Information Brochure

2016-2017

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

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.

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.

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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Prof. Bijender K. Punia
Vice-Chancellor

MESSAGE

The decision to pursue further education through non-formal mode is praiseworthy and boosts self-esteem, apart from overcoming the constraints that deter one from securing a seat in a regular course. As you aspire to enhance your knowledge and obtain a degree from a prestigious university like this one, I would like to congratulate you for having taken this prudent decision. And this is no mean decision as your institution has been ranked amongst the top 50 universities of India by the Ministry of Human Resource Development in its survey. It is another matter of feeling superior for you that it has bagged 'A' Grade from NAAC.

With the growing influence and availability of internet the concept of distance for accumulating knowledge has been eliminated. We don't have to travel to far flung areas to satiate our quest for comprehending more over a subject. That is now available at your doorsteps at lesser expense. Besides obtaining information and acquiring skills in the area of your interest in the comforts of your home at low-cost, you become equally competent to compete with the ones who might have spent millions to study abroad or in some other expensive institution.

Sometimes some students maintain a casual attitude while pursuing a course; especially as we are maintaining an annual examination pattern in DDE. I would like to caution you against this while exhorting you to invest your best efforts, act diligently and put labour on everyday basis instead of leaving it to the last minute preparations. Our coordinators are there to help you, besides a devoted website to keep you updated. The study material shall be made available to you in a time-bound manner and academic schedule will be followed religiously.

I wish you all the best and a very successful academic career!

(Bijender K. Punia)

Prof. Kuldip S. Chhikara
Director (DDE)

From the Director's Desk

I feel very happy to welcome all the students both old and the new to the session 2016-17. The Directorate of Distance Education, Maharshi Dayanand Univeristy, Rohtak has been able to register its strong presence in all regions of India in the field of distance education. Since its inception in 1988, it has been our endevaour to work in the best interest of our students. In the session 2015-16, the Directorate lent support to more than 66,000 students in pursuit of their academic objectives. Presently, the Directorate is running thirteen Undergraduate/Postgraduate programmes to cater to the needs of learners by providing the updated course contents, prepared and designed by professionals in respective areas so as to groom them to face the inevitable challenges of future successfully. They are further supported and guided by teams of well qualified counsellors through well planned Student Support Services Camps (SSSCs). It has been our objective to update ourselves in all respects in tandum with the fast transforming society and academics.

"कर्मणयेवाधिकारस्ते मा फलेषु कदाचन" is the implied motto of the Directorate. Our team of dedicated employees makes all round efforts to translate the motto in 'real time' delivery of services to our students. The change is the law of nature and to cope up with the changes for attainment of objectives requires dedication, constant efforts and best of the intentions. Keeping in view this philosophy, the Directorate always remains ready to provide the best possible support to all its students to create a class of young skilled people who can contribute significantly in the growth and development of nation. I wish you all a great learning experience in the academic session 2016-17. ***Jai Hind!***

(Kuldip S. Chhikara)

OFFICERS OF THE UNIVERSITY

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 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 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 sprawling 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. The University has established Sir Chhotu Ram Chair, Dr. B. R. Ambedkar Chair, Jawahar Lal Nehru Chair, Maharshi Dayanand Chair, Maharshi Balmiki Chair, Surya Kavi Pt. Lakhmi Chand Chair, Ch. Ranbir Singh Chair, Sant Kabir Chair and Dr. Mangal Sen Chair to conduct research on the life and contributions of these eminent and illustrious Indians in their respective spheres. Besides, the University runs five programmes through Satellite Institute, University Institute of Law & Management Studies (UILMS), Gurgaon. The Directorate of Distance Education is providing quality education to its students. About 550 Institutions/Colleges of General Education, Engineering, Technology, Computer Sciences and Management Sciences located in 10 districts of the State are affiliated to this University. There are as many as 12 Teaching Blocks, 18 Hostels, an elegant Vivekananda Library, the majestic Tagore Auditorium equipped with modern gadgetry and amenities, modern Radhakrishnan Auditorium, spectacular Students Activity Centre, Campus School, Health Centre, Faculty House, Sports Stadium, Swimming Pool, Dr. Mangal Sen 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, with1 Gbps internet connectivity. A serene 'Yajanshala' addresses the spiritual needs of the campus community. Branches of State Bank of India, Punjab National Bank and Haryana Co-operative Bank are the other facilities available on the Campus. Excellent standards of teaching and research, well-qualified faculty members, effective administrative functioning, congenial academic environment, pulsating campus life, key national and international linkages, timely holding of examinations and time-bound declaration of results, ample avenues for holistic development of personality of the students, a community-service approach, special emphasis on providing opportunities for students of rural background, girl students, and students from marginalized communities, administrative mechanism based on e-governance etc. are the salient features of this University. The university has entered into national and international level strategic tie-ups with academic and research organizations for joint academic and research programmes. These include National Institute of Malaria Research, National Stock Exchange, American Institute of Indian Studies, Institute of Humanity and Research (Japan), University of Massachusetts, Amherst (USA), Kyushu University (Japan), and a leading research Institute of Spain for collaboration in research and higher studies, etc. Maharshi Dayanand University has also signed MoU with National Skill Development Corporation (NSDC) to provide skill development avenues to the University students. Maharshi Dayanand University has an enviable track record in games and sports. The University ranks among the leading varsities of the nation in sports events. Hundreds of university students have represented India at national and international level including Olympic Games. The overall developmental strides of the University culminated in 'A' grade accreditation from NAAC in July 2013. Further, M.D. University has got 44th ranking in the national University rankings conducted by

N.I.R.F., Ministry of HRD, Govt. of India. M.D. University is a pioneer University with overall excellence, global outlook, deep commitment towards social &community causes and works for nation-building.

University Library System

The University Library System comprises a central library named as Vivekananda Library and five satellite libraries – IMSAR Library, UIET Library, Maths Library, Law Library and IHTM Library. Strategically located, the Vivekananda library with excellent state-of -the art computer facilities and modern 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, and acts as a repository of knowledge. The Library has a rich collection of knowledge resources – 3,45,629 volumes of books including 15,679 thesis, and 50,800 bound volumes of journals. Besides, 442 Indian and 108 foreign journals are subscribed in print form. Online access is provided to 5670 e-Books, 80,500 e-Journals through UGC-INFONET facility, Shodhganga – an Indian ETD Repository as its members, 100 Open Access Journals, SCOPUS-an Elsevier database of abstracts and citation from 21,000 science and social science journals, e-Emeralds Management Plus-a full text database of 245 e-Journals, Manupatra- a data base of legal document, four CMIE databases, MLA International Bibliography and J-Gate Plus. Recently, Turnitin & Urkund –plagiarism check/ similarity check software, Ezproxy – connects library clientele remotely to subscribed electronic resources, are new additions to library's e-resources. All the functions of the library – acquisition system, cataloguing and classification, check-out check-in and serials control 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 1Gbps bandwidth connectivity provides access to e-journals and other e-resources. The multimedia Library has 20 PCs with headphones, provides facilities for watching audio/video CDs on a variety of subjects and internet surfing. One-to-one video conferencing facility, wrapped around state-of-the-art technology, is another service which the library provides. Application of RFID technology for self-check-out check-in with security gates has been implemented 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 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. Author workshops are organized for researchers to enlighten them about research writing and publish their research outputs. The University invests over Rs.350 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 on the first floor of Swaraj Sadan. The Centre has been providing guidance/coaching to the students since1989, the year of

establishment of the Centre. 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, NET, JRF, 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 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. Classes are conducted in the evening session. The Centre has a rich reference Library which contains more than 8000 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.

Career Counseling and Placement Cell

University has a dedicated Career Counseling and Placement Cell (CC&PC) in action to assist recruitment and career development for the students studying in different postgraduate departments and self-financing programmes. The cell is functioning on liaisoning with the senior executives of reputed organizations for the magnification of the effective communication links with many well-known industrial and professional organizations. The Cell is making all out endeavour to match student's career ambitions with the requirements of these organizations. Keeping in view the requirement and preference of the various industries, the Cell is also looking for the advancement of the students. In this way, diverse activities like communication skills, personality development, aptitude test, group discussion, guest lectures from corporate personalities are planned from time to time by the placement cell for the students of the University. Career Counseling and Placement Cell team consist of senior faculty members. The cell has also nominated one faculty member as Departmental Coordinator from each department/Institute to support the cell in the career counselling and placement activities related to the respective department/institute.

THE DIRECTORATE

Realizing the important role of education which it plays in the overall national development, the Maharshi Dayanand University established a Correspondence Cell in 1988 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 Directorate and expanded tremendously to offer a wide spectrum of courses through a network of Study Centres. With the amendment in the Maharshi Dayanand University Act in the year 2012, the Directorate restricted delivery of its courses to distance learners from its Headquarters and is providing opportunities for higher education to a large segment of population especially disadvantaged groups living in remote and rural areas, 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 acquired resources for further access to rural areas. The Directorate is contributing significantly towards achieving the national objective of providing quality education to all and to reach the unreached by offering useful distance education programmes to learners belonging to different parts of the State/Country.

The Directorate which has been divided into various segments/sections/departments is housed in a spacious building, which is properly ventilated and easily accessible. The Directorate offers 13 popular Undergraduate/Postgraduate programmes mentioned in the Information Brochure for Distance Learners based on carefully designed curriculum, well planned teaching learning strategies, effective student support system for an effective functioning and fair examination and evaluation system.

The DDE believes in providing full support and service to its students, ensuring 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 may contact 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, 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 has evolved the concept of **"Students Support Services Camps (SSSCs)"** to help and groom the distance learners in several ways. Student Support Service in open and distance learning system is quite different from other services. These services are not only confined 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 is also on learners' personality development, inculcating 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, the learners get an opportunity to interact with the counsellors and the peer group.

CHAPTER-I
PROGRAMMES OFFERED, DURATION, MODE, ELIGIBILITY AND FEE STRUCTURE

Programmes Offered, Duration and Mode

The admission of students to the following programmes offered by the Directorate of Distance Education of the University are made once in a year as per the schedule notified:

Sr.No.	Programme	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 (Mathematics)	Two year	-do-
6.	Master of Commerce (M.Com.)	Two year	-do-
7.	Master of Library & Information Science	One year	-do-

ELIGIBILITY CONDITIONS

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 B.A./B.Com. Part-I:

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) Three 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:

i) Candidates 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. Part-I 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 Part-I result of B.A./B.Com. examination, failing which his/her result of B.A./B.Com. Part-I shall stand automatically cancelled.

ii) 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.

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.

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

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.

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.

M.A.(Final):(English/Hindi/Sanskrit/Economics/History/Political Science/Public Administration)/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: Candidates having compartment in the qualifying examination shall not be allowed admission to M.Com/M.A./M.Sc.

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

Master of Library & 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 Programme	Total fee payable at the time of admission	
	Annual fee for General Category 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.)	5000	3125
Bachelor of Commerce (B.Com.)	5800	3800
Master of Arts (Hindi)	6500	3813
Master of Arts (English)	6500	3813
Master of Arts (Sanskrit)	6500	3813
Master of Arts (Economics)	6500	3813
Master of Arts (Political Science)	6500	3813
Master of Arts (Public Admn.)	6500	3813
Master of Arts (History)	6500	3813
Master of Science (Mathematics)	7000	4063
Master of Commerce (M.Com.)	7000	4063
Bachelor of Library & Information Science	11500	8250
Master of Library & Information Science	12000	8750

CHAPTER-II
INSTRUCTIONS FOR ONLINE ADMISSION

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 are 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 at any branch of Punjab National Bank or Axis Bank.

4. Student should submit his/her Print Application Form alongwith required documents in the Directorate as per Admission Notification, failing which late fee will be charged or admission will be cancelled.

CHAPTER-III
REGULATIONS GOVERNING DISTANCE EDUCATION PROGRAMMES

1. Admissions:

(i) The admission of students for the programmes offered/to be offered by the Directorate of Distance Education of the University are made once in a year as per the schedule notified.

(ii) **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 Directorate directly.**

(iii) 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.

(iv) 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.

(v) 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.

(vi) 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.

(vii) 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.

(viii) 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.

(ix) 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.

(x) All fees/dues will be accepted through online mode in the designated banks through bank challans only.

(xi) 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

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.

(xii) 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.

(xiii) **The candidates are required to submit fresh online admission forms/fees and a print copy of the same on promotion to next higher class of the course every year. Candidates seeking fee concession under**

clause 2./(III)/(a) & (b) of this Chapter are required to deposit document in support of their claim every year.

(xiv) A candidate whose result is declared late by the Maharshi Dayanand University, Rohtak/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.).

(xv) 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.

(xvi) 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.

(xvii) 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.

(xviii) **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, failing which the application of the candidate for admission summarily may be rejected.**

(xix) 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.

(xx) 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.

(xxi) 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.

(xxii) 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.

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

Note: a) *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.*

b) 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.

(xxiv) 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.

(xxv) The candidates are advised to bring with them their Identity Card issued by DDE/supporting documents, whenever they visit the DDE, for prompt service.

(xxvi) **All Legal Disputes are Subject to Jurisdiction of Rohtak Courts**

2. Fee Structure, Refund of Fee and Fee Concessions

(I) Fee Structure

Name of Programme	Tuition/Students Support Services Fee ₹	Study Material ₹	Other charges* ₹	Total Fee per Annum ₹
Bachelor of Arts (B.A.)	2500	1250	1250	5000
Bachelor of Commerce (B.Com.)	2500	1500	1800	5800
Master of Arts (Hindi)	3500	1875	1125	6500
Master of Arts (English)	3500	1875	1125	6500
Master of Arts (Sanskrit)	3500	1875	1125	6500
Master of Arts (Economics)	3500	1875	1125	6500
Master of Arts (Political Science)	3500	1875	1125	6500
Master of Arts (Public Admn.)	3500	1875	1125	6500
Master of Arts (History)	3500	1875	1125	6500
Master of Science (Mathematics)	4000	1875	1125	7000
Master of Commerce (M.Com.)	4000	1875	1125	7000
B.Lib. and Inf. Sc.	*4000*	*2500*	*5000*	*11500*
M.Lib. and Inf. Sc.	4000	2500	5500	12000

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

a) 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 INSTALLMENT OF FEE.

b) The students are required to deposit their dues in time without waiting for any communication from the Directorate.

c) 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.

d) 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

a) The Refund of Fee is permissible only:
   i) In case applicant submits admission form duly complete in all respects but is declared NOT ELIGIBLE for not fulfilling the eligibility conditions;
   ii) In case an amount deposited is in excess of prescribed fee;
   iii) In case of demise of a candidate before the commencement of examinations without having appeared in any paper;
   iv) 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;
   v) 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.***

b) The fee remitted by the applicant shall not be refunded if:

   i) 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;
   ii) 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
   iii) after being admitted to the course, the candidate does not want to continue his/her studies on any personal grounds;
   iv) 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) Maharshi Dayanand University employee or his/her Ward/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

(I) 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

(II) 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 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. Co-ordinator (DDE)
3. Programme Coordinator (DDE)
4. D.R. (DDE)/A.R. (DDE)/Superintendent (DDE) concerned

CHAPTER-IV
EXAMINATIONS

1. General Information

(I) 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.

(II) 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.

(III) 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.

(IV) The supplementary examinations of students having compartment/re-appear shall be held on the dates to be notified by the Controller of Examinations.

(V) 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.

2. Instructions for Re-Appear/Compartment/Ex-Students

(I) 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.

(II) 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.

(III) 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. The Directorate of Distance Education has devised the concept of Student Support Services Camps. The Directorate of Distance Education organizes Students Support Services Camps for solving the problems of Distance learners with the help of well qualified counsellors for the programmes being offered by it. The SSSCs 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 and their peer group.

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 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 Co-ordinator 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 Part-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
Qualifying Subject		
BA1009	Environmental Studies*	100

Bachelor of Arts Part-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 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 Part-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 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 B.A. & 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 Paper B- Practical	 50 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 B.A. & 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 (Previous)

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 Practical	 60 40

Master of Commerce (Final)

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	Nomenclature	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	Nomenclature	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:-		
	Group-I (Pure Group)	
MM2004	Advanced Discrete Mathematics	100
MM2005	Analytical Number Theory	100
OR		
	Group-II (Applied Group)	
MM2006	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 काव्यशास्त्र	100
HI2003	प्रयोजनमूलकहिंदी	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	BhartiyaDarshan	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

1. In case of any problem students are advised to contact the following officers in the concerned offices/branches of the University:

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.
2.	Superintendent (Fee and Accounts)	(i) Deposit of late fee, (ii) Refund of Fee, (iii) Clarifications regarding fee concession etc.
3.	Superintendent (Co-ordination)	(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.)
AT UNIVERSITY COMPUTER CENTRE, Technical Helpline for online admissions: Tel No. 01262-393595, 96, 97 or email at admissiondde@mdurohtak.ac.in		
1.	Director/Sr. System Analyst/System Analyst/ Technical Assistant	All problem relating to the online submission of admission forms

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.

2. 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:

The fee for various miscellaneous jobs has been prescribed as under:

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 31st January ₹ 500/- (per subject/option) and from 1st February to 15th March ₹ 1000/- (per subject/option) b) Change of Course upto January 31st with fee of ₹ 1000/- and 1st February to 15th March (UG Courses) and 1st February to 15th April (PG Courses) with fee of ₹ 2000/-
3.	Fee for Late submission of Documents:	a. Upto January 31 : Without Late Fee b. Before commencement of Examination : With late fee of ₹ 500/- c. After commencement of Examination: With late fee of ₹ 1000/-.
4.	Migration Certificate in respect of distance students only.	₹ 600.00 (By hand) ₹ 500.00 (By post) ₹ 1000.00 (Duplicate Migration Certificate)
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)

3. Misconduct of Distance Learners

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

(I) Physical assault or threat to use physical force, against any staff member, visitor, student of the Directorate/University or any other person.

(II) Possession or using any kind of weapons including sticks, rods, guns, swords, knifes etc. and any kind of fireworks, crackers or any other explosives or anything which are barred by the University and/or any other law.

(III) Any violation of the provisions of the Civil Rights Protection Act, 1976 or any other law for the time being in force.

(IV) Practicing casteism and untouchability in any form or inciting any other person to do so.

(V) Drinking or smoking in the premises of the Directorate of Distance Education or University.

(VI) Any practice whether verbal or otherwise derogatory of women student or any women staff member of the DDE.

(VII) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or DDE.

(VIII) 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.

(IX) Any attempt at bribing or corruption in any manner.

(X) Causing disruption in any manner of the academic or other functioning of the system of the DDE/University.

(XI) Collecting any money from any student or any employee for any purpose.

(XII) Breach of faith and/or any conduct on the part of the student which is prejudicial to the interest of the DDE/University.

(XIII) Ragging/indiscipline/misbehavior/hooliganism etc. within the premises of the DDE/University.

(XIV) 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.

(XV) Ragging is totally prohibited in the University. Anyone found guilty of ragging and/or abetting raging, 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.

4. Disclaimer

(I) 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.

(II) 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.

(III) 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.

(IV) 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.

(V) 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 Certify that Shri/Smt./Kumari..... Son/Daughter of Sh.....resident of Village/Town…..Tehsil ..... District .....,the State/Union Territory_____ belongs tothe .....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.

APPENDIX-B

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.

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

Place: .....
Date: .....

APPENDIX-C

LIST OF SCHEDULED CASTES IN HARYANA STATE

S.No.	NAME OF THE CASTE
1.	Ad Dharmi
2.	Balmiki
3.	Bangali
4.	Barar, Burar, Berar
5.	Batwal ,Barwala
6.	Bauria, Bawaria
7.	Bazigar
8.	Bhanjra
9.	Chamar, Jatia Chamar, Rehgar, Raigar Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, Chamar Rohidas, Jatava, Bhatoi, Ramdasia, Jatav
10.	Chanal
11.	Dagi
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
27.	Pasi
28.	Perna
29.	Pherera
30.	Sanhai
31.	Sanhal
32.	Sansi, Bhedkut Manesh
33.	Sansoi
34.	Sapela,Sapera
35.	Sarera
36.	Sikligar, Bariya
37.	Sirikiband

APPENDIX- D

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, 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 examinationsof 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 2016-2017)
Provisional

Unattested Stamp Size Photo paste here

Name _____
Father's Name _____
Mother's Name _____
Class: _____ Ref. No. _____
Postal Address _____
_____Mob. No._____

_____ A.R./D.R. (DDE)
Student's Signature

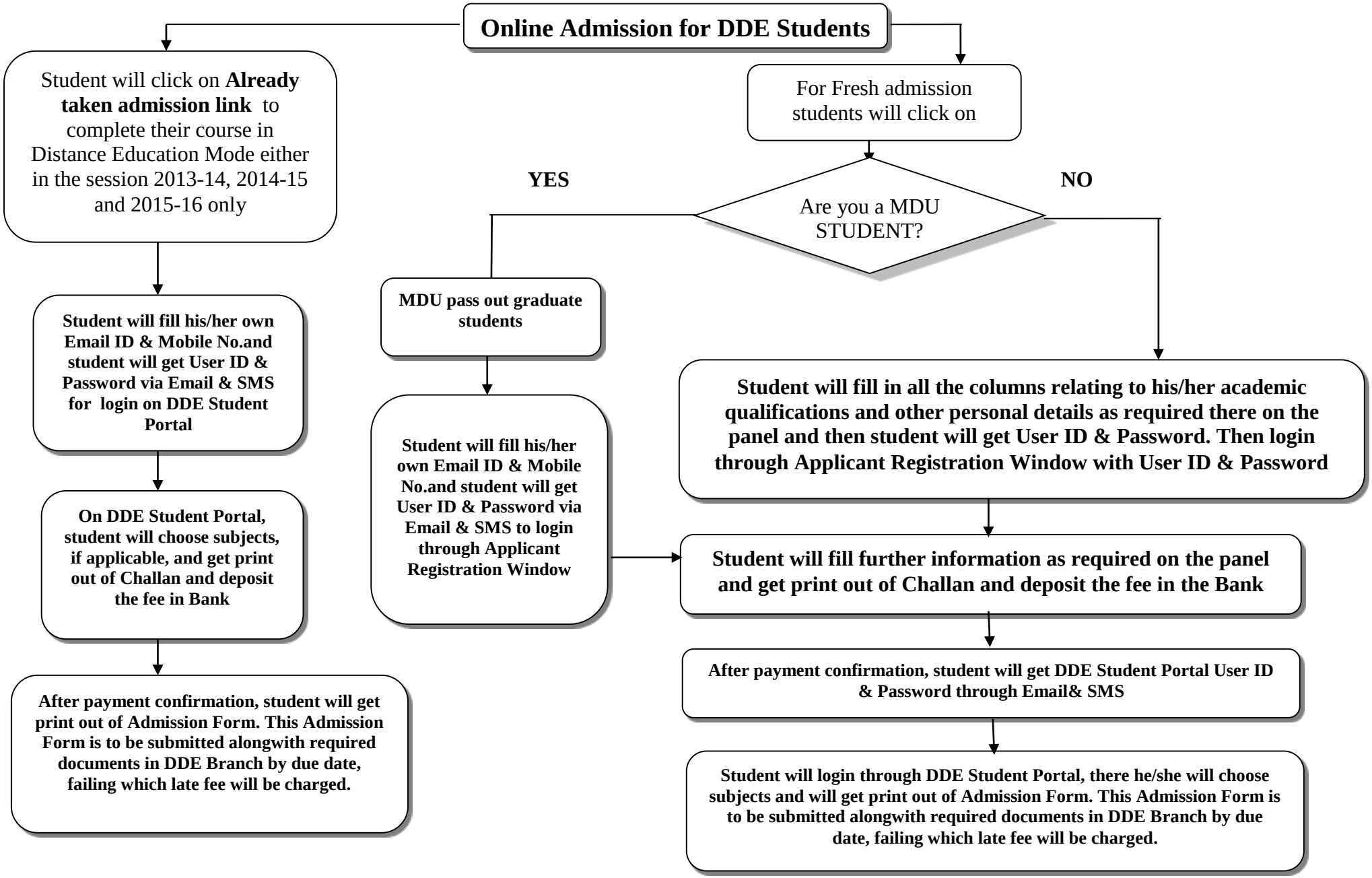
NOTE: Student should fill in the above particulars except Ref. No.

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 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)

Flowchart of Online admission of Distance Education mode Students for all the courses for the session 2016-17



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDIATION COUNCIL

An Autonomous Institution of the University Gran

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: 01262-393596, 393597**

   E-mail: admissiondde@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

www.mdurohtak.ac.in www.mdudde.net