



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 (only)
for Grant of Graded Autonomy) Regulations, 2018.



Prospectus - July, 2019

Website: www.ddekuk.ac.in



VISION OF THE UNIVERSITY

Be widely 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 up gradation of knowledge and skills by use of innovative approaches.





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Kurukshetra University
Kurukshetra, Haryana as
Accredited
with CGPA of 3.52 on seven point scale
at A* grade
valid up to October 29, 2022*

Date : October 30, 2017



D. Singh
Director



Dr. Kailash Chandra Sharma
M.Sc., Ph.D., FBS
Vice-Chancellor



Kurukshetra University
Kurukshetra-136119 (INDIA)

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

Message

It gives me immense pleasure to invite you to take admission to various courses offered by the Directorate of Distance Education, Kurukshetra University, Kurukshetra.

I welcome you to join this illustrious institution which is a part of oldest University of Haryana that has been accredited as A+ by NAAC and is listed in Category-I under UGC (Categorization of Universities for grant of graded Autonomy) Regulations 2018. In this digital age, Directorate is dedicated to provide all services to students through digital technology to meet the gap of class room teaching.

Directorate of Distance Education has taken many students friendly initiatives in the last one decade, such as, updating its study material, offering study material for sale at a very nominal price for regular and private B.A. students, incentivising girl students by offering tuition fee concession and many more. DDE is offering blend of professional & traditional courses to meet out the need of the industry aspiring youth. This was recognized by Competition Success Review Magazine that conferred CSR Top Institutes of India Award for the year 2018 to the Directorate.

I wish you all the success in your studies

(Kailash Chandra Sharma)

From the Director's Desk



Directorate of Distance Education, K.U., Kurukshetra

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



Prof. Mohinder Chand
Director

Message

I invite students to the Directorate of Distance Education Admissions 2019-20. The DDE vision of providing affordable and accessible education has led to a nurturing of a large numbers of learners. The DDE has a legacy of providing relevant education in conformation with the contemporary needs and vitalities affirming quality and excellence with a student strength 20000 thousands. Beginning with a few courses today it offers more than 40 traditional and professional courses at Certificate, Diploma, UG and PG levels for broadening the knowledge horizons and developing skills for capacity building. Recently, the DDE has introduced two Diploma level courses- Diploma in Yoga and Diploma in Gita in keeping pace with the emerging needs of humankind alongside fast changing trends in the society and industry. The DDE has evolved with time and has modernized its operations for effective student interface through online forms, online fee gateway, Mobile App, SMS and E-mail services.

The DDE is regularly updated its curriculum and efforts are underway to provide all study material in downloadable format on the website to its students through a unique individual user id. For the convenience of students, syllabi, model question papers and old question papers are made available on the DDE website. DDE arranges Personal Contact Programmes (PCP) for all students by the expert teachers for broad coverage of syllabi, discussion and students' query handling.

We welcome you to explore options that may be available to you in our various academic programmes and please do not hesitate to contact us for additional information.

I wish you all a very successful life.

(Prof. Mohinder Chand)

SCHEDULE OF DATES FOR ADMISSION AND PAYMENT OF FEES

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

(A) Last Date for Receipt of Admission Form (A-E) with Fee in the Directorate up to			
		For continuing (old) students of all UG & PG classes including Diploma /P.G.Diploma /Certificate Courses	NEW STUDENTS (AS PER UGC NOTIFICATION)
(a)	Without Late Fee	31.10.2019 (Thursday)	01.07.2019 to 31.08.2019
(b)	With Late Fee of Rs. 500/-	29.11.2019 (Friday)	
(c)	With Late Fee of Rs. 1000/-+ Examination late fee of Rs. 1000/-	31.12.2019 (Tuesday)	
(d)	(i) With late fee of Rs.4000/-* (For BA, B.Com., BCA,CCA,CCU, Diploma in Lib. Sc., Yoga and Gita & B.Lib.Sc,B.Ed-II Except B.Ed.-I) (ii) With late fee of Rs.3000/-* (For All Master Degrees and All P.G. Diplomas except MBA-I, MBA(HM)-I & MCA-I)	01-01-2020 to 31.01.2020	Cut Off Date for Admission will be 31.08.2019
(e)	With late fee of Rs.8000/-* (For UG and PG Courses except MBA-I, MBA(HM)-I, MCA-I & B.Ed.-I)	01.02.2020 to 28.02.2020	
(f)	With late fee of Rs.8500/-* (For UG and PG Courses except MBA-I, MBA(HM)-I, MCA-I & B.Ed.-I)	01.03.2020 to 31.03.2020	
	*(includes late examination fee)		
(B)	For M.B.A Part-I./M.B.A. (Hospitality Management) Part-I/M.C.A Part-I:	Not Applicable	10.08.2019
	For B.Ed. Part-I	Not Applicable	17.08.2019
Admission fee for these courses is not required to be sent alongwith the Admission Form (from A-E). Admission dues for these courses are to be paid only on demand from the Directorate.			
(C)	Last Date for Receipt of 2nd Installment of Fee*		
(i)	BA, B.Com., BCA, CCA, CCU, Diploma Lib. Sc., Yoga and Gita	31.12.2019 (Tuesday)	
(ii)	All Master Degrees , All PG Diplomas, B.Ed., & B.Lib.Sc.,	31.01.2020 (Friday)	
Late fee for payment of 2nd installment after due dates			
BA, B.Com., BCA, CCA, CCU, Diploma Lib. Sc., Yoga and Gita		01.01.2020 to 31.01.2020	1000/-
		01.02.2020 till commencement of respective exams.	2000/-
All Master Degrees , All PG Diplomas, B.Ed., & B.Lib.Sc.,		01.02.2020 to 28.02.2020	1000/-
		01.03.2020 till commencement of Respective exams.	2000/-

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

For Enquiry Contact at :

☎ 01744-238518 (DDE Enquiry), 01744-238628, ☎ 01744-238385 (Deputy/ Asstt. Registrar)

✉ dde@kuk.ac.in ✉ onlineddekuk@gmail.com (for online admission enquiry)

www.ddekuk.ac.in  facebook.com/kukharyana  vc_kuk

STATUTORY OFFICERS OF THE UNIVERSITY

Hon'ble Chancellor,
Shri Satya Dev Narayan Arya
Governor, Haryana

Phones

VICE-CHANCELLOR	Dr. Kailash Chandra Sharma M.Sc., Ph.D., FBS	01744-238039 (O)
REGISTRAR	Dr. Nita Khanna M.Sc., Ph.D.	01744-238026 (O)

DIRECTORATE OF DISTANCE EDUCATION

DIRECTOR	Dr. Mohinder Chand M.Com, M.Phil. Ph.D, PGDHM, M.Sc. (HM)	01744-238628 (O)
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FACULTY OF THE DIRECTORATE

Associate Professor

1. Ms. Sangeeta Sethi B.A. Hons, M.A., M.Phil.	English	01744-238879 (R) ssethi@kuk.ac.in
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Assistant Professors

1. Dr. Kamraj Sindhu M.A., Ph.D., B.Ed., PGDT, PGDJMC, M.A.(MC)	Hindi	094160-90378 (M) Kamrajsindhu.kuk@gmail.com
2. Dr. (Mrs.) G. Ponmeni M.Sc., M.Ed., M.Phil., M.LIB.SC., Ph.D.	Education	01744-238165 (R) gponmenikuk@rediffmail.com
3. Mrs. Meenakshi Chahal M.A., M.Ed. M. Phil.	English	090500-21652(M) mink_chahal@rediffmail.com
4. Dr. Jyotsna Gupta M. Lib. Sc., Ph.D.	Library Science	082959-61460(M) dr.jyotsnagupta@rediffmail.com
5. Dr. (Mrs.) Geetika Sandhu M.A., M.Phil., Ph.D.	English	094668-37029(M) geetikasandhu21@gmail.com
6. Dr. Kuldeep Singh M.A., M.Phil., Ph.D.	History	070158-35470(M) kuldeepkuk29@yahoo.com
7. Dr. (Mrs.) Kushwinder Kaur M.Sc. (Hon's), Ph.D.	Economics	090174-21898(M) kushwinderkaur@gmail.com
8. Dr. Jitender Acharya M.A., M.Phil., Ph.D.	Sanskrit	7027456199(M) acharyaj64@gmail.com

FACULTY OF THE DIRECTORATE (ON CONTRACT)

Assistant Professors

- | | | | |
|----|--|------------------|--|
| 1. | Mr. Ravi Parkash
M.A. (MC), M.A. (SOCIOLOGY),
M.Phil. (JMC& Skt.)
B.Ed., PGDA & PR | Mass Comm. | 099927-02999(M)
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| 2. | Dr. Manju Sharma
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| 3. | Dr. Sukhjot Kaur
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| 4. | Dr. Vikrant Mishra
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| 5. | Dr. Jyoti
M.A., M.Phil, Ph.D. | Public Admn. | 098134-61937 (M)
090509-61937 (M)
dr.jyotirkumar@gmail.com |

Guest Faculty

- | | | | |
|----|---|---------|--|
| 1. | Dr. (Mrs.) Vidya Chaudhary
M.A., Ph.D | Hindi | 01744-238162
dr.vidyadevi@gmail.com |
| 2. | Mrs. Nisha Garg
M.A., M.Phil | Pol.Sc. | 9813256532
nishagarg@yahoo.co.in |

ADMINISTRATIVE OFFICERS

DEPUTY REGISTRAR

	P&T Phone	EPABX Ext.
1. Dr. Pankaj Gupta M.Com., MBA, MCA, Ph.D.	01744-238385	2590(0)

SUPERINTENDENTS/DEPUTY SUPERINTENDENT

1. Mrs. Asha Pruthi, M.A.	01744-238196 (O)	2591(O)
2. Dr. (Mrs.) Salochna Devi, M.A., Ph.D.	01744-238196 (O)	2588(O)
3. Shri Sat Pal, B.A.	01744-238196 (O)	2589(O)
4. Mrs. Seema Rani, MCA	01744- 238628 (O)	2124(O)

OTHER IMPORTANT PHONE NUMBERS FOR STUDENTS

K.U. Kurukshetra EPABX Nos.

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

1. DDE Enquiry	01744-238518(O)	2600(O)
2. Examination Enquiry	01744-238169(O)	2454(O)
3. Deputy 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. Sr.Administrative Officer (Re-ev.)	01744-239230(O)	2455(O)
7. Deputy Registrar (Regn.)	01744-238888(O)	2440(O)
8. Deputy Registrar (Conduct)	01744-238966(O)	2474(O)
9. Administrative Officer (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
(For Online related query) : onlineddekuk@gmail.com

INTRODUCTION

THE UNIVERSITY

Kurukshetra University, 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 has a rich Jawaharlal Nehru Library with more than 3.95 lac books, 196+24 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 **261** 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-casted to Directorate of Distance Education(DDE). The Directorate enrolls every year more than **20000** students in about **40** 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 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 Yashwantrao Chavan Maharashtra Open University, Nasik, MS in 2015 for excellence in Distance Education.

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ADMISSION FORM (A to E)		
A	Admission Form	B Computer Form
C	Examination Form	D Admit Card
E	Computer Form (for Exam. Branch)	

EASY WAY TO FIND ABOUT DDE COURSES JULY, 2019

Sr. No.	Name of Course	See the relevant information mentioned below at Page Nos. of this Prospectus as given hereunder:				
		Fee Structure	Eligibility Conditions, Mode of Instruction and Courses of Study & Scheme of Examination	Schedule of Submission of Dissertation/ Project Report/ Field Work/ Translation Work/ Training Report/ Assignments etc.	About Examination/ Exam Centres and Instructions	About Personal Contact Programme and PCP Centres
TRADITIONAL COURSES		Page No	Page No	Page No	Page No	Page No
1	B.A. (3-Year) Part-I/II/III	9 – 11	22-25	61-62	67 – 68	70-71
2	B.Com. (3-Year) Part-I/II/III	9 – 11	26	61- 62	67 – 68	70-71
3	M.A. Hindi Part-I/II	9 – 11	27	-	67 – 68	70-71
4	M.A. English Part-I/II	9 – 11	27-28	-	67 – 68	70-71
5	M.A. Sanskrit Part-I/II	9 – 11	28-29	-	67 – 68	70-71
6	M.A. Panjabi Part-I/II	9 – 11	29	-	67 – 68	70-71
7	M.A. Political Sc. Part-I/II	9 – 11	30	-	67 – 68	70-71
8	M.A. Philosophy Part-I/II	9 – 11	30-31	-	67 – 68	70-71
9	M.A. Public Admn. Part-I/II	9 – 11	31-32	-	67 – 68	70-71
10	M.A. History Part-I/II	9 – 11	32-33	-	67 – 68	70-71
11	M.A. Economics Part-I/II	9 – 11	33	-	67 – 68	70-71
12	M.Sc. Mathematics Part-I/II	9 – 11	33-34	-	67 – 68	70-71
13	M.Sc. Geography Part-I/II	9 – 11	34-35	-	67 – 68	70-71
14	M. Com.Part-I/II	9 – 11	35-36	-	67 – 68	70-71
PROFESSIONAL COURSES						
(I) COMPUTER/IT COURSES						
1	C.C.A.	9 – 11	37	-	67 – 68	70-71
2	B.C.A. Part-I/II/III	9 – 11	37-39	61-62	67 – 68	70-71
3	P.G. D.C.A	9 – 11	39	-	67 – 68	70-71
4	M.Sc. C.S.(Sw) Part-I/II	9 – 11	39-40	-	67 – 68	70-71
5	M.C.A. (3 year) Part I/ II/ III	9 – 11	41-42	-	67 – 68	70-71
(II) COMMERCE & MANAGEMENT COURSES						
1	P.G. D.E.M.M.	9 – 11	43	61-62	67 – 68	70-71
2	P.G.D.TX	9 – 11	43	61-62	67 – 68	70-71
3	P.G.D.B.A.	9 – 11	43-44	61-62	67 – 68	70-71
4	M.B.A. Part-I/II	9 – 11	44-46	61-62	67 – 68	70-71
5	M.B.A. (H.M.) Part-I/II	9 – 11	46-47	61-62	67 – 68	70-71
(III) LIBRARY & INFORMATION SCIENCE COURSES						
1	D. Lib.Sc.	9 – 11	47-48	-	67 – 68	70-71
2	B. Lib.Sc.	9 – 11	48	-	67 – 68	70-71
3	M. Lib.Sc.	9 – 11	48-49	-	67 – 68	70-71
(IV) JOURNALISM & MASS COMMUNICATION COURSES						
1	P.G.D.J.M.C.	9 – 11	49	-	67 – 68	70-71
2	M.A M.C. Part-I/II	9 – 11	49-50	-	67 – 68	70-71
(V) EDUCATION COURSES						
1	B.Ed. Part-I/II	9 – 11	50-55	-	67 – 68	70-71
2	M. A. Edu. Part-I/II	9 – 11	55-56	61-62	67 – 68	70-71
(VI) LAW COURSE						
1	P.G.D.C.L & IPR	9 – 11	56-57	-	67 – 68	70-71
2.	LL.M. Part-I/II	9 – 11	56	-	67 – 68	70-71
(VII) ENVIRONMENTAL EDUCATION COURSES						
1	P.G. D.E.E.	9 – 11	57	-	67 – 68	70-71
2	M.A. E.E.Part-I/II	9 – 11	57-58	-	67 – 68	70-71
(VIII) OTHER COURSES						
1	C.C.U	9 – 11	58	-	67 – 68	70-71
2	Diploma in Yoga	9 – 11	59-60	-	67 – 68	70-71
3.	Diploma in Gita	9 – 11	60	-	67 – 68	70-71
4.	P.G.D.T.(H/E)	9 – 11	58-59	61-62	67 – 68	70-71
5.	P.G.D.H.R.	9 – 11	59	-	67 – 68	70-71

SECTION – I
(IMPORTANT INSTRUCTIONS)

SECTION-II
(SCHEDULE OF DATES FOR
ADMISSION, GUIDELINES FOR
INTERNATIONAL STUDENTS &
FEE STRUCTURE)

SECTION-III
(LIST OF COURSES)

SECTION-IV
(INTERNAL ASSESSMENT)

SECTION-I**IMPORTANT INSTRUCTIONS**

1. The Candidates are advised to go through the Prospectus carefully before filling up the Admission Form and follow other instructions issued from time to time. The candidates should also remain vigilant and get in touch with the Directorate at the appropriate time in case of non-receipt of 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. **The Directorate will not be responsible for failure on the part of the postal/courier services for non-receipt or late delivery of any document 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 courses 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 courses in the Directorate of Distance Education unless otherwise decided by the University to exclude any specific course..

The above does not apply for admission to the regular courses 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 courses in the Directorate of Distance Education.
4. Acceptance of Admission Forms/fees, allotment of DDE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Programme, etc., will be provisional subject to confirmation of eligibility subsequently at a later date.

5. Pursuing Additional Course simultaneously with another course through distance education:

As per guidelines of the Distance Education Council (40th meeting dated 8.6.2012) adopted by the University, a student can pursue two programmes simultaneously through distance or combination of distance and regular modes, from the same or different Universities/Institutions duly approved by the U.G.C./A.I.C.T.E./Central Government/State Governments, in various combinations subject to the eligibility conditions laid down in the respective Ordinance(s). The allowed combinations are:

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

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

6. Admissions

(a) For online admission :

The Directorate of Distance Education offers online admission facility through its own website www.ddekuk.ac.in. Online submission of application form can be done on the DDE website and online fee can be deposited on the **DDE Website as well as Online Portal www.kuk.ac.in**.

(b) For offline admission :

Prospectus can be downloaded from DDE website and all attached forms ; Admission Form, Examination form and Computer forms shall be filled and sent to the Director, Directorate of Distance Education, Kurukshetra University, Kurukshetra-136119(Haryana) alongwith all required documents and fee through Bank Draft drawn in favour of Registrar, Kurukshetra University, Kurukshetra). Prospectus can also be had from Manager, Printing & Publication, Kurukshetra University Kurukshetra-136119 as per cost given below:

For General Category

Rs. 600/- at the KUK Counter
Rs. 650/- by Registered/Speed Post

For SC/BC/Blind candidates of Haryana Only

Rs. 150/- at the KUK Counter
Rs. 200/- by Registered/Speed Post

(c) Deposit of Fee

- (i) Fees will be accepted through Crossed Bank Drafts bearing the signature of the issuing authority, Identity No. and Code No. of Payee's Bank, and should be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra, payable at Kurukshetra/Thanesar only from a bank having its branch at Kurukshetra/Thanesar.
- (ii) No Fee shall be accepted in the form of Money-Orders/Cash OR By Cheques. However, the candidates may deposit the fee in cash directly at the Oriental Bank of Commerce counter in the premises of the University through Directorate vouchers available in the Bank, which must be reproduced in the Fee Section of the Directorate, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof. The students can deposit their fee online on DDE website www.ddekuk.ac.in. A copy of the fee receipt must be sent in the Directorate alongwith other documents through Regd.Post within 15 days of deposit in the form of pdf or through E-mail onlineddekuk@gmail.com quoting their DDE Ref.No.

7. Filling of admission form

- (i) **Admission Form (A-E)** attached with Prospectus shall be duly filled and signed by the candidate and father/guardian shall be submitted alongwith 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 72 of the Prospectus.
- (iii) **Candidates are advised to mention their choice (I, II) of Examination Centres as per the tentative list of Examination Centres which is available at page 68 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 course every year, except for courses of one year duration.
- (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 course 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 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 the University.

8. Admission Form (A-E) attached with Prospectus, duly filled in, alongwith requisite documents, should be sent to the Director, Distance Education, Kurukshetra University, Kurukshetra - 136119 in an envelope through Speed Post mentioning the name of the Course with Part/Year of the course 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 **send self-attested copies of Certificates/DMC/Degree of all the Parts.** However, the candidates shall have to submit the original certificates as and when required for verification failing which their candidature may be treated as cancelled without any notice.
- (b) A self-attested photo-copy of the **Matriculation** or equivalent certificate in support of date of birth (Not required, if already registered with this University) alongwith an copy of the certificate of last examination passed.
- (c) Original **Migration Certificate OR an affidavit duly attested by the Notary Public** (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 84** 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 2019.**
- (d) A Character Certificate from the Head of the institution last attended or from a Gazetted Officer/Sarpanch.

- (e) **Six copies of recent coloured photograph** to be affixed on the space provided in the Admission Form (A-E) attached with Prospectus and **ONE EXTRA STAMP SIZE PHOTOGRAPH to be attached with Form-A.**
- (f) 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.
- (g) Wherever applicable, self attested copy of **Scheduled Caste/Scheduled Tribe/Economically Weaker Sections/Blind Certificate**, duly signed by the 1st Class Magistrate/SDM/CMO, **failing which no benefit of SC/ST Scholarship/tuition fee concession/ relaxation in percentage of marks in qualifying exam (LLM) will be given.**
- (h) **Identity Card** duly completed and photo affixed thereon.
- (i) **Employment Certificate** by employees of Kurukshetra University for claiming tuition fee concession.
- (j) **Two self-addressed envelopes** (size 9"x4").
- (k) SC/BC/Blind candidates of Haryana are required to **submit the SC/BC/Blind Certificate** or an additional amount of **Rs.450/-/Rs.375/-** on account of the difference of the cost of the Prospectus/Processing fee failing which it would be treated as non-payment of fee.
- (l) **All legal disputes are subject to Kurukshetra Courts or Courts having jurisdiction in Kurukshetra.**
- (m) **In case of any ambiguity in the rules, interpretation of the same by the Vice-Chancellor 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 Regd. 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 course which he/she is pursuing.
4. DMC of the candidates will be sent by **Registered post** after the declaration of the results. 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 the Mobile No. in their active use as 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.**

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:

- (a) The qualifying **examination is not recognized** by the Kurukshetra University.
- (b) **Teaching experience certificate not as per specifications prescribed by the Directorate** (For B.Ed. Part-I only).
- (c) The admission/eligibility is not as per the respective Ordinances.
- (d) Self Attested **copies of certificate/ DMC of qualifying examination are not sent** with admission form.
- (e) **Original certificate of qualifying examination is not produced** in the Directorate on demand.
- (f) **Incomplete Form or the requisite documents are not attached or photographs not affixed or attested.**
- (g) Fee of 1st **Installment is not remitted** in full.
- (h) The **Admission Form (A-E)** is not signed by the candidate and/or his/her father/guardian.
- (i) **Affidavit duly attested by Magistrate 1st Class** as per specimen given in the **Annexure-XI** or **original Migration Certificate** is not submitted.
- (j) **Admission Form** duly signed and affixed photograph have not been submitted with the original Admission Form (from A-E) or these are incomplete.
- (k) 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 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 one years of its existence, Kurukshetra University has earned recognition as one of the renowned centres of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a course should be making best use of the excellent facilities and congenial atmosphere available in the University towards all round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

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

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 course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- (j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, 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.

SECTION-II

SCHEDULE OF DATES FOR ADMISSION
AND PAYMENT OF FEES(Admission Fee/1st Installment; 2nd Installment, Late Fee on Examination Form and all other Dues, etc.)

(A)	Last Date for Receipt of Admission Form (A-E) with Fee in the Directorate up to	For continuing (old) students of all UG & PG classes including Diploma /P.G.Diploma/Certificate Courses	NEW STUDENTS (AS PER UGC NOTIFICATION)
(a)	Without Late Fee	31.10.2019 (Thursday)	01.07.2019 to 31.08.2019 Cut Off date for admission will be 31.08.2019
(b)	With Late Fee of Rs. 500/-	29.11.2019 (Friday)	
(c)	With Late Fee of Rs. 1000/- + Examination late fee of Rs.1000/-	31.12.2019 (Tuesday)	
(d)	(i) With late fee of Rs.4000/-* (For BA, B.Com., BCA,CCA,CCU, Diploma in Lib. Sc., Yoga and Gita & B.Lib.Sc,B.Ed-II Except B.Ed.-I) (ii) With late fee of Rs.3000/-* (For All Master Degrees and All P.G. Diplomas except MBA-I, MBA(HM)-I & MCA-I)	01.01.2020 to 31.01.2020	
(e)	With late fee of Rs.8000/-* (For UG and PG Courses except MBA-I, MBA(HM)-I, MCA-I & B.Ed.-I)	01.02.2020 to 28.02.2020	
(f)	With late fee of Rs.8500/-* (For UG and PG Courses except MBA-I, MBA(HM)-I, MCA-I & B.Ed.-I)	01.03.2020 to 31.03.2020	
	*(includes late examination fee)		
(B)	For M.B.A Part-I/M.B.A. (Hospitality Management) Part-I/M.C.A Part-I:	Not Applicable	10.08.2019
	For B.Ed. Part-I	Not Applicable	17.08.2019
	Admission fee for these courses is not required to be sent alongwith the Admission Form (from A-E). Admission dues for these courses are to be paid only on demand from the Directorate.		
(C)	Last Date for Receipt of 2nd Installment of Fee*		
(i)	BA, B.Com., BCA, CCA, CCU, Diploma Lib. Sc., Yoga and Gita	31.12..2019 (Tuesday)	
(ii)	All Master Degrees , All PG Diplomas, B.Ed., & B.Lib.Sc.,	31.01.2020 (Friday)	
Late fee for payment of 2nd installment of fee after due dates			
BA, B.Com., BCA, CCA, CCU, Diploma Lib. Sc., Yoga and Gita		01.01.2020 to 31.01.2020	1000/-
		01.02.2020 till commencement of respective exams.	2000/-
All Master Degrees , All PG Diplomas, B.Ed., & B.Lib.Sc.,		01.02.2020 to 28.02.2020.	1000/-
		01.03.2020 till commencement of respective exams.	2000/-

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

NOTE: 1. Processing fee of Rs.500/- (125/- for SC/BC/BLIND Candidates of Haryana only) will be charged in addition to course fee for online admission. This fee shall be Rs.600/- for downloaded admission forms and the students purchasing prospectus will not be required to pay this fee.

2. In the event of last date falling on a Holiday, as mentioned in the above Schedule, the next working day shall be treated as the last date.
3. A candidate whose result of ANNUAL EXAMINATION (Not applicable for Compartment/Re-appear/Re-evaluation, UMC, Mercy chance cases, etc.) is declared late by the Kurukshetra University/ Board of School Education Haryana, for no fault of his/her, if otherwise eligible, may be allowed admission to the corresponding higher class within 15 days of the date of dispatch of result card 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 course at that stage.
4. Admission will also be allowed to various courses to the candidates, who on declaration of their result of supplementary examination/compartments/re-appear/ re-evaluation/ 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 course 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 course at that stage.

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

TABLE-I
FEEES PAYABLE PER ANNUM (July 2019)

TRADITIONAL COURSES

Sr. No.	Name of Course	1 st Installment (At the time of Admission)	2 nd Installment (as per schedule given in Section-II (C) at page 7)	Total Fee (Per Year)
1	B.A. (General) (3-Year) Part-I/II/III	2650	2650	5300
2	B.Com. (General) (3-Year) Part-I/II/III	2950	2950	5900
3	M.A. (2-Year) in Hindi Part-I/II	4000	4000	8000
4	M.A. (2-Year) in English Part-I/II	4000	4000	8000
5	M.A. (2-Year) in Sanskrit Part-I/II	3000	3000	6000
6	M.A. (2-Year) in Panjabi Part-I/II	3000	3000	6000
7	M.A. (2-Year) in Political Sc. Part-I/II	4000	4000	8000
8	M.A. (2-Year) in Philosophy, Part-I/II	3000	3000	6000
9	M.A. (2-Year) in Public Admn. Part-I/II	4000	4000	8000
10	M.A. (2-Year) in History Part-I/II	4000	4000	8000
11	M.A. (2-Year) in Economics Part-I/II	4000	4000	8000
12	M.Sc. (2-Year) in Mathematics Part-I/II	4000	4000	8000
13	M.Sc. (2-Year) in Geography Part-I/II	4000	4000	8000
14	Master of Commerce (2-Year) Part-I/II	4700	4700	9400

PROFESSIONAL COURSES

(I) COMPUTER/ IT COURSES				
1	Certificate Course in Computer Application (1-Year)	4050	4050	8100
2	Bachelor of Computer Application (3-Year) Part-I/II/III	6750	6750	13500
3	P.G. Dip. in Computer Application (1-Year)	8300	8300	16600
4	M.Sc. Computer Science (Software) (2-Year) Part-I/II	8300	8300	16600
5	M.C.A. (3 year) Part I/ II/ III	8300	8300	16600
(II) COMMERCE & MANAGEMENT COURSES				
1	P.G. Dip. In Export Marketing Mgt. (I Year)	4100	4100	8200
2	P.G. Diploma in Taxation	10300	10300	20600
3	P.G. Diploma in Business Analytics	10300	10300	20600
4	M.B.A. (2-Year) Part-I/II	12800	12800	25600
5	M.B.A. Hospitality Mgt. (2Year) Part-I/II	12800	12800	25600
(III) LIBRARY AND INFORMATION SCIENCE COURSES				
1	Diploma in Library & Information Sc.(1-Year)	4750	4750	9500
2	Bachelor of Library & Information Sc. (1-Year)	4750	4750	9500
3	Master of Library & Information Sc.(1-Year)	5300	5300	10600
(IV) JOURNALISM & MASS COMMUNICATION COURSES				
1	P.G. Diploma in Journalism & Mass Comm. (1-Year)	4800	4800	9600
2	Master of Arts in Mass Communication (2-Year)Part-I/II	4800	4800	9600
(V) EDUCATION COURSES				
1	B.Ed. (2-Year) Part-I/II	15250	15250	30500
2	Master of Arts in Education (2-Year) Part-I/II	8300	8300	16600
(VI) LAW COURSES				
1	LL.M. (2-Year) Part-I/II	9300	9300	18600
2	P.G. Diploma in Cyber Law & IPR	5300	5300	10600
(VII) ENVIRONMENTAL EDUCATION COURSES				
1	P.G. Diploma in Environmental Education (1-Year)	4100	4100	8200
2	Master of Arts in Environmental Education(2-Year)Part-I/II	4100	4100	8200
VALUE ADDED COURSES				
1	Certificate Course in Urdu (1-Year)	1750	1750	3500
2	Diploma in Yoga (1-year)	2750	2750	5500
3	Diploma in Gita (1-year)	2750	2750	5500
4	P.G. Dip. in Translation(Hindi/Eng.) (1-Year)	3100	3100	6200
5	P.G. Diploma in Human Rights (1-year)	5300	5300	10600

NOTE:

1. NO SEPARATE INTIMATION WILL BE SENT FOR PAYMENT OF 2ND INSTALLMENT OR ANY OTHER BALANCE OF FEE.
2. The students of courses having 2-years and 3-years duration enrolled with this Directorate for the session **July, 2019** and have appeared in the examinations held in April/May **2020** but could not clear 50% papers of Part-I and Part-II examinations may also be provisionally allowed to join part-II and Part-III of the concerned courses by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to their clearing the remaining papers of Part-I and Part- II examinations in the permissible number of chances.
3. Additional fees such as late admission fee, late examination fee, etc., wherever applicable are required to be paid with the 1st installment.
4. FEE SHALL BE CHARGED SEPARATELY FOR EACH PART/YEAR OF THE COURSE. For the Courses having more than one year duration, the candidates are required to SUBMIT FRESH Admission Form (A-E) & FEE on promotion to next higher class every year.
5. In case of revision of various fees etc. during the academic session, the students will have to pay the difference in fee structure, etc.
6. **The Blind students may, on an application be granted Full Fee Concession. In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc.** in accordance with the rules framed by the Haryana Government from time to time. The details are available at **page 12** of this Prospectus.
7. Last date for payment of Second Installment of fees for B.A.,B.Com.,BCA,CCA,CCU, Diploma Lib.Sc., Yoga and Gita is 31.12.2019(Tuesday) and for all Master Degrees, All PG Diplomas, B.Ed. & B.Lib.Sc., it is 31.1.2020. **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.
8. In case the candidate has submitted his/her admission form (A to E) without enclosing the proof of qualifying exam 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 (JULY 2019)

TRADITIONAL COURSES							
Sr. No.	Name of Course	Tuition Fee	Building Fund	Dev. Fund	R.K. Fund	Other Fee*	Total Fee (Per Year)
1	B.A. (3-Year) Part-I/II/III	2650	300	300	100	1950	5300
2	B.Com. (3-Year) Part-I/II/III	2950	300	300	100	2250	5900
3	M.A. Hindi Part-I/II	4000	300	300	100	3300	8000
4	M.A. English Part-I/II	4000	300	300	100	3300	8000
5	M.A. Sanskrit Part-I/II	3000	300	300	100	2300	6000
6	M.A. Panjabi Part-I/II	3000	300	300	100	2300	6000
7	M.A. Political Sc. Part-I/II	4000	300	300	100	3300	8000
8	M.A. Philosophy, Part-I/II	3000	300	300	100	2300	6000
9	M.A. Public Admn. Part-I/II	4000	300	300	100	3300	8000
10	M.A. History Part-I/II	4000	300	300	100	3300	8000
11	M.A. Economics Part-I/II	4000	300	300	100	3300	8000
12	M.Sc. Mathematics Part-I/II	4000	300	300	100	3300	8000
13	M.Sc. Geography Part-I/II	4000	300	300	100	3300	8000
14	M. Com.Part-I/II	4700	300	300	100	4000	9400
PROFESSIONAL COURSES							
(I)	COMPUTER/IT COURSES						
1	C.C.A.	4050	300	300	100	3350	8100
2	B.C.A. Part-I/II/III	6750	300	300	100	6050	13500
3	P.G. D.C.A	8300	300	300	100	7600	16600
4	M.Sc. C.S.(Sw) Part-I/II	8300	300	300	100	7600	16600
5	M.C.A. (3 year) Part I/ II/ III	8300	300	300	100	7600	16600
(II)	COMMERCE & MANAGEMENT COURSES						
1	P.G. D.E.M.M.	4100	300	300	100	3400	8200
2	P.G. Diploma in Taxation	10300	300	300	100	9600	20600
3	P.G.Diploma in Business Analytics	10300	300	300	100	9600	20600
4	M.B.A. Part-I/II	12800	600	400	200	11600	25600
5	M.B.A. (H.M.) Part-I/II	12800	600	400	200	11600	25600
(III)	LIBRARY AND INFORMATION SCIENCE COURSES						
1	D. Lib.Sc.	4750	300	300	100	4050	9500
2	B. Lib.Sc.	4750	300	300	100	4050	9500
3	M. Lib.Sc.	5300	300	300	100	4600	10600
(IV)	JOURNALISM & MASS COMMUNICATION COURSES						
1	P.G.D.J.M.C.	4800	300	300	100	4100	9600
2	M.A M.C. Part-I/II	4800	300	300	100	4100	9600
(V)	EDUCATION COURSES						
1	B.Ed. Part-I/II	15250	750	500	250	13750	30500
2	M. A. Edu. Part-I/II	8300	300	300	100	7600	16600
(VI)	LAW COURSE						
1	P.G. Diploma in Cyber Law & IPR	5300	300	300	100	4600	10600
2.	LL.M. Part-I/II	9300	300	300	100	8600	18600
(VII)	ENVIRONMENTAL EDUCATION COURSES						
1	P.G. D.E.E.	4100	300	300	100	3400	8200
2	M.A. E.E.Part-I/II	4100	300	300	100	3400	8200
VALUE ADDED COURSES							
1	C.C.U	1750	300	300	100	1050	3500
2	Diploma in Yoga	2750	300	300	100	2050	5500
3	Diploma in Gita	2750	300	300	100	2050	5500
4	P.G.D.T.(H/E)	3100	300	300	100	2400	6200
5	P.G. Dip.in Human Rights	5300	300	300	100	4600	10600

NOTE: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 two installments.

II. TUITION FEE CONCESSION/FINANCIAL ASSISTANCE

1. To motivate the girls for education, a scheme named “**Shikshit Beti**” was introduced in Distance Mode who have obtained more than 70% marks at 10+2 level was allowed 25% concession in tuition fee for taking admission in B.A. I only in the Directorate. The same concession to these students will be continued for the session July 2019 in B.A. II, III and in B.A.I for other eligible candidates.
2. The **Blind students may, on an application be granted Full Fee Concession**. In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time.
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 the session July 2019 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 Adhaar 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 ABOVE SAID PORTAL 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 courses and 50% fee concession in professional courses to the maximum two wards of retired University employees up to the age limit of 25 years with the condition that wards should not be in service and if there is any gap in their studies, employees should furnish affidavit duly attested by Notary Public that his/her son/daughter was not in service during the gap period.

III. FINANCIAL ASSISTANCE

Financial assistance to a limited extent can be allowed to a very small number of students on merit-cum-means basis after having deposited the admission form and 1st installment of fee **on submission of an Income Certificate from 1st Class Magistrate** to validate the request. The annual income limit of the family by all sources should be upto Rs.1,50,000/- OR less for getting the Financial Assistance. However, the submission of application for financial assistance will not give any right to the candidate not to deposit or late deposit the 2nd installment of fee/other dues or to allow exemption from payment of late fee. Application for financial assistance alongwith **the required Income Certificate should reach the office by 28th February 2020.** Application received after this date would be rejected.

ADMISSION RULES AND PROCEDURE FOR INTERNATIONAL STUDENTS

1. Introduction

These rules define the procedure for the admission of international students to various courses 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 courses 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 including 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 Internal students

- (i) **VISA** :- All the international students shall require a student VISA for the prescribed duration of course endorsed to the Kurukshetra University, 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 course 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**

(iii) **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.

(iv) **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.

(v) **Character Certificate.**

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

(vi) **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 followings 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 course applied for. HOWEVER such candidates shall NOT be required to undergo the admission entrance test.

6. Seats for International Students :

- (a) Unlimited seats shall be available for international students in all the courses run by DDE at its campus.
- (b) 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.
- (c) Candidates seeking admission have to apply on a prescribed form which can be downloaded from DDE website 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:

For new students	:	31.08.2019
For continuing students	:	31.12.2019

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.

1.	Vice- Chancellor	01744-238039 (O)
2.	Registrar	01744-238026 (O)
3.	Dean, Academic Affaris	01744-238045 (O)
4.	Dean, Students Welfare	01744-238096 (O)
5.	Chief Warden (Boys Hostel)	01744-238711
6.	Chief Warden (Girls Hostel)	01744-238278
7.	Controller of Examinations	01744-238377 (O)
8.	Advisor, International Students	01744-238297
9.	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;

1. e/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.
2. He/She fails to produce Original Statement of marks/grade point average certificate of the last qualifying examination of equivalent thereof before examination.
3. He/she is found to be medically unfit.
4. He/She fails to fulfill any condition of eligibility for admission to the course.

TABLE-II**FEE PAYABLE BY THE CANDIDATES RESIDING IN FOREIGN COUNTRIES (July 2019)****TRADITIONAL COURSES**

Sr. No.	Name of Course	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 COURSES		
(I) COMPUTER/ IT COURSES		
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. (3 year) Part I/ II/ III	2000
(II) COMMERCE & MANAGEMENT COURSES		
1	P.G. D.E.M.M.	1000
2	P.G. Diploma in Taxation	2000
3	P.G. Diploma in Business Analytics	2000
4	M.B.A. Part-I/II	2000
5	M.B.A. (H.M.) Part-I/II	2000
(III) LIBRARY AND INFORMATION SCIENCE COURSES		
1	D. Lib.Sc.	1000
2	B. Lib.Sc.	1000
3	M. Lib.Sc.	2000
(IV) JOURNALISM & MASS COMMUNICATION COURSES		
1	P.G.D.J.M.C.	1000
2	M.A M.C. Part-I/II	2000
(V) EDUCATION COURSES		
1	B.Ed. Part-I/II	NOT FOR FOREIGN STUDENTS
2	M. A. Edu. Part-I/II	2000
(VI) LAW COURSE		
1	P.G. Diploma in Cyber Law & IPR	2000
2.	LL.M. Part-I/II	2000
(VII) ENVIRONMENTAL EDUCATION COURSES		
1	P.G. D.E.E.	1000
2	M.A. E.E.Part-I/II	2000
(VIII) VALUE ADDED COURSES		
1	C.C.U	1000
2	Diploma in Yoga	1000
3	Diploma in Gita	1000
4	P.G.D.T.(H/E)	1000
5	P.G.Diploma in Human Rights	2000

SECTION-III**LIST OF COURSES**

Total Courses: 40 (Total Classes: 68)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION-IV

INTERNAL ASSESSMENT (Guidelines and Instructions)

INTERNAL ASSESSMENT

The Directorate introduced 20% Internal Assessment marks in each Theory Papers in the Undergraduate courses w.e.f. the academic session 2012-13. Similarly, 20% Internal Assessment in each Theory Papers has also been introduced in all the Postgraduate courses being run through Distance Mode w.e.f. the academic session 2013-14.

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

1. The Directorate would conduct written test(s) during Personal Contact Programmes. The written test(s) would be based on Multiple Choice Questions in respect of the syllabus of the concerned Theory Paper and the students would be required to mark the answers on OMR Sheet(s).
2. In case, a candidate has not appeared in Internal Assessment test or he/she took admission after Personal Contact Programmes, then he/she will be awarded 20% 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 courses having Internal Assessment would be computed after aggregating the marks obtained by the candidates in theory papers and the Internal Assessment w.e.f 2016-17 in a phased manner.
4. The marks of Internal Assessment obtained by the students will be displayed on the DDE Website www.ddekuk.ac.in and students can get their answer sheets re-checked on remittance of Rs.200/- within 20 days from the date of uploading the Internal Assessment Marks on the DDE Website.

APPLICABILITY OF SYLLABI AND SCHEME OF EXAMINATION

1. Unless otherwise decided in any specific case, the syllabi, scheme of examination and duration of the courses and mode of examination will be the same as prescribed for regular students of the University Teaching Departments and the Colleges affiliated to the Kurukshetra University.
2. A candidate who fails in an examination or having been eligible fails to appear in the examination, shall, unless approved otherwise by the Academic Council, will appear in the examination according to the syllabus prescribed by the University for regular students for that examination.
3. Copy of syllabi in force for the distance education courses for the session July 2019 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
4. Notwithstanding the integrated nature of the courses which are spread over more than one academic year, the Ordinance in force at the time that a student joins the course shall hold good only for the examination held during or at the end of the academic session and nothing in the rule shall be deemed to debar the University from amending the rules and the amended rules, if any, shall apply to all students whether old or new.
5. Where the number of chances or total period for passing the course is limited, the candidates shall have to pass the examination including re-appear papers, if any, within the admissible chances during the period as prescribed in the respective Ordinance of the course.
6. The candidates are not allowed to offer any other option except the one mentioned in the Prospectus.
7. **Candidates should clearly mention the options in their Admission 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 Course Coordinator well in time.
9. **For Papers/Subjects having options, only those options/elective subjects have been mentioned which are on offer by the Directorate. No other option is allowed.**

SECTION – V
(COURSES & THEIR
ELIGIBILITY)

SECTION-V

ELIGIBILITY CONDITIONS

RECOGNITION OF COURSES OF OTHER UNIVERSITIES/BOARDS:

(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 courses in the Directorate of Distance Education unless otherwise decided by the University to exclude any specific course.

The above does not apply for admission to the regular courses 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 courses in the Directorate of Distance Education.

- NOTE: 1. Since 10+2 examinations of All India Board of Secondary Education, Delhi is not recognized by the Kurukshetra University, admissions of the candidates on the basis of having passed 10+2 from the All India Board of Secondary Education, Delhi are not permissible.
2. B.A. One Sitting examinations of the following Universities have not been recognized for the purpose of admission to B.Ed./Post-Graduate Degree/PG Diploma and Certificate courses by this University. However, candidates, who have passed three year B.A. degree examination from these Universities, are eligible for admission to B.Ed./Post-Graduate Degree/PG Diploma courses of this Directorate on submission of attested copies of DMC of all the three parts:
1. Bihar University, Muzafarpur
 2. Ranchi University, Ranchi
 3. L.N. Mithila University, Darbhanga
 4. Bhagalpur University, Bhagalpur
 5. Magadh University, Bodh Gaya.
3. **State-wise List of fake Universities declared by the University Grants Commission, New Delhi (as on April, 2019)**
- Bihar**
1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.
- Delhi**
2. Commercial University Ltd., Daryaganj, Delhi.
 3. United Nations University, Delhi.
 4. Vocational University, Delhi.
 5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi 110 008.
 6. Indian Institute of Science and Engineering, New Delhi.
 7. Vishwakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi -110033.
 8. Adhyatmik Vishwavidyalaya (Spiritual University) 351-352, Phase-I, Block-A Vijay Vihar, Ritala, Rohini, Delhi- 110085.
- Karnataka**
9. Badganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.
- Kerala**
10. St. John's University, Kishanattam, Kerala.
- Maharashtra**
11. Raja Arabic University, Nagpur, Maharashtra.

West Bengal

12. Indian Institute of Alternative Medicine, Kolkata.
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builttech inn, 2nd Floor, Thakurpurkur, Kolkatta – 700063

Uttar Pradesh

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

Odisha

22. Nababharat Shiksha Parishad, Anupurna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
23. North Orissa University of Agriculture & Technology,

Puducherry

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

***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:**

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

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

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

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

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

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

A. TRADITIONAL COURSES

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

ELIGIBILITY CONDITIONS:

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

OR

Pass in **three-year Diploma Course** examination conducted by the Board of Technical Education, Haryana or any other Board of Technical Education in India and recognized by the Director, Technical Education, Haryana as equivalent thereto, with the subject of Communication Skill/English-I and Communication Skill/English Language-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)	Panjabi	Panjabi	Panjabi

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

A candidate is required to take the following subjects:-

(A) **TWO COMPULSORY SUBJECTS:**

Paper No.	Subject Name	Code	
1	English	100	Two Papers of 50 Marks each
2	Hindi OR	210	One Paper of 100 Marks
	Sanskrit OR	220	
	Panjabi	230	
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
GROUP-I	Hindi (E)	310	GROUP-III	Political Science	350
	Sanskrit(E)	320		Statistics*	460
	Panjabi (E)	330	GROUP-IV	Economics	340
	Defense Studies*	410		Home Science*	455
	Geography*	450		Philosophy*	430
GROUP-II	Public Administration	370	GROUP-V	History (Opt-i - History of India)	361
	Mathematics	390		History (Opt-ii - History of Haryana)	362
	Sociology	420		Psychology*	461
	Health & Physical Education*	440			
	Music(Vocal)*	462			

- Note:
- *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.
 - 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.
 - The Directorate introduced the grouping of subjects in undergraduate course i.e. in B.A. in phased manner w.e.f. the session 2014-15 and the same would be applicable in B.A. Part-I/II/III during the session July 2019. A candidate shall offer two elective subjects from Group-I to Group-V **selecting any one subject** from a given group as mentioned above.
 - There will be three papers in Mathematics in B.A. Part-I, II, III carrying **33, 33 and 34 marks respectively.**
 - For practical/additional subjects like Geography, Physical Education, Music, Philosophy etc. in UG courses,** a fee of Rs. 500/- per subject shall be charged in addition to normal fees and no study material will be provided to the students. They shall have to prepare the practical/additional subjects at their own level.
 - 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)	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., 2019** and in March, 2020 from the concerned University/Board. If such a candidate fails to **produce the proof of having cleared/passed/qualified the compartment/re-appear subject at the supplementary examination and at the Annual Examinations**, his/her provisional admission to the said course shall be treated as **cancelled ab-initio, with no claim for refund/adjustment of fees, without any further notice.**

- (b) The candidates who have passed 10+2 examination after appearing in full subjects in the supplementary examination, 2019 shall also be eligible for admission to B.A.(General)/B.Com./B.C.A.Part-I/D.Lib.Sc./CCA course 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 course at that stage. The candidates who have appeared in 10+2 examination in full subjects in the supplementary examination, 2019 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 2019 may be allowed provisional admission to B.A.(General)/B.Com./B.C.A.Part-I/D.Lib.Sc./CCA course provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the course at that stage at their own risk and responsibility, subject to their passing the 10+2 examination upto **March, 2020** examination and submission of result within one month from the date of declaration of their result failing which their candidature/result to the said course **shall stand cancelled ab-initio with no claim for refund/adjustment of fees.**
- (d) A candidate who has not passed the subject of English in qualifying examination may be allowed provisionally to join the B.A.(General)/B.Com./B.C.A. Part-I/D.Lib. Sc./CCA Class, subject to qualifying the subject of English at the supplementary examination of the same year or annual examination of the following year. Provided that result of such candidates of the respective examinations shall be declared only after they have qualified in the required subject. If they do not clear the subject of English even in the next annual examination in **March, 2020**, their provisional admission/result to the said course **shall be cancelled ab-initio with no claim for refund/adjustment of fees.**
- (e) A candidate who is placed under **compartment in one subject** only in the qualifying examination, i.e. B.A. Part-I, II of Kurukshetra University may be allowed provisionally to move to the next higher class subject to clearing the compartment subject in two consecutive chances up to the next annual examination to be held in April, 2020.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

COMPULSORY/ELECTIVE PAPERS as already taken in B.A. Part-I/II will be the same in BA-II/III respectively as opted by the candidate from Grouping given at Page 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 ADMN.		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 course prescribed for practical work in the subject concerned. This certificate must reach the Directorate **by 28 February, 2020**, failing which Roll No. slips shall not be issued to the students.

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

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

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

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

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

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

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

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

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

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

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

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

OR

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-101	Business Communication	101	BC-105	Business Management	105
BC-102	Business Mathematics	102	BC-106	Basics of Computer	106
BC-103	Financial Accounting	103	BC-107	Compulsory Qualifying Subject of Environmental Studies (for details please refer to page 25)	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.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-201	Business Laws	201	BC-204.	Business Statistics	204
BC-202	Corporate Accounting	202	BC-205	i) Principles of Marketing OR ii) Human Resource Management	205
BC-203	Company Law & Auditing	203	BC-206.	i) Indian Financial System OR ii) Fundamentals of Insurance	206

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

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

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

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

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Opt.(i) Madhkali Panjabi Kavita	101	IV.	Punjabi Sahit Da Ithas	104
II.	Opt.(i) Adhunik Panjabi 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 course from Kurukshetra University. Provided that a candidate who has to re-appear in not more than 50% Papers of Part-I shall also be eligible for provisional admission to Final/Part-II Class of the relevant course, subject to passing the remaining paper(s) of part-I in the permissible number of chances.

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

MA ECONOMICS (F) (Five papers of 100 marks each)

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
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)**ELIGIBILITY CONDITIONS**

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

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

*The Directorate would 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 COURSES****1. CERTIFICATE IN COMPUTER APPLICATIONS (1-YEAR)****ELIGIBILITY CONDITIONS**

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

OR

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

- NOTE: 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 23 and 24 shall also be applicable to Certificate in Computer Applications.**
- 2. A candidate who fails to pass the Certificate Course in Computer Applications examination within three years of his/her admission to the course shall be declared to be unfit for this courses at this University.**

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

OR

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

MEDIUM OF INSTRUCTIONS

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

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

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

[#]for details please refer to page 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.

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

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

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

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

- NOTE:**
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 course will be required to repeat the course de-novo.

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

BCA PART-III (Eight Papers of 100 Marks each)

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDCA (Five theory papers and Two practical papers of 100 Marks each)

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

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

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

MEDIUM OF INSTRUCTIONS

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

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

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

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

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

OR

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

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

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

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

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

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

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

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

Important Note: Admission to MCA PART-I would be made through a Common Entrance Test to be conducted by the Directorate at Kurukshetra University or on any other centre created by the university in the University Jurisdiction on 18.08.2019 (SUNDAY). Duration of the Entrance Test will be one hour. There will be 50 questions in the Common Entrance Test with no negative marking for wrong answers. The Common Entrance Test will have Multiple Choice questions of 50 marks from the subjects of General English, Mathematical Ability, Reasoning, General Knowledge & Awareness and Computer Knowledge(10 questions from each subject)

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

OR

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

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

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

NOTE : The candidates who have reappear in the courses as mentioned above are not eligible for admission to MCA Part-II class even provisionally.

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

OR

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

(II) COMMERCE & MANAGEMENT COURSES**1. POST GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT (PGDEMM) (1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

NOTE: A student will have to undergo Six week in Company training in a reputed organization. The Training Report to be submitted before **31st August, 2020**.

2. POST GRADUATE DIPLOMA IN TAXATION (PGDTX) (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 P.G. Diploma in Taxation examinations within period of three years of his admission to the course shall deem to be unfit for this course at this University.

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

There shall be six papers of 100 marks each. Paper No.PGDTX-103 has 60 marks for theory+10 marks for internal assessment and 30 marks for practical. Paper No.PGDTX-106 has training report and viva-voce of 50 marks each.

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

A student will have to join a Company/CA Firm for practical training 3-weeks during winter vacations. The student shall submit training report upto 31.3.2020.

3. POST GRADUATE DIPLOMA IN BUSINESS ANALYTICS (PGDBA) (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 P.G. Diploma in Business Analytics examination within three years of his/her admission to the course.

MEDIUM OF INSTRUCTIONS

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

COURSES 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
PGDBA-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 upto 30.04.2020.

4. MASTER OF BUSINESS ADMINISTRATION (MBA) (2-YEAR) PART-I**ELIGIBILITY CONDITIONS**

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

Important Note: Admission to MBA Part-I would be made through a Common Entrance Test to be conducted by the Directorate at Kurukshetra University or on any other centre created by the university in the University Jurisdiction on 18.08.2019 (SUNDAY). The duration of the Entrance Test will be one hour. However, the candidates who have successfully cleared the Entrance Test for admission into Management/Computer Programmes conducted by institutions like CAT/MAT/State/University level tests etc. are exempted from appearing in the Common Entrance Test. There will be 50 questions in the Common Entrance Test with no negative marking for wrong answers. The Common Entrance Test will have Multiple Choice questions of 50 marks from the subjects of General English, Mathematical Ability, Reasoning, General Knowledge & Awareness and Computer Knowledge(10 questions from each subject)

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

Note: The students will have to undergo Six weeks On-the-Job training in a reputed concern/firm on the prescribed letter Pad after first year examination and will submit the Training Report by 28th February 2021.

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

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

OR

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

COMPULSORY PAPERS

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

OPTIONAL PAPERS

Specialization Area: **FINANCE (205)**

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

Specialization Area: **MARKETING (206)**

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBAMM-201	Consumer Behavior	206	MBAMM-204	Product & Brand Management	206
MBAMM-202	Advertising & Sales Management		MBAMM-205	Rural and 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 by **28th February, 2021.**

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

ELIGIBILITY CONDITIONS

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

Important Note: Admission to MBA Part-I **would be made through a Common Entrance Test** to be conducted by the Directorate at Kurukshetra University or on any other centre created by the university in the University Jurisdiction on **18.08.2019 (SUNDAY)**. **The duration of the Entrance Test will be one hour. However, the candidates who have successfully cleared the Entrance Test for admission into Management/Computer Programmes** conducted by institutions like **CAT/MAT/State/University level tests etc. are exempted from appearing in the Common Entrance Test.** There will be 50 questions in the Common Entrance Test with no negative marking for wrong answers. The Common Entrance Test will have Multiple Choice questions of 50 marks from the subjects of General English, Mathematical Ability, Reasoning, General Knowledge & Awareness and Computer Knowledge(10 questions from each subject).

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
MBA(HM) 101	Elements of Hospitality Management	101	MBA(HM) 105	Human 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 **28th February 2021.**

MBA (HM) (2 YEAR) PART-II

ELIGIBILITY CONDITIONS

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

OR

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

COMPULSORY PAPERS

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

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

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

Note: The Training Report to be submitted by **28th February, 2020**.

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

ELIGIBILITY CONDITIONS

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

ELIGIBILITY CONDITIONS

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

M.LIB.& INF. SC.(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 and Repackaging	101	V.	Social Science Information System	105
II.	Information Systems Management	102	VI.	Advanced ICT Applications in LIS (Theory)	106
III.	Information Retrieval	103	VII.	Advanced ICT Applications in LIS (Practice)	107
IV.	Research Methods and Statistical Techniques	104	VIII.	A. : Depth Classification (Practice)	108
				B. : Advanced Cataloguing (Practice)	109

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDJMC (Five theory papers of 100 Marks each)

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

ELIGIBILITY CONDITIONS (B.ED. PART-I)

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

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

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

- (ii) The candidates seeking admission in B.Ed. 1st Year should ensure to submit proof of Teaching Experience in a school/other educational institutions duly certified by Headmaster/Principal on the prescribed format as per Annexure-XII.
- (iii) There will be no rounding off percentage of marks for determining the eligibility for admission to B.Ed. course.
- (iv) Admission dues to be paid only after confirmation of admission and on demand from the Directorate after finalization of the merit list for admission to B.Ed. Part-1st.
- (v) Candidates seeking admission for B.Ed. Part-1st should bring their Original Certificates at the time of Admission/Counseling after declaration of Merit list by the Directorate.

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 Category including Haryana : 15%
- (2) Bonafide Residents of Haryana : 85%

(60% of the seats earmarked for bonafide residents of Haryana will be reserved for the categories as mentioned at (B) below, as per State Govt. policy and remaining 40% seats will be filled from among Haryana General Category)

(B) Reservation of seats for Bonafide Residents of Haryana

The seats shall be reserved for the categories as under :

(i)	Scheduled Castes	20%
(ii)	Backward Classes of Haryana (except Socially advanced persons/Sections (creamy layer))	27% (16 % for Block-A) (11 % for Block-B)
(iii)	Economically Weaker Section (who are not covered under the existing scheme of reservation for the Scheduled Caste, Backward Class (Block_A & B) other than category (i) & (ii) above.	10%
(iv)	Differently Abled	03% If the seats reserved for differently abled persons remain vacant due to non-availability of suitable differently abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%).
(iv)	Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2018, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2019 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 counselling (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/ DFF category will be considered first for Haryana General, SC ,BC and EWSs category.
5. Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-IV**, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per **Annexure-V**, and 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 which 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. course 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 counselling 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.8.00 lakh can apply for TFW category by producing Income Certificate duly approved by the Competent Authority.**
7. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently abled candidates belonging to Haryana are required to submit the certificate as per **Annexure-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/ Paramilitary 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/Paramilitary Forces as per **Annexure-VIII**.
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. 22/10/2013-1GSIII dated 10.08.2017 for giving following priorities for reservations or preferences to the wards of Armed Forces personnel for admission in medical/professional/non-professional courses running in the University Teaching Departments/Institutes/Affiliated/Maintained Colleges/ Institutes :
 - (a) Priority-I : Widows/Wards of Defence personnel killed in action.
 - (b) Priority-II : Wards of disabled in action and boarded out from service.
 - (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
 - (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 courses being run in the University Teaching Departments/Institutes and affiliated/ maintained Colleges.

13. In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11.04.2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Sh. Ishwar Singh Vs KUK & Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats.
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. 22/12/2019-1GS-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.22/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified in instruction No. 22/28/2003-3GS-III, dated 30.01.2004.
- (iii) The prescribed format for EWS Income and Asset Certificate shall be provided at **Annexure-IV.**

(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:-
 - a) 5 acres of agricultural land and above;
 - b) Residential flat of 1000 sq. ft. and above;
 - c) Residential plot of 100 sq. yards and above in notified municipalities;
 - d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
 - e) Total immovable assets owned are valued at Rs. One Crore of more.
- (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. 22/12/2019-1GS-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 the following languages
Hindi/English	Hindi and English	Hindi OR English

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS**B.ED. (2-YEAR) PART-I**

There shall be nine Paper Courses. Paper Course-1 to 3 & 6 will carry 100 marks each. Paper Course 4 having two parts (A+B) of 50 marks each as well as Paper Course-12 (EPC-I & EPC-3) will also carry 50 marks each respectively. However, Paper Course 13(A) will be of 175 marks.

Sr.No.	Course/Subject Name	Code	Sr.No.	Course/Subject Name	Code
1	Course-1 Childhood and Growing Up	101	6	Course-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.	Course-2 Contemporary India and Education	102	7	Course- 12**EPC-1Reading and Reflecting on Text	109
3	Course-3 Learning and Teaching	103	8	Course- 12**EPC-3 Critical Understanding of ICT	110
4	Course-4(A) Language across curriculum	104	9	Course- 13(A) School Teaching Practice Pedagogy-1 for 45 days	111
5	Course-4(B) Understanding disciplines and subjects	105			

*3 (It is the same course for Ist & II year so it is to be opted in Ist Year or in IInd Year NOT in both the years(108)

** it is School Based Activity.

- Note:** 1. The minimum duration of the course leading to the Degree of Bachelor of Education (B.Ed.) shall be two years. However, maximum period allowed for completion of the programme will be five years.
2. The programme is a judicious mix of theory and practical courses 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 the Directorate of Distance Education.
- (ii) The students of B.Ed. (2-Year) course having 2-years duration enrolled with this Directorate for the session 2018-19 and have appeared in the examinations held in May/June 2019 but could not clear 50% papers of B.Ed. Part-I examinations may also be provisionally allowed to join B.Ed. Part-II of the course by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to clearing the remaining papers of B.Ed. Part-I examinations in the permissible number of chances.

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Sr. No.	Paper No./Subject Name	Code	Sr. No.	Paper No./Subject Name	Code
1	Course-5: Gender School and Society	201	6	Course-11**: Optional Course	
2	Course-7: Pedagogy of School Subjects-II Anyone of the following			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	Course-8: Knowledge & Curriculum	205	7	Course-12*** EPC-2: Drama and Art in Education	212
4	Course-9: Assessment for learning	206	8	Course-12*** EPC-4 : Understanding theSelf	213
5	Course-10: Creating and Inclusive School	207	9	Course-13 (B): School Teaching PracticePedagogy-II for 45 days	214

- * Pedagogy of Mathematics (Pedagogy of Mathematics is not for the students who have opted the same in the 1st 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 course:

- (i) B.A. (Hons.) in Education OR
- (ii) Bachelor Degree in any discipline with atleast 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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

ELIGIBILITY CONDITIONS

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Contemporary Issues in Indian Education	201	IX.	Any ONE of the following:	
VII.	Curriculum Development and Comparative Education	202		Management and Administration of Education*	205*
VIII.	Any One of the following:		X.	(ii) Educational Technology	206
	Special Education*	203*		Any ONE of the following:	
	Educational Measurement and Evaluation	204		Mental Hygiene and Education & Field Work	207
				Educational and Vocational Guidance & Field Work*	208*
				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 30.6.2020.

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

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

Note :- A candidate for the LL.M. Examination must pass the whole examination (Previous as well as Final) within Five Years of his admission to the LL.M. Courses, failing which he will be deemed to be unfit for Post-graduate Studies in Law and shall not be further admitted to this University for such a course.

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

LL.M. PART-I (There shall be Six Theory papers of 100 Marks each.) **(ALL PAPERS ARE COMPULSORY)**

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

(ALL PAPERS ARE COMPULSORY)

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

* The DISSERTATION is to be submitted by 31.03.2020.

2. 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 Kurukshetra 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 course, failing which he/she will be deemed to be unfit for the course.

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDCL (Six theory papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Cyber Law: Development and 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 COURSES**1 POST GRADUATE DIPLOMA IN ENVIRONMENTAL EDUCATION (PGDEE) (1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

2 MASTER OF ARTS IN ENVIRONMENTAL EDUCATION (MA EE) (2-YEAR) PART-I**ELIGIBILITY CONDITIONS**Pass in Bachelor's Degree examination of Kurukshetra University **OR** any other recognized University. Provided further that the candidates shall be required to pass both the parts of the course within four years from their admission to this course.**MEDIUM OF INSTRUCTIONS**

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

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

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

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

- Note: 1. 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
2. Translation work under Paper-IV(A) above to be submitted by **15 June, 2020** on a topic approved by the Course Coordinator.

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 PGDHR examinations within three years of their admission to the course shall deem to be unfit for the course at this University.

MEDIUM OF INSTRUCTIONS

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

COURSES OF STUDY AND SCHEMES OF EXAMINATIONS

PGDHR (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 12th/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

COURSES 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 12th/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

COURSES 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

- Note: (i) Candidates who are placed under compartment in the qualifying examination (Bachelor's degree or equivalent examination) **shall not be allowed admission to Previous/Part-I of any Master's degree or P.G. Diploma course even provisionally.** However, such candidates can seek admission to courses after passing the compartment subject in the supplementary examination to be held in **September 2019** but ordinarily up to such date as may be prescribed in the Prospectus with usual late fee provided that the PCP for the said course 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 to be held in **December 2019** 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
DISSERTATION/PROJECT
REPORT/FIELD WORK ETC.
-
(GUIDELINES AND SCHEDULE)

SECTION-VI

GUIDELINES AND SCHEDULE

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

Sr. No.	Name of the courses for which Dissertation/Project Report (PR)/ Sessional Work/ Field Work(FW)/ Assignments/ Translation Work (TW)/ Training Report (TR) etc. is/are required to be submitted and/or Training/Internship is to be completed	Date up to which approval of topic/Supervisor of Dissertation/PR/TW Name of the company for Training/ Internship etc. is ordinarily to be got approved from the Course Coordinator by submitting the relevant details on PROFORMA Annexed in this Prospectus.	Due date for submission of the Dissertation/PR/ FW/TW/TR/SW/ Assignments/ Internship Certificate/ etc. and No. of copies to be submitted	Eligibility conditions for appointment of Supervisor/ Status of organization for undergoing training/Internship after approval from the Course Coordinator
(I)	(II)	(III)	(IV)	(V)
1.	MBA PART- I (Six weeks On-the-practical training after 1 st year exam.) MBA PART- II (Training Report)	31st March 2020 Within 15 days of Admission OR upto 15th January 2020 whichever is later	28th Feb. 2021 (in MBA-II) (One copy) 28th Feb. 2020 (One copy)	A managerial personnel in the relevant filed of a Company or Corporation OR Agency. Training can be done in any industrial, commercial trading, undertaking etc. which may be from private/public OR corporate sector.
2.	MBA (HM) PART- I (Four week Practical Training after MBA (HM) PART - I) MBA (HM) PART - II (Practical Training in MBA (HM) PART-II)	31st March 2020 Within 15 days of Admission OR upto 15th January 2020 whichever is later.	28th Feb. 2021 in MBA (HM) Part-II (Two copies of Training Report) 28th Feb. 2020 (Two copies)	A managerial personnel in the relevant field of a Hotel/Travel Agency/Airlines/ or related organization. Practical Training can be done in a Hotel/Travel Agency/Airlines OR related organization to be approved by the Coordinator of the course. The concerned organization shall be 3 Star property and IATA approved in case of travel agency.
3.	LL.M. PART- II (Dissertation)	Within 15 days of Admission OR upto 15th January 2020 whichever is later.	31st March 2020 (One copy together with one copy of summary)	A teacher of Department of Law at this University OR at any other recognized University/Institution, who is either Ph.D. in Law OR has atleast FIVE years PG regular teaching experience to his credit.
4.	M.A. EDUCATION PART - II (Dissertation) Field Work	Within 15 days of admission OR upto 31st December 2019 whichever is later. During PCP	30th June 2020 (Two copies) 30th June 2020 (Two copies)	An approved/retired teacher of the University Teaching Department of Education of this University OR at any other University recognized by Kurukshetra University, Kurukshetra OR an approved/retired teacher of the Institute of Teacher Education affiliated with any University recognized by the Kurukshetra University, Kurukshetra having Ph.D (Education) OR 5 Years PG teaching experience in Education OR Experience of guiding research in education at doctoral level.
5.	PGDBA	Within 15 days of Admission OR upto 15th January 2020 whichever is later	30th April, 2020	Training can be done preferably in Business Analytics firm with turnover of at least Rs.2 Crore.

(I)	(II)	(III)	(IV)	(V)
6.	PGDEMM (Six week training)	Within 15 days of admission OR upto 15th January 2020 whichever is later	31st August 2020 (one copy)	A managerial personnel in the relevant field of a Company OR Corporation OR Agency. Training can be done in any industrial, commercial trading/undertaking etc. which may be from private, public OR corporate sector dealing with International Business
7.	PGDTX	Within 15 days of admission OR upto 15th January 2020 whichever is later	31.3.2020 (one copy)	For Organisation/Company: Department Head/Sr.Executive of the Organization. For CA Firm: Public/Private Ltd. Company Registered Firm under Partnership Act 1932/Registered Tax Practitioner etc. to learn tax procedures.
8.	PGDT(H/E) (Translation work)	Within 15 days of admission OR upto 15th January 2020 whichever is later	15th June 2020 (Two copies)	A teacher in Hindi/English of the University Teaching Department at this University OR at any other recognized University OR a teacher at any College/Institute affiliated with any university having FIVE years Postgraduate teaching experience.
9.	BA/B.Com./BCA PART-I (Practical Assignments on Field Work in the Subject of Environmental Studies)	-----	30th March 2020 (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 course Co-ordinator/Supervisor.

I. CAUTION:

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

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

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

Font for English and **KrutiDev** font for Hindi. The work should be brief and **precise**. The Dissertation/Project Report should be neatly typed and properly bound.

3. **Footnotes**, References should be given on each page OR at the end of each Chapter to acknowledge the works quoted/referred to in the Dissertation/Project Report.

4. **THE DISSERTATION/PROJECT REPORT SHOULD CONTAIN THE FOLLOWING:**

- (i) Cover page giving title of Dissertation/Project Report, particulars of the candidate, Name and address alongwith designation of the Supervisor, Course, DDE Ref. No./Examination Roll No. and Session etc.
- (ii) Copy of Proforma duly approved by the Course-Coordinator for the approval of Topic and Name of Supervisor.
- (iii) Certificate (in Original) from the Supervisor stating that the candidate has done independent and original work of required standard under his/her supervision.
- (iv) Certificate of declaration by the candidate that the Dissertation is his/her own ORIGINAL WORK and is the result of his/her own efforts.
- (v) Preface/Acknowledgment.
- (vi) Contents.
- (vii) List of Tables, Graphs, etc.

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

- (i) Introduction and Review of related literature pointing out gaps in the study with purpose and significance of the study.
- (ii) Objectives of the study.
- (iii) Research Methodology: techniques of data collection, Nature of data, use of quantitative techniques limitation of the study etc.
- (iv) Compilation, interpretations and Analysis of data.
- (v) Main findings/conclusion and suggestion for policy implication.
- (vi) Bibliography/References
- (vii) Annexures etc.

6. **IN CASE OF WRITING DISSERTATION OF LL.M. PART-II**, the candidates should prepare a chapter wise scheme on the topic of the Dissertation and it should broadly cover the followings:

- (i) Importance and Relevance of the study.
- (ii) Objectives of the study.
- (iii) Hypothesis of the study.
- (iv) Research Methodology.
- (v) Review of existing statutory Law and Case-Law.
- (vi) Conceptual framework covering important terms and their meaning etc.
- (vii) Analysis and interpretations.
- (viii) Findings and suggestions.
- (ix) List of cases.
- (x) Bibliography and Annexures etc.

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

1. Fill up the required proforma for getting the names of the organization approved from the course coordinator.
2. The official designation and signature alongwith the official stamp of the supervisor and the common seal of the company/Institution should be properly affixed in the said proforma.
3. The training must be related to area of course/programme.
4. Training supervisor should be managerial personnel in the relevant field.
5. The instructions given by the training Supervisor must be followed.
6. During the training period observe the rules and regulations of the Company/organization.

7. On the completion of the training period, obtain a 'CERTIFICATE OF TRAINING' on the letterhead of the Company. It should be signed and properly stamped by either the training Supervisor OR authorized signatory of the company.

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

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

2. TENTATIVE CHAPTER SCHEME OF TRAINING REPORT:

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

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

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

2. TENTATIVE SCHEME OF CHAPTERS OF TRANSLATION WORK:

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

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

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

Don't forget to check
the DDE Website
"ddekuk.ac.in"

SECTION-VII	SUBMISSION OF MIGRATION CERTIFICATE/AFFIDAVIT
SECTION-VIII	REFUND OF FEE
SECTION-IX	GENERAL INFORMATION ABOUT EXAMINATIONS
SECTION-X	INSTRUCTIONAL METHODOLOGY
SECTION-XI	CHANGE OF COURSE/SUBJECT/OPTION
SECTION-XII	FACILITIES AVAILABLE
SECTION-XIII	LIST OF HOLIDAYS 2019

SECTION-VII

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

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

OR

An Affidavit in lieu of Migration Certificate (strictly according to the Proforma given at the end of the Prospectus) to the effect that they are not appearing in any other examination from any other University/Board during the session 2019-20 simultaneously except in the examination(s) mentioned in the Important Instructions No.5 given in the beginning of the Prospectus. **THIS AFFIDAVIT MUST BE SENT ALONG WITH THE ADMISSION FORM FAILING WHICH THE ADMISSION FORM IS LIABLE TO BE REJECTED.** Submission of wrong affidavit will lead to cancellation of admission with no claim for refund of fees or restoration of candidature in the **subsequent session** and the candidate will have to bear all other consequences in this regard.

B. ISSUE OF MIGRATION CERTIFICATE

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

SECTION-VIII

REFUND OF FEE

I. REFUND OF FEES

a) If a candidate withdraws from the course/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 **30th June, 2020**, 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 **30th June, 2020** whichever is earlier with the approval of the Director.
- (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 30th June, 2020**, 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 June 2020**, whichever is earlier.
- (f) In case the request of a candidate for change of subject/course/option/revival of candidature is not acceded to for any reason whatsoever, the fee paid by him/her for change of subject/course/option/revival of candidature will be refunded after deducting 10% of the fee paid provided the request for refund is received within six months of conveying the rejection or upto **30th June,2020** whichever is earlier.
- (g) The Directorate would process the refund of fee after 30th June of the respective year, i.e. **after the last date for receipt of refund application in the office.**

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

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

Note: The decision of the Director of Distance Education regarding interpretation of 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

(a) The annual examination of undergraduate and post graduate courses will tentatively commence from 1st week of April, 2020 and 2nd week of May, 2020 respectively and the date of commencement of the annual examinations of one-year Certificate/Diploma/PG Diploma courses will tentatively be in the second week of May, 2019. These can, however, be extended under some compelling circumstances. Exact dates shall, however, be notified by the Controller of Examinations. No request for adjustment in dates of the University examination to suit the convenience of any person will be entertained.

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

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

(d) Evaluation for B.Ed. Course:

Theory: For theory courses, evaluation comprises following aspects:

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

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

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

(e) For B.Ed. Course - 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.

(f) ANNUAL EXAMINATION for B.Ed. Course

The examination will be held two times during the B.Ed. (2-Years) course at the end of each year in the month of May/June 2020 and May/June 2021:

First Year :	Theory Papers	:	I, II, III, IVA, IVB & VI
(May/June 2020)	Practical Papers	:	XII (EPC-1 & 3) & XIII School Teaching Practice Pedagogy-I
Second Year:	Theory Papers	:	V, VII,VIII, IX, X, XI
(May/June 2021)	Practical Papers	:	XII(EPC-2 and 4); XIII (School Teaching Practice Pedagogy-II

- (g) For Compartment cases of B.A./B.Com., the **Supplementary examination** shall ordinarily be held in the month of **September/October** or on such dates as may be fixed by the University. For eligible Re-appear cases of other courses, the Supplementary examination shall be held in the month of **November/December** or on such dates as may be fixed by the University. **The Roll number and date sheet for the Supplementary examinations shall be sent to the candidates concerned direct by the Examination Branches. No correspondence for Re-Appear Examinations will be entertained by the Directorate.**
- (h) **The candidates who apply for Re-appear/Supplementary Examination are advised to contact to the Examination Branches/Controller of Examinations directly for all kind of information related to Re-appear/Supplementary Examinations.**
- (i) **The candidates who apply for Re-evaluation/Re-checking of Answer Book(s) are advised to contact directly to the Assistant/Deputy Registrar (Re-evaluation), Examination Wing-I, K.U. Kurukshetra. There is no role of the Directorate and no correspondence will be entertained by the Directorate in this regard.**
- (j) All rules and regulations as contained in the Calendars of this University shall be applicable for matters not specifically covered in the Prospectus.

B. EXAMINATION CENTRES

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

WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY

(a) FOR UNDER-GRADUATE COURSES:

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

(b) FOR POST-GRADUATE COURSES:

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

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

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

Ambala Cantt./City, Karnal, Kurukshetra, Yamuna Nagar.

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

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

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

1. A student who has completed the prescribed course of instruction in the Directorate and other requirements such as payment of full fee, submission of required documents including Migration Certificate or affidavit as per annexure, attendance at PCP where compulsory, but does not appear in the examination, or having appeared fails or is placed under compartment/Reappear, may be allowed to appear/re-appear in the examination/paper(s) as the case may be, as an ex-student, without attending a fresh course of instruction, in the permissible chances within the maximum period prescribed in the relevant Ordinance for passing the

course.(For B.Ed. Course: While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s)/ practical(s) in which he/she has obtained at least 40% marks.)

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

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

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

Note: 1 The Bank Draft for the Examination Fee should be drawn in favour of Registrar, Kurukshetra University, payable at Kurukshetra.

2 The candidate must mention his/her name, father's name, address, class of exam. on the backside, left corner of the Bank Draft to avoid loss of the same.

3 Attested Examination Form may be submitted directly to the concerned Examination Branch.

In case of postal delay in getting exam Roll No., duplicate Roll No. can be had from Exam Branch through DDE,KUK.

SECTION-X**INSTRUCTIONAL METHODOLOGY****(a) STUDY MATERIAL**

- (i) Each course is divided into Lessons which are planned, developed, designed and prepared by the competent faculty members drawn from different Universities/Colleges/Institutions under the leadership of the Coordinator of various courses who are senior teachers of Kurukshetra University. **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.
- (ii) Discrepancy, if any, in the dispatch of **study material** should be brought to the notice of the Directorate immediately. If any student receives study material for wrong subject(s)/option(s), he/ she should return the same to the Directorate, while pointing out the discrepancy, to enable the Directorate to supply the correct study material immediately.
- (iii) **It is not obligatory to cover the complete syllabi in study material.** However, efforts will be made to cover up the deficiency in the study material, if any, due to delay in writing/updating or printing of the same, in the Personal Contact Programme to be arranged by the Directorate. **it will, however, not be accepted as basis for seeking postponement of the examination or refund/ adjustment of fee, etc.**

(b) PERSONAL CONTACT PROGRAMMES

1. The **instruction** through study material is supplemented by Personal Contact Programme (s) of one week to 24 days duration depending upon the course. This programme includes regular effective class-room teaching, practical, wherever applicable, face to face discussions, promoting thereby an interaction between the teachers and the taught. However, no PCP of a class/course may be conducted if the enrolment in that class/course is very small.
2. Interactive contact classes/Personal Contact Programme (PCP) will be organized for the students of B.Ed. (2-Years) course 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.
3. **This programme is for the benefit of the students and they are advised to participate in it regularly. However, 75% attendance for B.Ed. and 50% for other courses shall be compulsory to become eligible to appear in the examination.**
4. In exceptional cases, the Director may exempt any candidate from this condition of attending the PCP on valid reason to his satisfaction for which supporting documents like Medical Certificate, etc. may also be enclosed with the application for seeking exemption. In case PCP of any course is not held before the commencement of the University examination the same will not be the basis for withholding the candidates from appearing in the University Examination.
5. In case a candidate has not attended the Personal Contact Programme (Theory and Practical) and has also not been allowed exemption from attending the same, but he/she has already cleared all the dues of the Directorate and submitted all the required documents including the Migration Certificate or Affidavit as per

annexure before the commencement of the annual examination to be held in 2019-20 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme alongwith the students of next year i.e. 2020-2021, if PCP (Theory and Practical) are held for the students of the said session, on payment of an additional fee @ Rs.1000/- each for PCP Theory/Practical separately, by submitting the examination form and examination fees afresh to the Controller of Examinations.

Such a student will have to apply for attending the PCP etc., **before 30th September, 2020** to the Director on plain paper with requisite fee of Rs. 1000/- each indicating full particulars of his/her studentship in the Directorate during the previous session.

(c) TENTATIVE SCHEDULE AND LIST OF COLLEGES FOR PERSONAL CONTACT PROGRAMMES

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

(i) Undergraduate Programmes: The Directorate organizes Personal Contact Programmes for undergraduate programmes preferably **in the last week of December every year** in the affiliated Colleges. The tentative list of the Colleges where these programmes are organized is given hereunder:

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

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

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

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

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

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

SECTION-XI**CHANGE OF COURSE/SUBJECT/OPTION**

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

1	CHANGE OF SUBJECT/OPTION		
	<u>For all UG & PG Courses</u>		
	(i)	upto 31.12.2019	Rs.500/-
	(ii)	w.e.f. 01.01.2020 to 28.02.2020	Rs.1000/-
	(iii)	w.e.f. 01.03.2020 till 15 days before the commencement of respective examinations	Rs.2000/-

2	CHANGE OF COURSE/CLASS OF DIPLOMA/P.G. DIPLOMA/CERTIFICATE COURSE		
	(i)	upto 31.12.2019	Rs.1000/-
	(ii)	w.e.f. 01.01.2020 to 28.02.2020	Rs.1500/-
	(iii)	w.e.f. 01.03.2020 till 15 days before the commencement of respective examinations	Rs.2500/-

Note: 1. The students WHO WISH TO CHANGE THE COURSE 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 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 course in the Directorate and the concerned student would prepare himself/herself at his/her own level and the Directorate would not provide any study material for such paper/option.

- Note:**
- (i) While applying for change of course/subject/option, the students who have already received study material in the previous course/subject/option must return the same alongwith application for the change.
 - (ii) Difference of fee shall not be refunded if a student changes his/her course with higher rate of fees to a course with lower rate of fees.
 - (iii) The fee on account of change of course/class will be adjusted against the difference of fee already paid by the students for the subject with higher rate of fee.
 - (iv) If the course is changed with the higher rate of fees, the student will be required to pay difference of fee plus fee for the change of course.

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

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

The students may also discuss and get their problems solved in consultation with the teachers of the Directorate and/or the Course 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 choice of career and courses. Students can take full advantage of the facilities available at the Bureau.

SECTION-XIII**LIST OF HOLIDAYS 2019**

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

Sr. No.	Name of Holiday	Date	Days of Week
1	Shaheed Udham Singh Martyrdom Day	July,31	Wednesday
2	Id-ul-Juda (Bakrid)	August,12	Monday
3	Independence Day/ Raksha Bandhan	August,15	Thursday
4	Shaheedi Divas/Haryana Heroes Martyrdom Day	September,23	Monday
5	Mahatma Gandhi Jayanti	October, 02	Wednesday
6	Dussehra	October,08	Tuesday
7	Haryana Day	November, 01	Friday
8	Guru Nanak Jayanti	November,12	Tuesday
9	Christmas Day	December,25	Wednesday

HOLIDAYS (2020)

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2020**, the exact dates of which would be notified by the University later:

Guru Gobind Singh's Birthday, Republic Day, Basant Panchmi, Sir Chhotu Ram Jayanti, Guru Ravi Dass's Birthday, Maha Shivaratri, Holi, Shahidi Diwas of Bhagat Singh, Rajguru and Sukhdev, Ram Navami, Dr. B.R. Ambedkar Jayanti, Mahavir Jayanti, Lord Parshu Ram Jayanti, and (Exact Holidays for the year 2020 will, however, be notified later on).

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

BANK HOLIDAYS

The Oriental Bank of Commerce situated in the University will remain closed on All Sundays 2nd & 4th Saturdays, August 12, 15, October 2, 8, November 12, December 25, 2019. Bank transaction will also remain closed on April 1, 2020.

***ANNEXURE-I
TO
ANNEXURE-XIV
&
PERFORMA I/II
(FOR TOPIC APPROVAL)***

ANNEXURE-I

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

SUBJECT: BONAFIDE RESIDENTS OF HARYANA - GUIDELINES REGARDING.

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

Children/Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.

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

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, Batoi, Bhatoi, Bhambi,	16.	Dumna, Mahasha, Doom	17.	Gagra	18.	Gandhila, Gandil, Gondola
	Chamar-Rohidas,	19.	Kabirpanthi, Julaha	20.	Khatik	21.	Kori, Koli
	Jatav, Jatava, Ramdasia	22.	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						

ANNEXURE -III**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, Jhinwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bishti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faquir
22.	Gwaria, Gauria or Gwar	23.	Ghirath	24.	Ghasi, Ghasiara or Ghosi
25.	Gorkhas	26.	Gawala, Gowala	27.	Gadaria, Pal, Bagnel, Diaya
28.	Garhi –Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra- Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barahai, Baddi
31.	Joginath, Jogi, Nath, Yogi	32.	Kanjar or Kanchan	33.	Kurmi
34.	Kumhars, Prajapati	35.	Kamboj	36.	Kanghera
37.	Kuchband	38.	Labana	39.	Lakhera, Manihar, Kachera
40.	Lohar, Panchal-Brahamin	41.	Madri	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**SCHEDULED CASTE CERTIFICATE**

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 the _____ Caste/Tribe, which is recognized as a Schedule Caste/Schedule Tribe under the Constitution (Scheduled Caste) order, 1950.No.: _____

Place: _____

Signature with seal of Issuing Authority

Dated: _____

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

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

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000, No.213-SW(1)-2010 dated 31.08.2010, Haryana Govt. instructions No. 59 SW(1)-2013 dated 24.01.2013 and No.808-SW(1) dated 17.8.2016 and No.1282-SW(1) dated 28.8.2018.

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

No.: _____

Place: _____

Dated: _____

Signature with seal of Issuing Authority

Full Name: _____

Designation: _____

Address with Telephone No.

with code: _____

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

The affidavit should be of the month of May, 2019 or later.

ANNEXURE-VI**AFFIDAVIT**

(By the Parents of the Backward Class Category Candidates)

I _____ Father/Mother of _____ Resident of _____ seeking admission to _____ course in K.U. Kurukshetra do hereby solemnly affirm & declare that I belong to _____ caste which is included in the list of Backward Classes Block 'A'/'B' / _____ approved by the Haryana Govt. I further declare and affirm that I and my wife/husband are not covered under the criteria fixed by Haryana Govt. vide letter No. No. 1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000, No.22/22/2004-3GS-III dated 22.1.2009, No.213-SW(1)-2010 dated 31.08.2010, Haryana Govt. instructions No. 59 SW(1)-2013 dated 24.01.2013, No.808-SW(1) dated 17.8.2016 and No.1282-SW(1) dated 28.8.2018 and for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes Category.

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

DEPONENT

Dated:

Place:

VERIFICATION

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

DEPONENT

The affidavit should be of the month of May, 2019 or later.

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 _____.

No.: _____

Place: _____

Dated: _____

DEPUTY COMMISSIONER
of concerned District of Haryana
(Office Stamp)



ANNEXURE-IX

Applicable only for B.Ed students

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***

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities;
 - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. 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-X**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 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 _____

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

Case No. _____

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.

ANNEXURE-XI**AFFIDAVIT IN LIEU OF MIGRATION CERTIFICATE**

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

AFFIDAVIT

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

1. That I am appearing in _____ (*Name of the Course*) from Directorate of Distance Education, KUK and I am also appearing simultaneously in _____ (*Name of the Course*) from _____ (*Name of the University*) under Enrolment No./ DDE Ref. No. _____ during the current academic **session July 2019 as per provisions given in the DDE Prospectus at page1-2, Sr. No. 5 of Important Instructions.**

OR

That I am not appearing in any other examination from this University/any other University/Board during the **session July 2019** simultaneously with _____ (*Name of the Course*) 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 July 2019**.

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

DEPONENT

VERIFICATION

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

Place: _____

DEPONENT

Dated: _____

(TO BE ATTESTED BY THE NOTARY PUBLIC)

ANNEXURE-XII

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

TEACHING EXPERIENCE CERTIFICATE

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

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

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

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

Date: _____

Place: _____

Name _____

Designation _____

Address _____

IMPORTANT: CERTIFICATE WITH INCOMPLETE ENTRIES WILL BE REJECTED.

SELF DECLARATION BY THE STUDENT

(No affidavit required)

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

Declared this _____ day of _____ month of _____ 2019.

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 _____ 2019.

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 course.

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

PARTICULARS OF THE CANDIDATE:

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

Session: July 2019

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

(in Hindi) : _____

SIGNATURE OF THE STUDENT

Address: _____

Mob. No.: _____

Email: _____

Dated: _____

PARTICULARS OF THE SUPERVISOR:

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

(b) University/Institute where working: _____

CONSENT OF THE SUPERVISOR:

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

Dated: _____

SIGNATURE OF THE SUPERVISOR

(with office stamp, if any)

APPROVAL OF THE COURSE-COORDINATOR:

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

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

Dated: _____

Signature
(COURSE COORDINATOR)



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

PROFORMA-II

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

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

PARTICULARS OF THE CANDIDATE:

(a) Name/ Father Name _____ Course/Class: _____
 DDE Ref. No.: _____
 Year/Part(I/II/III): _____ **Session: July 2019**

(b) **Area of Training**(inEnglish) _____

 (in Hindi) _____

SIGNATURE OF THE STUDENT

Address: _____
 Mob. No.: _____
 Email: _____

Dated: _____

PARTICULARS OF THE SUPERVISOR:

(a) Name: _____ Designation: _____
 Qualifications: _____
 PostalAddress: _____

(b) Organization where working: _____

CONSENT OF THE SUPERVISOR:

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

Dated: _____ **SIGNATURE OF THE SUPERVISOR**
(with office stamp, if any)

DETAILS OF ESTABLISHMENT FOR TRAINING/INTERNSHIP:

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

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

Dated: _____ **SIGNATURE OF THE AUTHORIZED OFFICIAL**
with Stamp/seal

APPROVAL OF THE COURSE-COORDINATOR:

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

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

Dated: _____

Signature
(COURSE COORDINATOR)

Sr. No. _____

DDE Ref.No. _____

(To be assigned by the office)

**DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
ADMISSION FORM (Session July 2019)**

FORM 'A'

- 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 -84) with their forms for checking of their admission eligibility.**
- 2. The candidate must mention his/her Name, Father's Name, Address, Class on the back side, Left Corner of the Bank Drafts, failing which the Directorate shall not be responsible for the loss of Bank Drafts.**

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

Bank Draft No. _____ Dated _____

Amount Rs. _____

Name of Issuing Bank: _____

Details of Fee Deposited by Bank Voucher: _____

For Office Use

DDE Fee Receipt No. & Date _____

Fee Clerk _____

Fee Asstt. _____

Affix with gum
your latest
Passport size
Photograph duly
ATTESTED

Signature of the candidate

- Name (**INBLOCK LETTERS**) _____ 2. Date of Birth: _____
- Father's Name _____ 4. Mother's Name _____
- 4(a).K.U. Regn. No. _____ 4(b). Have you been issued Migration Certificate from K.U.? **Yes/No***
(if already registered with K.U.K.) (If Yes, affidavit as ANNEXURE at page-84 must be submitted)
- Indian/Foreigner* Haryana Resident/Other State* Gen/SC/ST/EWS/BC-A/BC-B/TG/DA/ESM/FF/Blind*
If Foreigner, Name of the Country Urban/Rural* Sex (M/F/ Transgender)*
- Postal Address _____
_____ Block _____ District _____ State _____
Pin _____ Mobile No.** _____ E-Mail _____
- Are you simultaneously appearing in any other examination? If so, indicate: Class/Exam. _____
Full Paper/Compt./Improvement _____ Exam Date _____
Number of Papers _____ University/Board _____
- Aadhar Number: _____
- Session of joining 1st year of the course _____
- Self/Ward/Spouse of KU regular employee*
- 11. Educational Qualifications**

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

*Tick whichever is applicable.

**Mobile No. is mandatory.

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

If so, give particulars:

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

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

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

Compulsory Subjects/Papers

Optional Subjects/Papers

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

14. Documents attached (**See Section I, Cl. 8, Pages 3-5 of the Prospectus**)

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

DECLARATION

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

Place _____

Countersigned

Date _____

Father/Guardian

Signature of the Candidate

FOR OFFICE USE

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

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

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

Clerk(DE)

Asstt.(DE)

Supdt.(DE)

DR/AR(DE)

14. 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 particulars 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

Signature of the Candidate

ATTESTATION

(To be attested by the Directorate only)

- (i) Certified that the candidate has passed the qualifying lower Examination..... for the above mentioned class under Exam Roll No..... DDE Ref. No..... in April/Sept, 20..... and is eligible to appear in the said exam.
- (ii) Certified that he/she was a bonafide student of this Directorate during the session..... to.....
- (iv) 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: _____ Father's Name: _____ Address: _____ Distt. _____ State _____ Pin Code _____ Mob.No. _____	Name of Class.....DDE Ref. No..... Name: _____ Father's Name: _____ Address: _____ Distt. _____ State _____ Mob.No. _____ Pin Code _____ - _____
---	--

DDE Ref. No.....

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

FOR STUDENT

Roll No.-cum- Admit Card

April/May, 2020

Name of Exam:

K.U. Regn. No.:

Name:

Father's Name: Sh.....

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

For office use only

Exam. Roll No.:

Centre of Exam:

Signature of Candidate:

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

Controller of Examinations

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

DDE Ref. No.....

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

FOR CENTRE SUPERINTENDENT

Roll No.-cum- Admit Card

April/May, 2020

Name of Exam:

K.U. Regn. No.:

Name:

Father's Name: Sh.....

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

For office use only

Exam. Roll No.:

Centre of Exam:

Signature of Candidate:

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

Controller of Examinations

DIRECTIONS FOR GUIDANCE OF THE CANDIDATES

Important Notes

1. This Roll Number (Admit Card) is NON-TRANSFERABLE.
2. The Roll Number (Admit Card) sent to students will be provisional and it is subject to final checking of eligibility etc.
3. Candidate must appear at the centre allotted to him/her unless otherwise specially ordered by the Controller of Examinations, K.U.K. For change of centre, apply at least 15 days before the date of commencement of examination on the prescribed form with the fee supported by the documentary proof of the ground due to which change 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

(ADDRESS TO BE FILLED IN BY THE CANDIDATES)

To

Postal
Stamp
Paste

_____ **PIN** _____

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

(ADDRESS TO BE FILLED IN BY THE CANDIDATES)

To

Postal
Stamp
Paste

_____ **PIN** _____

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

Acknowledgement Card - I

(To be sent with 1st Installment
of Fee when required by the Office)

No.DDE-IV/ _____

Dated: _____

Session: July 2019

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, 2nd Installment of fee
should reach this office by the due date.

Kurukshetra University,
Kurukshetra – 136 119

Assistant (Accounts)
for Director, DDE

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

Acknowledgement Card - II

(To be sent with 2nd Installment of
Fee) Session: July 2019

No.DDE-IV/ _____

Dated: _____

Fee of Rs. Sent vide B.D. No. Dated

(To be filled by the Student)

The 2nd 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

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



DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA

Identity Card (July 2019)

Provisional

**Unattested
Stamp Size
Photo paste
here**

.....
Student's Sign

Note: Students should fill in all the particulars except Ref. No.

Name:.....

Father's Name:.....

Mother's Name:.....

Class:.....

Ref. No.:.....

Postal Address:.....

.....

.....

Mob. No.:.....

Dy./Asstt. Registrar (DE)

INSTRUCTIONS

1. This card testifies the student's status as a student of Directorate of Distance Education in the Kurukshetra University, subject to confirmation of eligibility for the course.
2. This card is non-transferable. The student should carefully keep this card with him/her. It should be available with the student whenever he/she visits the Directorate office for any work for inspection when demanded by the Director or any other member of the staff authorized by the Director in that behalf.
3. The card should be carefully preserved, as no duplicate will be issued.
4. This card is valid for the session July 2019 only. It may be forfeited by the Directorate if the student is found guilty of misbehavior or when any disciplinary action is taken against him/her.

LIST OF COURSES

Total Courses: 40 (Total Classes: 68)

Sr. No. Name of Course

A. TRADITIONAL COURSES

- 1 Bachelor of Arts (General) (**BA**) 3-Year Part-I/II/III
- 2 Bachelor of Commerce (General) (**B.Com.**) 3-Year Part-I/II/III
- 3 M.A. in Hindi 2-Year Part-I/II
- 4 M.A. in English 2-Year Part-I/II
- 5 M.A. in Sanskrit 2-Year Part-I/II
- 6 M.A. in Panjabi 2-Year Part-I/II
- 7 M.A. in Political Sc. 2-Year Part-I/II
- 8 M.A. in Philosophy 2-Year Part-I/II
- 9 M.A. in Public Administration 2-Year Part-I/II
- 10 M.A. in History 2-Year Part-I/II
- 11 M.A. in Economics 2-Year Part-I/II
- 12 M.Sc. in Mathematics 2-Year Part-I/II
- 13 M.Sc. in Geography 2-Year Part-I/II
- 14 Master of Commerce (**M.Com.**) 2-Year Part-I/II

B. PROFESSIONAL COURSES

(I) COMPUTER/ IT COURSES

- 1 Certificate Course in Computer Applications (**CCA**) 1-Year
- 2 Bachelor of Computer Application (**BCA**) (3 Year) Part- I/II/III
- 3 Post Graduate Diploma in Computer Applications (**PGDCA**) 1-Year
- 4 M. Sc. in Computer Science Software (**M.Sc.CSS**) 2-Year Part-I/II
- 5 Master of Computer Applications (**MCA**) 3-Year Part-I/II/III

(II) COMMERCE & MANAGEMENT COURSES

- 1 Post Graduate Diploma in Export Marketing Management (**PGDEMM**) 1-Year
2. Post Graduate Diploma in Taxation (**PGDTX**) 1-Year
3. Post Graduate Diploma in Business Analytics (**PGDBA**) 1-Year
4. Master of Business Administration (**MBA**) 2-Year Part-I/II
5. Master of Business Administration in Hospitality Management (**MBA HM**) 2-Year Part-I/II

(III) LIBRARY AND INFORMATION SCIENCE COURSES

- 1 Diploma in Library & Information Science (**D. Lib.& Inf. Sc.**) 1-Year
- 2 Bachelor of Library & Information Science (**B. Lib.& Inf. Sc.**) 1-Year
- 3 Master of Library & Information Science (**M. Lib.& Inf. Sc.**) 1-Year

(IV) JOURNALISM & MASS COMMUNICATION COURSES

- 1 Post Graduate Diploma in Journalism and Mass Communication (**PGDJMC**) 1-Year
- 2 Master of Arts in Mass Communication (**MAMC**) 2-Year Part-I/II

(V) EDUCATION COURSES

- 1 Bachelor of Education (**B.Ed.**) 2-Year Part-I/II
- 2 Master of Arts in Education (**MA Edu.**) 2-Year Part-I/II

(VI) LAW COURSES

1. Post Graduate Diploma in Cyber Law & IPR (**PGDCL&IPR**) (1-Year)
2. LL.M. 2-Year Part-I/II

(VII) ENVIRONMENTAL EDUCATION COURSES

- 1 Post Graduate Diploma in Environmental Education (**PGDEE**) 1-Year
- 2 Master of Arts in Environmental Education (**MA EE**) 2-Year Part-I/II

C. VALUE ADDED COURSES

- 1 Certificate Course in Urdu (**CCU**) 1-Year
2. Diploma in Gita (**DIG**) 1-Year
3. Diploma in Yoga (**DIY**) 1-Year
4. Post Graduate Diploma in Translation (Hindi/English) (**PGDT- H/E**) 1-Year
5. Post Graduate Diploma in Human Rights (**PGDHR**) 1-Year



“ Stay connected to DDE through SMS facility for alerts on PCP Schedule, Examination Date-sheet, Admit cards, Viva-voce and any kind of information/ discrepancy. Provide your correct Mobile Number in Application Form. ”

“ You can download the DDE Mobile App available at Google Play Store and DDE Website www.ddekuk.ac.in for getting alerts on PCP Schedule, Examination Date-sheet, Admit cards, Viva-voce etc. ”



Directorate of Distance Education

Kurukshetra University, Kurukshetra

Price:

For General Category

Rs. 600/- at KUK Counter

Rs. 650/- by Regd./Speed Post

Rs. 500/- If admission is Online

For SC/BC/Blind Candidates of Haryana Only

Rs. 150/- at KUK Counter

Rs. 200/- by Regd./Speed Post

Rs. 125/- If admission is Online