



DE-B.Ed - 13

PROSPECTUS 2013-14

B.Ed (2-Year)



DIRECTORATE OF DISTANCE EDUCATION

Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)
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VISION OF THE UNIVERSITY

Be globally acknowledged as a distinguished centre of academic excellence.

MISSION

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



One day workshop organized by the Directorate of Distance Education, K.U. Kurukshetra on "**Innovations in Lesson Writing for Distance Learners**". **Dr. D.C. Sharma**, Deputy Director, Distance Education Council, **Dr. Dev Kant Rao**, Deputy Director, Distance Education Council, **Prof. Girish Chopra**, Dean, Academic Affairs, and **Prof. R.R. Rasauria** Former Director, Distance Education Council are on the Dias. **Below:** Section of the learned audience attending the inaugural session of the workshop.

DIRECTORATE OF DISTANCE EDUCATION



PROSPECTUS

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(Recognized by NCTE)

2013-14

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Admission Schedule

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

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

1. Last date of Receipt of Admission Forms: **27-09-2013 (Friday)**
Merit list will be displayed on KUK website: **<http://www.kuk.ac.in>**

2. Admission fees/dues are to be deposited only on demand from the Directorate after declaration of merit list and finalization of admission.

Programme Coordinator:

Dr. (Mrs.) G. Ponmeni

Directorate of Distance Education,
Kurukshetra University, Kurukshetra

Contact No.

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

Extn. 2983 (O)

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

DDE Email: ddekuk@gmail.com; ddekuk@rediffmail.com



Lt Gen (Dr) DDS Sandhu,
PVSM, ADC (Retd.)
D.Litt.(Mgt.), Ph.D., M.Phil.,
MBA, M.Sc., MMM, MDBA
VICE-CHANCELLOR



KURUKSHETRA UNIVERSITY
KURUKSHETRA - 136 119 (INDIA)
(Established by the State Legislature Act XII of 1956)
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Message

The Directorate of Distance Education is an important constituent of Kurukshetra University which is catering to the needs of higher education in the deprived sections of society who cannot afford to attend regular classes because of some compulsions. The Directorate of Distance Education of the University has made significant contribution to open and distance learning in the country. Ever since its inception in 1976, it has continued to strive for making quality education reliable, economical and convenient.

The Directorate has made concerted efforts to diversify its courses of study in response to the emerging societal needs. Teacher Education programme (NCTE Approved) caters to the needs and aspirations of in-service teachers for up-gradation of their skills and knowledge. Presently, the Directorate offers 36 courses at undergraduate and postgraduate levels, which successfully enrolls over 26000 students annually. All the courses offered by the Directorate of Distance Education are recognized by DEC, New Delhi. It has all along ensured quality of education through the development of self-instructional materials, consolidation of support systems, and adoption of newer technologies.

In its endeavour to obtain competitive edge, the Directorate has launched Radio Lecture Series which is broadcast by All India Radio, Kurukshetra and Edusat Centre telecasts monthly Teleconferencing Schedule as received from Indira Gandhi National Open University, New Delhi, via satellite. It is indeed an important measure to outreach the learners by bridging distances in time and space. The Directorate is committed to using communication technologies in a big way and thereby creating its own distinct place in distance learning.

I wish the students of the Directorate a success in realizing their goals.

(D.D.S. Sandhu)



Prof. R.K. Sharma
Director
Directorate of Distance Education
KURUKSHETRA UNIVERSITY
KURUKSHETRA - 136 119 (INDIA)

From the Director's Desk

The Directorate of Distance Education has earned a repute of imparting quality education over the last thirty eight years. It has been fulfilling the academic aspirations of thousands of higher education seekers who are deprived of formal education due to some constraint or those who wish to upgrade their qualification and competence. The Directorate of Distance Education, Kurukshetra University, Kurukshetra has one motive, reaching the unreached by offering the quality education at learner's door step. To-day, the Directorate is providing under-graduate and post-graduate education in thirty six programmes having an enrolment over twenty six thousand students. In addition to conventional Bachelor and Master degree Programmes, the Directorate offers a number of professional programmes like BIM, BCA, PGDCA, M.Sc Computer Science (Software), MCA, MBA.(HM), MBA, LLM, PGDJMC, MA in Mass Communication, D.Lib & Inf. Sc., B.Lib & Inf. Sc., M.Lib & Inf. Sc., B.Ed (2-Year), and M.A. Defence and Strategic Studies. All the courses offered by the Directorate of Distance Education, Kurukshetra University, Kurukshetra are recognized by the Distance Education Council, New Delhi. These courses are recognized for the purpose of employment to the posts and services under the Central/State Governments.

B.Ed (2-Year) programme offered by the Directorate (approved by NCTE) is planned to update basic knowledge of the teachers in the subject and sharpening competence and skills for effective teaching at Secondary School level. This programme trains the in-service teachers for class room transactions, management and remedial methods and evolving requirements of the fast and slow learners in modern scenario. Academic inputs in the form of study material, personal contact programmes, assignments etc. are complimented and fortified with ICT. The Directorate is committed to keep the students abreast in the fast changing educational environment.

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

(R. K. Sharma)

SECTION - I

IMPORTANT INSTRUCTIONS

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

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

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

4. Acceptance of Admission forms/fees, allotment of DDE Ref. No., issue of identity card, despatch of study material, attendance of Personal Contact Programme, etc., will be **provisional** subject to confirmation of eligibility subsequently at a later date.
5. **Pursuing Additional Course simultaneously with another course through distance education** : As per guidelines of the Distance Education Council decided in its 40th meeting held on 8.6.2012 which have been adopted by the University and subject to the eligibility conditions laid down in the

respective Ordinance(s), a student can pursue two programmes simultaneously through distance or combination of distance and regular modes, from the same or different Universities/Institutions duly approved by the U.G.C./A.I.C.T.E./Central Government/State Governments, in various combinations, viz:

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

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

6. (a) **ALL FEES WILL BE ACCEPTED ONLY THROUGH CROSSED BANK DRAFTS** bearing the signature of the issuing authority, Identity No. and Code No. of Payee's Bank, and should be drawn in favour of the **Registrar, Kurukshetra University, Kurukshetra**, payable at Kurukshetra/Thanesar only from a bank having its branch at Kurukshetra/Thanesar.
 - (b) **NO FEE SHALL BE ACCEPTED IN THE FORM OF MONEY-ORDERS/CASH OR BY CHEQUES.** However, the candidates may deposit the fee in cash directly at the Oriental Bank of Commerce counter in the premises of the University through vouchers available in the Bank, **WHICH MUST BE REPRODUCED IN THE FEE SECTION OF THE DIRECTORATE**, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof. The candidates will have to deposit their fees and other dues as prescribed by the Directorate of Distance Education, within the stipulated period.
 - (c) **STUDENTS CAN ALSO DEPOSIT FEES FROM SELECT CBS BRANCH (CENTRALISED BANKING SOLUTION) OF PUNJAB NATIONAL BANK Through Pay Fee Voucher** by down-loading the same from University Website : <http://www.kukinfo.com>. Students are required to submit the University Copy of the Fee Voucher issued by the CBS Branch to the Directorate of Distance Education, failing which the fee/amount will not be credited/adjusted against their name and the Directorate will not be responsible for any consequences thereof. In case of any difficulty, students may contact on Phone No. **01744-238360** of Punjab National Bank, Gurukul, Kurukshetra Branch.
 - (d) **No separate intimation will be sent to the students for payment of 2nd instalment of fee or any other part of the dues, as required to be paid in accordance with the detail of fee given in this Prospectus and they are advised to pay the same regularly as per schedule.**
7. Admission Form and Computer Form etc. attached with this Prospectus duly filled in and signed by the candidate and father/guardian may be submitted to the Directorate alongwith other required documents. The candidates are required to submit fresh admission forms/fees and all other documents, on promotion to next higher class (Part-II) of the course next year.
 8. Candidates are advised to **clearly mention the option** for the paper(s) having multiple options in the Admission Form and Examination Forms as well as in the computer forms, failing which a fee of Rs. 500/- per subject for change of option or not filling the option(s) shall be charged.
 9. **CANDIDATES ARE ADVISED TO MENTION THEIR CHOICE (I, II) OF EXAMINATION CENTRES IN COLUMN 7 OF EXAMINATION FORM WHICH WILL BE MADE AVAILABLE AT THE TIME OF ADMISSION SEPERATELY. TENTATIVE LIST OF EXAMINATION CENTRES IS AVAILABLE AT PAGE 20 OF THE PROSPECTUS.**

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

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

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

- (b) Original **Migration Certificate** OR an **affidavit duly attested by the Magistrate 1st class** (in the case of candidates coming from Universities or Boards other than Kurukshetra University or Board of School Education, Haryana) on the proforma given on page **34** of the Prospectus, to the effect that they will not be appearing in any other examination simultaneously from any other University/Board during the session 2013-14.
- (c) A Character Certificate from the Head of the institution last attended or from a Gazetted Officer/Sarpanch.
- (d) Six copies of recent **coloured photograph, Five Passport size** to be affixed on the space provided in the Admission/Examination Forms/Identity Card and **ONE EXTRA STAMP SIZE PHOTOGRAPH** to be affixed on the Computer Form.
The **photograph affixed on the Admission Form should be duly attested** and the remaining five may be submitted unattested.
- (e) **Examination Form** should be duly filled in and signed at the appropriate places including the Roll No. Slip/Admit Card. Photos be affixed on Examination Form and Admit card at the space provided for the purpose.
- (f) **Computer Form** duly filled in and signed by the candidate and a **stamp size photo** affixed on it.
- (g) **Acknowledgement Card-I** of 1st instalment of fees, duly filled in. (**Acknowledgement Card-II** is to be sent alongwith second instalment of fees).
- (h) Wherever applicable **Scheduled Caste/Scheduled Tribe/Blind Certificate**, duly signed by the 1st Class Magistrate/SDM/CMO, in original alongwith an attested copy thereof.
- (i) **Identity Card**, duly completed and photo affixed thereon.
- (j) **Employment Certificate** by employees of Kurukshetra University for claiming fee concession.
- (k) Two **self addressed envelopes** (Size 9" X 4").
- (l) SC/BC/Blind candidates of Haryana applying for admission on **prescribed forms meant for SC/BC/Blind candidates of Haryana** are required to submit the **SC/BC/Blind Certificate** or an additional amount of Rs. 600/- on account of the difference of the cost of the DDE Prospectus failing which it would be treated as non-payment of fee.
- (m) **CANDIDATES SHOULD BRING THEIR ORIGINAL CERTIFICATES AT THE TIME OF ADMISSION AFTER DECLARATION OF MERIT LIST.**

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

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

REJECTION OF ADMISSION FORM

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

- (a) the qualifying **examination is not recognised** by the Kurukshetra University;
- (b) attested **copy of certificate/DMC of qualifying examination is not sent** with admission form.
- (c) **Teaching experience certificate not as per specifications prescribed by the Directorate.**
- (d) **original certificate of qualifying examination is not produced** in the Directorate on demand;
- (e) **Form incomplete** or the **requisite documents not attached** or photographs not affixed or attested. **No column should be left blank.** Write "N.A." (Not Applicable) if any column is not relevant;
- (f) the **Admission/Computer/Examination Form(s) not signed** by the candidate, or his/her father/guardian.
- (g) **Affidavit** duly attested by Magistrate 1st class as per specimen given in the Annexure or original **Migration Certificate** is not submitted .
- (h) Examination/Computer form(s) have not been submitted with admission form or these are incomplete.
- (i) Names of **Papers/Correct options are not filled up** in the Admission Form/Computer Form/Examination Form.

IN CASE THE ADMISSION FORM OF ANY CANDIDATE IS REJECTED UNDER CATEGORY (b) to (i) ABOVE, THE CANDIDATURE OF SUCH A CANDIDATE CAN, HOWEVER, BE REVIVED ON SUBMISSION OF THE REQUISITE DOCUMENTS OR COMPLETION OF INCOMPLETE FORM ETC. WITH BALANCE PAYMENT TOGETHER WITH THE REVIVAL FEE OF RS. 500/- BEFORE THE TERMINATION OF EXAMINATION OF THEORY PAPERS.

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

Instructions against Ragging:

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

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

What Constitutes Ragging :

Ragging constitutes one or more of any of the following acts :

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing absence and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

All the senior students are advised to guide and treat junior students affectionately.

Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

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

SECTION II

ELIGIBILITY

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

FIRST YEAR

- (i) Bachelor/Master's Degree from a recognised University with atleast 50% marks in aggregate (45% in case of SC/ST/Blind/Physically and Visually Handicapped candidates).

(Provided that the requirement of 50% marks shall not apply to persons appointed as teachers prior to the commencement of the National Council for Teacher Education (Regulations Norms and Procedure) Second Amendment Regulations, 2010. This amendment was published in the Gazette of India on 26 July 2010).

- (ii) 2 years in-service working teaching experience in any recognised Government/ Aided/Private school/educational institution in the State of Haryana as on or before 31st May 2013.

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

- ii) There will be no rounding of percentage of marks for determining the eligibility for admission to B.Ed. course.

SECOND YEAR

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

- (ii) The students of B.Ed. (2-Year) course having 2-years duration enrolled with this Directorate for the session 2012-13 and have appeared in the examinations held in May/June 2013 but could not clear 50% papers of B.Ed. Part-I examinations may also be provisionally allowed to join B.Ed. Part-II of the course by paying an additional fee of Rs. 500/- per deficient paper payable to the University at the time of admission subject to clearing the remaining papers of B.Ed. Part-I examinations in the permissible number of chances.

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

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

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

Note: 1. B.A. **One** Sitting examinations of the following Universities have **not** been recognised for the purpose of admission to B.Ed. by this University. However, candidates, who have passed **three** year B.A. degree examination from these Universities, are eligible for admission to B.Ed. course of this Directorate on submission of attested copies of DMC of all the three parts:

1. Bihar University, Muzafarpur
2. Ranchi University, Ranchi
3. L.N. Mithila University, Darbhanga
4. Bhagalpur University, Bhagalpur
5. Magadh University, Bodh Gaya.

2. List of Fake Universities (**as in December 2011**) available on the website of University Grants Commission, New Delhi (www.ugc.ac.in) :

1. Maithili University/Vishwavidyalaya, Darbhanga, **Bihar**
2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (U.P.) Jagatpuri, **Delhi**
3. Commercial University Ltd., Daryaganj, **Delhi**
4. United Nations University, **Delhi**
5. Vocational University, **Delhi**
6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, **New Delhi - 110 008**
7. Indian Institute of Science and Engineering, **New Delhi.**
8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum (**Karnataka**)
9. St. John's University, Kishanattam, **Kerala**
10. Kesarwani Vidyapith, **Jabalpur (M.P.)**
11. Raja Arabic University, **Nagpur, Maharashtra**
12. D.D.B. Sanskrit University, Putur, Trichi, **Tamil Nadu**
13. Indian Institute of Alternative Medicine, Kolkatta, West Bengal
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University), Prayag, Allahabad (U.P.)
15. Gandhi Hindi Vidyapith, Prayag, **Allahabad (U.P.)**
16. National University of Electro Complex Homeopathy, **Kanpur (U.P.)**.
17. Netaji Subhash Chandra Bose University (Open University) Achaltal, **Aligarh (U.P.)**
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, **Mathura (U.P.)**
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, **Pratapgarh (U.P.)**
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, **Noida Phase-II, Uttar Pradesh.**
21. Gurukul Vishwavidyalaya, **Vrindavan, Uttar Pradesh**

SECTION - III

RESERVATION (for 1st Year only)

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

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

RESERVATION OF SEATS FOR BONAFIDE RESIDENTS OF HARYANA

The seats shall be reserved for the categories as under :

- (i) Scheduled Castes : 20%
- (ii) Backward Classes of Haryana (except Socially advanced persons/Sections (creamy layer) : 27% (16 % for Block-A)
(11 % for Block-B)
- (iii) Special Backward Classes (except Socially advanced persons/Sections (creamy layer) : 10%
- (iv) Economically Backward Persons in the General Castes Category : 10%
- (v) Differently Abled (1% Blind or low vision, 1% Hearing impairment, 1% Locomotor disability or cerebral palsy) : 03%

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

- (vi) Further 3% horizontal reservation is also provided to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of General category, 1% out of Scheduled Castes and 1% from Backward Classes category for admissions to the various educational institutions of the Govt. and Govt. aided/institutes located in Haryana. As far as block allocation in Block A and Block B of Backward Classes category is concerned, year wise rotational system will be adopted. For example, if Block A of Backward Classes are given seats in the Academic Year 2013, the next Block i.e. B Block of category of Backward Classes will be given seats in the next academic year i.e. 2014 and so on. The Chairperson of the Department shall maintain a roster register for horizontal reservation of Ex-servicemen/Freedom Fighter & their dependents and carry forward all fractions till one seat is accumulated through different fractions over the year. As and when the total comes to one, a seat will be provided to the concerned category.

Guidelines for Reservation :

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

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

SECTION - IV

PROCEDURE FOR ADMISSION (FIRST YEAR)

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

(SECOND YEAR)

The candidates are required to fill-in fresh Admission Form, Examination Form and Computer Forms available in general Prospectus of the Directorate of Distance Education in the beginning of the new session, usually in the month of July/August 2014.

SECTION – V

FEE STRUCTURE

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

FIRST YEAR - 2013-14

Fee Instalment	Amount	Pay by date (With/without late fee)
1st instalment*	Rs. 10,000.00	(At the time of admission)
2nd instalment	Rs. 10,000.00	(Without late fee upto 03.01.2014) (With late fee of Rs. 500/- after 03.01.2014)

SECOND YEAR - 2014-15

Amount of fee and schedule of payment of 1st and 2nd Instalments would be published in the Main Prospectus of the DDE for the session 2014-15.

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

Sr.No.	Type of Fee	Amount	
1.	Tuition Fee	Rs.	10,000.00
2.	Building Fee	Rs.	600.00
3.	Development Fund	Rs.	400.00
4.	Dr. R.K. Fund	Rs.	200.00
5.	Other Fees**	Rs.	8,800.00
Total		Rs.	20,000.00

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

- Note :** (1) * Admission dues **to be paid only after confirmation of admission and on demand** from the Directorate after finalization of the merit list of 1st year admissions.
- (2) The students who fail to pay the second instalment with late fee and other balance dues, if any, before the date of termination of the theory examinations, will not be issued admit cards to take the examinations. Such candidates will have no claim for refund/adjustment of fee already paid.
- (3) **The above rates of fees are inclusive of all charges including registration/continuation, migration, examination fee, other funds etc.

SECTION - VI

MIGRATION RULES

(Applicable to 1st year students only)

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

All the candidates who have passed their last examination from any other University, other than the Kurukshetra University, Kurukshetra are required to submit their original Migration Certificate.

OR

An Affidavit in lieu of Migration Certificate (strictly according to the Proforma given at the end of the Prospectus) to the effect that they are not appearing in any other examination from any other University/Board during the session 2013-14 simultaneously. This **affidavit** must be submitted at the time of admission failing which the admission form is liable to be rejected. Submission of wrong affidavit will lead to cancellation of admission with no claim for refund of fees or restoration of candidature in the subsequent session and the candidate will have to bear all other consequences in this regard.

B. ISSUE OF MIGRATION CERTIFICATE

A student enrolled with the Directorate of Distance Education may be allowed to migrate to any other University or Board during the course provided he/she gets his/her candidature cancelled. No refund of fees already paid will be allowed.

SECTION - VII

REFUND OF FEES

(a) Refund of fees is permissible only when an applicant submits complete admission form with all required certificates and documents but is declared ineligible for not fulfilling the eligibility conditions. The fees and funds paid by such a candidate shall be refunded after a deduction of 25% of the total amount paid by him/her with the approval of the Director. Application for refund under this rule shall be entertained only if it reaches the Directorate within six months of the issue of the letter by the Directorate declaring the candidate as ineligible or upto 30th June, 2014, whichever is later.

(b) Amount deposited in excess of prescribed fees, if any, will be refunded after deducting 25% of the excess amount on a request received from the students within six months from the date of deposit or by 30 June, 2014 whichever is later with the approval of the Director.

(c) In case of demise of a candidate pursuing distance education programme before the commencement of examinations without having appeared in any paper, the fee paid by such student as University share shall be refunded after deduction of 25% of the total amount paid by him/her with the approval of the Director(DE) provided the request from any of his/her parents or first relation is received within six months from the date of death or upto 30 June, 2014, whichever is later.

(d) In case a candidate deposits/remits fee with the Directorate which is not related to his/her admission in the Directorate or the admission form of a candidate is not entertained being time-barred, the fee paid by such candidate will be refunded after deducting 25% of the fee paid provided the request for refund is received within six months from the date of deposit or letter from the University or by 30.6.2014, whichever is later.

(e) In case the request of a candidate for change of subject/course/option/revival of candidature is not acceded to for any reason whatsoever, the fee paid by him/her for change of subject/course/option/revival of candidature will be refunded after deducting 25% of the fee paid provided the request for refund is received within six months of conveying the rejection or upto 30.6.2014 whichever is later.

(f) The Directorate would process the refund of fee after 30th June of the respective session, i.e. after the last date for receipt of refund application in the office.

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

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

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

c) After being admitted to the course, the candidate does not want to continue his/her studies on any personal ground.

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

e) A candidate takes admission in two courses simultaneously except for Certificate Course in Computer Applications and submits two admission forms alongwith fee for admission to any other two different courses, his/her candidature for one of the courses is cancelled, the fee paid by him/her for that course will not be refunded.

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

SECTION - VIII

TUITION FEE CONCESSIONS

1. Full Tuition fee concession out of the fee payable to the University is admissible to the University Employees and their sons/daughters, younger sisters/brothers (wholly dependent) and non-working wife as per **Ordinance XXII printed at page 301 in K.U. Calendar Vol. I, 2009**. Rest of the dues are payable in two instalments.
2. The **Schedule Caste/Schedule Tribe/Blind candidates belonging to Haryana State are entitled to tuition fee concession out of the fees payable to the University** . They shall pay the balance fee in two equal instalments.
3. **Re-imburement of Fees to SC/ST Students :**
 - (i) Govt. of India has allowed reimbursement of non-refundable fees to the students through Distance Education (including distance & continuing education), provided they are not in full time employment and their monthly family income from all sources does not exceed Rs.2000/-. Such students who are employed and whose income combined with the income of their parents/guardians does not exceed Rs. 1500/- p.m. are also eligible for this concession.
 - (ii) The eligible students should procure the prescribed application forms from the Education Department of the States to which they belong and submit the same, alongwith the required documents by the prescribed date to the quarters concerned through this Directorate. They should, however, pay usual fees to the Directorate and should apply for the refund to their respective State Govts., thereafter.
4. **Financial assistance** to a limited extent can be allowed to a very limited number of students on merit/means basis after having deposited the admission form and 1st instalment of fee. However, the submission of application for financial assistance will not give any right to the candidate not to deposit or late deposit the 2nd instalment of fee/other dues or to allow exemption from payment of late fee.

SECTION IX

COURSE CONTENT

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

GENERAL INFORMATION

DURATION : Minimum : 2 Years Maximum : 5 Years

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

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

Course Description: FIRST YEAR (Session 2013-14)

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

SECOND YEAR

(Session 2014-15)

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

Note: * For the students who have opted (i) Teaching of Social Science **(104)** or (ii) Teaching of Science and Technology **(106)** in the 1st Year.

SECTION - X

INSTRUCTIONAL METHODOLOGY

(A) STUDY MATERIAL

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

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

- (ii) Discrepancy, if any, in the despatch of **study material** should be brought to the notice of the Directorate immediately. If any student receives study material for wrong subject(s)/ option(s), he/she should return the same to the Directorate, while pointing out the discrepancy, to enable the Directorate to supply the correct study material immediately.
- (iii) It is not obligatory to cover the complete syllabi in study material. However, efforts will be made to cover up the deficiency in the study material, if any, due to delay in writing/updating or printing of the same, in the Personal Contact Programme to be arranged by the Directorate. It will, however, not be accepted as basis for seeking postponement of the examination or refund/ adjustment of fee, etc.

(B) STUDENT SUPPORT SYSTEM/PERSONAL CONTACT PROGRAMMES

1. Interactive contact classes (Personal Contact Programme) of 30 days duration of five hours per day will be organised for the students at Directorate's approved study centres. This will be divided into two phases of 15 days each in First and Second academic year of the course. Besides this each student shall undertake Field Practicals of 20 days duration, 10 days in each year for practice teaching and related work experience activities.
2. **This programme is for the benefit of the students and they are advised to participate in it regularly. However, 75% attendance shall be compulsory to become eligible to appear in the examination.**
3. In exceptional cases, the Director may exempt any candidate from this condition of attending the PCP on valid reason to his satisfaction for which supporting documents like Medical Certificate, etc. may also be enclosed with the application for seeking exemption.
4. In case a candidate has not attended the Personal Contact Programme (Theory and Practical) and has also not been allowed exemption from attending the same and Seminars, but he/she has already cleared all the dues of the Directorate and submitted all the required documents including the Migration Certificate or Affidavit as per annexure before the commencement of the annual examination to be held in 2014 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme and/or Seminar, as the case may be, alongwith the students of next year i.e. 2014-15, if PCP

(Theory and Practical) are held for the students of the said session, on payment of an additional fee @ Rs.1000/- each for PCP Theory/Practical separately, by submitting the examination form and examination fees afresh to the Controller of Examinations. Such a student will have to apply for attending the PCP etc., **before 30th September, 2014** to the Director on plain paper with requisite fee of Rs. 1000/- each indicating full particulars of his/her studentship in the Directorate during the previous session.

(C) GYAN SANCHAR - RADIO BROADCAST LECTURE SERIES

The Directorate has launched Radio Broadcast lecture series GYAN SANCHAR from AIR, Kurukshetra. These lectures can be heard on 101.4 MHz every Sunday from 9:00 to 9:30 AM. Five minutes are reserved for interaction of learners with the speaker. Learners may direct their queries at Phone No. 01744-221336 of AIR. The Directorate has also established audio/video lab and has set up Satellite Interactive Terminal for receiving programmes from EDUSAT using IGNOU National Beam.

(D) STUDY CENTRES

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

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

(E) ASSIGNMENTS

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

(F) CHANGE OF OPTION

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

Change of option of a paper having Rs. 500/- per option
more than one options in any course.

Note : The students who wish to change the OPTION under (I) above will be required to fill up and submit the **fresh Examination Form**, obtainable from the DDE free of cost failing which they will not be issued Examination Roll No. for which students themselves will be responsible.

The above change(s) may ordinarily be allowed as under without any late fee :
30.12.2013

A student, who does not mention his/her optional paper/elective subject in the admission/examination form, shall be charged fee of Rs. 500/- as fixed for change of option/subject.

(G) MEDIUM OF INSTRUCTION/EXAMINATION:

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

SECTION - XI

EXAMINATION

A. GENERAL INFORMATION

(a) The **annual examination** of **undergraduate** and **postgraduate** courses will **usually commences** on **1st April, 2014** and **1st May, 2014** respectively and the date of commencement of the annual examinations of **one-year Certificate/Diploma/PG Diploma courses** will, tentatively be **in the second week of May, 2014**. These can, however, be extended under some compelling circumstances. Exact dates shall, however, be notified by the Controller of Examinations. No request for adjustment in dates of the University examination to suit the convenience of any person will be entertained.

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

(c) No correspondence regarding non-receipt of Roll Number will be entertained from any student after the theory papers examinations are over and he/she himself/herself will be responsible for the consequences of not appearing in the examination. The University in such cases will not consider the requests of the students for refund/adjustment of fee paid by them or any claim for compensation or re-examination.

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

B. EVALUATION:

Theory: For theory courses, evaluation comprises following aspects:

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

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

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

SKILL IN TEACHING (CLASS-ROOM TEACHING PRACTICE)

Students will be required to undergo training in teaching practice of 20 days duration, 10 days each in First year and Second year. During this period, each student will complete 40 lessons in all, 20 in teaching subject in first year and 20 in teaching subject in second year. Out of these, a minimum of ten lessons will be supervised by qualified Teacher Educators/Head of the Schools. Teacher-trainee will himself/herself arrange the teaching practice in a school in consultation with the Coordinator of the concerned Study Centres. A certificate of teaching practice duly verified by the Head of the School/Institution will have to be submitted at the time of practical examination of Skill-in-Teaching.

(C) ANNUAL EXAMINATION

The examination will be held two times during the 2-years course at the end of each year in the month of May/June 2014 and May/June 2015:

First Year :	Theory Papers	:	I; II; V-A and VI
(May/June 2014)	Practical Papers	:	VIII-A, IX and XI
Second Year:	Theory Papers	:	III-A; III-B; IV-A; IV-B; V-B and VII
(May/June 2015)	Practical Papers	:	VIII-B and X

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

(D) EXAMINATION CENTRES FOR THE MAIN EXAMINATIONS

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

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

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

SECTION- XII

FACILITIES AVAILABLE

(A) STUDENT SUPPORT SERVICES

A special feature of our distance education courses is to ensure removal of difficulties at personal level so that participation of the students in this programme becomes really effective and meaningful. Students finding any difficulty in pursuing the distance education courses with this Directorate may get in touch with Director secretariat or Teacher Incharge, B.Ed. Programme in the Directorate during working hours.

The students may also discuss and get their problems solved in consultation with the teachers in the Directorate during working hours on any working day in the Directorate/concerned Department.

(B) LIBRARY-CUM-STUDY CENTRE

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

(C) COMPUTER LABS

The Directorate has two well equipped centrally air conditioned Computer Labs for use by the students of distance education courses.

(D) TEACHING BLOCK

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

(E) JAWAHARLAL NEHRU LIBRARY

The students of the Distance Education courses of this University can also make use of the consulting facilities available at Jawaharlal Nehru Library of the University at its Campus, on production of the Identity Card, issued by the Directorate.

(F) UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

In collaboration with the Department of Employment of the Haryana Govt., the University is running a full-fledged Employment Information and Guidance Bureau to assist the students in making choice of career and courses. Students can take full advantage of the facilities available at the Bureau.

SECTION - XIII

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

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

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

2. A candidate appearing as an Ex-student of this Directorate shall pay the examination fee as prescribed by the Kurukshetra University from time to time. The Examination Forms are available on KUK website: www.kukinfo.com and can also be obtained from the University Press on payment of Rs. 10/- at the counter. These can also be obtained by Registered post from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra by sending crossed Bank draft for Rs. 45/- drawn in favour of Registrar, Kurukshetra University, Kurukshetra.

3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form 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 admission form so that the same may be sent to the Examination Branch, duly attested by the Directorate in time. If the Examination Form and/or fee are received late, candidate shall be required to pay usual late fee as prescribed under rules. The Ex-students are advised to submit their Exam. Forms personally in the Exam. Branch, after getting the same attested from this Directorate in order to avoid payment of late fee.

4. **The examination forms can also be got attested from** the Gazetted Officer or the Principal of a college affiliated with any recognised University in the country by showing the DMC and identity card. The Examination Fee can also be deposited in cash with ORIENTAL BANK OF COMMERCE in the campus.

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

6. All enquiries about payment of fee in respect of ex-students may be addressed to the Superintendent (Cash & Fee) K.U., Kurukshetra.

Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, K.U.K. (Phone: 01744-238189) or Examination Enquiry(Phone 01744-238169).

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

SECTION – XIV
LIST OF HOLIDAYS 2013

Sr.No.	Name of Holiday	Date	Days of Week
DIRECTORATE REMAINS CLOSED ON ALL SATURDAYS & SUNDAYS			
1.	Id-ul-Fitr	09 August	Friday
2.	Independence Day	15 August	Thursday
3.	Janamasthmi	28 August	Wednesday
4.	Haryana's Heroes' Martyrdom Day	23 September	Monday
5.	Mahatma Gandhi's Birthday	02 October	Wednesday
6.	Id-UI-Juha (Bakrid)	16 October	Wednesday
7.	Maharishi Balmiki Birthday	18 October	Friday
8.	Haryana Day	01 November	Friday
9.	Vishwakarma Day	04 November	Monday
10.	Christmas Day	25 December	Wednesday
11.	Shahid Udham Singh Jayanti	26 December	Thursday

HOLIDAYS (2014)

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2014**, the exact dates of which would be notified by the University later:

Guru Gobind Singh's Birthday, Republic Day, Basant Panchmi, Sir Chhotu Ram Jayanti, Guru Ravi Dass's Birthday, Maharishi Dayanand Saraswati Jayanti, Shivaratri, Holi, Shahidi Diwas, Ram Navami, Baisakhi, Dr. B.R. Ambedkar Jayanti, Mahavir Jayanti, Lord Parshu Ram Jayanti, Maharana Partap Jayanti and Sant Kabir Jayanti. (Exact Holidays for the year 2014 will, however, be notified later on).

OFFICE HOURS : 9.00 A.M. to 1.30 P.M.
2.00 P.M. to 5.00 P.M.

BANK HOLIDAYS

The Oriental Bank of Commerce situated in the University and Punjab National Bank will remain closed on 9, 15, 28 August; 30 September; 2, 18 October; 25 December, 2013. Bank transaction will also remain closed on April 1, 2014.

Published by :

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

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Printing & Publications,
Kurukshetra University, Kurukshetra.

TEACHING EXPERIENCE CERTIFICATE

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

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

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

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

Date: _____
Place: _____

Name _____
Designation _____
Address _____

IMPORTANT: - Certificate with incomplete entries will be rejected.

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

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

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

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

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

(For candidates of all courses for claiming tuition fee concession;
Reservation and relaxation in eligibility for B.Ed. Part-I)

LIST OF THE SCHEDULED CASTES IN HARYANA STATE

Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste	Sr. No.	Name of the caste
1.	Ad Dharmi	2.	Balmiki,Churra, Bhangi	3.	Bangali	4.	Brar,Burar,Berar
5.	Batwal, Barwala	6.	Bauria, Bawaria	7.	Bazigar	8.	Bhanjra
9.	Chanal	10.	Dagi	11.	Darain	12.	Daha, Dhaya,Dhea
13.	Dhanak	14.	Dhogri,Dhangri, Saggi	15.	Dumna, Mahasha, Doom	16.	Gagra
17.	Gandiala,Gandhil, Gondalao	18.	Kabirpanth, Julaha	19.	Khatik	20.	Kori,Koli
21.	Marija, Marecha	22.	Mazhabi, Mazhibi Sikh	23.	Megh, Meghwal	24.	Nat, Badi
25.	Od	26.	Pasi	27.	Perma	28.	Pherera
29.	Sanhai	30.	Sanhal	31.	Sansi, Bhedkut Manesh	32.	Sansai
33.	Sapela, Sopera	34.	Sarera	35.	Sikligar, Bariya	36.	Sirikiband
37.	Chamar	38.	Jatia Chamar	39.	Rahgar	40.	Raigar
41.	Ramdasi	42.	Ravidasi	43.	Balahi	44.	Batai
45.	Bhatoi	46.	Bhambi	47.	Chamar-Ravidas	48.	Jatav
49.	Jatava	50.	Mochi	51.	Ramadasia		

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

LIST OF BACKWARD CLASSES IN HARYANA (BLOCK-A)

1.	Aheria,Aheir,Heri,Naik, Thori or Turi, Hari	2.	Barra	3.	Beta, Hensi or Hesi
4.	Bargin	5.	Barwar	6.	Barari, Tamboli
7.	Baragi,Bairagi,Swami,Sadh	8.	Battora	9.	Bharbhunja Bharbuja
10.	Bhat, Bhatra, Dapri, Ramiya	11.	Bhuhalia Lohar	12.	Changar
13.	Chirimar	14.	Chang	15.	Chimba, Chhipi, Chimpa Darzi, Rohilla
16.	Diaya	17.	Dhobis	18.	Dakaut
19.	Dhimar,Mallah, Kashyap Rajpoot, Kahar Jhinwar, Dhinwar, Khewat, Mehra Nishad Sakka, Bishiti, Sheikh-Abbasi	20.	Dhosali, Dosali	21.	Faquir
22.	Gwaria,Gauria or Gwar	23.	Ghirath	24.	Chasi, Chasiara or Ghosi
25.	Gorkhas	26.	Gawals. Gowala	27.	Gadaria, Pal, Bagnel
28.	Garhi –Lohar	29.	Hajjam, Nai, Naie, Sain	30.	Jhangra Brahman, Khati, Suthar, Dhiman, Tarkhan, Barnai, Baddi
31.	Joginath, Jogi Nath Jangum Jogi. Yogi	32.	Kanjar or Kanchan	33.	Kurmi
34.	Kumhars, Prajapati	35.	Kamboj	36.	Kanghera
37.	Kuchband	38.	Labana	39.	Lakhera, Manihar, Kachera
40.	Lohar, Panchal	41.	Madri	42.	Mochi
43.	Mirasi	44.	Nar	45.	Noongar
46.	Nalband	47.	Pinja, Penja	48.	Rehar, Rehara or Re
49.	Raigar	50.	Rai Sikh	51.	Rechband
52.	Shorgir, Shergir	53.	Soi	54.	Singrkant, Singrwala
55.	Sunar, Zargar, Soni	56.	Thathera, Tamera	57.	Teli
58.	Vanzara, Banjara	59.	Weaver (Jullaha)	60.	Badi/Baddon
61.	Bhattu/Chlattu	62.	Mina	63.	Rahbari
64.	Charan	65.	Charaj (Maha Brahman)	66.	Udasin
67.	Ramgarhia	68.	Rangrez, Lilgar, Nilgar, Lallari	69.	Dawala, Soni-Dawala, Nyaaria
70.	Bhar, Rajbhar	71.	Nat (Muslim)		

At present Raigar, Mochi and Julaha castes find a mention in the list of the both scheduled castes and backward classes and it has been decided that persons belonging to these castes, who are not covered under the scheduled castes being Non-Hindus or Non-Sikh, can take the benefits under the backward classes only.

(BLOCK B) : 1. Ahir/Yadav 2. Gujjar 3. Lodh/Lodha 4. Saini/Shakya/Kushwaha/Koeri and Maurya 5. Meo

LIST OF SPECIAL BACKWARD CLASSES IN HARYANA

1. Jat 2. Jat Sikh 3. Bishnoi 4. Ror 5. Tyagi

SCHEDULED CASTE CERTIFICATE

Appendix-V

Photo of
Applicant to be
Attested
by the Issuing
authority

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

No. _____
Dated _____
Place _____

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

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

Appendix-VI

Photo of
Applicant to be
Attested
by the Issuing
authority

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

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt.
letter No.1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW(1)-
2010 dated 31.08.2010.

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

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

Sr. No.
Place
Dated

Issuing Authority : Tehsildar or Naib Tehsildar
Head of Department in case of Government employees

The affidavit should be of the month of May 2013 or later.

SPECIAL BACKWARD CLASS CERTIFICATE

Photo of Applicant to be Attested by the Issuing authority

This is to certified that Shri/Smt./Kumari _____son/daughter of Shri_____resident of Village/Town _____ Tehsil_____ District _____of the State/Union Territory _____ belongs to the _____Caste. This caste has been declared as Special Backward Class by the State Govt. vide letter No.22/10/2013-1GS-III dated 28.2.2013.

Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in Village/Town _____ of Tehsil _____ Distt. _____ of the State/Union Territory_____.

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No.1170-SW(1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW(1)-2010 dated 31.8.2010.

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

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

Sr. No.
Place
Dated

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

The affidavit should be of the month of May 2013 or later.

ECONOMICALLY BACKWARD PERSONS IN THE GENERAL CASTE CATEGORY

Photo of Applicant to
be Attested by the
Issuing authority

This is to certified that Shri/Smt./Kumari_____son/daughter of Shri_____resident of
Village/Town _____ Tehsil_____ District _____ of the
State/Union Territory _____ Caste _____belongs to the category of Economically
Backward Persons in the General Caste Category.

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

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

Sr. No.
Place
Dated

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

.....
The affidavit should be of the month of May 2013 or later.

AFFIDAVIT

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

I _____ Father/Mother of _____
Resident of _____ seeking admission to _____
_____ course in K.U.Kurukshetra do hereby solemnly affirm & declare that I
belong to _____ caste which is included in the list of Backward
Classes Block 'A'/'B'/Special Backward Classes approved by the Haryana Govt. I further
declare and affirm that I and my wife/husband are not covered under the criteria fixed by
Haryana Govt. vide letter No. 1170/SW(1)-95 dated 07.06.95, No.22/36/2000-3GS-III
dated 09.08.2000, No.22/22/2004-3GS III dated 22.01.2009. No.213-SW(1)-2010 dated
31.08.2010.and Haryana Govt. instructions No.59 SW(1)-2013 dated 24.01.2013 for
excluding socially advanced persons/ sections (Creamy Layer) from Backward Classes.

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

DEPONENT

Dated:.....
Place:.....

VERIFICATION

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

DEPONENT

The affidavit should be of the month of May, 2013 or later.

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

BLIND CANDIDATE CERTIFICATE

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

No. _____
Date _____
Place _____

CHIEF MEDICAL OFFICER
(with legible seal)

Appendix-XI

**MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED
OFFICE OF THE CHIEF MEDICAL OFFICER, _____**

No. _____ Dated _____

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

1. Blind or Low vision _____
2. Hearing impairment _____
3. Loco motor disability/cerebral palsy _____

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

(Signature of the Applicant)

Chief Medical Officer
_____ Haryana

Dated: _____
Place: _____

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

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

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

No.: _____
Dated: _____
Place: _____

Deputy Commissioner
of concerned
District of Haryana
(Office Stamp)

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

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

Place: _____
Date: _____

Signature
Officer Commanding/
Competent Authority
(with Official Seal)

AFFIDAVIT IN LIEU OF MIGRATION CERTIFICATE

(To be submitted on stamp paper of Rs. 5/- by the candidates who have passed their last examination from any other University/Board (other than Board of School Education Haryana)

AFFIDAVIT

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

1. That I am not appearing in any other examination from any other University/Board during the **session 2013-14** simultaneously with _____ (Name of the Course) Examination of the Kurukshetra University **except in the examination as mentioned at Sr. No. 5 of Important Instructions** given in the Prospectus.

OR

That I am appearing in _____ (Name of the Course) from Directorate of Distance Education, KUK and I am also appearing simultaneously in _____ (Name of the Course) from _____ (Name of the University) under Enrolment No/DDE Ref. No. _____ during the current academic session 2013-14 **as per provisions given in the DDE Prospectus at page 1-2, Sr.No.5 of Important Instructions.**

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

DEPONENT**VERIFICATION**

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

DEPONENT

Date : _____
Place : _____

(To be attested by the Magistrate 1st Class)

Sr. No. _____

DDE Ref.No. _____

(To be assigned by the office)

DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA

FORM 'A'**ADMISSION FORM (Session 2013-14)**

Note :- 1. Candidates are advised to submit attested copies of marks sheet/certificate of qualifying exam, affidavit in lieu of Migration Certificate on the format (page-34) with their forms for checking of their admission eligibility.

2. The candidate must mention his/her Name, Father's Name, Address, Class on the back side, Left Corner of the Bank Drafts, failing which the Directorate shall not be responsible for the loss of Bank Drafts.

APPLICATION FORM FOR ADMISSION TO B.Ed. (2-Year) Part _____ (1st/2nd) *

Bank Draft No. _____ Dated _____

Amount Rs. _____

Name of Issuing Bank: _____

Details of Fee Deposited by Bank Voucher: _____

For Office Use

DDE Fee Receipt No. & Date _____

Fee Clerk _____

Fee Asstt. _____

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

Signature of the candidate

1. Name (**IN BLOCK LETTERS**) _____ 2. Date of Birth: _____

3. Father's Name _____ Mother's Name _____

4(a). K.U. Regn. No. _____ 4(b). Have you been issued Migration Certificate from K.U.? **Yes/No***
 (if already registered with K.U.K.) (If Yes, affidavit as Appendix at page - 34 must be submitted)

5. Indian/Foreigner* Haryana Resident/Other State* Gen/SC/ST/BC-A/BC-B/SBC/EBP/DA/ESM/FF/Blind*
 If Foreigner, Name of the Country Urban/Rural* Sex (M/F)*

6. Postal Address _____
 _____ Block _____ District _____ State _____

Pin _____ Phone _____ Fax _____ E-Mail _____

7. Are you simultaneously appearing in any other examination? If so, indicate: Class/Exam. _____

Full Paper/Compt./Improvement _____ Exam Date _____

Number of Papers _____ University/Board _____

8. Session of joining 1st year of the course _____9. Self/Ward/Spouse of KU regular employee***10. Educational Qualifications**

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

* Tick whichever is applicable.

11. Have you ever been disqualified or debarred from appearing in any examination? **YES/NO**
 If so, give particulars:
 University/Board _____ Year: _____ Class: _____ Roll No. _____

12. Medium of instruction: **ENGLISH** **HINDI**

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

Compulsory Subjects/Papers

Optional Subjects/Papers

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

14. Documents attached (See **Section I, Cl. 19, Pages 3-5 of the Prospectus**)

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

DECLARATION

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

Place _____

Countersigned

Date _____

Father/Guardian

Signature of the Candidate

FOR OFFICE USE

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



Directorate of Distance Education
Kurukshetra University Kurukshetra
Identity Card (Session 2013-14)
Provisional

Unattested
Stamp Size
Photo
paste here

Name

Father's Name

Mother's Name

Class : **B.Ed. (2Year) Part-** Ref. No.....

Postal Address

.....Mob. No.....

.....
Student's Sign

Dy/Asstt. Registrar (DE)

Note: - Student should fill in the above particulars except Ref.No.

INSTRUCTIONS

1. This card testifies the student's status as a student of Directorate of Distance Education in the Kurukshetra University, subject to confirmation of eligibility for the course.
2. This card is non-transferable. The student should carefully keep this card with him/her. It should be available with the student whenever he/she visits the Directorate office for any work for inspection when demanded by the Director or any other member of the staff authorized by the Director in that behalf.
3. The card should be carefully preserved, as no duplicate will be issued.
4. This card is valid for the session 2013-14 only. It may be forfeited by the Directorate if the student is found guilty of misbehaviour or when any disciplinary action is taken against him/her.

Director (DE)

Acknowledgement Card - I
(To be sent with 1st Instalment
of Fee when required by the Office)

No.DDE-IV/_____
Dated:_____
Session: 2013-2014

Fee of Rs.....sent vide B.D. No. Dated.....
(To be filled in by the student).

Your application for admission to the.....Course
has been received and you have been assigned Provisional Ref. No.....
subject to confirmation of your eligibility. Please quote this Ref. No. in your all
future correspondence.

The fee remitted by you has been received vide Receipt
No..... Dated..... for Rs..... and
a sum of Rs is still due from you which should be
expedited within 15 days. Besides, 2nd instalment of fee should reach this office by
the due date.

Kurukshetra University,
Kurukshetra - 136 119

Assistant (Accounts)
for Director, DDE

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

Acknowledgement Card - II
(To be sent with the 2nd Instalment of Fee)

No.DDE-IV/_____
Dated:_____

Session: 2013-2014

Fee of Rs.....sent vide B.D. No. Dated.....
(To be filled in by the student).

The 2nd instalment of tuition fee/other dues (if any) from the student
(DDE Ref. No.)..... Course.....has been received
vide Receipt No..... Dated: for
Rs..... and a sum of Rs..... is still due from you which
should be expedited.

Kurukshetra University,
Kurukshetra - 136 119

Assistant (Accounts)
for Director, DDE

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

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

Postal
Stamp
paste
here

To

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

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

Postal
Stamp
paste
here

To

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

REGISTERED/SPEED POST

Admission Form for Class : **B.Ed. (2-Years)** Part _____ (1st/2nd) Session: 2013-14

To

**The Director,
Directorate of Distance Education,
Kurukshetra University,
Kurukshetra - 136 119
Haryana (India)**

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DIRECTORATE OF DISTANCE EDUCATION KURUKSHETRA UNIVERSITY KURUKSHETRA

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



LIST OF COURSES (2013-14)

The Directorate is presently offering the below listed 36 programmes:

(A) TRADITIONAL COURSES

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

(B) PROFESSIONAL COURSES

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

14. Master of Arts in Environmental Education.(2-Year) Part-I/II
15. Master of Computer Applications (3-Year) Part-I/II/III
16. Master of Business Administration (2-Year) Part-I (Part-II would be introduced next year)
17. Master of Business Administration (3-Year) Part-II/III (Part-I has been closed)
18. M.B.A. (Hospitality Management) (2-Year) Part-I (Part-II would be introduced next year)
19. M.B.A. (Hospitality Management) (3-Year) Part-II/III (Part-I has been closed)
20. M.Sc. Computer Science (Software) Part-I/II
21. LL.M.(2-Year) Part-I/II
22. B.Ed. (2-Year) Part-I/II (Only for the working teachers in Haryana)

(C) LATERAL ENTRY COURSES

1. M.A. Mass Communication (2-Year) Part-II
2. M.A. Environmental Education (2-Year) Part-II
3. Master of Computer Applications (3-Year) Part-II
4. Master of Computer Applications (3-Year) Part-III
5. M.Sc. Computer Science (Software) (2-Year) Part-II
6. M.B.A. (3-Year) Part-III
7. M.B.A. (Hospitality Management) (3-Year) Part-II
8. M.B.A.(Hospitality Management) (3-Year) Part-III

Details relating to availability/cost of **Prospectus**, last date for submission of application, demand draft to be sent etc. can be seen at the University Website: www.kuk.ac.in. Prospectus for the session 2013-14 would be available in the month of July-August 2013.

For further information, contact at:

DDE Enquiry: 01744-238518; 01744-238628/239628 (Tel/Fax); 01744-238385 (Asstt. Registrar)
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