



INFORMATION BROCHURE (2014-2015)



**DIRECTORATE OF DISTANCE EDUCATION
MAHARSHI DAYANAND UNIVERSITY
ROHTAK -124 001 (HARYANA)
(NAAC 'A' Grade Accredited)**

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

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H. S. Chahal
Vice-Chancellor

Welcome Note From Vice-Chancellor

Maharshi Dayanand University was established in 1976 under Haryana Act No. 25 of 1975 with an aim to promote higher studies and research in the field of environmental, ecological and life sciences. Over a span of the last 39 years, the University has made remarkable progress in different spheres. Maharshi Dayanand University with 'A' Grade accreditation by the NAAC has come up as a Centre of Excellence, with young minds blooming and spreading their branches in all directions.

Distance Education is an established and recognized mode of education the world over in consonance with the changing socio-economic needs and emerging demand of the knowledge era. The Open University System serves a long standing demand of heterogeneous group of the student community. Our Directorate of Distance Education (DDE) has started a wide spectrum of courses. The Directorate is housed in a spacious building and is manned by well experienced staff. Over the years, DDE has expanded tremendously in terms of programmes and enrollment. All the 13 courses run by the Directorate are well received. The new e-governance system supported by an efficient Call Centre is another milestone that has automated and further galvanized the entire administrative set up of the Directorate of Distance Education and for the mutual benefit of the university and the students. We have a dedicated faculty as course coordinators for each subject of study.

It is our earnest desire and deep commitment to provide the best quality of education to our students. We not only facilitate our students in enhancing their knowledge of the subjects of their choice, but also in fostering other important attributes of a civilized human society.

We welcome the students to join our Directorate of Distance Education to meet their diverse educational needs. It will be our endeavour that their association with us will be very satisfying in the hope that a bright future is awaiting them.


(H.S.CHAHAL) 16/7/14



Prof. Nasib Singh Gill
Director

FROM THE DESK OF DIRECTOR

I welcome you to the family of learners in Directorate of Distance Education (DDE) of Maharshi Dayanand University, Rohtak which aims to reach the unreached and to provide quality education. The programmes that are relevant to the society are offered on cost effective basis with full support of information and communication technology. Accessibility, quality, flexibility and relevance are the major strengths of DDE, where creation, management and dissemination of knowledge are its main objectives. The Directorate provides excellent students support services. The Directorate has the distinction of being a forerunner in maintaining the quality assurance in Distance Education in the state. As per Careers 360 survey published in August 2012, our Directorate has been ranked at 10th position in India.

I am happy to share with you that many of our alumni of the Directorate are not only serving in very high positions in the public and private sectors of the state but also are working as successful entrepreneurs in different parts of the country and abroad.

I wish that our students of distance learning get special attention and cooperation from not only the staff of the Directorate but also from all other wings of the university.

Wishing our distance learners a bright future ahead.

(Nasib Singh Gill)

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Chancellor
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 interdisciplinary 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 40 departments. There are as many as 12 Teaching Blocks, 14 Hostels with another 10 in the offing, an elegant Vivekananda Library with 5 offshoots, 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 nonteaching staff. There is a very robust Campus Wide Network – an amalgam of cable and wi-fi technologies, with 1Gbps 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 three programmes through Satellite Institute, University Institute of Law & Management Studies (UILMS), Gurgaon. LL.B (Hons) 3-year Course is also likely to be started after approval of Bar Council of India

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 a 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. RFID technology for check-out check-in and the CCTV system for library security is in operation.

Open Access System is 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 a 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 in Room No.307 (IInd Floor), Bio-Tech, Humanities Block, UIET, 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, at the SC/ST and BC candidates are not charged any fee for attending coaching classes. Students are registered 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 materials 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 2014-15. 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 Centres 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 interdisciplinary 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, DEC (now dissolved), 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 and guidance, 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 supplied 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 admission 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 years	Annual
2.	Bachelor of Commerce (B.Com.)	Three years	Annual
3.	Bachelor of Library & Information Science	One year	Annual
4.	Master of Arts in : (1) Hindi, (2) English, (3) Sanskrit, (4) Political Science, (5) Public Administration, (6) Economics, (7) History	Two years	Annual
5.	Master of Science in Mathematics	Two years	Annual
6.	Master of Commerce (M.Com.)	Two years	Annual
7.	Master of Library & Information Science	One year	Annual

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 Maharshi Dayanand University, 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 Board concerned. 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), M.Sc. (Mathematics)(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.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 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 Informatin 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 defense personal 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

ADMISSION PROCEDURE

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

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) The scanned images of photographs and signature should be in JPG/JPEG format.
 - b) Size of the photo image must be greater than 15 KB and less than 100 KB.
 - c) Size of the signature image must be greater than 2 KB and less than 25 KB.
 - d) Image Dimension of photograph should be 3.5 cm(width) * 4.5 cm(Height) only.
 - e) Image Dimension of signature should be 3.5 cm(width) * 1.5 cm(Height) only.
 - (iii) Keep necessary details/documents ready (like Matriculation, Senior Secondary, Degree etc.)
2. Candidates can apply online through website <http://mdudde.net/>
 3. Click on “Admissions” “Application Form” from the drop down menu.
 4. Registration Page is opened.
 5. If you are a new user, click on “Apply Here” link.
 6. After clicking on “Apply Here”, you will find the general instructions. Read these instructions carefully, and click on “Continue”.
 7. The Registration Form is displayed. Enter your details, such as address, mobile no., landline no., and e-mail address carefully. Filling of star (*) marked fields is mandatory. The application cannot be submitted unless the mandatory fields are filled. The University will use applicant’s information to contact the applicant for any further correspondence. The University will not be responsible for misdelivery of information due to mistakes in address, mobile no., landline no., or e-mail address etc.
 8. Once you submit the registration form, your Applicant login is created.
 9. Applicant Name, Form No. and Password will be displayed on the next screen. Note down Form Number and Password as you will require it for login in future and continue to next screen.
 10. Select the appropriate programme offered from the drop down menu of “Program list”.
 11. After selecting the program, select the course from the drop down menu of “Courses”.
 12. Fill all other fields carefully.
 13. If your result of qualifying exam is still awaited, click on the “Result Awaited” check box.
 14. Click on “Submit” button to submit your application.

Note: Please review all details, in case you need to edit some information, click the “Edit” button.
 15. After reviewing all information, click the “Declaration” check box and finally click the “Confirm” button. No editing is allowed once you click the Confirm button.
 16. Upload Section – Photograph & Signature is displayed.
 17. After uploading the Photo & Signature, click on “Proceed” button.
 18. As soon as you click on “Proceed” button, you will receive a message on your mobile and at your e-mail address that you have been registered for admission.
 19. For depositing the Fee, Click on “Admission Fee” to generate Payment Slip.
 20. You can deposit the Fee through e-Challan of SBI/Axis Bank.
 21. Once you select the bank mode, system will show you the details with ‘Print’ button.
 - a) Click on “Print” button, an auto-generated payment slip will be displayed.

- b) Take print out of this e-Challan by clicking the “Print” button.
 - c) Go to the Bank (Axis/ SBI Bank) and pay the fee.
22. As soon as the fee payment is confirmed by the Bank, the “View/Print” option will be enabled on the “My Profile” page.
23. Again login to your account and click on “View/Print” option on the “My Profile” page to take a print of your application form.
24. Before submitting the print-copy (computer generated) of the “Admission Form” be signed at the appropriate places by the candidate, father/mother/guardian and a passport size photograph be affixed. The following documents must be attached with the Admission form:
- a) Self attested photocopy of the Matriculation Certificate (for Date of Birth).
 - b) Self attested photo-copy(ies) of the qualifying examination;
 - c) Self attested copy and original certificate, in case, candidate belongs to Scheduled Caste/Tribe category (of Haryana only)/Serving Defence Personnel (upto the level of JCO)/University Employee/Ward/Spouse, if fee concession is claimed, otherwise he/she will be treated as a general category candidate and fee shall be charged accordingly.
 - d) Fee paid proof (e-Challan) bank receipt;
 - e) Identity Card (specimen given in the Information Brochure for Distance Learners available on the DDE/University website) duly photograph affixed; and

Note:

- i) In case any of the above document(s) is/are not attached the admission form shall be cancelled automatically.
- ii) The admission form (print copy) must reach in the office of the Directorate of Distance Education as per Admission Schedule notified by the University, failing which late fee shall be charged. The DDE/University is not responsible for the postal delay.
- iii) The students may be asked to submit their original certificates for verification which will be returned after verification.

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/compartments/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 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 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/Post Graduate Degree alongwith one Diploma/Post Graduate Diploma/Certificate of this University or any other University/Institute, simultaneously, as per the notification issued by the Distance Education Council vide No. DEC/Notification/40.5.1.5/2012/15983-16229 dated 01.11.2012 (Now adopted by the UGC). 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 Rs.	Study Material Rs.	Other charges* Rs.	Total Fee per Annum Rs.
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.

II. 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 under:

In English Medium: [B.A./B.Com. (subjects of English & Mathematics only), M.A.(English/ M.Sc. Mathematics)/ M.Com. (Final)]

In Hindi Medium: [B.A./B.Com. (except English and Mathematics subjects)/ M.A.(Hindi/ Sanskrit/ Economics/ History/ Political Science/ Public Administration)/M.Com (Previous)/ B.L.I.Sc./ M.L.I.Sc.]

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 organising 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. Concerned Course Coordinator (DDE)
4. D.R. (DDE)/A.R. (DDE)
5. Superintendent concerned

(c) University Employment Information And Guidance Bureau

The University in collaboration with the Haryana Government's Department of Employment is running an Employment Information and Guidance Bureau to assist the students in making choice of career and courses. The students of the DDE also can take full advantage of the facilities available at the Guidance Bureau.

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 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 C.O.E. 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 organise 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
Elective Subjects: Choose any two of the subjects by selecting one from each group:		
Group-I		
BA2003	History History of India (C.A.D 1526 to 1857)	100
BA2004	Economics Macro Economics	100
BA2005	Public Administration Bhartiya Prashashan	100
Group-II		
BA2006	Political Science Bhartiya Sarkar & Rajniti	100
BA2007	Mathematics Paper-I Advance Calculus Paper-II Differential Equations and Calculus of Variations Paper-III Mechanics	35 35 30
BA2008	Sanskrit	100

Bachelor of Arts-III

Paper	Nomenclature	Marks
	Compulsory Subjects	
BA3001	English	100
BA3002	Hindi	100
Elective Subjects: Choose any two of the subjects one from each group:		
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 Paper-II Abstract Algebra Paper-III Programming in C & Numerical Analysis(Theory)	35 35 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	Environment 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 काव्यशास्त्रा	100
HI2003	प्रयोजनमूलक हिंदी	100
HI2004	भारतीय साहित्य	100
HI2005	(विकल्प-I) स्वातंत्रयोत्तर हिंदी कविता	100
HI2006	(विकल्प-II) 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 & Dharanshastra	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 students etc.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./B.Com. (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./B.Com. (Part-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.)

UNIVERSITY 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
1.	Restoration/Revival of Admission	Rs. 1000.00
2.	Change of Course/Subject/Option	a. Fee for Change of Subject/Option upto 31st January Rs. 500/- (per subject/option) and from 1st February to 15th March Rs. 1000/- (per subject/option) b) Change of Course upto January 31st with fee of Rs. 1000/- and 1st February to 15th March (UG Courses) and 1st February to 15th April (PG Courses) with fee of Rs. 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 Rs. 500/- c. After Examination is over : With late fee of Rs. 1000/-.
4.	Migration Certificate in respect of distance students only.	Rs. 600.00 (By hand) Rs. 500.00 (By post)
5.	Correction charges in the DMC/Degree	Rs. 200.00 (Correction slip)+Rs. 100.00 per Certificate/Degree/Diploma
6.	Issue of Duplicate Mark Sheet	Rs. 300.00
7.	Issue of Duplicate Degree	Rs. 500.00
8.	Result Verification	Rs. 300.00
9.	Issue of Confidential Result	Rs. 500.00
10.	Change of Examination Centre Fee	Rs. 5000.00
11.	Issue of Transcript	Rs. 200.00 per Certificate/ DMC
12.	Eligibility Fee in case of Foreign Students	Rs. 1500.00 (for UG Programmes) Rs. 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. Carry of, possession, use of or threat of, use of or abetting the use of 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. Any one 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, corriendums, notices, etc. as and if issued 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. ddemdurohtak.ac.in/www](http://www.ddemdurohtak.ac.in/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.....

Photo of
applicant to be
attested by the
Issuing Authority

CERTIFICATE OF SCHEDULED CASTE/TRIBE

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

Dated.:

Place :

Signature with seal of Issuing Authority

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	27.	Pasi
2.	Balmiki	28.	Perna
3.	Bangali	29.	Pherera
4.	Barar, Burar, Berar	30.	Sanhai
5.	Batwal , Barwala	31.	Sanhal
6.	Bauria, Bawaria	32.	Sansi, Bhedkut Manesh
7.	Bazigar	33.	Sansoi
8.	Bhanjra	34.	Sapela,Sapera
9.	Chamar, Jatia Chamar, Rehgar,Raigar Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, Chamar Rohidas, Jatava, Bhatoi, Ramdasia, Jatav	35.	Sarera
10.	Chanal	36.	Sikligar, Bariya
11.	Dagi	37.	Sirikiband
12.	Darain		
13.	Deha,Dhea,Dhaya		
14.	Dhanak		
15.	Dhogri, Dhangri, Siggi		
16.	Dumna, Mahasha, Doom		
17.	Gagra		
18.	Gandhila, Gandil, Gondola		
19.	Kabirpanthi, Julaha		
20.	Khatik		
21.	Kori, Koli		
22.	Marija, Marecha		
23.	Mazhabi, Mazhabi Sikh		
24.	Megh, Meghwal		
25.	Nat, Badi		
26.	Od		

**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, Makaanpur, 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, Kosi Kalan, 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.



Directorate of Distance Education
Maharshi Dayanand University, Rohtak
Identity Card (Session 2014-2015)

Provisional

**Unattested
Stamp Size
Photo
paste here**

Name _____

Father's Name _____

Mother's Name _____

Class: _____ Ref. No. _____

Postal Address _____

_____ Mob. No. _____

D.R. (DDE)

Student's Signature

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 2014-15 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.

D.R. (DDE)

Snapshots

User needs to open: admission.mdurtk.in

If the student is a New Student and enrolling first time in DDE, he/she needs to click

Admission Notice DDE
9/11/2013
Admission Notice for Distance Learning Programmes for the session 2013-14 [More](#)

Information Brochure
9/11/2013
Information Brochure for Distance Learning Programmes for the session 2013-14 [More](#)

[Contact Us](#)

Welcome to Online Admission Panel of Directorate of Distance Education

[Download Datesheet of Distance Courses](#)

[Download/Print Practical Examination Admit Card\(Provisional\) April/May-2014](#)

[Download/Print Theory Examination Admit Card\(Provisional\) April/May-2014](#)

First Time User :: Register Your Self :: **Already Registered/Existing Students**

Enroll Your Self **Login to Continue**

Form No: 100001
Password:
Login

Click Here to Register

After clicking on “Click here to Register” a screen titled “User Registration Form 1” will appear. Student is required to complete all fields and click "Save & Continue".

[Contact Us](#) [My Account](#)

User Registration Form 1

Name*

Father Name (Sh./Mr./Dr.)*

Mother Name(Smt./Mrs.)*

Gender Married

Date of Birth* Area Type

Nationality Category

Email Address* Confirm Email Address

Landline No Mobile No*

Permanent Address Details

Permanent Address*

Tehsil/City* State*

District* Pincode*

Check If Correspondence details are same as Permanent Address

Correspondence Address Details

Address*

Tehsil/City* State*

District* Pincode*

Create a Password for your Profile*

Confirm Password*

Secret Question

Secret Answer*

[Save & Continue](#)

Student after successfully submission of basic details receives a username and password and confirmation of registration on his/her email address followed by SMS. The student is advised note down the username and password which he/she has been allocated as the same will be required by him/her for use in future.

Step 2 : Academic Details:

The Student/User is required to fill all academic details starting from matriculation onwards. Press “**Add Qualification**” button.

Contact Us My Account Log Out

Welcome, **vikas** , Your Form No. is (100001)

#	Qualification	University/Board	Roll_no	Result Awaited	Year of Passing	Marks Obtained	Maximum Marks
Add Qualification No data to display							

[Continue to Choose Your Course](#)

Following Form will appear. The candidate should fill in all the details and press update button on bottom right corner. Click **Add Qualification** to add next academic record. After adding all academic details user is required to click the next step: ”**Continue to choose your course**”

Edit Form

Qualification University/Board

Roll_no Result Awaited

Year of Passing Marks Obtained

Maximum Marks

[Update](#) [Cancel](#)

Step 3 : Course Selection

The Student/User is now required to select the course in which he/she is applying, followed by selecting the preferred examination headquarter and subjects combinations available and then click “**Apply to the Selected Course and Subjects Listed**” to save the details.

Contact Us My Account Log Out

Course Selection Part-3

Welcome, **vikas** , Your Form No. is (100001) **A candidate can apply only for one course. So, choose the course carefully.**

Select Your Course

Select Your Preferred Examination Head Quarter

Semester/Year

Compulsory Subjects

Choose One Subject from Each Group

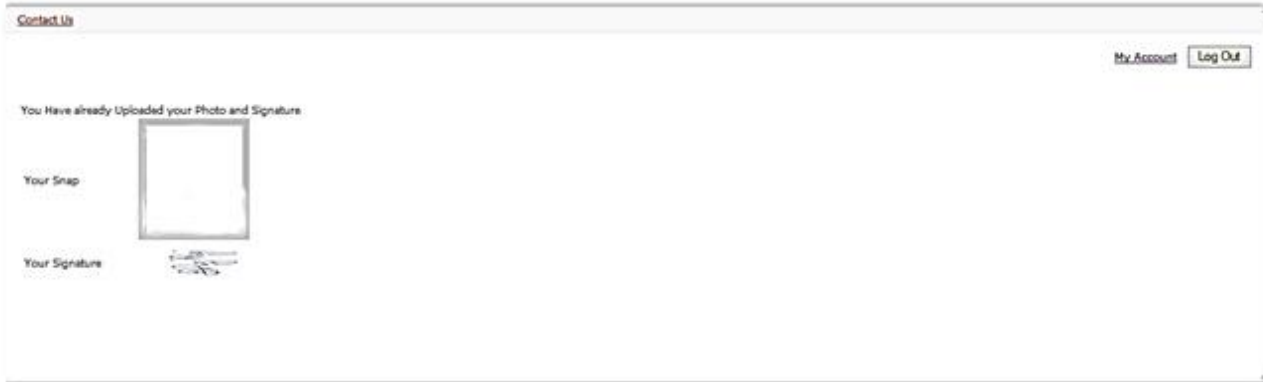
Group1 Group2

[Apply to the Selected Course and Subjects Listed](#)

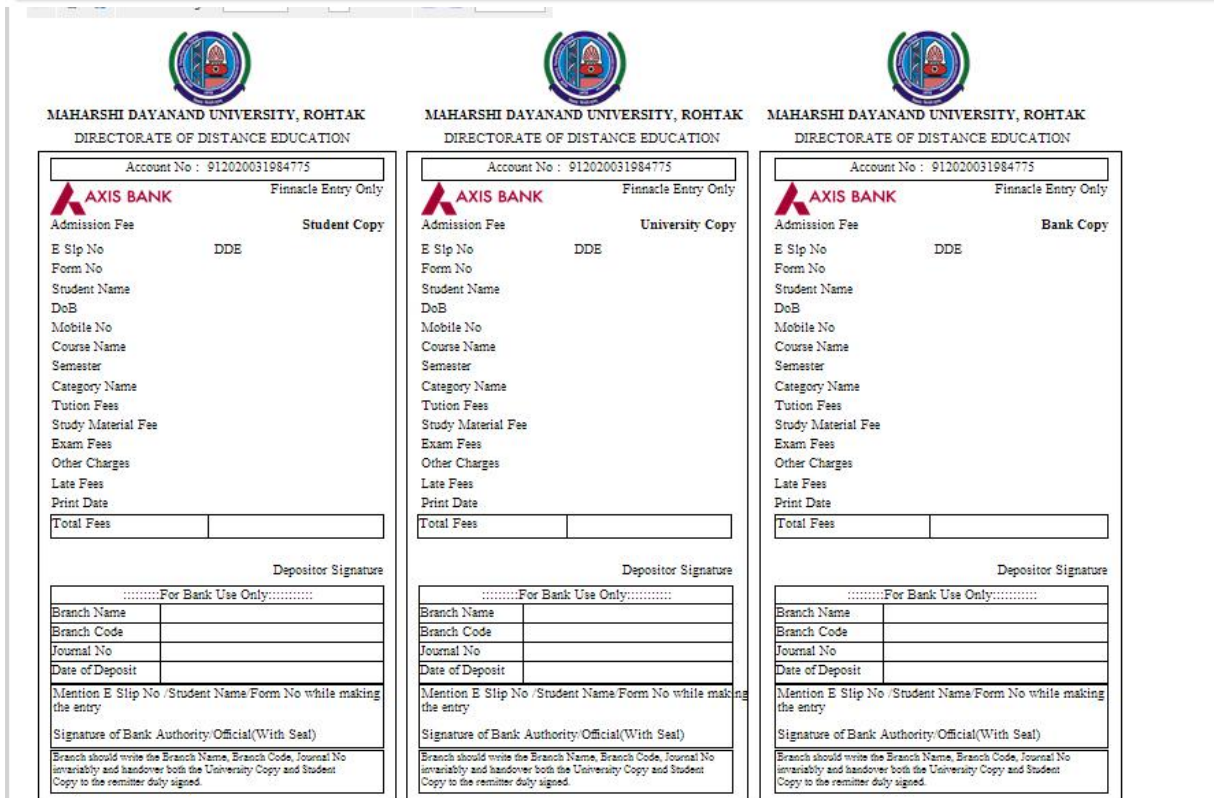
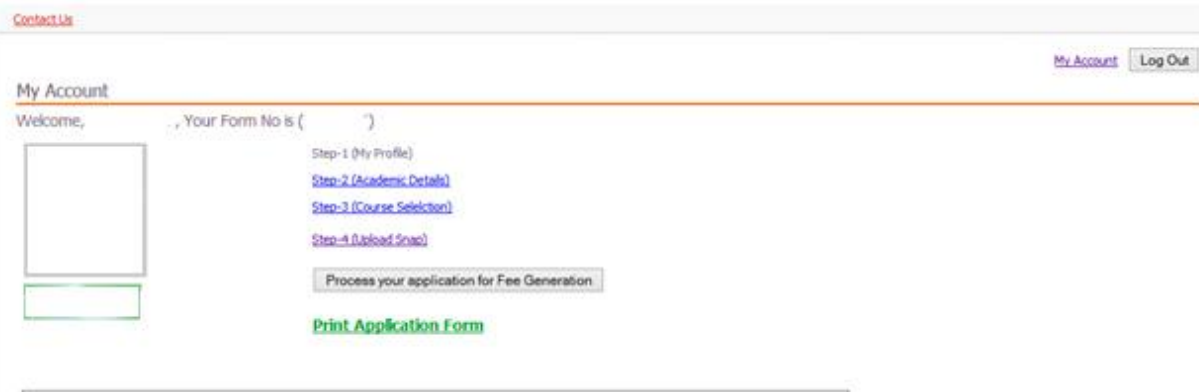
You have Already applied for this Course/Subjects

Academic_detail_id	student_id	Exam Centre	Course Name	semester
No data to display				

Step 4 : Upload Snap/Photograph & Signatures
 Student is required to upload their Photograph and signatures.



Step 5 : Process your application for Fee Challan Generation



Now student is required to deposit his/her fees in Axis Bank/Online Mode. After making payment of fees in the Bank, the confirmation of fee will take atleast two working days.

Specimen Admission Form



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC 'A' Grade Accredited University

Directorate of Distance Education

Print Copy of Application Form

Session : .

Roll No

Registration No

Dairy No :

Dairy Date :

Date of Registration

Form No

Course Applied For

Year/Semester

Candidate Name

Father Name

Mother Name

Date of Birth

Gender

Signature

Signature

Category

Area Type

Rural

Is Married

Spouse Name

Email Address

Nationality

Indian

Phone No

Mobile No

Permanent Address

Tehsil

District

State

PinCode

Correspondence Address

Tehsil

District

State

PinCode

Fee Details:

admission.mdurtkin/Print Copy.aspx

1/3

TRANID	AMOUNT	TRANDATE	ESLIPNO

Academic Qualification:

Qualification	University	Roll No	Year of Passing	Result Awaited	Marks Obtained	Maximum Marks	Percentage
Matric							

Papers Opted

PaperCode	PaperName

Preferred Examination Headquarter

Attach the following documents Compulsary failing which your admission will be cancelled:

Sr.No.	Document	Original/Attested PhotoCopy	Page No
1	Fee Slip/ E-Challan (University Copy)	Original	
2	Application Form (Print Copy)	Original	
3	SC/BC Certificate (if any)	Self Attested Copy	
4	MDU Employee/Serving Defense Personnel upto JCO Rank Certificate (If any)	Original	
5	Matric Certificate (10th)	Self Attested Copy	
6	Senior Secondary Certificate (10+2 Exam)	Self Attested Copy	
7	Graduation or equivalent Examination Marks Sheet of all three years (if Graduate)	Self Attested Copy	
8	Post Graduation or equivalent Examination Marks Sheet (if Post Graduate)	Self Attested Copy	
9	Two self addressed duly stamped 9"x4" size envelopes		

Signature of Candidate

QUALITY POLICY

**We visualize to establish
and operate a quality regime that
endeavours 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.**

VISION STATEMENT

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.

IMPORTANT INFORMATION

1. **The purchase of this Information Brochure is optional.**
2. The Information Brochure can be downloaded free of cost from the University Website:
www.mdudde.net/www.mdurohtak.ac.in
3. Price at counter is **Rs. 200/-** (cash only)
4. 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)
(NAAC 'A' Grade Accredited)**

**A State University established under Haryana Act. No 25 of 1975
www.mdurohtak.ac.in, www.mdudde.net**