

- I. **CAUTION :**
1. **The Dissertation/Project Report/Field Work/Assignments/Practical Assignments/Translation Work/Training Report, etc. must be the original work of the candidate. Every candidate is required to make his/her own study and findings. The presentation of material common with any report submitted in the same session or in the past in any Deptt./College/Institution will be considered as a case of copying and would lead to cancellation of Dissertation/Project Report/Field Work/Practical Assignment/Assignments/Translation Work/Training Report, etc. apart from registration of unfair means case (UMC) against the candidate. Two candidates can not submit a common Dissertation/Project Report/Practical Assignments/Translation Work/Training Report on same topic.**
  2. **Medium of Examination of the course will be the medium of writing Dissertation/Project Report/Field Work/Assignment/Practical Assignment/Translation Work/Training Report, etc.**
- II. (a) **TENTATIVE POINTS FOR THE GUIDANCE OF THE CANDIDATES FOR WORKING ON DISSERTATION/PROJECT REPORT :**
- (1.) The selection of topic for Dissertation/Project Report is very important as the quality of work and its timely completion depends upon it. For selecting appropriate topic, candidates are advised to go through some of the Dissertation/Project Reports of the candidates of earlier session available in the Library of the Directorate of Distance Education, Kurukshetra University or other Universities. This will give them an idea about the nature of the topic, research work involved, contents, methodology etc. Active supervision by an experienced teacher is the most important aspect of any project work. The candidates should finalise the topics in consultation with the Supervisor and seek approval of the Course Coordinator well in time.
  - (2.) There is no standard size of Dissertation/Project Report. However, it can be around 80 to 100 typed pages on A4 size. The work should be brief and precise. The Dissertation/Project Report should be neatly typed and properly bound.
  - (3.) Foot notes, References should be given on each page or at the end of each chapter to acknowledge the works quoted/referred to in the Dissertation/Project Report.
  - (4.) **THE DISSERTATION/PROJECT REPORT SHOULD CONTAIN THE FOLLOWING :**
    - (i) Cover page giving title of Dissertation/Project Report, particulars of the candidate, Name and address alongwith designation of the Supervisor, Course, DDE Ref. No./Examination Roll No. and Session etc.
    - (ii) Letter for the approval of Topic and the Name of Supervisor from Course Coordinator.
    - (iii) Certificate from the Supervisor stating that the candidate has done independent and original work of required standard under his/her supervision.

- (iv) Certificate of declaration by the candidate that the Dissertation is his/her own original work and is the result of his/her own efforts.
- (v) Preface/Acknowledgment.
- (vi) Contents
- (vii) List of Tables, graphs etc.

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

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

**(6.) IN CASE OF WRITING DISSERTATION OF LLM,** the candidates should prepare a chapterwise scheme on the topic of the Dissertation and it should broadly cover the followings:

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

- (7.)**
- (i.) The candidates of **BCA and MCA** are required to undertake a real project in BCA-III and MCA-III. The Project work may be the development of a software embodying novel ideas or it may be related to commercial/industry software development in a real environment.
  - (ii.) The candidates of both these programmes are required to bring with them a floppy/CD containing the programme at the time of viva-voce.
  - (iii.) In case of MCA candidates, the report on project work will consist of; introduction of the Project, System Analysis, System Design, Implementation, Listing of code, Input/output reports, conclusion and further scope etc.

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

- (i) Fill up the required proforma for getting the names of the organization approved from the course coordinator.

- (ii) The official designation and signature alongwith the official stamp of the supervisor and the common seal of the company/Institution should be properly affixed in the said proforma.
- (iii) The training must be related to area of course/programme.
- (iv) Training supervisor should be a managerial personnel in the relevant field.
- (v) The instructions given by the training Supervisor must be followed.
- (vi) During the training period observe the rules and regulations of the Company/organization.
- (vii) On the completion of the training period, obtain a 'Certificate of Training' on the letterhead of the Company. It should be signed and properly stamped by either the training Supervisor or authorized signatory of the company.

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

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

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

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

**Note :** There is no standard size of the Training Report. However, it can be around 60-100 typed pages on A4 size bond paper. Work should be brief and precise, neatly typed and properly bound.

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

- (i.) The candidates having English medium have to translate any level of English script into Hindi between 40-50 pages.

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

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

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

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

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

**SECTION-VI**

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

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

OR

An Affidavit in lieu of Migration Certificate (strictly according to the Proforma given at the end of the Prospectus) to the effect that they are not appearing in any other examination from any other University/Board during the session 2010-11 simultaneously except in the examination(s) mentioned in the Important Instructions No. 5 given in the beginning of the Prospectus. This **affidavit** must be sent along with the admission form failing which the admission form is liable to be rejected. Submission of wrong affidavit will lead to cancellation of admission with no claim for refund of fees or restoration of candidature in the subsequent session and the candidate will have to bear all other consequences in this regard.

**B. ISSUE OF MIGRATION CERTIFICATE**

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

## SECTION-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, 2011, which ever 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, 2011 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, 2011, 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 June,2011, 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 June,2011 whichever is later.
- (f) The Directorate would process the refund of fee after 30 June of the respective year, i.e. after the last date for receipt of refund application in the office.

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

- a) the admission of an applicant is not 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. In case a candidate submits two admission forms alongwith fee for admission to any other two different courses and 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 **Scheduled Caste/Scheduled Tribe/Blind** candidates belonging to Haryana State seeking admission to any 1-year/1st year of 2-Years/3-Years course(s) are entitled to **full tuition fee concession**. However, the full tuition fee concession as already given to the students during 2008-09 session in Part-I in various courses having 3-years course duration be continued in Part-III of the course for 2010-11 session. They shall pay the balance fee in two equal instalments.
3. **Re-imburement of Fees to SC/ST/Blind 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 small 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

### EXAMINATION

#### A. GENERAL INFORMATION

(a) The **annual examination** of **undergraduate** and **post graduate** courses will **tentatively commence** on **1st April, 2011** and **2nd May, 2011** 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, 2011**. 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) For Compartment cases of B.A./B.Com., the **Supplementary examination** shall ordinarily be held in the month of September/October or on such dates as may be fixed by the University. For eligible Re-appear cases of other courses, the Supplementary examination shall be held in the month of November/December or on such dates as may be fixed by the University. **The Roll number and date sheet for the Supplementary examinations shall be sent to the candidates concerned direct by the examination branches.**

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

## B. EXAMINATION CENTRES

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

### I WITHIN THE JURISDICTION OF KURUKSHETRA UNIVERSITY

#### (a) FOR UNDER-GRADUATE COURSES :

Ambala City/Cantt., Asandh, Barara (Only for Girls), Barwala (Panchkula), Cheeka, Dhand-Dadwana(Only for Girls), Gharaunda, Ismailabad (KKR) (Only for Girls), Israna (Panipat), Jagadhari, Kalka, Karnal, Kaithal, Kaul, Kurukshetra, Ladwa, Mullana, Matlauda, Matakrajri (Indri), Naneola, Naraingarh, Panchkula, Panipat, Pehowa, Pundri, Radaur, Sadhaura, Shahabad Markanda, Samalka, Yamuna Nagar, Hisar, Fatehabad, Hansi, Ratia, Bhattukalan, Mandi Adampur, Tohana, Sirsa, Jivan Nagar, Jind, Narwana, Safidon, Uchana, Julana, Mandi-Dabwali, Odhan, Mustafabad, Ellenabad, Sewah, Nalwa, Sherda

#### (b) FOR POST-GRADUATE COURSES :

Ambala Cantt./City, Jagadhri, Kalka, Karnal, Kaithal, Kurukshetra, Panipat, Panchkula, Yamuna Nagar, Hisar, Fatehabad, Sirsa, Jind, Mandi-Dabwali.

### II OUTSIDE THE JURISDICTION OF KURUKSHETRA UNIVERSITY

(only for the students of Professional Postgraduate Courses)

1. New Delhi
2. Ludhiana

The students of professional courses opting for any of the above examination centres will have to pay an additional examination centre fee of **Rs. 1000/-** at the time of admission with other admission dues.

**Note : In no case Examination Centre at any other place will be allowed to be created.**

## SECTION-X

### INSTRUCTIONAL METHODOLOGY

#### (a) STUDY MATERIAL

(i) Each course is divided into Lessons which are planned, developed, designed and prepared by the competent faculty members drawn from different Universities/Colleges/Institutions under the leadership of the Coordinator of various courses who are senior teachers of Kurukshetra University. The students may also consult books prescribed/recommended in the relevant syllabus and not to depend solely on study material to enrich and enlarge scope of learning. The study

material supplied by the Directorate is only to supplement the prescribed/ recommended books. The available study material will be supplied to the students in instalments.

(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) **RESPONSE SHEETS/ASSIGNMENTS**

Study material is further supplemented by response sheets/assignments evaluated by the teachers.

After having studied the study materials, recommended books and other relevant literature available, the students are advised to prepare assignments/response sheets preferably on questions indicated at the end of lessons for evaluation, counselling and suggestions by the teachers. Such assignments may be sent directly to the **Coordinator, Student Support Services, Directorate of Distance Education, K.U., Kurukshetra - 136 119 together with a self addressed envelope for expeditious return** of the same after evaluation by the Teachers. No Response-sheet will be accepted for evaluation within two weeks before the commencement of the annual examinations.

Response sheets/Assignments, checked and corrected are returned to the students with teachers' comments and relevant guidelines. The process imparts a personal and practical touch to teaching and ensures much-sought after individual guidance to students. Thus, the students are prepared to grasp the subject systematically and organize the material. To avail this opportunity and have more fruitful results, the students are expected to **submit atleast 20-30 response sheets** suitably spread over different papers during the academic session. The students must write their Ref. No. and class on every page of the Response Sheet.

#### (c) **PERSONAL CONTACT PROGRAMMES**

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

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

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. In case PCP of any course is not held before the commencement of the University examination the same will not be the basis for withholding the candidates from appearing in the University Examination.

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, 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 2011 and is otherwise eligible, may appear in the annual examination next year, after fulfilling the requirements of attending the Personal Contact Programme alongwith the students of next year i.e. 2011-2012, 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 30 September, 2011** 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.

#### 4. (A) **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 is also establishing audio/video lab and is setting up Satellite Interactive Terminal for receiving programmes from EDUSAT using IGNOU National Beam.

The lecture broadcasts cover all the subjects, i.e. Journalism and Mass Communication; Political Science; Economics; Commerce; History; English; Hindi; Sanskrit; Punjabi; Computer Science; Maths; Library and Information Science; Management; Public Administration; Education; Environment Studies; Geography etc.

#### 4. (B) ORGANISATION OF PERSONAL CONTACT PROGRAMMES

(i) **Undergraduate Programmes:** The Directorate organises Personal Contact Programmes for undergraduate programmes from 25 to 31 December every year in the affiliated Colleges. The tentative list of the Colleges where these programmes are organised is given hereunder:

Maharaja Agrasain College, Jagadhri; G.M.N. College, Ambala Cantt; S.D. College, Ambala Cantt.; D.A.V. College, Ambala City; S.A. Jain College, Ambala City; Sohan Lal DAV College of Education, Ambala City; M.D.S.D. Girls College, Ambala City; C.R.M. Jat College, Hisar; D.N. College, Hisar; R.K.S.D. College, Kaithal; D.A.V. College, Karnal; Dyal Singh College, Karnal; G.N. Khalsa College, Karnal; I.B. College, Panipat; S.D. College, Panipat; Arya College, Panipat; Dept. of Computer Sc. & Engg., Ch. Devi Lal University, Sirsa; C.M.K. National Girls College, Sirsa; M.L.N. College, Yamuna Nagar; G.N. Khalsa College, Yamuna Nagar; D.A.V. College for Girls, Yamuna Nagar; National Institute of Technology, Kurukshetra; Bhagwan Parshu Ram College, Kurukshetra; Directorate of Distance Education, Kurukshetra University, Kurukshetra; C.R. Kisan College, Jind; M.M. College, Fatehabad.

Students are advised to contact these centres even if they are not in receipt of letters from Directorate for attending the classes. The detailed schedule will also be available at our Website: [www.kukinfo.com](http://www.kukinfo.com).

(ii) **Postgraduate Programmes:** Personal Contact Programmes are organised in the main University Teaching Departments. The detailed schedule can be seen from our Website: [www.kukinfo.com](http://www.kukinfo.com).

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

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

**(d) CHANGE OF COURSE/SUBJECT/OPTION**

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

- |      |   |                       |
|------|---|-----------------------|
| i)   | Change of option of a paper having more than one options in any course.   | Rs. 500/- per option  |
| ii)  | Change of a Subject of B.A.-I   | Rs. 500/- per subject |
| iii) | Change of Course from 1st year to 1st year (Change of subject of M.A./M.Sc. will be treated as change of course). | Rs. 1000/-            |

**Note :** The students who wish to change the course under (iii) 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 :

- |   | <b>upto</b> |
|---|-------------|
| (i) In the case of BA/B.Com./BIM/B.C.A.<br>B.Lib.Sc./B.Ed./D.Lib. Sc./CCA/CCU | 31.12.2010  |
| (ii) In the case of Master Degree/Diploma<br>and Other Courses                | 31.01.2011  |

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.

Additional fee of **Rs.500/-** per paper/option would be charged from the students who are allowed, in any case, any paper/option which are not prescribed for the course in the Directorate and the concerned student would prepare himself/herself at his/her own level and the Directorate would not provide any study material for such paper/option.

**Note: (i) While applying for change of course/subject/option, the students who have already received study material in the previous course/subject/option must return the same alongwith application for the change.**

- (ii) Difference of fee shall not be refunded if a student changes his/her course with higher rate of fees to a course with lower rate of fees.
- (iii) The fee on account of change of course/class will be adjusted against the difference of fee already paid by the students for the subject with higher rate of fee.
- (iv) If the course is changed with the higher rate of fees, the student will be required to pay difference of fee plus fee for the change of course.

**(e) MEDIUM OF INSTRUCTION**

The medium of instruction for various courses shall be as under. The printed study material will be supplied to the students in the language mentioned against each course.

Sr.No.	NAME OF THE COURSE	MEDIUM OF STUDY MATERIAL
1.	B.A.(subjects of English & Maths), M.Sc. (Math, Geog.), M.A.(English, Environmental Education & Education), B. Lib. Sc.; M.Lib. Sc.; BCA, CCA, BIM, All PG Diplomas (except PG Diploma in Translation and PGDJMC), M.Com.; L.L.M.; M.Sc. Computer Sc.(SW), MCA & MBA,MBA(HM)	<b>ENGLISH</b>
2.	PG Diploma in Journalism & Mass Communication, MA (Mass Communication)	<b>ENGLISH/HINDI</b>
3.	B.A.(except subjects of Maths, English Panjabi), B.Com., D.Lib.Sc., PG Dip. in Translation, M.A. in Hindi, Sanskrit, Pol. Sc., History, Pub. Admn.,Philosophy Economics	<b>HINDI</b>
4.	B.A.(subject of Panjabi)/M.A. in Panjabi	<b>PANJABI</b>
5.	Certificate Course in Urdu	<b>URDU</b>

**(f) MEDIUM OF QUESTION PAPERS**

(i) The question-papers will be set **both in Hindi and English** for B.A., B.Com., Dip. in Lib.Sc., BIM, PG Dip. in JMC, PG Dip./M.A. in Environmental Education, MA (Mass Communication), Philosophy, M.Sc. (Geography), M.A. Courses except in the case of English, Hindi, Panjabi where these will be set in the language concerned and M.A/M. Sc. Maths as also M.A. Education where these will be set in English.

(ii) The question paper will be set **in English only** for Bachelor/Master of Library & Information Science, M.Sc. Maths, M.A. English, BCA, CCA, B.Sc.IS, LLM, M.Com, MCA, MBA, MBA(HM), M.Sc. Computer Sc.(SW) and other PG Diploma Courses where these shall be set in English & Hindi. The question paper of Certificate Course in Urdu will be set in Urdu language.

(iii) The candidates shall write their answers as under :

Sr.No.	Course	Language
1.	B.A., M.A. (Pol. Sc., Eco., History, Pub. Admn.) D. Lib. Sc., PGDJMC, PGDEE, MA(EE)	Hindi OR English OR Panjabi
2.	B.Com., B.Lib. Sc., M. Lib. Sc., PGDT, BIM, M.A. (M.C.), M.Com., M.A.Education, Philosophy, M.Sc. (Geography),	Hindi OR English
3.	Other PG Diplomas/Diplomas, CCA, BCA, LLM & M.Sc. Computer Sc.(SW) MCA, MBA, MBA(HM)	English
4.	M.A. (English, Hindi, Panjabi and Sanskrit)	Language concerned
5.	Certificate Course in Urdu	Urdu

**SECTION - XI**

**FACILITIES AVAILABLE**

**(A) STUDENT SUPPORT SERVICES**

A special feature of our Directorate 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/concerned officer/official or the **Coordinator, Students Support Services in the Directorate during working hours.**

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

**(B) LIBRARY-CUM-STUDY CENTRE**

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

**(C) COMPUTER LABs**

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

**(D) TEACHING BLOCK**

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

**(E) JAWAHARLAL NEHRU LIBRARY**

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

**(F) UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU**

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

## SECTION-XII

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

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

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 April/May, as the case may be. **The Roll Numbers/Admit Cards and date-sheet of ex-students will be sent to them directly by the Examination Branch.**

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

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 OBC in the campus.
5. For attestation of examination form from this Directorate, students are required to bring with them their identity cards, issued by the Directorate and the DMCs for verification.
6. All enquiries about payment of fee in respect of ex-students may be addressed to the Superintendent (Cash & Fee) K.U., Kurukshetra.

Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, K.U.K. (Phone: 01744-238377/238189) 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, class of exam. on the backside, left corner of the Bank Draft to avoid loss of the same.
  - 3 Attested Examination Form may be submitted directly to the concerned Examination Branch.

**SECTION-XIII**

**LIST OF HOLIDAYS 2010**

<b>Sr.No.</b>	<b>Name of Holiday</b>	<b>Date</b>	<b>Days of Week</b>
<b>DIRECTORATE REMAINS CLOSED ON ALL SATURDAYS &amp; SUNDAYS</b>			
1.	Teej	12 August	Thursday
2.	Janamasthmi	02 September	Thursday
3.	Haryana Heroes & Martyrdom Day	23 September	Thursday
4.	Maharaja Aggarsain Jayanti	08 October	Friday
5.	Maharishi Balmiki Birthday	22 October	Friday
6.	Haryana Day	01 November	Monday
7.	Deepawali	05 November	Friday
8.	Id-ul-Juha (Bakrid)	17 November	Wednesday

**HOLIDAYS (2011)**

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2011**, 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, Ram Navami, Dr. B.R. Ambedkar Jayanti, Mahavir Jayanti, Lord Parshu Ram Jayanti and Maharana Pratap Jayanti. (Exact Holidays for the year 2011 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 August; 2,11,30 September; 2, 17, 22 October; 5, 21, November; 25 December, 2010. Bank transaction will also remain closed on April 1, 2011.

**Published by :**

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

**Printed by :**

**MANAGER,**  
Printing & Publications,  
Kurukshetra University, Kurukshetra.