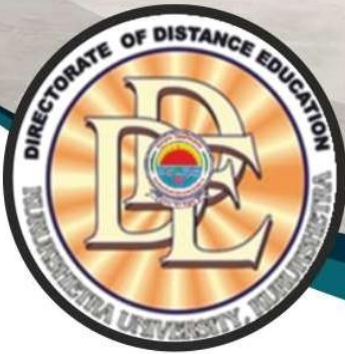


# PROSPECTUS

ODL COURSES-2024

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



**CENTRE FOR DISTANCE & ONLINE EDUCATION**

**Kurukshetra University, Kurukshetra**

(Established by the State Legislature Act-XII of 1956

("A+ " Grade, NAAC Accredited)

Category-I University under UGC Categorization of Universities

for Grant of Graded Autonomy) Regulations, 2018.

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

## Vision of the University

Be globally acknowledged as a distinguished centre of academic excellence.

## Mission of the University

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



## Vision of the Directorate

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

*An Autonomous Institution of the University Grants Commission*

# *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Kurukshetra University*

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

*Date : October 30, 2017*



*D. Singh*  
Director



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



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

## **MESSAGE**


Kurukshetra University is the oldest University of Haryana. It is pioneer in many areas such as making education available in different formats, consistent innovation, and student friendly interface. It is an accredited ‘A+’ Institution by NAAC and is listed in Category-I under UGC (Categorization of Universities for grant of graded Autonomy) Regulations 2018. Its Centre for Distance and Online Education (CDOE) follows the university vision of academic excellence and is making all endeavors to provide quality education to its learners through Open and Distance Learning (ODL) and Online modes.

The CDOE is aligning all its programmes at par with regular programmes of the university to allow seamless mobility across regular, ODL and Online modes along with adopting curriculum as per National Education Policy (NEP 2020). The other choices available to students are; Dual degree options and a blend of professional & traditional courses. A good number of programmes in CDOE are targeted for lifelong learning and include language programmes, yoga, Gita and many other short-term certificates. The students’ friendly initiatives of CDOE in the last decade, such as, updated study material, offering links to open access material, online admissions, online fee gateway, SMS & E-mail services, incentivizing girl students by offering tuition fee concession and many more have been taken well by the learners.

In January 2022, CDOE introduced UGC-DEB approved online degree programmes i.e. B.A., B. Com, M. Com & M.A. (Mass Comm) along with some certificate and diploma level courses in foreign languages and technology area in accordance with Technology Mission of India. It started BBA, MBA and MCA programmes in July 2022. The online programmes of CDOE are reaching global learners and Indian learners in the different parts of country.

CDOE is well recognized for its initiatives and has been conferred ‘CSR Top Institutes of India Award’ by Competition Success Review Magazine for the year 2018, 2019 & 2023. For excellence in higher education, it has received ‘Making India Employable’ award from Make India Employable in 2023. CDOE provides opportunities for all types of learners, and I welcome you to pursue full degrees, additional degrees, value enhancement and skill-based programmes.

I wish you all success in your chosen area of studies and a bright future.

  
**(Som Nath)**

## From the Director's Desk



**CENTRE FOR DISTANCE & ONLINE EDUCATION**  
**Kurukshetra University, Kurukshetra**  
**(Established by the State Legislature Act XII of 1956)**  
**('A+' Grade, NAAC Accredited)**

**Prof. Manjula Chaudhary**  
**Director**

### ***MESSAGE***

Centre For Distance and Online Education (CDOE), Kurukshetra University, Kurukshetra is an institution with a difference. It provides quality education with an aim to create bright thinking minds who can live up to the motto of our university which is "Perform Actions while Steadfasting in the State of Yoga". With the vision of providing accessible, affordable and quality education to learners, I invite all the learners to take admission to the Centre For Distance And Online Education in ODL and ONLINE programmes for the Admissions 2024.

The CDOE has a legacy of providing relevant education in conformation with contemporary needs and vitalities affirming quality and excellence with a student strength of about 15 thousand. In July 2024 session, it is offering 42 traditional and professional programmes through ODL mode at UG and PG, Diploma and Certificate levels. The number of programmes offered through Online mode are 19 and cover the areas of foreign languages and diploma and certificate level courses in Data Analytics, Cyber Security, IoT, Cloud Computing, Block Chain, Full Stack and AI and ML etc. CDOE makes every possible effort to offer a wide selection of programmes to its learners.

The CDOE has evolved with time and has modernized its operations by creating an effective student portal to cater to the needs of students through the Integrated University Management System. It has 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 also made available on the CDOE website. CDOE has been arranging Personal Contact Programmes for all ODL students by the expert teachers for broad coverage of syllabi, discussion, guidance and students' query handling. The facility of Online live lectures is available to Online programme students.

We at CDOE invite all learners to join our programmes in their lives journey. My endeavor will always be to continuously strive for excellence and steer the CDOE towards a preferred choice of our learners.

Wish you all a very successful learning pursuit.

  
**(Manjula Chaudhary)**

## HON'BLE CHANCELLOR

Shri Bandaru Dattatreya  
Governor, Haryana

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

### CENTRE FOR DISTANCE AND ONLINE EDUCATION

<b>DIRECTOR</b>	<b>Prof. Manjula Chaudhary</b> Ph.D (Management)	01744-238628
-----------------	---	--------------

### FACULTY OF THE DIRECOTRATE

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---	---------	--

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- 5. Dr. Jyoti** Public Admn.  
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JRF(Pub-Admn), B. Ed.,  
M.A(Edn.), M.A(Pol. Sc.)  
PG Dip in Criminology and Forensic Sc.

### Floating Faculty

- 1. Dr. (Mrs.) G. Ponmeni** Education  
M.Sc, M. Ed., M. Phil., M. Lib. Sc.,  
Ph. D

## ADMINISTRATIVE OFFICERS

### DEPUTY REGISTRAR

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

### **SUPERINTENDENTS**

1. Sh. Gulshan Dua, M.A. (Pub. Adm.)	01744-238189(O)	2588(O)
2. Smt. Seema Rani, M. Sc(CS), MCA	01744-238196 (O)	2589(O)

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

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

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

**DIRECTOR  
CENTRE FOR DISTANCE & ONLINE EDUCATION,  
KURUKSHETRA UNIVERSITY,  
KURUKSHETRA – 136 119 (HARYANA)**

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



## INTRODUCTION

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

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

### THE CENTRE FOR DISTANCE & ONLINE EDUCATION

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

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

The Centre For Distance And Online Education has its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) for Online admission and other enquiries. The study material of various courses offered by the Centre For Distance And Online Education is being made available Online in the form of books.

The Centre for Online and Distance Learning has received numerous awards for excellence as well CDOE has received several accolades, including the Making India Employable Award in 2023, the CSR Top University of India award in 2023, the CSR Top Institute of India Award in 2018, and the CSR Top Institute of India Award in 2019.

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**PART-I**  
**SCHEDULE OF ADMISSIONS & FEE**

### Schedule of Dates of Admission

- (A) For Fresh Students :** As per Flexi Fee Framework Admissions are open round the year for new students in 1<sup>st</sup> (first) year of the various ODL Programmes to be offered by Centre for Distance & Online Education for January & July, 2024 session.
- (B) For Continuing Students :** Fee Schedule of receipt of fees for continuing students of PG/UG ODL Programs for January & July, 2024 session is as follows.

	<b>January 2024 Session</b>	<b>July, 2024 Session</b>
a) Without Late Fee	30.04.2024 (Tuesday)	31.10.2024 (Thursday)
b) With Late Fee of Rs.500/-	31.05.2024 (Friday)	29.11.2024 (Friday)
c) With Late Fee of Rs.1000/-	28.06.2024 (Friday)	31.12.2024 (Tuesday)
d) With Late Fee of Rs.2000/-* (For All Master Degrees and All UG/PG/Diplomas except MBA-I, MCA-I)	31-07-2024	31-01-2025
e) With Late Fee of Rs.3000/-* (For all UG/PG programmes except MBA-I, MCA-I & B.Ed.-I)	30-08-2024	28-02-2025
f) With Late Fee of Rs.5000/-* (For all PG programmes except MBA-I, MCA-I & B.Ed.-I)	30-09-2024	31-03-2025

\* (include late examination fee)

**If last date is holiday, next working day will be treated as last date.**

**Fee schedule for Semester system continuing students session July, 2023 of ODL Programmes of 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.**

	<i>Proposed for 2<sup>nd</sup> Semester</i>	<i>Proposed for 3<sup>rd</sup> Semester</i>	<i>Proposed for 4<sup>th</sup> Semester</i>
a) Without Late Fee	29.03.2024 (Friday)	30.09.2024 (Monday)	31.03.2025 (Monday)
b) With Late Fee of Rs.1000/-	30.04.2024 (Tuesday)	31.10.2024 (Thursday)	30.04.2025 (Wednesday)
c) With Late Fee of Rs.2000/-	w.e.f. 01.05.2024 till 15 days before the commencement of respective exams.	w.e.f. 01.11.2024 till 15 days before the commencement of respective exams.	w.e.f. 01.05.2025 till 15 days before the commencement of respective exams.

\* (include late examination fee)

**If last date is holiday, next working day will be treated as last date.**

**Fee schedule for Semester system continuing students session January, 2024 of ODL Programs of 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.**

	<b>Proposed for 2<sup>nd</sup> Semester</b>	<b>Proposed for 3<sup>rd</sup> Semester</b>	<b>Proposed for 4<sup>th</sup> Semester</b>
a) <i>Without Late Fee</i>	30.09.2024 (Monday)	31.03.2025 (Monday)	30.09.2025 (Tuesday)
b) <i>With Late Fee of Rs.1000/-</i>	31.10.2024 (Thursday)	30.04.2025 (Wednesday)	31.10.2025 (Friday)
c) <i>With Late Fee of Rs.2000/-</i>	w.e.f. 01.11.2024 till 15 days before the commencement of respective exams.	w.e.f. 01.05.2025 till 15 days before commencement of res exams.	w.e.f. 01.11.2025 till 15 days before Commencement of res exams.

\* (include late examination fee)

If last date is holiday, next working day will be treated as last date.

**Schedule of Admission in MBA-Ist and MCA-Ist (ODL Programmes), distribution of seats for both the sessions i.e. January & July, 2024.**

<b>January 2024</b>	<b>July 2024</b>	<b>Remarks</b>
<p><i>Applications for admissions are open round the year as per Flexi Fee Framework. However fees will apply from the date of offer of admission.</i></p> <p><i>Last date for admission will be 15.02.2024.</i></p>	<p><i>Applications for admissions are open round the year as per Flexi Fee Framework.</i></p> <p><i>Last date for admission will be 14-08-2024</i></p>	<p><i>The admission in January, 2024 will be made on merit basis and the left over seats will be filled in July, 2024 session on the same criteria.</i></p>

Merit List of Eligible candidates will be prepared as per "Distribution of seats and Guidelines for Reservation" available in the booklet "HandBook of Information 2023" of the Kurukshetra University Kurukshetra. Dates may be changed as per UGC-DEB notification from time to time.

**Dates for payment of 2<sup>nd</sup> Installment of fee & schedule for various ODL programmes.**

<i>All UG/PG/Diploma Programmes run through ODL mode</i>	<b>January, 2024</b>	
	<i>Without Late Fee</i>	<i>With late fee of Rs.1000/-</i>
	30.06.2024	1.7.2024 upto the commencement of respective Exams.
	<b>July, 2024</b>	
	<i>Without Late Fee</i>	<i>With late fee of Rs.1000/-</i>
	31.12.2024	1.1.2025 upto the commencement of respective Exams.

**Schedule of Admission in B.Ed. (2-years) Part-I ODL Program for the sessions  
January & July, 2024.**

<b>January 2024</b>	<b>July 2024</b>
<p><i>Applications for admissions are open round the year as per Flexi Fee Framework.</i></p> <p><i>Last date: 15-02-2024 (Wednesday)</i></p> <p><i>Merit List of Eligible candidates of B.Ed.-I will be uploaded on CDOE Website on 20-02-2024.</i></p>	<p><i>Applications for admissions are open round the year as per Flexi Fee Framework.</i></p> <p><i>Last date: 14-08-2024 (Wednesday)</i></p> <p><i>Merit List of Eligible candidates of B.Ed.-I will be uploaded on CDOE Website on 20-08-2024.</i></p>

*The admission in January, 2024 will be made on merit basis and the left over seats will be filled in July, 2024 session on the same criteria. Merit list will be prepared as per guidelines of NCTE and Dates may be changed as per UGC-DEB notification from time to time.*

**For Enquiry Contact**

01744-238518(CDOE Enquiry

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01744-238628, 01744-238385 (Deputy Registrar)

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



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

[vc\\_kuk](#)



**TABLE-I**  
**LIST OF PROGRAMMES & SCHEDULE OF RECEIPT OF APPLICATION FEES**  
**AS PER FLEXI FEES FRAMEWORK(PER ANNUM) : JANUARY, 2024 SESSION**

Name Of Course	November	December	January	February	March #
B.A. (General) (3-Yrs) Part-I	5200	5500	<b>5800</b>	6000	6300
B.Com. (General) (3-Year) Part-I	5700	6000	<b>6400</b>	6700	7000
M.A. (2-Year) in Hindi. Part-I	7900	8300	<b>8800</b>	9200	9600
M.A. (2-Year) in English, Part-I	7900	8300	<b>8800</b>	9200	9600
M.A. (2-Year) in Pol. Science. Part-I	7900	8300	<b>8800</b>	9200	9600
M.A. (2-Year) in History Part-I	7900	8300	<b>8800</b>	9200	9600
M.A. (2-Year) in Economics Part-I	7900	8300	<b>8800</b>	9200	9600
M.Sc. (2-Year) in Mathematics Part-I	7900	8300	<b>8800</b>	9200	9600
M.Sc. (2-Year) in Geography Part-I	7900	8300	<b>8800</b>	9200	9600
Master of Commerce Part-I	9300	9800	<b>10400</b>	10900	11400
Bachelor of Computer Application(3-Year) Part-I	13100	13800	<b>14600</b>	15300	16000
P.G. Dip. in Computer Application (1-Year)	15800	16700	<b>17600</b>	18400	19300
M.C.A. (2 year) Part I(Semester System)	15800	16700	<b>17600</b>	18400	19300
M.B.A. (2-Year) Part-I(Semester System)	24300	25600	<b>27000</b>	28300	29700
Bachelor of Library & Information Sc. (1-Year)	9300	9800	<b>10400</b>	10900	11400
B.Ed. (2-Year) Part-I	30000	31700	<b>33400</b>	35000	36700
Diploma in Yoga (1-year)	5500	5800	<b>6200</b>	6500	6800
Introductory Level Programme in Bhagavad Gita (Sixty Hours Duration) (Through ISCKON)	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>

# Admission for July/January session till respective cut-off dates announced by UGC-DEB from time to time.

\* Date of admission will be considered when the fee is actually credited into the CDOE account.

\*\* However if the cut-off date of the session is extended by DEB beyond March / October then fees prevailing in March / October will remain operative till the closure dates.

**TABLE-II**  
**LIST OF PROGRAMMES & SCHEDULE OF RECEIPT OF APPLICATION FEES**  
**AS PER FLEXI FEES FRAMEWORK(PER ANNUM) : JULY, 2024 SESSION**

Name Of Course	April	May	June	July	August	September	October #
B.A. (General) 3- Yrs Part-I	4900	5200	5500	<b>5800</b>	6000	6300	6600
B.Com. (General) 3-Yrs Part-I	5400	5700	6000	<b>6400</b>	6700	7000	7300
M.A. (2-Year) in Sanskrit Part-I	5600	5900	6200	<b>6600</b>	6900	7200	7500
M.A. (2-Year) in Philosophy Part-I	5600	5900	6200	<b>6600</b>	6900	7200	7500
M.A. (2-Year) in Panjabi Part-I	5600	5900	6200	<b>6600</b>	6900	7200	7500
M.A. (2-Year) in Hindi Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. (2-Year) in English Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. (2-Year) in Pol. Science. Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. in Women Studies- 2 Year Part-I (in Semester System)	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. in Sociology- 2 Year Part-I (in Semester System)	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. (2-Year) in Public Admin Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. (2-Year) in History Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.A. (2-Year) in Economics Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.Sc. (2-Year) in Mathematics Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
M.Sc. (2-Year) in Geography Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
Master of Commerce Part-I	8800	9300	9800	<b>10400</b>	10900	11400	11900
Certificate Programme in Computer Application (1-Year)	7600	8100	8500	<b>9000</b>	9400	9900	10300
Bachelor of Computer Application Part-I	12400	13100	13800	<b>14600</b>	15300	16000	16700
P.G. Dip. in Computer Application (1-Year)	14900	15800	16700	<b>17600</b>	18400	19300	20200
M.Sc. Computer Science (Software) Part-I	14900	15800	16700	<b>17600</b>	18400	19300	20200
M.C.A. (2 year) Part I(Semester System)	14900	15800	16700	<b>17600</b>	18400	19300	20200
Advanced Graduate Dip. in Export Marketing Mgt. (1Year)	6900	7300	7700	<b>8200</b>	8600	9000	9400
Advanced Graduate Diploma in Taxation (1Year)	17500	18500	19500	<b>20600</b>	21600	22600	23600
Advanced Graduate Diploma in Business Analytics(1Year)	17500	18500	19500	<b>20600</b>	21600	22600	23600
M.B.A. (2-Year) Part-I(Semester System)	22900	24300	25600	<b>27000</b>	28300	29700	31000
Diploma in Library & Information Sc.(1-Year)	8800	9300	9800	<b>10400</b>	10900	11400	11900
Bachelor of Library & Information Sc. (1-Year)	8800	9300	9800	<b>10400</b>	10900	11400	11900
Master of Library & Information Sc.(1-Year)	9800	10400	11000	<b>11600</b>	12100	12700	13300



**FLEXI FEES FRAMEWORK (PER ANNUM) : JULY, 2024 SESSION**  
**SCHEDULE OF RECEIPT OF APPLICATION FEES(CONT'D....)**

Name of the Programme	April	May	June	July	August	September	October #
Advanced Graduate Diploma in Journalism & Mass Comm. (1-Year)	8800	9300	9800	<b>10400</b>	10900	11400	11900
Master of Arts in Mass Communication Part-I	8800	9300	9800	<b>10400</b>	10900	11400	11900
B.Ed. (2-Year) Part-I	29300	30000	31700	<b>33400</b>	35000	36700	38400
Master of Arts in Education (2-Year) Part-I	14900	15800	16700	<b>17600</b>	18400	19300	20200
Advanced Graduate Diploma in Cyber Law & IPR	9800	10400	11000	<b>11600</b>	12100	12700	13300
Advanced Graduate Diploma in Environmental Education (1-Year)	7400	7900	8300	<b>8800</b>	9200	9600	10100
Master of Arts in Environmental Education (2-Year)Part-I	7400	7900	8300	<b>8800</b>	9200	9600	10100
Certificate Programme in Urdu (1-Year)	3200	3400	3600	<b>3800</b>	3900	4100	4300
Diploma in Yoga (1-year)	5200	5500	5800	<b>6200</b>	6500	6800	7100
Diploma in Gita (1-year)	5100	5400	5700	<b>6000</b>	6300	6600	6900
Advanced Graduate Diploma in Translation(Hindi/Eng.) (1- Year)	5100	5400	5700	<b>6000</b>	6300	6600	6900
Advanced Graduate Diploma in Human Rights (1-year)	9000	9500	10000	<b>10600</b>	11100	11600	12100

- # Admission for July/January session till respective cut-off dates announced by UGC-DEB from time to time.  
\* Date of admission will be considered when the fee is actually credited into the CDOE account.  
\*\* However if the cut-off date of the session is extended by DEB beyond March / October then fees prevailing in March / October will remain operative till the closure dates.

**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.

- Fees mentioned above are charged per year and can be paid in one time/two installments.
- The Students may pay Rs. 1000/- as Alumni Life Time Membership Fee, if interested.
- No separate intimation will be sent for payment of 2<sup>nd</sup> installment or any other balance of fee.
- The students of programmes having 2-years and 3-years duration enrolled with this Center for the session Jan/July 2023 and have appeared in the examinations but could not clear 50% papers of Part-I and Part-II examinations may also be provisionally allowed to join Part-II and Part-III of the concerned programmes in Jan/July 2024 session by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to their clearing the remaining papers of Part-I and Part-II examinations in the permissible number of chances.
- Additional fees such as late admission fee, late examination fee, etc., wherever applicable are required to be paid along with the 1<sup>st</sup> installment.
- FEE SHALL BE CHARGED SEPARATELY FOR EACH PART/YEAR OF THE PROGRAMME. From the session January, 2024 the students admitted in the first year, will be promoted to next higher class and no fresh admission will be needed.
- The Blind students of Haryana residence may, on an application be granted Full Tuition Fee Concession. In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time. The details are available at Part-II of this Prospectus.

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

Sr. No.	Name of Programme	Fee in US \$ Per Annum
1	B.A. (General) (3-Year) Part-I/II/III	1000
2	B.Com. (General) (3-Year) Part-I/II/III	1000
3	M.A. Hindi Part-I/II	2000
4	M.A. English Part-I/II	2000
5	M.A. Sanskrit Part-I/II	2000
6	M.A. Panjabi Part-I/II	2000
7	M.A. Political Sc. Part-I/II	2000
8	M.A. Philosophy, Part-I/II	2000
9	M.A. Public Admn. Part-I/II	2000
10	M.A. History Part-I/II	2000
11	M.A. Sociology Part-I/II	2000
12	M.A. Women Studies Part-I/II	2000
13	M.A. Economics Part-I/II	2000
14	M.Sc. Mathematics Part-I/II	2000
15	M.Sc. Geography Part-I/II	2000
16	M. Com.Part-I/II	2000
<b>PROFESSIONAL PROGRAMMES</b>		
<b>(I)</b>	<b>COMPUTER/ IT PROGRAMMES</b>	
1	C.C.A.	1000
2	B.C.A. Part-I/II/III	2000
3	P.G. D.C.A	2000
4	M.Sc. C.S.(SW) Part-I/II	2000
5	M.C.A. (2 year) Part-I (New Semester System)/II	2000
<b>(II)</b>	<b>COMMERCE &amp; MANAGEMENT PROGRAMMES</b>	
1	Advanced Graduate D.E.M.M.	1000
2	Advanced Graduate Diploma in Taxation	2000
3	Advanced Graduate Diploma in Business Analytics	2000
4	M.B.A. Part-I(New Semester System)/II	2000
<b>(III)</b>	<b>LIBRARY AND INFORMATION SCIENCE PROGRAMMES</b>	
1	D. Lib.Sc.	1000
2	B. Lib.Sc.	1000
3	M. Lib.Sc.	2000
<b>(IV)</b>	<b>JOURNALISM &amp; MASS COMMUNICATION PROGRAMMES</b>	
1	Advanced Graduate D.J.M.C.	1000
2	M.A M.C. Part-I/II	2000
<b>(V)</b>	<b>EDUCATION PROGRAMMES</b>	
1	M. A. Edu. Part-I/II	2000
<b>(VI)</b>	<b>LAW PROGRAMME</b>	
1	Advanced Graduate Diploma in Cyber Law & IPR	2000
<b>(VII)</b>	<b>ENVIRONMENTAL EDUCATION PROGRAMMES</b>	
1	Advanced Graduate D.E.E.	1000
2	M.A. E.E.Part-I/II	2000
<b>(VIII)</b>	<b>VALUE ADDED PROGRAMMES</b>	
1	C.C.U.	1000
2	Diploma in Yoga	1000
3	Diploma in Gita	1000
4	Advanced Graduate D.T.(H/E)	1000
5	Advanced Graduate Diploma in Human Rights	2000

## **CHANGE OF PROGRAMME/SESSION & SUBJECT/OPTION**

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

<b>January, 2024 Session (For All UG &amp; PG Courses)</b>		<b>July, 2024 Session (For All UG &amp; PG Courses)</b>	
<i>upto 30.06.2024</i>	<i>Rs.1000/-</i>	<i>upto 31.12.2024</i>	<i>Rs.1000/-</i>
<i>w.e.f.01.07.2024 to 30.08.2024</i>	<i>Rs.1,500/-</i>	<i>w.e.f.01.01.2025 to 28.02.2025</i>	<i>Rs.1,500/-</i>
<i>w.e.f. 01.09.2024 till 15 days before the commencement of respective examinations</i>	<i>Rs.2,500/-</i>	<i>w.e.f. 01.03.2025 till 15 days before the commencement of respective examinations</i>	<i>Rs.2,500/-</i>

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

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

**Note:1. While applying for change of programme/session/subject/option, the students who have already received study material in the previous programme/session/Subject/option must return the same along with application for the change.**

2. Difference of fee shall be adjusted if a student changes his/her programme with higher rate of fees to a programme with lower rate of fees if the programme duration is more than two years.

3. The fee on account of change of programme /class will be adjusted against the difference of fee already paid by the students for the subject with higher rate of fee.

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

## GUIDELINES AND SCHEDULE

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

Sr . No.	Name of the programmes for which	Date up to which approval of topic/Supervisor of	Due date for submission of the	Eligibility conditions for appointment of Supervisor
(I)	(II)	(III)	(IV)	(V)
1	<p><b>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</b></p> <p><b>MBA PART- I</b> (Six weeks On-the-practical training after 1<sup>st</sup> year exam)</p> <p><b>MBA PART-II</b> (Training Report)</p>	<p><b>30<sup>th</sup> Sep, 2024</b></p> <p>Within 15 days of Admission OR</p> <p><b>upto 15<sup>th</sup> July, 2024</b> whichever is later</p>	<p><b>30<sup>th</sup> August, 2024</b> (in MBA-II) (One copy)</p> <p><b>30<sup>th</sup> August, 2024</b> (One copy)</p>	<p><b>/ Status of organization for undergoing training/Internship after approval from the Programme Coordinator</b></p> <p>A managerial personnel in the relevant field of a Company or Corporation OR Agency.</p> <p>Training can be done in any industrial, commercial trading, undertaking etc. which may be from private/public OR corporate sector.</p>
2	<p><b>M.A. EDUCATION - II</b> (Dissertation)</p> <p>Field Work</p>	<p>Within 15 days of admission</p> <p>OR</p> <p><b>upto 30<sup>th</sup> June, 2024</b></p> <p>which ever is later. During PCP</p>	<p><b>30<sup>th</sup> Dec., 2024</b> (Two copies)</p> <p><b>30<sup>th</sup> Dec., 2024</b> (Two copies)</p>	<p>An approved/retired teacher of the University Teaching Department of Education of this University OR at any other University OR an approved/retired teacher of the Institute of Teacher Education affiliated with any University recognized by the Kurukshetra University, Kurukshetra having Ph.D (Education) OR 5 Years PG teaching experience in Education OR Experience of guiding research in education at doctoral level.</p>
3	<b>PGDBA</b>	<p>Within 15 days of Admission OR</p> <p><b>upto 15<sup>th</sup> July 2024</b> whichever is later</p>	<b>30<sup>th</sup> Sept., 2024</b>	<p>Training can be done preferably in Business Analytics firm with turnover of at least Rs. 2 Crore.</p>
4	<b>PGDEMM</b> (Six week training)	<p>Within 15 days of admission</p> <p>OR</p> <p><b>upto 15<sup>th</sup> July, 2024</b> whichever is later</p>	<b>28<sup>th</sup> Feb., 2025</b> (one copy)	<p>A managerial personnel in the relevant field of a Company OR Corporation OR Agency.</p> <p>Training can be done in any industrial, commercial trading/ undertaking etc. which may be from private, public OR corporate sector dealing with International Business</p>

Sr. No.	Name of the programmes 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 Prog Coordinator by submitting the relevant details on <b>Proforma Annexed in this Prospectus.</b>	Due date for submission of the Dissertation/PR/FW/ TW/TR/SW/Assignmen ts/ 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 Programme Coordinator
(I)	(II)	(III)	(IV)	(V)
5	<b>PGDTX</b>	Within 15 days of admission  OR  <b>upto 15<sup>th</sup> July 2024</b> whichever is later	<b>30<sup>th</sup> Sept., 2024</b> <b>(one copy)</b>	<b>For Organisation/Company:</b>  Department Head/Sr. Executive of the Organization. <b>For CA Firm:</b> Public/Private Ltd. Company Regd. Firm under Partnership Act 1932/ Registered Tax Practitioner etc to learn tax Procedures.
6	<b>PGDT(H/E)</b> (Translation work)	Within 15 days of admission  OR  <b>upto 15<sup>th</sup> July 2024</b> whichever is later	<b>15<sup>th</sup> Dec. 2024</b> (Two copies)	A teacher in Hindi/English of the University Teaching Department at this University <b>OR</b> at any other recognized University <b>OR</b> a teacher at any College/ Institute affiliated with any university having FIVE years Postgraduate teaching experience.
7	<b>BA/B.Com./BCA PART-I</b> (Practical Assignments on Field Work in the Subject of <b>Environmental Studies</b> )		<b>30<sup>th</sup> Sept. 2024</b> (One copy of around 20 pages neatly written or typed)	

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

**CAUTION:**

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

**PART-II**  
**(STANDING INSTRUCTIONS)**



## SECTION – I IMPORTANT INSTRUCTIONS

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

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

(c) The date of receipt of fee or any other document will be considered the date on which the same is received in the Directorate of Distance Education, K.U. Kurukshetra. After deposit of fees online, the student has to verify the same through his/her login id so that the same is reflected in their accounts. The Directorate will not be responsible for failure on the part of the postal/courier/Uploading services for non-receipt or late delivery of any document or dues to be deposited by a student.

(d) This Center **has not authorized any Agency/Institution or appointed any Agent** to deal with any matter relating to admissions, examinations or other related matters. **The candidates seeking admission to distance education programmes of this University are advised to contact this Directorate directly.**

### 3. Recognition:

(a) The examinations conducted by various recognized Indian Universities/Deemed Universities/State Education Boards are recognized (with the stipulation of No. of subject (s) or any other condition in specific cases as given in the Section-II of **ELIGIBILITY CONDITIONS** of the Prospectus) for the purpose of admission to various programmes in the



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

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

4. Acceptance of Admission Forms / fees, allotment of CDOE Ref. No., issue of identity card, dispatch of study material, attendance of Personal Contact Programme, etc., will be **provisional** subject to confirmation of eligibility subsequently at a later date.

5. **Admissions** : The Centre for Distance & Online Education offers online admission facility through its own website [www.ddekuk.ac.in](http://www.ddekuk.ac.in). Online submission of application form and fees can be done only on the **CDOE Website [www.ddekuk.ac.in](http://www.ddekuk.ac.in)** with a **processing fee of Rs. 800/-** for Gen and **Rs.200/-** for SC/BC/EBPG/BLIND Candidates of Haryana only. If the fee receipt is not downloaded from the student login, students are advised to contact the Directorate immediately.

The students can deposit their fee online on CDOE website [www.ddekuk.ac.in](http://www.ddekuk.ac.in). After deposit of fees online, the student has to verify the same through his/her login so that the same is reflected in their account. **If due to any technical error fee is deposited more than one time the full fee is to be refunded.**

#### 6. **Filling of Admission Form**

- (i) **Admission Form (A-E)** attached with Prospectus shall be duly filled in and signed by the candidate and father/guardian shall be submitted along with other required documents at the time of admission.
- (ii) Candidates are advised to clearly and thoughtfully mention the options for paper(s) in the Admission Form, Examination Form and Computer Form attached with Prospectus failing which they shall be liable to pay fees fixed for change of option/subject.
- (iii) **Candidates are advised to mention their choice (I, II) of Examination Centers as per the tentative list of Examination Center which is available at Page 81 of the Prospectus.**
- (iv) The candidates are required to submit **fees and all other documents, on promotion to next higher class (Part-II/III)** of the programme every year, except for programmes of one year duration.
- (v) The students are advised **to bring with them their identity cards** issued by the Directorate whenever they visit the Directorate to enable it to extend prompt service for any purpose during the programme of their study and thereafter for collection of DMC, attestation of Examination Form, etc.





- (vi) The admissions are to be made only on the basis of Certificates issued by 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 CDOE Ref. No., name, father's name, class, session. etc. to the Center failing which the Directorate will not be responsible for non-reply or late reply from University.
- (x) The students are advised to provide their own operational mobile number as all the information related to their programme will be sent on their registered mobile number. The Center will not be responsible for non receipt of SMS due to activation of DND services in the student's Mobile OR non supply of correct mobile number..

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

- (a) A self attested photocopy of the **certificate of the qualifying examination passed by the candidates**. The candidates, **who have passed the qualifying examinations in more than one Part**, shall be required to **attach self-attested copies of Certificates/DMC/Degree of all the Parts**. However, the candidates shall have to submit the original certificates as and when required for verification failing which their candidature may be treated as cancelled without any notice.
- (b) A self – attested photo-copy of the **Matriculation** or equivalent certificate in support of date of birth (Not required, if already registered with this University) along with a copy of the certificate of last examination passed.
- (c) **Self Declaration Certificate** (in the case of candidates coming from Universities or Boards other than Kurukshetra University or Board of School Education, Haryana) on the proforma given at **Page 97** to the effect as to whether or not they are appearing in any other examination simultaneously from any other University/Board during the session **January/July 2024**. However, **Original Migration Certificate** is to be submitted by those students who have already migrated from this University to another University but again took admission in this University within **40 days** of their admission otherwise late fee as applicable will be charged from these students.



- (d) A Character Certificate from the Head of institution last attended or from a Gazetted Officer/Sarpanch as per proforma given at **Page 92**.
- (e) Income Certificate of Parental Income from all sources, in case of BC (A) & BC (B) Category candidates, if applicable.
- (f) Certificate in respect of Differently Abled (DA) Candidates, if applicable.
- (g) Certificate required to be furnished by the children and grand-children of Freedom Fighters (DFF), if applicable.
- (h) Certificate from Ex-Servicemen and their wards for Deceased or Disabled or Discharged Military /Paramilitary Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces, if applicable.
- (i) Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Service/Paramilitary Forces, if applicable.
- (j) Wherever applicable, self attested copy of **Scheduled Caste/Scheduled Tribe/ Economical Weaker Sections/Blind Certificate**, duly signed by the 1<sup>st</sup> Class Magistrate/SDM/CMO, **failing which no benefit of SC/ST Scholarship/tuition fee concession/ relaxation will be given.**
- (k) Identity Card duly completed and photo affixed thereon.
- (l) Employment Certificate by employees of Kurukshetra University for claiming tuition fee concession.
- (m) Two self-addressed envelopes (size 9"x4").
- (n) SC/BC/Blind candidates of Haryana are required to submit the SC/BC/Blind Certificate OR an additional amount of **Rs.600/-** on account of difference of the Processing fee failing which it would be treated as non-payment of fee.
- (o) All legal disputes are subject to Kurukshetra Courts or Courts having jurisdiction in Kurukshetra.
- (p) **In case of any ambiguity in the rules, interpretation of the same by the University shall be final.**

**Note:**

1. If the Center, so desires, the original certificate (s) from the candidate can be demanded for any purpose whatsoever and after doing the needful, the same will be returned after verification, under registered cover. This Center will not be responsible for postal delay or loss of documents in transit.



2. The candidates, who are appearing in **Compartment/Re-appear Papers of any lower class** from this University or any other University/Board **simultaneously**, and their result is withheld are required to submit the DMC of the result of the lower examination immediately to enable the office to get the result declared in time. While doing so, the candidate should mention **CDOE Ref. No., Examination Roll No.** etc. of the programme which he/she is pursuing.
4. DMC of the candidates will be sent by Registered post after the declaration of the result. In case the result of any candidate is declared late (**RL**), '**Provisional**' or '**Cancelled**' etc. for any reasons, the candidates are advised to approach the Center/University immediately with the relevant documents i.e. CDOE Ref. No./Exam. Roll No. etc. to enable the Directorate to take further necessary action accordingly.
5. The students are advised to provide correct Mobile No. in active use as all information with regard to Personal Contact Programmes, Fee defaulters, Cancellation/revival of admission, Practical/Vice-Voce examination etc. will be sent to the students through SMS only, on their mobiles. No separate intimation in this regard will be sent.
6. Though regular text messages through SMS portal are being sent to the students regarding any information, however the students are advised to regularly check CDOE website for updation.

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



**REJECTION OF ADMISSION FORM** The Admission Form may be rejected due to non-fulfillment of any one or more of the following conditions, if:

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

**NOTE :** **No column should be left blank.** Write "N.A." (Not Applicable) if any column is not relevant. In case the admission form of any candidate is rejected due to non submission of requisite documents, **the candidature of such a candidate can be revived on submission of the same 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 Center are not eligible for allotment of accommodation in University Hostels. However, on request only limited number of girl students can be allowed to stay as guests subject to availability in the Girls Hostels by the Chief Warden, for attending the PCP and/or for appearing in University examinations on payment of usual charges.



**INSTRUCTIONS AGAINST RAGGING:**

With Sixty Six years of its existence, Kurukshetra University has earned recognition as one of the renowned centers of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a programme, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

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

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

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

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



- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- (j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- (k) All the senior students are advised to guide and treat junior students affectionately.
- (l) Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students' Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.-

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



## TUITION FEE CONCESSION/FINANCIAL ASSISTANCE

1. To motivate the girls for education, a scheme named “**Shikshit Beti**” is applicable in CDOE for those girls who have obtained more than 70% marks at 10+2 level in which 25% concession in tuition fee is provided for taking admission to B.A-I only in the Center. The same concession to these students will be continued for B.A-II & III provided they obtained 70% marks in BA-I & BA-II respectively.
2. The **Blind students of Haryana residence may be granted Full Tuition Fee Concession**. In addition, SC and BC students of Haryana residence are granted financial aid by the State Government in order to meet expenditure on tuition fee etc. in accordance with the rules framed by the Haryana Government from time to time.
3. **Benefits of Fee for SC Candidates of Haryana (as decided by the Academic Branch)**  
There is a Post Matric Scholarship Scheme of GOI for welfare of candidate belonging to the Scheduled Caste Category. As per letter No.3/44-2012 Sch.(2) dated 18.06.2013 of the Director General Higher Education, Haryana, Panchkula. Such students whose parents/guardian income is upto Rs. 2.50 Lac per annum are eligible for benefits under the said scheme. The benefits include enrollment/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsorily payable by the student to the institution or University/Board. Refundable deposit like caution money, security deposit are, however, excluded. For students admitted under this scheme the application form has to be submitted by the students to the Director of the Institute.

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

- (i) No fee\* will be charged by the University from the students belonging to SC category, whose parent's Income is upto 2.50 Lac p.a. They shall be admitted during the academic session January/July 2024 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 Center for Distance & Online Education, that they will deposit their fee immediately to the CDOE as soon as they receive the Scholarship in their bank account.
- (ii) Students of SC Category who are eligible for Post Matric Scholarship Scheme should get their saving Bank Account linked with Aadhaar Card to get transferred the funds in their respective Bank Accounts.
- (iii) Students who are eligible for Scheduled Caste Scholarship(s) may apply online on the dates which will be announced/published in the newspaper/highereduhry.com portal by the State Govt./Funding Agencies. No intimation in this regard will be sent by the CDOE separately. The eligible applicants are required to submit hard copy of Post Matric Scholarship form in CDOE immediately.



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

**4. Free Education for Dependent Children of Leprosy Affected Persons (LAPs):** No fee/dues will be charged from the dependent children of Leprosy Affected Persons and education in the Directorate of Distance Education will be free for them.

5. Full Tuition Fee Concession out of the fee payable to the University is admissible to the University Employees and their sons/daughters, younger sisters/brothers (wholly dependent) and non-working wife as per **Ordinance XXII printed at page 299 in K.U. Calendar Vol.-I, 2009**. Rest of the dues are payable in two installments.

6. Full Tuition Fee Concession in traditional programmes and 50% fee concession in professional programmes to the maximum two wards of retired University employees up to the age limit of 25 years with the condition that wards should 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.

### **FINANCIAL ASSISTANCE**

Financial assistance to a limited extent can be allowed to a very small number of students on merit- cum-means basis after having deposited the admission form and 1<sup>st</sup> installment of fee **on submission of an Income Certificate from 1<sup>st</sup> Class Magistrate** to validate the request. The annual income limit of the family by all sources should be upto Rs.1,50,000/- OR less for getting the Financial Assistance. However, the submission of application for financial assistance will not give any right to the candidate not to deposit or late deposit the 2<sup>nd</sup> installment of fee/other dues or to allow exemption from payment of late fee. Application for financial assistance along with the required Income Certificate should reach the office by 30<sup>th</sup> June 2024 for January, 2024 session. Application received after this date would be rejected. The Financial Assistance will be given from the RK Fund.

### **ADMISSION RULES AND PROCEDURE FOR INTERNATIONAL STUDENTS**

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

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

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

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

The AIU address is given below:-

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

- (i) **Verification of Original Documents:** Original Documents of Foreign Students shall be verified before examination. It shall be the responsibility of students to get documents verified.
- (ii) **Attested Transcripts:** Candidate applying from their own country should submit their transcripts of certificates attested by the concerned accreditation authority / Government agency of their Country. Attested copies of Senior Secondary Certificate /Bachelors /Master Degree or equivalent thereof should be attached.



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

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

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

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

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

6. **Seats for International Students:** Unlimited seats shall be available for international students in all the programmes run by CDOE at its campus. Candidates under this category shall be required to fulfill all/any other condition as may be prescribed and notified by Kurukshetra University Kurukshetra from time to time. Candidates seeking admission have to apply on a prescribed form which can be downloaded from CDOE website CDOEkuk.ac.in. This application form should be submitted to the office of the CDOE, 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 filled in all respect for new students will be 28/02/2024 for January, 2024 session and 31 August, 2024 for July, 2024 session.

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



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

(i)	Vice- Chancellor	01744-237039 (O)
(ii)	Registrar	01744-237026 (O)
(iii)	Dean, Academic Affairs	01744-237045 (O)
(iv)	Dean, Students Welfare	01744-237096 (O)
(v)	Chief Warden (Boys Hostel)	01744-238711
(vi)	Chief Warden (Girls Hostel)	01744-238278
(vii)	COE-II	01744-238377 (O)
(viii)	Advisor, International Students	01744-238297
(ix)	Director, CDOE	01744-238628(O), 01744-238385(O)

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

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



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

**INTERNAL ASSESSMENT**

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

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

1. The Directorate would conduct written test(s) through Online/Offline mode during Personal Contact Programmes. The written test(s) would be based on the syllabus of the concerned course(s) and the students would be required to mark the answers on OMR Sheet(s).
2. In case, a candidate has not appeared in Internal Assessment test or he/she took admission after Personal Contact Programmes, then he/she will be awarded 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 programmes having Internal Assessment would be computed after aggregating the marks obtained by the candidates in theory papers and the Internal Assessment.
4. The marks of Internal Assessment obtained by the students will be displayed on the CDOE Website [www.ddekuk.ac.in](http://www.ddekuk.ac.in) and students may apply for removal of discrepancy, if any, in their Internal Assessment and can also get their answer sheets re-checked on remittance of **Rs. 200/-** within **7** days from the date of uploading the Internal Assessment Marks on the CDOE Website.

**APPLICABILITY OF SYLLABI AND SCHEME OF EXAMINATION**

1. Unless otherwise decided in any specific case, the syllabi, scheme of examination and duration of the programmes and mode of examination will be the same as prescribed for regular students of the University Teaching Departments and the Colleges affiliated to the Kurukshetra University.
2. A candidate who fails in an examination or having been eligible fails to appear in the examination, shall, unless approved otherwise by the Academic Council, will appear in the examination according to the syllabus prescribed by the University for regular students for that examination.



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



## SECTION-II ELIGIBILITY CONDITIONS

### I RECOGNITION OF PROGRAMMES 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 programmes in the Directorate of Distance Education unless otherwise decided by the University to exclude any specific programme. The above does not apply for admission to the regular programmes in the University Teaching Departments/Colleges for which the admission will be done separately by the University.

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

#### **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/Advanced Graduate Diploma & Certificate programmes by this University. However, candidates, who have passed three year B.A. degree examination from these Universities, are eligible for admission to B.Ed./Post-Graduate Degree/Advanced Graduate Diploma programmes of this Directorate on submission of attested copies of DMC of all the three parts:

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

### 3. **State-wise List of fake Universities declared by the UGC, New Delhi Delhi**

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



**Karnataka**

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

**Kerala**

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

**Maharashtra**

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

**West Bengal**

- (m) Indian Institute of Alternative Medicine, 70 Chowringhee Road, Kolkata- 20.  
(n) Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2<sup>nd</sup> Floor, Thakurpukur, Kolkatta – 700063

**Uttar Pradesh**

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

**Odisha**

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

**Puducherry**

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

**Andhra Pradesh**

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

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



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

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

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

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

**II RELAXATION IN ELIGIBILITY CONDITIONS FOR ADMISSION TO B. ED. PART-I/M.A. (EDUCATION) PART-I**

- (a) For admission to B.Ed. Part-I, at least 47.5% marks in aggregate are required in case of SC/ST/Blind/Physically Handicapped candidates OR 55% in case of BE/B.Tech (52.25% in case of SC/ST/Blind/Physically Handicapped candidates) as per directions of Hon'ble Supreme Court of India.
- (b) For Scheduled Caste candidates the minimum pass marks in the qualifying examinations will be considered as the eligibility condition for admission to M.A. Education Part-I Programme only for Haryana Candidates.
- (c) 5% relaxation in minimum eligibility condition will be given to the blind/differently abled candidates.
- (d) There will be no rounding of percentage of marks for determining the eligibility for admission to various programmes.



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

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

**OR**

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

**MEDIUM OF INSTRUCTIONS**

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

**COURSES OF STUDY AND SCHEMES OF EXAMS****(A) TWO COMPULSORY SUBJECTS:**

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

\*(for details, please refer to **page 24**)

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

**(B) CHOOSE 2 ELECTIVE SUBJECTS (ONLY ONE SUBJECT FROM ONE GROUP)**

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

	Subject Name	Code		Subject Name	Code
<b>GROUP-I</b>	Hindi (E)	<b>310</b>	<b>GROUP-III</b>	Political Science	<b>350</b>
	Sanskrit(E)	<b>320</b>		Statistics*	<b>460</b>
	Panjabi (E)	<b>330</b>	<b>GROUP-IV</b>	Economics	<b>340</b>



<b>GROUP-I</b>	Defense Studies*	<b>410</b>	<b>GROUP-IV</b>	Home Science*	<b>455</b>
	Geography*	<b>450</b>		Philosophy*	<b>430</b>
<b>GROUP-II</b>	Public Administration	<b>370</b>	<b>GROUP-V</b>	History (Opt-i - History of India)	<b>361</b>
	Mathematics	<b>390</b>		History (Opt-ii - History of Haryana)	<b>362</b>
	Sociology	<b>420</b>			
	Health & Physical Education*	<b>440</b>			
	Music(Vocal)*/Instrumentation	<b>462</b>			

**Note1.** \* The Centre would not supply the study material of these papers/subjects and PCP would not be conducted for the same. The syllabus for these papers can, however, be supplied by the Center. In case any candidate selects from this paper, he/she would have to prepare the concerned papers at his/her own level.

2. A candidate coming from a Non-Hindi area shall if he / she did not opt any of the languages i.e., Hindi/Panjabi/ Sanskrit in examination qualifying for admission to B.A.(General) Part-I, can opt in lieu of compulsory Hindi/Panjabi/Sanskrit, the subject of additional English (240) which shall carry the same marks as for Hindi/Panjabi/Sanskrit. **NO STUDY MATERIAL WILL BE SUPPLIED FOR THE SUBJECT OF ADDITIONAL ENGLISH.** The candidate shall have to prepare it on their own. The syllabi for the paper can, however, be supplied by the Directorate on request.

3. The Directorate introduced the grouping of subjects in undergraduate programme i.e. in B.A. in phased manner wef the session 2014-15 and the same would be applicable in B.A. Part-I/II/III during session January/July 2024. A candidate shall offer two elective subjects from Group-I to Group-V selecting anyone subject from a given group as mentioned above.

4. There will be three papers in Mathematics in B.A. Part-I, II, III carrying 33, 33 and 34 marks respectively.

5. **For practical/additional subjects like Geography, Physical Education, Music, Philosophy etc. in UG programmes,** a fee of Rs. 500/- per subject shall be charged in addition to normal fees and no study material will be provided to the students. They shall have to prepare the practical/additional subjects at their own level.

6. **Elective Subjects** of B.A. for which options are available in the Center for Distance and Online Education are given on next page.

**DETAILS OF OPTIONAL PAPERS IN BA GENERAL PART-I**

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

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

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

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

**Rules regarding admission of compartment candidates**

(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., 2024 and in March, 2025 from the concerned University/Board. If such a candidate fails to produce the proof of having cleared/passed/qualified the compartment/re-appear subject at the supplementary examination and at the Annual Examinations, his/her provisional admission to the said programme shall be treated as cancelled ab-initio, with no claim for refund/adjustment of fees, without any further notice.

(b) The candidates who have passed 10+2 examination after appearing in full subjects in the supplementary examination, 2024 shall also be eligible for admission to B.A.(General)/ B.Com./B.C.A.Part-I/D.Lib.Sc./CCA programme but ordinarily up to such date as may be prescribed in the Prospectus provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the programme at that stage. The candidates who have appeared in 10+2 examination in full subjects in the supplementary examination, 2023 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 2023 may be allowed provisional admission to B.A.(General)/B.Com./B.C.A.Part-I/D.Lib.Sc./CCA programme provided that the candidate is in a position to fulfill the requirement of attendance in the PCP of the



programme at that stage at their own risk and responsibility, subject to their passing the 10+2 examination up to March, 2024 examination and submission of result within one month from the date of declaration of their result failing which their candidature/result to the said programme shall stand cancelled ab-initio with no claim for refund/adjustment of fees.

(d) A candidate who has not passed the subject of English in qualifying examination may be allowed provisionally to join the B.A.(General)/B.Com./B.C.A. Part-I/D.Lib. Sc./CCA Class, subject to qualifying the subject of English at the supplementary examination of the same year or annual examination of the following year. Provided that result of such candidates of the respective examinations shall be declared only after they have qualified in the required subject. If they do not clear the subject of English even in the next annual examination in March, 2024, their provisional admission/result to the said programme shall be cancelled ab-initio with no claim for refund/adjustment of fees.

(e) A candidate who is placed under compartment in one subject only in the qualifying examination, i.e. B.A. Part-I, II of Kurukshetra University may be allowed provisionally to move to the next higher class subject to clearing the compartment subject in two consecutive chances up to the next annual examination to be held in May/June, 2025(For old students only).

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

**COMPULSORY/ELECTIVE PAPERS** as already taken in B.A. Part-I/II will be the same in BA-II/III respectively opted by the candidate from Grouping given at **Page 19 & 20** 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 :-

### **DETAILS 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	<b>Comparative Govt. and Politics</b> (Government and Politics of U.K., U.S.A., China, Switzerland)	<b>350</b>
HISTORY	Option-i	Ancient and Medieval World	366
	Option-ii	<b>Modern World</b>	<b>365</b>
	Option-iii	East Asia in Modern Times	367
PUBLIC ADMINISTRATION		<b>Local Government and Administration in India</b>	<b>370</b>
SOCIOLOGY	Option-iii	<b>Population and Society</b>	<b>420</b>

**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 CENTER. The PCPs of Option (i & iii) will also not be conducted by the Directorate.
2. Candidates joining B.A. Part-II/III are required to opt for same subjects which they have opted in B.A. Part-I/II respectively.
3. For subjects having practical, the candidates are required to submit a certificate from a recognized College/institution to the effect that they have completed the programme prescribed for practical work in the subject concerned. This certificate must reach the Directorate by 31 Oct 2024/28 February, 2025, failing which Roll No. slips shall not be issued to the students.



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

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

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

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

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

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

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

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

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

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



## 2. B.COM. (3-YEAR) PART-I

### ELIGIBILITY CONDITIONS

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

Kurukshetra University with English as one of the subjects.

**OR**

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

### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

## **B.COM. (3-YEAR) PART-II/PART-III**

### ELIGIBILITY CONDITIONS:

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

**NOTE :** Rules regarding admission of compartment candidates etc. as enumerated for B.A. (Part-I) in Notes (a), (b), (c), (d) and (e) at **page 21 & 22** shall also be applicable to B.Com students.



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BC-201	Business Laws	201	BC-204	Business Statistics	204
BC-202	Corporate Accounting	202	BC-205	i) Principles of Marketing 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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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



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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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



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

### **ELIGIBILITY CONDITIONS**

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

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

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

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

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

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

### **ELIGIBILITY CONDITIONS**

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

### **MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

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

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

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

**10. MASTER OF ARTS IN SOCIOLOGY (2-YEAR) (SEMESTER SYSTEM)****ELIGIBILITY CONDITIONS**

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

Course No	Name of the Subject/Paper	Noof Credit	Teaching Scheme (Hrs/Week)			Examination Scheme Marks		
			L	T	P	(Sem Theory Exam)	Internal Assessment	Total
<b>M.A. Part-I Semester-I</b>								
M-SOCC-001	<b>General Sociology</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCC-002	<b>Sociological theory-I</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCC-003	<b>Research Methodology-I</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCE-011	Rural Sociology	4	4	½ Hrs/G	-	70	30	100
M-SOCE-012	Urban Sociology	4	4	½ Hrs/G	-	70	30	100
M-SOCE-013	Social Anthropology	4	4	½ Hrs/G	-	70	30	100
M-SOCE-014	Social Psychology	4	4	½ Hrs/G	-	70	30	100
M-SOCE-015	Social Problems	4	4	½ Hrs/G	-	70	30	100
<b>M.A. Part-I Semester-II</b>								
M-SOCC-004	<b>Sociology Theory-II</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCC-005	<b>Indian Society and Culture</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCC-006	<b>Research Methodology-II</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCE-016	Political Sociology	4	4	½ Hrs/G	-	70	30	100
M-SOCE-017	Sociology of Education	4	4	½ Hrs/G	-	70	30	100
M-SOCE-018	Sociology of Population Studies	4	4	½ Hrs/G	-	70	30	100
M-SOCE-019	Sociology of Rural Development	4	4	½ Hrs/G	-	70	30	100
M-SOCE-020	Criminology	4	4	½ Hrs/G	-	70	30	100
OESS (Compulsory)	<b>Students will have to opt One Optional Elective Paper as per Page 37</b>	2	2			50	--	50**
<b>M.A. Part-II Semester-III</b>								
M-SOCC-007	<b>Advanced Social Theory Trends</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCC-008	<b>Computer Applications in Social Research</b>	4	4	½ Hrs/G	-	70	30	100
M-SOCE-021	Gender and Society	4	4	½ Hrs/G	-	70	30	100
M-SOCE-022	Family & Marriage Welfare Counseling	4	4	½ Hrs/G	-	70	30	100
M-SOCE-023	Sociology of Religion	4	4	½ Hrs/G	-	70	30	100
M-SOCE-024	Social Impact Assessment	4	4	½ Hrs/G	-	70	30	100
M-SOCE-025	Social Change and Development	4	4	½ Hrs/G	-	70	30	100





M-SOCE-026	Sociology of Marginalized Sections	4	4	½ Hrs/G	-	70	30	100
M-SOCE-027	Social Change and Social Movements in India	4	4	½ Hrs/G	-	70	30	100
M-SOCE-028	Practical-Practice of Computer Applications	4	4	½ Hrs/G	6 Hrs/G	70	30	100**
OESS (Compulsory)	<b>Students will have to opt One Optional Elective Paper as per Page 38</b>	<b>2</b>	4	½ Hrs/G		<b>50</b>	30	<b>50**</b>
<b>M.A. Part-II Semester-IV</b>								
M-SOCC-009	<b>Sociological Concepts &amp; Key Ideas</b>	4	4	½ Hrs/G		70	30	100
M-SOCC-010	<b>Society, Economy and Development</b>	4	4	½ Hrs/G		70	30	100
M-SOCE-029	Cultural Studies	4	4	½ Hrs/G		70	30	100
M-SOCE-030	Environment and Society	4	4	½ Hrs/G		70	30	100
M-SOCE-031	Industrial Sociology	4	4	½ Hrs/G		70	30	100
M-SOCE-032	Sociology of Organization and Human Research Development	4	4	½ Hrs/G		70	30	100
M-SOCE-033	Sociology of Health	4	4	½ Hrs/G		70	30	100
M-SOCE-034	Perspectives on Indian Society	4	4	½ Hrs/G		70	30	100
M-SOCE-035	Sociology of Mass Communication	4	4	½ Hrs/G		70	30	100
M-SOCE-036	Practical-Practice of Research Methodology	4			6 Hrs/G			100**
<b>Total Credit (M.A. Semester-I, II, III &amp; IV)</b>		<b>148</b>	<b>84</b>			<b>36 Hrs</b>		

\* The Paper **M-SOCE-028 in Semester III & M-SOCE-036 in Semester IV** will have practical components.

There will be maximum 3 Groups of Practical in each Semester. **Therefore, total workloads will be 18 hrs/Week in each semester**

**\*\*Indicates that there is no internal assessment marks in Practical Paper & Optional Elective Paper.**

The M.A.. Sociology has been divided into four Semester spread over two years. Every Student has to pass in 84 credits(**48 Compulsory + 32 Optional Credits and 4 Credits – 2 in Semester II and 2 in Semester III from Optional Elective Paper from other Department-**) out of 148 Credits as necessary to earn the degree under the new scheme. In 1<sup>st</sup> and 2<sup>nd</sup> semesters, **12 Compulsory Credits from Compulsory Papers and 8 Optional Credits from Optional Papers** shall be offered to the students, whereas in 3<sup>rd</sup> & 4<sup>th</sup> semester **8 Compulsory Credits from Compulsory Papers and 12 Optional Credits from Optional Papers** shall be offered to the students. In addition to this **One Optional Elective Paper from other Department of 2 Credits each in Semester II & III are required to earn the Master Degree in Sociology.** However, the choice of Optional Credits is subjected to the availability of teaching faculty in the Department.



## 11 MASTER OF ARTS IN Women's Studies(2-YEAR) (SEMESTER SYSTEM)

### ELIGIBILITY CONDITIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

Course No	Name of the Subject/Paper	No. of Credit	Teaching Scheme (Hrs /Week)			Examination Marks			Scheme	Time of Paper
			L	T	P	(Sem Theory Exam)	Internal Assessment	Total		
<b>M.A. Women's Studies Part-I Semester-I</b>										
WS (C) 01	Conceptualizing Women's Studies	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 02	Women and Society	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 03	Women's Movements in India	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 04	Women & Development	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 05	Understanding Women from a Historical Perspective	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
<b>M.A. Women's Studies Part-I Semester-II</b>										
WS (C) 06	Feminist Thought	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 07	Women and Work	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 08	Women and Law-I	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 09	Women in Contemporary Indian Society	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
WS (C) 10	Women, Science & Technology <b>OR</b> Six Weeks Internship in lieu of Paper WS(C)10, Presentation and Submission of Report ( 50 Marks for Presentation and 50 Marks for Evaluation of Report)	4	4	½ Hrs/G	-	70	30	100	3 Hrs	
OESS	<b>Students will have to opt One Optional Elective Paper as per Page 37</b>	2	2	-	-	-	-		2 Hrs	



<b>M.A. Women's Studies Part-II Semester-III</b>									
WS (C) 11	Policies and Programmes for Women's Development	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 12	Research Methodology in Women's Studies-I	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 13	Women and Law-II	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 14	Women and Health	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 15	Women, Education and Entrepreneurship	4	4	½ Hrs/G	-	70	30	100	3 Hrs
OESS	<b>Students will have to opt One Optional Elective Paper as per Page 38</b>	2	2	-	-				2 Hrs
<b>M.A. Women's Studies Part-II Semester-IV</b>									
WS (C) 16	Women and Political Development	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 17	Research Methodology in Women's Studies-II	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 18	Women and Media	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 19	Women and Environment	4	4	½ Hrs/G	-	70	30	100	3 Hrs
WS (C) 20	Women in Leadership & Management	4	4	½ Hrs/G	-	70	30	100	3 Hrs

**Optional Elective Papers for MA Sociology, MA Women Studies/ MBA & MCA)**

Students of MA(Sociology & Women Studies) have to choose only one Open elective subject.

**SEMESTER-II**

Course No	Name of the Subject/Paper	No. of Credit	Teaching Scheme (Hrs /Week)			Examination Scheme Marks			Time of Paper
			L	T	P	(Sem Theory Exam)	Internal Assessment	Total	
OESS-01	Introduction of Economics	2	-	-	-	50	-	50	2 Hrs
OESS-02	Human Rights in India	2	-	-	-	50	-	50	2 Hrs
OESS-03	Basics of Social Work	2	-	-	-	50	-	50	2 Hrs



**SEMESTER-III**

Course No	Name of the Subject/Paper	No. of Credit	Teaching Scheme (Hrs /Week)			Examination Scheme Marks			Time of Paper
			L	T	P	(Sem Theory Exam)	Internal Assessment	Total	
OESS-04	Indian Economic Policy	2	-	-	-	50	-	50	2 Hrs
OESS-05	Modern India 1858-1947	2	-	-	-	50	-	50	2 Hrs
OESS-06	Human Rights in International Relations	2	-	-	-	50	-	50	2 Hrs

**12 MASTER OF ARTS IN HISTORY (2-YEAR) (PREVIOUS)**

**ELIGIBILITY CONDITIONS**

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

**ELIGIBILITY CONDITIONS**

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



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

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

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

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

### **13. MASTER OF ARTS IN ECONOMICS (2-YEAR) (PREVIOUS)**

#### **ELIGIBILITY CONDITIONS**

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

#### **MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

#### **ELIGIBILITY CONDITIONS**

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



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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

#### **14. 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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

#### **M.Sc. MATHEMATICS (P) (Five papers of 100 marks each)**

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



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

### ELIGIBILITY CONDITIONS

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

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

#### M.Sc. MATHEMATICS (F) (Five papers of 100 marks each)

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

## 15. MASTER OF SCIENCE IN GEOGRAPHY (2-YEAR) (PREVIOUS)

### ELIGIBILITY CONDITIONS

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

### MEDIUM OF INSTRUCTIONS

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

**ELIGIBILITY CONDITIONS**

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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



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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

Always quote your CDOE Reference Number while contacting to CDOE for any assistance.

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

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

**OR**

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

**NOTE:** 1. Rules regarding admission of compartment candidates etc. as mentioned for B.A. Part-I in Notes (a),(b), (c) & (d) at page 21 and 22 shall also be applicable to Certificate in Computer Applications.

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

**OR**



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

**MEDIUM OF INSTRUCTIONS**

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

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
BCA-101	Computer Fundamentals & 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 24.

**BACHELOR OF COMPUTER APPLICATIONS (BCA) (3-YEAR) PART-II**

**ELIGIBILITY CONDITIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**BCA PART-II** (08 Papers of 100 Marks each)

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

**BACHELOR OF COMPUTER APPLICATIONS (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 21 & 22 shall also be applicable to B.C.A. Part-I students.

2. A candidate who fails to pass the whole examination within six years of his admission to the programme will be required to repeat the programme de-novo.

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

**ELIGIBILITY CONDITIONS**

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**M.SC. COMP.SC.(S/W)-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	<b>Software Lab-I:</b> Programming Using C	106
CS-DE-13	Data Structures	103	CS-DE-17	<b>Software Lab-II:</b> Word, Excel, Access/SQL	107
CS-DE-14	Data Base Management System	104			

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

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

OR

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

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

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

**NOTE:**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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



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

**ELIGIBILITY CONDITION**

Passed any graduation degree having obtained at least 50% marks(47.5 % marks in case of candidates belonging to reserved category(SC/ST/Differently abled)(for students having no Mathematics background at 10+2 level or at graduation level, a compulsory bridge course, framed by the University, has to be done and an additional bridge course related to computer subjects for students having no computer science background at 10+2 level or at graduation level, has to be done as per the norms of the University. **No. of Seats in MCA is 1000.**

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

Paper Code	Nomenclature of Paper	Credits	Workload per Week (Hrs)	Exam Time (Hrs)
<b>FIRST SEMESTER</b>				
MCA-20-11	Programming in Java	4	4	3
MCA-20-12	Data Structures using C++	4	4	3
MCA-20-13	Operating Systems	4	4	3
MCA-20-14	Data Communication and Computer Networks	4	4	3
MCA-20-15	Object-Oriented Analysis & Design using UML	4	4	3
MCA-20-16	S/W Lab-I Based on MCA-20-11	2.5	5	3
MCA-20-17	S/W Lab-II Based on MCA-20-12	2.5	5	3
<b>Total</b>		25	30	-
<b>SECOND SEMESTER</b>				
MCA-20-21	Web Technologies	4	4	3
MCA-20-22	Linux and Shell Programming	4	4	3
MCA-20-23	Advanced Data Base Systems	4	4	3
MCA-20-24	Elective-I	4	4	3
MCA-20-25	Elective-II	4	4	3
MCA-20-26	S/W Lab-III Based on MCA-20-21 & MCA-20-23	2.5	5	3
MCA-20-27	S/W Lab-IV Based on MCA-20-22	2.5	5	3
*OE-20-28	Students will have to opt One Optional Elective Paper as per <b>Page 37</b>	2	2	-
<b>Total</b>		27	32	-
<b>Elective-I</b>				
MCA-20-24(i)	Principles of Programming Languages	4	4	3
MCA-20-24(ii)	High Performance Networks	4	4	3
MCA-20-24(iii)	Compiler Design	4	4	3





<b>Elective-II</b>				
MCA-20-25(i)	Theory of Computation	4	4	3
MCA-20-25(ii)	Design & Analysis of Algorithms	4	4	3
MCA-20-25(iii)	Security in Computing	4	4	3
<b>THIRD SEMESTER</b>				
MCA-20-31	Computer Architecture & Parallel Processing	4	4	3
MCA-20-32	Data Mining & Integration using R	4	4	3
MCA-20-33	Artificial Intelligence	4	4	3
MCA-20-34	Elective-III	4	4	3
MCA-20-35	Elective-IV	4	4	3
MCA-20-36	S/W Lab-V Based on MCA-20-32	2.5	5	3
MCA-20-37	S/W Lab-VI Based on MCA-20-35	2.5	5	3
MCA-20-38	Summer Training/Internship(Industry Based)	8	-	Viva-voce
*OE-20-39	Students will have to opt One Optional Elective Paper as per <b>Page 38</b>	2	2	-
<b>Total</b>		<b>35</b>	<b>32</b>	<b>-</b>
<b>Elective-III</b>				
MCA-20-34(i)	Cloud Computing and IoT	4	4	3
MCA-20-34(ii)	Cyber Security	4	4	3
MCA-20-34(iii)	Digital Marketing	4	4	3
<b>Elective-IV</b>				
MCA-20-35(i)	Advances in Java	4	4	3
MCA-20-35(ii)	Advanced Web Technologies	4	4	3
MCA-20-35(iii)	Programming with Kotlin	4	4	3
<b>FOURTH SEMESTER</b>				
MCA-20-41	Big data and Patter Recognition	4	4	3
MCA-20-42	Computer Graphics and Animation	4	4	3
MCA-20-43	Mobile Application Development	4	4	3
MCA-20-44	Elective-V	4	4	3
MCA-20-45	Elective-Vi	4	4	3
MCA-20-46	S/W Lab-VII Based on MCA-20-41 & MCA-20-42	2.5	5	3
MCA-20-47	Project Based on MCA-20-43	2.5	5	3
<b>Total</b>		<b>25</b>	<b>30</b>	<b>-</b>
<b>Grand Total</b>		<b>112</b>	<b>124</b>	<b>-</b>
<b>Elective-V</b>				
MCA-20-44(i)	Soft Computing	4	4	3
MCA-20-44(ii)	Machine Learning	4	4	3
MCA-20-44(iii)	Digital Image Processing	4	4	3
<b>Elective-VI</b>				
MCA-20-45(i)	Optimization Techniques	4	4	3
MCA-20-45(ii)	Information Systems	4	4	3
MCA-20-45(iii)	Block chain Technology	4	4	3

**Note :** In addition to the credits earned by Compulsory & Elective courses, every student has to earn 2 more credits by selecting an open elective/MOOC course during second & Third semester.

**(II) COMMERCE & MANAGEMENT PROGRAMMES****1. ADVANCED GRADUATE DIPLOMA IN EXPORT MARKETING MANAGEMENT (AGDEMM) (1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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



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

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

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

**Note :** A student will have to join a Company/CA Firm for practical training 3-weeks during winter vacations. The student shall submit training report up to 31.3.2025.

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

#### **ELIGIBILITY CONDITIONS**

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

**Note:** A candidate shall be required to pass the said diploma examination within three years of his/her admission to the programme.

#### **MEDIUM OF INSTRUCTIONS**

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

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

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
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 up to 30.09.2024/30.04.2025.

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

#### **ELIGIBILITY CONDITIONS**

Pass in Bachelor's degree examination of Kurukshetra University **OR** any other recognized University. **No. of Seats in MBA is 1000.** Admission to MBA **would be made through merit in the qualifying examination.**



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS:** MBA is a Two-year CBCS/LOCF Programme. The student will get degree on successfully completing 102 credits)

**SEMESTER-I**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks /Practical	Hours	Credits
MBAD-101	Management Process & Organizational Behavior	100	70	30	4	4
MBAD-102	Fundamentals of Statistics for Business Decisions	100	70	30	4	4
MBAD-103	Managerial Economics	100	70	30	4	4
MBAD-104	Financial Accounting	100	70	30	4	4
MBAD-105	Business Communication	100	70	30	4	4
MBAD-106	Indian Economy and Business Environment	100	70	30	4	4

**SEMESTER-II**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks /Practical	Hours	Credits
MBAD-201	Human Resource Management	100	70	30	4	4
MBAD-202	Computer Applications in Management	100	50	50 (Prac exam by external examiner)	3	4
MBAD-203	Marketing Management	100	70	30	4	4
MBAD-204	Financial Management	100	70	30	4	4
MBAD-205	Business Research Methods	100	70	30	4	4
MBAD-206	Production & Operations Management	100	70	30	4	4

**SEMESTER-III**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks /Practical	Hours	Credits
MBAD-301	Strategic Management	100	70	30	4	4
MBAD-302	Optimization Models for Business Decisions	100	70	30	4	4
MBAD-303	Summer Training	100	100	-	4	4

**SEMESTER-IV**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks /Practical	Hours	Credits
MBAD-401	Business Ethics and Corporate Governance	100	70	30	4	4
MBAD-402	Entrepreneurship Development	100	70	30	4	4
MBAD-403	Comprehensive Viva-Voce	50	50	-	-	2

**Note :** The students may opt for any specialization viz. Finance, Marketing, Human Resource Management. He/She will have to opt for any four papers of chosen specialization in each of 3<sup>rd</sup> & 4<sup>th</sup> Semesters.



## Specialization Area: FINANCE

### SEMESTER-III

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks /Practical	Hours	Credits
MBADFM-301	Quantitative Analysis for Financial Decision Making	100	70	30	4	4
MBADFM 302	Foreign Exchange Management	100	70	30	4	4
MBADFM-303	Financial and Commodity Derivatives	100	100	30	4	4
MBADFM-304	Banking & Financial Services	100	100	30	4	4
MBADFM-305	Corporate Restructuring and Control	100	100	30	4	4
MBADFM-306	Security Analysis	100	100	30	4	4

### SEMESTER-IV

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks /Practical	Hours	Credits
MBADFM-401	Financial Engineering	100	70	30	4	4
MBADFM-402	Project Planning & Management	100	70	30	4	4
MBADFM-403	Behavioral Finance	100	70	30	4	4
MBADFM-404	Portfolio Management	100	70	30	4	4
MBADFM-405	Insurance & Risk Management	100	70	30	4	4
MBADFM-406	Private Equity and Wealth Management	100	70	30	4	4

## Specialization Area: MARKETING

### SEMESTER-III

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks/ Practical	Hours	Credits
MBADMM-301	Advertising Management	100	70	30	4	4
MBADMM- 302	Marketing Research & Analytics	100	70	30	4	4
MBADMM -303	Sales & Logistics Management	100	70	30	4	4
MBADMM -304	Consumer Behaviour	100	70	30	4	4
MBADMM -305	Strategic Brand Management	100	70	30	4	4
MBADMM -306	Digital Marketing	100	70	30	4	4



**SEMESTER-IV**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks/ Practical	Hours	Credits
MBADMM-401	International Marketing	100	70	30	4	4
MBADMM 402	Business Marketing	100	70	30	4	4
MBADMM -403	Service Marketing	100	70	30	4	4
MBADMM -404	Strategic Marketing	100	70	30	4	4
MBADMM -405	Rural and Agribusiness Marketing	100	70	30	4	4
MBADMM -406	Retail and Mall Management	100	70	30	4	4

**Specialization Area: HUMAN RESOURCE MANAGEMENT**

**SEMESTER-III**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks/ Practical	Hours	Credits
MBADHRM-301	Management of Industrial Relations	100	70	30	4	4
MBADHRM-302	Indian Labour Legislation	100	70	30	4	4
MBADHRM- 303	Group Dynamics & Leadership Excellence	100	70	30	4	4
MBADHRM-304	HR Analytics	100	70	30	4	4
MBADHRM-305	HRD : System & Strategies	100	70	30	4	4
MBADHRM-306	Ompetency Mapping & Assessment Centres	100	70	30	4	4

**SEMESTER-IV**

Paper No.	Subject Name	Total Marks	External Marks	Internal Marks/ Practical	Hours	Credits
MBADHRM-401	Training and Development	100	70	30	4	4
MBADHRM-402	Strategic Human Resource Management	100	70	30	4	4
MBADHRM-403	Change Management & Organisational Development	100	70	30	4	4
MBADHRM-404	Counselling, Mentoring & Negotiation Skills	100	70	30	4	4
MBADHRM-405	Compensation & Reward Mgmt.	100	70	30	4	4
MBADHRM-406	Talent Acquisition & Performance Management	100	70	30	4	4



## INTERNATIONAL BUSINESS

### Semester-III

Paper Code	Title of Course	Total Marks	External Marks	Internal Marks	Hours	Credits
MBADIB-301	International Accounting	100	70	30	4	4
MBADIB-302	Foreign Exchange Management	100	70	30	4	4
MBADIB-303	Export-Import Procedures and Documentation	100	70	30	4	4
MBADIB-304	India's Foreign Trade and Policy	100	70	30	4	4
MBADIB-305	International Business Environment	100	70	30	4	4
MBADIB-306	International Logistics	100	70	30	4	4

### Semester-IV

Paper Code	Title of Course	Total Marks	External Marks	Internal Marks	Hours	Credits
MBADIB-401	International Financial Markets	100	70	30	4	4
MBADIB-402	International Marketing	100	70	30	4	4
MBADIB-403	International Financial Management	100	70	30	4	4
MBADIB-404	International Strategic Management	100	70	30	4	4
MBADIB-405	Cross-Cultural and Global Management	100	70	30	4	4
MBADIB-406	Regional Economic Blocks	100	70	30	4	4

## INFORMATION TECHNOLOGY

### Semester-III

Paper Code	Title of Course	Total Marks	External Marks	Internal Marks	Hours	Credits
MBADITM-301	Business Intelligence and Analytics	100	70	30	4	4
MBADITM-302	Enterprise Resource Planning	100	70	30	4	4
MBADITM-303	Relation Database Management System	100	70	30	4	4
MBADITM-304	E-Customer Relationship Management	100	70	30	4	4
MBADITM-305	System Analysis and Design	100	70	30	4	4
MBADITM-306	Knowledge Management Systems	100	70	30	4	4

### Semester-IV

Paper Code	Title of Course	Total Marks	External Marks	Internal Marks	Hours	Credits
MBADITM-401	Data Warehousing and Data Mining	100	70	30	4	4
MBADITM-402	Software Engineering	100	70	30	4	4
MBADITM-403	E-Business Financial Modeling	100	70	30	4	4



MBADITM-404	Internet and Web Designing	100	70	30	4	4
MBADITM-405	E-Commerce	100	70	30	4	4
MBADITM-406	Information Security and Cyber Law	100	70	30	4	4

## BUSINESS ANALYTICS

### Semester-III

Paper Code	Title of Course	Total Marks	External Marks	Internal Marks	Hours	Credits
MBADBA- 301	Business Analysis using Excel	100	70	30	4	4
MBADBA-302	Fundamental of Econometrics	100	70	30	4	4
MBADBA-303	Data Mining and Data Warehousing	100	70	30	4	4
MBADBA-304	Decision Modeling and Data Analysis	100	70	30	4	4

### Semester-IV

Paper Code	Title of Course	Total Marks	External Marks	Internal Marks	Hours	Credits
MBADBA- 401	Time Series Data Analysis	100	70	30	4	4
MBADBA- 402	Applied Multivariate Analysis	100	70	30	4	4
MBADBA- 403	Financial Modeling	100	70	30	4	4
MBADBA- 404	Predictive Analysis for Business Decision	100	70	30	4	4

**Note:** At the end of 2<sup>nd</sup> Sem all learners will have to undergo summer training of 4-6 weeks with an industrial, business or service organization by taking up a project study. A copy of internship report in format prescribed by the CDOE shall be submitted in PDF only two months prior to 3<sup>rd</sup> end semester examination. The internship report shall be evaluated by the external examiner. For international remote students, an external examiner will be selected by the Controller of Examination in consultation with CDOE.

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

#### ELIGIBILITY CONDITIONS

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

OR





**MBA(2-Year) Part-II-Lateral Entry Scheme/Promotional Class**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

**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		Paper No.	Subject Name	Code



		Code		
MBAHR-201	Management of Industrial Relations	207	MBAHR-204	Compensation Management
MBAHR-202	Labour Legislation in India		MBAHR-205	Human Resource Development
MBAHR-203	Managing Interpersonal Group Processes			

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

## LIBRARY AND INFORMATION SCIENCE PROGRAMMES

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

#### ELIGIBILITY CONDITIONS

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

**Note :** 1. Rules regarding admission of compartment candidates, etc. as mentioned for B.A. Part-I in Notes (a), (b), (c) & (d) at page 21 & 22 shall also be applicable to Diploma in Library & Information Science programme.

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

#### MEDIUM OF INSTRUCTIONS

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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
I.	Library Organization & Management	101	IV.	Library Classification (Practice)	104
II.	Reference Service & 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.



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

### **MEDIUM OF INSTRUCTIONS**

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

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

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

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

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

#### **ELIGIBILITY CONDITIONS**

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

**Note:** A candidate who fails to pass the M. Lib. & Inf. Sc. examination within 3 years of his/her admission to the programme shall deem to be unfit for this programme at this University.

### **MEDIUM OF INSTRUCTIONS**

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

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

**M.LIB.& INF. SC.** (There shall be 8 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
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I.	Information Analysis, Consolidation & Repackaging	101	V.	Social Science Information System	105
II.	Information Systems Management	102	VI.	Advancedd ICT Applications in LIS (Theory)	106
III.	Information Retrieval	103	VII.	Advancedd ICT Applications in LIS (Practice)	107
IV.	Research Methods and Statistical Techniques	104	VIII.	A. : Depth Classification (Practice)	108
				B. : Advancedd Cataloguing (Practice)	109

**JOURNALISM AND MASS COMMUNICATION PROGRAMMES**

**1. ADVANCED GRADUATE DIPLOMA IN JOURNALISM AND MASS COMM. (AGDJMC) (1-YEAR)**

**ELIGIBILITY CONDITIONS**

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

**Note: Candidates who fail to pass AGDJMC examinations within 3 years of their admission shall deem to be unfit for the programme at this University.**

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

AGDJMC (Five theory papers of 100 Marks each)

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

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

**ELIGIBILITY CONDITIONS**

Pass in Bachelor's degree examination of Kurukshetra University OR of any 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
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**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS****MA MASS COMM. PART-I** (Five theory papers of 100 Marks each)

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

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

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

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS****MA MASS COMM. PART-II** (Five theory papers of 100 Marks each)

Paper No.	Subject Name	Code	Paper No.	Subject Name	Code
VI.	Editing	201	IX.	Public Relations	204



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VII.	Media Research	<b>202</b>	X.	Media Production	<b>205</b>
VIII.	Development Communicat	<b>203</b>			



## **EDUCATION PROGRAMMES**

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

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

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

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

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

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

(b) The candidates seeking admission in B.Ed. 1<sup>st</sup> Year should ensure to submit proof of Teaching Experience in a school/other educational institutions duly certified by Headmaster/Principal on

(c) There will be no rounding off percentage of marks for determining the eligibility for admission to B.Ed. programme.

(d) Admission dues to be paid only after confirmation of admission and on demand from the center after finalization of the merit list for admission to B.Ed. Part-1<sup>st</sup>.

(e) Candidates seeking admission for B.Ed. Part-1<sup>st</sup> should bring their Original Certificates at the time of Admission/Counseling after declaration of Merit list by the Directorate.

(f) The reservation for SC/ST/EWS/OBC/PWD and other categories shall be as per the rules of Haryana Govt.

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

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

**The seats shall be distributed as under :**

- (1) All India Open Category including : \* 15% (\*10% out of All India Category seats reserved for EWS of All India)  
Haryana



- (2) Bonafide Residents of Haryana : **85%** (State quota is equally divided into Haryana Open General Category and Reserved Categories of Haryana)

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

1.	<b>Haryana Open General Category</b>	* 50% of State Quota (i.e. 42.5% of total intake)
	Economical Weaker Sections of Haryana (who are not covered under the existing scheme of reservation for SC/BC (Block-A & B) other than category (ii) a & b below.)	<ul style="list-style-type: none"> <li>10% of seats reserved for EWS out of Haryana Open General Category seats.</li> </ul>
2.	<b>Reserved Categories of Haryana</b>	* 50% of State Quota (i.e. 42.5% of total intake)
	(i) Scheduled Castes of Haryana	20% of State Quota (i.e. 17% of total intake) 10% each
	(a) Scheduled Castes	
	(b) Deprived Scheduled Castes	
	(ii) Backward Classes of Haryana (except Socially advanced persons/Sections (creamy layer))	27% of State quota (i.e. 23.95% of total intake) 16 % for Block-A) (i.e. 13.6% of total intake) 11 % for Block-B) (i.e. 9.35% of total intake)
3.	Differently Abled	03% of State Quota (i.e. 2.55% of total intake) If the seats reserved for differently abled persons remain vacant due to non-availability of suitable differently abled candidates, it may be offered to Ex-servicemen and their wards (1%) and dependents of Freedom Fighters (1%). In case, 01 seat out of 3% state quota reserved for differently abled persons, remains vacant, first priority may be give to the candidate (i.e. ESM & their wards and dependents of Freedom Fighter who will be higher in merit.
4.	Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2022, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2024 and so on. The concerned Chairperson/Director of the Department/Institute shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.	

**(C) Guidelines for Reservation :**

- 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.**
- If the reserved seat(s) of BC Block 'A' remain vacant these will be filled up from BC Block 'B' and vice versa.
- The seats remaining vacant under various reserved categories other than SC category will be converted into General Category only if up to the date of display of final list or day of final counseling (whichever applicable), no eligible candidate belonging to the respective reserved categories is available for admission.
- If a candidate of Haryana General, SC, BC and EWSs also apply for Differently Abled/ESM/DFD category will be considered first for Haryana General, SC, BC and EWSs category.
- Candidates claiming reservation under Scheduled Caste will submit the certificate as per **Annexure-IV**, Backward Class (Block 'A' & 'B') will submit the certificate on the prescribed Proforma as per





**Annexure-V**, and Income Certificate from the Competent Authority at the time of Counseling. Vide Notification No.1282-SW(I) dated 28.08.2018 the Government Notification No.808-SW(I) dated 17.08.2016 has been examined in consultation with the Advocate General Haryana. The Advocate General relying upon the judgment of the Hon'ble Punjab and Haryana High Court has opined that the criteria for computing annual income as prescribed under the above notification as gross annual income shall include income from all sources.

All previous notifications and instructions provided for a different mode of computing annual income stands over-riden. Income certificate mentioning gross annual income issued after 17.08.2016 shall only be considered for availing any benefit under BC(A) and BC(B) category. Instructions for gross annual income of BC (A) and BC (B) category issued vide Haryana Government, Welfare of Schedule Castes and Backward Classes Department Notification No. 1282-SW(1) dated 28.08.2018 be followed and Haryana Government Notification No. 808-SW(1) dated 17.08.2016 be set aside as the Hon'ble Punjab & Haryana High Court, Chandigarh vide its judgment dated 07.08.2018 rendered in CWP 15731 of 2018, titled as Nisha vs. State of Haryana and ors. while deciding bunch of CWPs including CWP No. 18234, Anupama & Anuradha Vs. State of Haryana and Others (relating to admission under BC category in LL.B. 3-Yr. programme of the KUK session 2018-19) while allowing the said CWPs the Hon'ble High Court has set aside the Haryana Govt. Notification dated 17.08.2016 and has further directed that the counseling shall be held afresh **on the basis of the earlier existing criteria limiting the preference to those BCs with an income upto Rs.6 lakhs with no further sub-classification.**

6. **Sons and Daughters of Parents whose annual income from all sources does not exceed Rs. 8 Lakh can apply for All India Category seats (i.e. 15% of sanctioned intake) under Central Govt. policy would be in addition to the existing reservation upon production of an Income & Asset Certificate issued by a competent authority (i.e. DM/DC/ADC/SDM or Tehsildar.**

7. Only the candidates having permanent disability of not less than 40% (being otherwise fit for admission to the programme) will be considered for admission as Differently Abled. Disability certificate must be issued by the Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board of the University constituted for the purpose and the decision of the Board shall be final. Differently abled candidates belonging to Haryana are required to submit the certificate as per **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/ Para-Military Personnel, Ex-Servicemen or Ex-Personnel of Para-Military Forces as per **Annexure-X.**

10. Certificate from Ex-Employees and their wards for the Ex-employees of Indian Defence Services/Para-Military Forces as per **Annexure-XI.**

11. For horizontal reservation, ESM/DFF candidates of General, SC and BC category will also have to furnish ESM/DFF certificate.

12. As per instructions of the Government of Haryana, General Administration Department, General Services-III Branch, Chandigarh containing in letter No. 23/10/2013-1GSIII dated 10.08.2017 for giving following priorities for reservations or preferences to the wards of Armed Forces personnel for admission in medical/professional/non-professional programmes running in the University Teaching Departments/Institutes/Affiliated/Maintained Colleges/ Institutes :

- (a) Priority-I : Widows/Wards of Defence personnel killed in action.
- (b) Priority-I : Wards of disabled in action and boarded out from service.
- (c) Priority-III : Widows /Wards of Defence personnel who died while in service with death attributable to military service.



- (d) Priority-IV : Wards of disabled in service and boarded out with disability attributable to military service.
- (d) 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
- (e) Priority-VI : Wards of Ex-servicemen.

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

13. In pursuance of the decision of Hon'ble Punjab & Haryana High Court, Chandigarh dated 11/4/2013 in the LPA 98/2013 (O&M) CWP No.20359 of 2012, Shri. Ishwar Singh Vs KUK & Others, preference shall be given to ESM first before giving admission to wards against ESM reserved seats.

14. Under differently abled category, atleast one candidate will be admitted even if the share is less than 0.5 seat.

15. All the eligible candidates, whether from Haryana or from reserved categories can also compete for seats allocated under All India Category.

16. All the eligible candidates of reserved categories shall be considered first for Haryana General Category seats

17. Candidates who have passed their qualifying examination from a university in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.

18. **Admission Criteria for EWSs derived from the Government of Haryana, Notification No. 23/12/2019-1 GS-III dated 25.02.2019 and even No. dated 13.03.2019 as under :**

**Income & Assets Certificate issuing Authority:**

- (i) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Competent Authority for EWS Income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.
- (ii) As per instructions given in Govt. of Haryana General Administration Dept. (G-III Branch) Notification No. 23/12/2019-1GS-III dated 13.03.2019, Verifying Authorities for issue of EWS Certificate shall be same as prescribed for issue of resident/income certificates as specified In instruction No. 23/28/2003, 3GS-III, dated 30.01.2004.
- (iii) The prescribed format for Economically Weaker Section(EWS) Income and Asset Certificate shall be provided at **Annexure-IX.**



**Criteria of Income & Assets:**

1. 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.
2. 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:-
  - (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 & above in areas other than the notified municipalities;
  - (v) Total immovable assets owned are valued at Rs. One Crore or more.
3. 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.
4. The term “Family” for this purpose will include the person who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

**Note :** For any other clarification, Government of Haryana, Notification No. 23/12/2019-1GS-III dated 25.02.2019 and even No. dated 13.03.2019 will be referred.

**MEDIUM OF INSTRUCTIONS**

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

**B.ED. (2-YEAR) PART-I**

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

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

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

\*\* It is School Based Activity.

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

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

**ELIGIBILITY CONDITIONS** : A candidate who has passed B.Ed. Part-I examination of this University shall be eligible to join Part-II class in the Center of Distance Education. The students of B.Ed. (2-Year) programme having 2-years duration enrolled with this Center for both the sessions 2023 and have appeared in the examinations but could not clear 50% papers of B.Ed. Part-I examinations may also be provisionally allowed to join B.Ed. Part-II of the programme by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to clearing the remaining papers of B.Ed. Part-I examinations in the permissible number of chances.

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

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

**ELIGIBILITY CONDITIONS**

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

**MEDIUM OF INSTRUCTIONS**

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



**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

**ELIGIBILITY CONDITIONS**

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**NOTE :** \* 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 Center,

**LAW PROGRAMME****1. ADVANCED GRADUATE DIPLOMA IN CYBER LAW & IPR (AGDCL& IPR)(1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**ENVIRONMENTAL EDUCATION PROGRAMMES****1. ADVANCED GRADUATE DIPLOMA IN ENVIRONMENTAL EDUCATION (AGDEE)(1-YEAR)****ELIGIBILITY CONDITIONS**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

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

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

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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



**VALUE ADDED PROGRAMMES****1. CERTIFICATE PROGRAMME IN URDU (CCU) 1-YEAR**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**2. ADVANCE GRADUATE DIPLOMA IN TRANSLATION (HINDI/ENGLISH) (AGDT) 1-YEAR****ELIGIBILITY CONDITIONS**

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

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

**MEDIUM OF INSTRUCTIONS**

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

**PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS**

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

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

**Note:** The student who opt Option-(i) from Paper-II (102) will be required to opt Option-(i)(105) from Paper-IV & who opt Option- (ii) (103) from Paper-II is required to opt Option- (ii) (106) from Paper-IV. Translation work under Paper-IV(A) above to be submitted by 15/6/25(for Jan. 2024 session) & 15/12/2025 (for July 2024 session) on a topic approved by the Programme Coordinator.



### 3. ADVANCE GRADUATE DIPLOMA IN HUMAN RIGHTS (AGDHR) (1-YEAR)

#### ELIGIBILITY CONDITIONS

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

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

#### MEDIUM OF INSTRUCTIONS

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

#### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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

#### ELIGIBILITY CONDITIONS

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

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

#### MEDIUM OF INSTRUCTIONS

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

#### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

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



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

Pass in 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

### PROGRAMMES OF STUDY AND SCHEMES OF EXAMINATIONS

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

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

### **IMPORTANT NOTE**

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

(ii) Similarly, the candidates, who have not passed BCA Part-I examination, will not be eligible for admission to BCA Part-III class even provisionally, even if they may have cleared or have reappear in Part-II examination. However, such candidates can seek admission to BCA Part-III class after passing the reappear paper(s) of BCA Part-I in the supplementary examination with usual late fee. Such candidates can seek admission upto the last date of admission with late fee or within 15 days of the date of declaration of result whichever is later, with usual late fee as may be applicable at that time.



**SECTION – III (GUIDELINES AND SCHEDULE)**

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

Sr. No.	Name of the programmes 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 Prog Coordinator by submitting the relevant details on Proforma Annexed in this Prospectus.	Due date for submission of the Dissertation/PR/FW/ TW/TR/SW/Assignment s/ 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 Programme Coordinator
(I)	(II)	(III)	(IV)	(V)
1	<p><b>MBA PART- I</b> (Six weeks On-the-practical training after 1<sup>st</sup> year exam.)</p> <p><b>MBA PART- II</b> (Training Report)</p>	<p><b>30<sup>th</sup> Sep, 2024</b></p> <p>Within 15 days of Admission OR <b>upto 15<sup>th</sup> July, 2024</b> whichever is later</p>	<p><b>30<sup>th</sup> August, 2024</b> (in MBA-II) (One copy)</p> <p><b>30<sup>th</sup> August, 2024</b> (One copy)</p>	<p>A managerial personnel in the relevant field of a Company or Corporation OR Agency.</p> <p>Training can be done in any industrial, commercial trading, undertaking etc. which may be from private/public OR corporate sector.</p>
2	<p><b>M.A. EDUCATION PART - II</b> (Dissertation)</p> <p>Field Work</p>	<p>Within 15 days of admission OR <b>upto 30<sup>th</sup> June, 2024</b> whichever is later.</p> <p>During PCP</p>	<p><b>30<sup>th</sup> Dec., 2024</b> (Two copies)</p> <p><b>30<sup>th</sup> Dec., 2024</b> (Two copies)</p>	<p>An approved/retired teacher of the University Teaching Department of Education of this University OR at any other University OR an approved/retired teacher of the Institute of Teacher Education affiliated with any University recognized by the Kurukshetra University having Ph.D (Education) OR 5 Years PG teaching experience in Education OR Experience of guiding research in education at doctoral level.</p>
3.	<b>PGDBA</b>	<p>Within 15 days of Admission OR <b>upto 15<sup>th</sup> July 2024</b> whichever is later</p>	<b>30<sup>th</sup> Sept., 2024</b>	<p>Training can be done preferably in Business Analytics firm with turnover of at least Rs. 2 Crore.</p>



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4.	<b>PGDEMM</b> (Six week training)	Within 15 days of admission  OR  <b>upto 15<sup>th</sup> July, 2024</b> whichever is later	<b>28<sup>th</sup> Feb., 2025</b> (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
5.	<b>PGDTX</b>	Within 15 days of admission  OR  <b>upto 15<sup>th</sup> July 2024</b> whichever is later	<b>30<sup>th</sup> Sept., 2024</b> (one copy)	<b>For Organisation/Company:</b> Department Head/Sr. Executive of the Organization. <b>For CA Firm:</b> Public/Private Ltd. Company Regd. Firm under Partnership Act 1932/ Registered Tax Practitioner etc to learn tax Procedures.
6	<b>PGDT(H/E)</b> (Translation work)	Within 15 days of admission  OR  <b>upto 15<sup>th</sup> July 2024</b> whichever is later	<b>15<sup>th</sup> Dec. 2024</b> (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.
7	<b>BA/B.Com./BCA PART-I</b> (Practical Assignments on Field Work in the Subject of <b>Environmental Studies</b> )	-----	<b>30<sup>th</sup> Sept. 2024</b> (One copy of around 20 pages neatly written or typed)	

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

### **CAUTION:**

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



2. Medium of Examination of the programme will be the medium of writing Dissertation/ Project Report/ Field Work/ Assignment/ Practical Assignment/ Translation Work/ Training Report, etc.

**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 CDOE, Kurukshetra University OR other Universities. This will give them an idea about the nature of the topic, research work involved, contents, methodology etc. Active supervision by an experienced teacher is the most important aspect of any project work. The candidates should finalize the topics in consultation with the Supervisor and seek approval of the Programme Coordinator well in time.

2. There is no standard size of Dissertation/Project Report as *it can vary with the subject of project*. However, it can be around 80 to 100 typed pages having 1.5 line spaces with 12 size-points on A4 size in Aria Font for English and **Kruti Dev** font for Hindi. The work should be brief and **precise**. The Dissertation/Project Report should be neatly typed and properly bound.

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

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

(a) Cover page giving title of Dissertation/Project Report, particulars of the candidate, Name and address along with designation of the Supervisor, Programme, CDOE Ref. No./Examination Roll No. and Session etc.

(b) Copy of Proforma duly approved by the Programme-Coordinator for the approval of Topic and Name of Supervisor.

(b) Certificate (in Original) from the Supervisor stating that the candidate has done independent and original work of required standard under his/her supervision.

(d) Certificate of declaration by the candidate that the Dissertation is his/her own ORIGINAL WORK and is the result of his/her own efforts.

(aa) Preface/Acknowledgment.

(ab) Contents.

(ac) List of Tables, Graphs, etc.

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

(a) Introduction and Review of related literature pointing out gaps in the study with purpose & significance of the study.

(b) Objectives of the study.



- (c) Research Methodology: techniques of data collection, Nature of data, use of quantitative techniques limitation of the study etc.
- (d) Compilation, interpretations and Analysis of data.
- (e) Main findings/conclusion and suggestion for policy implication.
- (f) Bibliography/References.
- (g) Annexure etc.

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

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

**TENTATIVE POINTS FOR THE GUIDELINES OF CANDIDATES FOR WORKING ON TRAINING REPORT:**

- (a) Cover page giving Title of the Training Report, the name of the establishment/ Company/Organization.
- (b) Particulars of the candidate with name of the Programme, Ref. No./Roll No. and Session etc.
- (c) Letter for the approval of the name of the organization for training.
- (d) Certificate of satisfactory completion of the training indicating training period and dates of the training to be obtained from the company.
- (e) Declaration by the candidates that the Training Report is the original work of the candidates and is the result of his/her personal efforts.
- (f) Preface/Acknowledgment.
- (g) Contents.
- (h) List of Tables, Chart, Photographs, Packages etc.



**TENTATIVE CHAPTER SCHEME OF TRAINING REPORT:**

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

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

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

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

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



**SECTION -IV****1. 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 **Self declaration 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 2024 simultaneously except in the examination(s) mentioned in the Important Instructions No. 5 given in the beginning of the Prospectus. **THIS DECLARATION MUST BE SENT ALONG WITH THE ADMISSION FORM FAILING WHICH THE ADMISSION FORM IS LIABLE TO BE REJECTED.** Submission of wrong affidavit will lead to cancellation of admission with no claim for refund of fees or restoration of candidature in the **subsequent session** and the candidate will have to bear all other consequences in this regard.

**IMPORTANT NOTE : Original Migration Certificate only is to be submitted in respect of those students who have already migrated from Kurukshetra University and later again took admission in this University within 40 days of their re-admission to this university otherwise late fee as applicable for deposit of migration certificate for restoration cases will be charged.**

**2. ISSUE OF MIGRATION CERTIFICATE**

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

**SECTION – V(REFUND OF FEES)**

If a candidate withdraws from the programme/programme in which he/she was admitted in the Centre for Distance & Online 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 CDOE
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 CDOE 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 Center within six months of the issue of the letter by the Center declaring the candidate as ineligible or upto **31 January, 2025** whichever is later.



(c) Amount deposited in excess of prescribed fees, if any, will be refunded in full of the excess amount on a request received from the students within six months from the date of deposit or by **31/01/2025 (for January, 2024 session)**, whichever is later with the approval of the Director.

(d) In case of demise of a candidate pursuing distance education programme before the commencement of exams 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 (CDOE) provided the request from any of his/her parents or first relation is received within six months from the date of death or **upto 31/01/2025(for January, 2024 session)**, whichever is later.

(e) In case a candidate deposits/remits fee with the Center which is not related to his/her admission in the Centre 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 **30/05/ 2025** for July sessions, whichever is earlier.

(f) In case the request of a candidate for change of subject/programme/option/revival of candidature is not acceded to for any reason whatsoever, the fee paid by him/her for change of subject / option / programme/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 **30<sup>th</sup> May 2025** for both sessions, chever is earlier.

**Note :** The Directorate would process the refund of fee as given in Note (a–f) by 31/01/2025 for January, 2024 session and 31/07/2025 for July, 2024 session. **However, If due to any technical error fee is deposited more than one time the full fee is to be refunded.**

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

(a) The admission of an applicant is not finalized **due to non-payment of fee dues and other charges or a part thereof by the prescribed date.**

(b) The applicant has **not submitted the required certificates, DMC, Degree for verification and affidavit as per annexure or the Certificate etc.** submitted by him/her are found bogus or forged.

(c) **The candidature of a student is cancelled as fee defaulter or for non-submission of documents etc. or a student does not appear in the examination after the issue of Roll No., the fee paid by him/her shall neither be refunded nor adjusted in any case against the fee of next session even, if he/she seeks readmission to a programme.**

(d) A candidate takes admission in two programmes simultaneously (except for the programmes as mentioned at **Section-I (Important Instructions) at Sr. No. 5 of this Prospectus**). For admission to any other two different programmes, his/her candidature for one of the programmes is cancelled; **THE FEE PAID BY HIM/HER FOR THAT PROGRAMME WILL NOT BE REFUNDED.**

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



## **SECTION-VI**

### **EXAMINATIONS**

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

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

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

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

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

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

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

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

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

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

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



6. **ANNUAL EXAMINATION for B.Ed. Programme**

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

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

7. For Compartment cases of B.A./B.Com., the **Supplementary examination** shall ordinarily be held in the month of **September/October** or on such dates as may be fixed by the University. For eligible Re-appear cases of other programmes, the Supplementary examination shall be held in the month of **November/December** or on such dates as may be fixed by the University. **The Roll number and date sheet for the Supplementary examinations shall be sent to the candidates concerned direct by the Examination Branches. No correspondence for Re-Appear Examinations will be entertained by the Directorate.**

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

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

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

**B. EXAMINATION CENTRES**

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

**WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY**

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

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

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

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

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



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

1. A student who has completed the prescribed programme of instruction in the Directorate and other requirements such as payment of full fee, submission of required documents including Migration Certificate or affidavit as per annexure, attendance at PCP where compulsory, but does not appear in the examination, or having appeared fails or is placed under compartment/Reappear, may be allowed to appear/re-appear in the examination/paper(s) as the case may be, as an ex-student, without attending a fresh programme of instruction, in the permissible chances within the maximum period prescribed in the relevant Ordinance for passing the programme. (For B.Ed. Programme: While re-appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s)/ practical(s) in which he/she has obtained at least 40% marks.) The last date for submission of Examination Forms for appearing in the Supplementary Examination is 5<sup>th</sup> August for Under-graduate programmes and 20<sup>th</sup> September for Post-graduate programmes or as indicated on the prescribed Examination Form, which is available on the KUK Website: [www.kuk.ac.in](http://www.kuk.ac.in). If the result of a candidate is declared late he/she can submit his/her Examination Form within 20 days of the date of declaration of the result as mentioned on the front side of D.M.C., OR 15 days from the date of dispatch of the DMCs by the Examination Branch/CDOE, whichever is later. Re-appear/failed/compartament candidates will submit their Examination Forms directly to the concerned Examination Branch after getting the same attested to avoid misplacement of the same. The failed candidates or candidates who have got reappear in more than 50% papers can appear only at the next annual examination to be held in for both sessions, as the case may be. The Roll Numbers/Admit Cards and date-sheet of ex-students will be sent to them directly by the Examination Branch.
2. A candidate appearing as an Ex-student of this Directorate shall pay the examination fee as prescribed by the Kurukshetra University from time to time. The Examination Forms can be obtained from the University Press on payment of Rs. 10/- at the counter and can be obtained by Registered post from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra by sending crossed Bank draft for Rs. 50/- drawn in favour of Registrar, Kurukshetra University, Kurukshetra. The Examination Form can also be downloaded from the University Website: [www.kuk.ac.in](http://www.kuk.ac.in)
3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form alongwith full fee in the form of crossed Bank Draft should reach the Directorate of Distance Education at least one week before the date fixed by the University for Submission of Examination Forms as indicated on the Examination Form so that the same may be sent to the Examination Branch, duly attested by the Directorate in time. If the Examination Form and/or fee are received late, candidate shall be required to pay usual late fee as prescribed under rules. The Ex-students are advised to submit their Examination Forms personally in the Exam. Branch, after getting the same attested from this Directorate in order to avoid payment of 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 Punjab National Bank in University campus.
5. For attestation of Examination Form from this Directorate, students are required to bring with them their identity cards, issued by the Directorate and the DMCs for verification.
6. All enquiries about payment of fee in respect of ex-students may be addressed to the Superintendent (Cash & Fee) Accounts Branch, K.U., Kurukshetra. Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, K.U.K. (Phone: 01744-238377/238189) OR Examination Enquiry at Phone No. 01744-238169 OR at Intercom No. 2454 through KU Telephone Exchange No. 238410/238196/238629/238679).

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



## SECTION-VII

### INSTRUCTIONAL METHODOLOGY

#### 1. STUDY MATERIAL

(a) Each programme is divided into Lessons which are planned, developed, designed and prepared by the competent faculty members drawn from different Universities/Colleges/Institutions under the leadership of the Coordinator of various programmes who are senior teachers of Kurukshetra University. **Though every effort will be made to provide the study material, however, the students may also consult books prescribed/recommended in the relevant syllabus and not to depend solely on study material to enrich and enlarge scope of learning.** The study material supplied by the Directorate is only to supplement the prescribed/ recommended books. The available study material will be supplied to the students in installments.

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

(c) **It is not obligatory to cover the complete syllabi in study material.** However, efforts will be made to cover up the deficiency in the study material, if any, due to delay in writing/updating or printing of the same, in the Personal Contact Programme to be arranged by the Directorate. **it will, however, not be accepted as basis for seeking postponement of the examination or refund/ adjustment of fee, etc.**

#### 2. PERSONAL CONTACT PROGRAMME

(a) The **instruction** through study material is supplemented by Personal Contact Programme (s) of one week to 24 days duration depending upon the programme. This programme includes on-line/Off-line regular effective class-room teaching, practical, wherever applicable, face to face discussions, promoting thereby an interaction between the teachers and the taught. However, no PCP of a class/programme may be conducted if the enrolment in that class/programme is very small.

(b) Interactive contact classes/Personal Contact Programme (PCP) will be organized for the students of B.Ed.(2-Years) programme at Directorate and its approved University, Affiliated Colleges. Besides this each student shall undertake Field Practicals of Three months' duration, One and half month in each year for practice teaching and related work experience activities.

(c) **This programme is for the benefit of the students and they are advised to participate in it regularly. However, 75% attendance for B.Ed. and 50% for other programmes shall be compulsory to become eligible to appear in the examination.**

(d) In exceptional cases, the Director may exempt any candidate from this condition of attending the PCP on valid reason to his satisfaction for which supporting documents like Medical Certificate, etc. may also be enclosed with the application for seeking exemption. In case PCP of any programme is not held before the commencement of the University examination the same will not be the basis for withholding the candidates from appearing in the University Examination.

(e) In case a candidate has not attended the Personal Contact Programme (Theory and Practical) and has also not been allowed exemption from attending the same, but he/she has already cleared all the dues of the Directorate and submitted all the required documents including the Migration Certificate or declaration as per annexure before the commencement of the annual examination to be held in 2023-24 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme along with the students of next year i.e. 2024-2025, 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., to the Director(CDOE) on plain paper with requisite fee of Rs. 1000/- each indicating full particulars of his/her studentship in the Center during the previous session.



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

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

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

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

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

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

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

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

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

**SECTION-VIII****CHANGE OF COURSE/PROGRAMME**

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

<b>January, 2024 Session (For All UG &amp; PG Courses)</b>		<b>July, 2024 Session (For All UG &amp; PG Courses)</b>	
upto 30.06.2024	Rs.1000/-	upto 31.12.2024	Rs.1000/-
w.e.f.01.07.2024 to 30.08.2024	Rs.1,500/-	w.e.f.01.01.2025 to 28.02.2025	Rs.1,500/-
w.e.f. 01.09.2024 till 15 days before the commencement of respective examinations	Rs.2,500/-	w.e.f. 01.03.2025 till 15 days before the commencement of respective examinations	Rs.2,500/-

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

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

**Note:1. While applying for change of programme/session/subject/option, the students who have already received study material in the previous programme/session/Subject/option must return the same along with application for the change.**

2. Difference of fee shall be adjusted if a student changes his/her programme with higher rate of fees to a programme with lower rate of fees if the Programme duration is of more than two years.
3. The fee on account of change of programme/class will be adjusted against the difference of fee already paid by the students for the subject with higher rate of fee.
4. If the programme is changed with the higher rate of fees, the student will be required to pay difference of fee plus fee for the change of programme.





## SECTION-IX

### FACILITIES AVAILABLE

#### (A) STUDENT SUPPORT SERVICES

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

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

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

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



**ANNEXURE-I**

Instructions regarding Bonafide Residents of Haryana issued vide letter No.62/17/95-6 GSI dated 3<sup>rd</sup> October,1996, No.62/32/2000-6GSI dated 23<sup>rd</sup> May, 2003, No.62/27/2003-6GSI dated 29<sup>th</sup> July, 2003 and No.62/62/2011-6GSI dated 17<sup>th</sup> January, 2012 by the CS 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/Dependent of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/.Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
  3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
  4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
  5. The children/wards/dependents of the employees of Punjab & Haryana High Court, who are discharging their duties in connection with the affairs of the State of Haryana and have not availed facility from their parent State, the State of Punjab and U.T. Administration Chandigarh, would also be eligible for grant of Resident Certificate of the State of Haryana only for the purpose of admission in academic/ technical/medical institutions of the State of Haryana. However, in that case the employees of the Punjab & Haryana High Court shall be entitled to draw this benefit at one place/State only. Head of the Department of the Punjab & Haryana High Court would be competent to issue such a certificate.



**ANNEXURE-II**

**LIST OF THE SCHEDULED CASTES IN HARYANA**

Sr. No	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No	Name of the caste
1.	Ad Dharmi	2.	Balmiki	3.	Bangali	4.	Brar, Burar, Berar
1(A)	Aheria, Aheri, Hari, Heri, Thori, Turi						
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chamar, Jatia Chamar	10.	Chanal	11.	Dagi	12.	Darain
	Rehgar, Raigar, Ramdasi	13.	Daha, Dhaya, Dhea	14.	Dhanak	15.	Dhogri, Dhangri, Saggi
	Ravidasi, Balahi, Bhatoi, 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	23.	Marija, Marecha	23.	Mazhabi, Mazhibi Sikh	24.	Megh, Meghwal
25.	Nat, Badi	26.	Od	27.	Pasi	28.	Perna
29.	Pherera	30.	Sanhai	31.	Sanhal	32.	Sansi, Bhedkut, Manesh
29 (A)	Rai Sikhs						
33.	Sansoi	34.	Sapela, Sapera	35.	Sarera	36.	Sikligar, Bariya
37.	Sirkiband						

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

1.	Naik	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bagria	5.	Barwar	6.	Barai, Tamboli
7.	Baragi, Bairagi, Swami, Sadh	8.	Battera	9.	Bharbhunja, Bharbhujja
10.	Bhat, Bhatra, Darpi, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Daiya	17.	Dhobis	18.	Dakaut
19.	Dhimar, Mallah, Kashyap-Rajpoot, Kahar Jhiwar, Dhinwar, Khewat, Mehra, Nishad, Sakka, Bhisti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faquir
23.	Gwaria, Gauria or Gwar	23.	Ghirath	24.	Ghasi, Ghasiara or Ghosi
25.	Gorkhas	26.	Gawala, Gowala	27.	Gadaria, Pal, Baghel Diaya
28.	Garhi – Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra- Brahman, Khati, Suthar, Dhiman-Brahmin, Tarkhan, Barhai, Baddi
31.	Joginath, Jogi, Nath, Yogi	32.	Kanjar or Kanchan	33.	Kurmi
34.	Kumhars, Prajapati	35.	Kamboj	36.	Khanghera
37.	Kuchband	38.	Labana	39.	Lakhera, Manihar, Kachera
40.	Lohar, Panchal-Brahamin	41.	Madari	42.	Mochi
43.	Mirasi	44.	Nar	45.	Noongar
46.	Nalband	47.	Pinja, Penja	48.	Rehar, Rehara or Re
49.	Raigar	50.	--	51.	Rechband
52.	Shorgir, Shergir	53.	Soi	54.	Singhikant, Singiwala
55.	Sunar, Zargar, Soni	56.	Thathera, Tamera	57.	Teli
58.	Banzara, Banjara	59.	Weaver (Jullaha)	60.	Badi/Baddon
61.	Bhattu/Chattu	62.	Mina	63.	Rahbari
64.	Charan	65.	Chaaraj (Mahabrahman)	66.	Udasin
67.	Ramgarhia	68.	Rangrez, Lilgar Nilgar, Lallari	69.	Dawala, Soni-Dawala, Nyaaria
70.	Bhar, Rajbhar	71.	Nat (Muslim)	72.	Jangam

**(BLOCK- B):**

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

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



**ANNEXURE-IV**

**HARYANA GOVERNMENT**

Photo of applicant to be Attested by Issuing Authority

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

**SCHEDULED CASTE CERTIFICATE**

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

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

Signature with seal of Issuing Authority  
Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address with Telephone No. with Code \_\_\_\_\_

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

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

**ANNEXURE-V**

**BACKWARD CLASS CASTE CERTIFICATE (BLOCK “A” OR “B”)**

Photo of applicant to be Attested by Issuing Authority

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

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

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

Signature with seal of Issuing Authority  
Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address with Telephone No. with Code \_\_\_\_\_

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

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



**ANNEXURE-VI**

**CHARACTER CERTIFICATE**

Name of Department/College.....  
Session.....

Certified That Mr./Miss/Mrs..... son/daughter  
of Shri..... has been a bonafide student of this Department/College during  
the period.....He/She appeared in the  
.....Examination of the University/Board held in ..... Under Roll  
No..... and \*passed obtaining ..... marks out of  
.....marks or \*failed/\*placed under compartment in the subject of  
.....

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

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

Dated:.....

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



**ANNEXURE-VII**

**MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED**

OFFICE OF THE CHIEF MEDICAL OFFICER, \_\_\_\_\_

No. ....

Dated: .....

Certified that Sh./Km./Smt. \_\_\_\_\_ son/daughter/wife of  
Sh. \_\_\_\_\_ resident of \_\_\_\_\_  
District \_\_\_\_\_ appeared before the Medical Board for medical check up. On his/her  
Medical Examination, it is found that the nature of Differently Abled /Disability is \_\_\_\_\_% and (as  
applicable), is as under:

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

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

Signature of Applicant

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

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

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

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

**ANNEXURE-VIII**

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

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

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

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

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

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





**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\*\*\*

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

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

Recent Passport size attested photograph of the applicant

Signature with seal of Office  
Name  
Designation

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

\*\* Note 2: The term 'Family' for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

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



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

- (1) Medical Category
  - i) for JCO' s. \_\_\_\_\_
  - ii) for ORS : Shape-I, II, III etc. \_\_\_\_\_
  - iii) for Rank/Designation(in case of Para-Military Forces) \_\_\_\_\_
- (2) Reason of discharge/retirement \_\_\_\_\_
- (3) Death  
whether killed in action \_\_\_\_\_  
or any other reason \_\_\_\_\_
- (4) If killed in action \_\_\_\_\_  
name of the war/operation \_\_\_\_\_
- (5) Disabled : Whether disabled during the war/operation(name) \_\_\_\_\_
- (6) Nature of disability
  - i) whether permanent i.e. for life \_\_\_\_\_
  - ii) whether temporary up to what extent) \_\_\_\_\_ Next RSMB IS DUE \_\_\_\_\_Name of Records \_\_\_\_\_

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

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

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

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

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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**

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

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

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

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

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

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



**ANNEXURE-XII**

**SELF DECLARATION IN LIEU OF MIGRATION CERTIFICATE**

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

**SELF DECLARATION**

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

1. That I am appearing in \_\_\_\_\_ (*Name of the Programme*) from Directorate of Distance Education, KUK and I am also appearing simultaneously in \_\_\_\_\_ (*Name of the Programme*) from \_\_\_\_\_ (*Name of the University*) under Enrolment No./ CDOE Ref. No. \_\_\_\_\_ during the current academic session **January 2024/July 2024 as per provisions given in the CDOE Prospectus at page 1-2, Sr. No. 5 of Important Instructions.**

**OR**

That I am not appearing in any other examination from this University/any other University/Board during the **session January 2024/July 2024** simultaneously with \_\_\_\_\_ (*Name of the Programme*) Examination of the Kurukshetra University **except in the except in the** examinations as mentioned at **Sr. No. 5 of Important Instructions** given in the Prospectus for the **session January 2024/July 2024.**

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

**Signature of Student**

**VERIFICATION**

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

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

**Signature of Student**

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



**ANNEXURE-XIII**

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

**TEACHING EXPERIENCE CERTIFICATE**

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

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

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

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**SELF DECLARATION BY THE STUDENT**

*(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 **CENTRE FOR DISTANCE & ONLINE 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 \_\_\_\_\_ 2024.

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 **CENTRE FOR DISTANCE & ONLINE 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 \_\_\_\_\_ 2024.

**Signature of the Parent/Guardian Name:**\_\_\_\_\_

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

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

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

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



**CENTRE FOR DISTANCE & ONLINE EDUCATION  
KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)

**PROFORMA-I**

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

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

**PARTICULARS OF THE CANDIDATE:**

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

CDOE Ref. No.: \_\_\_\_\_ Year/Part (I/II/III): \_\_\_\_\_ **Session: January/July 2024**

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

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

**SIGNATURE OF THE STUDENT**

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

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

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

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

**PARTICULARS OF THE SUPERVISOR:**

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

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

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

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

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

**CONSENT OF THE SUPERVISOR:**

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

**SIGNATURE OF THE SUPERVISOR**

(with office stamp, if any)

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

**APPROVAL OF THE PROGRAMME-COORDINATOR:**

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

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

Dated \_\_\_\_\_

Signature  
(PROGRAMME COORDINATOR)





CENTRE FOR DISTANCE & ONLINE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)

PROFORMA-II

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

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

PARTICULARS OF THE CANDIDATE:

- (a) Name/ Father Name Programme/Class:
CDOE Ref. No.: Year/Part (I/II/III): Session: January/July 2024
(b) Area of Training(inEnglish)
(in Hindi)

SIGNATURE OF THE STUDENT

Address:
Mob. No.:
Email:

Dated:

PARTICULARS OF THE SUPERVISOR:

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

CONSENT OF THE SUPERVISOR:

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

Dated:

SIGNATURE OF THE SUPERVISOR
(With office stamp, if any)

DETAILS OF ESTABLISHMENT FOR TRAINING/INTERNSHIP:

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

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

Dated:

SIGNATURE OF THE AUTHORIZED OFFICIAL
With Stamp/seal

APPROVAL OF THE PROGRAMME-COORDINATOR:

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

Table with 2 columns: 1. APPROVED, 2. NOT APPROVED due to

Dated :

Signature
(PROGRAMME COORDINATOR)