

ORDINANCE

DISTANCE EDUCATION PROGRAMMES

A. Directorate of Distance Education offers the following professional and traditional under/post graduate courses (in semester and/or annual mode) for the award of degrees/diplomas/certificates and these programmes will be governed by this Ordinance:

Sr. No.	Name of the Course	Duration	Scheme of Exam.	Medium of Instruction and Examination
UNDERGRADUATE PROGRAMMES				
1.	Bachelor of Arts (BA)	3-Year	Annual	English/Hindi
2.	Bachelor of Commerce (B.Com)	3 Year	Annual	English/Hindi
3.	Bachelor of Business Administration (BBA)	3-Year	Semester	English/Hindi
4.	Bachelor of Computer Applications (BCA)	3-year	Semester	English
5.	Bachelor of Hotel Management (BHM)	2-Year	Semester	English/Hindi
6.	Bachelor of Tourism Management (BTM)	2-Year	Semester	English/Hindi
7.	Bachelor of Science (Animation & Multimedia) B.Sc.(Animation & M.M.)	3-years	Semester	English/Hindi
8.	Bachelor of Science (Interior Design) – B.Sc. (ID)	3-Years	Annual	English/Hindi
9.	Bachelor of Arts(Performing Arts) – B.A. (PA)	3-Years	Annual	English/Hindi
10.	Bachelor of Arts(Fine Arts) – B.A. (FA)	3-Years	Annual	English/Hindi
11.	Bachelor of Arts in Yoga – B.A. (Yoga)	3-Years	Annual	Hindi
12.	Bachelor of Journalism & Mass Communication – BJMC	3-Years	Semester	English/Hindi
13.	Bachelor of Library & Information Science) – B.Lib.& I.Sc.	1-Year	Annual	English/Hindi
14.	Bachelor of Education – B.Ed.	2-Year	Annual	English/Hindi

POSTGRADUATE PROGRAMMES				
15.	Master of Arts – in the following subjects: i) Hindi ii) English iii) Sanskrit iv) Economics v) Political Science vi) History vii) Public Administration	2-Year	Annual	Hindi English Sanskrit English/Hindi English/Hindi English/Hindi English/Hindi
16.	Master of Commerce (M.Com.)	2-Year	Annual	English/Hindi
17.	Master of Science (Mathematics) – M.Sc.(Math.)	2-Year	Annual	English/Hindi
18.	Master of Arts (Geography)	2-Year	Annual	English/Hindi
19.	Master of Business Administration (MBA)	2-Year	Semester	English/Hindi
20.	Master of Business Administration (Executive) - MBA (Executive)	18 Months	Semester	English/Hindi
21.	Master of Retail Management (MRM)	2-Year	Semester	English/Hindi
22.	Master of Hotel Management (MHM)	2-Years	Semester	English/Hindi
23.	Master of Tourism Management (MTM)	2-Years	Semester	English/Hindi
24.	Master of Computer Applications (MCA)	3-Year	Semester	English
25.	Master of Library & Information Science) – M.Lib.I.Sc.	1-Year	Annual	English/Hindi
26.	Master of Journalism and Mass Communication – MJMC	2-Years	Semester	English/Hindi
CERTIFICATE/DIPLOMA AND POSTGRADUATE DIPLOMA PROGRAMMES				
27.	Certificate Course in Corporate and Industrial Security Management – DCISM	Six month	Semester	English/Hindi
28.	P.G. Diploma in Corporate & Industrial Security Management –PGDCISM	1-Year	Annual	English/Hindi
29.	P.G. Diploma in Application of Psychology	1-Year	Semester	English/Hindi
30.	Post-Graduate Diploma in Yoga – PGDY	1-Year	Annual	English/Hindi
31.	P.G. Diploma in Public Relations & Media Management – PGDPR&MM	1-Year	Annual	English/Hindi
32.	P.G. Diploma in Public Relations & Advertising Management – PGDPR&AM	1-Year	Annual	English/Hindi
COLLABORATIVE PROGRAMMES				
33.	Bachelor of Business Administration (Financial Markets)* BBA (FM)	3-Years	Semester	English/Hindi
34.	Master of Business Administration (Financial Markets)* MBA (FM)	2-Years	Semester	English/Hindi

**These programmes will be offered by the DDE in collaboration with the National Stock Exchange of India.*

B. ADMISSION AND ELIGIBILITY

1. The duration of the course leading to the Certificate/Diploma/Bachelor/Master's Degree shall be as specified in the above table. In case of semester based courses, each year shall be divided into two semesters.

2. The admissions to the courses shall be made in the following manner:

Annual Scheme: Admissions to the courses covered under the Annual Scheme are made once in a year, normally in the month of July/August every year.

Semester Scheme: Admissions covered under the Semester/Six month scheme are made twice in a year in two cycles i.e. January cycle and July cycle.

Online Scheme: Admissions under the online scheme shall be made four-times in a year i.e. in the months of January, April, July and October every year to the courses as notified from time to time by the Directorate of Distance Education. The online admissions/examinations arrangement shall be executed as per the Regulations approved by the University, for this purpose and the same are annexed with the Ordinance.

3. A candidate seeking admission to the course leading to the award of a Certificate/Diploma/Bachelor's Degree shall fulfill any of the following conditions:

Passed senior secondary examination on the pattern of 10+2 in any discipline, from a recognized Board of education or 3-Year Diploma from the Board of Technical Education, Haryana after Matriculation or an equivalent examination recognized by the University.

4. A candidate seeking admission to the course leading to the award of Post-Graduate Diploma/Master's degree shall fulfill any of the following conditions:

Passed Bachelor's/Master's Degree in any discipline of this University or equivalent thereto and approved by the UGC/AIU or any regulatory Body constituted/established by the Act of Parliament/Central Government/State Government.

5. A candidate seeking admission to the course leading to the award of Master's degree in Hotel Management or Tourism Management under lateral entry scheme or Master of Business Administration (Executive) shall fulfill any of the following conditions:

Passed Bachelor's/Master's Degree in any discipline of this University or equivalent thereto and approved by the UGC/AIU or any regulatory Body constituted/established by the Act of Parliament/Central Government/State Government and has 3 years experience (after graduation) in a supervisory capacity in the relevant area in Government/Semi-government/Public Sector/Private Sector organization.

6. A candidate having compartment in the qualifying examination, mentioned under clause 3 and 4 above, required for admission to the Certificate/Diploma/Bachelor's Degree/Master's Degree shall also be considered for admission, and shall be awarded degree as per the provisions of this Ordinance.

C. PROMOTION TO HIGHER YEAR/SEMESTER

The candidate may be promoted to the next semester/year of Bachelor's/Master's/P.G. Diploma's automatically unless detained from examination on any genuine grounds.

D. EXAMINATIONS AND MINIMUM PASS MARKS

1. Examinations of all semesters of Bachelor's/Master's/Diploma courses will be held in January and July every year or on the dates notified by the University. Similarly, examinations of annual courses will be held in the months April/May or on the dates to be notified by the University.
2. Every candidate shall be examined in the subject(s) as per criteria laid down in the concerned Scheme of Examinations/Syllabus prescribed for the programme by the Academic Council from time to time.
3. The medium of instructions and examination shall be English/Hindi, as indicated under Clause A.
4. The minimum pass marks for passing any semester/annual examination shall be 35% jointly in theory (written paper), Internal Assessment, Practical/workshop/Viva-Voce/Training Report/Project Report/Dissertation etc. examinations (wherever applicable).
5. The evaluation of work-shop/project reports/training reports/dissertation and the conduct of practical examinations and viva-voce, etc. wherever applicable, shall be done by an examiner, on the invitation of concerned approved Study Centre, in the concerned subject. Such examinations will be conducted at the concerned approved Study Centre.

Any person working on permanent basis against the sanctioned post and is an approved teacher of the University or college having teaching experience of not less than FIVE years at the graduation level or above is eligible to conduct the examination.

The concerned Study Centre shall upload the marks awarded by the examiner to the on the University Website, along-with the proof of eligibility of the examiner, a hard copy of the award list and eligibility proof duly signed by the examiner may be submitted to the office of the Controller of Examinations within 15 days of the conduct of examinations.

6. The amount of examination fee in case of each re-appear/failed/improvement/mercy chance etc. to be paid by the candidate shall be decided by the University from time to time.

7. The grace marks will be awarded only for passing an examination. 1% Grace Marks will be calculated on the basis of the aggregate marks of an examination. Not more than 5 marks may be awarded in a paper/subject. The grace marks will be awarded only if the student passes the whole examination and not placing under re-appear.

8. The re-appear examinations of the students will be held along-with semester/annual examinations, as the case may be.

9. The re-evaluation in a paper will be allowed if a candidate has secure at least 20% marks in the theory paper. However, re-evaluation will not be allowed in a paper in which the candidate has secured 60% marks.

E. MAXIMUM DURATION

Maximum duration for passing and improvement of scores of a programme shall be "Duration of the course + three years". For example, for two year Master's Degree course, maximum duration shall be 5 years and for three years Bachelor's courses the maximum duration shall be six years'.

F. ADMISSIONS THROUGH LATERAL ENTRY SCHEME:

Lateral entry means a candidate having basic qualification and previous qualification in the relevant area of education to enter a higher semester/year. Accordingly, the University allows the admission of students in the following courses provided they fulfill the required conditions:

Qualifications	Semesters in which the admissions will be allowed as per lateral entry scheme					
	Bachelor of Business Administration (BBA)			Master of Bus. Admn. (MBA)		
	1/2 Semester	3/4 Semester	5/6 Semester	1/2 Semester	3/4 Semester	5/6 Semester
Certificate course in Management of one year duration.*		Eligible for Admission in 3 rd Semester.				Not applicable
2-Year Diploma in Bus. Admn./Bus. Mgt.*			Eligible for Admission in 5th Semester.			
PGDBM/PGDBA/M.Com./MHM/MTM*					Eligible for Admission in 3 rd Semester Of MBA	
	Bachelor in Computer Applications (BCA)			Master of Com. Appli.(MCA)		
1-year Certificate course in Comp. Applications*		Eligible for Admission in 3 rd Semester				Not applicable
2-year Diploma Course in Comp. Applications*			Eligible for Admission in 5th Semester			
3-year Bachelor of Comp. Appli./APGDCA/PGDCA/DOEACC ('A' level)*					Eligible for Admission in 3 rd Semester of MCA	
M.Sc.(CS)/M.Sc.(IT)/DOEACC ('B'/'C' level)*						Eligible for Admission in 5th Semester
	Bachelor of Hotel Management (BHM)			Master of Hotel Mgt. (MHM)		
1-Year Certificate course in Hotel Management*		Eligible for Admission in 3 rd Semester				Not applicable
2-Year Diploma in Hotel Management.*			Eligible for Admission in 5th Semester.			
Post-Graduate Diploma in Hotel/Tourism					Eligible for Admission in 3 rd Semester.	

Management*/Graduate with three years experience in the relevant field.						
	Bachelor of Tourism Management (BTM)			Master of Tourism Management (MTM)		
1-Year Certificate course in Hotel Management.*		Eligible for Admission in 3 rd Semester				Not applicable
2-Year Diploma in Hotel Management.*			Eligible for Admission in 5th Semester.			
Post Graduate Diploma in Hotel/Tourism Management*/Graduate with three years experience in the relevant field.					Eligible for Admission in 3 rd Semester	
	Bachelor of Journalism & Mass-comm.(BJMC)			Master of Journalism & Mass-comm. (MJMC)		
1-Year Certificate course in Journalism/Mass-comm.*		Eligible for Admission in 3 rd Semester				Not applicable
2-Year Diploma in Journalism/Mass-comm.*			Eligible for Admission in 5th Semester.			
Post Graduate Diploma in Journalism/Masscomm.*					Eligible for Admission in 3 rd Semester	

Bachelor of Science (Animation & Multimedia)				
1-Year Certificate course in 3-D animation/Multi-media .*		Eligible for Admission in 3 rd Semester		Not applicable
2-Year Diploma in Animation/Multimedia*			Eligible for Admission in 5th Semester.	
Bachelor of Arts (Fine Arts)				
1-Year Certificate Course in Fine Arts*		Eligible for Admission in 3 rd Semester		
2-Year Diploma in Fine Arts*			Eligible for Admission in 5th Semester.	
Bachelor of Arts (Performing Arts)				
1-Year Certificate Course in Performing Arts*		Eligible for Admission in 3 rd Semester		
2-Year Diploma in Performing Arts*			Eligible for Admission in 5th Semester.	
Bachelor of Science (Interior Design)				
1-Year Certificate Course in Interior Designing*		Eligible for Admission in 3 rd Semester		
2-Year Diploma in Interior Designing*			Eligible for Admission in 5th Semester.	
Bachelor of Arts in Yoga				
1-Year Certificate Course in Yoga*		Eligible for Admission in 3 rd Semester		
2-Year Diploma in Yoga*			Eligible for Admission in 5th Semester.	

*** OR an equivalent qualification of this University or any other University/Institute recognized/approved by the UGC/AIU or any other regulatory Body established by the Act of Parliament/Central Govt./State Govt. from time to time as decided by the Director, DDE.**

G. EXIT SCHEMES:

After the successful completion of 1st, 2nd and 3rd year of UG level programmes such as BBA, BCA, B.Sc. (Animation and Multi-media), Bachelor of Journalism and Mass Communication etc. the candidates will be awarded Certificate, Diploma and Bachelor's degree in the respective programme. Similarly, after the successful completion of 1st year, 2nd year or 3rd year of admission to Post-graduation programme the candidates will be awarded Post-graduate Diploma/Advanced Post-graduate Diploma/M.Sc. in the case of MCA/and finally Post-graduate Degree in the relevant programme. Detailed exit-scheme may be seen as under:

Sr. No.	Programme	After the completion of 1,2,3, years of UG or 1,2,3, years of PG students will be awarded					
		1 st year	2 nd year	3 rd year	1 st year/4 th year	2 nd year/5 th year	3 rd yr./6 th yr.
1.	BBA	Certificate in Management	Diploma in Management	Degree of BBA			
2.	MBA				PG Diploma in Bus.Admn./Mgt.	Degree of MBA	
3.	BCA	Certificate in Computer Science	Diploma in Computer Science	Degree of BCA			
4.	MCA				PG Diploma in Computer Applications	M.Sc. (CS)	Degree of MCA
5.	Bachelor of Hotel Mgt.	Certificate in Hospitality Management	Diploma in Hospitality Management	Bachelor of Hotel Management			
6.	Master of Hotel Management				PG Diploma in Hotel Management	Master of Hotel Mgt.	

7.	Bachelor of Tourism Management	Certificate in Tourism Management	Diploma in Tourism Management	Bachelor of Tourism Management		
8.	Master of Tourism Management				PG Diploma in Tourism Management	Master of Tourism Mgt.
9.	Bachelor of Journalism & Mass-communication	Certificate in Journalism	Diploma in Journalism and M.Com.	Degree of BJMC		
10.	Master of Journalism and Mass-communication				PG Diploma in JMC	Degree of MJMC
11.	B.Sc. (Animation & Multimedia)	Certificate in 3D Animation	Diploma in Animation & Multimedia	Degree of B.Sc. (A&M)		
12.	B.A.(Fine Arts)	Certificate of Fine Arts	Diploma in Fine Arts	Degree of B.A. (Fine Arts)		
13.	B.A. (Performing Arts)	Certificate of Performing Arts	Diploma in Performing Arts	Degree of B.A. (Performing Arts)		
14.	B.Sc. (Interior Design)	Certificate of Interior Designing	Diploma in Interior Designing	Degree of B.Sc. (Interior Designing)		
15.	B.A. (Yoga)	Certificate of Yoga	Diploma in Yoga	Degree of B.A. (Yoga)		

H. SHIFTING FROM REGULAR MODE TO DISTANCE MODE:

1. The students who are pursuing any of the courses in M.D. University as a regular student and unable to continue as such on account of employment or any justified reason shall be allowed admission in the 3rd/5th semester or 2nd or 3rd year, of the

programmes, as the case may be, being offered by the M.D.University. All such candidates shall be examined as per the scheme of examination and syllabi as is applicable to them in regular mode, from time to time.

2. The students who are pursuing any of the courses/programmes, as a regular/distance/open learning/correspondence courses student of any other University/Institute and unable to continue under any compelling circumstances or on account of any justified grounds shall be allowed admission in the 2nd or 3rd year or in 3rd/5th semester, as the case may be, under lateral entry in the concerned programme. All such candidates will be awarded degree/diploma/certificate accordingly.

I. Provisions relating to Collaborative Programmes:

1. Directorate of Distance Education is offering the BBA (Financial Market) and MBA (Financial Market) programmes of 3 years and 2 years duration, respectively, in collaboration with the National Stock Exchange.
2. Admission to the BBA (Financial Market) and MBA (Financial Market) shall be open to a candidate who fulfills the eligibility conditions as laid down under Clause B (3), (4) and (5).
3. The students will be examined in the papers as per the respective scheme of examinations/papers prescribed/approved by the Academic Council from time to time. The papers included in the Scheme of Examinations, offered by the NSE will be examined and evaluated by the National Stock Exchange of India. The details of the same are given in the relevant Scheme of Examination.
4. The candidates will be eligible for the award of Certificate/Diploma/Advance Diploma/MBA degree in Financial Market as under:
 - a) On passing of 1st Semester of MBA - Certificate in Financial Markets
 - b) On passing of 1st & 2nd Semester of MBA - Diploma in Financial Markets
 - c) On passing of 1st, 2nd & 3rd Sem. Of MBA - Adv. Diploma in Financial Market
 - d) On passing of all the four Semesters - MBA (Financial Markets) degree

J. MISCELLANEOUS PROVISIONS:

1. Admissions of the students to the distance education programmes are made only through its approved study centres. However, a student may be allowed direct admission to DDE, at his own risk and responsibility, if he so desires for any justified reasons.
2. A student pursuing any of the programmes offered by M.D. University or any other University will be permitted to pursue any of the programmes being run by the Directorate of Distance Education of this University simultaneously.
3. 'NO' migration certificate is required to be submitted.
4. As soon as possible, after the termination of the examination the Controller of Examinations shall publish a list of candidates who have passed the semester/annual examination, as the case may be.
5. The University/DDE, after the completion of course, will award the degree/diploma/certificate to the eligible students ONLY. If the student is found to be not eligible even after completing the programme, University shall have right to cancel/with-hold his/her final result and the student shall have no legal right to claim the refund of fee or any financial or non-financial compensation.
6. The list of successful candidates after the completion of the final semester/year examination of the concerned programme shall be arranged in three divisions on the basis of the aggregate marks obtained in his Certificate/Diploma/Bachelor's degree/Master's Degree:
 - (i) Those who obtained 60% or more marks - First Division
 - (ii) Those who obtain 50% or more marks - Second Division
But less than 60% marks.
 - (iii) Those who obtain less than 50% marks - Third Division
 - (iv) Candidate who passes all the semester/annual examinations of the concerned programme in the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed the relevant programme with Distinction.
7. Notwithstanding the integrated nature of the course(s) which is/are spread over more than one academic year/semester and the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year/semester and nothing in this Ordinance shall be

deemed to debar the University/DDE from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.

8. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time.