

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 appended at the end of the Prospectus.
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. (a) **Entrance Test Form** alongwith admit card duly filled in and signed by the candidate and parents/guardians be submitted for appearing in the Entrance Test.
- (b) Admission Form and Computer Form appended at the end of the Prospectus duly filled in and signed by the candidate and parents/guardians alongwith other required documents should be submitted **only at the time of admission counselling.**
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. 400/- 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 APPENDED IN THIS PROSPECTUS. TENTATIVE LIST OF EXAMINATION CENTRES IS AVAILABLE AT PAGE 24 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 Dissertation/Project Report/Training Report/Practical Assignment etc. or request not to charge late fee for submission of documents after the prescribed date, etc. will 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. **Response Sheets/Assignments** : The students in their own interest are advised to submit the written assignments for evaluation 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. **Entrance Test Application 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) Copy of proof of reservation.

Note:No other document(s) be sent alongwith Entrance Test Application Form.

 - (II) Following documents are to be submitted alongwith **Admission Form and Computer Forms** appended at the end of the Prospectus duly filled in and signed by the candidate and parents/guardians **at the time of admission:**
 - (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 2009-2010.
- (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. 375/- 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. 300/- 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.

All concerned may note the following please:

- Ragging is Unsocial, Illegal and Punishable.
- Ragging in any form at any place in the campus or outside, is strictly prohibited.
- Any student found indulging in an act of ragging will meet strict disciplinary action leading to expulsion from the University.
- Following will amount to the act of ragging:
 - to address seniors as 'Sir'.
 - to perform mass drills.
 - to copy class notes for the seniors.
 - to serve various errands.
 - to do menial jobs for the seniors.
 - to ask/answer vulgar questions.
 - to look at pornographic pictures to 'Shock the freshers out of their innocence.
 - to force to drink alcohol, scalding tea etc.
 - to force to do acts which can lead to physical injury/mental torture or death.
 - to force to do acts with sexual overtones, including homosexual acts.
 - to strip, kiss etc.
 - to do other obscenities.

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.

SECTION II

ELIGIBILITY

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

FIRST YEAR

- (i) Bachelor/Master's Degree from a recognised University with atleast 45% marks in aggregate (40% in case of SC/ST/Blind/Physically and Visually Handicapped candidates)
- (ii) 2 years in-service working teaching experience in any recognised Government/Aided/Private school/educational institutions in Haryana as on 31st May 2009.

- 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-II 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 18.1.2009) available on the 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, 81, 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. Indian Education Council of U.P., **Lucknow (U.P.)**
 16. Gandhi Hindi Vidyapith, Prayag, **Allahabad (U.P.)**
 17. National University of Electro Complex Homeopathy, **Kanpur.**
 18. Netaji Subhash Chandra Bose University (Open University) Achaltal, **Aligarh (U.P.)**
 19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, **Mathura (U.P.)**
 20. Maharana Pratap Shiksha Niketan Vishwavidyalaya, **Pratapgarh (U.P.)**
 21. Gurukul Vishwavidyalaya, **Vrindavan, Uttar Pradesh**
 22. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makaanpur, **Noida Phase-II, Uttar Pradesh.**
 23. Private University in the State of Chhatisgarh as declared in operative by the Hon'ble Supreme Court of India.

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
(i)	Scheduled Caste	20%
(ii)	Backward Class (excluding creamy layer)	
	BC (Block A)	16%
	BC (Block B)	11%
(iii)	Physically Handicapped:	
	(i) Blindness or low vision	1%
	(ii) Hearing impairment	1%
	(iii) Locomotive disability or Cerebral Palsy	1%

[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 dependents 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 2009 the next block i.e. B block of category of Backward classes will be given seats in the next academic year i.e. 2010 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 submitted application by the last specified date, provided candidate 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-VI)**.
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.

SECTION - IV

PROCEDURE FOR ADMISSION (FIRST YEAR)

The admission will be made through an entrance test having multiple choice questions, strictly on the basis of merit of marks obtained by the candidates in the Entrance Test.

(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 2010.

SECTION - V

GUIDELINES & SYLLABUS FOR ENTRANCE TEST

1. **Date of Entrance Test :** **09.08.2009**
2. **Duration of Entrance Test** **1½ Hours**
3. **Scheme of Entrance Test :**

The entrance test shall have one paper consisting of four parts :

Part	TITLE	MAX.MARKS	No. of questions
A.	Teaching Aptitude	20	20
B.	Mental Ability	30	30
C.	General Awareness	20	20
D.	Language proficiency	30(15+15) (English + Hindi)	30(15+15)
Total		100 Marks	100 Questions

- Note :**
- i) The paper shall have 100 objective type questions and shall carry maximum of 100 Marks.
 - ii) All questions will be of objective type (Multiple choice questions with 4 alternative responses/distracters.)
 - iii) Each question carries equal marks.
 - iv) There will be no negative marking for wrong answers.
 - v) Answers without any response or wrong response shall be awarded zero.
 - vi) There shall be no re-evaluation/rechecking of Answer books.
 - vii) The candidates will fill in the required information with **blue/black ballpoint pen** regarding roll number, name, centre of examination etc. on **Side 1 of OMR Sheet**.

- viii) The question paper will be set both in English and Hindi. The candidates shall mark the right answer on the OMR sheet by blackening the corresponding circle against the serial number of the question with **Blue/Black Ball Point Pen only on Side 2 of OMR sheet.**

4. SYLLABUS FOR B.Ed(DE) ADMISSION ENTRANCE TEST

- A. Teaching Aptitude** **Max. Marks : 20**
Questions : 20
- B. Mental Ability** **Max.Marks : 30**
Questions : 30
- Abstract reasoning-Inductive & deductive
Numerical Ability
Ability to classify
Ability to discriminate
Problem solving ability
Ability to see relationships
- C. General Awareness** **Max. Marks : 20**
Questions : 20
- Current events
Major Historical events
Geographical facts
Civics and Political Science
Who is Who?
Sports event
Every day Science
Education Awareness - System and structure of Indian Education.
Literature - Important book and authors, both Indian and Foreign.
Art and Culture.
- D. Language proficiency** **Max.Marks: 30(15+15)**
Questions : 30(15+15)
(Both English & Hindi separately)
- World power and one word substitution
Spellings
Idioms and Phrases
Synonyms and Antonyms
Correcting the given sentences
Knowledge of grammar

5. Conduct of Entrance Test

- i) The examination hall will be opened 30 minutes before the commencement of the test. Candidates are expected to take their seats 15 minutes before the commencement of the Entrance Test. If the candidates do not report in time, they are likely to miss some of the general instructions to be announced in the Examination Hall.

- ii) The candidate must show, on demand, the Admit Card for admission to the Examination Hall. A candidate, who does not possess the Admit Card issued by the University, shall not be admitted to the Examination Hall under any circumstances by the Centre Superintendent.
- iii) A seat with Roll Number of the candidate will be allotted to each candidate. Candidates must find out and occupy their allotted seats.
- iv) A candidate, who comes after 30 minutes of the commencement of the Entrance Test, shall not be permitted to sit in the entrance test.
- v) A candidate shall not be allowed to carry any textual material, printed or written bits or papers or any other material except the Admit Card inside the Examination Hall.
- vi) Calculators, Mobiles, Slide, Rules, Log Tables, Electronic watches with facilities of calculators etc., are not allowed inside the Examination Hall.
- vii) No candidate shall be allowed to leave the Examination Hall till the end of duration of the test.
- viii) No candidate without the special permission of the Centre Superintendent or the Invigilator concerned is to leave his/her seat or the examination room until he/she has finished his/her paper. Candidates should not leave the Examination Hall without handing over the Test Booklet and the Answer sheets to the Invigilator on duty.
- ix) Candidates are advised to bring with them their own Ball pens, Pencil, sharpeners, erasers of good quality and a Card Board or a Clip Board on which nothing should be written so that they face no difficulty in writing responses in the Answer-sheets.
- x) Smoking in the Examination hall is strictly prohibited. The coffee, tea, cold drinks or snacks, etc., are not allowed to be taken in the examination rooms during examination hours.
- xi) Candidates shall not make any identification mark on his/her answer sheet.

Note : For those who are unable to appear in the Entrance Test on the scheduled date for any reason, re-entrance test shall not be held by the University in any circumstances.

6. The Answer-Sheet

- i) The candidate will be supplied an Answer-Sheet (OMR Sheet) as well as a Test Booklet. The seal of the Test Booklet shall be opened by the candidates only after the announcement by the invigilator.
- ii) The specimen copy of the answer sheet (OMR sheet) which will be used for answering questions is given in the Admission Brochure. Candidates are advised to go through it and be conversant with the requirement of writing particulars and marking so that during the examination they could do so without any difficulty/mistake and loss of time.
- iii) The candidate must ensure that the answer sheet is not folded. He/she should not make any stray marks on it.
- iv) The Answer Sheet (OMR sheet) used will be of special type, which will be scanned on Optical Scanner. There will be two sides of the answer sheet.

Side-1 : This side of the answer sheet contains the following columns, which are to be filled up with the **blue/black ball point pen only neatly and accurately.**

- i) Roll Number
- ii) Name of the candidate
- iii) Father's Name
- iv) Category
- v) Date of Birth
- vi) Centre of Examination
- vii) Signature of the candidate

Side-2: This side of the answer sheet contains the following columns, which are to be filled up with **blue/black ball point pen** only.

- i) Roll Number
- ii) Centre Code
- iii) Test Booklet Code
- iv) Test booklet No.
- v) Columns 1 to 100 for marking responses.

7. Writing of Particulars and Responses on OMR Sheet.

Write and mark your Roll No., Test Booklet Code and Test Booklet number as per specimen answer sheet, for example:

Roll No.	-	0214057
Test Booklet Code	-	A
Test Booklet No.	-	123456

Each Booklet has been assigned a Code. Note this code and mark it as per specimen answer sheet. For example, Test Booklet Code is 'B'.

Writing of Responses: There will be four alternatives for each of the questions numbering from 1 to 100. The candidate will indicate his/her response to the question by darkening the appropriate circle completely as indicated on the specimen Answer Sheet (Appendix -). More than one answer indicated against a question will be deemed as incorrect response.

8. Important Instructions for Marking the Answer:

- i) Mark should be dark and should completely fill the circle.
- ii) Darken only one circle for each entry.
- iii) If you wish to change an answer, erase completely the already darkened circle and make fresh mark.
- iv) Make the marks only in the space provided.
- v) Please do not fold the answer sheet and do not make any stray mark on it.

9. Rough Work

The candidate will not do any rough work or writing work on the answer sheet. All rough work is to be done in the Test Booklet itself.

10. Procedure to be followed in the Examination Hall:

- i) Ten minutes before the commencement of the test, each candidate will be given a sealed Test Booklet as well as an Answer Sheet (OMR Sheet).
- ii) Immediately on receipt of the Test Booklet, the candidates will fill in the required particulars on the cover page of the Test Booklet with ball point pen only. He/She will not open the Test Booklet until asked to do so by the invigilator.
- iii) The test will start exactly at the time mentioned in the Admit Card and an announcement to this effect will be made by the invigilator. Before attempting the questions, the candidates should check that the Test Booklet supplied to them is complete in all respects and there is no discrepancy with regard to number of questions etc. Defective Test Booklet should be got replaced immediately. No complaint will be entertained at a later stage.
- iv) During the examination time, the invigilator will check Admit Card of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signature in the place provided in the Answer Sheet.
- v) The candidates shall bring their own ball point pens, two HB pencils, sharpener and eraser of good quality. These will not be supplied by the University.
- vi) After completing the test and before handing over the Test Booklet and the Answer Sheet, the candidate should check again that all the particulars required in the Test Booklet and the Answer Sheet have been correctly written. Ensure that the Roll Number and the Test Booklet Code are correctly written in the Answer Sheet.
- vii) An announcement will be made at the beginning of the examination, at the half time as well as at the closing time when the candidate must stop marking the responses.

11. Legal Jurisdiction

- i) All disputes pertaining to the conduct of Entrance Test and Admission shall fall within the jurisdiction of Kurukshetra only. The Registrar of the University shall be the legal person in whose name the University may sue or be sued.
- ii) If any person(s) engages himself/herself in act(s) that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this Entrance Test, he/she shall be liable to prosecution under the Indian Penal Code.

SECTION - VI

FEE STRUCTURE

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

(FIRST YEAR)

1st instalment*	:	Rs. 10, 000/- (at the time of admission)
2nd instalment	:	Rs. 10, 000/- (upto 03.02.2010)

(SECOND YEAR)

1st instalment	:	Rs. 10, 000/- (at the time of admission)
2nd instalment	:	Rs. 10, 000/- (upto 03.02.2010 for students admitted in the session 2008-09 and 03.02.2011 for students to be admitted in the session 2009-10).

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

1. Tuition Fee	Rs.	10, 000/-
2. Building Fee	Rs.	600/-
3. Development Fund	Rs.	400/-
4. Dr. R.K. Funds	Rs.	200/-
5. Other Fees**	Rs.	8,800/-

(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) Last date for payment of **second Instalment** of fee is **3.2.2010** **Late fee of Rs. 300/-** will be payable by the candidates who fail to pay the second instalment in full or part thereof by the prescribed dates. 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 - VII

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 2009-10 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 - VIII

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, 2010, 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, 2010 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, 2010, 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 30.6.2010, 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 30.6.2010 whichever is later.

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 - IX

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 289 in K.U. Calendar Vol. I, 1997**. 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 X

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. The programme will consist of the following four group of courses:

Group A	:	Core Courses	Paper- I,II,III,IV & V
Group B	:	Content Based Methodology Courses	Paper- VI & VII
Group C	:	Special Courses	Paper- VIII
Group D	:	Practical Courses	

Course Description

FIRST YEAR

Sr.No.	Paper with	Code	Course Title
1.	Paper-I	ES:331	Curriculum and Instruction
2.	Paper-II	ES-332	Psychology of Learning and Development
3.	Paper-III	ES-333	Educational Evaluation
4.	Paper-VI	Content based Methodology Course: Any one of the following (As per qualifying examination)	

OPTION

		(i)	ES:341	Teaching of Science
		(ii)	ES:342	Teaching of Mathematics
		(iii)	ES:343	Teaching of Social Studies
5.	Paper-IX(a)	School Based Practicals		
	IX(b)	Workshop Based Practicals		

Note: Teaching of Mathematics only for the candidates who have been allotted Teaching of Languages as Paper VII.

SECOND YEAR

Sr.No.	Paper with	Code	Course Title
1.	Paper-IV	ES:334	Education and Society
2.	Paper -V	ES:335	Teacher and School
3.	Paper-VII	Content based Methodology Course: Any one of the following (As per qualifying examination)	
		OPTION	
		(ii)	ES:342 Teaching of Mathematics
		(iv)	ES:344 Teaching of English
		(v)	ES:345 Teaching of Hindi
4.	Paper-VIII	(Special Course - Any one of the following):	
		OPTION	
		(i)	ES:361 Educational Technology
		(ii)	ES:362 Computer in Education
		(iii)	ES:363 Guidance and Counselling
		(iv)	ES:364 Distance Education
5.	Paper-IX(a)	School-Based Practicals	
		IX(b) Workshop-Based Practicals	
6.	Paper-X	Skill-in-Teaching	
		(i)	Teaching Subject-I
		(ii)	Teaching Subject-II
Note:		<u>Teaching of Mathematics only for the candidates who have opted Teaching of Science as Paper-VI</u>	

SECTION - XI

INSTRUCTIONAL METHODOLOGY

(A) STUDY MATERIAL

- (i) The Directorate has adopted study materials developed by IGNOU in SIM format. Each course is divided into Blocks and Units which are planned, developed, designed and prepared by the competent experts drawn from Universities all over the country. The students may also consult books prescribed/recommended in the syllabus in addition to the study material to enrich and enlarge scope of learning. 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) 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, Practical, Seminar) 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 2010 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. 2010-11, if PCP (Theory, Practical and Seminars) are held for the students of the said session, on payment of an additional fee @ Rs. 1000/- each for PCP Theory/Practical/Seminars 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, 2010** 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. 400/- 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 : 31.01.2010

A student, who does not mention his/her optional paper/elective subject in the admission/examination form, shall be charged fee of Rs. 400/- as fixed for change of option/subject.

(G) MEDIUM OF INSTRUCTION/EXAMINATION:

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

SECTION - XII

EXAMINATION

A. GENERAL INFORMATION

(a) The **annual examination** of **undergraduate** and **post graduate** courses will **usually commences** on **1st April, 2010** and **2nd May, 2010** 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, 2010**. 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) Self-evaluation exercises within each unit of study (non-credit).
- (b) Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. The scores of the two best-qualified assignments out of the three assignments for each course will be considered for declaring the students successful in that course.
- (c) The term-end examination has a weightage of 70% of the total for each course.

Practical: For Practical Courses, evaluation comprises three aspects:

- (a) Continuous evaluation of school-based activities and practice teaching
- (b) Evaluation of performance in practical workshops.
- (c) Evaluation of practice teaching.

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 I in first year and 20 in teaching subject II 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) INTERNAL ASSESSMENT

Internal Assessment will be based on the performance of the candidate in assignments, practicals and skill in teaching practice respectively during the PCP.

(D) ANNUAL EXAMINATION

The examination will be held two times during the course at the end of the each year in the month of April/May :

First Year :	Theory Paper :	I,II, III & VI
	Practical Papers:	School Based Practical & Workshop Based Practical
Second Year:	Theory Papers :	IV,V,VII & VIII
	Practical Papers:	School Based Practical & Workshop Based Practical Skill in Teaching Paper I & II

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

(E) 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- XIII

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 - XIV

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 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. 45/- drawn in favour of Registrar, Kurukshetra University, Kurukshetra.

3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form alongwith full fee in the form of crossed Bank Draft should reach the Directorate of Distance Education at least one week before the date fixed by the University for submission of Examination forms as indicated on the examination admission form so that the same may be sent to the Examination Branch, duly attested by the Directorate in time. If the Examination Form and/or fee are received late, candidate shall be required to pay usual late fee as prescribed under rules. The Ex-students are advised to submit their Exam. Forms personally in the Exam. Branch, after getting the same attested from this Directorate in order to avoid payment of late fee.

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

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

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

Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, K.U.K. (Phone: 01744-238377) 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 - XV

LIST OF HOLIDAYS 2009

Sr.No.	Name of Holiday	Date	Days of Week
DIRECTORATE REMAINS CLOSED ON ALL SATURDAYS & SUNDAYS			
1.	Teej	24 July	Friday
2.	Janamasthmi	14 August	Friday
3.	Id-ul-Fitr	21 September	Monday
4.	Haryana Heros' & Martyrdom Day	23 September	Wednesday
5.	Dussehra	28 September	Monday
6.	Mahatama Gandhi Jayanti	02 October	Friday
7.	Gurunanak Dev Jayanti	02 November	Monday
8.	Christmas Day	25 December	Friday

HOLIDAYS (2010)

Besides above, the Directorate will also as usual observe **holidays** on the following festivals/birthdays during the year **2010**, 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 Partap Jayanti. (Exact Holidays for the year 2010 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 14, 15 August, 21,28,30 September, 2, 4, 17 October, 2 November, 25 December, 2009. Bank transaction will also remain closed on April 1, 2010.

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