, Jogi, Nath, 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.	--	51.	Rechband
52.	Shorgir, Shergir	53.	Soi	54.	Singhikant, Singiwala
55.	Sunar, Zargar, Soni	56.	Thathera, Tamera	57.	Teli
58.	Banzara, Banjara	59.	Weaver (Jullaha)	60.	Badi/Baddon
61.	Bhattu/Chattu	62.	Mina	63.	Rahbari
64.	Charan	65.	Chaaraj (Mahabrahman)	66.	Udasin
67.	Ramgarhia	68.	Rangrez, Lilgar Nilgar, Lallari	69.	Dawala, Soni-Dawala, Nyaaria
70.	Bhar, Rajbhar	71.	Nat (Muslim)	72.	Jangam

#### (BLOCK- B)

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

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

**BACKWARD CLASS CASTE CERTIFICATE**

**(BLOCK "A" OR "B")**

This is to certify that **Shri / Smt. / Kumari** \_\_\_\_\_, son/daughter of **Shri** \_\_\_\_\_, resident of **Village/Town** \_\_\_\_\_, Tehsil \_\_\_\_\_, District \_\_\_\_\_, of the State/ Union Territory \_\_\_\_\_, belongs to \_\_\_\_\_ **Caste**, which has been notified as a **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 persons/sections (Creamy Layer)** as per State Government letter No. **1170-SW(1)-95 dated 07.06.1995**, No. **213-SW(1)-2010 dated 31.08.2010**, No. **23/23/2004-3GS-III dated 14.06.2016**, and No. **1282-SW(1) dated 28.08.2018**.

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

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

**Signature with Seal of Issuing Authority Full Name:**

\_\_\_\_\_ **Designation:**

\_\_\_\_\_ **Address & Telephone No. (with STD Code):**

**Issuing Authority:** Tehsildar–cum-Executive Magistrate, Naib Tehsildar-cum-Executive Magistrate, Head of the Department in case of Government Employees.

**Government of Haryana**  
(Name & Address of the Authority Issuing the Certificate)  
**ECONOMICALLY WEAKER SECTIONS (EWS)**  
**INCOME AND ASSET CERTIFICATE**

Recent  
Passport size  
attested  
photograph of  
the applicant

**Certificate No:** \_\_\_\_\_

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

**VALID FOR THE YEAR:** \_\_\_\_\_

This is to certify that **Shri / Smt. / Kumari** \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_, is a permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_, Post Office \_\_\_\_\_, District \_\_\_\_\_, Pin Code \_\_\_\_\_.

Whose photograph is affixed below and attested, belongs to the **Economically Weaker Sections (EWS)**, since the **gross annual income\*** of his/her family\*\* is **below Rs. 6,00,000 (Rupees Six Lakh only)** for the financial year \_\_\_\_\_.

**It is further certified that his/her family does NOT own or possess any of the following assets\*\*\*:**

1. **5 acres of agricultural land and above**
2. **Residential flat of 1000 sq. ft. and above**
3. **Residential plot of 100 sq. yards and above in notified municipalities**
4. **Residential plot of 200 sq. yards and above in areas other than notified municipalities**
5. **Total immovable assets valued at Rs. 1 Crore or more**

Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste, which is **not recognized** as a **Scheduled Caste, Backward Classes (Block-A), or Backward Classes (Block-B)**.

**Signature with Seal of Office Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

## Notes

Note 1: \* Income means income from **all sources**—salary, agriculture, business, profession, etc.

Note 2: \*\* The term '**Family**' includes the applicant, his/her parents, spouse, children, and siblings below 18 years of age.

Note 3: \*\* Property held by a family **in different locations/cities must be clubbed** when applying the land/property criteria for determining EWS status.



**Annexure-6**

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

This is to certify that Mr./Ms. \_\_\_\_\_, son/daughter of Shri \_\_\_\_\_,  
resident of (Complete Address) \_\_\_\_\_, is the Freedom Fighter  
of Haryana (Identity No. \_\_\_\_\_).

He/She is the father/grandfather of Mr./Ms. \_\_\_\_\_, resident of  
Village/Town \_\_\_\_\_, Police Station \_\_\_\_\_,  
Tehsil \_\_\_\_\_, District \_\_\_\_\_.

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

DEPUTY COMMISSIONER  
(Concerned District of Haryana)

Office Stamp

Dated: \_\_\_\_\_

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

**Annexure-7**

**CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED  
MILITARY / PARA-MILITARY PERSONNEL / EX-SERVICEMEN OR EX-PERSONNEL  
OF PARA-MILITARY FORCES\*\***

This is to certify that Number \_\_\_\_\_, Rank \_\_\_\_\_,  
Name \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_,  
father of \_\_\_\_\_, resident of Village \_\_\_\_\_,  
Post Office \_\_\_\_\_, Tehsil \_\_\_\_\_,  
District \_\_\_\_\_, belonging to the State of Haryana, has served in the  
Army / Air Force / Navy / (Name of the Para-Military Force) from \_\_\_\_\_  
to \_\_\_\_\_ and was subsequently invalidated out of service as under:

(1) Medical Category

- i. for JCOs \_\_\_\_\_
- ii. or ORS (Shape-I / II / III etc.) \_\_\_\_\_
- iii. Rank / Designation \_\_\_\_\_  
(Para-Military Forces)

(2) Reason of Discharge / Retirement:

(3) Death: Whether killed in action or any other reason

(4) If Killed in Action:

Name of the war/operation: \_\_\_\_\_

(5) Disability:

Whether disabled during the war/operation (name): \_\_\_\_\_

(6) Nature of Disability:

(i) Whether permanent (for life): \_\_\_\_\_

(ii) Whether temporary (up to what extent): \_\_\_\_\_

Next RSMB is due on: \_\_\_\_\_

Name of Records Office: \_\_\_\_\_

Case No.: \_\_\_\_\_

Signature of the Issuing Authority (With designation, official seal and stamp)

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

Note: Only the certificate issued by an officer duly authorized by the Army / Navy / Air Force / concerned Para-Military Force Headquarters shall be entertained.

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

Certified that Number \_\_\_\_\_, Rank \_\_\_\_\_,  
Name \_\_\_\_\_, S/o or D/o \_\_\_\_\_,  
Father/Mother of \_\_\_\_\_, resident of Village \_\_\_\_\_,  
Post Office \_\_\_\_\_, Tehsil \_\_\_\_\_,  
District \_\_\_\_\_, 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 was subsequently discharged/retired from the service on \_\_\_\_\_, as per  
his/her service record.

At the time of entry into service, the home address given was: \_\_\_\_\_  
\_\_\_\_\_, District \_\_\_\_\_, Haryana.

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

Signature of Officer Commanding,  
Zila Sainik Board / Competent Authority  
(*With Official Seal*)

**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 Abled /Disability is\_% and (as applicable), is as under:

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

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

Signature of Applicant

**CHIEF MEDICAL OFFICER**

(With legible seal)

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

Dated: \_\_\_\_\_

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

**TEACHING EXPERIENCE CERTIFICATE  
(ONLY FOR THE CANDIDATES SEEKING ADMISSION TO B.ED. PART-I)**

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**

Name: \_\_\_\_\_ Designation \_\_\_\_\_

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

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

Address  
\_\_\_\_\_

**IMPORTANT: CERTIFICATE WITH INCOMPLETE ENTRIES WILL BE A REJECTED.**

## Annexure-10

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.
    - (d) 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.
    - (e) 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;
    - (f) 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;

- (g) The wives of such persons who are bona fide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
  - (h) 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 :
    - (i) Citizen of India;
    - (ii) 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.
    - (iii) Children & Wards of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana.
2. All candidates claiming to be bona fide 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/Dependent 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.



**CHARACTER CERTIFICATE**

Name of Department/College \_\_\_\_\_ Session \_\_\_\_\_

Certified That Mr./Miss/Mrs. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ has been a bonafide student of this Department/College during the period \_\_\_\_\_

He/She appeared in the \_\_\_\_\_ Examination of the University/Board held in \_\_\_\_\_ Under Roll No. \_\_\_\_\_ and \*passed obtaining \_\_\_\_\_ marks out of \_\_\_\_\_ marks or \*failed/\* placed under compartment in the subject of \_\_\_\_\_

1. Academic Distinction, if any \_\_\_\_\_
2. Co-curricular activities, if any \_\_\_\_\_
3. Brief particulars of disciplinary action by College/Department/University (including punishments such as expulsion, warning, fined for violation of College/Department/ Hostel rules, UMC/ Disqualification etc., if any \_\_\_\_\_
4. General Conduct during stay in the Institution: Good/Satisfactory/Unsatisfactory.

Signatures of the Principal/  
Chairperson of the Deptt.  
(With office seal)

Dated: \_\_\_\_\_

-----  
\*Strike out whichever is not applicable.

**SELF DECLARATION IN LIEU OF MIGRATION CERTIFICATE**

(To be submitted by the candidates who have passed their last examination from any other University/Board) (Other than Board of School Education Haryana)

**SELF DECLARATION**

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

1. That I am appearing in \_\_\_\_\_ (*Name of the Programme*) from Centre for Distance and Online Education, KUK and I am also appearing simultaneously in \_\_\_\_\_ (*Name of the Programme*) from \_\_\_\_\_ (*Name of the University*) under Enrolment No./ CDOE Ref. No. \_\_\_\_\_ during the current academic session **January 2026/July 2026** as per provisions given in the CDOE Prospectus at page 1-2, Sr. No. **5 of Important Instructions.**

**OR**

That I am not appearing in any other examination from this University/any other University/Board during the **session January 2026/July 2026** simultaneously with (*Name of the Programme*) Examination of the Kurukshetra University **except in the examinations as mentioned at Sr. No. 5 of Important Instructions** given in the Prospectus for the **session January 2026/July 2026.**

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 programme which I have joined in the Centre of Distance Education of Kurukshetra University may be cancelled with no claim for refund of fees or restoration of candidature in the subsequent session and I shall bear all other consequences in this regard.

**Signature of Student**

**VERIFICATION**

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

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

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

**Signature of student**

**DUAL DEGREE CERTIFICATE  
(valid w.e.f. July 2026 session onwards)**

**Session: January, 202 \_\_\_ OR July, 202 \_\_\_**  
Name of the Programme: \_\_\_\_\_  
CDOE Reference No.: \_\_\_\_\_  
KUK Registration No. \_\_\_\_\_  
Name of the Candidate: \_\_\_\_\_  
Father's Name \_\_\_\_\_

Certified that I am pursuing above programme in the CDOE and I have carefully filled up the above information. I will upload the Dual Degree Certificate on the IUMS portal of the CDOE and will supply original Dual Degree Certificate to the Centre for Distance and Online Education, K.U.K. within time. Nothing has been concealed by me.

Dated: \_\_\_\_\_ Signature of the Candidate \_\_\_\_\_

.....

**CERTIFICATE FROM OTHER UNIVERSITY  
(In lieu of Migration Certificate to Kurukshetra University)  
Session: January, 202 \_\_\_ OR July, 202 \_\_\_**

Name of the University: \_\_\_\_\_  
Name of the Department/Institute/College: \_\_\_\_\_  
Regn. No. \_\_\_\_\_ (if any)  
Name of the Programme: \_\_\_\_\_  
Dept./Institute/College Ref./Exams. Roll No.: \_\_\_\_\_  
Name of the Candidate: \_\_\_\_\_  
Father's Name \_\_\_\_\_

Dated: \_\_\_\_\_ Signature of the Candidate \_\_\_\_\_

Certified that this University has no objection on the another aforesaid programme she/he is pursuing simultaneously in the Centre for Distance and Online Education, Kurukshetra University, Kurukshetra. The above certificate is issued in lieu of Migration Certificate of this University to Kurukshetra University, Kurukshetra for Restoration of old Registration No. of Kurukshetra University of the candidate. Nothing has been concealed therein by the candidate.

Dated: \_\_\_\_\_ Head of the Department/Institute (with stamp)

## INSTRUCTIONS AGAINST RAGGING

With Sixty Six years of its existence, Kurukshetra University has earned recognition as one of the renowned centers 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 programme, 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.

Chairpersons/Directors of all the University teaching departments/Institutes to ensure that every student and their parents be asked to submit an undertaking every academic year to the effect that the concerned students will not take part in any activity leading to ragging of junior students.

### **What Constitutes Ragging? Ragging constitutes one or more of any of the following acts:**

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary programme do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; 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; 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; 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.

- h. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person; 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; 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.
- i. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- j. All the senior students are advised to guide and treat junior students affectionately.
- k. Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students' Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.
- l. Students of CDOE shall submit Anti-Ragging forms during PCP.

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

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

('A++' Grade, NAAC Accredited)

**APPLICATION FOR WITHDRAWAL OF ADMISSION AND REFUND OF FEE**

To

**The Director,**  
Centre for Distance and Online Education,  
Kurukshetra University,  
Kurukshetra.

Sir/Madam,

It is submitted that I want to withdraw my admission. So, you are hereby requested to refund my fee after deduction as per University Rules. My details are as under:

Programme	:	
Department/Institute/College	:	
Academic Session	:	
Name of the Candidate	:	
Father's Name	:	
Category	:	
Date of Admission	:	
Reason for Withdrawal	:	
Date of Withdrawal	:	
Correspondence Address	:	
Email	:	
Mobile Number	:	

Bank Account Number (in the name of Student Only)	:	
IFSC Code of the Bank	:	
Name of Bank/Branch	:	
Aadhar Number	:	

**Document to be attached:**

- (a) Self attested photo copy of the fee receipt
- (b) Self attested photo copy of the Aadhar
- (c) Self attested photo copy of the page of Bank Pass book indicating Account Holder Name/Number/IFSC etc.

**Note: All the above documents i.e. Fee Receipt, Aadhar, Bank Pass Book etc. must be in the name of Student.**



Date :

(Signature of the Candidate)

**VERIFIED AND RECOMMENDED**

Signature with seal of Chairperson/Director/Principal/Head of Department/Institute/College

## **CENTRE FOR DISTANCE AND ONLINE EDUCATION PROSPECTUS 2026**

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