

# PROSPECTUS

ODL COURSES-2023

।।योगस्थः कुरु कर्माणि।।  
समबुद्धि व योग युक्त होकर कर्म करो  
(Perform Actions while Steadfasting in  
the State of Yoga)



## Directorate of Distance Education

Kurukshetra University, Kurukshetra

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

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

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

## Vision of the University

Be globally acknowledged as a distinguished centre of academic excellence.

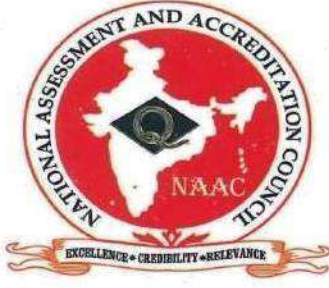
## Mission of the University

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.



## Vision of the Directorate

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

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  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Kurukshetra University*

*Accredited  
with CGPA of 3.52 on seven point scale  
at A<sup>+</sup> grade  
valid up to October 29, 2022*

*Date : October 30, 2017*



*D. Singh*  
Director



**Prof. SOM NATH**  
Vice-Chancellor  
Ph.D. (Civil Engineering),  
M.E.(Highways), MIRC,  
MIUT, MISTE, MISRMTT



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


## MESSAGE

The Kurukshetra University is situated on the bank of BrahmSarovar (holy pond) having about 400 acres of green lush beautiful campus. The Universal, immortal knowledge of BhagwadGita was given by the Lord Krishna on this holy land of Kurukshetra. This tradition of imparting knowledge is the main motto of the Directorate of Distance Education (DDE) that is offering 38 Programmes in Open and Distance Learning mode (ODL) and 19 Programmes in Online Mode from the session July 2023.

The Directorate has taken giant strides in launching 15 new programmes from the session July 2023 in Online mode in the employment oriented areas such as Artificial Intelligence, Block Chain, Internet of Things, Foreign Languages and Cyber Security. The launch of reformatted semester system based MBA and MCA Programmes under the vertical of ODL is going to benefit learners immensely.

I am glad to invite all learners to take admission in the ODL and Online programmes in the Directorate of Distance Education, Kurukshetra University, Kurukshetra. The ODL programmes are well established since long and are supported by the able faculty of university teaching departments for insightful learning. The online degree programmes are semester system based and use the best in class Learning Management System (LMS) for immersive learning, live lectures and online examinations. The online UG Programmes are designed and planned in accordance with the New Education Policy 2020 of Govt. of India. The Directorate is progressive in its approach and continuously takes new initiatives and offers innovative programmes to meet the needs of the students. A few notable student friendly initiatives taken by DDE are; flexibility to undertake two degree programmes simultaneously, 30 per cent internal assessment with focus on comprehensive assessment, mobility from ODL/ Online to regular programmes and vice-versa and round the year counselling of the learners. All programmes of DDE will meet the needs of learners who are working or living at distance places in India and abroad. We intend to add more support to students for their seamless experience with DDE, Kurukshetra University and hope that you join the illustrious Kurukshetra University.

I convey my best wishes for the study program chosen by you for your better academic career and future endeavours.

  
(Som Nath)



**Directorate of Distance Education,  
Kurukshetra University, Kurukshetra  
(Established by the State Legislature Act XII of 1956)  
(‘A+’ Grade, NAAC Accredited)**

**Prof. Manjula Chaudhary  
Director**

## **MESSAGE**

The Directorate of Distance Education (DDE) of Kurukshetra University is one of the premiere Institutions of India offering education in Open and Distance Learning (ODL) and Online mode. The Directorate is offering 38 traditional and professional programs at Certificate, Diploma, UG and PG levels in ODL mode and 19 programmes in Online mode. The directorate has been providing education to the students since 1976 and till date around 20 lakhs students have completed their education from here. The alumni of the Directorate make us proud by contributing to nation building in various capacities by serving in Govt. and Private sectors in India and abroad. Directorate consciously takes stock of changing learners’ needs and tries to offer the latest and flexible learning opportunities. It is moving towards semester system with focus on comprehensive and continuous assessment using Choice Based Credit System (CBCS) to ensure effective learning. It is adapting its learning structure as per NEP 2020 to offer mobility to the students based on the credits earned that are accumulated in the Academic Bank of Credit (ABC). The Directorate has spacious premises at University Campus and supports its learners through a dedicated well stocked library and other infrastructure. DDE faculty and staff are available to counsel students to help choose right programmes. A learner can choose two programmes together and can take admissions in July session or January session. We encourage learners to join our programmes at any stage in their lives for lifelong learning.

I convey my best wishes to you for the study program opted by you.

(Manjula Chaudhary)

# Hon'ble Chancellor

Shri Bandaru Dattatreya  
Governor, Haryana

<b>VICE-CHANCELLOR</b>	<b>Prof. Som Nath Sachdeva</b> Ph.D. (Civil Engineering), M.E.(Highways) MIRC, MIUT, MISTE, MISRMTT	<b>Phones</b> 01744-238039 (O)
<b>REGISTRAR</b>	<b>Prof. Sanjeev Sharma</b> MLIS, Ph.D.	01744-238026 (O)

## DIRECTORATE OF DISTANCE EDUCATION

<b>DIRECTOR</b>	<b>Prof. Manjula Choudhary</b> Ph.D (Management)	01744-238628
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### **Floating Faculty**

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**gponmenikuk@rediffmail.com**

# **ADMINISTRATIVE OFFICERS**

## **DEPUTY REGISTRAR**

Dr. Pankaj Kumar Gupta, Ph.D, M.Com, MCA  
& MBA

P&T Phone  
2590(0)

EPABX Ext.  
01744-238385

## **SUPERINTENDENTS/DEPUTY SUPERINTENDENT**

- |    |                                   |                  |         |
|----|-----------------------------------|------------------|---------|
| 1. | Sh. Gulshan Dua, M.A. (Pub. Adm.) | 01744-238196 (O) | 2589(O) |
| 2. | Shri Kapil Dev                    | 01744-238196 (O) | 2591(O) |

## **OTHER IMPORTANT PHONE NUMBERS FOR STUDENTS**

	<b>K.U. Kurukshetra EPABX Nos.</b>	<b>(+91)-(1744) 238196 / 238410 238629 / 238679</b>
1.	<b>DDE Enquiry</b>	<b>01744-238518(O) 2600(O)</b>
2.	<b>Examination Enquiry</b>	<b>01744-238169(O) 2454(O)</b>
3.	Assistant Registrar (Result-I)	01744-238299(O) 2461(O)
4.	Assistant Registrar (Result-II)	01744-238582(O) 2477(O)
5.	Assistant Registrar (Result-III)	01744-238320(O) 2544(O)
6.	Assistant Registrar (Re-ev.)	01744-239230(O) 2455(O)
7.	Assistant Registrar (Regn.)	01744-238888(O) 2440(O)
8.	Assistant Registrar (Conduct)	01744-238966(O) 2474(O)
9.	Assistant Registrar (Secrecy)	01744-238068(O) 2453(O)
10.	Controller of Examinations-I	01744-238377(O) 2113(O)
11.	Controller of Examinations-II	01744-238189(O) 2142(O)

## **COMMUNICATIONS TO BE ADDRESSED AT:**

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

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



## INTRODUCTION

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

The University has centrally air-conditioned auditorium with a seating capacity of 1900 persons, Senate Hall, Conference Hall, well-equipped Sports Complex (Play fields, Gymnasium, Stadium, Swimming Pool, Tennis Courts, Volleyball, Basketball Courts, etc.), Teachers' Club, Club for Administrative staff, **25 Hostels, (12 for Boys & 13 for Girls)**, School, Health Centre, Business Complex, about **700** quarters for all categories of staff. Kurukshetra University, Kurukshetra has a rich Jawaharlal Nehru Library with more than **3.96 lac** books, **250** journals (Foreign & Indian) and **15,324** rare manuscripts, Internet Section of 200 nodes, Computer Centre, Museum, Instrumentation (USIC) workshop, NSS Centre, Students' Guest House, Faculty House, etc. In addition to Directorate of Distance Education, Institute of Integrated & Honors' Studies and Institute of Teacher Training & Research, the University has **49** Teaching Departments/Institutes on the campus and **284** affiliated colleges situated in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Karnal, Kurukshetra and Panchkula.

### THE DIRECTORATE

Kurukshetra University initiated Distance Education Programmes in 1976 through Directorate of Correspondence Courses to provide an opportunity of higher education to the persons who could not continue their studies because of reasons beyond their control. The Directorate's endeavour has been to combine the twin objective of reaching the unreached and meeting the rising educational aspirations of the masses. With the advancement and implementation of technology in imparting education through distance mode, the Directorate was re-caste as Directorate of Distance Education (DDE). The Directorate enrolls every year about **20000** students in about **39** undergraduate and postgraduate conventional and professional courses. The courses and their curriculum are periodically reviewed and updated to incorporate the developments in the field. The Directorate is also providing two year B.Ed. programme with the approval of NCTE for the benefit of working teachers in schools and other educational institutions.

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

The Directorate of Distance Education has its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) for Online admission and other enquiries. The study material of various courses offered by the Directorate of Distance Education is being made available Online in the form of books. DDE has been awarded with CSR Trophy and Certificate for Top Institutes of India in 2018 and earlier also it was awarded CSR Trophy and Certificate for Top Distance Learning University in 2016 and "Dnyandeep Award" by Yashwant Rao Chavan Maharashtra Open University, Nasik, MS in 2015 for excellence in Distance Education.

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**SCHEDULE OF DATES FOR ADMISSION AND PAYMENT**  
**OF FEES FOR ONLINE/OFFLINE PROGRAMMES**  
**JULY - 2023 SESSION**

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

(A)	Last Date For Receipt of Admission Form (A-F) with Fee in the Directorate up to		
	For continuing (old) students of all classes including Diploma /PG Diploma /Certificate Programmes		NEW STUDENTS (AS PER UGC NOTIFICATION)
(a)	Without Late Fee	31.10.2023 (Tuesday)	01.07.2023 to 31.08.2023 (both days incl)  Cut Off date for admission will be 31.08.2023.
(b)	With Late Fee of Rs. 500/-	30.11.2023 (Thursday)	
(c)	With Late Fee of Rs. 1000/-	01.01.2024 (Monday)	
(d)	With late fee of Rs.3000/-*(For BA, B.Com., BCA,CCA CCU, Dip in Lib. Sc., Yoga, Gita & B.Lib.Sc,B.Ed-II Except B.Ed.-I)  With late fee of Rs.2000/-* (For All Master Degrees & All P.G.Diplomas except MBA-I, MBA(HM)-I & MCA-I)	02.01.2024 to 31.01.2024	
(e)	With late fee of Rs.3000/-* (For UG and PG Programmes except MBA-I, MBA(HM)-I, MCA-I & B.Ed.- I)	01.02.2024 to 29.02.2024	
(f)	With late fee of Rs.5000/-* (For UG and PG Programmes except MBA-I, MBA(HM)-I, MCA-I & B.Ed.-I) *(includes late examination fee)	01.03.2024 to 29.03.2024	
(B)	For M.B.A Part-I./M.B.A. (HM) Part-I/M.C.A Part-I:	Not Applicable	16.08.2023
	For B.Ed. Part-I	Not Applicable	16.08.2023
Admission fee for these programmes is not required to be sent alongwith the Admission Form (from A-E). <b>Admission dues for these programmes are to be paid only on demand from the Directorate.</b>			
(C)	Last Date for Receipt of 2nd Installment of Fee*		
(i)	BA, B.Com., BCA, CCA, CCU, Diploma Lib. Sc., Yoga and Gita	01.01.2024 (Monday)	
(ii)	All Master Degrees, All PG Diplomas, B.Ed., & B.Lib.Sc.	31.01.2024 (Wednesday)	
<b>Late fee for payment of 2<sup>nd</sup> installment of fee after due dates</b>			
	BA, B.Com., BCA, CCA, CCU, Diploma Lib. Sc., Yoga & Gita	02.01.2024 up to the commencement of respective exams	Rs.1000/-
	All Master Degrees, All PG Diplomas, B.Ed. & B.Lib.Sc.	01.02.2024 up to the commencement of respective exams	Rs.1000/-

\*However, the students can also pay both the installments of fee simultaneously at the time of

**For Enquiry Contact**



01744-238518 (DDE Enquiry),



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



01744-238628, 01744-238385 (Asst. Registrar)



[onlineddekuk@gmail.com](mailto:onlineddekuk@gmail.com) (for online admission enquiry)



[facebook.com/kukharyana](https://www.facebook.com/kukharyana)



[vc\\_kuk](https://twitter.com/vc_kuk)



## SECTION – I

### IMPORTANT INSTRUCTIONS

1. The Candidates are advised to go through the Prospectus carefully before filling up the Admission Form & follow other instructions issued from time to time and to visit Directorate website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) regularly. The candidates should also remain vigilant and get in touch with the Directorate at the appropriate time in case of non-receipt of DDE Ref. No., study material, admit card/roll number, examination date sheet, result/DMC etc. from the Directorate.
2.
  - (a) For any correspondence with Directorate, candidates are advised to mention DDE Ref. No., Name, Father's Name, Session, Class, Subject (in case of M.A./M.Sc.) and complete address, failing which the Directorate will not be responsible for non response to such communications and consequences thereof.
  - (b) It is mandatory for the candidates to submit all fees and documents as stipulated by DDE. 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 the case may be. If the outstanding dues are not remitted and the required documents are not submitted before the termination of the theory examinations and roll number is not issued to the candidate for the annual examination, his/her candidature shall not be revived in any case thereafter. Such a candidate can, however, seek admission afresh in the subsequent session to become eligible to appear in the university examination after paying all the dues afresh, however, no adjustment/refund of fee paid in previous session will be allowed.
  - (c) The date of receipt of fee or any other document will be considered the date on which the same is received in the Directorate of Distance Education, K.U. Kurukshetra. After deposit of fees online, the student has to verify the same through his/her login id so that the same is reflected in their accounts. The Directorate will not be responsible for failure on the part of the postal/courier/Uploading services for non-receipt or late delivery of any document or dues to be deposited by a student.
  - (d) This Directorate **has not authorized any Agency/Institution or appointed any Agent** to deal with any matter relating to admissions, examinations or other related matters. **The candidates seeking admission to distance education programmes of this University are advised to contact this Directorate directly.**
3. **Recognition:**
  - (a) The examinations conducted by various recognized Indian Universities/Deemed Universities/State Education Boards are recognized ( with the stipulation of No. of subject (s) or any other condition in specific cases as given in the Section-V of **ELIGIBILITY CONDITIONS** of the Prospectus) for the purpose of admission to various programmes in the Directorate of Distance 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.
  - (b) 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 programmes in the Directorate of Distance Education.
4. Acceptance of Admission Forms / fees, allotment of DDE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Programme, etc., will be **provisional** subject to confirmation of eligibility subsequently at a later date.



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5. Pursuing Additional Programme simultaneously with another programme through distance education :
- A student can pursue two programmes simultaneously through distance or Open and Distance Learning (ODL)/Online mode/Regular or combination of distance and regular modes other than Ph.D. from the same or different Universities/Institutions duly approved by the U.G.C./A.I.C.T.E./Central Government/State Governments in various combinations subject to the prescribed eligibility conditions. The allowed combinations are:-
- (a) A student can pursue two full time academic programmes in physical mode provided that in such cases, class timings of both programmes do not overlap with each other.
  - (b) A student can pursue two academic programmes, one in full time physical mode and another in Open and Distance Learning (ODL)/Online mode; or up to two ODL/Online programmes simultaneously.

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

6. **Admissions** : The Directorate of Distance Education offers online admission facility through its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in). Online submission of application form and fees can be done only on the **DDE Website [www.ddekuk.ac.in](http://www.ddekuk.ac.in)** with a **processing fee of Rs. 600/-** for Gen and **Rs.150/-** for SC/BC/EBPG/BLIND Candidates of Haryana only. If the fee receipt is not downloaded from the student login, students are advised to contact the Directorate immediately.

The students can deposit their fee online on DDE website [www.ddekuk.ac.in](http://www.ddekuk.ac.in). After deposit of fees online, the student has to verify the same through his/her login so that the same is reflected in their account.

### 7. Filling of Admission Form

- (i) **Admission Form (A-E)** attached with Prospectus shall be duly filled in and signed by the candidate and father/guardian shall be submitted along with other required documents at the time of admission.
- (ii) Candidates are advised to clearly and thoughtfully mention the options for paper(s) in the Admission Form, Examination Form and Computer Form attached with Prospectus failing which they shall be liable to pay fees fixed for change of option/subject as at **Page 76** of the Prospectus.
- (iii) **Candidates are advised to mention their choice (I, II) of Examination Centers as per the tentative list of Examination Center which is available at Page 73 of the Prospectus.**
- (iv) The candidates are required to submit **fresh Admission Forms/fees and all other documents, on promotion to next higher class (Part-II/III)** of the programme every year, except for programmes of one year duration. However from July 2023 onwards, students will be promoted to higher classes as in regular programmes of the university.
- (v) The students are advised **to bring with them their identity cards** issued by the Directorate whenever they visit the Directorate to enable it to extend prompt service for any purpose during the programme of their study and thereafter for collection of DMC, attestation of Examination Form, etc.
- (vi) The admissions are to be made only on the basis of Certificates issued by the recognized Board/University. No admission even provisional shall be made on the basis of the certificates issued by the Principal of a School/College/Institute.
- (vii) Late admission of a candidate will not entitle him/her for separate examination schedule. No request for change of dates of examination dates of submission of Dissertation/Project Report/Training Report/Practical Assignment etc. or request not to charge late fee for submission of documents after the prescribed date, etc. will be entertained if examinations in some of the papers have already been conducted.
- (viii) The candidates should ensure timely submission of all required documents and fees as mentioned in the Prospectus failing which it will solely be responsibility of the student for any consequences including withholding of the Admit Card/Roll No. Slip, debarring him/her from appearing in the University examination without any notice.
- (ix) The change of address, if any, should be communicated immediately by the candidates, mentioning their DDE



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Ref. No., name, father's name, class, session. etc. to the Directorate failing which the Directorate will not be responsible for non-reply or late reply from University.

- (x) The students are advised to provide their own operational mobile number as all the information related to their programme will be sent on their registered mobile number. The Directorate will not be responsible for non receipt of SMS due to activation of DND services in the student's Mobile OR non supply of correct mobile number..

### 8. Admission Form (A-E) attached with Prospectus, shall be duly filled and to be accompanied by the following ENCLOSURES:-

- (a) A self attested photocopy of the **certificate of the qualifying examination passed by the candidates**. The candidates, **who have passed the qualifying examinations in more than one Part**, shall be required to **attach self-attested copies of Certificates/DMC/Degree of all the Parts**. However, the candidates shall have to submit the original certificates as and when required for verification failing which their candidature may be treated as cancelled without any notice.
- (b) A self – attested photo-copy of the **Matriculation** or equivalent certificate in support of date of birth (Not required, if already registered with this University) along with a copy of the certificate of last examination passed.
- (c) **Self Declaration Certificate** (in the case of candidates coming from Universities or Boards other than Kurukshetra University or Board of School Education, Haryana) on the proforma given at **Page 88** to the effect as to whether or not they are appearing in any other examination simultaneously from any other University/Board during the session **July 2023**.
- (d) A Character Certificate from the Head of the institution last attended or from a Gazetted Officer/Sarpanch as per proforma given at **Page 83**
- (e) Income Certificate of Parental Income from all sources, in case of BC (A) & BC (B) Category candidates, if applicable.
- (f) Certificate in respect of Differently Abled (DA) Candidates, if applicable.
- (g) Certificate required to be furnished by the children and grand-children of Freedom Fighters (DFF), if applicable.
- (h) 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, if applicable.
- (i) Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Service/ Paramilitary Forces, if applicable.
- (j) **Six copies of recent coloured photograph** to be affixed on the space provided in the downloaded Admission Form (A-E) attached with Prospectus and **ONE EXTRA STAMP SIZE PHOTOGRAPH to be attached with Form-A**.
- (k) Admission Form (A-E) attached with Prospectus should be duly filled in and signed at the appropriate places including the Roll No. Slip/Admit Card. Photos should be affixed on Admit card at the space provided for the purpose.
- (l) Wherever applicable, self attested copy of **Scheduled Caste/Scheduled Tribe/Economical Weaker Sections/Blind Certificate**, duly signed by the 1<sup>st</sup> Class Magistrate/SDM/CMO, **failing which no benefit of SC/ST Scholarship/tuition fee concession/ relaxation will be given**.
- (m) Identity Card duly completed and photo affixed thereon.
- (n) Employment Certificate by employees of Kurukshetra University for claiming tuition fee concession.



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- (o) Two self-addressed envelopes (size 9"x4").
- (p) SC/BC/Blind candidates of Haryana are required to submit the SC/BC/Blind Certificate OR an additional amount of **Rs.600/-/Rs.450/-** on account of the difference of the cost of the Prospectus/Processing fee failing which it would be treated as non-payment of fee.
- (q) All legal disputes are subject to Kurukshetra Courts or Courts having jurisdiction in Kurukshetra.
- (r) **In case of any ambiguity in the rules, interpretation of the same by the University shall be final.**

### **Note:**

1. If the Directorate, 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 after verification, under registered cover.
2. The Directorate will not be responsible for postal delay or loss of documents in transit.
3. 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 **DDE Ref. No., Examination Roll No.** etc. of the programme which he/she is pursuing.
4. 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 reasons, the candidates are advised to approach the Directorate/University immediately with the relevant documents i.e. DDE Ref. No./Exam. Roll No. etc. to enable the Directorate to take further necessary action accordingly.

5. The students are advised to provide correct Mobile No. in active use as all information with regard to Personal Contact Programmes, Fee defaulters, Cancellation/revival of admission, Practical/Vice-Voce examination etc. will be sent to the students through SMS only, on their mobiles. No separate intimation in this regard will be sent.
6. Though regular text messages through SMS portal are being sent to the students regarding any information, however the students are advised to regularly check DDE KUK website for updation.

Provide your correct **Mobile Number** to get instant information **through SMS**.



**REJECTION OF ADMISSION FORM**      *The Admission Form 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 Directorate** (For B.Ed. Part-I only).
3. The admission/eligibility is not as per the respective Ordinances.
4. Self Attested **copies of certificate/ DMC of qualifying exam are not sent with** admission form.
5. **Original certificate of qualifying examination is not produced** in the Directorate on demand.
6. **Incomplete Form or the requisite documents are not attached or photographs not affixed or attested.**
7. Fee of 1<sup>st</sup> Installment is not remitted in full.
8. The **Admission Form (A-E)** is not signed by the candidate and/or his/her father/guardian.
9. **Affidavit duly attested by Magistrate 1st Class** as per specimen given in the **Annexure-XI** is not submitted.
10. **Admission Form** duly signed and affixed photograph not been submitted with original Admission Form or these are incomplete.
11. Names of **Papers/Correct options** are not filled up in the Admission Form (from A-E).

**NOTE :** **No column should be left blank.** Write "N.A." (Not Applicable) if any column is not relevant. In case the admission form of any candidate is rejected under category **(d) to (k) above, the candidature of such a candidate can be revived on submission of the requisite documents or completion of incomplete form etc. with balance payment together with the revival fee of Rs. 1000/- before the termination of examination of theory papers.**

**NOTE:** (i) 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 Directorate 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.

- (ii) Students of this Directorate are not eligible for allotment of accommodation in the University Hostels. However, on request only limited number of girl students can be allowed to stay as guests subject to availability in the Girls Hostels by the Chief Warden, for attending the PCP and/or for appearing in the University examinations on payment of usual charges.

Kindly remember the last dates for  
fee/documents to avoid late fee.





**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;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- (j) 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.
- (k) All the senior students are advised to guide and treat junior students affectionately.
- (l) Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students' Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.-

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

***The students can also pay both the installments of fee simultaneously at the time of admission.***



**NOTE: -**

1. Processing fee of Rs. 600/- for Gen and Rs.150/- for SC/BC/BLIND Candidates of Haryana only) will be charged in addition to programme fee for online admissions.
2. In the event of last date falling on a Holiday, as mentioned in the above Schedule, the next working day shall be treated as the last date.
3. A candidate whose result of ANNUAL EXAMINATION (Not applicable for Compartment/ Re-appear/Re-evaluation, UMC, Mercy chance cases, etc.) is declared late by the Kurukshetra University/ Board of School Education Haryana, for no fault of his/her, if otherwise eligible, may be allowed admission to the corresponding higher class (Except First Year) within 15 days of the date of dispatch of result card but ordinarily up to such date as may be prescribed in the Prospectus (as mentioned on the result card), without late fee, and after that the Admission Form (from A-E) shall be entertained with usual late fee provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the programme at that stage.
4. Admission will also be allowed to various programmes (Except First Year) to the candidates, who on declaration of their result of supplementary examination/compartments/re-appear/ re-evaluation/ Mercy chance/UMC become eligible for admission, during the session, with usual late fee but ordinarily up to such date as may be prescribed in the Prospectus from time to time provided that the Personal Contact Programme of the programme is not yet over after that the Admission Form (from A-E) may be considered with usual late fee subject to the condition that the candidate is in a position to fulfill the requirement of attendance in the PCP of the respective programme at that stage.

*The students can also pay both the installments of fee simultaneously at the time of admission.*



**TABLE-I : FEES PAYABLE PER ANNUM**

Prospectus 2023 (July Session)

<b>A. Traditional Programmes</b>				
<b>Sr. No.</b>	<b>Name of Programme</b>	<b>1<sup>st</sup> Installment (At the time of Admission)</b>	<b>2<sup>nd</sup> Installment (as per schedule given at page 8 &amp; 9)</b>	<b>Total fee (Per Year)</b>
1	B.A. (General) (3-Year) Part-I/II/III	2900	2900	5800
2	B.Com. (General) (3-Year) Part-I/II/III	3200	3200	6400
3	M.A. (2-Year) in Sanskrit Part-I/II	3300	3300	6600
4	M.A. (2-Year) in Philosophy Part-I/II	3300	3300	6600
5	M.A. (2-Year) in Panjabi Part-I/II	3300	3300	6600
6	M.A. (2-Year) in Hindi. Part-I/II	4400	4400	8800
7	M.A. (2-Year) in English, Part-I/II	4400	4400	8800
8	M.A. (2-Year) in Pol. Science. Part-I/II	4400	4400	8800
9	M.A. (2-Year) in Public Admin Part-I/II	4400	4400	8800
10	M.A. (2-Year) in History Part-I/II	4400	4400	8800
11	M.A. (2-Year) in Economics Part-I/II	4400	4400	8800
12	M.Sc. (2-Year) in Mathematics Part-I/II	4400	4400	8800
13	M.Sc. (2-Year) in Geography Part-I/II	4400	4400	8800
14	Master of Commerce (2-Year) Part-I/II	5200	5200	10400
<b>B. PROFESSIONAL PROGRAMMES</b>				
<b>(I) COMPUTER/ IT PROGRAMMES</b>				
1	Certificate Programme in Computer Application (1-Year)	4500	4500	9000
2	Bachelor of Computer Application (3-Year) Part-I/II/III	7300	7300	14600
3	P.G. Dip. in Computer Application (1-Year)	8800	8800	17600
4	M.Sc. Computer Science (Software) (2-Year) Part-I/II	8800	8800	17600
5	M.C.A. (2 year) Part I(New Semester System)/ II	8800	8800	17600
<b>(II) COMMERCE &amp; MANAGEMENT PROGRAMMES</b>				
1	Advanced Graduate Dip. in Export Marketing Mgt. (1Year)	4100	4100	8200
2	Advanced Graduate Diploma in Taxation (1Year)	10300	10300	20600
3	Advanced Graduate Diploma in Business Analytics(1Year)	10300	10300	20600
4	M.B.A. (2-Year) Part-I(New Semester System)/II	13500	13500	27000
5	M.B.A. Hospitality Mgt. (2-Year) Part-II	13500	13500	27000
<b>(III) LIBRARY AND INFORMATION SCIENCE PROGRAMMES</b>				
1	Diploma in Library & Information Sc.(1-Year)	5200	5200	10400
2	Bachelor of Library & Information Sc. (1-Year)	5200	5200	10400
3	Master of Library & Information Sc.(1-Year)	5800	5800	11600
<b>(IV) JOURNALISM &amp; MASS COMMUNICATION PROGRAMMES</b>				
1	Advanced Graduate Diploma in Journalism & Mass Comm. (1-Year)	5200	5200	10400
2	Master of Arts in Mass Communication (2-Year)Part-I/II	5200	5200	10400
<b>(V) EDUCATION PROGRAMMES</b>				
1	B.Ed. (2-Year) Part-I/II	16700	16700	33400
2	Master of Arts in Education (2-Year) Part-I/II	8800	8800	17600
<b>(VI) LAW PROGRAMMES</b>				
1	Advanced Graduate Diploma in Cyber Law & IPR	5800	5800	11600
<b>(VII) ENVIRONMENTAL EDUCATION PROGRAMMES</b>				
1	Advanced Graduate Diploma in Environmental Education (1-Year)	4400	4400	8800
2	Master of Arts in Environmental Education(2-Year)Part-I/II	4400	4400	8800
<b>(VIII) VALUE ADDED PROGRAMMES</b>				
1	Certificate Programme in Urdu (1-Year)	1900	1900	3800
2	Diploma in Yoga (1-year)	3100	3100	6200
3	Diploma in Gita (1-year)	3000	3000	6000
4	Advanced Graduate Diploma in Translation(Hindi/Eng.) (1-Year)	3000	3000	6000
5	Advanced Graduate Diploma in Human Rights (1-year)	5300	5300	10600



**NOTE:**

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1. \* This includes 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.
4. NO SEPARATE INTIMATION WILL BE SENT FOR PAYMENT OF 2<sup>ND</sup> INSTALLMENT OR ANY OTHER BALANCE OF FEE.
5. The students of programmes having 2-years and 3-years duration enrolled with this Directorate for the session Jan/July 2022 and 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 2023 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.
6. Additional fees such as late admission fee, late examination fee, etc., wherever applicable are required to be paid along with the 1<sup>st</sup> installment.
7. FEE SHALL BE CHARGED SEPARATELY FOR EACH PART/YEAR OF THE PROGRAMME. For the Programmes having more than one year duration, the candidates are required to SUBMIT FRESH Admission Form(A-E) & FEE on promotion to next higher class every year. However from the session July 2023 onwards, the students admitted in the first year, will be promoted to next higher class and no fresh admission will be needed.
8. In case of revision of various fees etc. during the academic session, the students will have to pay the difference in fee structure, etc.
9. 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 in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time. The details are available at **Page 12** of this Prospectus.
10. Last date for payment of Second Installment of fees for B.A., B.Com., BCA,CCA,CCU, Diploma Lib.Sc., Yoga and Gita is 29.12.23 for July 2023 session and for all Master Degrees, Advanced Graduate Diplomas, B.Ed. & B.Lib.Sc., it is 31.01.24 for July 2023 session. Late fee will be levied on the candidates who fail to pay the second installment in full or part thereof by the prescribed dates. The students who fail to pay the second installment with late fee and other balance dues, if any, before the date of termination of the theory examinations, will not be issued admit cards for the examinations. Such candidates will have no claim for refund/adjustment of fee already paid.
11. In case the candidate has submitted his/her admission form (A to E) without enclosing the proof of qualifying exam (Except First Year) and the result of qualifying exam is declared late by the University and the candidate submits the proof of qualifying exam later on, in that case usual late fee as is applicable at the time of submission of the certificate shall be charged. However, no revival fee will be charged in such case.



**TABLE-II : BREAK UP OF FEES PAYABLE**

<b>A. TRADITIONAL PROGRAMMES</b>							
Sr. No.	Name of Programme	Tuition Fee	Building Fund	Dev. Fund	R.K. Fund	Other Fee*	Total Fee (Per Year)
1	B.A. (General) (3-Year) Part-I/II/III	2900	300	300	100	2300	5800
2	B.Com. (General) (3-Year) Part-I/II/III	3200	300	300	100	2500	6400
3	M.A. (2-Year) in Sanskrit Part-I/II	3300	300	300	100	2600	6600
4	M.A. (2-Year) in Philosophy Part-I/II	3300	300	300	100	2600	6600
5	M.A. (2-Year) in Panjabi Part-I/II	3300	300	300	100	2600	6600
6	M.A. (2-Year) in Hindi. Part-I/II	4400	300	300	100	3700	8800
7	M.A. (2-Year) in English, Part-I/II	4400	300	300	100	3700	8800
8	M.A. (2-Year) in Pol. Science. Part-I/II	4400	300	300	100	3700	8800
9	M.A. (2-Year) in Public Admin Part-I/II	4400	300	300	100	3700	8800
10	M.A. (2-Year) in History Part-I/II	4400	300	300	100	3700	8800
11	M.A. (2-Year) in Economics Part-I/II	4400	300	300	100	3700	8800
12	M.Sc. (2-Year) in Mathematics Part-I/II	4400	300	300	100	3700	8800
13	M.Sc. (2-Year) in Geography Part-I/II	4400	300	300	100	3700	8800
14	Master of Commerce (2-Year) Part-I/II	5200	300	300	100	4500	10400
<b>B. PROFESSIONAL PROGRAMMES</b>							
<b>(I) COMPUTER/ IT PROGRAMMES</b>							
1	C.C.A.	4500	300	300	100	3800	9000
2	B.C.A. Part-I/II/III	7300	300	300	100	6600	14600
3	P.G. D.C.A	8800	300	300	100	8100	17600
4	M.Sc. C.S.(Sw) Part-I/II	8800	300	300	100	8100	17600
5	M.C.A. (2-year) Part I(New Semester System)/ II	8800	300	300	100	8100	17600
<b>(II) COMMERCE &amp; MANAGEMENT PROGRAMMES</b>							
1	Advanced.G. D.E.M.M.	4100	300	300	100	3400	8200
2	Advanced Graduate Diploma in Taxation	10300	300	300	100	9600	20600
3	Advanced Graduate Diploma in Business Analytics	10300	300	300	100	9600	20600
4	M.B.A. Part-I(New Semester System)/II	13500	600	400	200	12300	27000
5	M.B.A. (H.M.) Part-II	13500	600	400	200	12300	27000
<b>(III) LIBRARY AND INFORMATION SCIENCE PROGRAMMES</b>							
1	D. Lib.Sc.	5200	300	300	100	4500	10400
2	B. Lib.Sc.	5200	300	300	100	4500	10400
3	M. Lib.Sc.	5800	300	300	100	5100	11600
<b>(IV) JOURNALISM &amp; MASS COMMUNICATION PROGRAMMES</b>							
1	Advanced Graduate D.J.M.C.	5200	300	300	100	4500	10400
2	M.A M.C. Part-I/II	5200	300	300	100	4500	10400
<b>(V) EDUCATION PROGRAMMES</b>							
1	B.Ed. Part-I/II	16700	750	500	250	15200	33400
2	M. A. Edu. Part-I/II	8800	300	300	100	8100	17600
<b>(VI) LAW PROGRAMME</b>							
1	Advanced Graduate Diploma in Cyber Law & IPR	5800	300	300	100	5100	11600
<b>(VII) ENVIRONMENTAL EDUCATION PROGRAMMES</b>							
1	Advanced Graduate D.E.E.	4400	300	300	100	3700	8800
2	M.A. E.E. Part-I/II	4400	300	300	100	3700	8800
<b>(VIII) VALUE ADDED PROGRAMMES</b>							
1	C.C.U	1900	300	300	100	1200	3800
2	Diploma in Yoga	3100	300	300	100	2400	6200
3	Diploma in Gita	3000	300	300	100	2300	6000
4	Advanced Graduate D.T. (H/E)	3000	300	300	100	2300	6000
5	Advanced Graduate Dip. In Human Rights	5300	300	300	100	4600	10600



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**NOTE:** This includes Examination/Registration/Establishment/Eligibility/Continuation /Membership fee of Population Club Rs.6/- Alumni Fee Rs.100/- etc. but exclusive of late admission or late exam fees, etc. The Students may pay Rs. 1000/- as Alumni Life Time Membership Fee, if interested. Fees mentioned above are charged per year and can be paid in two installments.

### III TUITION FEE CONCESSION/FINANCIAL ASSISTANCE

1. To motivate the girls for education, a scheme named “**Shikshit Beti**” is applicable in DDE 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 Directorate. 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 2023 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 Directorate of Distance Education that they will deposit their fee immediately to the Directorate 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 Aadhaar 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 Directorate separately.
- (v) The eligible applicants are required to submit hard copy of Post Matric Scholarship form in this Directorate 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./ADMIT CARD.

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 Directorate of Distance Education will be free for them.
5. Full Tuition Fee Concession out of the fee payable to the University is admissible to the University Employees and their sons/daughters, younger sisters/brothers (wholly dependent) and non-working wife as per **Ordinance XXII printed at page 299 in K.U. Calendar Vol.-I, 2009**. Rest of the dues are payable in two installments.
6. Full Tuition Fee Concession in traditional programmes and 50% fee concession 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



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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.

### IV. 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 upto Rs.1,50,000/- OR less for getting the Financial Assistance. However, the submission of application for financial assistance will not give any right to the candidate not to deposit or late deposit the 2<sup>nd</sup> installment of fee/other dues or to allow exemption from payment of late fee. Application for financial assistance along with the required Income Certificate should reach the office by 31<sup>st</sup> Dec. 2023 for July, 2023 session. Application received after this date would be rejected.

### V. ADMISSION RULES AND PROCEDURE FOR INTERNATIONAL STUDENTS

**1. Introduction:** These rules define the procedure for the admission of international students to various programmes of Directorate of Distance Education, Kurukshetra University, Kurukshetra. These rules are based on General guidelines issued by the University Grants Commission (UGC), Association of Indian Universities and Statutory/Regulatory directives issued from time to time.

**2. The Office:** The Directorate of Distance Education shall provide necessary guidance for admission of foreign students to the various programmes run in the Directorate of Distance Education of University. All correspondence related to international students should be addressed to the Office of the Director, Directorate of Distance Education, Kurukshetra University, Kurukshetra -136119 (Haryana) India. The candidates shall apply directly to Directorate of Distance Education by downloading the Admission Brochure and Form from the website. The office of Directorate of Distance Education shall forward the same to Advisor International Students for verification of certificates.

#### 3. International Students

- (i) **Foreign Students:** Students holding passports issued by foreign countries incl. Persons of Indian Origin.
- (ii) **Persons of Indian origin (PIO) :** PIO shall mean the Persons who are citizens of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or either of his parent(s) or any of his grandparent(s) was a citizens of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act 1955 (Act No 57 of 1955).
- (iii) **Non-residents Indians (NRIs).** Only those Non Resident Indian students who have studied and passed the qualifying examinations from school or colleges in foreign countries will be treated as international students. This will include the students studying in the school or colleges situated in the foreign countries even if affiliated to the Boards of Secondary, Higher Secondary Education or Universities located in India, (situated in India) and affiliated to the Boards of Secondary Education or Universities of foreign countries as external students and Dependents of NRI studying in India will not merit the status of international Students.

#### 4. Documents required for admission of International students

- (i) **VISA:** All the international students shall require a student visa for the prescribed duration of programme endorsed to the KU, Kurukshetra within one month from the date of admission in the Directorate. A copy of this VISA is to be submitted in the office of Directorate of Distance Education, Kurukshetra University, Kurukshetra. **VISA** is not required for NRI students.
- (ii) **Certificate from Association of Indian Universities (AIU) :** The programme on which eligibility is relied upon must be included in the list of Association of Indian Universities (AIU). In case of University/Board is not included in the said list, the candidate has to obtain and submit Equivalence Certificate to this effect from the Association of Indian Universities.



**Submission of Equivalence Certificate from AIU is mandatory for foreign national.**

The AIU address is given below:-

The Secretary General  
Association of Indian Universities,  
AIU House, 16, Comrade Indrajit Gupta Marg,  
New Delhi-110002.  
Phone No (91)-11-2320059, (91)-11-23232429;. Fax No (91)-11-232321131  
E-mail: [aiu@de112.vsnl.net.in](mailto:aiu@de112.vsnl.net.in)

(i) **Verification of Original Documents:** Original Documents of Foreign Students shall be verified before examination. It shall be the responsibility of students to get documents verified.

(ii) **Attested Transcripts:** Candidate applying from their own country should submit their transcripts of certificates attested by the concerned accreditation authority / Government agency of their Country. Attested copies of Senior Secondary Certificate /Bachelors /Master Degree or equivalent thereof should be attached.

(iii) **Character Certificate:** A Character Certificate from the Head of Institution last attended along with its attestation by the concerned accreditation/Govt. authority.

(iv) **Medical Certificate:** All the international students have to undergo a medical examination and get the medical fitness certificate from Govt. hospital on their arrival in University.

(vii) **Registration in foreign Regional Registration Office (FRRO) :** Within 14 days of arrival in India, the international student has to register his name with the police in the Foreigner Regional Registration Office (FRRO of the local police). For this the following documents shall be submitted by the admitted students to the Office of the Advisor, International Students.

- (a) Photocopy of the passport
- (b) Proof of Residence
- (c) Photocopy of the VISA
- (d) Proof of Admission
- (e) Four passport Size photographs

**5. Eligibility Qualification:** International students should fulfill the minimum eligibility condition prescribed for admission as per the requirements of the programme applied for, however such candidates shall NOT be required to undergo the admission entrance test.

**6. Seats for International Students:** Unlimited seats shall be available for international students in all the programmes run by DDE at its campus. Candidates under this category shall be required to fulfill all/any other condition as may be prescribed and notified by Kurukshetra University Kurukshetra from time to time. Candidates seeking admission have to apply on a prescribed form which can be downloaded from DDE website [ddekuk.ac.in](http://ddekuk.ac.in). This application form should be submitted to the office of the DDE, along with the attested/certified copies of all requisite documents mentioned in the form.

**7. Last date for Receipt of Application for Admission:** Last date for receipt of Application form duly completed in all respect will be as follows:

- (i) For new students 31.08.2023 for July, 2023 session.
- (ii) For continuing students 31.10.2023 for July, 2023 session.





**8. Hostel Facilities:** Hostel facilities may be provided to foreign students during PCP and exams if available, as per rules. Each hostel is provided with indoor and outdoor facilities for games and sports. Recreation facility like T.V sets is also provided. The detail of hostel fee can be obtained from the offices of Chief Wardens (Boys & Girls hostels), Kurukshetra University, Kurukshetra.

**9. Important Telephone Numbers of Kurukshetra University Functionaries.**

(i)	Vice- Chancellor	01744-238039 (O)
(ii)	Registrar	01744-238026 (O)
(iii)	Dean, Academic Affairs	01744-238045 (O)
(iv)	Dean, Students Welfare	01744-238096 (O)
(v)	Chief Warden (Boys Hostel)	01744-238711
(vi)	Chief Warden (Girls Hostel)	01744-238278
(vii)	COE-II	01744-238377 (O)
(viii)	Advisor, International Students	01744-238297
(ix)	Director, Directorate of Distance Education	01744-238628(O), 01744-238385(O)

**10. Cancellation of Admission:** The admitted students should note that his/her admission stands automatically cancelled if;

- (i) He / She fails to obtain long term Student Visa in the name of the Kurukshetra University, Kurukshetra from the Indian Embassy in his/her country on the basis of the letter of provisional admission.
- (ii) He /She fails to produce Original Statement of marks/grade point average certificate of the qualifying examination of equivalent thereof before examination.
- (iii) He/she is found to be medically unfit.
- (iv) He/She fails to fulfill any condition of eligibility for admission to the programme.

**TABLE-III : FEE PAYABLE BY THE CANDIDATES RESIDING IN FOREIGN COUNTRIES****TRADITIONAL PROGRAMMES**

Sr. No.	Name of Programme	Fee in US \$ Per Annum
1	B.A. (General) (3-Year) Part-I/II/III	1000
2	B.Com. (General) (3-Year) Part-I/II/III	1000
3	M.A. Hindi Part-I/II	2000
4	M.A. English Part-I/II	2000
5	M.A. Sanskrit Part-I/II	2000
6	M.A. Panjabi Part-I/II	2000
7	M.A. Political Sc. Part-I/II	2000
8	M.A. Philosophy, Part-I/II	2000
9	M.A. Public Admn. Part-I/II	2000
10	M.A. History Part-I/II	2000
11	M.A. Economics Part-I/II	2000
12	M.Sc. Mathematics Part-I/II	2000
13	M.Sc. Geography Part-I/II	2000
14	M. Com.Part-I/II	2000

**PROFESSIONAL PROGRAMMES**

(I)	COMPUTER/ IT PROGRAMMES	
1	C.C.A.	1000
2	B.C.A. Part-I/II/III	2000
3	P.G. D.C.A	2000
4	M.Sc. C.S.(SW) Part-I/II	2000
5	M.C.A. (2 year) Part-I (New Semester System)/II	2000
(II)	COMMERCE & MANAGEMENT PROGRAMMES	
1	Advanced Graduate D.E.M.M.	1000
2	Advanced Graduate Diploma in Taxation	2000
3	Advanced Graduate Diploma in Business Analytics	2000
4	M.B.A. Part-I(New Semester System)/II	2000
5	M.B.A. (H.M.) Part-II	2000
(III)	LIBRARY AND INFORMATION SCIENCE PROGRAMMES	
1	D. Lib.Sc.	1000
2	B. Lib.Sc.	1000
3	M. Lib.Sc.	2000
(IV)	JOURNALISM & MASS COMMUNICATION PROGRAMMES	
1	Advanced Graduate D.J.M.C.	1000
2	M.A M.C. Part-I/II	2000
(V)	EDUCATION PROGRAMMES	
1	M. A. Edu. Part-I/II	2000
(VI)	LAW PROGRAMME	
1	Advanced Graduate Diploma in Cyber Law & IPR	2000
(VII)	ENVIRONMENTAL EDUCATION PROGRAMMES	
1	Advanced Graduate D.E.E.	1000
2	M.A. E.E.Part-I/II	2000
(VIII)	VALUE ADDED PROGRAMMES	
1	C.C.U.	1000
2	Diploma in Yoga	1000
3	Diploma in Gita	1000
4	Advanced Graduate D.T.(H/E)	1000
5	Advanced Graduate Diploma in Human Rights	2000

**SECTION-III****LIST OF PROGRAMMES (Total Programmes : 39 (Total Classes: 66))**

<b>A. TRADITIONAL PROGRAMMES</b>	
1	Bachelor of Arts (General) ( <b>BA</b> ) 3-Year Part-I/II/III
2	Bachelor of Commerce (General) ( <b>B.Com.</b> ) 3-Year Part-I/II/III
3	M.A. in Hindi 2-Year Part-I/II
4	M.A. in English 2-Year Part-I/II
5	M.A. in Sanskrit 2-Year Part-I/II
6	M.A. in Panjabi 2-Year Part-I/II
7	M.A. in Political Sc. 2-Year Part-I/II
8	M.A. in Philosophy 2-Year Part-I/II
9	M.A. in Public Administration 2-Year Part-I/II
10	M.A. in History 2-Year Part-I/II
11	M.A. in Economics 2-Year Part-I/II
12	M.Sc. in Mathematics 2-Year Part-I/II
13	M.Sc. in Geography 2-Year Part-I/II
14	Master of Commerce ( <b>M.Com.</b> ) 2-Year Part-I/II
<b>B. PROFESSIONAL PROGRAMMES</b>	
<b>(I) COMPUTER/ IT PROGRAMMES</b>	
1	Certificate Programme in Computer Applications ( <b>CCA</b> ) 1-Year
2	Bachelor of Computer Application (3 Year) Part- I/II/III
3	Post Graduate Diploma in Computer Applications ( <b>PGDCA</b> ) 1-Year
4	M. Sc. in Computer Science Software ( <b>M.Sc. CS</b> ) 2-Year Part-I/II
5	Master of Computer Applications ( <b>MCA</b> )(New) 2-Year Part-I [(New Semester System)/II]
<b>(II) COMMERCE &amp; MANAGEMENT PROGRAMMES</b>	
1	Advanced Graduate Diploma in Export Marketing Management ( <b>AGDEMM</b> ) 1-Year
2	Advanced Graduate Diploma in Taxation ( <b>Advanced Graduate DTX</b> ) 1-Year
3	Advanced Graduate Diploma in Business Analytics (PGDBA) 1-Year
4	Master of Business Administration ( <b>MBA</b> ) 2-Year Part-I (New Semester System)/II
5	Master of Business Administration in Hospitality Management ( <b>MBA HM</b> ) 2-Year Part-II
<b>(III) LIBRARY AND INFORMATION SCIENCE PROGRAMMES</b>	
1	Diploma in Library & Information Science ( <b>D. Lib.&amp; Inf. Sc.</b> ) 1-Year
2	Bachelor of Library & Information Science ( <b>B. Lib.&amp; Inf. Sc.</b> ) 1-Year
3	Master of Library & Information Science ( <b>M. Lib.&amp; Inf. Sc.</b> ) 1-Year
<b>(IV) JOURNALISM &amp; MASS COMMUNICATION PROGRAMMES</b>	
1	Advanced Graduate Diploma in Journalism and Mass Communication ( <b>AGDJMC</b> ) 1-Year
2	Master of Arts in Mass Communication ( <b>MAMC</b> ) 2-Year Part-I/II
<b>(V) EDUCATION PROGRAMMES</b>	
1	Bachelor of Education ( <b>B.Ed.</b> ) 2-Year Part-I/II
2	Master of Arts in Education ( <b>MA Edu.</b> ) 2-Year Part-I/II
<b>(VI) LAW PROGRAMMES</b>	
1	Advanced Graduate Diploma in Cyber Law & IPR( <b>AGDCL&amp;IPR</b> )(1-Year)
<b>(VII) ENVIRONMENTAL EDUCATION PROGRAMMES</b>	
1	Advanced Graduate Diploma in Environmental Education ( <b>AGDEE</b> ) 1-Year
2	Master of Arts in Environmental Education ( <b>MA EE</b> ) 2-Year Part-I/II
<b>(VIII) VALUE ADDED PROGRAMMES</b>	
1	Certificate Programme in Urdu ( <b>CCU</b> ) 1-Year
2	Diploma in Gita ( <b>DIG</b> ) 1-Year
3	Diploma in Yoga (DIY) 1-Year
4	Advanced Graduate Diploma in Translation (Hindi/English) ( <b>AGDT- H/E</b> ) 1-Year
5	Advanced Graduate Diploma in Human Rights ( <b>AGDHR</b> ) 1-Year



## D. LATERAL ENTRY PROGRAMMES

1. **M.Sc. Computer Science (Software) (2-Year) Part-II** : For candidates having passed M.Sc. Part-I in any area of Computer or 1-year Diploma programme after Graduation in any area of Computer from this University or any other University/Institute/DOEACC Society recognized by UGC /AICTE /DEC/ Govt. of India/State Govts.
2. **Master of Arts in Mass Communication (2-Year) Part-II** : For candidates having passed Advanced. G. Dip. in J. & M.C., B.J./ B.J.M.C. of one year duration after graduation from this University/any recognized University. One year Advanced Graduate Diploma programme in advertising/Public relations/Radio television/Hindi Journalism / English Journalism having under graduate degree or equivalent there to as one of its admission eligibility condition & recognized by the State Technical Department, Govt. of Haryana/UGC/Universities/Institutes through Regular/Correspondence be considered as equivalent to AGDJMC/MA Mass Communication (previous) programme run by Directorate of Distance Education of this University for the purpose of admission under Lateral Entry Scheme in Mass Communication programme.
3. **Master of Arts in Environmental Education (2-Year) Part-II** : For candidates having passed Advanced Graduate Diploma in Environmental Education from this University or any recognized University.
4. **M.B.A. (2-Year) Part-II:** For candidates having passed 2-year Post-graduate Diploma/Degree in Business Management/HR Management/Financial Management/Marketing Management/ Insurance Business Management/ Export Marketing Management or M.Com. from KUK or any other University/ Institute recognized by UGC/ AICTE/DEC/ Govt. of India/ State Govts.
5. **M.B.A. (Hospitality Management) (2-Year) Part-II:** For candidates having passed 2-year P.G. Diploma in Tourism and Hotel Management/Hospitality Management/Tourism Management/Hotel Management/Master Degree in Tourism and Hotel Management/Hospitality Management/Toursim Management/Hotel Management from this University or any other University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govts.

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



## SECTION-IV

### **FORMATIVE (INTERNAL) ASSESSMENT (Guidelines and Instructions)**

#### **INTERNAL ASSESSMENT**

All programmes of the Directorate have formative assessment of 30 % from the session July 2023 onwards. For old students of promotional classes this assessment is 20 % for all programmes except B Ed. For B Ed. this is 30 %.

#### **Guidelines for FORMATIVE (Internal Assessment) :**

1. The Directorate would conduct written test(s) through Offline mode during Personal Contact Programmes. The written test(s) would be based on the syllabus of the concerned course(s) and the students would be required to mark the answers on OMR Sheet(s).
2. 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 30% 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.
3. The results of the students of all the programmes having Internal Assessment would be computed after aggregating the marks obtained by the candidates in theory papers and the Internal Assessment.
4. The marks of Internal Assessment obtained by the students will be displayed on the DDE Website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) and students may apply for removal of discrepancy, if any, in their Internal Assessment and can also get their answer sheets re-checked on remittance of Rs.200/- within 15 days from the date of uploading the Internal Assessment Marks on the DDE Website.

#### **APPLICABILITY OF SYLLABI AND SCHEME OF EXAMINATION**

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 DDE 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 mention the options in their Admission Form (from A-E).
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 Directorate. No other option is allowed.



**SECTION-V**  
**ELIGIBILITY CONDITIONS**

**I RECOGNITION OF PROGRAMMES OF OTHER UNIVERSITIES/BOARDS**

Universities/Deemed Universities/State Education Boards are recognized (with the stipulation of No. of subject (s) or any other condition in specific cases as given in the Section-V of ELIGIBILITY CONDITIONS of the Prospectus) for the purpose of admission to various programmes in the Directorate of Distance 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.

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

**Note:-**

- (a) The examinations conducted by various recognized Indian
1. Since 10+2 examinations of All India Board of Secondary Education, Delhi is not recognized by the Kurukshetra University, admissions of the candidates on the basis of having passed 10+2 from the All India Board of Secondary Education, Delhi are not permissible.
2. B.A. One Sitting examinations of the following Universities have not been recognized for the Purpose of admission to B.Ed/Post Graduate Degree/Advanced Graduate Diploma & Certificate

programmes by this

University. However, candidates, who have passed three year B.A. degree examination from these Universities, are eligible for admission to B.Ed./Post-Graduate Degree/Advanced Graduate Diploma

programmes of this

Directorate on submission of attested copies of DMC of all the three parts:

- (i) Bihar University, Muzafarpur (ii) Ranchi University, Ranchi  
(iii) L.N. Mithila University, Darbhanga (iv) Bhagalpur University, Bhagalpur  
(v) Magadh University, Bodh Gaya.

**3. State-wise List of fake Universities declared by the University Grants Commission, New Delhi Delhi**

- (a) Commercial University Ltd., Daryaganj, Delhi. (b) United Nations University, Delhi.  
(c) Vocational University, Delhi. (d) Indian Institute of Science and Engineering  
(e) ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, N-Delhi  
(f) Vishwakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi -110033.  
(g) Adhyatmik Vishwavidyalaya (Spiritual University) 351-352, Phase-I, Block-A Vijay Vihar, Ritala, Rohini, Delhi- 110085.  
(h) Indian Institute of Planning & Management(IIPM), 133/4, Qutub Enclave, Ph-II, New Delhi – 16  
(i) National Institute of Management Solutions, B1/1, 2<sup>nd</sup> Floor, Janakpuri, New Delhi

**Karnataka**

- (j) Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

**Kerala**

- (k) St. John's University, Kishanattam, Kerala

**Maharashtra**

- (l) Raja Arabic University, Nagpur, Maharashtra.

**West Bengal**

- (m) Indian Institute of Alternative Medicine, 80 Chowringhee Road, Kolkata- 20.

- (n) Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2<sup>nd</sup> Floor, Thakurpukur, Kolkatta – 700063



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### Uttar Pradesh

- (o) Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP)
- (p) Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
- (q) Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
- (r) National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
- (s) Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
- (t) Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
- (u) Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
- (v) Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Ph-II, Uttar Pradesh.

### Odisha

- (w) Nababharat Shiksha Parishad, Anupurna Bhawan, Plot No. 242, Shaktinagar, Rourkela - 769014.
- (w) North Orissa University of Agriculture & Technology, University Road Baripada, Mayurbhanj - 757003

### Puducherry

- (x) Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry-605009

### Andhra Pradesh

- (y) Christ New Testament Deemed University #32-23-2003, 7<sup>th</sup> Lane, Kakumanuprithata, Guntur - 523002

\* Bhartiya Shiksha Parishad, Lucknow, U.P.- the matter is subjudice before the District Judge, Lucknow.

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

- (a) All India Board of Secondary Education, New Delhi.
- (b) Uttar Madhyama & Purva Madhyama of MDU Rohtak (Gurukul Jhajjar Scheme).
- (c) Central Board of Higher Education, East Patel Nagar New Delhi.
- (d) Board of Adult Education and Training/Board Shiksha Sansthan, New Delhi.
- (e) Any Diploma/Exams. of Prachin Kala Kendra, Chandigarh.
- (f) \*Bhartiya Siksha Parishad, Lucknow.
- (g) Board of Higher Secondary Education, Delhi.
- (h) Hindi Sahitya Sammelan, Prayag, Allahabad (U.P.).
- (i) Indian Education Council of U.P., Lucknow.

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

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

## II RELAXATION IN ELIGIBILITY CONDITIONS FOR ADMISSION TO B.Ed. Part-I, M.A. (Education) Part-I

- (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.
- (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.
- (c) 5% relaxation in minimum eligibility condition will be given to the blind/differently abled candidates.
- (d) There will be no rounding of percentage of marks for determining the eligibility for admission to various programmes.

**TRADITIONAL COURSES****1. B.A.(GENERAL) (3-YEAR) PART-I****ELIGIBILITY CONDITIONS:**

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

**OR**

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, with the subject of Communication Skill/English-I and Communication Skill/English - II.

**MEDIUM OF INSTRUCTIONS**

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

**COURSES OF STUDY AND SCHEMES OF EXAMS**

A candidate is required to take the following subjects:-

**(A) TWO COMPULSORY SUBJECTS:**

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

\*(for details, please refer to page 25)

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

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

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

	Subject Name	Code		Subject Name	Code
<b>GROUP-I</b>	Hindi (E)	310	<b>GROUP-III</b>	Political Science	350
	Sanskrit(E)	320		Statistics*	460
	Panjabi (E)	330	<b>GROUP-IV</b>	Economics	340
	Defense Studies*	410		Home Science*	455
	Geography*	450		Philosophy*	430
<b>GROUP-II</b>	Public Administration	370	<b>GROUP-V</b>	History (Opt-i - History of India)	361
	Mathematics	390		History (Opt-ii - History of Haryana)	362
	Sociology	420			
	Health & Physical Education*	440			
	Music(Vocal)*	462			





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- Note** : 1. \* The Directorate would not supply the study material of these papers/subjects and PCP would also not be conducted for the same. The syllabus for these papers can, however, be supplied by the Directorate. In case any candidate selects from this paper, he/she would have to prepare the concerned papers at his/her own level.
2. A candidate coming from a Non-Hindi area shall if he / she did not opt any of the languages i.e., Hindi/Panjabi/Sanskrit in examination qualifying for admission to B.A.(General) Part-I, can opt in lieu of compulsory Hindi/Panjabi/Sanskrit, the subject of additional English (240) which shall carry the same marks as for Hindi/Panjabi/Sanskrit. **NO STUDY MATERIAL WILL BE SUPPLIED FOR THE SUBJECT OF ADDITIONAL ENGLISH.** The candidate shall have to prepare it on their own. The syllabi for the paper can, however, be supplied by the Directorate on request.
3. The Directorate introduced the grouping of subjects in undergraduate programme i.e. in B.A. in phased manner wef. the session 2014-15 and the same would be applicable in B.A. Part-I/II/III during session January/July 2023. A candidate shall offer two elective subjects from Group-I to Group-V selecting anyone subject from a given group as mentioned above.
4. There will be three papers in Mathematics in B.A. Part-I, II, III carrying 33, 33 and 34 marks respectively.
5. **For practical/additional subjects like Geography, Physical Education, Music, Philosophy etc. in UG programmes,** a fee of Rs. 500/- per subject shall be charged in addition to normal fees and no study material will be provided to the students. They shall have to prepare the practical/additional subjects at their own level.
6. **Elective Subjects** of B.A. for which options are available in the Directorate of Distance Education are given here under:-

### DETAIL OF OPTIONAL PAPERS IN BA PART-I

#### B.A. (GENERAL) PART-I

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

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

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

#### ELIGIBILITY CONDITIONS

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

**NOTE:** (a) The candidates who have been placed under compartment are allowed to re-appear in one subject only in the Senior Secondary examination (10+2 Standard) of the Board of School Education, Haryana or an equivalent examination of another University/ Board may be admitted provisionally for B.A.(General)/ B.Com./B.C.A. Part-I/D.Lib. Sc./CCA. Such candidates shall be required to clear the compartment/re-appear subject in two chances i.e. in the supplementary examinations to be held in Sept./Oct., 2023 and in March, 2024 from the concerned University/Board. If such a candidate fails to produce the proof of having cleared/passed/qualified the compartment/re-appear subject at the supplementary examination and at the Annual Examinations, his/her provisional admission to the said programme shall be treated as cancelled ab-initio, with no claim for refund/adjustment of fees, without any further notice.



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(b) The candidates who have passed 10+2 examination after appearing in full subjects in the supplementary examination, 2023 shall also be eligible for admission to B.A.(General)/ B.Com./B.C.A.Part-I/D.Lib.Sc./CCA programme but ordinarily up to such date as may be prescribed in the Prospectus provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the programme at that stage. The candidates who have appeared in 10+2 examination in full subjects in the supplementary examination, 2022 but are unable to clear the examination are not eligible for admission.

(c) Candidates who got compartment/re-appear in 10+2 examination in not more than one subject after appearing in full subjects in the supplementary examination 2022 may be allowed provisional admission to B.A.(General)/B.Com./B.C.A.Part-I/D.Lib.Sc./CCA programme provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the programme at that stage at their own risk and responsibility, subject to their passing the 10+2 examination up to March, 2023 examination and submission of result within one month from the date of declaration of their result failing which their candidature/result to the said programme shall stand cancelled ab-initio with no claim for refund/adjustment of fees.

(d) A candidate who has not passed the subject of English in qualifying examination may be allowed provisionally to join the B.A.(General)/B.Com./B.C.A. Part-I/D.Lib. Sc./CCA Class, subject to qualifying the subject of English at the supplementary examination of the same year or annual examination of the following year. Provided that result of such candidates of the respective examinations shall be declared only after they have qualified in the required subject. If they do not clear the subject of English even in the next annual examination in March, 2023, their provisional admission/result to the said programme shall be cancelled ab-initio with no claim for refund/adjustment of fees.

(e) A candidate who is placed under compartment in one subject only in the qualifying examination, i.e. B.A. Part-I, II of Kurukshetra University may be allowed provisionally to move to the next higher class subject to clearing the compartment subject in two consecutive chances up to the next annual examination to be held in May/June, 2024(For old students only).

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

COMPULSORY/ELECTIVE PAPERS as already taken in B.A. Part-I/II will be the same in BA-II/III respectively opted by the candidate from Grouping given at **Page 22** of this Prospectus.

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

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

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

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

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

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

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



**NOTE:**

1. The Directorate would supply the Study Material for History(Option-ii) Modern World. In case any candidate selects Option(i) Ancient and Medieval World or Option(iii) East Asia in Modern Times, he/she would have to prepare the concerned subject at his/her own level and **NO STUDY MATERIAL WOULD BE PROVIDED FOR THE SAME BY THE DIRECTORATE. The PCPs of Option (i & iii) will also not be conducted by the Directorate.**
2. Candidates joining B.A. Part-II/III are required to opt for same subjects which they have opted in B.A.Part-I/II respectively.
3. For subjects having practical, the candidates are required to submit a certificate from a recognized College/institution to the effect that they have completed the programme prescribed for practical work in the subject concerned. This certificate must reach the Directorate by 31 Oct 2023/28 February, 2024, failing which Roll No. slips shall not be issued to the students.

**COMPULSORY QUALIFYING SUBJECT OF ENVIRONMENTAL STUDIES**  
**(BA/BCA/B.COM. PART-I STUDENTS)**

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

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

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

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

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

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

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

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

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

**2. B.COM. (3-YEAR) PART-I****ELIGIBILITY CONDITIONS**

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

**OR**

Pass in three-year Diploma Programme examination conducted by the Board of Technical Education, Haryana 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 Language-II.

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-101	Business Communication	101	BC-105	Business Management	105
BC-102	Business Mathematics	102	BC-106	Basics of Computer	106
BC-103	Financial Accounting	103	BC-107	<b>Compulsory Qualifying Subject of Environmental Studies</b>	107
BC-104	Business Economics	104			

**B.COM. (3-YEAR) PART-II/PART-III****ELIGIBILITY CONDITIONS:**

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

**NOTE :** Rules regarding admission of compartment candidates etc. as enumerated for B.A. (Part-I) in Notes (a), (b), (c), (d) and (e) at page 23 & 24 shall also be applicable to B.Com students.

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-201	Business Laws	201	BC-204	Business Statistics	204
BC-202	Corporate Accounting	202	BC-205	i) Principles of Marketing <b>OR</b> ii) Human Resource Management	205
BC-203	Company Law & Auditing	203		BC-206.	



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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-301	Income Tax	301	BC-304	Business Environment	304
BC-302	Cost Accounting	302	BC-305	(i) Financial Market Operations OR (ii) Investment Management	305
BC-303	Financial Management	303	BC-306	(i) Advertising & Sales Management OR (ii) International Marketing	306

### 3. MASTER OF ARTS IN HINDI (2-YEAR) (PREVIOUS)

#### ELIGIBILITY CONDITIONS

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

#### MEDIUM OF INSTRUCTIONS

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

#### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

##### MA HINDI (P) (Five papers of 100 marks each)

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

### MASTER OF ARTS IN HINDI (2-YEAR) (FINAL)

#### ELIGIBILITY CONDITIONS

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

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

#### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

##### MA HINDI (F) (Five papers of 100 marks each)

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

Pass in Bachelor's Degree examination 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 that candidates must have passed the subject of Sanskrit (compulsory or elective) at Degree level.

**MEDIUM OF INSTRUCTIONS**

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**MA SANSKRIT (P) (Five papers of 100 marks each)**

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

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

**ELIGIBILITY CONDITIONS**

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**MA SANSKRIT (F) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Paliprakitayoh Bhasha Sahityam Cha Group-D: Sanskrit-Sahityam (Optional Group)	201	IX.	Kavyam Kavyashastrasya Cha Itihasah	204
VII.	Natyasahityam Natyashastram Cha	202	X.	Aitihāsika kavyam Khandakavyam Adhunikakavyam Gitikavyam Cha	205
VIII.	Kavyashastram	203			

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

**ELIGIBILITY CONDITIONS**

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**MA PANJABI (P) (Five papers of 100 marks each)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Opt.(i) Madhkali Punjabi Kavita	101	IV.	Panjabi Sahit Da Ithas	104
II.	Opt.(i) Adhunik Punjabi Galp	102	V.	Opt.(ii) Parvasi Panjabi Sahit	105
III.	Sahit Sidhant Ate Viharak Adhyan	103			

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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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



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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
<b>Paper-VI is Compulsory</b>			<b>Group-A: Optional Paper</b>		
VI.	Contemporary Western Philosophy	206	VII	Yoga as applied Philosophy	207
			VIII	Philosophy of Religion	208
			IX	Comparative Religion	209
			X	Philosophical Teaching of Shrimad bhagved-GITA	210

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**MA ECONOMICS (P)** (Five papers of 100 marks each)

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

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

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

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

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

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

**ELIGIBILITY CONDITIONS**

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

**MEDIUM OF INSTRUCTIONS**

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

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MM-401.	Advanced Abstract Algebra	101	MM-404	Complex Analysis	104
MM-402	Real Analysis	102	MM-405	Differential Equations	105
MM-403	Topology and Functional Analysis	103			

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

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**ELIGIBILITY CONDITIONS**

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**M.COM. (P)** (Six Papers of 100 Marks each)

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

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

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

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

\* *The Directorate would not supply the Study Material of these optional papers. In case any candidate selects from these optional papers, he/she would have to prepare the concerned paper at his/her own level.*

**Always quote your DDE REFERENCE Number while contacting to DDE for any assistance**

**B. PROFESSIONAL COURSES****COMPUTER/IT PROGRAMMES****1. CERTIFICATE IN COMPUTER APPLICATIONS (1-YEAR)****ELIGIBILITY CONDITIONS**

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

**OR**

Pass in three-year Diploma 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.

**NOTE: 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 23 and 24 shall also be applicable to Certificate in Computer Applications.**

**2. A candidate who fails to pass the Certificate Programme in Computer Applications examination within three years of his/her admission to the programme shall be declared to be unfit for this programmes at this University.**

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

**OR**

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.

**MEDIUM OF INSTRUCTIONS**

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





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

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

#for details please refer to page 25.

### **BCA (3-YEAR) PART-II**

#### **ELIGIBILITY CONDITIONS**

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS : BCA PART-II** (08 Papers of 100 Marks each)

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

### **BCA (3-YEAR) PART-III**

#### **ELIGIBILITY CONDITIONS**

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

**NOTE: 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. (Part-I) in Notes (a), (b), (c) & (d) at page 23 & 24 shall also be applicable to B.C.A. Part-I students.**

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS: BCA PART-III** (08 Papers of 100 Marks each)

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

**POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA) (1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

OR

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

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

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

**NOTE:**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**MASTER OF COMPUTER APPLICATIONS (MCA) (2-YEAR) PART-I (Semester System)**

**ELIGIBILITY CONDITION:** Passed any graduation degree having obtained at least 50% marks (47.5% marks in case of candidates belonging to reserved category (SC/ST/Differently abled)

(for students having no Mathematics background at 10+2 level or at graduation level, a compulsory bridge course, framed by the University, has to be done and an additional bridge course related to computer subjects for students having no computer science background at 10+2 level or at graduation level, has to be done as per the norms of the University).

**Important Note:**

1. Admission to MCA Part-I in ODL is offered through Distance Education as per DEB Guidelines after the approval of AICTE and shall be run through Semester System.
2. Admission to MCA Part-I **would be made through merit in the qualifying examination.**

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

Programme is being reformatted under Semester System and details of the study and scheme of examinations will be notified separately on the website

**MASTER OF COMPUTER APPLICATIONS (MCA) (2-YEAR) PART-II (New Scheme)****ELIGIBILITY CONDITIONS**

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
<b>COMPULSORY PAPER</b>			<b>OPTIONAL GROUP</b>		
MCA-DE-21-21	Programming with Python	<b>201</b>	MCA-DE-21-25	<b>ANY ONE OF THE FOLLOWING :</b>	
MCA-DE-21-22	Web Technologies	<b>202</b>		Opt(i) Principles of Programming Languages	<b>205</b>
MCA-DE-21-23	Data Communication and Networking Technologies	<b>203</b>		Opt(ii) Advanced Computer Architecture	<b>206</b>
MCA-DE-21-24	Linux and Shell Programming	<b>204</b>		Opt(iii) Theory of Computation	<b>207</b>
				Opt(iv) Mobile Application Development	<b>208</b>



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		Opt(v) Machine Learning	<b>209</b>
		Opt(vi) Data Warehousing and Mining	<b>210</b>
	MCA-DE-21-26	Software Lab-III based on MCA-DE-21-21	<b>211</b>
	MCA-DE-21-27	Software Lab-IV based on MCA-DE-21-24	<b>212</b>

### MCA (3-YEAR) PART-III (Old Scheme)

#### ELIGIBILITY CONDITIONS

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

#### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
CS-DE-31	Data Communication and Networking Technologies	<b>301</b>	CS-DE-35	<b>ELECTIVE PAPER</b> (Any One of the following Five):	
CS-DE-32	Web Technologies	<b>302</b>	CS-DE-35(i)	Principles of Programming Languages	<b>305</b>
CS-DE-33	Advanced Computer Architecture	<b>303</b>	CS-DE-35(ii)	Design and Analysis of Algorithms	<b>306</b>
CS-DE-34	Advanceds in Databases	<b>304</b>	CS-DE-35(iii)	Linux and Shell Programming	<b>307</b>
			<b>CS-DE35(iv)</b>	<b>Programming in Java*</b>	<b>308</b>
			CS-DE-35(v)	Theory of Computation	<b>309</b>
			CS-DE-36	Software Lab-I Based on CS-DE-32	<b>310</b>
			CS-DE-37	Software Lab-II Based on CS-DE-34	<b>311</b>

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

## (II) COMMERCE & MANAGEMENT PROGRAMMES

### 1. **ADVANCED GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT (AGDEMM) (1-YEAR)**

#### ELIGIBILITY CONDITIONS

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

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

#### MEDIUM OF INSTRUCTIONS

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



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### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**NOTE:** A student will have to undergo Six week in Company training in a reputed organization. The Training Report to be submitted before 29<sup>th</sup> February 24/31<sup>st</sup> August 2024.

### **2. ADVANCED GRADUATE DIPLOMA IN TAXATION (AGDTX) (1-YEAR)**

#### **ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination with 45% marks of Kurukshetra University or any other recognized University as equivalent thereto.

**Note:** A Candidate who fail to pass Advanced G. Diploma in Taxation examinations within period of three years of his admission to the programme shall deem to be unfit for this programme at this University.

#### **MEDIUM OF INSTRUCTIONS**

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

There shall be six papers of 100 marks each. Paper No.AGDTX-103 has 40 marks for theory+10 marks for internal assessment and 50 marks for practical. Paper No.AGDTX-106 has training report and viva-voce of 50 marks each.

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
<b>AGDTX-101</b>	Income Tax Law and Practice	<b>101</b>	<b>AGDTX-104</b>	Corporate Taxation	<b>104</b>
<b>AGDTX-102</b>	Goods and Services Tax	<b>102</b>	<b>AGDTX-105</b>	Indian Customs Act	<b>105</b>
<b>AGDTX-103</b>	Computerized Accounting System	<b>103</b>	<b>AGDTX-106</b>	Practical Training Report +Viva Voce	<b>106</b>

**Note :** A student will have to join a Company/CA Firm for practical training 3-weeks during winter vacations. The student shall submit training report up to 31.3.2024.

### **3. ADVANCED GRADUATE DIPLOMA IN BUSINESS ANALYTICS (AGDBA) (1-YEAR)**

#### **ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree examination of Kurukshetra University or any other recognized University as equivalent thereto.

**Note:** A candidate shall be required to pass Advanced.G. Diploma in Business Analytics examination within three years of his/her admission to the programme.

#### **MEDIUM OF INSTRUCTIONS**

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

(Out of six papers of 100 Marks each, there would be five theory papers and one in Training+Viva)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
PG DBA-101	Statistics For Analytics	101	PGDBA -104	HR Analytics	104
PGDBA -102	Financial Modeling and Analytics	102	PGDBA -105	Data Mining and Visualization	105
PGDBA -103	Marketing Research and Analytics	103	PGDBA -106	Training Report and Comprehensive Viva-voce	106

**Note:** A student will have to undertake training of three to four weeks in a well established reputed company regarding use of Business Analytics in corporate decision making. The Training Report to be submitted up to 30.09.2023/30.04.2024.

**4. MASTER OF BUSINESS ADMINISTRATION (MBA) (2-YEAR) (Semester System)**

**ELIGIBILITY CONDITIONS**

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

**Important Note:**

1. Admission to MBA Part-I in ODL is offered through Distance Education as per DEB Guidelines after the approval of AICTE and shall be run through Semester System.
2. Admission to MBA Part-I **would be made through merit in the qualifying examination.**

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS****MBA PART-I** (Nine papers of 100 Marks each.)

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

**Note:** The students will have to undergo Six weeks On-the-Job training in a reputed concern/firm on the prescribed letter Pad after first year examination and will submit the Training Report by 31<sup>st</sup> August 2024/28 February, 2025.

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

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

**OR****MBA(2-Year) Part-II-Lateral Entry Scheme**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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





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### COMPULSORY PAPERS

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

### OPTIONAL PAPERS

#### Specialization Area: FINANCE (205)

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

#### Specialization Area: MARKETING (206)

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

#### Specialization Area: HUMAN RESOURCE MANAGEMENT (207)

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

**Note:** The Training Report to be submitted separately for January and July session.

**MASTER OF BUSINESS ADMINISTRATION (HOSPITALITY MANAGEMENT)(MBA-HM)(2-YEAR) PART-I Admissions not open for July, 2023**

### ELIGIBILITY CONDITIONS

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

### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

**MBA (HM) PART-I** (Eight papers of 100 Marks each.)



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

**Note:** The students will have to undergo Six weeks On-the-Job training in a reputed concern/firm after first year examination and will submit the Training Report by separately for January and July session.

### MBA (HM) (2 YEAR) PART-II

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

Pass in one of the following examinations of this University or any other University/Institute recognized by UGC/AICTE/DEC/Govt. of India/State Govt., 2-year Advanced G. Diploma in Tourism and Hotel Management/Hospitality Management/Tourism Management/ Hotel Management/Master Degree in Tourism and Hotel Management/Hospitality Management/Tourism Management/Hotel Management.

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

#### MEDIUM OF INSTRUCTIONS

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

#### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

#### COMPULSORY PAPERS

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBA(HM) 201	Customer Relationship Management in Hospitality Sector	201	MBA(HM) 204	Financial Management	204



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MBA(HM) 202	Event Management	202	MBA(HM) 205	Statistics and Research Methodology	205
MBA(HM) 203	Information and Communication Technologies Hospitality Industry	203	MBA(HM) 206	On the Job Training Viva-Voce	206

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

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

**Note:** The Training Report to be submitted separately for January & July session.

## **LIBRARY AND INFORMATION SCIENCE PROGRAMMES**

### **1. DIPLOMA IN LIBRARY AND INFORMATION SCIENCE (D.LIB.& INF.SC.) (1-YEAR)**

#### **ELIGIBILITY CONDITIONS**

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

**Note :** 1. Rules regarding admission of compartment candidates, etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 23 & 24 shall also be applicable to Diploma in Library & Information Science programme.

2. A candidate who fails to pass this programme within three years of his/her admission to the programme shall be deemed to be unfit for the Diploma in Library & Information Science programme at this University.

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**M.LIB.& INF. SC.** (There shall be eight papers. Paper-I to VI (Theory) will be of 100 marks each. Paper-VII (Practice) will be of 100 marks and Paper-VIII(Practice) will be in two part-A & B of 50 marks each.

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

**(III) JOURNALISM AND MASS COMMUNICATION PROGRAMMES****1 ADVANCED GRADUATE DIPLOMA IN JOURNALISM AND MASS COMM. (AGDJMC) (1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

**MEDIUM OF INSTRUCTIONS**



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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

**AGDJMC** (Five theory papers of 100 Marks each)

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

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

### ELIGIBILITY CONDITIONS

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

### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

## **3. MASTER OF ARTS IN MASS COMMUNICATION (MA MC) (2-YEAR) PART-II**

**ELIGIBILITY CONDITIONS**

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

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

(The admission will be made on the basis of merit in the qualifying examinations and as per Reservation Policy of Haryana state. **No. of seats for B.Ed-I are 500.**

**ELIGIBILITY CONDITIONS (B.ED. PART-I)**



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

- (i) 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) **OR** 55% in case of BE/B.Tech(52.25% in case of SC /ST /Blind/Physically Handicapped candidates) as per directions of Hon'ble Supreme Court of India.
- (ii) Trained in-service teachers in elementary education.
- (iii) Candidates who have completed a NCTE recognized teacher education programme through face- to-face mode.
- (iv) Only in service teachers working in any Recognized Government/Aided/Private School/Educational Institution are eligible.

### **NOTE:**

- (a) The Teaching Experience Certificate will be accepted only on the prescribed proforma given at **Annexure-XIII** in the Prospectus. In case a candidate has served in more than one Institution(with/without break), he/she should use the photocopy of this proforma for submitting the teaching experience certificates for each institution of service.
- (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-XII.
- (c) There will be no rounding off percentage of marks for determining the eligibility for admission to B.Ed. programme.
- (d) Admission dues to be paid only after confirmation of admission and on demand from the directorate after finalization of the merit list for admission to B.Ed. Part-1<sup>st</sup>.
- (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 Directorate.
- (f) The reservation for SC/ST/EWSs/OBC/PWD and other categories shall be as per the rules of Haryana Govt.

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

#### **(A) Distribution of seats**

The seats shall be distributed as under :

- |     |   |         |  |
|-----|---|---------|--|
| (1) | All India Open Category including seats Haryana | : * 15% | (*10% out of All India Category reserved for EWS of All India)   |
| (2) | Bonafide Residents of Haryana                   | : 85%   | (State quota is equally divided into Haryana Open General Category and Reserved Categories of Haryana) |





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**(B) Reservation of seats for Bonafide Residents of Haryana : The seats shall be reserved for the categories as under :**

1.	<b>Haryana Open General Category</b>	* 50% of State Quota (i.e. 42.5% of total intake)
	Economical Weaker Sections of Haryana (who are not covered under the existing scheme of reservation for SC/BC (Block-A & B) other than category (ii) a & b below.)	<ul style="list-style-type: none"> <li>• 10% of seats reserved for EWS out of Haryana Open General Category seats.</li> </ul>
2.	<b>Reserved Categories of Haryana</b>	* 50% of State Quota (i.e. 42.5% of total intake)
	(i) Scheduled Castes of Haryana	20% of State Quota (i.e. 17% of total intake)
	(a) Scheduled Castes	10% each
	(b) Deprived Scheduled Castes	
	(ii) Backward Classes of Haryana (except Socially advanced persons/Sections (creamy layer))	27% of State quota (i.e. 23.95% of total intake) 16 % for Block-A (i.e. 13.6% of total intake) 11 % for Block-B (i.e. 9.35% of total intake)
3.	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. ESM & their wards and dependents of Freedom Fighter who will be higher in merit.
4.	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 2022, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2023 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.	

**(C) Guidelines for Reservation :**

1. **The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to any change/amendment by the State Govt. from time to time.**
2. If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
3. The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
4. If a candidate of Haryana General, SC, BC and EWSs also apply for Differently Abled/ESM/DFC category will be considered first for Haryana General, SC, BC and EWSs category.



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5. Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-IV**, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per **Annexure-V**, and Income Certificate from the Competent Authority at the time of Counseling. Vide Notification No.1282-SW(I) dated 28.08.2018 the Government Notification No.808-SW(I) dated 17.08.2016 has been examined in consultation with the Advocate General Haryana. The Advocate General relying upon the judgment of the Hon'ble Punjab and Haryana High Court has opined that the criteria for computing annual income as prescribed under the above notification as gross annual income shall include income from all sources. All previous notifications and instructions provided for a different mode of computing annual income stands over- ridden. Income certificate mentioning gross annual income issued after 17.08.2016 shall only be considered for availing any benefit under BC(A) and BC(B) category. Instructions for gross annual income of BC (A) and BC (B) category issued vide Haryana Government, Welfare of Schedule Castes and Backward Classes Department Notification No. 1282-SW(1) dated 28.08.2018 be followed and Haryana Government Notification No. 808-SW(1) dated 17.08.2016 be set aside as the Hon'ble Punjab & Haryana High Court, Chandigarh vide its judgment dated 07.08.2018 rendered in CWP 15731 of 2018, titled as Nisha vs. State of Haryana and ors. while deciding bunch of CWPs including CWP No. 18234, Anupama & Anuradha Vs. State of Haryana and Others (relating to admission under BC category in LL.B. 3-Yr. programme of the KUK session 2018-19) while allowing the said CWPs the Hon'ble High Court has set aside the Haryana Govt. Notification dated 17.08.2016 and has further directed that the counseling shall be held afresh **on the basis of the earlier existing criteria limiting the preference to those BCs with an income upto Rs.6 lakhs with no further sub-classification.**
6. **Sons and Daughters of Parents whose annual income from all sources does not exceed Rs. 8 Lakh can apply for All India Category seats (i.e. 15% of sanctioned intake) under Central Govt. policy would be in addition to the existing reservation upon production of an Income & Asset Certificate issued by a competent authority (i.e. DM/DC/ADC/SDM or Tehsildar.**
7. 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 **Annex-VII.**
8. 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-VIII.**
9. Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military/ Para-Military Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-X.**
10. Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Para-Military Forces as per **Annexure-XI.**
11. For horizontal reservation, ESM/DFF candidates of General, SC and BC category will also have to furnish ESM/DFF certificate.
12. As per instructions of the Government of Haryana, General Administration Department, General Services-III Branch, Chandigarh containing in letter No. 23/10/2013-1GSIII 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-I : Wards of disabled in action and boarded out from service.
  - (c) 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



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- (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 & affiliated/ maintained Colleges.

13. In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11/4/2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Shri. Ishwar Singh Vs KUK & Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats.
14. Under differently abled category, atleast one candidate will be admitted even if the share is less than 0.5 seat.
15. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.
16. All the eligible candidates of reserved categories shall be considered first for Haryana General Category seats
17. 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.
18. **Admission Criteria for EWSs derived from the Government of Haryana, Notification No. 23/12/2019-1 GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under :**

**(a) Income & Assets Certificate issuing Authority:**

- (i) 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.
- (ii) As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No. 23/12/2019-1GS-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. 23/28/2003 3GS-III, dated 30.01.2004.
- (iii) The prescribed format for Economically Weaker Section(EWS) Income and Asset Certificate shall be provided at **Annexure-IX**.

**(b) 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:-
  - (aa) 5 acres of agricultural land and above;
  - (ab) Residential flat of 1000 sq. ft. and above;
  - (ac) Residential plot of 100 sq. yards and above in notified municipalities;
  - (ad) Residential plot of 200 sq. yards and above in areas other than thenotified municipalities;
  - (ae) Total immovable assets owned are valued at Rs. One Crore or more.



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- (iii) 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.
- (iv) 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. 23/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 will be referred.

### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

**B.ED. (2-YEAR) PART-I** : There shall be nine Paper Programmes. Paper Programme-1 to 3 & 6 will carry 100 marks each. Paper Programme 4 having two parts (A+B) of 50 marks each as well as Paper Programme-12 (EPC-I & EPC-3) will also carry 50 marks each respectively. However, Paper Programme 13(A) will be of 175 marks.

Sr.No.	Programme/Subject Name	Code	Sr.NO.	Programme/Subject Name	Code
1	Programme-1 Childhood and Growing Up	101	6	Programme-6 Pedagogy of a School Subjects-1 Any one of the following:	
				1 Pedagogy of Science	106
				2 Pedagogy of Social Sciences	107
				*3 Pedagogy of Mathematics*)	108
2.	Programme-2 Contemporary India and Education	102	7	Programme- 12**EPC-1Reading and Reflecting on Text	109
3	Programme-3 Learning and Teaching	103	8	Programme- 12**EPC-3 Critical Understanding of ICT	110
4	Programme-4(A) Language across curriculum	104	9	Programme- 13(A) School Teaching Practice Pedagogy-1 for 45 days	111
5	Programme-4(B) Understanding disciplines and subjects	105			

- \* It is the same programme for I & II year so it is to be opted in 1<sup>ST</sup> or in 2<sup>ND</sup> Year NOT in both the years(108)
- \*\* It is School Based Activity.

- Note:** 1. The minimum duration of the programme leading to the Degree of Bachelor of Education (B.Ed.) shall be two years. However, maximum period allowed for completion of the programme will be five years.
2. The programme is a judicious mix of theory and practical programmes to develop knowledge, skills and aptitude in practicing teachers.

### B.ED. (2-YEAR) PART-II

### ELIGIBILITY CONDITIONS

- (i) A candidate who has passed B.Ed. Part-I examination of this University shall be eligible to join Part-II class in



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the Directorate of Distance Education.

- (ii) The students of B.Ed. (2-Year) programme having 2-years duration enrolled with this Directorate for both the sessions 2020 and have appeared in the examinations held in August 2021 but could not clear 50% papers of B.Ed. Part-I examinations may also be provisionally allowed to join B.Ed. Part-II of the programme by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to clearing the remaining papers of B.Ed. Part-I examinations in the permissible number of chances.

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**B.Ed.II:** There shall be nine Paper Programmes. Paper Programme-5 will be of 50 marks and paper programme 7 to 9 will carry 100 marks. Paper Programme 10, 11 and Paper Programme-12 (ECP-2 and ECP-4 will be of 50 marks each respectively. However, Paper Programme-13 (B) will carry 175 marks.

Sr.No	Paper No./Subject Name	Code	Sr. No	Paper No./Subject Name	Code
1	Programme-5: Gender School & Society	201	6	<b>Programme-11**:</b> Optional Programme	
2	<b>Programme-7: Pedagogy of School Subjects-II</b> <b>Anyone of the following</b>			i) : Environmental Education	208
	Pedagogy of English	202		ii) : Health and Physical Education**	209
	Pedagogy of Hindi	203		iii): Peace Education	210
	Pedagogy of Mathematics*	204		iv): Guidance and Counseling	211
3	Programme-8: Knowledge & Curriculum	205	7	Programme-12*** EPC-2: Drama & Art in Education	212
4	Programme-9: Assessment for learning	206	8	Programme-12*** EPC-4 :Understanding the Self	213
5	Programme-10: Creating & Inclusive school	207	9	<b>Programme-13 (B): School Teaching Practice Pedagogy-II for 45 days</b>	214

\* Pedagogy of Mathematics (Pedagogy of Mathematics is not for the students who have opted the same in the 1<sup>st</sup> year.)

\*\* The Directorate would supply the Study Material only for Paper: (ii) Health and Physical Education. In case any student selects other options from the above optional papers, he/she would have to prepare the concerned paper at his/her own level and no study material would be provided for the same by the Directorate and the PCP would also not be conducted.

\*\*\* It is School Based Activity.

## **2. MASTER OF ARTS IN EDUCATION (MA EDUCATION) (2-YEAR) PART-I**

### **ELIGIBILITY CONDITIONS**

A person who has passed one of the following examinations shall be eligible to join the programme : B.A. (Hons.) in Education **OR** Bachelor Degree in any discipline with at least 50% marks in aggregate **OR** 45% marks in the subject of Education.

### **MEDIUM OF INSTRUCTIONS**

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**



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### MA EDUCATION PART-I (Five Papers of 100 Marks each)

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

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

#### **ELIGIBILITY CONDITIONS**

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

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

#### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

2. The Dissertation and Field Work are to be submitted by 30.06.24 for July 2023 session.

#### **(VI) LAW PROGRAMME**

##### **1. POST GRADUATE DIPLOMA IN CYBER LAW & IPR (PGDCL)(1-YEAR)**

#### **ELIGIBILITY CONDITIONS**

Pass in Bachelor's Degree OR Master's degree in any discipline from University or any other recognized University as equivalent thereto.

**Note:** A candidate must pass the whole examination within three years of his/her admission to the programme, failing which he/she will be deemed to be unfit for the programme.

#### **MEDIUM OF INSTRUCTIONS**



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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**AGDCL** (Six theory papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Cyber Law: Development & Challenges	101	IV.	Law of Patent Including Plant Varieties and Farmer's Right	104
II.	Information Technology Act, 2000	102	V.	Copyright and Design Law	105
III.	Role of Law in Cyber World	103	VI.	Trademarks Law and Geographical Indication of Goods	106

### **(VII) ENVIRONMENTAL EDUCATION PROGRAMMES**

#### **1. POST GRADUATE DIPLOMA IN ENVIRONMENTAL EDUCATION (PGDEE) (1-YEAR)**

##### **ELIGIBILITY CONDITIONS**

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

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

##### **MEDIUM OF INSTRUCTIONS**

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

##### **ELIGIBILITY CONDITIONS**

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

##### **MEDIUM OF INSTRUCTIONS**

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



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English	Hindi and English	Hindi <b>OR</b> English <b>OR</b> Panjabi
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### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

### **MASTER OF ARTS IN ENVIRONMENTAL EDUCATION (MA EE) (2-YEAR) PART-II**

#### **ELIGIBILITY CONDITIONS**

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

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

### **(VIII) VALUE ADDED PROGRAMMES**

#### **1. CERTIFICATE PROGRAMME IN URDU (CCU) 1-YEAR**

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

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

#### **MEDIUM OF INSTRUCTIONS**





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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

### **ELIGIBILITY CONDITIONS**

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

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

### **MEDIUM OF INSTRUCTIONS**

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

### **PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**Note:** The student who opt Option-(i) from Paper-II (102) will be required to opt Option-(i)(105) from Paper-IV and who opt Option- (ii) (103) from Paper-II is required to opt Option- (ii) (106) from Paper-IV.

## **3. POST GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR) (1-YEAR)**

### **ELIGIBILITY CONDITIONS**

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

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

### **MEDIUM OF INSTRUCTIONS**



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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

**AGDHR** (There shall be Five papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
101	Historical and Philosophical Perspectives of Human Rights	101	104	Human Rights and Duties in India : Law, Policy, Society and Enforcement	104
102	Human Rights and Criminal Justice System in India	102	105	Environment and Human Rights	105
103	Human Rights and Duties in International Perspective	103			

#### **4. DIPLOMA IN YOGA (DIY) 1-year**

##### ELIGIBILITY CONDITIONS

Pass in 12<sup>th</sup> /10+2 examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.

**Note :** A Candidate who have failed in one paper, may be allowed to re-appear only twice in the paper(s) at the subsequent examination.

##### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

**DIY** (Two Theory Papers and one Practical of 100 marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Yoga: Bahirang Yoga	101	III.	Practical + Viva	103
II.	Yoga: Antrang Yoga	102			

**Note :** Every candidate is required to complete one month training programme of Yoga and submit a certificate to be issued by the Govt. Institutes(Central/State) /College/Department/University/Society/Trust (NGOs and others).

#### **5. DIPLOMA IN GITA (DIG) 1-YEAR**

Pass in 12<sup>th</sup>/10+2 examination from the Board of School Education, Haryana or any other examination recognized as equivalent thereto.

**Note:** A candidate who have failed in one paper, may be allowed to re-appear only twice in the paper(s) at the subsequent examination.

##### MEDIUM OF INSTRUCTIONS



## Prospectus 2023 (July Session)

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

#### DIG (Two Theory Papers of 100 marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Fundamental Philosophical concepts of Gita	101	II.	Gita and Life Management	102

### IMPORTANT NOTE

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

## SECTION-VI

### GUIDELINES AND SCHEDULE

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

Name of the programmes for which Dissertation/Project Report (PR)/ Sessional Work/ Field Work(FW)/ Assignments/	Date up to which approval of topic/Supervisor of Dissertation/PR/TW Name	Due date for submission of the Dissertation/PR/FW/TW /TR/SW/Assignments/	Eligibility conditions for appointment of Supervisor/ Status of organization for undergoing training/Internship after
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Sr. No.	Translation Work (TW)/ Training Report (TR) etc. is/are required to be submitted and/or Training/Internship is to be completed	of the company for Training/ Internship etc. is ordinarily to be got approved from the Programme Coordinator by submitting the relevant details on <b>PROFORMA Annexed in this Prospectus.</b>	Internship Certificate etc. and No. of copies to be submitted	<b>approval from the Programme Coordinator</b>
(I)	(II)	(III)	(IV)	(V)
1.	<b>MBA PART- I</b> (Six weeks On-the-practical training after 1 <sup>st</sup> year exam.)  <b>MBA PART- II</b> (Training Report)	<b>31<sup>st</sup> March 2024</b>  Within 15 days of Admission OR <b>upto 15<sup>th</sup> January 2024</b> whichever is later	<b>28<sup>th</sup> Feb., 2025</b> (in MBA-II) (One copy)  <b>28<sup>th</sup> Feb., 2024</b> (One copy)	A managerial personnel in the relevant filed of a Company <b>OR</b> Corporation <b>OR Agency</b> .  Training can be done in any industrial, commercial trading, undertaking etc. which may be from private/public <b>OR</b> corporate sector.
2.	<b>MBA (HM) PART- I</b> ( Four week Practical Training after MBA (HM) PART - I)  <b>MBA (HM) PART - II</b> Practical Training in MBA (HM)PT-II)	<b>31<sup>st</sup> March 2024</b>  Within 15 days of Admission OR <b>upto 15<sup>th</sup> January 2024</b> whichever is later.	<b>28<sup>th</sup> Feb., 2025.</b> in MBA (HM) Part-II (2 copies of Trg Report)  <b>28<sup>th</sup> Feb., 2024</b> (Two copies)	A managerial personnel in the relevant field of a Hotel/Travel Agency/Airlines/ or related organization.  Practical Training can be done in a Hotel/Travel Agency/Airlines <b>OR</b> related organization to be approved by the Coordinator of the programme. The concerned organization shall be 3 Star property and IATA approved in case of travel agency.
3.	<b>M.A. EDUCATION PART - II</b> (Dissertation)    Field Work	Within 15 days of admission OR <b>upto 31<sup>st</sup> December 2023</b> whichever is later.  During PCP	<b>30<sup>th</sup> June 2024</b> (Two copies)  <b>30<sup>th</sup> June 2024</b> (Two copies)	An approved/retired teacher of the University Teaching Department of Education of this University <b>OR</b> at any other University <b>OR</b> an approved/retired teacher of the Institute of Teacher Education affiliated with any University recognized by the Kurukshetra University, having Ph. D (Education) <b>OR</b> 5 Years PG teaching experience in Education <b>OR</b> Experience of guiding research in education at doctoral level.
4.	<b>AGDBA</b>	Within 15 days of Admission  OR <b>upto 15<sup>h</sup> January 2024</b> whichever is later	<b>30<sup>th</sup> April 2024</b>	Training can be done preferably in Business Analytics firm with Turnover of at least Rs.2 Crore.
5.	<b>AGDEMM</b> (Six week training)	Within 15 days of admission OR <b>upto 15<sup>th</sup> January 2024</b> whichever is later	<b>31<sup>st</sup> August 2024</b> (one copy)	A managerial personnel in the relevant field of a Company <b>OR</b> Corporation <b>OR Agency</b> . Training can be done in any industrial, commercial trading/ undertaking etc. which may be from private, public <b>OR</b> corporate sector dealing with International Business.
6.	<b>AGDTX</b>	Within 15 days of admission OR <b>upto 15<sup>h</sup> January 2024</b>	<b>31<sup>st</sup> March 2024</b> (one copy)	<b>For Organisation/Company:</b> Department Head/Sr. Executive of the Organization.



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		whichever is later		<b>For CA Firm:</b> Public/Private Ltd. Company Registered Firm under Partnership Act 1932/Registered Tax Practitioner etc. to learn tax procedures.
7.	<b>AGDT(H/E)</b> (Translation work)	Within 15 days of admission OR <b>upto 15<sup>th</sup> January 2024</b> whichever is later	<b>15<sup>th</sup> June 2024</b> (Two copies)	A teacher in Hindi/English of the University Teaching Department at this University <b>OR</b> at any other recognized University <b>OR</b> a teacher at any College/ Institute affiliated with any university having 05 years Postgraduate teaching experience.
8.	<b>BA/B.Com./BCA PART-I</b> (Practical Assignments on Field Work in the Subject of <b>Environmental Studies</b> )	-----	<b>31<sup>st</sup> March 2024</b> (One copy of around 20 pages neatly Written Or typed)	

**Note:** Before submission of dissertation, the students are required to get the plagiarism checked from the programme Co-ordinator/Supervisor.

**a) 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.

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

1. The selection of topic for Dissertation/Project Report is very important as the quality of work and its timely completion depends upon it. For selecting appropriate topic, candidates are advised to go through some of the Dissertation/Project Reports of the candidates of earlier session available in the Library of the Directorate of Distance Education, Kurukshetra University OR other Universities. This will give them an idea about the nature of the topic, research work involved, contents, methodology etc. Active supervision by an experienced teacher is the most important aspect of any project work. The candidates should finalize the topics in consultation with the Supervisor and seek approval of the Programme Coordinator well in time.
- 2 There is no standard size of Dissertation/Project Report *as it can vary with the subject of project*. However, it can be around 80 to 100 typed pages having 1.5 line spaces with 12 size-points on A4 size in Aria Font for English and **Kruti Dev** font for Hindi. The work should be brief and **precise**. The Dissertation/Project Report should be neatly typed and properly bound.
- 3 **Footnotes**, References should be given on each page OR at the end of each Chapter to acknowledge the works quoted/referred to in the Dissertation/Project Report.
- 4 **THE DISSERTATION/PROJECT REPORTS SHOULD CONTAIN THE FOLLOWING:**



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- (a) Cover page giving title of Dissertation/Project Report, particulars of the candidate, Name and address along with designation of the Supervisor, Programme, DDE Ref. No./Examination Roll No. and Session etc.
- (b) Copy of Proforma duly approved by the Programme-Coordinator for the approval of Topic and Name of Supervisor.
- (c) Certificate (in Original) from the Supervisor stating that the candidate has done independent and original work of required standard under his/her supervision.
- (d) Certificate of declaration by the candidate that the Dissertation is his/her own ORIGINAL WORK and is the result of his/her own efforts.
  - (aa) Preface/Acknowledgment.
  - (ab) Contents.
  - (ac) List of Tables, Graphs, etc.

### 5. TENTATIVE CHAPTER SCHEME OF THE DISSERTATION/PROJECT REPORT:

- (a) Introduction and Review of related literature pointing out gaps in the study with purpose & significance of the study.
- (b) Objectives of the study.
- (c) Research Methodology: techniques of data collection, Nature of data, use of quantitative techniques limitation of the study etc.
- (d) Compilation, interpretations and Analysis of data.
- (e) Main findings/conclusion and suggestion for policy implication.
- (f) Bibliography/References.
- (g) Annexure etc.

### c) GUIDELINES TO BE FOLLOWED BY THE CANDIDATES DURING THE TRAINING/ INTERNSHIP PERIOD:

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

### d) 1. TENTATIVE POINTS FOR THE GUIDELINES OF CANDIDATES FOR WORKING ON TRAINING REPORT:

- (a) Cover page giving Title of the Training Report, the name of the establishment/ Company/Organization.
- (b) Particulars of the candidate with name of the Programme, Ref. No./Roll No. and Session etc.
- (c) Letter for the approval of the name of the organization for training.
- (d) Certificate of satisfactory completion of the training indicating training period and dates of the training to be obtained from the company.
- (e) Declaration by the candidates that the Training Report is the original work of the candidates and is the



result of his/her personal efforts.

- (f) Preface/Acknowledgment
- (g) Contents.
- (h) List of Tables, Chart, Photographs, Packages etc.

**2. TENTATIVE CHAPTER SCHEME OF TRAINING REPORT:**

- (a) Introduction, nature and importance of the study.
- (b) The organizational structure and Management of the establishment/Company.
- (c) Brief profile of the Company/Institution or Department.
- (d) Details of activities.
- (e) Research Methodology.
- (f) Analysis and interpretations of data.
- (v) Findings/conclusions and suggestions.
- (vi) Bibliography/References.
- (vii) Annexure, if any.

**e) 1. TENTATIVE POINTS FOR THE GUIDANCE OF THE CANDIDATES OF AGDT(H/E) FOR WORKING ON TRANSLATION WORK:**

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

**2. TENTATIVE SCHEME OF CHAPTERS OF TRANSLATION WORK:**

- (a) Introduction; Nature, Importance of work, Methodology and Limitations.
  - (b) Presentation of Translation of the pages of prescribed book.
  - (c) Detailed discussion of terminology.
- f)** The candidates can consult the University Library and the Libraries of other Universities for collecting the data and other relevant information on the subject.
- g)** For any other enquiry in this behalf the candidate may consult the concerned Coordinators in the concerned Department of the University on any working day.



## **SECTION -VII**

### **1. SUBMISSION OF AFFIDAVIT**

**Self declaration (strictly according to the Proforma given at the end of the Prospectus)** to the effect that they are not appearing/appearing in any other examination from any other University/ Board during the session 2023 simultaneously. **THIS DECLARATION MUST BE SENT ALONG WITH THE ADMISSION FORM FAILING WHICH THE ADMISSION FORM IS LIABLE TO BE REJECTED.** Submission of wrong affidavit will lead to cancellation of admission with no claim for refund of fees or restoration of candidature in the **subsequent session** and the candidate will have to bear all other consequences in this regard.

### **2. ISSUE OF MIGRATION CERTIFICATE**

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

## **SECTION - VIII**

### **REFUND OF FEES**

If a candidate withdraws from the programme/programme in which he/she was admitted in the Directorate of Distance Education, the fee to the candidate will be refunded as per following rules.

Sr. No.	Percentage of refund of aggregate fee	Requirement of the UGC	Adopted by DDE
1	100% @	15 days before the formally notified last date of Admission #.	90% (after deduction of 10%)
2	80%	Not more than 15 days after the formally notified last date of admission #.	80%
3	50%	More than 15 days but less than 30 days after Formally-notified last date of admission #.	50%
4	00%	More than 30 days after formally-notified last date of admission #.	00%

- (a) # First cut off date of admission given in the prospectus of respective year.  
@ As per Clause 4.2.4. of the UGC Notification DDE shall deduct 10% of the aggregate fees as processing charges from the refundable amount.
- (b) Refund of fees is permissible only when an applicant submits complete admission form with all required certificates and documents but is declared ineligible for not fulfilling the eligibility conditions. The fees and funds paid by such a candidate shall be refunded after a deduction of 25% of the total amount paid by him/her with the approval of the Director. Application for refund under this rule shall be entertained only if it reaches the Directorate within six months of the issue of the letter by the Directorate declaring the candidate as ineligible or upto **30 May 2024(for July 2023 session)**, whichever is later.
- (c) Amount deposited in excess of prescribed fees, if any, will be refunded after deducting 10% of the excess amount on a request received from the students within six months from the date of deposit or by **30 May 2024 (for July, 2023 session)**, whichever is earlier with the approval of the Director.
- (d)
- (d) In case of demise of a candidate pursuing distance education programme before the commencement of examinations without having appeared in any paper, the fee paid by such student shall be refunded after deduction of 10% of the total amount paid by him/her with the approval of the Director (DE) provided the request from any of his/her parents or first relation is received within six months from the date of death or **upto 30 May 2024(for July 2023**





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session), whichever is earlier.

(e) In case a candidate deposits/remits fee with the Directorate which is not related to his/her admission in the Directorate or the admission form of a candidate is not entertained being time-barred, the fee paid by such candidate will be refunded after deducting 10% of the fee paid provided the request for refund is received within six months from the date of deposit or letter from the University or by **30th May 2024** for July sessions, whichever is earlier.

(f) In case the request of a candidate for change of subject/programme/option/revival of candidature is not acceded to for any reason whatsoever, the fee paid by him/her for change of subject/programme/option/revival of candidature will be refunded after deducting 10% of the fee paid provided the request for refund is received within six months of conveying the rejection or upto **30th May 2024** for both sessions, whichever is earlier.

**Note :** The Directorate would process the refund of fee as given in Note (a–f) by 31/01/2024 for January, 2023 session and 31/07/2024 for July, 23 session.

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

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

**Note :** The decision of the Director of Distance Education regarding interpretation of any rule given in the Prospectus/Ordinance shall be final.

*While applying for Re-evaluation/ Re-checking of Answer Book(s), contact directly to the Assistant/ Deputy Registrar (Re-evaluation), Examination Wing-I, K.U. Kurukshetra.*



## **SECTION-IX**

### **EXAMINATIONS**

#### **A. GENERAL INFORMATION ABOUT EXAMINATIONS**

1. The annual examination of undergraduate and post graduate programmes will tentatively commence from 2nd week of April 2024 & May, 2024 (for July, 2023 session) respectively and the date of commencement of the annual examinations of one-year Certificate/Diploma/Advanced Graduate Diploma programmes will tentatively be in the second week of April 2024 & May, 2024 (for July 2023 session). These can, however, be extended under some compelling circumstances. Exact dates shall, however, be notified by the Controller of Examinations. No request for adjustment in dates of the University examination to suit the convenience of any person will be entertained.

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

3. **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.**

#### **4. 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.

#### **5. 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. 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, 2023/January, 2024 & May, 2024/June, 2024 respectively.

<b>First Year :</b> (For Both Sessions)	<b>Theory Papers</b>	:	I, II, III, IVA, IVB & VI
	<b>Practical Papers</b>	:	XII (EPC-1 & 3) & XIII School Teaching Practice Pedagogy-I
<b>Second Year:</b> (For Both Sessions)	<b>Theory Papers</b>	:	V, VII, VIII, IX, X, XI
	<b>Practical Papers</b>	:	XII(EPC-2 and 4); XIII (School Teaching Practice Pedagogy-II

7. For Compartment cases of B.A./B.Com., the **Supplementary examination** shall ordinarily be held in the month of **September/October** or on such dates as may be fixed by the University. For eligible Re-appear cases of other 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 the Directorate.**

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

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

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

**B. EXAMINATION CENTRES**

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

**WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY**

(i) **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.

(ii) **FOR POST-GRADUATE PROGRAMMES:** Ambala Cantt., Ambala City, Hisar, Jagadhri, Jind, Kaithal, Kalka, Karnal, Kurukshetra, Narwana, Panchkula, Panipat, Yamuna Nagar.

(iii) **FOR B.ED. (2-YEARS) PROGRAMME:** Ambala Cantt., Ambala City, Karnal, Kurukshetra, Yamuna Nagar, Kaithal, Panipat, Panchkula.

**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 EXAMINATION CENTRE AT ANY OTHER PLACE WILL BE ALLOWED TO BE CREATED.**



### C. INSTRUCTIONS FORRE-APPEAR/COMPARTMENT/FAILED/EX-STUDENTS

1. A student who has completed the prescribed programme of instruction in the Directorate and other requirements such as payment of full fee, submission of required documents including Migration Certificate or affidavit as per annexure, attendance at PCP where compulsory, but does not appear in the examination, or having appeared fails or is placed under compartment/Reappear, may be allowed to appear/re-appear in the examination/paper(s) as the case may be, as an ex-student, without attending a fresh 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/DDE, whichever is later. Re-appear/failed/compartament candidates will submit their Examination Forms directly to the concerned Examination Branch after getting the same attested to avoid misplacement of the same. The failed candidates or candidates who have got reappear in more than 50% papers can appear only at the next annual examination to be held in 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.

2. A candidate appearing as an Ex-student of this Directorate shall pay the examination fee as prescribed by the Kurukshetra University from time to time. The Examination Forms can be obtained from the University Press on payment of Rs. 10/- at the counter and can be obtained by Registered post from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra by sending crossed Bank draft for Rs. 50/- drawn in favour of Registrar, Kurukshetra University, Kurukshetra. The Examination Form can also be downloaded from the University Website: [www.kuk.ac.in](http://www.kuk.ac.in)

3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form alongwith full fee in the form of crossed Bank Draft should reach the Directorate of Distance Education at least one week before the date fixed by the University for Submission of Examination Forms as indicated on the Examination Form so that the same may be sent to the Examination Branch, duly attested by the Directorate in time. If the Examination Form and/or fee are received late, candidate shall be required to pay usual late fee as prescribed under rules. The Ex-students are advised to submit their Examination Forms personally in the Exam. Branch, after getting the same attested from this Directorate in order to avoid payment of latefee.

4. The Examination Forms can also be got attested from the Gazetted Officer or the Principal of a college affiliated with any recognized University in the country by showing the DMC and identity card. The Examination Fee can also be deposited in cash with Punjab National Bank in University campus.

5. For attestation of Examination Form from this Directorate, students are required to bring with them their identity cards, issued by the Directorate and the DMCs for verification.

6. All enquiries about payment of fee in respect of ex-students may be addressed to the Superintendent (Cash & Fee) Accounts Branch, K.U., Kurukshetra. Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, K.U.K.(Phone: 01744-238377/238189) OR Examination Enquiry at Phone No. 01744-238169 OR at Intercom No. 2454 through KU Telephone Exchange No. 238410/238196/238629/238679).

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



## SECTION-X

### INSTRUCTIONAL METHODOLOGY

#### 1. STUDY MATERIAL

- (a) Each programme is divided into Lessons which are planned, developed, designed and prepared by the competent faculty members drawn from different Universities/Colleges/Institutions under the leadership of the Coordinator of various programmes who are senior teachers of Kurukshetra University. **Though every effort will be made to provide the study material, however, the students may also consult books prescribed/recommended in the relevant syllabus and not to depend solely on study material to enrich and enlarge scope of learning.** The study material supplied by the Directorate is only to supplement the prescribed/ recommended books. The available study material will be supplied to the students in installments.
- (b) Discrepancy, if any, in the dispatch of **study material** should be brought to the notice of the Directorate immediately. If any student receives study material for wrong subject(s)/option(s), he/ she should return the same to the Directorate, while pointing out the discrepancy, to enable the Directorate to supply the correct study material immediately.
- (c) **It is not obligatory to cover the complete syllabi in study material.** However, efforts will be made to cover up the deficiency in the study material, if any, due to delay in writing/updating or printing of the same, in the Personal Contact Programme to be arranged by the Directorate. **it will, however, not be accepted as basis for seeking postponement of the examination or refund/ adjustment of fee, etc.**

#### 2. PERSONAL CONTACT PROGRAMME

- (a) The **instruction** through study material is supplemented by Personal Contact Programme (s) of one week to 24 days duration depending upon the programme. This programme includes on-line/Off-line regular effective class-room teaching, practical, wherever applicable, face to face discussions, promoting thereby an interaction between the teachers and the taught. However, no PCP of a class/programme may be conducted if the enrolment in that class/programme is very small.
- (b) Interactive contact classes/Personal Contact Programme (PCP) will be organized for the students of B.Ed.(2-Years) programme at Directorate and its approved University, Affiliated Colleges. Besides this each student shall undertake Field Practicals of Three months' duration, One and half month in each year for practice teaching and related work experience activities.
- (c) **This programme is for the benefit of the students and they are advised to participate in it regularly. However, 75% attendance for B.Ed. and 50% for other programmes shall be compulsory to become eligible to appear in the examination.**
- (d) In exceptional cases, the Director may exempt any candidate from this condition of attending the PCP on valid reason to his satisfaction for which supporting documents like Medical Certificate, etc. may also be enclosed with the application for seeking exemption. In case PCP of any programme is not held before the commencement of the University examination the same will not be the basis for withholding the candidates from appearing in the University Examination.
- (e) In case a candidate has not attended the Personal Contact Programme (Theory and Practical) and has also not been allowed exemption from attending the same, but he/she has already cleared all the dues of the Directorate and submitted all the required documents including the Migration Certificate or declaration as per annexure before the commencement of the annual examination to be held in 2023-23 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme along with the students of next year i.e. 2023-2024, if PCP (Theory and Practical ) are held for the students of the said session,



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On payment of an additional fee @ Rs.1000/- each for PCP Theory/Practical separately, by submitting the examination form and examination fees afresh to the Controller of Examinations.

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

### 3. TENTATIVE SCHEDULE AND LIST OF COLLEGES FOR PERSONAL CONTACT PROGRAMMES(PCP)

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

(a) **Undergraduate Programmes:** The Directorate organizes Personal Contact Programmes on-line/Off-line for undergraduate programmes preferably during the duration of the Programme in the affiliated Colleges. The tentative list of the Colleges where these programmes are organized is given hereunder:-

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

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

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

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

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

- (i) Directorate of Distance Education, Kurukshetra University, Kurukshetra.
- (ii) Institute of Teacher Training and Research, K.U. Kurukshetra.
- (iii) SL DAV College of Education, Ambala City.
- (iv) SNS College of Education for Women, Yamuna Nagar.
- (v) Dr. Ganesh Dass DAV College of Education for Women, Karnal.

**SECTION-XI****CHANGE OF PROGRAMME/SESSION & SUBJECT/OPTION**

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

**FOR JULY 2023 SESSION**

<b>1</b>	<b>CHANGE OF SUBJECT/OPTION</b>		
	<b><u>For all UG &amp; PG</u></b>		
	<b><u>Programmes</u></b>		
	(i)	upto 31.12.2023	Rs.500/-
	(ii)	w.e.f. 01.01.2024 to 29.02.2024	Rs.1000/-
(iii)	w.e.f. 01.03.2024 till 15 days before the commencement of respective examinations	Rs.2000/-	
<b>2</b>	<b>CHANGE OF PROGRAMME/SESSION</b>		
	<b><u>For all UG &amp; PG</u></b>		
	<b><u>Programmes</u></b>		
	(i)	upto 31.12.2023	Rs.1000/-
	(ii)	w.e.f. 01.01.2024 to 29.02.2024	Rs.1500/-
(iii)	w.e.f. 01.03.2024 till 15 days before the commencement of respective examinations	Rs. 2500/-	

**Note:** The students WHO WISH TO CHANGE THE PROGRAMME under (2) above will be REQUIRED TO FILL UP AND SUBMIT THE FRESH ADMISSION FORM (FROM A-E), after downloading the same from DDE Website: [www.ddekuk.ac.in](http://www.ddekuk.ac.in) failing which they will not be issued Examination Roll No. for which students themselves will be responsible.

A student, who does not mention his/her optional paper/elective subject in the Admission Form from (A-E), shall be charged fee as fixed for change of option/subject. Additional fee of **Rs.500/-** per paper/option would be charged from the students who are allowed, in any case, any paper/option which are not prescribed for the programme in the Directorate and the concerned student would prepare himself/herself at his/her own level and the Directorate would not provide any study material for such paper/option.

**Note:**

1. 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.
2. Difference of fee shall not be refunded if a student changes his/her programme with higher rate of fees to a programme with lower rate of fees.
3. The fee on account of change of programme/class will be adjusted against the difference of fee already



paid by the students for the subject with higher rate of fee.

4. If the programme is changed with the higher rate of fees, the student will be required to pay difference of fee plus fee for the change of programme.

## SECTION-XII

### FACILITIES AVAILABLE

#### (A) STUDENT SUPPORT SERVICES

A special feature of the Directorate is to ensure removal of difficulties at personal level. Students finding any difficulty in pursuing the distance education programmes with this Directorate may get in touch with Director/Concerned Officer/Official or the **Coordinator, Students Support Services in the Directorate 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 Directorate and/or the Programme Co-ordinators during working hours on any working day in the Directorate/concerned University Teaching Department.

#### (B) LIBRARY-CUM-STUDY HALL

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

#### (C) COMPUTER LABS

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

#### (D) TEACHING BLOCK

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

#### (E) UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

In collaboration with the Department of Employment of the Haryana Govt., the University is running a full-fledged Employment Information and Guidance Bureau to assist the students in making





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choice of career and programmes. Students can take full advantage of the facilities available at the Bureau.

### ANNEXURE-I

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

#### **SUBJECT: BONAFIDE RESIDENTS OF HARYANA - GUIDELINES REGARDING**

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



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- (vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/ guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are :
- (a) Citizen of India;
  - (b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/ dependents have not obtained the benefit of Resident in any other State.
- (viii) Children & Wards of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub- Divisional Officer (Civil) of the District/Sub-Divisions/Tehsildars of Revenue to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/ Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/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.



**ANNEXURE-II**

**LIST OF THE SCHEDULED CASTES IN HARYANA**

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



## 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.



**ANNEXURE-IV**

**HARYANA GOVERNMENT**

**Certificate Sr. No. \_\_\_\_\_/Year \_\_\_\_\_ Tehsil \_\_\_\_\_**

Photo of applicant to be Attested by Issuing Authority

**SCHEDULED CASTE CERTIFICATE**

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

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

Signature with seal of Issuing Authority

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

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address with Telephone No. with Code \_\_\_\_\_

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

**ANNEXURE-V**

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

Photo of applicant to be Attested by Issuing Authority

This is to Certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to \_\_\_\_\_ Caste, which has been Notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block "A" or "B").

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995 & No.213-SW(1)-2010 dated 31.08.2010, No.23/23/2004 3GS-III dated 14.06.2016 and No.1282-SW(1) dated 28.8.2018.

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

Signature with seal of Issuing Authority

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

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Address with Telephone No. with Code \_\_\_\_\_

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



**ANNEXURE-VI**

**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.



**ANNEXURE-VII**

**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.**

**ANNEXURE-VIII**

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

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

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

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

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

**DEPUTY COMMISSIONER**  
of concerned District of Haryana  
(Office Stamp)



**Government of Haryana  
(Name & Address of the authority issuing the certificate)  
(ECONOMICALLY WEAKER SECTIONS)**

**EWS INCOME AND ASSET CERTIFICATE**

Certificate no.....

Date : .....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of.....is permanent resident of ....., Village/Street ....., Post Office ....., District ....., Pin Code ..... whose photograph is affixed below and attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.6 lakh (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 the notified municipalities;
5. Total immovable assets owned are valued at Rs. One Crore of more.

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

Recent Passport  
size attested  
photograph of  
the applicant

Signature with seal of Office  
Name  
Designation

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

\*\* Note 2: 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 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.





ANNEXURE-

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

Certified that Number \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ Father of \_\_\_\_\_ Resident of Village \_\_\_\_\_ Post office \_\_\_\_\_  
\_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ Belonging to the State of Haryana, has served in the Army /  
Air-Force/Navy/ \_\_\_\_\_ Name of the Para-Military Force) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ and subsequently invalidated out of service as under :

- (1) Medical Category
  - i) for JCO' s. \_\_\_\_\_
  - ii) for ORS : Shape-I, II, III etc. \_\_\_\_\_
  - iii) for Rank/Designation(in case of 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) Disabled : Whether disabled during the war/operation(name) \_\_\_\_\_
- (6) Nature of disability
  - i) whether permanent i.e. for life \_\_\_\_\_
  - ii) whether temporary up to what extent) \_\_\_\_\_ Next RSMB IS DUE \_\_\_\_\_Name of Records \_\_\_\_\_

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

Signature of the issuing authority with  
designation and official seal and  
stamp

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

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

Note : Only the certificate issued by the Officer duly authorized by the Army/Navy/Air-Force/Concerned Para- Military Force Headquarters, as the case may be, 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 \_\_\_\_\_ Distt. \_\_\_\_\_  
belonging to the State of Haryana, as per his/her service record at the time of entry into service, had served  
in the Army/Air-Force/Navy/ \_\_\_\_\_ (Name of the Para-Military Force)  
from \_\_\_\_\_ to \_\_\_\_\_ and subsequently discharged/retired from  
the service on \_\_\_\_\_ as per his/her service record. At the time of entry into service the  
home address given is \_\_\_\_\_ (Distt. \_\_\_\_\_)  
Haryana.

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

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

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

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



**SELF DECLARATION**

(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 Directorate of Distance Education, KUK and I am also appearing simultaneously in \_\_\_\_\_ (*Name of the Programme*) from \_\_\_\_\_ (*Name of the University*) under Enrolment No./ DDE Ref. No. \_\_\_\_\_ during the current academic session **January 2023/July 2023 as per provisions given in the DDE Prospectus at page 1-2, Sr. No. 5 of Important Instructions.**

**OR**

That I am not appearing in any other examination from this University/any other University/Board during the **session January 2023/July 2023** simultaneously with \_\_\_\_\_ (*Name of the Programme*) Examination of the Kurukshetra University **except in the except in the** examinations as mentioned at **Sr. No. 5 of Important Instructions** given in the Prospectus for the **session January 2023/July 2023.**

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

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

**Signature of Student**

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



**ANNEXURE-XIII**

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

**TEACHING EXPERIENCE CERTIFICATE**

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

He/She has \_\_\_\_\_ years \_\_\_\_\_ months of teaching experience. During his/her service in this school, his/her work and conduct remained good.

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

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**SELF DECLARATION BY THE STUDENT (Anti Ragging)**

*(No affidavit required)*

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2023.

Signature of the Student

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

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail ID: \_\_\_\_\_

*To be submitted along with the Admission Form (A-E)*



**SELF DECLARATION BY PARENT/GUARDIAN**

*(No affidavit required)*

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

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2023.

**Signature of the Parent/Guardian**

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

Address: \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

*To be submitted along with the Admission Form (A-E)*



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

**PROFORMA-I**

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

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

**PARTICULARS OF THE CANDIDATE:**

(a) Name/ Father Name \_\_\_\_\_ Programme/Class: \_\_\_\_\_

DDE Ref. No.: \_\_\_\_\_ Year/Part (I/II/III): \_\_\_\_\_ **Session: January/July 2023**

(b) **Topic** (in English) \_\_\_\_\_

(in Hindi) : \_\_\_\_\_

**SIGNATURE OF THE STUDENT**

Address: \_\_\_\_\_

Mob. No.: \_\_\_\_\_

Email: \_\_\_\_\_

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

**PARTICULARS OF THE SUPERVISOR:**

(a) Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Qualifications: \_\_\_\_\_ Teaching

Experience: UG \_\_\_\_\_ Years

Postal Address: \_\_\_\_\_ PG \_\_\_\_\_ Years

(b) University/Institute where working: \_\_\_\_\_

**CONSENT OF THE SUPERVISOR:**

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

**SIGNATURE OF THE SUPERVISOR**

(with office stamp, if any)

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

**APPROVAL OF THE PROGRAMME-COORDINATOR:**

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

	<b>APPROVED</b>		<b>NOT APPROVED</b> due to _____ _____
--	-----------------	--	---

Signature



Prospectus 2023 (July Session)

(PROGRAMME COORDINATOR)

Dated \_\_\_\_\_

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

**PROFORMA-II**

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

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

**PARTICULARS OF THE CANDIDATE:**

- (a) Name/ Father Name \_\_\_\_\_ Programme/Class: \_\_\_\_\_  
DDE Ref. No.: \_\_\_\_\_ Year/Part (I/II/III): \_\_\_\_\_ **Session: January/July 2023**
- (b) **Area of Training**(inEnglish) \_\_\_\_\_  
(in Hindi) \_\_\_\_\_

**SIGNATURE OF THE STUDENT**

Address: \_\_\_\_\_

Mob. No.: \_\_\_\_\_

Email: \_\_\_\_\_

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

**PARTICULARS OF THE SUPERVISOR:**

- (a) Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Qualifications: \_\_\_\_\_  
Postal Address: \_\_\_\_\_
- (b) Organization where working: \_\_\_\_\_

**CONSENT OF THE SUPERVISOR:**

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

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

**SIGNATURE OF THE SUPERVISOR**

(With office stamp, if any)

**DETAILS OF ESTABLISHMENT FOR TRAINING/INTERNSHIP:**

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

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

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

**SIGNATURE OF THE AUTHORIZED OFFICIAL**

With Stamp/seal

**APPROVAL OF THE PROGRAMME-COORDINATOR:**

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

1. <b>APPROVED</b>	2. <b>NOT APPROVED</b> due to _____
--------------------	-------------------------------------

Signature





Prospectus 2023 (July Session)

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

(PROGRAMME COORDINATOR)

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

(To be assigned by the office)

FORM 'A'

DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
ADMISSION FORM (Session January/July 2023)

- Note: - 1. Candidates are advised to submit attested copies of marks sheet/certificate of qualifying exam, affidavit in lieu of Migration Certificate on the format (page-94) with their forms for checking of their admission eligibility.
2. The candidate must mention his/her Name, Father's Name, Address, Class on the back side, Left Corner of the Bank Drafts, failing which the Directorate shall not be responsible for the loss of Bank Drafts.

APPLICATION FORM FOR ADMISSION TO \_\_\_\_\_ Part \_\_\_\_\_ (1 / 2 , 3 )\*

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

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

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

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

Office Use

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

Affix with gum your latest Passport size Photograph duly ATTESTED
Signature of the candidate

- 1. Name (INBLOCK LETTERS) \_\_\_\_\_ 2. Date of Birth: \_\_\_\_\_
3. Father's Name \_\_\_\_\_ 4. Mother's Name \_\_\_\_\_
5(a). K.U. Regn. No. \_\_\_\_\_ 5(b). Have you been issued Migration Certificate from K.U.? Yes/No\*
(if already registered with K.U.K.) (If Yes, affidavit as ANNEXURE-XII at page-94 must besubmitted)
6. Indian/Foreigner\* Haryana Resident/Other State\* Gen/SC/ST/EWS/BC-A/BC-B/DA/ESM/DF/Blind\*
If Foreigner, Name of the Country Urban/Rural\* Sex (M/F/ Transgender)\*
7. Postal Address \_\_\_\_\_

Block \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_
Pin \_\_\_\_\_ Mobile No.\*\* \_\_\_\_\_ E-Mail \_\_\_\_\_

- 8. Are you simultaneously appearing in any other examination? If so, indicate: Class/Exam. \_\_\_\_\_
9. Full Paper/Compt./Improvement \_\_\_\_\_ Exam Date \_\_\_\_\_
10. Number of Papers \_\_\_\_\_ University/Board \_\_\_\_\_
11. Aadhar Number: \_\_\_\_\_ Annual Income \_\_\_\_\_
12. Session of joining 1st year of the course \_\_\_\_\_
13. Self/Ward/Spouse of KU regular employee\*

Educational Qualifications

Table with 7 columns: Examinations, Board/University, Roll No., Year of Passing, Subjects, Marks Obtained, %age of marks. Rows include Matric/Hr. Sec., 10+2, B.A./ B.Com/ B.Sc./ BBA/ BIM/ BCA, etc., M.A./ M.Sc./ M.Com. etc., Any other Exam, Last exam appeared/Passed.

\*Tick whichever is applicable.

\*\*Mobile No. is mandatory.



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14. Have you ever been disqualified or debarred from appearing in any examination? Yes/No

If so, give particulars:

University/Board \_\_\_\_\_ Year: \_\_\_\_\_ Class: \_\_\_\_\_ Roll No. \_\_\_\_\_

15. Medium of instruction only for AGDT (H/E)/Advanced Graduate Dip. in JMC/MA(Mass Communication):  
**ENGLISH HINDI**

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

**Compulsory Subjects/Papers**

**Optional Subjects/Papers**

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

17. Documents attached (See Section I, Cl. 8, Pages 3-4 of the Prospectus)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DECLARATION**

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

Countersigned

Place \_\_\_\_\_

Date \_\_\_\_\_

Father/Guardian

Signature of the Candidate

**FOR OFFICE USE**

(i) ELIGIBLE : Yes/Not because _____			
(ii) Document wanting and discrepancy if any _____			
(iii) Candidature cancelled due to non submission of _____			
Clerk(DE)	Asstt.(DE)	Supdt.(DE)	DR/AR(DE)





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\*Write in the relevant column whichever is applicable

Signature of the Candidate

FORM 'C'

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

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

EXAMINATION FORM

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

FOR CANDIDATES OF DISTANCE EDUCATION FOR THE SESSION JAN/JULY 2023

Regn No. [grid] Roll No. [grid] (To be assigned by the University)

(Kurukshetra University) TO BE FILLED IN BY THE CANDIDATES BY HIS/HER OWN HANDS

1. Name of Examination: [ ] Part: [ ] Name & Particulars must be the same as have been shown in the Registration Card or DMC of Lower Exam. 2. Name of the Candidate (in English) [grid] (In Hindi) [grid] 3. Father's Name (In English) [grid] (In Hindi) [grid] 4. Mother's Name (In English) [grid] (In Hindi) [grid] 5. Date of Birth [grid] 6. Aadhar No [grid] 7. Examination Station \*1. [grid] 8. Address (Name/Father's Name may not be mentioned here) [grid] Email ID: [grid] Pin Code [grid] Mob./Phone [grid] District [grid] State [grid] 9. Male/Female (M/F) [ ] 10. GEN/SC/ST/BC/EWS/ESM/DFE/TG/Differently Abled (DA), Blind (BL) [ ] Marital Status: [ ] Residence Area (Rural/Urban) [ ] Religion [ ] State to which you belong [ ]

II. Subject Offered (Only for BA Part - I) In addition English and Hindi/Sanskrit compulsory subjects, candidates shall offer two elective subject choosing any one from the following groups

Table with 5 columns: Group-I, Group-II, Group-III, Group-IV, Group-V. Rows include Defence Studies, Mathematics, Political Science, Home Science, Psychology, etc.

Note: Language offered as Compulsory subjects shall not be offered as Elective subject.

Table with 5 columns: Sr. No., Name of the Papers, Paper Code, Sr. No., Name of the Papers, Paper Code. Rows 1-8.

12. Medium [ ] Previous Roll No. [ ] Session of Last Examination [ ] 13. Result [ ]

Contd.....2...

\*List of Examination Centres

The provisional list of places of Examination centres where the students of DDE may be allowed to take their examination is as under: I. WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY (FOR UNDER-GRADUATE COURSES) Ambala cantt/city, Anjanthali, Asandh (Only for Girls), Barara (Only for Girls), Barwala (Hisar), Barwala (Panchkula), Cheeka, Chhachhrauli, Dhand, Gharaunda, Hansi, Hisar, Israna, Jagadhari, Jind, Jullana, Kaithal, Kalka, Karnal, Kaul, Kurukshetra, Ladwa, Lohar Majra (Only for Girls), Madlauda, Mandi Adampur, Matakrajri, Mullana, Naliwa, Naraingarh, Narwana, Panchkula, Panipat, Pehowa, Pundri, Raduar, Sadhaura, Safidon, Saha, Samalkha, Shahabad(M), Uchana, Yamuna Nagar, Kalayat. FOR POST GRADUATE COURSES: Ambala Cantt/City, Hisar, Jagadhari, Jind, Kaithal, Kalka, Karnal, Kurukshetra, Narwana, Panchkula,



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Panipat, Yamuna Nagar. **FOR B.ED. (2-Years) COURSE:** Ambala Cantt/City, Karnal, Kurukshetra, Yamuna Nagar.

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

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

15. Have you appeared in any other examination from this University or any other University simultaneously?  
Yes/No If yes, write particulars of all such Examinations below.

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

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

- (i) Examination/Class..... (ii) Session: ..... (iii) Exam Roll No.....  
(iv) Punishment awarded.....

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

In Hindi.....  
In English.....

18. I solemnly declare and affirm that the particular given above are correct and true to the best of my knowledge and nothing has been concealed therein. I am eligible for the Examination as per rules and regulations of the University. I have consulted Syllabus, Scheme, Eligibility conditions and have gone through general rules/ instructions of Kurukshetra University, Kurukshetra, before filling it and I undertake to abide by the same in all respects.

Dated:.....

Place: .....

**Thumb Impression  
ATTESTATION**

**Signature of the Candidate**

**(To be attested by the Directorate only)**

- i) Certified that the candidate has passed the qualifying lower Examination..... for the above mentioned class under Exam Roll No..... DDE Ref. No..... in April/Sept, 20..... and is eligible to appear in the said exam.  
ii) Certified that he/she was a bonafide student of this Directorate during session..... to.....  
iii) Particulars of the candidate and his/her photo are correct as per registration.

Dated:.....

Place:.....

**Signature of attesting authority**

With Office Seal

**IMPORTANT NOTE:** Incomplete Examination Form will not be entertained.

TO BE FILLED BY THE CANDIDATE	
Address for Correspondence	Permanent Address
Name of Class.....DDE Ref. No.....	Name of Class.....DDE Ref. No.....



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Name _____ Father's Name _____ Address : _____ _____	Name _____ Father's Name _____ Address _____ _____
Distt. : _____ State _____ Pin Code _____ Mob. No. _____	Distt. : _____ State _____ Pin Code _____ Mob. No. _____

**FORM 'D'**

DDE Ref. No.....	<p><b>KURUKSHETRA UNIVERSITY KURUKSHETRA</b> (Established by the State Legislature Act XII of 1956) <b>FOR STUDENT</b> Roll No.-cum- Admit Card</p> <p>Name of Exam: ..... K.U. Regn. No.: ..... Name: ..... Father's Name: Sh..... College/Dept.: Directorate of Distance Education Kurukshetra University, Kurukshetra</p> <p><b>For office use only</b> Exam. Roll No.: ..... Centre of Exam: ..... Signature of Candidate: .....</p> <p><b>Controller of Examinations</b> <b>Note:</b> This Admit Card is to be preserved by the candidat and shown on demand on any day of the examination.</p>
<p>Space for affixing <b>Unattested Photograph</b> Of the candidate</p>	

DDE Ref.	<p><b>KURUKSHETRA UNIVERSITY KURUKSHETRA</b> (Established by the State Legislature Act XII of 1956) <b>FOR CENTRE SUPERINTENDENT</b> Roll No.-cum- Admit Card</p> <p>Name of Exam: ..... K.U. Regn. No.: ..... Name: ..... Father's Name: Sh..... College/Dept.: Directorate of Distance Education Kurukshetra University, Kurukshetra</p> <p><b>For office use only</b> Exam. Roll No.: ..... Centre of Exam: ..... Signature of Candidate: .....</p> <p><b>Controller of Examinations</b> <b>Note:</b> This Admit Card is to be preserved by the candida and shown on demand on any day of the examination.</p>
<p>Space for affixing <b>Unattested Photograph</b> Of the candidate</p>	



**DIRECTIONS FOR GUIDANCE OF THE CANDIDATES**  
**Important Notes**

1. This Roll Number (Admit Card) is NON-TRANSFERABLE.
2. The Roll Number (Admit Card) sent to students will be provisional and it is subject to final checking of eligibility etc.
3. Candidate must appear at the centre allotted to him/her unless otherwise specially ordered by the Controller of Examinations, K.U.K. For change of centre, apply at least 15 days before the date of commencement of examination on the prescribed form with the fee supported by the documentary proof of the ground due to which change is requested.
4. In case of any wrong statement in the Examination Form or suppressing of the facts, the candidate will be responsible for consequences which might lead to cancellation of candidature and other disciplinary action under the Rules and Regulations of the University in force, as the case may be.

**Controller of Examinations**







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1			6		
2			7		
3			8		
4			9		
5			10		

12. Medium  Previous Roll No.  Session of Last Examination   
13. Result

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

Dated: .....

Place: .....

**Signature of the Candidate**

**(ADDRESS TO BE FILLED IN BY THE CANDIDATES)**

To

\_\_\_\_\_

\_\_\_\_\_

PIN \_\_\_\_\_

\_\_\_\_\_

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

Postal  
Stamp  
Paste

**(ADDRESS TO BE FILLED IN BY THE CANDIDATES)**

To

\_\_\_\_\_

\_\_\_\_\_

PIN \_\_\_\_\_

\_\_\_\_\_

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

Postal  
Stamp  
Paste

**DIRECTORATE OF DISTANCE EDUCATION, KUK**

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<b>Acknowledgement Card - I</b> (To be sent with 1 <sup>st</sup> Installment of Fee when required by the Office)	No.DDE-IV/ _____ Dated: _____ <b>Session: Jan/July 2023</b>
Fee of Rs..... Sent vide B.D. No. .... Dated ..... (To be filled by the Student)	
Your application for admission to the ..... Course has been received and you have been assigned Provisional Ref. No..... subject to confirmation of your eligibility. Please quote this Ref. No. in your all future correspondence.	
The fee remitted by you has been received vide Receipt No. .... Dated ..... For Rs .....and a sum of Rs ..... is still due from you which should be expedited within 15 days. Besides, 2 <sup>nd</sup> Installment of fee	
Kurukshetra University, Kurukshetra – 136 119	Assistant(Accounts) for Director, DDE

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

<b>Acknowledgement Card - II</b> (To be sent with 2 <sup>nd</sup> Installment of Fee) <b>Session: Jan/July 2023</b>	No.DDE-IV/ _____ Dated: _____
Fee of Rs..... Sent vide B.D. No. .... Dated ..... (To be filled by the Student)	
The 2 <sup>nd</sup> Installment of tuition fee/other dues (if any) from the student (DDE Ref. No.) ..... Course .....has been received vide Receipt No..... Dated ..... for Rs. .... and a sum of Rs ..... is still due from you which should be expedited.	
Kurukshetra University, Kurukshetra – 136 119	Assistant(Accounts) for Director, DDE



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

