



Information Brochure

2015-2016



DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001 (HARYANA)

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

www.mdurohtak.ac.in

www.mdudde.net

Mission

The University is committed to encourage inter-disciplinary higher education and research to spread knowledge to every strata of the society. It aims at creating an innovative, value-based, and research-oriented world-class learning environment and establishing itself as a centre of excellence.

Vision

The University envisions promoting quality education and research through inter-disciplinary understanding state-of-the-art learning, and the use of emerging knowledge for developing world-class human resources capable of mastering the global challenges of future technology and management. The University seeks to create, preserve, and disseminate knowledge to build competitive capability for holistic development of man and society.

Quality Policy

We visualize to establish and operate a quality regime that endeavors to make continual improvement in our systems and processes to the benefit of all the stakeholders in terms of accessibility and productivity, relevance and excellence in the field of higher education with a strong sense of social responsibility and accountability.

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SUDHIR RAJPAL, IAS
Vice-Chancellor

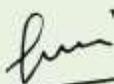


Message

Established in 1976 Maharshi Dayanand University, Rohtak was a residential University with special emphasis on the studies of environmental, ecological and life sciences. Now the University is a teaching-cum-affiliating University and has emerged as one of the leading educational institute of the country.

Besides many Postgraduate Departments, the university has a Directorate of Distance Education which is providing quality education for the last 27 years. The Programmes run by it are very popular and attracts a large number of students. The main objective of the Directorate is 'Education for All'. Here at our Directorate Distance learners are provided good quality study material and to solve the problems relating to their study Counselling Sessions are arranged.

Students are welcome to join our Directorate of Distance Education and we assure them of providing a very good quality education through Distance Learning Mode.


(SUDHIR RAJPAL)

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His Excellency Sh. Kaptan Singh Solanki
Governor, Haryana

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THE UNIVERSITY

About the University

Maharshi Dayanand University, ab initio established as Rohtak University, Rohtak, came into existence by an Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976 with the objective to promote inter-disciplinary higher education and research in the fields of environmental, ecological and life sciences. It was renamed as Maharshi Dayanand University in 1977 after the name of a great visionary and social reformer, Maharshi Dayanand. It had a unitary and residential character in its nascent stage, but became an affiliating University in November 1978. The University secured the recognition of University Grants Commission – the higher education regulatory body of India -for Central Govt. grants in Feb. 1983.

The University is located at Rohtak in the state of Haryana - about 75 kms. from Delhi on Delhi-Hisar National Highway (NH-10), and is about 240 kms. from Chandigarh, the State Capital. It is well connected both by rail as well as road. Rohtak is the education hub of the State with excellent facilities for education in all fields of knowledge.

The University campus, spread over an area of 665.44 acres, is well laid with state-of-the-art buildings and magnificent road network, presents a spectacle of harmony in architecture and natural beauty. Educational and research programmes are offered through its 38 departments. There are as many as 12 Teaching Blocks, 14 Hostels with another 10 in the offing, an elegant Vivekananda Library with 6 off-shoots, the majestic Tagore Auditorium equipped with modern gadgetry and amenities, spectacular Students Activity Centre, Campus School, Health Centre, Faculty House, Sports Stadium, Swimming Pool, Multipurpose Gymnasium Hall, Community Centre, Printing Press, Canteens, Shopping Complex and an Administrative Block. About 550 residential units are available for the faculty members and non-teaching staff. There is a very robust Campus Wide Network – an amalgam of cable and Wi-Fi technologies, with 1 Gbps internet connectivity. A serene 'Yajanshala' addresses the spiritual and health needs of the campus community. Branches of State Bank of India and Central Co-operative Bank are the other facilities available on the Campus. Besides, the University runs five programmes through Satellite Institute, University Institute of Law & Management Studies (UILMS), Gurgaon.

About 530 Institutions/Colleges of General Education, Engineering, Technology, Computer Sciences and Management Sciences located in 10 districts of the State are affiliated to this University.

University Library System

The University Library System comprises a central library named as Vivekananda Library and five satellite libraries –IMSAR Library, Engineering Library, Maths Library, Law Library and Hotel & Tourism Management Library. Strategically located, the Vivekananda library with excellent state-of-the-art computer facilities and cosy furniture is housed in a magnificent 3-storeyed building with 84000 sq. ft. carpet area and a seating capacity of 963 with another 14000 sq. ft. carpet area and 315 reading seats in its five off-shoots. The library system with the elegant Vivekananda Library in the vanguard, provides support for the academic and research pursuits.

The Library has a rich collection of knowledge resources – 3,34,994 volumes of books including 15,581 theses, and 50,000 bound volumes of journals. Besides, 369 Indian and 111 foreign journals are subscribed in print form. Online access is provided to 8000 e-Journals through UGC- Infonet facility, 100 Open Access Journals, SCOPUS an Elsevier database of abstracts from about 18,000 science and social science journals, e-Emeralds Management Plus-a full text database and MLA Bibliography.

All the functions of the library – check-out check-in, catalogue, serials system and acquisition system – have been automated. All the divisions / sections of the library have their own PCs for data entry and other routine jobs. The Library has its own Internet with connectivity to the campus Network for providing access to its own databases such as OPAC and e-resources information KIOSKs are in place of accessing the online catalogue and other databases of the library. The air-conditioned Internet lab of the library, having 80 Internet connected computer terminals with bandwidth connectivity of 1Gbps, provides access to e-journals and other e-resources. The multimedia Library has 20 PCs and headphones each and provides facilities for watching audio/video CDs on a variety of subjects and internet surfing. One-to-one videoconferencing facility, wrapped around state-of-the-art technology, is another service which the library provides. Application of RFID technology for check-out check-in is just months away and the CCTV system for library security is in operation.

Open Access System is in vogue in the library system, presents an environment for the library users to have unhindered access to the learning resources, and inspires them to make use of library services. The students, teachers and other employees of the University are issued bar coded library cards for entry to the library and borrowing books from the library to promote the library use. The library has a Readers' Services Division including reference Desk, headed by a senior library professional to help the library users. Photocopying service is another step towards bridging the gap between the knowledge seekers and the knowledge resources. Library organizes awareness and orientation programmes from time-to-time to sensitize and educate the library users to understand knowledge organization in the library, know their privileges and acquire skills to use On-line Public Access Catalogue (OPAC), conduct literature survey, trace information from information sources and use e-resources. The University invests over Rs.280 lacs annually on the enrichment of knowledge base, besides having substantial recurring and non-recurring budget for other library activities including upgradation of existing facilities.

University Centre for Competitive Examinations

The University Centre for Competitive Examinations (UCCE) is located at 1st floor, SwarajSadan M.D. University, Rohtak. The Centre has been providing guidance / coaching to the students since 1989, the year when the Centre was established. The students competing for various examinations viz. Indian Civil Services (Preliminary), Haryana Civil Services (HCS), Bank Probationary Officers (PO), Inspectors of Income Tax and Central Excise, National Eligibility Test (NET), Combined Defence Services (CDS), National Defence Academy (NDA), CEET/ Engineering, Remedial Coaching in English etc. are given intensive coaching for the said examinations from time to time. The Centre also organizes remedial coaching classes in English. For all kinds of coaching classes, a nominal token fee is charged from the students belonging to General Category. However, the SC/ST and BC candidates are not charged any fee for attending coaching classes. Students reregistered for coaching classes for which they are required to fill up a registration form and the form is made available to the students in the office

of UCCE a fortnight before the commencement of the respective course. The teachers from the different departments are on the panel to teach the competitive classes and the classes are conducted in the evening session.

The Centre has a rich reference Library which contains more than 7100 books, seven national Newspapers, Journals, Magazines and other useful study material pertaining to the competitive examinations for use by the students as well as the teachers in the Centre. Besides coaching the Centre also organizes special lectures of experts on the subjects such as Budget, Current Affairs and on topical issues for the benefit of students writing competitive examinations.

The University Grants Commission released grants for conducting the following schemes:

- i) Remedial Coaching for SC/ ST / OBC (Non Creamy Layer) and Minorities.
- ii) Coaching of NET for SC/ST/ OBC (Non Creamy Layer) and Minorities.
- iii) Coaching classes for entry in service for SC/ST/ OBC (Non Creamy Layer) & Minorities.

It is proposed that University Centre for Competitive Examinations will pursue at least two batches of the students who would be given the coaching for the above three courses for the year 2015-16. The Centre has also made a provision for extension lectures for different courses.

Career Counseling and Placement Cell

University has established a Career Counseling and Placement Cell to gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers. This information is analyzed in the local, regional and national context to explore its relevance utility for the students for their career counseling and placement needs. The Cell organizes seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks. Training is also imparted through workshops related to communication skills, personality development, resume writings, confidence building, preparing for interview etc. Eminent industrialists, HR personnels, and eminent persons in different fields are invited for delivering lectures wherein they help students in getting the latest market requirements and trends in the job market. Efforts are also made to help the students to develop healthy outlook and positive attitude.

The Cell is housed on the second floor of Students' Activity Centre.

Email: ccandpcell@gmail.com

THE DIRECTORATE

Realizing the important role of education which it plays in the overall national development, the Maharshi Dayanand University created a Correspondence Cell during 1987-88 for imparting education through 'Correspondence Course' leading to the award of B.Ed. degree. The University, with the passage of time and development of technology and requirement of society, upgraded the Correspondence Cell to the level of a Directorate during 90's and has expanded it tremendously to offer a wide spectrum of courses through a network of Study Centre all over the country. With the recent amendment in the Maharshi Dayanand University Act by the State Government, the Directorate, has restricted delivery of its courses to distance learners on its own, and has decided to provide opportunities for higher education to a large segment of population especially disadvantaged groups living in remote and rural areas, adults, housewives and working people.

The Directorate seeks to create, preserve, and disseminate knowledge to build competitive capability for holistic development of man and society. The various programmes offered by the Directorate range from conventional to professional as per needs of the area and employment opportunities available in the country. In order to meet the growing demand of open and distance learning, the Directorate has enriched in terms of resources for further access to the roots in the rural domain. The University is committed to encourage interdisciplinary higher education and research to spread knowledge to every strata of the society. It aims at creating an innovative, value-based, and research-oriented world-class learning environment and establishing itself as a centre of excellence. The University envisions promoting quality education and research through inter-disciplinary understanding, state-of-the-art learning, and the use of emerging knowledge for developing world-class human resources capable of meeting the global challenges of future technology and management.

Directorate of Distance Education of Maharshi Dayanand University, Rohtak offers 13 Undergraduate/Postgraduate programmes mentioned in the Information Brochure for Distance Learners. The reasons for the popularity of its programmes are carefully designed curriculum, well planned teaching learning strategies, effective student support system and fair examination and evaluation system.

The DDE believes in providing full support and services to its students and ensuring the removal of difficulties at personal level so that the participation of the students in the programmes offered by the DDE becomes really effective and meaningful. Candidates facing any difficulty in pursuing the distance education programmes of this University may contact the Director secretariat or concerned officer/official during working hours or submit his/her problem in writing to the **Grievances Cell** of the DDE. While submitting any problem/request/complaint the students are advised to write their details i.e. Name/Father's name, Registration No. (Allotted by the DDE), name of course (with year/semester) for prompt action, failing which such requests/complaints etc. will not be entertained.

The Directorate is housed in a spacious building, which is properly ventilated and easily accessible. Enquiry cell, Computer labs and Students Support System are manned by experienced staff. The credit for the present status of the directorate goes to the invaluable participation and co-operation of the University Authority, UGC, Distance Education Bureau (formerly DEC) and other Statutory Bodies associated with Distance Education System.

In view of the current framework of the University Act, the Directorate has evolved the concept of **“Students Support Services Camps (SSSCs)”** to help and groom the distance learners in several ways. Student Support Services in open and distance learning system is quite different from other services. These services are not confined only to interactive counselling or solving the learners problems but also include to promote distance learning to address the issue of continuous upgradation of skills so as to produce manpower resources of the kind and the number required by society, to fulfill the expectations indicated in the National Education Policy (1986). In addition to the services already mentioned, the focus of the educators shall also be on learners’ personality development, soft-skills, career counseling & guidance and community education.

Further, the SSSCs are aimed to facilitate learning, counselling and to solve the problems of the distance learners which they face during their self-study from the study material provided by the Directorate. Through SSSCs, these learners get an opportunity to interact with the counsellors as well as with the peer group. Since the learners belong to different parts of the state/country and from different streams, so it is essential, to make the distance education programme not only meaningful and useful for the students pursuing different programmes being offered by the University through its Directorate but also to achieve the national objective of providing quality education to all and to reach at unreachable places.

Chapter-I

PROGRAMMES OFFERED, DURATION, MODE, ELIGIBILITY AND FEE STRUCTURE

Programmes Offered, Duration and Mode

The admissions of students for the following programmes offered by the Directorate of Distance Education (DDE) of the University are made once in a year as per the schedule notified:

Sr.No.	Programme/Course	Duration	Mode
1.	Bachelor of Arts (B.A.)	Three year	Annual
2.	Bachelor of Commerce (B.Com.)	Three year	-do-
3.	Bachelor of Library & Information Science	One year	-do-
4.	Master of Arts in : (1) Hindi, (2) English,(3) Sanskrit, (4) Political Science, (5) Public Administration, (6) Economics, (7) History	Two year	-do-
5.	Master of Science in Mathematics	Two year	-do-
6.	Master of Commerce (M.Com.)	Two year	-do-
7.	Master of Library & Information Science	One year	-do-

Eligibility Conditions

For B.A./B.Com. (Part-I): A person who has passed one of the following examinations, with English as one of the subjects, is eligible for admission to 1st year of the B.A./B.Com.:

- a) Senior Secondary Examination (10+2) from the Board of School Education, Haryana, Bhiwani **OR**
- b) Diploma in Pharmacy Course (for B.A. only) **OR**
- c) 3-Year professional diploma programmes conducted by the State Board of Technical Education, Haryana without passing English and Hindi subject at 10+2 level for admission to B.A. and B.Com.courses only **OR**
- d) Any other examination recognized by Academic Council of the MaharshiDayanandUniversity, Rohtak as equivalent to (a) or (b) or (c) above.

Note:(1) The student having compartment in one subject or one who did not pass English subject in 10+2 examination may be allowed admission provisionally to join B.A./B.Com. 1st year subject to his/her qualifying in the subject of compartment as well as English subject of 10+2 examination at the supplementary examination of the same year or in the next annual examination held in March from the concerned Board. Such candidates shall have to furnish to the University proof of his/her having cleared/ passed the compartment/ English subject before the declaration of 1st year result of B.A./B.Com. examination, failing which his/her result of B.A./B.Com. Part-1 shall stand automatically cancelled.

(2) The candidates who have passed 10+2 examination after appearing in full subjects in the supplementary examination shall also be eligible for admission to B.A./B.Com. (Part-I). The candidates who have appeared in 10+2 examination in full subjects in the supplementary examination, but are not able to clear the examination are NOT ELIGIBLE for admission.

For B.A./B.Com (Part-II/Part-III):

The candidate shall be treated as promoted to the next class automatically unless detained from appearing in an examination on any genuine grounds.

For M.A. (English/ Hindi/ Sanskrit/ Economics/ History/ Political Science/ Public Administration) (Previous): Bachelor's degree/Shastri examination (New Scheme) of three year duration or any other examination recognized by Maharshi Dayanand University, Rohtak as equivalent thereto.

For M.Sc.(Mathematics)(Previous): Bachelor's degree of three year duration with Mathematics as one of the subjects in each year or any other examination recognized by Maharshi Dayanand University, Rohtak as equivalent thereto.

For M.Com. (Previous): B.Com.(Hons./Pass)/BBA/BA with Economics/ Commerce/ Marketing/Insurance as a subject or any other examination recognized by Maharshi Dayanand University, Rohtak as equivalent thereto.

For M.A. (English/ Hindi/ Sanskrit/ Economics/ History/ Political Science/ Public Administration) (Final), M.Sc. (Mathematics) (Final)/M.Com Final: The candidate shall be treated as promoted to the next class automatically unless detained from appearing in an examination on any genuine grounds.

Note: (i) Candidates having compartment in the qualifying examination shall not be allowed admission to M.Com/M.A./M.Sc.

For Bachelor of Library and Information Science (B.L.I.Sc.): Bachelor Degree from recognized University or its equivalent.

For Master of Library and Information Science (M.L.I.Sc.):B.L.I.Sc. from Maharshi Dayanand University or from any other recognized University or any degree recognized or equivalent thereof.

Fee Structure

Name of Course	Total fee payable at the time of admission	
	Annual fee for General Category of students (in Rupees)	Annual fee for (i) SC/ST category of Haryana only (ii) Working defence personnel upto the level of JCO (having no financial aid) and; (iii) University employees/wards/spouse (in Rupees)
Bachelor of Arts (B.A.)	4000	2500
Bachelor of Commerce (B.Com.)	4500	2900
Master of Arts in Hindi	5000	2950
Master of Arts in English	5000	2950
Master of Arts in Sanskrit	5000	2950
Master of Arts in Economics	5000	2950
Master of Arts in Political Science	5000	2950
Master of Arts in Public Admn.	5000	2950
Master of Arts in History	5000	2950
Master of Science in Mathematics	5500	3200
Master of Commerce (M.Com.)	5500	3200
B.Lib. and Inf. Sc.	9000	6450
M.Lib. and Inf. Sc.	9500	6950

Chapter-II

INSTRUCTIONS FOR ONLINE ADMISSIONS

The candidates are advised to read and go through the **Information Brochure** carefully before filling-in the **Online Admission Form**.

1. Pre-Requisites for Applying Online

Before applying online, candidates should have:

- (i) Information Brochure;
- (ii) Scanned copy of their Photograph and Signature ensuring that both the Photograph and Signature is within the required specifications as given below:
 - a) Scanned images of photograph, signature and thumb impression should be in JPG/JPEG format.
 - b) Size of the photo image should be upto 50 KB.
 - c) Size of the signature should be upto 30 KB.
 - d) Size of the thumb impression should be upto 50 KB.
- (iii) Keep necessary details/documents ready (like Matriculation, Senior Secondary, Degree etc.)

2. Note down your Username and Password for subsequent login.

3. Fee can be paid through e-challan only at Axis Bank.

4. Student should submit his/her Print Application Form alongwith required documents to DDE office upto fixed dates as decided by the University, failing which late fee will be charged or admission will be cancelled.

NOTE: Snapshots for Online Admission are available on Pages no. 32 to 64.

Chapter-III
REGULATIONS GOVERNING DISTANCE EDUCATION PROGRAMMES

1. Admissions:

1. The admission of students for the programmes offered/to be offered by the Directorate of Distance Education (DDE) of the University are made once in a year as per the schedule notified.
2. **The Directorate has not authorized any Agency/Institution/Study Centre/Off-Centre/any agent to deal with any matter relating to admissions, examinations or other related matters. The candidates seeking admission in any course of this University through distance mode are advised to contact the DDE, MDU Rohtak directly.**
3. The admissions are to be made only on the basis of certificates issued by the recognized Board/University. No admission even provisional shall be made on the basis of the certificates issued by the Principal of a College.
4. The candidates are advised to go through the Information Brochure for Distance Learners/website of the DDE (www.mdudde.net) before filling up the Online Admission Form and follow instructions. They are also advised to keep in touch with the DDE or visit DDE's/University's website for information/instructions relating to the study material, Students Support Services Camps (SSSCs) schedule, examinations, date sheets, admit cards, results/DMCs/Degrees, etc.
5. For correspondence with the DDE relating to the admissions or remission of fees etc. candidates are advised to mention their name, father's name, DDE Registration Number, Session, Class, subject, complete address etc. failing which the DDE may not be held responsible for not sending any reply to such communications or adjustments in fees and consequences thereof.
6. In case of non-payment of dues/fee or part thereof or any required document to determine the eligibility, the candidature of an applicant is liable to be cancelled. However, it can be restored during the session on payment of balance dues with late fee and the required documents along with restoration fee, as the case may be, as prescribed by the University from time to time.
7. The date of receipt of fee/admission form or any other document will be the date on which the same is actually received in the DDE. The DDE will not be responsible for the delay on the part of postal authority or courier services etc.
8. The acceptance of admission forms/fee, allotment of Registration No., issue of Identity Card, availability of study material, permission to attend Students Support Services Camp, etc. will be provisional and subject to the confirmation of eligibility.
9. For the purpose of admission the examinations of foreign Universities/Boards which stand recognized by the Association of Indian Universities, New Delhi/UGC or by the University are recognized.
10. All fees/dues will be accepted through online mode in the designated banks through bank challans only.
11. Admissions to the programmes offered by the DDE through distance mode will be allowed to all such candidates who are eligible as per provisions of the Ordinance and has submitted:
 - a) *Complete online Admission Form*
 - b) *Print copy of the admission form duly signed by candidate/father/mother/guardian*
 - c) *Required documents*
 - d) *Fee deposit proof*
 - e) *Identity Card (with duly affixed photographs) as per specimen given in the Information Brochure available on the DDE website.*

12. Candidates are advised to clearly opt for the correct options for papers having options in the Online Admission Forms, failing which a prescribed fee shall be charged for change of subject/course/option.
13. **The candidates are required to submit fresh online admission forms/fees and a print copy of the same along with all other documents, on promotion to next higher class of the course every year.**
14. A candidate whose result is declared late by the Maharshi Dayanand University/Board of School Education, Haryana, for no fault of his/her, if otherwise eligible, may be allowed admission to the corresponding higher class within 20 days from the date of declaration of result, without late fee (not applicable for compartment/re-appear/re-evaluation/UMC/Mercy Chance cases etc.).
15. Admission will also be allowed, to the offered courses to the candidates, who on declaration of their result of supplementary examination/compartment/re-appear/re-evaluation become eligible for admission, during the session, with usual late fee, but ordinarily up to such date as may be prescribed by the DDE from time to time.
16. Late admission of a candidate will not enable him/her entitled for postponement of examination/holding of fresh examination. If examinations in some of the papers have already been conducted/change of date for submission of Project Report/Training Report/Practicals etc. or request not to charge late fee for submission of documents after the prescribed date will not be entertained.
17. The candidates should ensure timely submission of all required documents and fees as mentioned in the Information Brochure for Distance Learners issued by the University or available on the DDE's website, failing which it will be the sole responsibility of the student for any consequences.
18. **A print copy of the Online Admission form along with requisite documents including proof of payment of fee, etc. should be submitted to the Directorate of Distance Education, M. D. University Rohtak (Haryana) within the stated deadline schedule.**
19. No migration certificate is required to be submitted by the candidates, including candidates who have passed their examination from any foreign University/Board. However, foreign students shall be admitted only on the issue of equivalency certificate by the Association of Indian Universities and No Objection Certificate by the Advisor Foreign Students Cell of M. D. University, Rohtak and deposit of prescribed fee for the purpose.
20. Change of address, if any, should be communicated immediately by the candidate, mentioning his name, father's name, class, session, DDE Regn. No., etc. to the Directorate failing which the DDE will not be responsible for no-reply or late reply from the University.
21. A student of any programme may be permitted to change subject(s) or Course as per schedule given in Chapter VII by depositing the prescribed fee for change of subject/course/option.
22. If the last date of online admission/submission of admission form falls on a holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose.
23. The Admission Form may be rejected under the following circumstances:
 - a) The qualifying examination is not recognized by the Maharshi Dayanand University, Rohtak;
 - b) Self attested copy(ies) of certificates/DMC of the qualifying examination is/are not attached with the admission form;
 - c) Original Certificate of qualifying examination is not produced in the Directorate on demand;
 - d) The admission form is incomplete or the required documents/photographs are not attached or not self attested;
 - e) Required fee is not remitted in full;
 - f) The print copy of admission form is/are not signed by the candidate/father/guardian;

g) Names of papers/Correct options are not filled-up in the Admission Form.

Note: (i) *In case the admission form of any candidate is rejected, the candidature of such a candidate can however, be revived on submission of the requisite documents or completion of incomplete form etc. with payment of revival fee within 10 days before the commencement of examination of theory papers.*

(ii) *The form of a candidate, who gives false statement or submit fake documents, will be rejected and the fee/dues already paid shall be forfeited. Such candidate(s) shall have no claim for admission or refund of fee, in any case.*

24. A candidate is eligible to appear in an examination of this University leading to the award of a Degree/Postgraduate Degree alongwith one Diploma/Postgraduate Diploma/Certificate of this University or any other University/Institute, simultaneously, as per the notification issued by the Distance Education Council (Now Distance Education Bureau) vide No. DEC/Notification/40.5.1.5/2012/15983-16229 dated 01.11.2012. However, this shall not apply to such candidates who are appearing in another examination for passing or for improvement of division/result or for additional subjects.

25. The candidates are advised to bring with them their Identity Cards issued by the DDE, whenever they visit the DDE, for prompt service.

26. All Legal Disputes are Subject to Jurisdiction of Rohtak Courts

2.Fee Structure, Fee Refunds and Concessions

I. Fee Structure

Name of Course	Tuition Fee/Students Support Services Fee ₹	Study Material ₹	Other charges* ₹	Total Fee per Annum ₹
Bachelor of Arts (B.A.)	2000	1000	1000	4000
Bachelor of Commerce (B.Com.)	2000	1200	1300	4500
Master of Arts in Hindi	2600	1500	900	5000
Master of Arts in English	2600	1500	900	5000
Master of Arts in Sanskrit	2600	1500	900	5000
Master of Arts in Economics	2600	1500	900	5000
Master of Arts in Political Science	2600	1500	900	5000
Master of Arts in Public Admn.	2600	1500	900	5000
Master of Arts in History	2600	1500	900	5000
Master of Science in Mathematics	3100	1500	900	5500
Master of Commerce (M.Com.)	3100	1500	900	5500
B.Lib. and Inf. Sc.	3100	2000	3900	9000
M.Lib. and Inf. Sc.	3100	2000	4400	9500

***Other charges includes Administrative/Legal/Lab./Development/Examination Fee/Unforeseen Charges,etc.**

1. The fee for the UG/PG programmes (for the concerned academic session) will be deposited along with online admission form. All the students are required to deposit fee(s)/dues through online mode at the designated banks through bank e-challans only, as per schedule notified by the DDE on

DDE's website AND NO SEPARATE INTIMATION WILL BE SENT FOR PAYMENT OF FURTHER DUE INSTALMENT OF FEE.

2. The students are required to deposit their dues in time without waiting for any communication from the Directorate.
3. The students who fail to pay the fee in time or with late fee and other balance dues, if any, 10 days before the commencement of the theory examinations will not be issued admit cards for the examinations. Such candidates will have no claim for refund/adjustment of fee already paid.
4. In case of revision of various fees, etc. during the academic session, the students will have to pay the difference in fee structure etc.

III. Refund of Fee

1. The Refund of Fee is permissible only:
 - a) In case applicant submits admission form duly complete in all respects but is declared NOT ELIGIBLE for not fulfilling the eligibility conditions;
 - b) In case an amount deposited is in excess of prescribed fee;
 - c) In case of demise of a candidate before the commencement of examinations without having appeared in any paper;
 - d) In case a candidate deposits/remits fee with the DDE which is not related to his/her admission or the admission form of a candidate is not entertained being time-barred;
 - e) In case a candidate submits two admission forms along with fee for admission to two different courses and his/her candidature for one of the courses is cancelled, the fee paid by him/her for that course will be refunded as per university rules.

Note:- *Fee of the candidate covered in any of the above ('a' to 'e') provisions will be refunded after a deduction of 20%. No fee will be refunded if the candidate has supplied fake documents or stated wrong facts in the admission form or failed to supply the required documents/information in time.*

2. The fee 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 or the certificate(s)/Degree submitted by him/her are found bogus or forged; and
 - c) after being admitted to the course, the candidate does not want to continue his/her studies on any personal grounds;
 - d) the candidature of a student is cancelled as fee defaulter or for non-submission of documents 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 re-admission to a course;

III. Fee Concessions

Fifty (50) Percent concession in total fee payable (except other charges) will be admissible to the following categories of students:

- A) University employees and their wards/spouse;

- B) Working defence personnel up to the level of JCO who do not get any scholarship or fee concession and/or any financial assistance from their employer.
- C) Scheduled Castes/Tribes of Haryana only on production of required certificate;

3. Registration of Students

The Directorate of Distance Education, consequent upon the admission of students to the courses offered by the University, through distance mode will validate the online submitted details and finally allot the Registration Number to each student, and detailed record will be maintained for the registered students. The student whenever makes any correspondence with the DDE is required to indicate his/her Registration Number.

4. Study Material

Each student admitted to a course offered by the DDE will be provided study material. The students may also consult books prescribed/recommended at the end of the relevant syllabi to enlarge scope of learning. The study material will be supplied in Hindi or English medium for the courses as available with the Directorate/University.

NOTE:- Full cost of study material, as prescribed by the University, shall be refunded, in case the DDE/University, due to any administrative or other reason fails to provide the required study material.

5. Facilities

a) Students Support Services Camps [SSSCs]:

The self-learning with the help of study material is supplemented by organizing Student Support Services Camps to solve the problems of the distance learners. During the duration of these camps students after getting himself/herself registered is free to meet the Counsellor(s) of the concerned programme and get their doubts or problems resolved through face to face discussions.

The detailed schedule of holding of SSSCs will be available at the DDE's website www.mdudde.net /www.mdurohtak.ac.in

(b) Grievances Redressal Cell

The DDE believes in providing full support and services to its students and ensuring the removal of difficulties at personal level so that the participation of the students in the programmes offered by the DDE becomes really effective and meaningful. Candidates facing any difficulty in pursuing the Distance Education programmes of this University may contact the Director secretariat or concerned officer/official during working hours OR submit his/her problem in writing to the Grievance Redressal Cell of the DDE. While submitting any problem/request/complaint the students are advised to write their details i.e. Name/Father's name, Registration No. (Allotted by the DDE), name of course (with year/semester) for prompt action, failing which such requests/complaints etc. will not be entertained. The Grievance Redressal Cell will comprise of the following:

1. Director, DDE, MDU Rohtak.
2. Coordinator
3. Programme Coordinator (DDE)
4. D.R. (DDE)/A.R. (DDE)
5. Superintendent concerned

Chapter-IV EXAMINATIONS

(i) General Information

- (a) The annual examination of Undergraduate and Postgraduate courses will tentatively commence during the months of April and May, respectively. The examinations, however, can be extended under some compelling circumstances or administrative reasons. The exact dates shall, however, be notified by the Controller of Examinations. No request for adjustment in dates of the University Examinations to suit the convenience of any candidate will be entertained.
- (b) Admit Cards/Roll Number slips for appearing in the University examination shall be provisional subject to the fulfilment of the eligibility conditions laid down in the Ordinance for distance education programmes of the University. The date-sheet(s) and Roll numbers/admit cards of all the eligible candidates will be uploaded on the DDE's website, 10 days before the commencement of examinations which can be downloaded by the candidates. If any candidate does not find his/her Roll No./Admit Card on the website, he/she should contact the Directorate with three passport size photographs for issue of duplicate Roll No. Slip/admit card.
- (c) No representation/request/correspondence relating to the issue of non-receipt or availability of Roll Nos./Admit cards by post or on the website after the theory papers examinations are over will be entertained and the candidate himself/herself shall be responsible for the consequences of not appearing in the examination. In such cases, the Directorate will not consider the requests of such candidates for refund/adjustment of fee paid by them or any claim for compensation or re-examination.
- (d) The supplementary examinations of students having compartment/re-appear shall be held on the dates to be notified by the Controller of Examinations.
- (e) All rules and regulations of the University shall be applicable to the students pursuing distance education programmes for matters not specifically covered above or in the regulations in question.

(ii) Instructions for Re-Appear/Compartment/Ex-Students

- (A) A candidate who has completed the prescribed course(s) of instruction, including practical, in the DDE and other requirements, such as, payment of full fee, submission of required documents, attendance at SSSCs (optional), but does not appear in the examination, or having appeared fails or is placed under compartment/re-appear may be allowed to appear/re-appear in the examination/paper(s) as the case may be, as an ex-student, in the permissible chances within the maximum period prescribed in the relevant Ordinance for passing the course.

The last date for submission of examination forms for appearing in the supplementary examinations for undergraduates/postgraduates programmes will be notified by the Controller of Examinations on the University's/DDE's website. If the result of a candidate is declared late he/she can submit his/her form within 15 days of the declaration of the result. Re-appear/compartment candidates will submit, their Examination Forms online, directly to the University. The Roll Numbers/Admit Cards and date-sheet of ex-students will be available on the DDE/University website 10 days before the commencement of exams.

- (B) All enquiries about the payment of fee in respect of ex-students may be addressed to the Superintendent (Fee and Cash), Accounts Branch, Maharshi Dayanand University, Rohtak.
- (C) The examination fee/any other fee can be deposited to the University through online mode.

Chapter-V

STUDENTS SUPPORT SERVICES CAMPS (SSSCs)

Students Support Services in open and distance learning system is quite different from other services. These services are not confined only to interactive counselling or solving the learners problems but also includes the personality development, soft-skills, career counselling, community education, promoting open and distance learning as per the National Education Policy i.e. Education for All. Further, the SSSCs also facilitate learning, counselling and to solve the problems of the distance learners which they face during their self-study from the study material supplied by the Directorate. Through SSSCs, learners get an opportunity to interact with the counsellors as well as with their peer group. Since the learners belong to different parts of the state/country and from different streams, so it is essential, to make the distance education programme not only meaningful and useful for the students pursuing different programmes being offered by the University through its Directorate but also to achieve the national objective of providing education to all and to reach at unreachable places.

Accordingly, the Directorate of Distance Education will organize Students Support Services Camps and solve their problems with the help of well qualified counsellors or educators for the programmes being offered by it.

Instructions for Distance Learners:

1. The Students Support Services Camps are arranged for the benefit of students; hence they are advised to attend these.
2. The study material of the concerned course will be supplied to the students from the Directorate of Distance Education and/or during the course of SSSCs. The study material will be provided only on production of Identity Card issued by the DDE or payment/fee deposit receipt etc.
3. **The students are advised to visit the website of the DDE [www.mdudde.net] and note down the venue and schedule of the SSSCs.**
4. According to the schedule notified, the students are advised to contact the concerned Course Coordinator and get themselves registered.
5. Out-stationed students are advised to make their own arrangement for boarding and lodging.
6. The students are required to bring their own note-books, pens, pencils, etc.
7. Detailed programme/time-table shall be made available at the SSSCs on the first day of the problem solving session.
8. **Any change in the programme/venue/time of the SSSCs or problem solving session will be notified on the DDE's website.**
9. For any clarification regarding the concerned course/programme, the concerned Course Coordinator or local facilitator/Clerk may be consulted who will be available during the SSSCs.

Chapter-VI

SCHEME OF EXAMINATIONS Bachelor of Arts (BA) Three Year Programme (Annual)

Bachelor of Arts-I

Paper	Nomenclature	Marks
	Compulsory Subjects	
BA1001	English	100
BA1002	Hindi	100
Elective Subjects		
Choose any two of the subjects by selecting one from each group:		
Group-I		
BA1003	History History of India (earlier to 1526)	100
BA1004	Economics Micro Eco. & Indian Economic Problems	100
BA1005	Public Administration Elements of Public Administration	100
Group-II		
BA1006	Political Science Political Theory	100
BA1007	Mathematics Paper-I Algebra And Trigonometry Paper-II Calculus And Ordinary Differential Equation Paper-III Vector Analysis And Geometry	35 35 30
BA1008	Sanskrit	100
BA1009	Qualifying Subject Environmental Studies*	100

Bachelor of Arts-II

Paper	Nomenclature	Marks
	Compulsory Subjects	
BA2001	English	100
BA2002	Hindi	100
Group-I		
BA2003	History History of India (C.A.D 1526 to 1857)	100
BA2004	Economics Macro Economics	100
BA2005	Public Administration BhartiyaPrashashan	100
Group-II		
BA2006	Political Science BhartiyaSarkar&Rajniti	100

BA2007	Mathematics	
	Paper-I Advance Calculus	35
	Paper-II Differential Equations and Calculus of Variations	35
	Paper-III Mechanics	30
BA2008	Sanskrit	100

Bachelor of Arts-III

Paper	Nomenclature	Marks
	Compulsory Subjects	
BA3001	English	100
BA3002	Hindi	100
Group-I		
BA3003	History History of Modern World(16th Century to Second World War)	100
BA3004	Economics Development & Environmental Economics and International Trade	100
BA3005	Public Administration Local Govt. and Administration in India	100
Group-II		
BA3006	Political Science Comparative Govt. and Politics	100
BA3007	Mathematics	
	Paper-I Analysis	35
	Paper-II Abstract Algebra	35
	Paper-III Programming in C & Numerical Analysis(Theory)	30
BA3008	Sanskrit	100

Important Note: *The Environmental Studies is a qualifying paper for all UG Courses i.e BA & B.Com. Students are required to qualify the same, otherwise final result will not be declared and Degree will not be awarded.

Bachelor of Commerce (B.Com) Three Year Programme (Annual)

Bachelor of Commerce-I

Paper	Nomenclature	Marks
BM1001	Business Communication	100
BM1002	Business Economics	100
BM1003	Business Management	100
BM1004	Business Mathematics	100
BM1005	Financial Accounting	100
BM1006	Basic of Computer	
	Paper A- Theory	50
	Paper B- Practical	50
BM1007	Environmental Studies(qualifying subject)	100

Bachelor of Commerce-II

Paper	Nomenclature	Marks
BM2001	Business Regulatory Framework	100
BM2002	Business Statistics	100
BM2003	Company Law and Auditing	100
BM2004	Corporate Accounting	100
BM2005	Principles of Marketing	100
BM2006	Human Resource Management	100

Bachelor of Commerce-III

Paper	Nomenclature	Marks
BM3001	Advertisement & Sales Management	100
BM3002	Business Environment	100
BM3003	Income Tax	100
BM3004	Cost Accounting	100
BM3005	International Marketing	100
BM3006	Management Accounting and Financial Management	100

Important Note: *The Environmental Studies is a qualifying paper for all UG Courses i.e BA &B.Com. Students are required to qualify the same, otherwise final result will not be declared and Degree will not be awarded.

Master of Commerce (M.Com) Two Year Programme (Annual)

Master of Commerce-I

Paper	Nomenclature	Marks
MC1001	Accounting for Managerial Decisions	100
MC1002	Management Concepts and Organizational Behaviour	100
MC1003	Business Environment	100
MC1004	Managerial Economics	100
MC1005	Business Statistics	100
MC1006	Computer Applications to Business	
	----- Theory	60
	----- Practical	40

Master of Commerce-II

Paper	Nomenclature	Marks
MC2001	Strategic Management	100
MC2002	Accounting Theory	100
MC2003	Advanced Cost Accounting	100
MC2004	Financial Management	100
MC2005	Human Resource Management	100
MC2006	Marketing Management	100
MC2007	Comprehensive Viva-Voce	100

Master of Arts (English) Two Year Programme (Annual)

Master of Arts-English (Previous)

Paper	Nomenclatures	Marks
EN1001	Literature in English (1550-1660)	100
EN1002	Literature in English(1660-1798)	100
EN1003	Literature in English(1798--1914)	100
EN1004	Literature in English(1914 to present)	100
EN1005	Poetry	100

Master of Arts-English (Final)

Paper	Nomenclatures	Marks
EN2001	American Literature	100
EN2002	Critical Theory	100
EN2003	Indian Writing in English	100
EN2004	Literature and Gender	100
EN2005	Modern Fiction and Drama	100

Master of Arts (History) Two Year Programme (Annual)**Master of Arts-History (Previous)**

Paper	Nomenclature	Marks
HS1001	Ancient Societies	100
HS1002	History of Haryana	100
HS1003	Medieval Societies	100
HS1004	Modern World	100
HS1005	State in India	100

Master of Arts-History (Final)

Select any one of the following groups:

Group-B Ancient India

Paper	Nomenclature	Marks
HS2001	Historiography, Concept Methods and Tools	100
HS2002	History of India (Earliest times to 320BC)	100
HS2003	History of India (CAD320 to CAD1200)	100
HS2004	Ancient Indian Society & Culture (Upto 1200 AD)	100
HS2005	Indian Economy (Upto 1200AD)	100

Group-C Medieval India

Paper	Nomenclature	Marks
HS2001	Historiography, Concept, Methods and Tools	100
HS2006	History of India (C1200 to 1526AD)	100
HS2007	History of India (1526-1757)	100
HS2008	Socio Cultural History of India (C1200 to 1757AD)	100
HS2009	Economy of India (1200 to 1757AD)	100

Group-D Modern India

Paper	Nomenclature	Marks
HS2001	Historiography, Concept Methods and Tools	100
HS2010	History of India (1757 to 1950)	100
HS2011	National Movement (1885 to 1947)	100
HS2012	Society & Culture of India (1757 to 1947)	100
HS2013	Economy of India (1757 to 1947)	100

Master of Science (Mathematics) Two Year Programme (Annual)

Master of Science-Mathematics (Previous)

Paper	Nomenclature	Marks
MM1001	Advanced Abstract Algebra	100
MM1002	Real Analysis	100
MM1003	Topology	100
MM1004	Programming in C	100
MM1005	Differential Equations	100

Master of Science-Mathematics (Final)

Paper	Nomenclature	Marks
MM2001	Integration theory and Functional Analysis	100
MM2002	Partial Differential Equations and Mechanics	100
MM2003	Complex Analysis	100
Choose either of the group:-		
MM2004	Group-I (Pure Group) Advanced Discrete Mathematics	100
MM2005	Analytical Number Theory	100
OR		
MM2006	Group-II (Applied Group) Mechanics of solids	100
MM2007	Fluid Dynamics	100

Master of Arts (Economics) Two Year Programme (Annual)

Master of Arts-Economics (Previous)

Paper	Nomenclature	Marks
EC1001	Micro Economics Analysis	100
EC1002	Macro Economics Analysis	100
EC1003	Economics of Growth and Development	100
EC1004	Mathematics for Economics	100
EC1005	Statistical Methods	100

Master of Arts-Economics (Final)

Paper	Nomenclature	Marks
EC2001	Indian Economics Policy	100
EC2002	Public Economics	100
EC2003	International Trade and Finance	100
EC2004	Agricultural Economics	100
EC2005	Managerial Economics	100

Master of Arts (Hindi) Two Year Programme (Annual)

Master of Arts-Hindi (Previous)

Paper	Nomenclature	Marks
HI1001	आधुनिक हिंदी कविता	100
HI1002	आधुनिक गद्य साहित्य	100
HI1003	हिंदी साहित्य का इतिहास	100
HI1004	भाषाविज्ञान	100
HI1005	विशेष रचनाकार कबीरदास	100

Master of Arts-Hindi (Final)

Paper	Nomenclature	Marks
HI2001	प्राचीन एवं मध्यकालीन काव्य	100
HI2002	भारतीय एवं पाश्चात्य काव्य शास्त्र	100
HI2003	प्रयोजनमूलक हिंदी	100
HI2004	भारतीय साहित्य	100
HI2006	नाटक और रंगमंच	100

Master of Arts (Political Science) Two Year Programme (Annual)

Master of Arts-Political Science (Previous)

Paper	Nomenclature	Marks
PS1001	Indian Government & Politics	100
PS1002	International Politics	100
PS1003	Public Administration	100
PS1004	Research Methodology	100
PS1005	Western Political Thoughts	100

Master of Arts-Political Science (Final)

Paper	Nomenclature	Marks
PS2001	Comparative Politics & Political Analysis	100
PS2002	Contemporary Political Thought and Theory	100
PS2003	Diplomacy: Theory and Practice	100
PS2004	Foreign Policy of India	100
PS2005	International Laws	100

Master of Arts (Public Administration) Two Year Programme (Annual)**Master of Arts-Public Administration (Previous)**

Paper	Nomenclature	Marks
PA1001	Administrative Theory and Thought	100
PA1002	Indian Administration	100
PA1003	Comparative Public Administration	100
PA1004	Labour Welfare Administration	100

Master of Arts-Public Administration (Final)

Paper	Nomenclature	Marks
PA2001	Development Administration	100
PA2002	Human Resources Development	100
PA2003	Research Methods	100
PA2004	Financial Administration in India	100

Master of Arts (Sanskrit) Two Year Programme (Annual)**Master of Arts-Sanskrit (Previous)**

Paper	Nomenclature	Marks
SK1001	Vedic Sahitya	100
SK1002	Sanskrit Grammar	100
SK1003	Bhartiya Darshan	100
SK1004	Laukik Sanskrit – Sahitya	100
SK1005	Bhasha Vigyan	100

Master of Arts-Sanskrit (Final)

Paper	Nomenclature	Marks
SK2001	Sanskriti & Dharamshastra	100
SK2002	Drama & Prose	100
SK2003	Kavya & Kavya Shastra	100
SK2004	Kavya Shastra	100
SK2005	Adhunik Sanskrit Sahitya	100

Bachelor of Library & Information Science (B.Lib.I.Sc.)

One Year Programme (Annual)

Paper	Nomenclature	Marks
BL1001	Library and Society	100
BL1002	Library Management	100
BL1003	Library Classification Theory	100
BL1004	Library Classification (Practical)	100
BL1005	Library Cataloguing Theory	100
BL1006	Library Cataloguing (Practical)	100
BL1007	Reference, Information Sources and Services	100
BL1008	Information Technology: Basics (Theory)	50
BL1009	Information Technology: Practical	50

Master of Library & Information Science (M.Lib.I.Sc.)

One Year Programme (Annual)

Paper	Nomenclature	Marks
ML1001	Information Communication and Society	100
ML1002	Management of Library and Information Centres	100
ML1003	Information Sources, Systems and Services	100
ML1004	Information Processing and Retrieval	100
ML1005	Fundamentals of Information Communication Technologies	100
ML1006	Information and Communication Technologies Applications Theory	50
ML1007	Information and Communication Technologies Applications-Practical	50
ML1008	Research Methodology	100
ML1009	Academic Library System	100

Chapter-VII

MISCELLANEOUS INFORMATION

- A. In the past it has been noticed that from admission stage to the award of degrees the distance learners face one or the other problem, which may relate to the registration of students, availability of study material, change of subject or course, late admissions, conduct of examinations, declaration of results or award of degrees, etc. To avoid any such hardship, all such students are advised to contact the following officers in the concerned offices/branches of the university as under:

AT DIRECTORATE OF DISTANCE EDUCATION

Sr. No.	Officer concerned	Problem/Grievance
1.	Superintendent (Admissions and Registrations)	(i) Students Registration, (ii) Change of Subject/Course/Option, (iii) Restoration of admission, (iv) Correction in DMC/Degree,(v) issue of migration certificates in respect of distance studentsetc.etc.
2.	Superintendent (Fee and Accounts)	(i) Deposit of late fee, (ii) Refund of Fee, (iii) Clarifications regarding fee concession etc.
3.	Superintendent(Coordination)	(i) Clarification regarding any provisions of the Ordinance, (ii) Programmes and Syllabi (iii) Availability of Study Material.

AT EXAMINATION WING (PARIKSHA SADAN)

1.	Deputy/Asstt. Registrar (Result-I Branch)	Matters relating to declaration of Results, issuance of DMCs/Degrees, issue of Duplicate DMC/Degrees, updation of results in respect of the courses:B.A.(Part-I); MA (Hindi, English, Sanskrit, Political Science, Public Admn., History, Economics), M.Com., M.Lib.I.Sc., B.Lib.I.Sc.
2.	Deputy/Asstt. Registrar (Result-II Branch)	Matters relating to declaration of Results, issuance of DMCs/Degrees, issue of Duplicate DMC/ Degrees, updation of results in respect of the courses: B.A. (Part-II and III), B.Com(Part-I, II and III).
3.	Deputy/Asstt. Registrar (Result-III Branch)	Matters relating to declaration of Results, issuance of DMCs/Degrees, issue of Duplicate DMC/Degrees, updation of results in respect of the courses: B.B.A./B.C.A., M.Sc. (Math.)

TUNIVERSITY COMPUTER CENTRE (Technical Helpline for online admissions: Tel No. 01262-393595, 96, 97 or email at admissions@mdurohtak.ac.in)

1.	Director/Sr. System Analyst/System Analyst/ Technical Assistant	All problem relating to the online submission of admission forms
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In case the student is not satisfied, he/she may give it in writing to the Grievances Redressal Cell of the Directorate of Distance Education for providing justice.

B. All concerned students are also advised to deposit the fee as prescribed by the University for different matters, such as issue of migration certificate, duplicate DMC, duplicate Degree, change of subject, restoration charges, eligibility fee for foreign students, etc. At present following fee is charged from the students for different matters:

Sr. No.	Particulars	Rate of Fee (In Rupees)
1.	Restoration/Revival of Admission	₹ 1000.00
2.	Change of Course/Subject/Option	a) Fee for Change of Subject/Option upto 31 st January ₹ 500/- (per subject/option) and from 1 st February to 15 th March ₹ 1000/- (per subject/option) b) Change of Course upto January 31 st with fee of ₹ 1000/- and 1 st February to 15 th March (UG Courses) and 1 st February to 15 th April (PG Courses) with fee of ₹ 2000/-
3.	Fee for Late submission of Documents:	a. Upto January 31 : Without Late Fee b. Till the commencement of Examination : With late fee of ₹ 500/- c. After Examination is over: With late fee of ₹ 1000/-.
4.	Migration Certificate in respect of distance students only.	₹ 600.00 (By hand) ₹ 500.00 (By post)
5.	Correction charges in the DMC/Degree	₹ 200.00 (Correction slip)+ ₹ 100.00 per Certificate/Degree/Diploma
6.	Issue of Duplicate Mark Sheet	₹ 300.00
7.	Issue of Duplicate Degree	₹ 500.00
8.	Result Verification	₹ 300.00
9.	Issue of Confidential Result	₹ 500.00
10.	Change of Examination Centre Fee	₹ 5000.00
11.	Issue of Transcript	₹ 200.00 per Certificate/ DMC
12.	Eligibility Fee in case of Foreign Students	₹ 1500.00 (for UG Programmes) ₹ 3000.00 (for PG Programmes)

C. Misconduct of Distance Learners

Disciplinary misconduct constitutes but not limited to one or more of any of the following:-

1. Physical assault or threat to use physical force, against any staff member, visitor, student of the Directorate/University or any other person.
2. Possession or using any kind of weapons including sticks, rods, guns, swords, knives etc. and any kind of fireworks, crackers or any other explosives or anything which are barred by the University and/or any other law.
3. Any violation of the provisions of the Civil Rights Protection Act, 1976 or any other law for the time being in force.
4. Practicing casteism and untouchability in any form or inciting any other person to do so.
5. Drinking or smoking in the premises of the Directorate of Distance Education or University.
6. Any practice whether verbal or otherwise derogatory of women student or any women staff member of the DDE.
7. Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or DDE.
8. Indulging in or pursuing or propagating or publishing in print/electronic/internet media any sort of activity which is detrimental to the DDE or University or staff or faculty or other students or local community or organisation or any other individual.
9. Any attempt at bribing or corruption in any manner.
10. Causing disruption in any manner of the academic or other functioning of the system of the DDE/University.
11. Collecting any money from any student or any employee for any purpose.
12. Breach of faith and/or any conduct on the part of the student which is prejudicial to the interest of the DDE/University.
13. Ragging/indiscipline/misbehaviour/hooliganism etc. within the premises of the DDE/University; and
14. Any other act which in the judgment of the competent authority of the DDE/University calculated to lead to misconduct or indiscipline or malpractice or likewise in the Directorate of Distance Education/University.
15. Ragging is totally prohibited in the University. Anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Raging in Higher Educational Institutions, 2009 as well as under the provisions of any penal law for the time being in force.
Any student found guilty of disciplinary misconduct shall be liable for severe disciplinary action beside the action imposed under any law or regulation in force.

D. Disclaimer

1. Information published by the Directorate of Distance Education in the Information Brochure for Distance Learners, DDE/University Website, Advertisements or otherwise in any manner must be read in conjunction with the provisions of the University Act, Statutes, Ordinance(s), Rules & Regulations and their supplements, updations, rectifications, clarifications, corrigendum's, notices, etc. as and if issued by the DDE/University from time to time. Distance Learners and other concerned must ensure that they know up-to-date information before applying for admission or any other purpose whatsoever.
2. The University reserves the right to add withdraw or change at any time without any notice, information published anywhere, as and if deem necessary, including not limited to information in the Information Brochure for Distance Learners, DDE/University Website and other material as well as any provision or facility whether existing or new. No responsibility will be accepted by the

University for hardship or expenses incurred by students or any other person(s) for such addition, withdrawal or change, no matter how they are caused.

3. Best efforts are made to ensure the accuracy of content published in the Information Brochure, DDE/University Website and other material published by the University, however, the University does not give any assurance about any content to be error free and will not assume any liability arising on that account.
4. The University does not take any responsibility for the authenticity of the information made out or taken by any applicant or any other person from any website, blogs, search results, chat sites, inquiry (verbal, online or written) or any source other than the information published in the Information Brochure for Distance Learners or as available on the DDE/University website (www.mdudd.net/www.mdurohtak.ac.in) and for the actions of the applicants or other concerned on the basis of such information.
5. In case of any dispute on any matter concerning the Directorate of Distance Education/M.D. University whether covered by Information Brochure for Distance Learners or not, and/or for interpretation of any content of this Information Brochure/DDE or University website or any other material of the University, the decision of the competent authority of the University shall be final and binding on all concerned and thereafter the Courts at Rohtak only shall have jurisdiction for unresolved disputes.

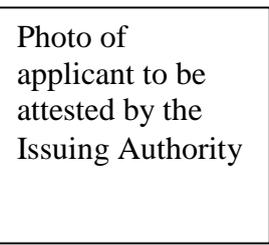
Chapter-VIII

APPENDICES

APPENDIX-A

HARYANA GOVERNMENT

Certificate Sr.No...../Year...../Teh.....



CERTIFICATE OF SCHEDULED CASTE/TRIBE

This is to Certify that Shri/Smt./Kumari..... Son/Daughter of Sh.....resident of Village/Town.....Tehsil District,the State/Union Territory_____ belongs totheCaste/Tribe, which is recognized as a Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Castes) Order 1950.

Dated:

Signature with seal of Issuing Authority

Place:

Full Name.....

Designation.....

Address with

Telephone No. with Code.....

Issuing Authority:

**Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum-Executive Magistrate
Head of Department in case of Government employee.**

Certificate for Serving Defence personnel upto the level of JCO

Certified that No..... Rank/designation Name..... S/o Sh.
 Unit..... is serving defence personnel who is seeking
 admission in Programme of Directorate of Distance Education, M.D.
 University, Rohtak for the session It is further certified that he is not getting any
 scholarship or fee concession and /or financial assistance for the above said course from
 Ministry of Defence, Govt. of India.

Place:

Date:

Signature of the Secretary
 Zila Sainik Board or
 Commanding Officer
 (Seal of the above authority)

LIST OF SCHEDULED CASTES IN HARYANA STATE

S.No.	NAME OF THE CASTE	S.No.	NAME OF THE CASTE
1.	Ad Dharmi	20.	Khatik
2.	Balmiki	21.	Kori, Koli
3.	Bangali	22.	Marija, Marecha
4.	Barar, Burar, Berar	23.	Mazhabi, Mazhabi Sikh
5.	Batwal ,Barwala	24.	Megh, Meghwal
6.	Bauria, Bawaria	25.	Nat, Badi
7.	Bazigar	26.	Od
8.	Bhanjra	27.	Pasi
9.	Chamar, JatiaChamar, Rehgar,Raigar Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, ChamarRohidas, Jatava, Bhatoi, Ramdasia, Jatav	28.	Perna
10.	Chanal	29.	Pherera
11.	Dagi	30.	Sanhai
12.	Darain	31.	Sanhal
13.	Deha,Dhea,Dhaya	32.	Sansi, BhedkutManesh
14.	Dhanak	33.	Sansoi
15.	Dhogri, Dhangri, Siggi	34.	Sapela,Sapera
16.	Dumna, Mahasha, Doom	35.	Sarera
17.	Gagra	36.	Sikligar, Bariya
18.	Gandhila, Gandil, Gondola	37.	Sirikiband
19.	Kabirpanthi, Julaha		

LIST OF SELF-STYLED INSTITUTES/ UNIVERSITIES WHICH HAVE BEEN DECLARED BOGUS BY THE UNIVERSITY GRANTS COMMISSION

1. ADR-Centric Judicial University, Delhi.
2. Badagnvi Sarkar World Open University, Belgaum, Karnatka
3. Commercial University Ltd., Daryaganj, Delhi.
4. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.
5. Gandhi Hindi Vidyapith, Prayag, Allahabad (UP)
6. Gurukul Vishwavidyala, Vridanvan, Uttar Pradesh.
7. Indian Institute of Alternative Medicine, Kolkatta.
8. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.
9. Indian Institute of Science and Engineering, New Delhi.
10. Kesarwani Vidyapith, Jabalpur, Madhya Pradesh.
11. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
12. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University), Prayag, Allahabad, UP.
13. Maithili University/Vishwavidyala, Darbhanga, Bihar
14. National University of Electro-Complex Homeopathy, Kanpur
15. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, UP.
16. Raja Arabia University, Nagpur.
17. St. John's University, Kizhanattam, Kerala
18. United Nations University, Delhi
19. Uttar Pradesh Vishwavidyala, KosiKalan, Mathura, Uttar Pradesh.
20. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP)/Jagatpuri, Delhi.
21. Vocational University, Amritsar and Delhi.

Note:- Before finalizing the admissions, the up-dated lists of recognized examinations of Haryana School Education Board, Bhiwani/Other Boards/Universities is /are also required to be consulted.

IDENTITY CARD

	Directorate of Distance Education Maharshi Dayanand University, Rohtak Identity Card (Session 2015-2016) Provisional
	Name _____ Father's Name _____ Mother's Name _____ Class: _____ Ref. No. _____ Postal Address _____ _____ Mob. No. _____ _____ A.R./ D.R. (DDE) Student's Signature
Unattested Stamp Size Photo paste here	NOTE: Student should fill in the above particulars except Ref. No.

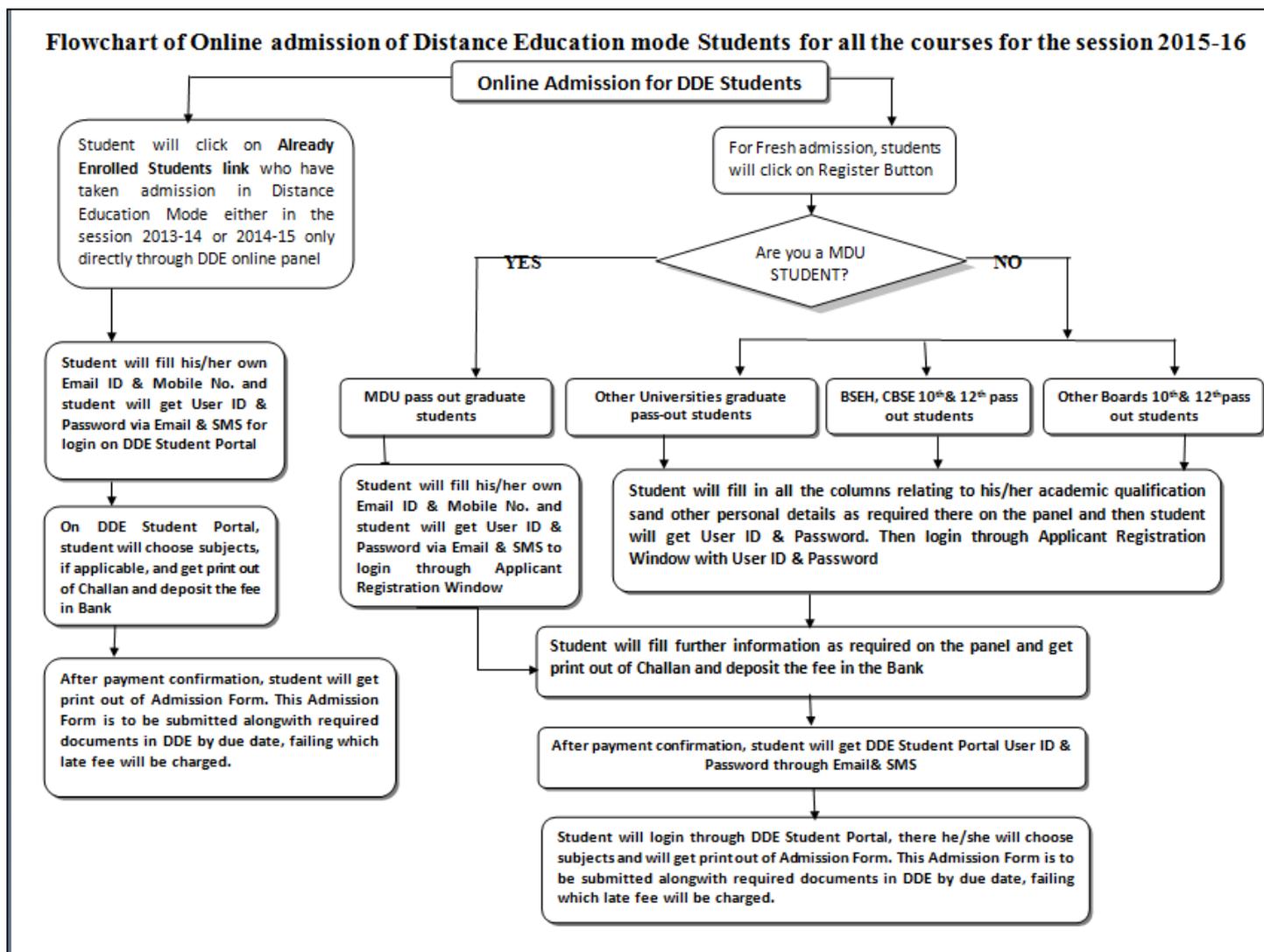
INSTRUCTIONS

1. This card testifies the student's status as a student of Directorate of Distance Education in the Maharshi Dayanand University, subject to confirmation of eligibility for the course.
2. This card is non-transferable. The student should carefully keep this card with him/her. It should be available with the student whenever he/she visits the Directorate office for any work he/she is required to produce this card when demanded by the Director or any other member of the staff authorized by the Director in that behalf.
3. This card is valid for the session 2015-16 only. It may be forfeited by the Directorate if the student is found guilty of misbehaviour or when any disciplinary action is taken against him/her.

A.R./D.R. (DDE)

Snapshots

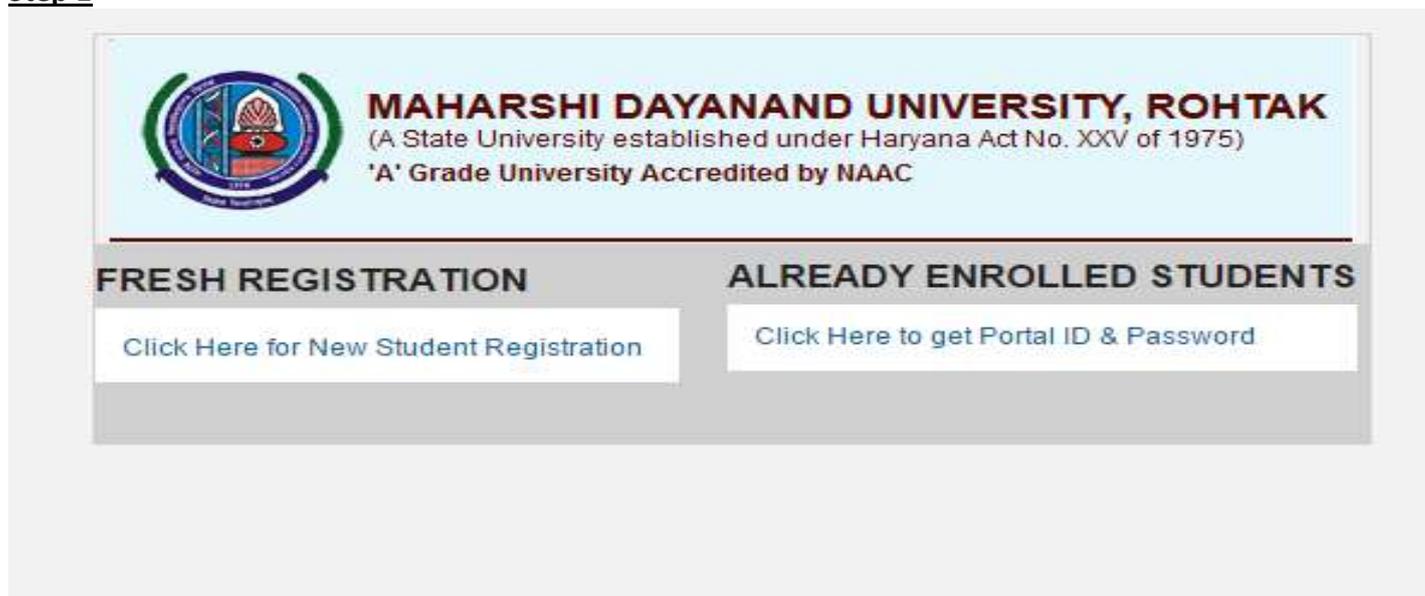
Flowchart of Online admission of Distance Education mode Students for all the courses for the session 2015-16



**Snapshots/User Manual for
last two year students
(Session 2013-14 & 2014-15)
who had taken admission
directly through DDE Online Panel**

Snapshots/User Manual for last two year students (Session 2013-14 & 2014-15) who had taken admission directly through DDE Online Panel

Step 1

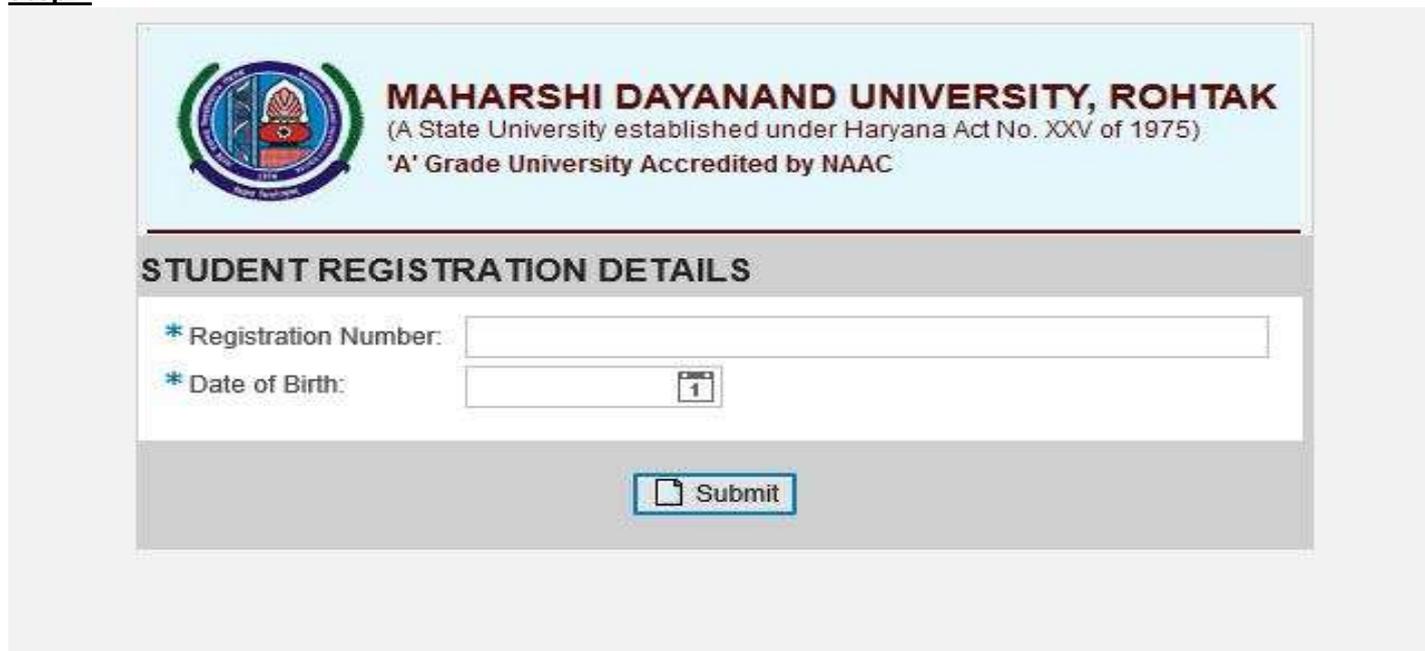


Click on **Already Enrolled Students** button to get Portal ID & Password as shown in the above screen.

NOTE:- Already Enrolled Students are those students who have taken admission directly through DDE online panel in the session 2013-14 & 2014-15.

DDE Student Portal will be like a social networking page individual for each student to communicate with University. Through this page student will get print out of Challan& Application Form, he/she may get status of his admission and can request for resolving of any kind of discrepancy, if any.

Step 2



After clicking on the **Already Enrolled Students** button at the previous screen, this window will appear, student will fill his/her Registration Number and Date of Birth and click on submit button.

Step 3

E-mail and Mobile Number confirmation

Student Name: KAVITA

Permanent Address

* Line1: H.NO 337/14 VILLAGE GARHI KESARI
Line2: TEHSIL GANAUR DISTT SONIPAT STATE
Country: IN
* State: Haryana
* District: Sonipat
City/Tehsil: GANAUR
* Pin Code: 131101
Landline Number:
* Mobile Number:
* Email Id:
* Domicile:

Communication Address

* Line1: H.NO 337/14 VILLAGE GARHI KESARI
Line2: TEHSIL GANAUR DISTT SONIPAT STATE
* Country: Indian
* State: Haryana
* District: Sonipat
City/Tehsil: GANAUR
* Pin Code: 000000
Landline Number:
Mobile Number:
Alternate Email Id:

Communication Address is same as permanent address

Declaration

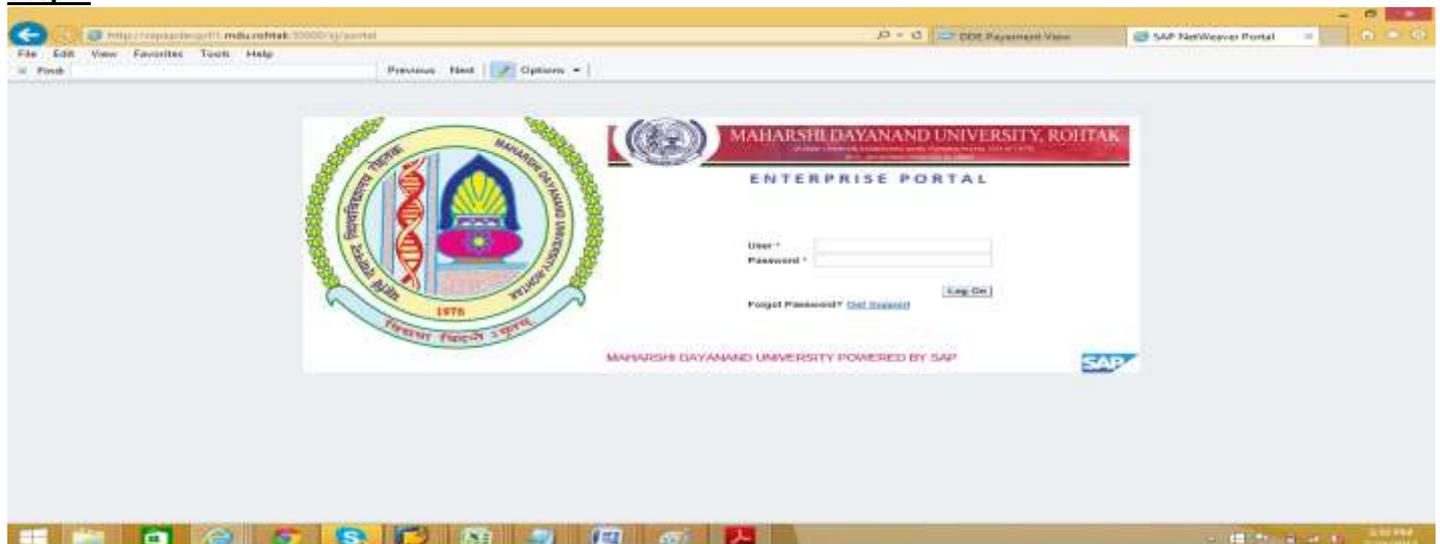
I have filled my own valid email ID and Mobile number.
Note: University will communicate with you through this email ID & Mobile number (Student Portal user ID & password will be sent on above email ID & mobile number).

On this **E-mail and Mobile Number Confirmation** page, you have to fill your own Email ID and Mobile Number as User ID & Password for DDE Student Portal with link and further information from University will be sent on your Email and Mobile no.

Note:- Student or say siblings of same parents can fill same Email & Mobile Number but in other cases same Email ID and Mobile Number can not be filled for more than one student.

Note:- DDE Student Portal will be like a social networking page individual for each student to communicate with University. Through this page student will get print out of Challan& Application Form, he/she may get status of his admission and can request for resolving of any kind of discrepancy, if any.

Step 4



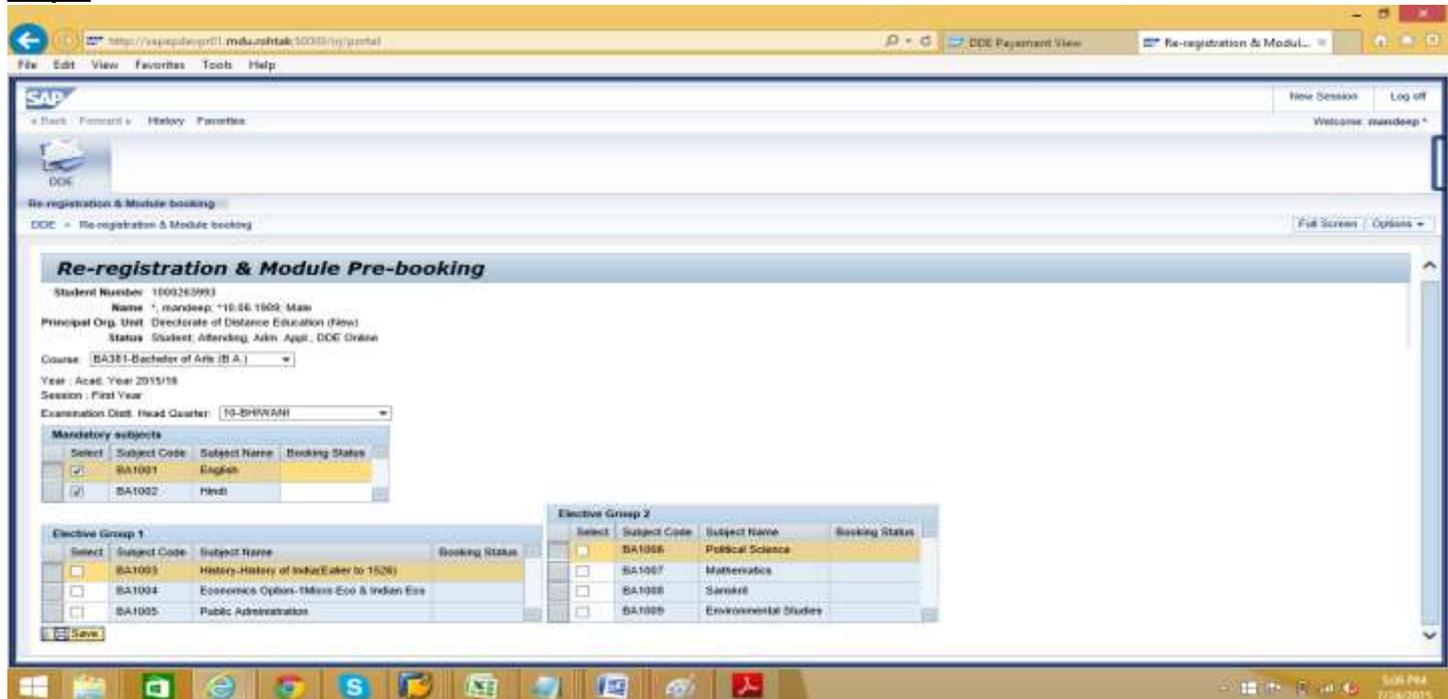
Student will get User ID & Password on his/her Email and Mobile no. After clicking on the link given in the E-mail or DDE Student Portal link located in Applicant Registration Window from where he applied for registration of online admission, above window will appear. Candidate can Logon by User ID and password sent to the student though SMS and E-mail.

Step 5



After first time logon candidate have to change his/her password for future use.

Step 6



After saving new password, in Re-registration & Module Pre-booking form (subject choosing procedure) will be appear to select the Subjects, if applicable for your course. After the subject selection candidate have to click on **Save** button.

Note:- Please be careful while selecting optional subjects if any, which will be available to student for the whole course.

Then student will click on **SAVE** button.

Step 7



The screenshot shows the SAP Student Payment View interface. The page title is "Student Payment View". The student information is as follows:

- Student Number: 1100410461
- Name: BABLE, 196.07.1987, Female
- Principal Org. Unit: DOE New Students
- Status: Student, DOE Online

The fee details are as follows:

Fee Type	Amount
Admission Fee	
Course Name: 1303-M.A. (Sanskrit)	
Fee Category: SC-Haryana below 2.5 Lac	
Acad. Year: Acad. Year 2015/16	
Acad. Session: Second Year	
Payment Method: e-challan	
Bank Code: AXIS BANK	

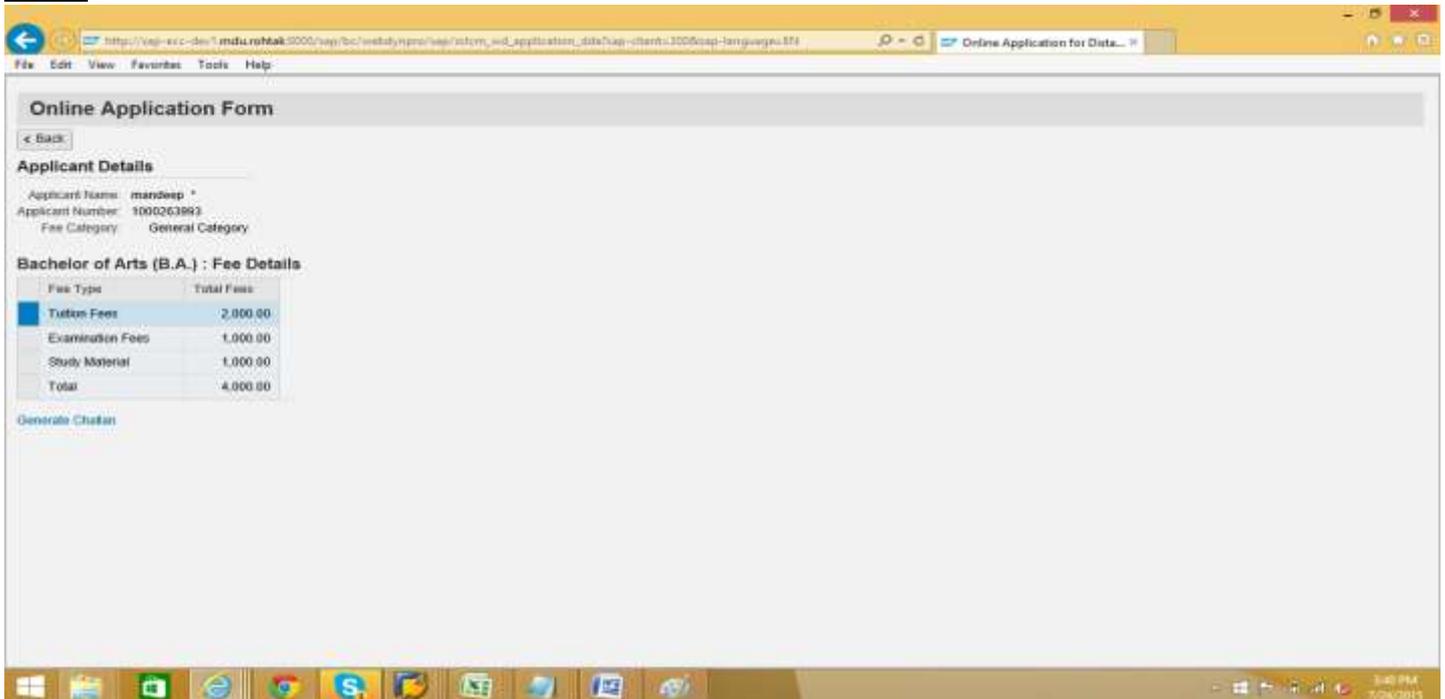
The Fee Details table is as follows:

Fee Name	Amount
Tuition Fees	1,300.00
Examination Fees	900.00
Study Material	750.00
Total Amount	2,950.00

Buttons: Back, Upload Image, Pay.

After clicking on the **SAVE** button, **PAY** button will appear, Select Payment method as e-challan and Beneficiary Bank as **AXIS BANK** and then click on **Pay** button.

Step 8



The screenshot shows the Online Application Form interface. The page title is "Online Application Form". The applicant details are as follows:

- Applicant Name: mandeep *
- Applicant Number: 1000263883
- Fee Category: General Category

The Bachelor of Arts (B.A.) : Fee Details table is as follows:

Fee Type	Total Fees
Tuition Fees	2,000.00
Examination Fees	1,000.00
Study Material	1,000.00
Total	4,000.00

Buttons: < Back, Generate Challan.

After clicking on the Pay button Candidate can see the detail of fee and then have to click on **Generate Challan** link.

Step 9

Online Application Form

← Back

Applicant Details

Applicant Name: mandeep *
Applicant Number: 1000261993
Fee Category: General Category

Bachelor of Arts (B.A.) : Fee Details

Fee Type	Total Fees
Tuition Fees	2,000.00
Examination Fees	1,000.00
Study Material	1,000.00
Total	4,000.00

Generate Challan

Confirm

Changes CANNOT be made in the application form after generating challan.
Do you want to proceed?

Yes No

After clicking on the **Generate Challan** link, **Confirm** window will appear. Candidate should carefully read the message and then click on **Yes** button.

NOTE:- Once the Challan is generated, student will not be allowed to make any changes in the Application Form. Please ensure that all particulars filled by student are correct.

Step 10

RECEIPT WITH EASY PAY ENTRY IN M D UNIVERSITY ACCOUNT

AXIS BANK Bank Copy

Fee Details	Amount
Tuition Fees	2000.00
Examination Fees	1000.00
Total Fees	4000.00

Signature in words: FOUR THOUSAND AND ZERO PAISE ONLY
Declarer: This receipt is subject to university confirmation.
Depositor's Signature: _____
Depositor's Mobile No: _____
For Bank Use Only

After clicking on **Yes** button E-Challan will be generated. Now candidate have to take printout of the challan and deposit the prescribed fee in the designated Bank.

NOTE: - Student should deposit the Challan in Bank well on time on or before the challan valid date, failing which student have to get new printout of Challan and late fee will be charged from the student.

Step 11

ZADMISSION_FORM.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 3 139% [Icons] Tools Fill & Sign Comment



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
NAAC 'A' Grade Accredited University
DIRECTORATE OF DISTANCE EDUCATION
STUDENT ADMISSION FORM

Status : Discrepancy in 10th AND Discrepancy in 12th		Barcode :  1000263993	
Student ID.	1000263993	Registration No.	Diary No. :
Student Name:	Mandeep *	Course:	Bachelor of Arts (B.A.)
Father Name (Mr./Shri.) : Kashmnir		Session : First Year	
Mother Name (Mrs/Smt.) : Singh		Year: Acad. Year 2015/16	
Gardian Name :		Category: Haryana General Open	
Date of Birth : 10.06.1989		Fee Concession Category Type : General Category	
Gender : Male		Aadhar No. :	
Marital Status :		Nationality : Indian	

Photo

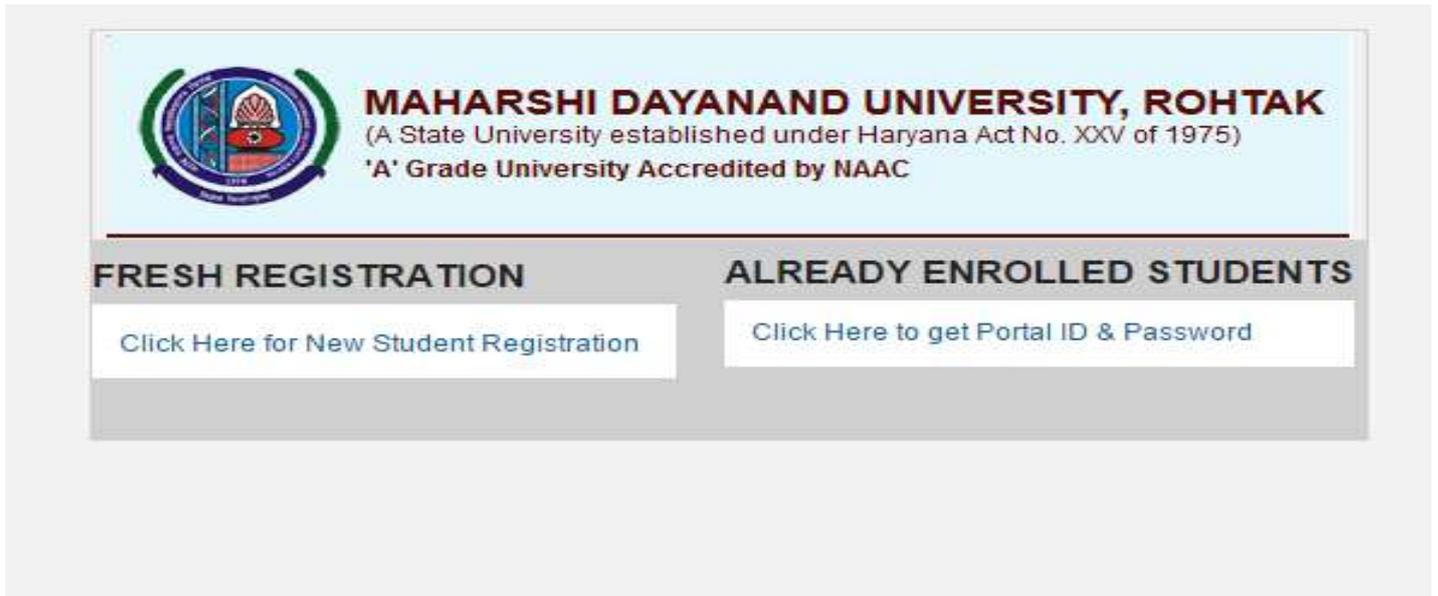
3:12 PM 11/24/2015

On Payment confirmation student will login again and get printout of Application Form and submit that Form alongwith required documents in DDE office as per schedule, failing which late fee will be charged from the student.

**Snapshots/User Manual
for first time fresh admissions to
Post Graduates and B.A./B.Com.
Programmes for other Universities Graduates
and 12th passouts from Boards**

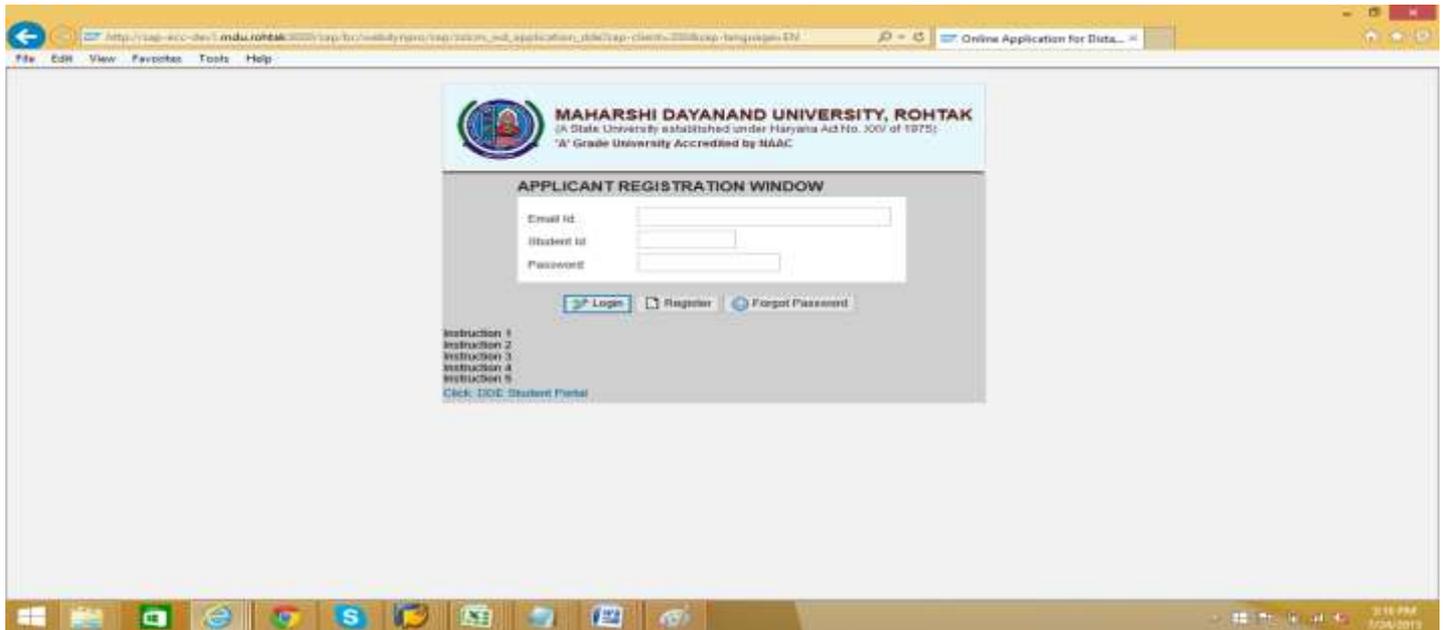
Snapshots/User Manual for first time fresh admissions to Post Graduates and B.A./B.Com. Programs for other Universities Graduates and 12th passouts from Boards

Step 1



Student who wants to take fresh admission in DDE will have to click on Fresh Registration for New Student Registration.

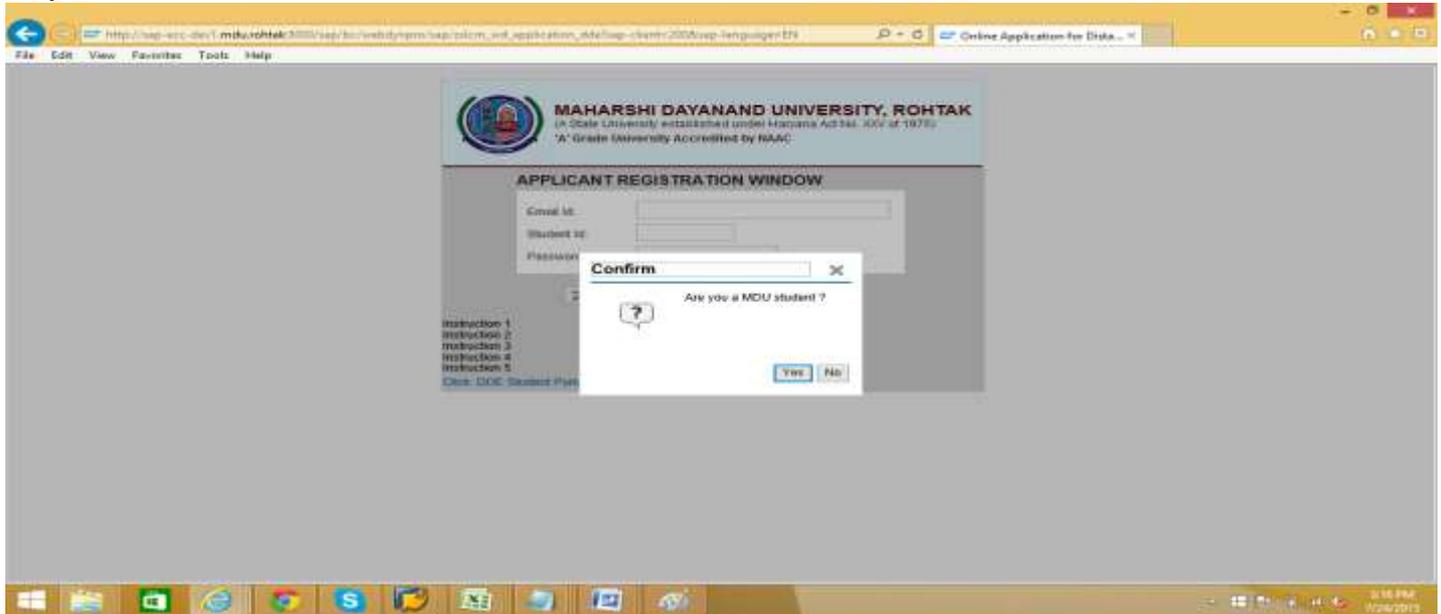
Step 2



After clicking on Fresh Registration link Click on Register **Register** button as shown in the above screen.

NOTE:- No one is required to click on Login Login Button as there is no data of already enrolled students, as this panel has been made functional first time.

Step 3

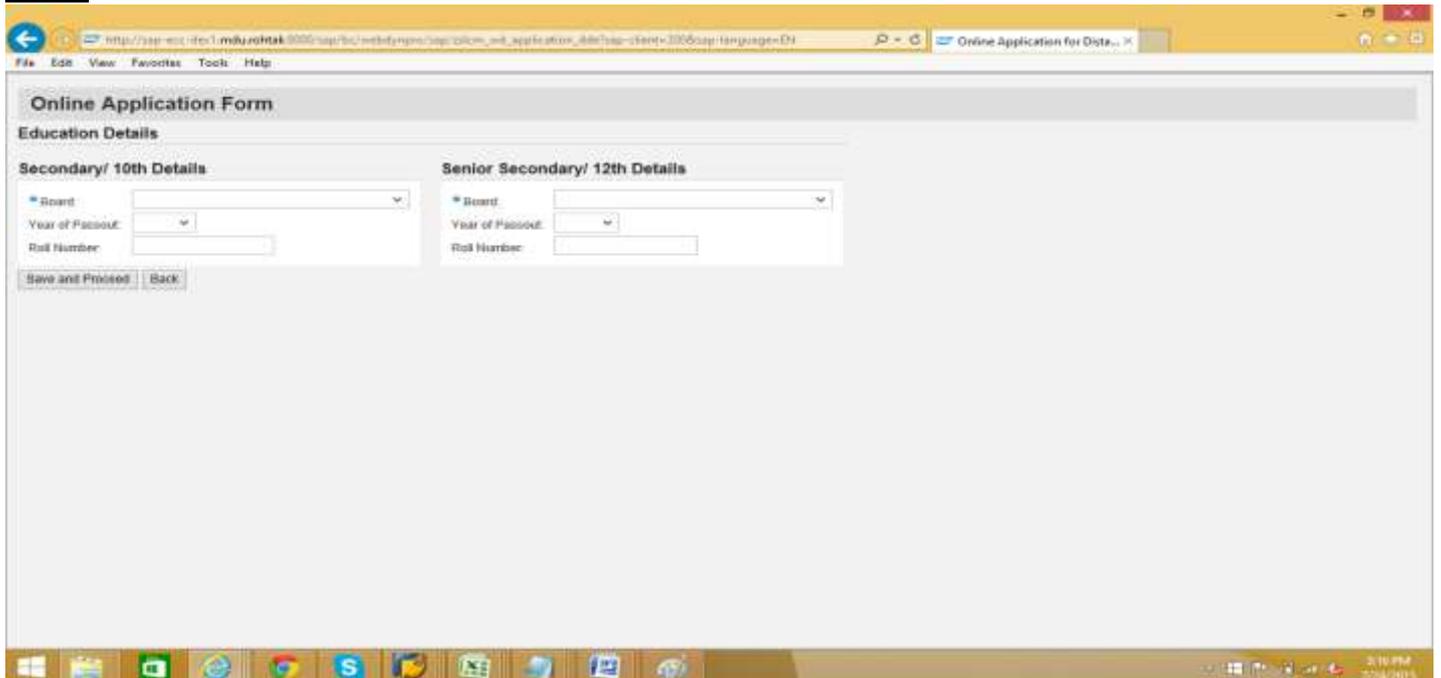


After clicking on the **Register** button at the previous screen, **Confirm** window will appear to confirm whether the applicant is MDU student or not. Click on **NO** button.

NOTE:- 1. Those who have done 10th& 12th from Board and want to do B.A & B.Com.from this University and those students who have done graduation from any other University and now want to do Post-Graduation from this University, they have to select **NO** as they are **not yet** MDU student.

2. MDU students are those who have completed their graduation from this University. They have to select **YES** as they are already MDU students.

Step 4



Now candidate have to fill up the **Online Application Form**. If you have passed 10th/12th from Board of School Education, Haryana or Central Board of Secondary Education, New Delhi then select that Board otherwise select OTHER, Select Year of Pass out and Roll Number and then click on **Save and Proceed** button. After this, student information will be automatically fetched from the Board's Data like Name, Father Name, Mother Name and Date of Birth etc.

Step 5

The screenshot shows a web browser window with the URL http://app-acc-dev1.mdu.rohtak3000/vsp/bsr/webdyngm/vsp/stron_wsl_application_dde?app-client=200&app-language=EN. The page title is "Online Application Form". The form is divided into several sections:

- Personal Details:** Includes fields for Title, First Name, Middle Name, Surname, Address Number, Nationality, Category, and Area Type. It also has dropdowns for Region, Date of Birth, Gender, Family Annual Income, and Marital Status.
- Family Details:** Includes fields for Father's First Name, Father's Middle Name, Father's Surname, Mother's First Name, Mother's Middle Name, Mother's Surname, Spouse's First Name, Spouse's Middle Name, and Spouse's Surname.
- Permanent Address:** Includes fields for Zip Code, Linn, Country, State, District, City/Town, Pin Code, Phone Number, and Mobile Number.
- Communication Address:** Includes fields for Zip Code, Linn, Country, State, District, City/Town, Pin Code, Phone Number, and Mobile Number.

At the bottom of the form, there is a "Register" button and a "Cancel" button. The Windows taskbar at the bottom shows the time as 3:18 PM on 7/24/2015.

After filling up the 10th & 12th details, some personal details will be filled up automatically, remaining columns are required to be filled by the candidate. Then click on the **Register** button for registration.

Step 6

The screenshot shows the same web browser window as in Step 5. The form is now filled with data. A small window titled "Email ID and Password" is open in the foreground. This window has the following fields:

- Email ID:** Contains the text "akshay@pmu.com".
- Password:** A text input field.
- Confirm Password:** A text input field.

At the bottom of the "Email ID and Password" window, there are "OK" and "Cancel" buttons. The Windows taskbar at the bottom shows the time as 3:24 PM on 7/24/2015.

After clicking on the **Register Button**, **Email ID and Password** window will appear, Candidate has to set a password for future use and click on **OK** button.

Step 7

Please note details for future reference

Successfully Registered

Student ID: 1000275797

Student Name: Akshat

Email ID: dte_sabar190@yahoo.com

Mobile Number: 9000201111

OK

NOTE:- Please note down your Email ID, Student ID and Password for future reference.

Step 8

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

APPLICANT REGISTRATION WINDOW

Email ID: []

Student ID: 1000201992

Password: []

Login Register Forget Password

Instruction 1
Instruction 2
Instruction 3
Instruction 4
Instruction 5
Click DTE Student Portal

Now candidate has to login with Student ID or Email ID and Password.

Step 9

The screenshot shows a web browser window with the URL http://nep-esp-001-1.mdu.rohtak:2000/esp/0/webd/npoc/esp/ndm_jed_application_004/step-001en-2000.asp?language=EN. The page title is "Online Application Form". At the top, there are navigation buttons: "Previous", "Next", "Make Payment", and "Logout". Below these are five numbered steps: 1. Personal Details, 2. Address, 3. Education Qualification, 4. Course, and 5. Photo & Signature. The "Personal Details" section is active and contains the following fields:

Title	Mr	Religion	HINDU
First Name	manoj	Date of Birth	10/01/1988
Middle Name		Gender	Male
Surname		Aadhar Enrollment Number	
Aadhar Number		Family Annual Income	5-11 LAKH
Nationality	INDIA	Fee concession category	General Category
Category	Haryana General Open	Marital Status	Single
Residence Area Type	Rural		

Below the Personal Details section is the "Family Details" section with fields for Father and Mother's names (First, Middle, Surname) and Spouse's names (First, Middle, Surname).

After login, Online Application Form will be displayed. Candidate can see the information provided by him/her. If any correction has to be made click on  **Edit** button and correct the information. After that click on  **Address** button.

Step 10

The screenshot shows the same web browser window as in Step 9. The "Address" section (step 2) is now active. It is divided into two columns: "Permanent Address" and "Communication Address".

Permanent Address fields:

- Line1: mdu rohtak
- Line2: campus
- Country: IN
- State: HARYANA
- District: Rohtak
- City/Taluk: rohtak
- Pin Code: 124001
- Landline Number: *
- Mobile Number: 9729806156
- Email id: m.rohtak@gmail.com
- District: Haryana

Communication Address fields:

- Line1:
- Line2:
- Country: Andhra
- State:
- District:
- City/Taluk:
- Pin Code:
- Landline Number:
- Mobile Number:
- Alternate Email id:

At the bottom of the address section, there is a checkbox "Communication Address is same as permanent address" and an "Edit" button.

In Address portion, candidate can see the information provided by him/her. If any correction has to be made click on  **Edit** button and correct the information and then click on  **Education Qualification** button.

Step 11

The screenshot shows the 'Online Application Form' interface. The 'Education Qualification' step is active, indicated by a blue square. The form contains a table with the following columns: Qualification, Course, Roll Number, Registration Number, Board / University, College / School, Year of Passing, Result Status, Total Marks Obtained /CGPA Obtained, Total Marks /CGPA Out Of, and Period. The first row is filled with: Metro/Secondary, (blank), 1638536, (blank), Central Board O..., DAV public, 2010, Passed, 0.00, 0.00, and (blank). Below the table are 'Save' and 'Edit' buttons.

Qualification	Course	Roll Number	Registration Number	Board / University	College / School	Year of Passing	Result Status	Total Marks Obtained /CGPA Obtained	Total Marks /CGPA Out Of	Period
Metro/Secondary		1638536		Central Board O...	DAV public	2010	Passed	0.00	0.00	
Senior Secondary								0.00	0.00	
Diploma/Certificate								0.00	0.00	
Graduation								0.00	0.00	
Post Graduation								0.00	0.00	
Shastri Examination								0.00	0.00	
Others								0.00	0.00	

In this section, after filling up the required information regarding Education qualification click on **Save** button and then click on **Course** button.

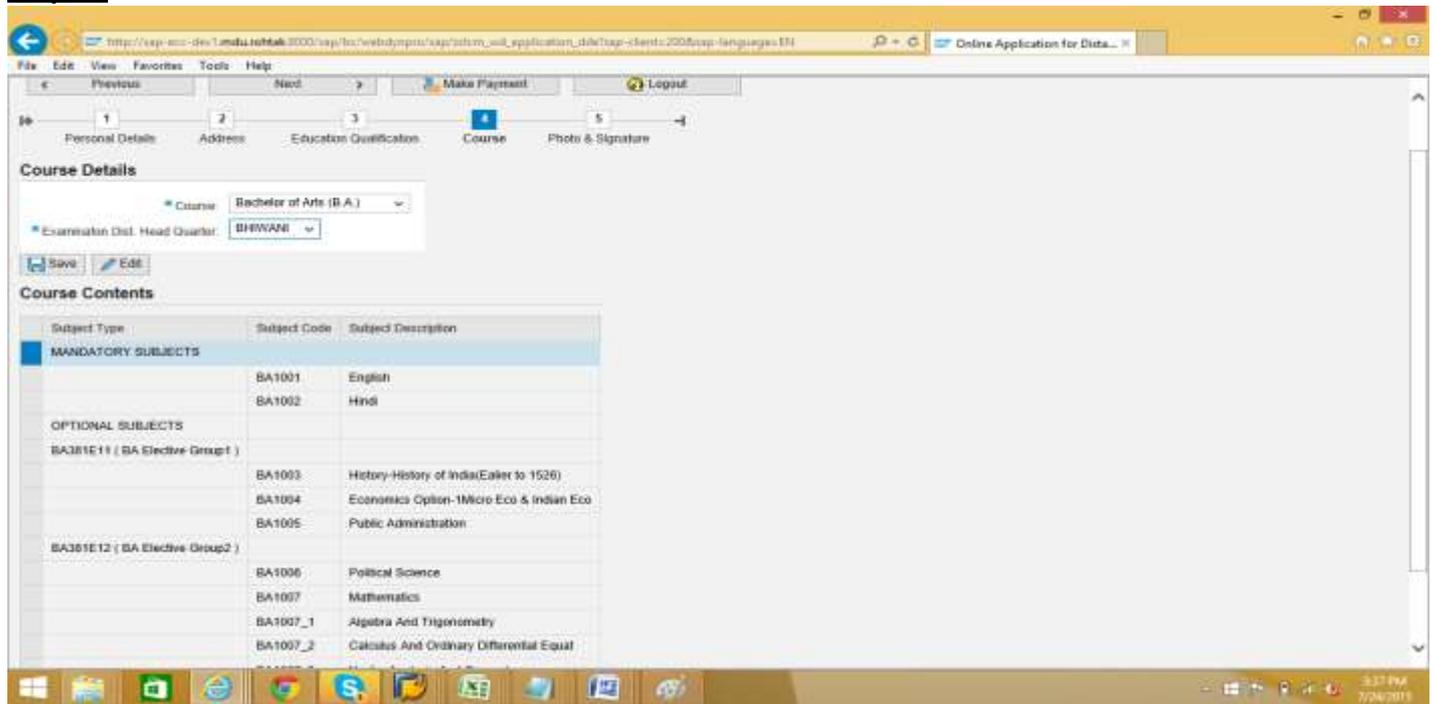
NOTE:- If you have to apply for UG Course, then it is mandatory to fill-in all particulars of 10th & 12th and if you have to apply for PG Course, then it is mandatory to fill-in all particulars of 10th, 12th & Graduation.

Step 12

The screenshot shows the 'Online Application Form' interface. The 'Course' step is active, indicated by a blue square. The 'Course Details' section contains a 'Course' dropdown menu and an 'Examination Dist. Head Quarter' dropdown menu. Below these are 'Save' and 'Edit' buttons.

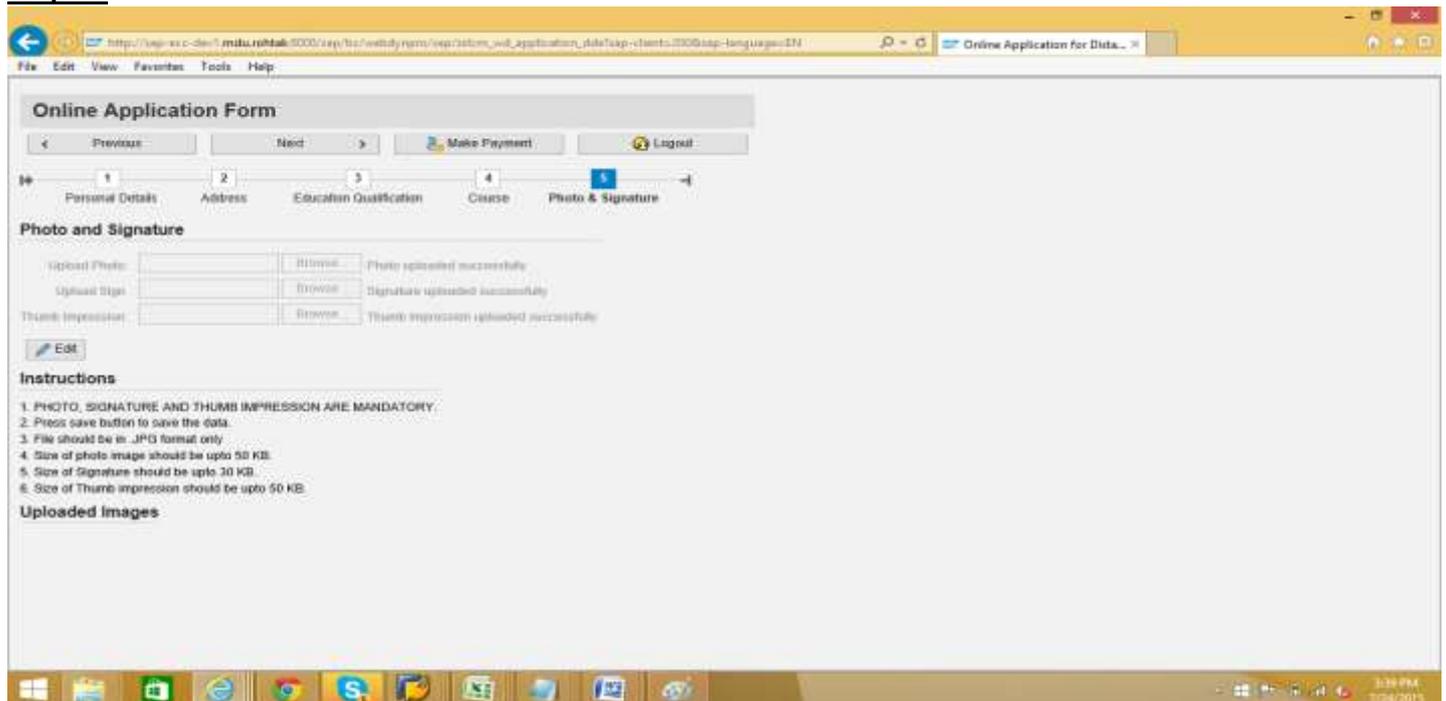
After clicking on the **Course** button, Course Details window will appear, Candidate has to choose one Course of his/her choice from the courses in the list as per the eligibility of educational qualification filled-in by the student and has to choose Examination District Headquarter.

Step 13



When you will select the course provided in the list, course subjects will be displayed below, mentioning Compulsory subject and Optional subjects if any, which will be available to student for the whole course and then save the information and click on **Photo & Signature** button.

Step 14



Now candidate has to Upload Photo, Signature and Thumb Impression in the requisite format and preview of all will be displayed on the right side. After that click on **Save** button and then click on **Make Payment** button.

Step 15

The screenshot shows a web browser window with the URL http://app-ec-dev1.mdu.ac.in/ntak/0000/app/nc/webdlynpn/ncp/ntak/ntak_wid_application_data?app-client=3000&app-language=EN. The page title is "Online Application Form".

Accept Terms & Conditions

I have read all the instructions, subject options available and eligibility criteria as mentioned in the information brochure carefully before applying for admission. I solemnly declare that I have filled my online form myself and information given there in is correct to the best of my knowledge and belief. I fully understand that if this information is found to be incorrect at any stage, my candidature for the admission to the course shall stand cancelled automatically.

Accept

Select Beneficiary Bank

State Bank of India

AXIS Bank

Buttons: [Make Payment](#), [Go Back to My Profile](#)

After clicking on the Make Payment button, please read the information carefully under **Accept Terms & Conditions** and click on **Accept** checkbox and Select Beneficiary Bank as **AXIS Bank** and then click on **Make Payment** button.

Step 16

The screenshot shows the same web browser window. The page title is "Online Application Form".

[< Back](#)

Applicant Details

Applicant Name: mandeep *
Applicant Number: 1000263883
Fee Category: General Category

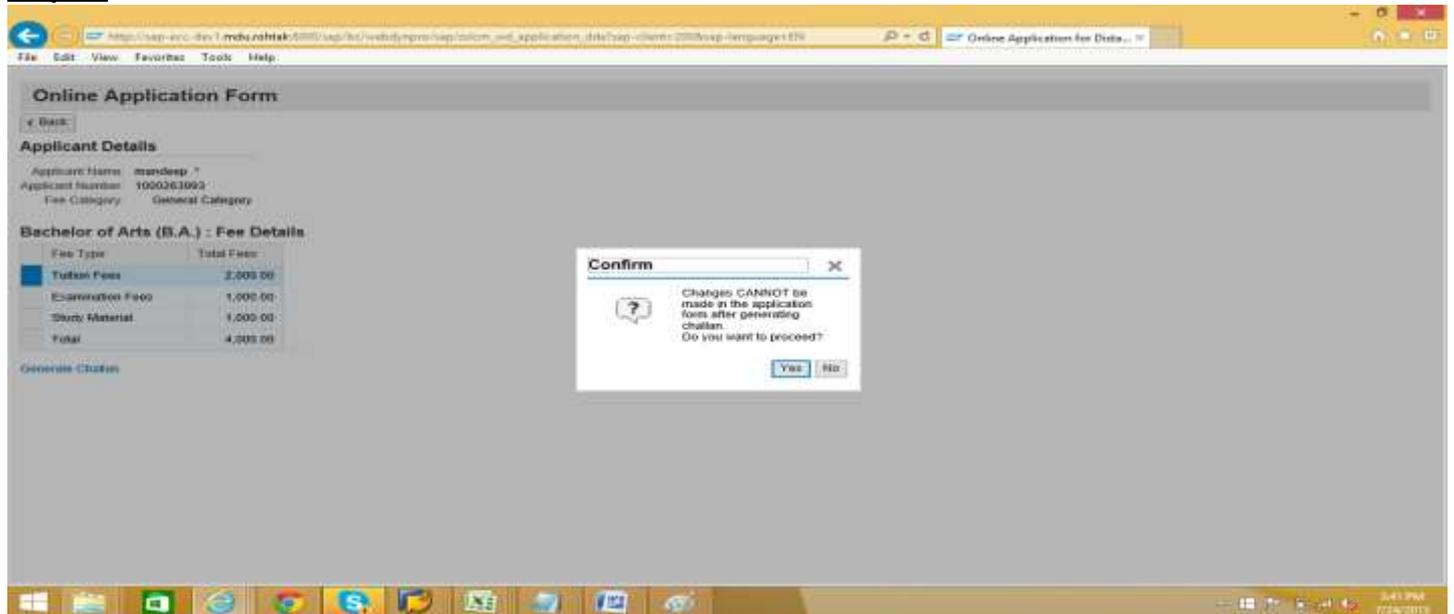
Bachelor of Arts (B.A.) : Fee Details

Fee Type	Total Fees
Tuition Fees	2,000.00
Examination Fees	1,000.00
Study Material	1,000.00
Total	4,000.00

[Generate Challan](#)

After clicking on the make payment button Candidate can see the details of fee and then have to click on [Generate Challan](#) **Generate Challan** link.

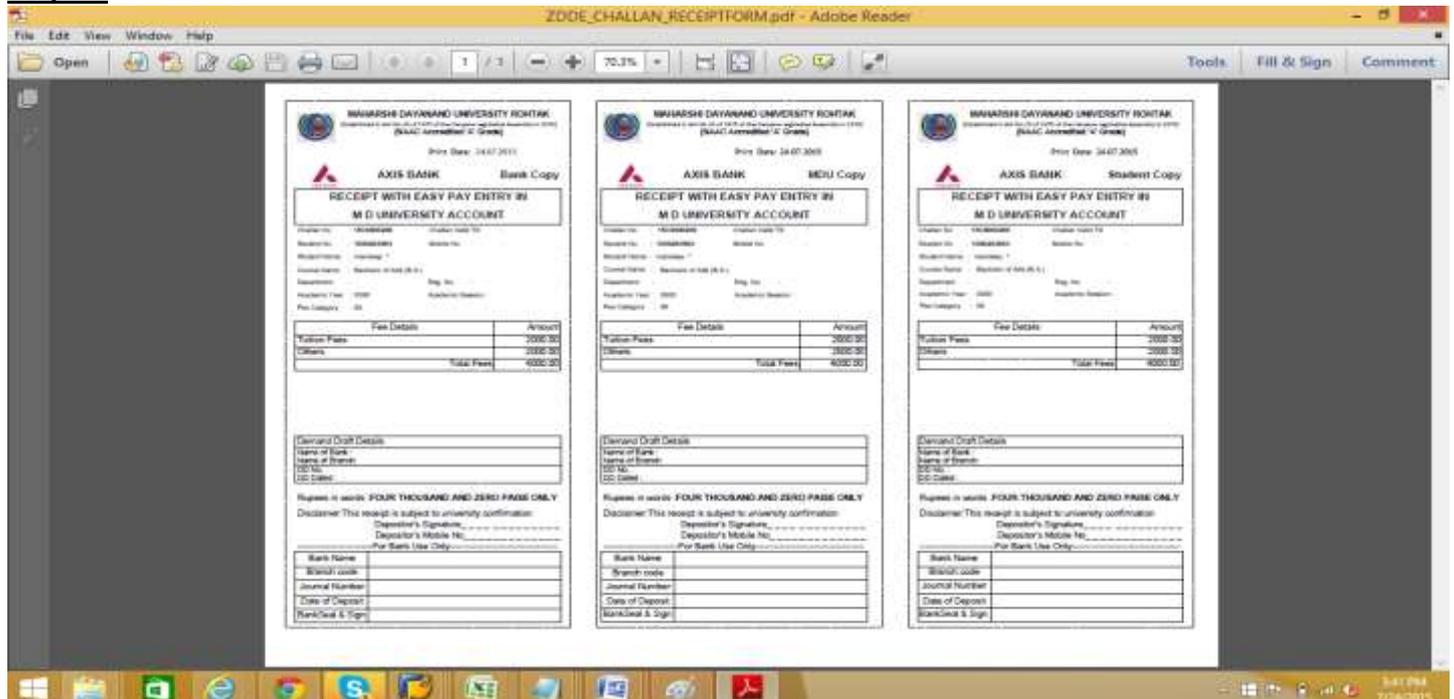
Step 17



After clicking on the **Generate Challan** link **Confirm** window will appear. Candidate should carefully read the message and then click on **Yes** button.

NOTE:- Once the Challan will be generated, student will not be allowed to make any changes in the Application Form. Please ensure that all particulars filled by student are correct.

Step 18



After clicking on **Yes** button E-Challan will be generated. Now candidate has to take printout of the Challan and deposit the fee alongwithChallan in the bank, and obtain MDU copy and Student copy of the Challan.

NOTE: - Student must deposit the Challan in Bank well in time i.e. on or before the Challan valid date, failing which student will have to get new Printout of Challan and late fee will be imposed on the student.

Step 19

Online Application Form

Previous Next Make Payment **Logout**

1 Personal Details 2 Address 3 Education Qualification 4 Course 5 **Photo & Signature**

Personal Details

Title: _____
First Name: Religion: HINDU
Middle Name: Date of Birth: 10.10.1993
Surname: Gender: _____
Address Number: Aadhar Enrollment Number:
Nationality: Indian Family Annual Income: 5-1 Lakh
Category: Haryana General OBC Fee concession category: General Category
Residence Area Type: Rural Marital Status: Single

Family Details

Father First Name: Mother First Name:
Father Middle Name: Mother Middle Name:
Father Surname: Mother Surname:
Guardian First Name: Spouse First Name:
Guardian Middle Name: Spouse Middle Name:
Guardian Surname: Spouse Surname:

After printout of the challan click on the **Logout** button.

Step 20

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by MAAC

APPLICANT REGISTRATION WINDOW

Email ID:
Student ID:
Password:

Instruction 1
Instruction 2
Instruction 3
Instruction 4
Instruction 5
[Click: DDE Student Portal](#)

On Payment confirmation candidate will get student portal User ID & Password via E-mail & SMS. Go to the portal link as per given in E-mail or student may click on DDE Student Portal located in Applicant Registration Window from where he/she applied for registration of online admission.

Note:- DDE Student Portal will be like a social networking page individual for each student to communicate with University. Through this page student will get printout of Application Form, he/she may get status of his/her admission and can request for resolving of any kind of discrepancy, if any.

Step 21



After clicking on the link given in the E-mail or DDE Student Portal located in Applicant Registration Window from where he/she applied for registration of online admission, above window will appear. Candidate can Logon using User ID and password sent to him/her through SMS and E-mail.

Step 22



After first time Logon, candidate is advised to change his/her password for safety and for future use.

Step 23

Re-registration & Module Pre-booking

Student Number: 1000263993
Name: Mandeep, *10.06.1989, Male
Principal Org. Unit: Directorate of Distance Education (New)
Status: Student, Attending, Adm. Appl., DDE Online
Course: BA381-Bachelor of Arts (B.A.)
Year: Acad. Year 2015/16
Session: First Year
Examination Dist. Head Quarter: 10-SHIVANI

Mandatory subjects

Select	Subject Code	Subject Name	Booking Status
<input checked="" type="checkbox"/>	BA1001	English	
<input checked="" type="checkbox"/>	BA1002	Hindi	

Elective Group 2

Select	Subject Code	Subject Name	Booking Status
<input type="checkbox"/>	BA1006	Political Science	
<input type="checkbox"/>	BA1007	Mathematics	
<input type="checkbox"/>	BA1008	Sanskrit	
<input type="checkbox"/>	BA1009	Environmental Studies	

Elective Group 1

Select	Subject Code	Subject Name	Booking Status
<input type="checkbox"/>	BA1003	History-History of India(Eater to 1526)	
<input type="checkbox"/>	BA1004	Economics Option-1(Micro Eco & Indian Eco)	
<input type="checkbox"/>	BA1005	Public Administration	

Save

After saving new password, Re-registration & Module Pre-booking (subject choosing procedure window) will appear to select the Subjects. After the subject selection, candidate has to click on **Save** button.

Note:- Please be careful while selecting optional subjects, if any, which will be available to student for the whole course.

Step 24

MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
NAAC 'A' Grade Accredited University
DIRECTORATE OF DISTANCE EDUCATION
STUDENT ADMISSION FORM

Status: Discrepancy in 10th AND Discrepancy in 12th
Barcode: 1000263993

Student ID: 1000263993
Registration No.:
Diary No.:

Student Name: Mandeep *
Course: Bachelor of Arts (B.A.)
Diary Date:

Father Name (Mr./Shri.): Kashmnir
Session: First Year
Mother Name (Mrs/Smt.): Singh
Year: Acad. Year 2015/16
Gardian Name:
Category: Haryana General Open
Date of Birth: 10.06.1989
Fee Concession Category Type: General Category
Gender: Male
Aadhar No.:
Marital Status:
Nationality: Indian

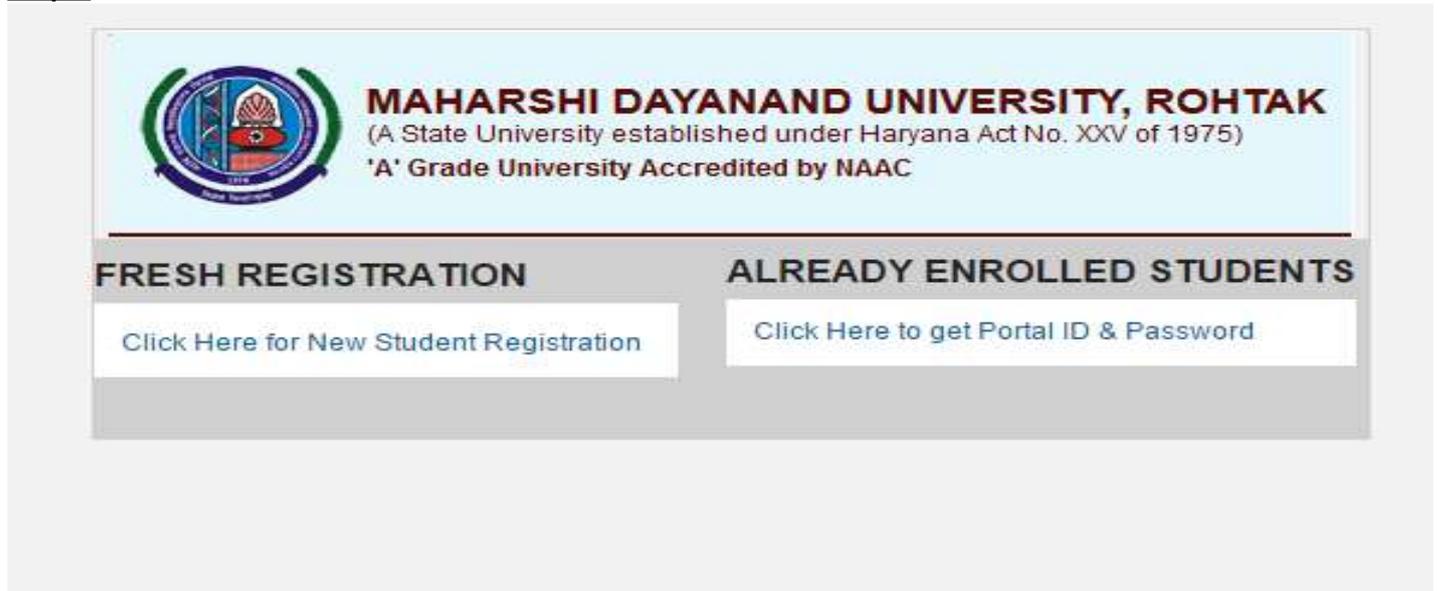
Photo

After saving module (subject options) as per your course available, student has to get printout of Application Form and submit that Form alongwith required documents in DDE office as per schedule, failing which late fee will be charged.

**Snapshots/User Manual for
MDU passout Graduate students
who wants to take fresh
admission in PostGraduate Courses**

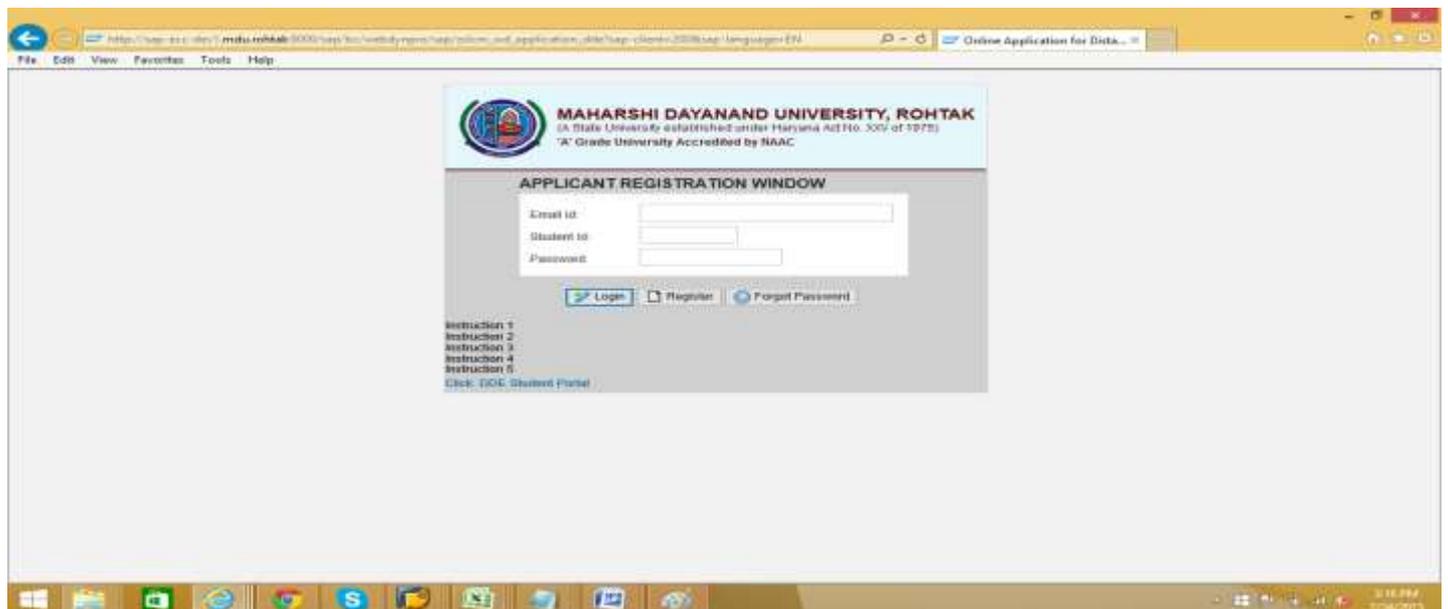
Snapshots/User Manual for MDU passout Graduate students who wants to take fresh admission in PostGraduate Courses

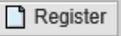
Step 1



Student who wants to take fresh admission in DDE will have to click on Fresh Registration for New Student Registration.

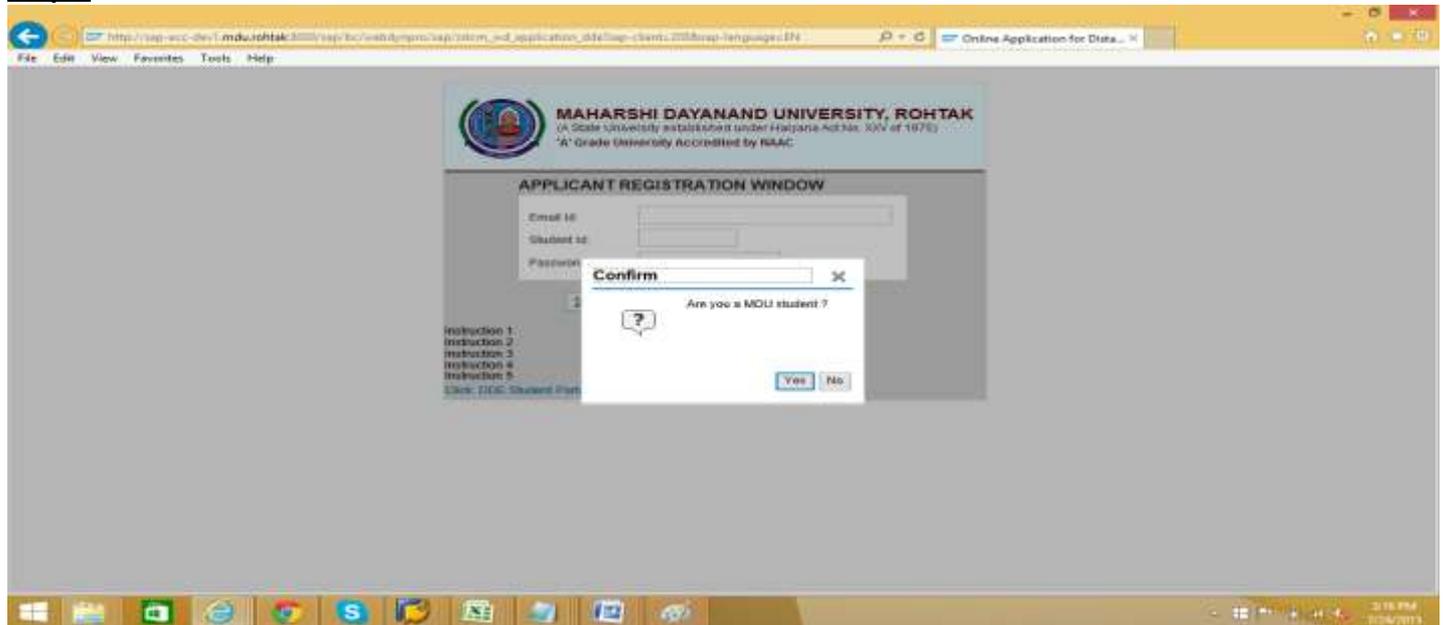
Step 2



Click on  **Register** button for fresh registration as shown in the above screen.

NOTE:- No one is required to click on  Login Button as there will be no data of already enrolled student, as this panel has been made functional for the first time.

Step 3

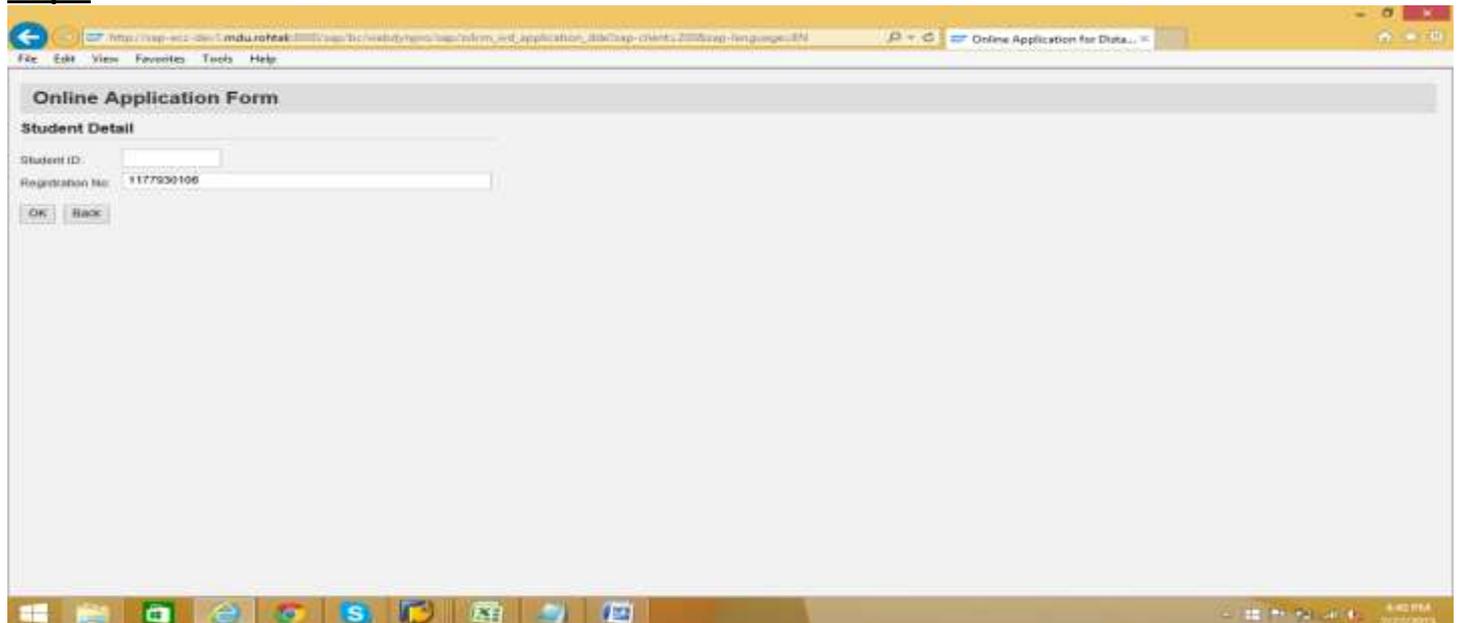


After clicking on the **Register** Button at the previous screen, **Confirm** window will appear to confirm whether the applicant is MDU student or not. Click on **YES** button.

NOTE:- 1. MDU student are those who have completed their graduation from this University. They have to select **YES** as they are already MDU student.

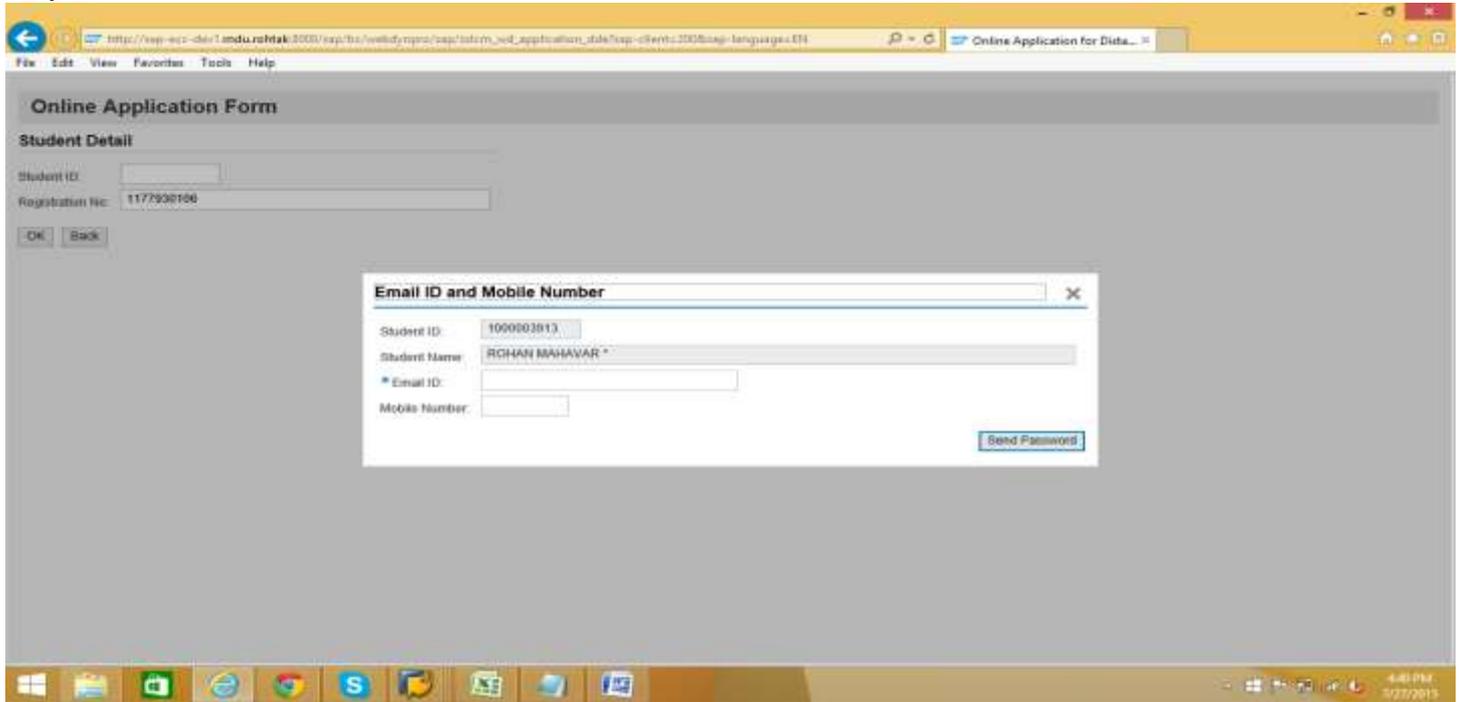
2. Those who have done 10th & 12th from Board and want to do B.A & B.Com. from this University and those students who have done graduation from any other University and now want to do PostGraduation from this University, they have to select **NO** as they are **not yet** MDU student.

Step 4



If you have selected YES as MDU student then fill your Registration No. or Student ID and click on OK button.

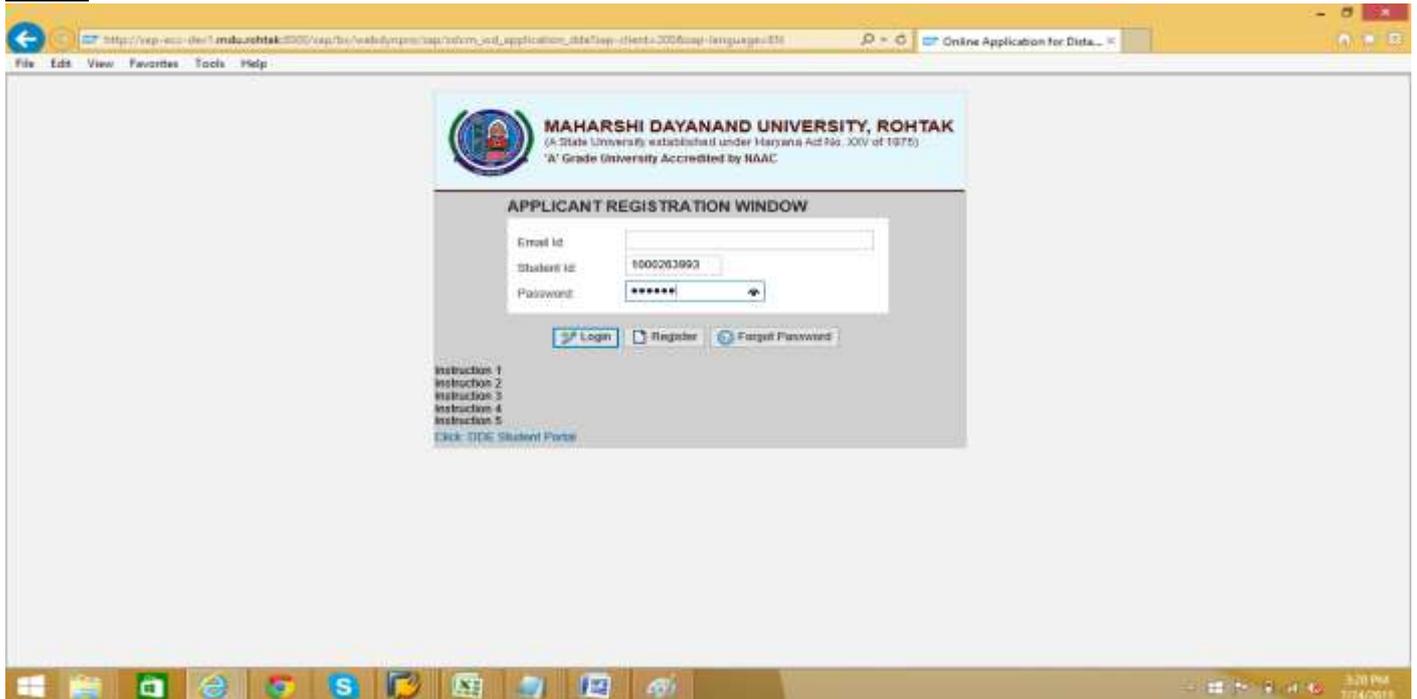
Step 5



You have to fill your own Email ID and Mobile no. for password and further information from University. As User ID & password for Applicant Registration Window will be sent on your Email and Mobile no.

Note:- Student or say siblings of same parents can fill same Email & Mobile number but in other cases same Email ID and Mobile no. can not be filled for more than one student.

Step 6



Now candidate have to login with student ID or Email ID and password that has been received through Email & Mobile.

NOTE:- Please note down your Email ID, Student ID and Password for further reference.

Step 7

The screenshot shows the 'Online Application Form' interface. At the top, there are navigation buttons for 'Previous' and 'Next'. Below this is a progress bar with five steps: 1. Personal Details (highlighted with a blue square), 2. Address, 3. Education Qualification, 4. Course, and 5. Photo & Signature. The main content area is titled 'Personal Details' and contains a grid of input fields. The fields are: Title (Mr), First Name (Ponnous), Middle Name, Surname (Muthalai), Aadhar Number, Nationality (India), Category (Haryana General Open), Residence Area Type (Rural), Religion (CHRISTIAN), Date of Birth (24.09.1988), Gender (Male), Aadhar Enrollment Number, Family Annual Income (3-4 Lakh), Fee concession category (General Category), and Marital Status (Single). Below the 'Personal Details' section is a 'Family Details' section with fields for Father's and Mother's names (First, Middle, Surname) and Spouse's names (First, Middle, Surname). An 'Edit' button is located at the bottom left of the form.

After login, Online Application form will be displayed, In Personal Details, candidate have to fill his/her particulars and click on **Save** button.

Step 8

The screenshot shows the 'Online Application Form' interface. At the top, there are navigation buttons for 'Previous', 'Next', 'Make Payment', and 'Logout'. Below this is a progress bar with five steps: 1. Personal Details, 2. Address (highlighted with a blue square), 3. Education Qualification, 4. Course, and 5. Photo & Signature. The main content area is titled 'Address' and contains two sections: 'Permanent Address' and 'Communication Address'. The 'Permanent Address' section has fields for Line1, Line2, Country (IN), State (Haryana), District (Rohtak), City/Taluk (ROHAK), Pin Code (124001), Landline Number, Mobile Number (9729806100), Email id (vs.mopika@gmail.com), and District (Haryana). The 'Communication Address' section has fields for Line1, Line2, Country (Andhra), State, District, City/Taluk, Pin Code, Landline Number, Mobile Number, and Alternate Email id. A checkbox at the bottom left indicates 'Communication Address is same as permanent address'. An 'Edit' button is located at the bottom left of the form.

In Address portion, candidate have to fill his particulars of address and then click on **SAVE** Button and **Education Qualification** Button.

Step 9

The screenshot shows the 'Online Application Form' interface. At the top, there are navigation buttons: 'Previous', 'Next', 'Make Payment', and 'Logout'. Below these are five numbered steps: 1 Personal Details, 2 Address, 3 Education Qualification (highlighted), 4 Course, and 5 Photo & Signature. The 'Educational Qualification' section contains a table with the following data:

Qualification	Course	Roll Number	Registration Number	Board / University	College / School	Year of Passing	Result Status	Total Marks Obtained /CGPA Obtained	Total Marks /CGPA Out Of	Period
Metric/Secondary		1638536		Central Board O...	DAV public	2010	Passed	0.00	0.00	
Senior Secondary								0.00	0.00	
Diploma/Certificate								0.00	0.00	
Graduation								0.00	0.00	
Post Graduation								0.00	0.00	
Shastri Examination								0.00	0.00	
Others								0.00	0.00	

At the bottom of the table, there are 'Save' and 'Edit' buttons.

In this section, after filling up the required information regarding Educational qualification click on **Save** button and then click on **Course** button.

NOTE:- If you have to apply for Graduate Course then it is mandatory to fill all particulars of 10th & 12th, if you have to apply for Post-Graduate Course, then it is mandatory to fill all particulars of 10th, 12th& Graduation.

Step 10

The screenshot shows the 'Online Application Form' interface. At the top, there are navigation buttons: 'Previous', 'Next', 'Make Payment', and 'Logout'. Below these are five numbered steps: 1 Personal Details, 2 Address, 3 Education Qualification, 4 Course (highlighted), and 5 Photo & Signature. The 'Course Details' section contains the following form fields:

- Course: [Dropdown menu]
- Examination Dist. Head Quarter: [Dropdown menu]

At the bottom of the form, there are 'Save' and 'Edit' buttons.

After clicking on the **Course** button, course Details window will appear, candidate have to choose one course of his/her choice from the courses in the list as per the eligibility of educational qualification filled by the student and have to choose Examination District Headquarter.

Step 11

The screenshot shows a web browser window with the URL http://app-ec-client.mdu.resnet.0001.org/bs/webdymms/app/atom_will_application_data?app-client=200&app-language=EN. The page is titled "Online Application Form" and has a navigation bar with buttons for "Previous", "Next", "Make Payment", and "Logout". Below the navigation bar is a progress indicator with five steps: 1. Personal Details, 2. Address, 3. Education Qualification, 4. Course, and 5. Photo & Signature. The "Course" step is currently active.

Course Details

Course: Bachelor of Arts (B.A.)
Examination Dist. Head Quarter: BHANAGI

Buttons: Save, Edit

Course Contents

Subject Type	Subject Code	Subject Description
MANDATORY SUBJECTS		
	BA1001	English
	BA1002	Hindi
OPTIONAL SUBJECTS		
BA381E11 (BA Elective Group1)		
	BA1003	History-History of India(Earlier to 1526)
	BA1004	Economics Option-Micro Eco & Indian Eco
	BA1005	Public Administration
BA381E12 (BA Elective Group2)		
	BA1006	Political Science
	BA1007	Mathematics
	BA1007_1	Algebra And Trigonometry
	BA1007_2	Calculus And Ordinary Differential Equat

When you will select the course provided in the list, course subjects will be displayed below, mentioning compulsory subject and optional subjects if any, which will be available to student for the whole course and then save the information and click on **Photo & Signature** button.

Step 12

The screenshot shows the "Photo and Signature" section of the online application form. The navigation bar and progress indicator are the same as in Step 11, with the "Photo & Signature" step (5) now active.

Photo and Signature

Upload Photo: [Browse] Photo uploaded successfully

Upload Sign: [Browse] Signature uploaded successfully

Thumb Impression: [Browse] Thumb Impression uploaded successfully

Buttons: Edit

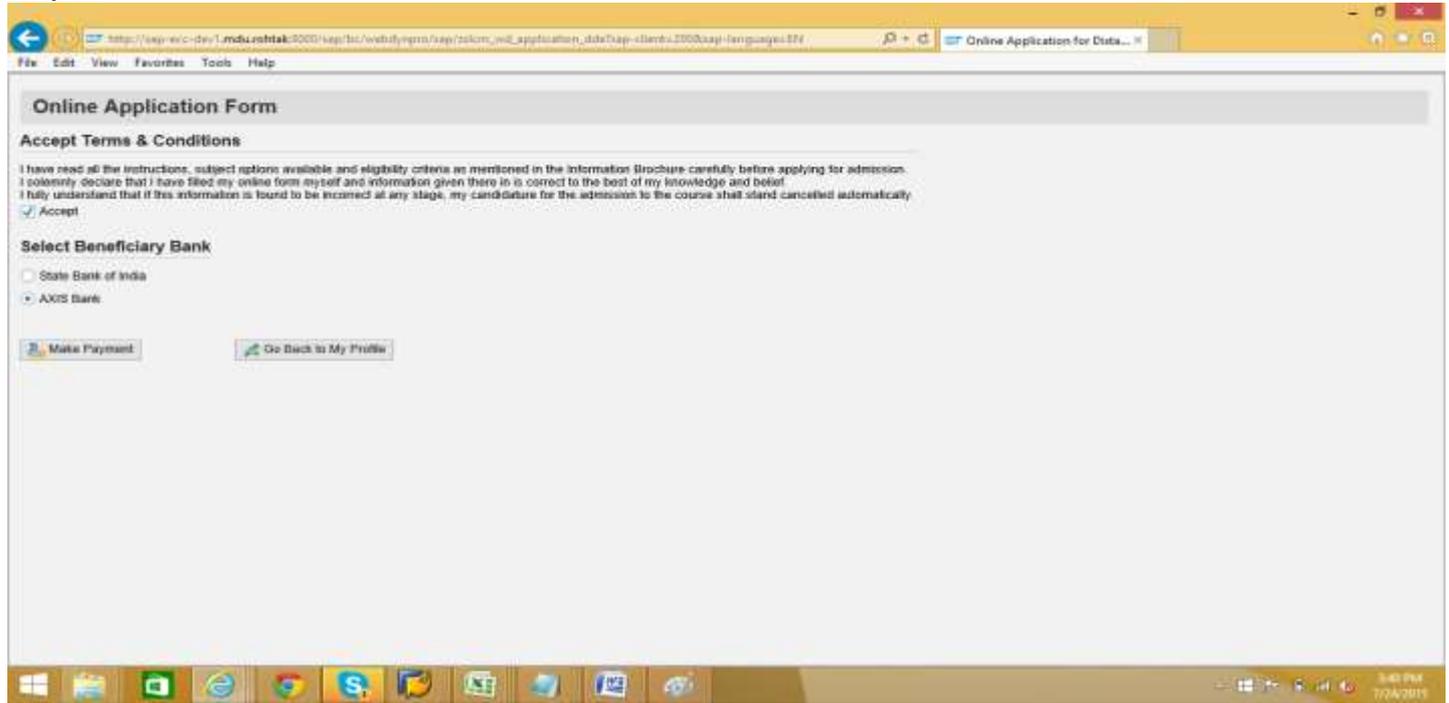
Instructions

1. PHOTO, SIGNATURE AND THUMB IMPRESSION ARE MANDATORY.
2. Press save button to save the data.
3. File should be in .JPG format only
4. Size of photo image should be upto 50 KB.
5. Size of Signature should be upto 30 KB.
6. Size of Thumb Impression should be upto 50 KB.

Uploaded images

Now candidate have to Upload Photo, Signature and Thumb Impression in the requisite format and preview of all will be displayed on the right side. After that click on **Save** button and then click on **Make Payment** button.

Step 13



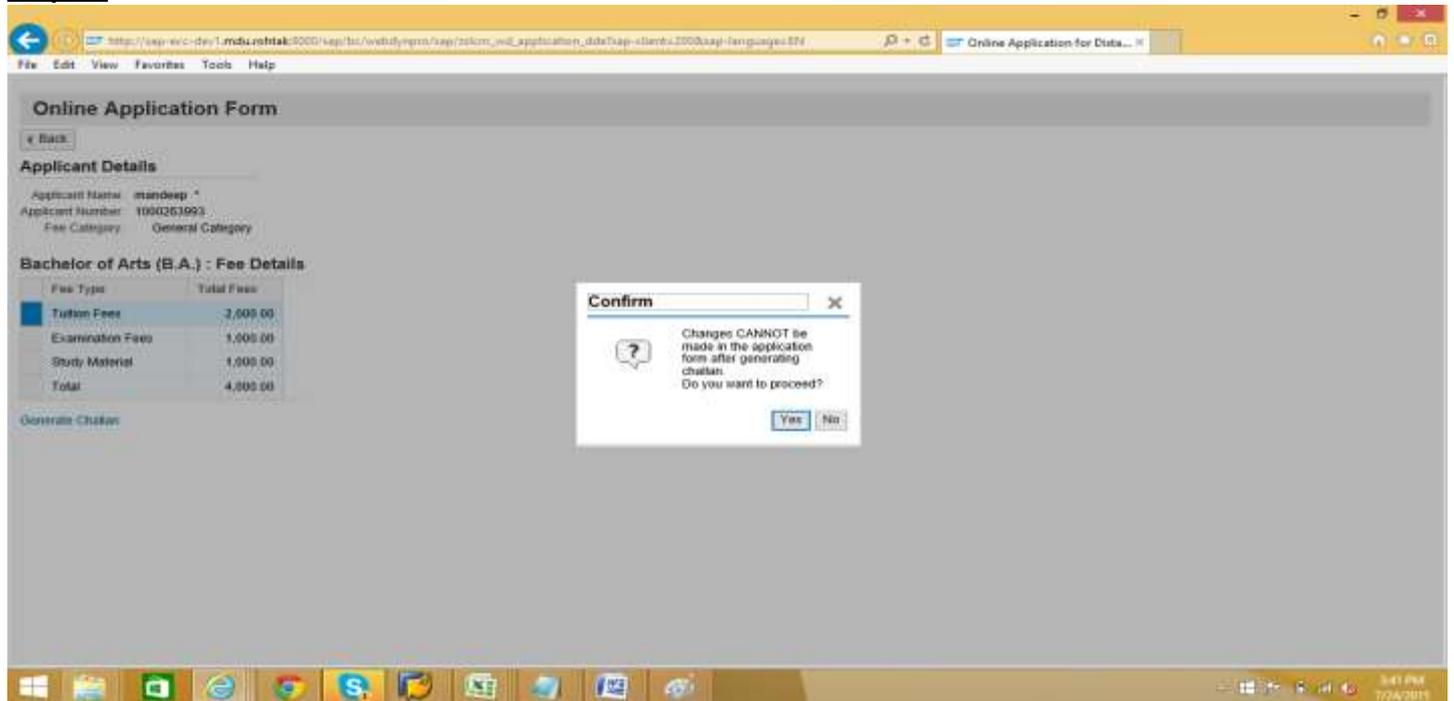
After clicking on the Make Payment button, please read the information carefully in **Accept Terms & Conditions** and click on **Accept** checkbox and Select Beneficiary Bank as **AXIS Bank** and then click on **Make Payment** button.

Step 14



After click on the make payment button Candidate can see the detail of fee and then have to click on [Generate Challan](#) **Generate Challan** link.

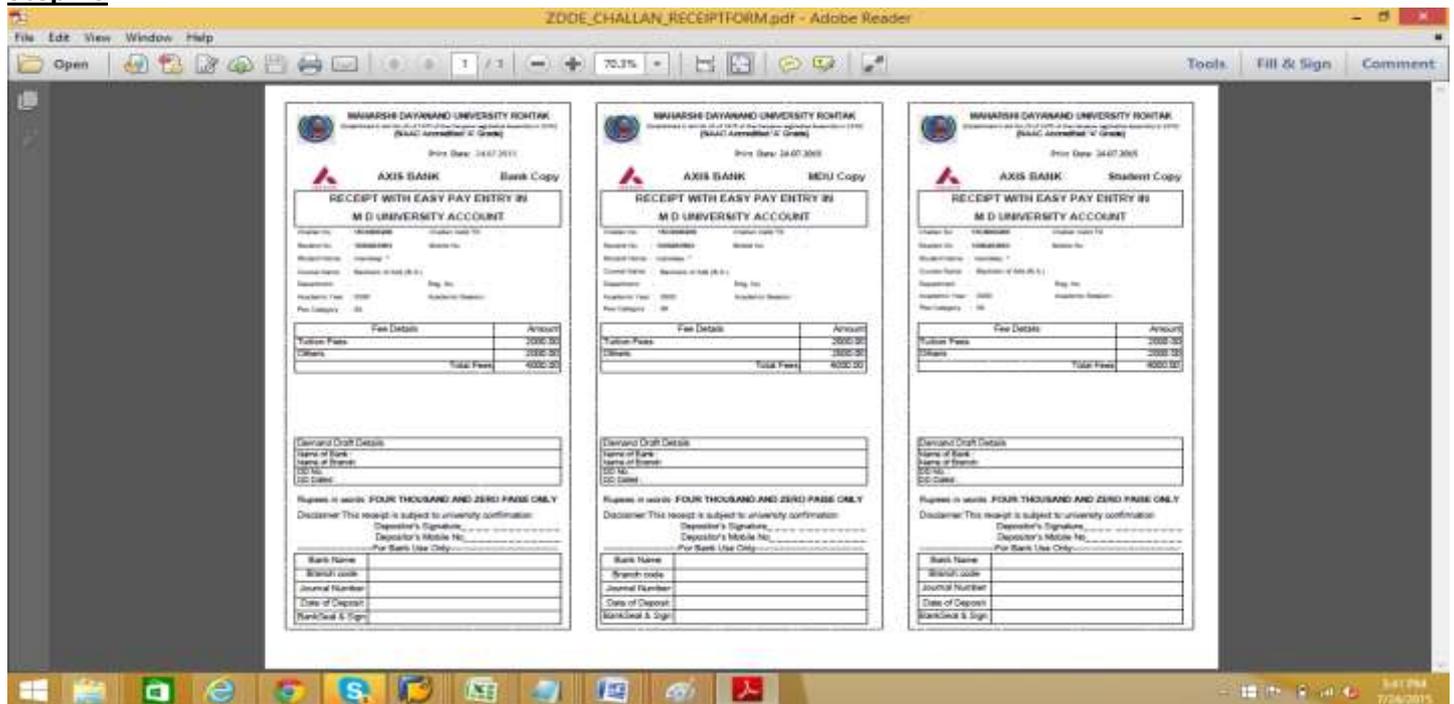
Step 15



After clicking on the **Generate Challan** link **confirm** window will appear, candidate should carefully read the message and then click on **Yes** button.

NOTE:- Once the Challan will be generated, student will not be allowed to make any changes in the Application Form. Please ensure that all particulars filled by the student are correct.

Step 16



After clicking on Yes button E-Challan will be generated. Now candidate have to take printout of the Challan and deposit the fee alongwith Challan in the Bank and obtain MDU copy and Student copy of the Challan.

NOTE: - Student should deposit the Challan in Bank well on time on or before the challan valid date, failing which student have to get new print out of Challan and late fee will be imposed on the student.

Step 17

Online Application Form

Personal Details

First Name: mandeep Religion: HINDU
Middle Name: Date of Birth: 10.10.1993
Surname: Gender:
Address Number: Aadhar Enrollment Number:
Nationality: Andaman Family Annual Income: 5-1 Lakh
Category: Haryana General OBC Fee concession category: General Category
Residence Area Type: Rural Marital Status: Single

Family Details

Father First Name: Ashwini Mother First Name: HRP
Father Middle Name: Mother Middle Name:
Father Surname: Mother Surname:
Guardian First Name: Spouse First Name:
Guardian Middle Name: Spouse Middle Name:
Guardian Surname: Spouse Surname:

After print out of the challan click on the **Logout** button.

Step 18

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by MAAC

APPLICANT REGISTRATION WINDOW

Email ID:
Student ID:
Password:

[Login](#) [Register](#) [Forgot Password](#)

Instruction 1
Instruction 2
Instruction 3
Instruction 4
Instruction 5
[Click: DDE Student Portal](#)

On Payment confirmation candidate will get portal User ID & Password via E-mail & SMS. Go to the portal link as per given in E-mail or student may click on DDE Student Portal located in Applicant Registration Window from where he applied for registration of online admission.

Note:- DDE Student Portal will be like a social networking page individual for each student to communicate with University. Through this page student will get print out of Application Form, he/she may get status of his admission and can request for resolving of any kind of discrepancy, if any.

Step 19



After clicking on the link given in the E-mail or DDE Student Portal located in Applicant Registration Window from where he applied for registration of online admission, above window will be appear. Candidate can Logon by User ID and password sent to him/her through SMS and E-mail.

Step 20



After first time Logon Candidate is advised to change his/her password for safety and future use.

Step 21

Re-registration & Module Pre-booking

Student Number: 1000263993
 Name: Mandeep, 10.06.1989, Male
 Principal Org. Unit: Directorate of Distance Education (DDE)
 Status: Student, Attending, Adm. Appl., DDE Online
 Course: B.A. (Bachelor of Arts)
 Year: Acad. Year 2015/16
 Session: First Year
 Examination Dist. Head Quarter: 10-BHRWANI

Select	Subject Code	Subject Name	Booking Status
<input checked="" type="checkbox"/>	BA1001	English	
<input checked="" type="checkbox"/>	BA1002	Hindi	

Select	Subject Code	Subject Name	Booking Status
<input checked="" type="checkbox"/>	BA1006	Political Science	
<input type="checkbox"/>	BA1007	Mathematics	
<input type="checkbox"/>	BA1008	Sanskrit	
<input type="checkbox"/>	BA1009	Environmental Studies	

Save

After saving new password, Re-registration & Module Pre-booking (subject choosing procedure window) will appear to select the Subjects. After the subject selection, candidate have to click on **Save** button.
 Note:- Please be careful while selecting optional subjects, if any, which will be available to student for the whole course.

Step 22

MAHARSHI DAYANAND UNIVERSITY ROHTAK
 (A State University established under Haryana Act No. XXV of 1975)
 NAAC 'A' Grade Accredited University
 DIRECTORATE OF DISTANCE EDUCATION
 STUDENT ADMISSION FORM

Status: Discrepancy in 10th AND Discrepancy in 12th Barcode: 1000263993

Student ID:	1000263993	Registration No.:		Diary No.:	
Student Name:	Mandeep *	Course:	Bachelor of Arts (B.A.)	Diary Date:	

Father Name (Mr./Shri.): Kashmnir Session: First Year
 Mother Name (Mrs/Smt.): Singh Year: Acad. Year 2015/16
 Gardian Name: Category: Haryana General Open
 Date of Birth: 10.06.1989 Fee Concession Category Type: General Category
 Gender: Male Aadhar No.:
 Marital Status: Nationality: Indian

Photo

After saving module (subjects options) as per your course available, student have to get print out of Application Form and submit that Form alongwith required documents in DDE office as per schedule, failing which late fee will be charged.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grant

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Maharshi Dayanand University
Rohtak, Haryana as
Accredited
with CGPA of 3.03 on the four point scale
at A grade
valid upto July 07, 2018*



Date : July 08, 2013

IMPORTANT INFORMATION

1. The Information Brochure can be downloaded free of cost from the University Website: www.mdudde.net/www.mdurohtak.ac.in
2. Contact for Enquiry and Technical Assistance:
 - i) Enquiry: 01262-393191
 - ii) Technical Assistance for online admissions: 01262-393596E-mail: admissions@mdurohtak.ac.in



DIRECTORATE OF DISTANCE EDUCATION MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001 (HARYANA)

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

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