

PROSPECTUS 2011-12



DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA

**DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

Website: <http://www.kuk.ac.in>



KURUKSHETRA UNIVERSITY KURUKSHETRA

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

VISION OF THE UNIVERSITY

Be widely acknowledged as a distinguished seat of higher learning, ever striving to become a leading centre of academic excellence by expanding the frontiers of knowledge in global encompassment, with due emphasis on concerns and our rich cultural heritage.

VISION OF THE DIRECTORATE

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

DIRECTORATE
OF
DISTANCE EDUCATION



PROSPECTUS
B.Ed. (2-Year)
(Recognised by NCTE)

2011-12

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
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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 : **29.07.2011 (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** : 01744-238628

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

Distance mode of learning has emerged as an important medium of education to provide quality education to a large number of students with professional compulsions or other reasons. With the advent of new technologies like ICT the gap between the learner and the teacher has virtually reduced making the distance mode of learning reliable, economical and convenient.

The Directorate of Distance Education is an important constituent of Kurukshetra University which is an 'A' Grade Institution accredited by National Assessment and Accreditation Council (NAAC). It has designed its distance education courses in a manner that provides the right kind of inputs to the distance learner to gain knowledge with an open mind. The factor which has put the Directorate on a growth trajectory is its focus on academic excellence and innovation. Acknowledging the high quality of our distance programmes, the Distance Education Council, New Delhi has accredited all the courses offered by the Directorate of Distance Education.

The Directorate is offering 36 programmes, which include both the traditional and professional courses to about 35,000 students. Two-year teacher education (B.Ed.) programme duly approved by NCTE for in-service teachers is one of the prestigious programmes offered by the Directorate, that moulds young minds towards creativity, self reliance and capacity building.

I welcome and convey my best wishes to the learners who choose to avail the courses offered by the Directorate of Distance Education of the University.

(D. D. S. Sandhu)



From the Director's Desk

Prof. R.K. Sharma

Director

Directorate of Distance Education

Kurukshetra University

Kurukshetra - 136 119

The Directorate of Distance Education is a pioneer Institute imparting education over the last 35 years and fulfilling the academic pursuits of thousands of education seekers who are either deprived of 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 for building the knowledge-society by offering the quality education at learner's door step. 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 posts and services under the Central/State Government. Today, the Directorate is providing Under-Graduate and Post-Graduate education in 36 courses having an enrolment over 35,000 students. In addition to conventional Bachelor and Master Degree courses, the Directorate offers professional courses like BIM, BCA, PGDCA, M.Sc.Computer Science (Software), MCA, MBA, MBA(HM), LL.M., PGDJMC, MA in Mass Communication, D.Lib.& Inf.Sc., B.Lib.& Inf. Sc., M.Lib. & Inf. Sc., B.Ed.(2-Year) and MA in Defence and Strategic Studies.

B.Ed.(2-Year) programme offered by the Directorate is planned to update knowledge, competencies and skills for effective teaching at Secondary School level. This programme also trains the in-service teachers for class room transactions, evaluation, management and remedial methods to meet the requirements of the fast and slow learners. Academic inputs in the form of study material, personal contact programmes, assignment are complemented with ICT.

The Directorate is committed to devise measures and strategies to keep the students abreast in the present scenario. I welcome the education seekers to the Directorate of Distance Education.

A handwritten signature in black ink, appearing to read 'R.K. Sharma', written in a cursive style.

(Prof. R.K. Sharma)

STATUTORY OFFICERS OF THE UNIVERSITY

	HON'BLE CHANCELLOR H.E. Jagannath Pahadia Governor, Haryana	
VICE-CHANCELLOR	Lt. Gen. (Dr.) D.D.S. Sandhu PVSM, ADC (Retd.)	Phones 238039 (O)
REGISTRAR	Dr. Surinder Deswal M.Tech., Ph.D.	238026 (O)

DIRECTORATE OF DISTANCE EDUCATION

DIRECTOR	Prof. R.K. Sharma M.Sc., M. Phil., Ph.D.	238628 (O) 94660-66674 (M)
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FACULTY OF THE DIRECTORATE

Associate Professors

1.	Ms. Sangeeta Sethi, M.A.; M.Phil.	English	01744-238879 (R)
2.	Ms. Nisha Garg, M.A.; M.Phil.	Pol. Sc.	01744-238532 (R)
3.	Dr.(Mrs.) Mango Rani, M.A. (Hindi, Eng.); Ph.D.	Hindi	0184-4034674(R)
4..	Dr. (Mrs.) Vidya Chaudhary, M.A.; M.Phil.; Ph.D.	Hindi	01744-238162 (R)



Assistant Professors

1. Dr. Kamraj Sindhu,
M.A.;Ph.D.;B.Ed.;PGDT;
PGDJMC; M.A.(MC) Hindi 094160-90378 (M)
sindhukamraj@yahoo.com
sindhukamraj@rediffmail.com
2. Dr. (Mrs.) G. Ponmeni,
M.Sc.; M.Ed.; M.Phil.
(Botany, Education);
MLISC.; Ph.D. Education 01744-238165 (R)
3. Mrs. Meenakshi Chahal,
M.A.(Eng.); M.Ed.;
M.Phil. (English) Teaching of English 01744-221886 (R)
4. Dr. Jyotsna Gupta
M.Lib. Sc., Ph.D. Library Science 092558-84884 (M)
5. Dr. Aditya Kaushik
M.Sc.; Ph.D. Mathematics 099912-74065 (M)
6. Sh. Kanhaiya Lal
M.A.; M.Phil. Geography 094677-66656 (M)
7. Dr. (Ms.) Geetika Sandhu,
M.A., M.Phil., Ph.D.
(English) English 094668-37029 (M)



ADMINISTRATIVE OFFICERS

		P & T Phone	EPABX Ext.
ASSISTANT REGISTRARS	Shri Sarwan Kumar Gupta, M.A., LL.B.	238385 (O) 235779 (R)	2590 (O)
	Mrs. Usha Chandna M.A.	238385 (O) 239205 (R)	2592 (O)
SUPERINTENDENTS	Shri Gian Chand		2589 (O)
	Shri Mast Ram Gupta	223611 (R)	2591 (O)
	Shri S.S. Gakhar M.A., B.Ed.		2588 (O)
	Shri Suraj Bhan M.A.	80530-40680 (M)	2594 (O)
	Shri R.K. Chhabra M.A.	98965-45077 (M)	2594 (O)
	LIBRARIAN	Shri Naresh Kumar Sharma, M.A., M.Lib. & Inf. Sc.	

Other Important Phones for Students

DDE Inquiry		238518 (O)	
1. Controller of Examinations-I	:	238377 (O)	2113
2. Controller of Examinations-II	:	238189 (O)	2142
3. A.R. (Result-I)	:	238299 (O)	2461
4. A.R. (Result-II)	:	238582 (O)	2477
5. A.R. (Result-III)	:	238320 (O)	2544
6. S.A.O. (Secrecy)	:	238068 (O)	2453
7. D.R. (Conduct)	:	238966 (O)	2474
8. D.R. (Re-ev.)	:	239230 (O)	2455
9. A.R. (Regn.)	:	238888 (O)	2440
10. Examination Enquiries	:	238169	2454

Note: 1. EPABX Nos.: 91-1744-238196/238410/
238629/238679

2. All types of **enquiries** about **distance education courses** may be made at Phone No. **91-1744-238518** during office hours.

Communications to be addressed at:

DDE Inquiry : 91-1744-238518
FAX : 91-1744-238628
Gram : 'Dharmakshetra'
Website : <http://www.kuk.ac.in>
E-mail : ddekuk@rediffmail.com
: ddekuk@gmail.com

INTRODUCTION

THE UNIVERSITY

Kurukshetra University, established in 1956, has a well-developed multi-faculty Campus spread over 400 acres of land on the south bank of Brahm Sarovar. Ever since laying of foundation stone by Dr. Rajendra Prasad, the First President of India, the University has emerged as an advanced centre of Study & Research for quality education in conformity with the international standards. The National Assessment and Accreditation Council (NAAC), Bangalore has bestowed the **'A' Grade** status on this university. The University has 45 Teaching Departments and 434 affiliated colleges situated in the Districts of Ambala, Panipat, Kaithal, Yamuna Nagar, Hisar, Fatehabad, Jind, Karnal, Sirsa, Kurukshetra and Panchkula.

Kurukshetra University has excellent infrastructure with modern amenities such as centrally air-conditioned auditorium with a seating capacity of 2500 and 70mm projector, Senate Hall, Conference Hall, well-equipped Sports Complex (Play fields, Gymnasium, Stadium, Swimming Pool, Tennis Courts, Volleyball, Basketball Courts, etc.), Teachers' Club, Club for Administrative staff, 22 Hostels, (9 for Boys & 12 for Girls and 1 for Foreign students), School, Health Centre, Business Complex, about 700 quarters for all categories of staff, a rich Library with more than 3.00 lac documents including books, journals and rare manuscripts, Internet Section of 100 nodes, Computer Centre, Museum, Instrumentation (USIC) workshop, NSS Centre, Students' Guest House, Faculty House, etc.

THE DIRECTORATE

The Directorate of Distance Education was started by the University as Directorate of Correspondence Courses in 1976 to make available the benefit of higher education to the multitude of people who due to various compulsions, and reasons could not continue their studies either due to limited seats available in regular colleges or due to pecuniary and other social reasons. The Directorate's endeavour has been to combine the twin objective of reaching the unreached and meeting the rising educational aspirations of the masses. Our motto is Education at Learners' Doorsteps. Beginning with the courses of Pre-University and B.A. with about 400 students in 1976, the Directorate now enrolls every year around 35000 students in about 36 undergraduate and postgraduate traditional as well as job-oriented professional courses in the areas of Education, Computer Science, Management, Science, Commerce, Library & Information Science, Journalism, Law, etc. The courses and their curriculum are periodically reviewed and updated to incorporate the recent development in the field. NCTE recognised B.Ed. (2-Year Distance Mode) is a prestigious programme being run by the Directorate w.e.f. the session 2007-08.

The Directorate has a separate three-storey teaching-block exclusively for the distance education students. It houses well-equipped, centrally air-conditioned Computer Labs and Library, lecture halls, common-rooms, teacher-rooms, canteen, etc. The Directorate has introduced 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. Learners may direct their queries at Phone No. 01744-221336 of AIR. The Directorate has also established an audio/video lab and has also set up a Satellite Interactive Terminal for receiving programmes from EDUSAT using IGNOU National Beam.

It is hoped that learners, including young and old, men and women, will take advantage of the opportunities offered by the Directorate for upgradation of their knowledge who otherwise are deprived of such opportunities for further advancement in career.

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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** : Unless otherwise specified, a person who is a candidate for an examination in full subjects/papers of this University, cannot simultaneously study, or appear at, another examination of this University or of any other University/Board, in the same academic year. This bar shall, however, not apply to candidate's appearing in another examination for passing or for improvement of division/result or for additional subject(s); provided that he/she does not undertake examination in more than two subjects/papers of any course simultaneously with the full subjects/papers of his/her main examination.
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 downloading 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 and Computer 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**

Ist 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 at the back 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 2011-12.

- (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 31st May 2011.

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) A student who has passed in at least 50% papers of Part-I obtaining not less than 40% marks in the total of the papers in which she/he has passed, shall be eligible to join Part-II class provisionally. Such a candidate shall be allowed to be admitted to the Supplementary Examination and at the next annual examination in re-appear paper(s). If she/he fails to pass or fails to appear in the re-appear subject(s) in the second chance, his/her result for the Part-I examination shall be cancelled and she/he shall not be allowed to appear for the Part-II examination till she/he has passed the Part-I examination. If she/he has passed in the Part-II examination his/her result shall be declared provisionally subject to his/her passing Part-I examination within the permissible chances as an ex-student.

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 on 08.12.2009**) 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	50%	250
(ii)	Reserved Categories	50%	250

Sr. No.	Category	Percentage of Seats
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(i)	Scheduled Caste of Haryana	20%
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(ii)	Backward Class of Haryana	
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(excluding creamy layer)

	BC (Block - A)	16%
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	BC (Block - B)	11%
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(iii)	Physically Handicapped of Haryana:	
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(i)	Blindness or low vision	1%
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(ii)	Hearing impairment	1%
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(iii)	Locomotor disability or Cerebral Palsy	1%
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[If the seats reserved for Physically Handicapped persons remain vacant due to non - availability of suitable handicapped candidates, it may be offered to ex-servicemen and their wards (1%) and dependants of freedom fighters (1%).]

(iv) 3% horizontal reservation will be given to Ex-servicemen/Freedom fighters and their dependants by providing reservation within reservation of 1% of general category, 1% out of scheduled castes and 1% from backward classes category. 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 2011 the next block i.e. B block of category of Backward classes will be given seats in the next academic year i.e. 2012 and so on. The Directorate shall maintain the record for the purpose.

Guidelines for reservations:

1. 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 number of seats reserved under any particular category is not a round figure, 0.5 or above will be taken as one and less than 0.5 shall be ignored, except that under the category Physically Handicapped at least one candidate will be admitted even if the round figure is less than 0.5 seats.
3. Seats reserved for SC category will not be changed to any other category.
4. All the remaining vacant seats under various categories, except those reserved for SC, will be considered open. These seats will be filled up, on the basis of open merit out of those eligible candidates who have submitted their applications by the last specified date, provided candidates of reserved categories are not available at the time of finalisation of merit list.
5. Reserved seats(s) of BC Block-A remaining vacant will be filled up from BC Block-B and Vice-versa.
6. BC candidates (Block A & B) seeking benefit of reservation shall have to furnish an affidavit from their parents that they are not covered under the criteria of **creamy layer (Appendix-VII)**.
7. Candidates belonging to Haryana, who are having disability of 40% or more, duly certified by the Civil Surgeon, will be treated as Physically Handicapped. However, if necessary, the certificate may be verified by the Medical Board of the University whose decision will be final.
8. Children & Grand children of freedom fighters of Haryana are required to submit a certificate from the concerned Deputy Commissioner.
9. Ex-servicemen and their wards will have to submit the certificate from the concerned District Sainik Board.
10. In case two or more candidates in the merit list have equal percentage of marks, the candidates senior in age will be considered first.
11. A candidate, who applies for reserved category or for both reserved and general categories, will be considered first in general category. In case, he/she does not get a seat of his/her choice in general category, then he/she will be considered for reserved category as applicable.

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 2012.

SECTION - V

FEE STRUCTURE

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

FIRST YEAR - 2011-12

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 03.01.2012) (With late fee of Rs. 500/- after 03.01.2012)

SECOND YEAR - 2012-13

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 2012-13.

(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 2011-12 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, 2012, 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, 2012 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, 2012, 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 30.6.2012, 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 30.6.2012 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 299 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-imbusement 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 2011-12)

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) (Mathematics is for those who are going to opt language in the 2nd year) Option-III: Teaching of Science and Technology (106)
5.	VIII-A	ICT Practical/Project (107)
6.	IX	School Education Programme (SEP)/Teaching Practice in School Subject-I (108)
7.	XI	Participation in Co-curricular Activities (109)

SECOND YEAR

(Session 2012-13)

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/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 2012 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. 2012-13, 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, 2012** 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 two assignments in each of the Theory papers during the Personal Contact Programme.

(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 : 30.12.2011

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 **post graduate** courses will **usually commences on 1st April, 2012 and 2nd May, 2012** 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, 2012**. 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 three 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 three aspects:

50% internal assessment for Teaching Practice and 100% for ICT Projects/Practical.

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 2012 and May/June 2013:

First Year	:	Theory Papers	:	I; II; V-A and VI
(May/June 2012)		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 2013)		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 Jawarharlal 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 Examination, 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 2011**

Sr.No.	Name of Holiday	Date	Days of Week
DIRECTORATE REMAINS CLOSED ON ALL SATURDAYS & SUNDAYS			
1.	Sant Kabir Dass Jayanti	15 June	Wednesday
2.	Teej	02 August	Tuesday
3.	Independence Day	15 August	Monday
4.	Janamasthmi	22 August	Monday
5.	Id-ul-Fitr	31 August	Wednesday
6.	Haryana Heroes & Martyrdom Day	23 September	Friday
7.	Maharaja Aggarsain Jayanti	28 September	Wednesday
8.	Dussehra	06 October	Thursday
9.	Maharishi Balmiki Birthday	11 October	Tuesday
10.	Deepawali	26 October	Wednesday
11.	Vishwakarma Day	27 October	Thursday
12.	Haryana Day	01 November	Tuesday
13.	Id-ul-Juha (Bakrid)	07 November	Monday
14.	Guru Nanak Dev Jayanti	10 November	Thursday
15.	Shahid Udham Singh Jayanti	26 December	Monday

HOLIDAYS (2012)

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2012**, 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 and Lord Parshu Ram Jayanti, Maharana Partap Jayanti. (Exact Holidays for the year 2012 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 15, 22, 31 August; 30 September; 2, 6, 11, 26 October; 10 November; 25 December, 2011. Bank transaction will also remain closed on April 1, 2012.

Published by :

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

Printed by :

MANAGER,
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 and No. 62/27/2003-6GSI dated 29th July, 2003 by the Chief Secretary to Government, Haryana.

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

I am directed to invite your attention of 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 judgement 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)/Dependent:-
 - (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 are 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 and 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 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 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/Dependents of the employees of the Government of India posted at Chandigarh or in Haryana in connections with the affairs of Haryana Government or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporation 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 issued 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 it 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.

(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
1	Ad Dharmi	27	Perma
2	Balmiki, Churra, Bhangi	28	Pherera
3	Bangali	29	Sanhai
4	Brar, Burar, Berar	30	Sanhal
5	Batwal, Barwala*	31	Sansi, Bhedkut Manesh
6	Bauria, Bawaria	32	Sansai
7	Bazigar	33	Sapela, Sapera
8	Bhanjra	34	Sarera
9	Chanal	35	Sikligar, Bariya
10	Dagi	36	Sirikiband
11	Darain	37	Chamar
12	Daha, Dhaya, Dhea	38	Jatia Chamar
13	Dhanak	39	Rahgar
14	Dhogri, Dhangri, Siggri	40	Raigar
15	Dumna, Mahasha, Doom	41	Ramdasi
16	Gagra	42	Ravidasi
17	Gandiala, Gandhil, Gondaloo	43	Balahi
18	Kabirpanth, Julaha	44	Batai
19	Khatik	45	Bhatoi
20	Kori, Koli	46	Bhambi
21	Marija, Marecha	47	Chamar-Ravidas
22	Mazhabi, Mazhibi Sikh	48	Jatav
23	Megh, Meghwal*	49	Jatava
24	Nat, Badi	50	Mochi
25	Od	51	Ramadasia
26	Pasi		

* Haryana Govt. letter No. 22/55/1990-3GSIII dated 24.08.2009 and K.U. Endst. No. ACM-3/Misc.-5(ii)/09/913-924 dated 07.01.2010

(Only for candidates seeking admission to B.Ed. Part-I)
LIST OF BACKWARD CLASSES IN HARYANA STATE
BLOCK-A

Sr.No.	Name of The Caste	Sr.No.	Name of The Caste
1	Aheria, Aheir, Heri, Naik, Thori or Turi, Hari	37	Kuchband
2	Barra	38	Labana
3	Beta, Hensi or Hesi	39	Lakhera, Manihar, Kachera
4	Bargin	40	Lohar, Panchal
5	Barwar	41	Madri
6	Barari, Tamboli	42	Mochi
7	Baragi, Bairagi, Swami, Sadh	43	Mirasi
8	Battora	44	Nar
9	Bharbhunja, Bharbuja	45	Noongar
10	Bhat, Bhatra, Dapri, Ramiya	46	Nalband
11	Bhuhalia Lohar	47	Pinja, Penja
12	Changar	48	Rehar, Rehara or Re
13	Chirimar	49	Raigar
14	Chang	50	Rai Sikh
15	Chimba, Chhipi, Chimpa, Darzi, Rohilla	51	Rechband
16	Diaya	52	Shorgir, Shergir
17	Dhobis	53	Soi
18	Dakaut	54	Singrkant, Singrwala
19	Dhimar, Mallah, Kashyap Rajpoot, Kahar, Jhinwar, Dhinwar, Khewat, Mehra Nishad, Sakka, Bishti, Sheikh-Abbasi	55	Sunar, Zargar, Soni
20	Dhosali, Dosali	56	Thathera, Tamera
21	Faquir	57	Teli
22	Gwaria, Gauria or Gwar	58	Vanzara, Banjara
23	Ghirath	59	Weaver (Jullaha)
24	Chasi, Chasiara or Ghosi	60	Badi/Baddon
25	Gorkhas	61	Bhattu/Chlattu
26	Gawals, Gowala	62	Mina
27	Gadaria, Pal, Bagnel	63	Rahbari
28	Garhi-Lohar	64	Charan
29	Harijan, Nai, Naie, Sain	65	Charaj (Maha Brahman)
30	Jhangra Brahman, Khati, Suthar, Dhiman, Tarkhan, Barnai, Baddi	66	Udasin
31	Joginath, Jogi Nath Jangum Jogi, Yogi	67	Ramgarhia
32	Kanjar or Kanchan	68	Rangrez, Lilgar, Nilgar, Lallari
33	Kurmi	69	Dawala, Soni-Dawala, Nyaaria
34	Kumhars, Prajapati	70	Bhar, Raibhar
35	Kamboj	71	Nat (Muslim)
36	Kanghera		

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 5. Meo

SCHEDULED CASTE CERTIFICATE

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.

This certificate is being issued to him/her on the basis of verification by Naib Tehsildar/ Secretary, Municipal Committee _____.

No. _____
Date _____
Place _____

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

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

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')

Further certified that he/she is not covered in Creamy Layer (Ref. letter No. 1170/SW(1)-95 dated 7.6.1995 and No. 22/22/2004-3GS-III dated 22.01.2009.

This certificate is being issued to him/her on the basis of verification by Naib Tehsildar/Secretary, Municipal Committee _____.

No. _____
Date _____
Place _____

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

AFFIDAVIT

(By the Parents of the Backward Class Category Candidates)

(Must be produced at the time of Counselling)

I _____ Father/Mother of _____ Resident of _____ seeking admission to _____ course in K.U.Kurukshetra do hereby solemnly affirm & declare that I belong to _____ caste which is included in the list of Backward Classes Block 'A'/'B' approved by the Haryana Govt. I further declare and affirm that I and my wife/husband are not covered under the criteria fixed by **Haryana Govt. vide letter No. 1170/SW(1)-95 dated 7-6-95 and No. 22/22/2004-3GS III dated 22-1-2009** 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, 2011 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)

**MEDICAL CERTIFICATE FOR PHYSICALLY/VISUALLY HANDICAPPED
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 handicap/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 is physically handicapped as per standard norms of Haryana.

(Signature of the Applicant)

Dated: _____
Place: _____

Chief Medical Officer
_____ Haryana
(Seal of the above authority)

Note: The handicap 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 2011-12** 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 2011-12 **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 2011-12)**

- 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-33) 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 per Appendix at page 33 must be submitted)
5. Indian/Foreigner* Haryana Resident/Other State* Gen/SC/ST/BC-A/BC-B/PH/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. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
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 2011-12)
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 2011-12 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 Admission Form)

No.DDE-IV/ _____

Dated: _____

Session: 2011-2012

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 installment of fee should reach this office by the due date.

Kurukshetra University,
Kurukshetra - 136 119

Assistant (Accounts)
for Director, DDE

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

Acknowledgement Card - II

(To be sent with the 2nd Installment of Fee)

No.DDE-IV/ _____

Dated: _____

Session: 2011-2012

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

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

Kurukshetra University,
Kurukshetra - 136 119

Assistant (Accounts)
for Director, DDE

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

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

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To

From:

Director,

Directorate of Distance Education,

Kurukshetra University,

Kurukshetra - 136 119

Haryana (India)

(ADDRESS TO BE FILLED IN BY THE CANDIDATE)

Postal
Stamp
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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 _____ (I) Session 2011-2012

To

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

From:

Mob. No. _____

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ON INDIA GOVERNMENT SERVICE

To

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From:

**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 2011-2012

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 (2011-12)

A. TRADITIONAL COURSES

1. B.A. (General) (3-Year) Part-I/II/III
2. B.Com. (General) (3-Year) Part-I/II/III
3. Certificate Course in Urdu (CCU) (1-Year)
4. Master of Arts(2-Year) in Hindi, English, Sanskrit, Panjabi, Political Science, Philosophy, Public Administration, History & Economics Part-I/II
5. M.Sc. (2-Year) in Mathematics & Geography Part-I/II
6. Master of Commerce (2-Year) Part-I/II
7. Master of Arts in Defence & Stratagic 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. P.G. Diploma in Computer Applications (1-Year)
4. P.G. Diploma in Export Marketing Management (1-Year)
5. P.G. Diploma in Journalism & Mass Communication (1-Year)
6. P.G. Diploma in Translation (Hindi/English)(1-Year)
7. P.G. Diploma in Environmental Education (1-Year)
8. Bachelor of Library & Information Science (1-Year)
9. Bachelor of Information & Management (3-Year) Part-I/II/III
10. Bachelor of Computer Applications (3-Year) Part-I/II/III
11. Master of Library & Information Science (1-Year)
12. Master of Business Administration (MBA) (3-Year) Part-I/II/III
13. Master of Business Administration (Hospitality Mgt.)(3-Year) Part-I/II/III
14. Master of Computer Applications (MCA) (3-Year) Part-I/II/III
15. M.Sc. Computer Science (Software) Part-I/II
16. Master of Arts in Mass Communication (2-Year) Part-I/II
17. Master of Arts in Education (2-Year) Part-I/II
18. Master of Arts in Environmental Education (2-Year) Part-I/II
19. LL.M.(2-Year) Part-I/II
20. B.Ed.(2-Year) Part-I/II

C. LATERAL ENTRY COURSES

1. Master of Computer Applications (3-Year) Part-II
2. Master of Computer Applications (3-Year) Part-III
3. M.Sc. Computer Science (Software) (2-Year) Part-II
4. Master of Arts in Mass Communication (2-Year) Part-II
5. Master of Arts in Environmental Education (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

D. NEW COURSES (To be introduced after receipt of the approval of the DEC, New Delhi)

1. Certificate Course in Fashion Designing (1-Year)
2. Certificate of Proficiency in French (1-Year)
3. Certificate of Proficiency in German (1-Year)
4. P. G. Diploma in Forensic Science and Criminology (1-Year)
5. P. G. Diploma in Marketing Management (1-Year)
6. P. G. Diploma in Personnel Management & Labour Welfare (1-Year)
7. Bachelor of Business Administration (BBA) (3-Year)

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