

(NAAC Accredited A⁺ Grade)



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

**DIRECTORATE OF
DISTANCE EDUCATION**



**2020-21
INFORMATION
BROCHURE**



Vision

The University aspires to be a leading 'Transformative learning community' recognized world-wide for excellence in teaching, research and service and as a catalyst for intellectual, social, cultural and economic development.

Mission

The university is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services.

To achieve its Vision and Mission, the University will endeavour:

- 1. To provide intellectually inspiring, academically challenging and supportive environment conducive to positive personal growth.*
- 2. To provide a comprehensive education, benchmarked against the highest global standards.*
- 3. To engage in innovative, high-impact and leading-edge research within and across disciplines.*
- 4. To produce graduates of distinction committed to academic/professional excellence and lifelong learning.*
- 5. To provide a safe, healthy and sustainable workplace.*
- 6. To act in partnership with the community over the generation, dissemination and application of knowledge.*
- 7. To act as a gateway and forum for scholarship with rest of the world.*

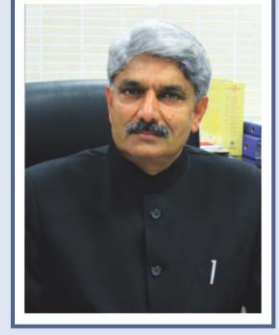


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(NAAC Accredited A⁺ Grade)



Prof. Rajbir Singh
Vice-Chancellor

MESSAGE

Maharshi Dayanand University, Rohtak, established in 1976 as a residential University with the objective of promoting inter-disciplinary higher education and research with special emphasis on studies of environmental, ecological and life sciences, is making rapid progress to emerge as a leading educational institution of the nation. Presently, M.D.U. is a teaching-cum-affiliating university with excellent track record in academics, research, literary and cultural activities, games & sports, and social outreach.

The University has been accredited with A+ grading by NAAC in March 2019. The University has been placed at 76th rank amongst Indian Universities by the Ministry of Human Resource Development, Govt. of India as part of NIRF Survey 2020. The Dept. of Pharmaceutical Science had got 36th rank amongst Pharmaceutical Institutions of India in N.I.R.F. Survey 2020.

Maharshi Dayanand University was adjudged the cleanest University amongst the Higher Educational Institutions of the nation in Government Universities category in SWACHH CAMPUS RANKING 2018 organized by the Ministry of Human Resource Development, Govt. of India.

MDU has made its mark as a leading University of Haryana with excellent academic environments, an active academic centre of research, a University with deep social commitment, and an eminent education institution with global outlook.

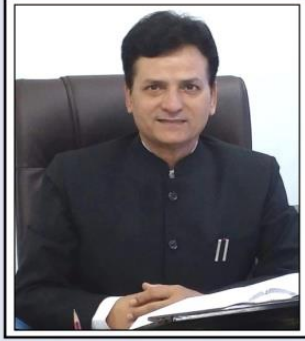
The Directorate of Distance Education (DDE) of the University provides quality education through the distance education mode. Presently, it conducts B.A., B.Com., M.Sc. (Maths), M.A. (English /Hindi / Political Science / Public Administration / Sanskrit / Economics) programmes. The Directorate provides quality study-material to its students. Academic Coordinators of different programmes also provide academic guidance & counselling to the students on timely basis. All these programmes are duly approved by the D.E.B. (UGC).

Distance Education is an effective medium for pursuit of higher education, especially for those students who are not in a position to pursue their academic goals as regular students. Distance Education has opened up new avenues of higher education, continuous learning, knowledge-updation and skill acquisition for the students.

I hope that all the admission aspirants seeking to pursue their academic goals through distance education medium will pursue higher education in right earnestness.

Best Wishes to all admission-aspirants for pursuit of academic courses of DDE and fulfilment of their academic dreams!

(RAJBIR SINGH)



Prof. Kuldip S. Chhikara
Director (DDE)



From the Director's Desk

I feel happy to welcome and thank all the students of new academic session 2020-21 for joining Maharishi Dayanand University, Rohtak (NAAC accredited A+ University) to vault their career and fulfilling their dreams through students-centric education system of the university which helps them in skill development and to gain the required knowledge. It is our earnest motive to provide the best quality education to the students. I wish all to have a nice time in the University.

We not only help our students to acquire the best knowledge in different subjects but also try to inculcate in them the basic value system which makes them the best civilized citizens of India. We make constant efforts through various means in shaping the young minds into capable human resource which is ready to serve the nation in different fields efficiently and effectively. I wish you a bright academic career.

Jai Hind!

(Kuldip S. Chhikara)



OFFICERS OF THE UNIVERSITY
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His Excellency Sh. Satyadeo Narain Arya
Governor, Haryana

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KNOW YOUR UNIVERSITY

Maharshi Dayanand University, Rohtak is a State University established under Haryana Act No. 25 of 1975 with the objective to promote inter-disciplinary higher education and research with special emphasis on studies of environmental, ecology and life sciences. The University offers 159 Programs through 12 faculties comprising 38 University Teaching Departments/Centers/Institutes and a satellite campus at MDU-CPAS, Gurugram. Blooming flowers in the Rose Garden, well-paved sidewalks, carefully pruned plants along both sides of the campus roads, abundant greenery, and the resulting eco-friendly ambience give a majestic look to our clean, green and eco-friendly campus.

The University has been:

- Awarded Grade A+ by NAAC with CGPA of 3.44 valid upto March, 2024.
- Ranked 76th among top 100 Indian Universities and 1st among State Universities of Haryana in NIRF 2020 by MHRD, Government of India.
- Granted Green Institutional Mentor Award by MHRD in 2020.

The University is fast marching ahead with determined efforts to achieve academic excellence of reckoning. Qualified, experienced and hardworking faculty, congenial academic and administrative environment, transparent, dynamic, responsive, and responsible administrative set-up, strategic academic and research linkages at national and international level, Wi-Fi Campus, state-of-the-art library services, a time-tested tradition of timely holding examinations and time bound result declaration, pulsating campus life, ample career growth opportunities for students, and harmonious relationship among all stakeholders are its essential hallmarks. It is truly growing to be a Centre of Academic Excellence, cherishing a will to deliver quality education, with decisive focus on upliftment of women and rural students, and a sense of commitment to contribute its mite to social, community, and national cause.

The congenial academic environment in the University efficiently inculcates graduate attributes among its students. Quality initiatives of the University have attracted quality students in various programs which in turn has significantly improved student demand ratio, pass percentage of students and a minimal dropout rate.

MDU Centre for Professional and Allied Studies (MDU-CPAS), Gurugram is a satellite Campus of Maharshi Dayanand University, Rohtak. The Centre has emerged as a fast growing hub of wide range of programs in the professional, and job-oriented streams. For further details, please refer to the separate prospectus of MDU-CPAS.

The Directorate of Distance Education (DDE), originally established as a correspondence cell in 1988, contributes significantly towards achieving the national objective of providing quality education to one and all by fulfilling its motto to reach the unreached by offering useful distance education programs to learners belonging to different parts of the State/Country. Various programs offered by the Directorate range from conventional to professional as per demographic needs and employment opportunities available in the country.



Infrastructure and Learning Resources

The University has enormous physical facilities to support the teaching- learning activities. The campus spread over 622 acres with a built up area of 3,75,000 sq. meters, with 18 teaching blocks and other independent buildings accommodates 38 University Teaching Departments. The 279 classrooms including 245 with LAN and Wi-Fi facilities, 177 departmental laboratories, Central Animal House and Aryabhata Central Instrumentation Laboratory. The University has created excellent infrastructure for sports activities of students which includes a fully air-conditioned Multipurpose Gymnasium, Cricket Stadium and Swimming Pool, synthetic athletics track, lawn tennis courts, boxing hall, wrestling hall, kabaddi hall, squash hall, separate sports hostel, and a sprawling sports complex having playfields.

The University library, named after the revered social reformer Swami Vivekananda, offers highly conducive and enabling academic environment. Strategically located, the Vivekananda library with excellent state-of-the-art computer facilities and latest infrastructure is housed in a magnificent 3 storied building with 84000 sq. ft. carpet area and a seating capacity of 963 users, a separate air-conditioned reading hall with 80 seats for the researchers with another 14000 sq. ft. carpet area and 315 reading seats in its five off-shoots. The library has a rich collection of 3,85,906 books, 57,360 bound volumes of journals, 17,090 theses and dissertations, and 352 Indian journals, 71 foreign journals, 31 magazines and 16 newspapers are regularly subscribed in the library. The digital collection of 57,024 e-Books published by renowned publishers of international repute; 8000+ e-journals including Science Direct e-journals, Emerald e-journals and IndianJournals.com, and e-Shodh Sindhu subscribed e-journals; 3400+ theses in digital form are available online for library users. International databases like Scopus, Web of Science, Indian Citation Index, Sage Research Methods, four CMIE Online Databases (Prowess, Industry Outlook, Economic Outlook and States of India), MLA International Bibliography, Manupatra, AIR Combo, DELNET (Pharma Collection) are some of the emphasized available e-resources.

The University has best in class ICT infrastructure for education, research and e-Governance. The University Computer Centre houses a data centre having 16 Blade Servers (Dual CPU – 16 to 24 core, with upto 256 GB RAM on each server) hosting more than 50 Virtual servers with more than 600 TB of SAN/unified storage. The SAP Student Life Cycle Management System has 25 TB of SAN storage with servers running on Windows Server datacenter edition in high availability mode. A Unified Threat Management Solution has been implemented to secure the network from hackers, for filtering unnecessary traffic, streamlining traffic by specifying priorities, and blocking unwanted sites on the 1G Internet connectivity provided by NKN using Forti Gate 1500D, supported by Forti Analyser 1000D. The Internal LAN having backbone speed of 10G is governed by the best in class (for a university) core switch. Cisco unified communication infrastructure has been implemented in the university. Online meeting facilities are being extensively used for online classes.

The need for digital initiatives has become imperative especially in context of the challenges thrown up in present time due to covid-19 pandemic. The University has a full-fledged **Digital Learning Centre** which reviews and monitors the use of digital learning resources and suggests



ways and initiatives to improve proper utilization of these resources for effective teaching and learning. The university has created its own Learning Management System (LMS) that facilitates university students with free and open access to all LMS resources (Presentations/Documents/PDF files/Videos, etc.) developed and uploaded by the faculty members of the University.

Teaching-learning and Evaluation

Maharshi Dayanand University, a fast growing hub of wide range of programs in the traditional, professional and job-oriented streams, consistently endeavors to improve and strengthen the system and procedures related to Teaching-learning and Evaluation. The University has application oriented programs through internship, projects, field work etc. The academic programs are designed and developed to fulfill the vision and mission of the University and at the same time taking into account the feedback obtained from various stakeholders (Students, Parents, Alumni, Teachers and Employer) as well adhering to Regulatory requirements (as per guidelines of regulatory bodies like AICTE, PCI, BCI and NCTE wherever applicable).

Effective curriculum delivery is attained through well planned and documented process. Academic Council, Board of Studies and other academic committees work in coordination to strengthen curricular, co-and extracurricular activities. Activities are planned in advance to accomplish vision and mission of the University. University offers as many as 159 academic programs through the departments. **Choice Based Credit System (CBCS)** in academic programs of the University offer greater academic flexibility to enhance employability skills of the students by integrating discipline specific, interdisciplinary/multidisciplinary electives in curricula to meet students' interests and aspirations. Courses relevant to Gender Sensitivity, Professional Ethics, Human Values and Community Outreach are also integrated in relevant programs. Environmental issues and its sustainability is an integral part of most of the UG/PG programs. Value-added certificate programs inculcate research aptitude, soft skills, personality development, transferable and life skills to keep students conversant with current global scenario, while value-addition courses like communication skills, foreign languages and training in music facilitate holistic development of students. Timely conduct of examinations and declaration of results in accordance with the pre-determined schedule is an important part of evaluation process.

The **Youth Centre for Skill Development** organizes special batches for enhancing communication and soft skills and also providing guidance for SSB interview for selection in the Armed Forces. Since its establishment, the centre has facilitated placement of 275 students in Officer Rank in the Armed Forces. The Centre is also running Samarth scheme, from interest earned on special corpus, for physically challenged students. *'Earn While Learn'* scheme is also there for the benefit of the students.

The **Career Counseling and Placement Cell** of the University organizes seminars and guidance program workshops for students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks. Training is also imparted through workshops related to communication skills, personality development, resume writing, confidence building, preparing for interview etc. Eminent industrialists, HR personnel and eminent persons of different fields are invited for delivering lectures and helping the students regarding latest



market requirements and trends in the job market. Efforts are also made to help the students develop healthy outlook and positive attitude.

The University has established a **Guidance and Counseling Cell**. A Centre for Positive Health provides Guidance and Counseling, Morale Boosting and Promotional Services. The Cell also provides Educational and Vocational guidance, in addition to catering to the psychological needs of the students, the Centre provides personal and career counselling.

The conducive academic environment, excellent support of **University Centre for Competitive Examination** has enabled a large number of students to qualify various national level examinations, as well as to pursue higher studies.

Governance

Competent leadership at different levels of the University with a well-defined system support and organizational structure enhances the academic and administrative effectiveness by ensuring that the action plans are specifically aligned to the vision and mission of the University. The University follows decentralized and participative management approach in all kinds of academic and administrative activities. Every activity of the University is governed by the Act, Statutes and Ordinances. Recruitments/promotions are made as per the established and transparent process. The grievances are attended promptly. E-governance has been implemented in almost all areas of operation. The University's bodies/cells/ committees function effectively.

Moral Values and Societal Contribution

Maharshi Dayanand University named after iconic social reformer Maharshi Dayanand, functions to promote humanitarian, moral, nationalistic, gender-equity, socially-inclusive alongwith scientific and modern temperament related values. The University actively organizes numerous extensions cum outreach programs in collaboration with industry, community and Non-Government Organizations. The University fervently celebrates all important days of national importance and birth/death anniversaries of great Indian personalities. Various activities/events are organized to promote universal values, national values, human values, communal and social cohesion, and national integration.

Fulfilling its commitment towards the society, the University has launched several **Outreach initiatives** and programs in order to inculcate awareness about important social issues. To connect the Higher Educational Institutes to village residents for awareness generation towards various social issues, government schemes, self-reliance & self-development and to train and enable local people to assume community responsibilities etc, Maharshi Dayanand University Rohtak has adopted five villages of Rohtak District namely Ballab, Baniyani, Bhali Anandpur, Maroudi Jattan and Maroudi Rangran. These villages are also adopted under Unnat Bharat Abhiyyan Program of Government of India. Various activities including environment awareness, health camps and skill development and entrepreneurship etc. were held in 2019-2020 under the aegis of Unnat Bharat Abhiyan Program.

The University has successfully established an **Environmental Sustainability Management Cell** to take care of waste management issues. The cell organizes various competitive activities as well by promoting awareness and ensuring participation of young people particularly students. In



order to generate awareness about waste management, the cell organizes various activities in the form of seminars, conferences, poster presentations, etc. highlighting the issues of environmental pollutants and their remedies, environmental sustainability, climate changes, green renewal energy systems, etc.

The **University Youth Red Cross** provides an opportunity to the students to devote part of their time to the service of humanity. It trains the volunteers by organizing First Aid and Home Nursing training, workshops relating to disaster management, rescue operations and how to save themselves and others in calamities (natural or man-made). Volunteers are trained through health and hygiene workshop, how to keep themselves healthy and also expect them to convey this to the masses. It also motivates them for blood and organ donation. YRC of MDU is continuously securing First position amongst the State Universities of Haryana for rendering yeoman services to the humanity exemplifying the motto of the Red Cross "With humanity, towards peace".



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 ten 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 University has established Centre for Internal Quality Assurance for maintenance of academic standards in distance education.

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 Grievance 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 “Student Support Services Camps/Programme Specific Personal Contact Programmes (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. 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.

Facilities:

- The self-learning with the help of study material is supplemented by organising Student Support Services Camps/Programme Specific Personal Contact Programmes 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 Directorate has a well-equipped Library along with a Reading Hall.
- Information and Communication Technology Lab.
- Computer Lab.
- Committee cum Video Conferencing Room.
- Seminar Hall.

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



CHAPTER-I

PROGRAMMES OFFERED, DURATION, MODE AND ELIGIBILITY

Programmes Offered, Duration and Mode

Directorate of Distance Education offers admission of students for the following programmes twice a year in January and July as per schedule notified:

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

NOTE: The intake for Master of Science (Mathematics) is as per DEB (UGC) Regulations.

ELIGIBILITY CONDITIONS

Bachelor of Arts/ Bachelor of Commerce: A person who has passed one of the following examinations with at least 33% marks in aggregate for admission to B.A. Semester I and 40% for admission to B.Com. Semester I (minimum pass marks in case of SC/ST candidates of Haryana only)

- a) Senior Secondary Certificate 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

OR

- d) Any other examination recognized by Academic Council of Maharshi Dayanand University, Rohtak as equivalent to (a) or (b) or (c) above.

Master of Arts (Hindi): Bachelor Degree in any discipline with at least 45% marks in aggregate (42.75% marks for SC/ST/ Blind/Visually and Differently Abled candidates of Haryana only) or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

Master of Arts (Sanskrit): Bachelor degree with Sanskrit (Elective/Compulsory) for the duration of 3 years)/Shastri Examination (New Scheme) of three years duration with at least 45% marks (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) in aggregate or any other examination recognized by M.D. University, Rohtak as equivalent thereto.



Master of Arts (English): Bachelor Degree in any discipline with at least 45% marks in aggregate (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

Master of Arts (Political Science): Bachelor Degree in any discipline with at least 45% marks in aggregate (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

Master of Arts (Public Administration): Bachelor Degree in any discipline with at least 45% marks in aggregate (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

Master of Arts (Economics): Bachelor Degree in any discipline with at least 45% marks in aggregate (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

Master of Commerce: B.Com./BBA/BTM/BIM/ Bachelor of Arts/Science with Economics/Mathematics with 45% marks in aggregate (42.75% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

Master of Science (Mathematics): B.A./B.Sc. (Hons.) in Mathematics/ B.A. or B.Sc.(Pass) with Mathematics as one of the subjects with at least 50% marks (47.5% marks for SC/ST/ Blind/ Visually and Differently Abled candidates of Haryana only) in aggregate or any other examination recognized by M.D. University, Rohtak as equivalent thereto.

B.A./B.Com. Second Semester and onwards: The candidate shall be treated as promoted to the next semester/class automatically unless detained from appearing in an examination on any genuine ground(s).

M.A. (Hindi/Sanskrit/English/Political Science/Public Administration/Economics)/

M.Com./M.Sc.(Mathematics) Second Semester and onwards: The candidate shall be treated as promoted to the next semester/class automatically unless detained from appearing in an examination on any genuine ground(s).

Note: i) Graduation Examination in one sitting after the passing Session 1998-99 shall not be allowed admission to M.Com /M.A./M.Sc./M.L.I.Sc.

CHAPTER-II

CRITERIA FOR PREPARING MERIT LIST AND RESERVATION OF SEATS

Criteria for Preparing Merit List:

The Merit List shall be prepared wherever required on the basis of the academic merit. (Percentage of marks in qualifying examination).

Government of Haryana Reservation Policy will be followed for the programmes where the number of seats are fixed.

CHAPTER-III

INSTRUCTIONS FOR ONLINE ADMISSION

The candidates are advised to read and go through the Information Brochure carefully before filling-in the Online Admission Form. No change will be allowed in the candidate's name, father's name, mother's name and date of birth after submission of online admission form and fee.

1. Pre-Requisites for Applying Online

Before applying online, candidates should have:

(i) Information Brochure;

(ii) E-mail ID and Mobile Number of the candidate.

(iii) Scanned copy of their Photograph, Signature and Left Thumb Impression (LTI) 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 40-50 KB.

c) Size of the signature should be 20-30 KB.

d) Size of the thumb impression should be 40-50 KB.

e) Size of Identity Proof (with address) should be 50-120 KB

f) Size of Academic Documents should be 250-300 KB

(iv) Keep necessary details/documents ready (like Matriculation, Senior Secondary, Degree etc.)

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

3. Fee will be paid online.

CHAPTER-IV

REGULATIONS GOVERNING DISTANCE EDUCATION PROGRAMMES

1. Admissions

- A. The admission of students for the programmes offered/to be offered by the Directorate of Distance Education of the University are/will be made twice in a year, academic session beginning in July and January.
- B. 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 office of DDE, MDU Rohtak directly.
- C. 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.
- D. The candidates are advised to go through the Information Brochure for Distance Learners/website of the DDE (www.mdu.ac.in) before filling up the Online Admission form and follow instructions. No change will be allowed in the candidate's name, father's name, mother's name and date of birth after submission of online admission form and fee. They are also advised to keep in touch with the office of DDE or visit DDE's/University's website for information/instructions relating to the study material, Student Support Services Camps (SSSCs)/Programme Specific Personal Contact Programmes schedule, examinations, date sheets, admit cards, results/DMCs/Degrees, etc.
- E. 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 Student ID/Registration Number, Session, Class, subject, complete address etc. failing which the DDE will not be responsible for not sending any reply to such communications or adjustments in fees and consequences thereof.
- F. In case of non-payment of dues/fee or part thereof or any required document(s) 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.
- G. 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 registry. The DDE will not be responsible for the delay on part of postal authority or courier services, etc.
- H. The acceptance of admission form/fee, allotment of Registration No., issue of Identity Card, availability of study material, permission to attend Students Support Services Camps, etc. will be provisional and subject to the confirmation of eligibility.



- I.** For the purpose of admission the examination of foreign Universities/Boards which stand recognized by the Association of Indian Universities, New Delhi/UGC or by the University are recognized.
- J.** All fees/dues will be accepted through online mode.
- K.** 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 submitted:
 - a) Complete online Admission Form and fee.
 - b) Uploaded scanned copies of original required certificates/document(s).
- L.** The candidates are required to submit admission form and fees online on promotion to next higher class of the course every year.
- M.** 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 submissions of Project Report/Training Report/Practical etc. will not be entertained.
- N.** The candidate 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.
- O.** No migration certificate is required to be submitted by the candidates, including candidates who have passed their examinations 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.
- P.** The students are advised to fill the correct email-ID and mobile number in the online admission form and change of address and mobile number should be communicated immediately by the candidates, mentioning their 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.
- Q.** A student of first Semester of any programme may be permitted to change subject(s) or Course within one month from the date of actual admission or last date of admission of first notification, whichever is earlier by depositing the prescribed fee for change of subject/course/option.
- R.** The admission Form may be rejected under the following circumstances:
 - a) The qualifying examination is not recognized by the M.D. University, Rohtak;
 - b) Original Certificate of qualifying examination is not produced in the Directorate on demand;

- c) The admission form is incomplete or the required documents/photographs are not uploaded at the time of submission of online form/fee;
- d) Required fee is not remitted in full;
- e) Names of papers/Correct options are not opted in the Admission Form at the time of submission of Online Admission Form/Fee.

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

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

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

T. ALL LEGAL DISPUTES ARE SUBJECT TO JURISDICTION OF ROHTAK COURTS.

2. Fee Structure, Refund of Fee and Fee Concessions

**(I) Fee Structure for newly enrolled students during Academic Session 2020-21
(figures in Rupees)**

Name of Programme	Tuition/ Students Support Services Fee	Study Material	Other charges*	Total Fee per Annum	Annual Fee for (i) SC/ST category of Haryana only (ii) Working defence personnel upto the level of JCO (having no financial aid) (iii) University employees/wards /spouse
Bachelor of Arts (B.A.)	3000	1500	3200	7700	5450
Bachelor of Commerce (B.Com.)	3000	1500	3800	8300	6050
Master of Arts (Hindi)	3500	2000	2800	8300	5550
Master of Arts (Sanskrit)	3500	2000	2800	8300	5550
Master of Arts (English)	3500	2000	2800	8300	5550
Master of Arts (Political Science)	3500	2000	2800	8300	5550
Master of Arts (Public Admn.)	3500	2000	2800	8300	5550
Master of Arts (Economics)	3500	2000	2800	8300	5550
Master of Commerce (M.Com.)	4500	2000	2900	9400	6150
Master of Science (Mathematics)	4500	2000	2900	9400	6150



Fee Structure for old students (figures in Rupees)

Name of Programme	Tuition/ Students Support Services Fee	Study Material	Other charges*	Total Fee per Annum	Annual Fee for (i) SC/ST category of Haryana only (ii) Working defence personnel upto the level of JCO (having no financial aid) (iii) University employees/wards/ spouse
Bachelor of Arts (B.A.) - Second Year	3000	1500	2850	7350	5100
Bachelor of Arts (B.A.) - Third Year	3000	1500	2500	7000	4750
Bachelor of Commerce (B.Com.) - Second Year	3000	1500	3400	7900	5650
Bachelor of Commerce (B.Com.) - Third Year	3000	1500	3000	7500	5250
Master of Arts (Hindi)	3500	2000	2400	7900	5150
Master of Arts (Sanskrit)	3500	2000	2400	7900	5150
Master of Arts (English)	3500	2000	2400	7900	5150
Master of Arts (Political Science)	3500	2000	2400	7900	5150
Master of Arts (Public Admn.)	3500	2000	2400	7900	5150
Master of Arts (Economics)	3500	2000	2400	7900	5150
Master of Commerce (M.Com.)	4500	2000	2450	8950	5700
Master of Science (Mathematics)	4500	2000	2450	8950	5700

* 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.

In case the request of a candidate for change of subject/course/option/revival of candidature is not acceded to, for any reason whatsoever, the fee paid by him/her for change of subject/course/option/revival of candidature will be refunded after deducting 20% of the amount in question on receipts of written request from the candidate.

Note:- Fee of the candidate covered in any of the above ('i' to 'v') provisions will be refunded after a deduction of 20% at the earliest. 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 soft/hard copy in Hindi or English medium as available with the Directorate of Distance Education, M.D. University, Rohtak.

5. GRIEVANCE REDRESSAL CELL

The DDE believes in providing full support and services to its students and ensuring the removal of difficulties at personal level so that the participation of the students in the programmes offered by the DDE becomes really effective and meaningful. Candidates facing any difficulty in pursuing the distance education programmes of this University may contact the Director secretariat or concerned officer/official during working hours OR submit his/her problem in writing to the Grievance 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 and Redressal Cell will comprise of the following:

1. Director, DDE, MDU Rohtak.



2. Coordinator, DDE
3. Concerned Programme Coordinator, DDE.
4. D.R. (DDE)/A.R. (DDE)
5. Superintendent concerned

CHAPTER-V EXAMINATIONS

[I] GENERAL INFORMATION

- a) The semester examination will be held in the month as under on such dates as may be notified by the Controller of Examinations:

Academic Session beginning	Semester	Ordinarily month of Examination
July 2020	1 st , 3 rd , 5 th	December/January
	2 nd , 4 th , 6 th	May/June of next year.
January 2021	1 st , 3 rd , 5 th	May/ June
	2 nd , 4 th , 6 th	December/ January

No request for adjustment in dates of the University Examinations to suit the convenience of any candidate will be entertained.

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

**[II] INSTRUCTIONS FOR RE-APPEAR/COMPARTMENT/EX-STUDENTS**

- a) A candidate who has completed the prescribed course(s) of instruction, including practical, in the DDE and other requirements, such as, payment of full fee, submission of required documents, attended 75% SSSCs of his/her subject(s)/paper(s), 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 under-graduates/post-graduates will be notified by the C.O.E. on the University's/DDE's website. If the result of a candidate is declared late he/she can submit his/her form within 15 days of the declaration of the result. Re-appear/compartment candidates will submit, their Examination Forms, online, directly to the University. The Roll Numbers/Admit Cards and date-sheet, of ex-students, will be available on the DDE/University website, 10 days before the commencement of exams.

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



CHAPTER-VI

STUDENTS SUPPORT SERVICES CAMPS/ PROGRAMMES SPECIFIC PERSONAL CONTACT PROGRAMMES

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/Programme Specific Personal Contact Programmes. The Directorate of Distance Education organizes Student Support Services Camps/Programme Specific Personal Contact Programmes 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. The learner will be allowed to appear in the examination only if he/she has attended not less than 75% of Student Support Services Camps/Programme Specific Personal Contact Programmes of all the subject(s)/paper(s) opted by him/her.

INSTRUCTIONS FOR DISTANCE LEARNERS:

1. The Student Support Services Camps/Programme Specific Personal Contact Programmes are arranged for the benefit of students and it is mandatory for students to attend at least 75% of Student Support Services Camps/Programme Specific Personal Contact Programmes of all the subject(s)/paper(s) opted by him/her failing which he/she will not be allowed to appear in the examination.
2. The study material of the concerned course will be supplied to the students from the Directorate of Distance Education and/or during the course of SSSCs. The study material will be provided only on production of Identity Card issued by the DDE or payment/fee deposit receipt etc.
3. The students are advised to visit the website of the DDE [www.mdu.ac.in] and note down the venue and schedule of the SSSCs.
4. According to the schedule notified, the students are advised to contact the concerned SSSC Coordinator and get themselves registered.
5. Outstationed students are advised to make their own arrangement for boarding and lodging.
6. The students are required to bring their own note-books, pen pencil, etc.
7. Detailed programme/timetable 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 SSSC Coordinator/Clerk/Contact person may be consulted who will be available during the SSSCs.

CHAPTER-VII SCHEME OF EXAMINATIONS

**Bachelor of Arts (B.A.)
(Three Year Programme)**

**First Year
First Semester**

NOTE: Students will have to choose any two subjects by selecting one from each group. The subject once opted will not be changed in subsequent semester(s).

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
Compulsory Subjects					
BA1001-I	English-I	80	20	100	3 Hours
BA1002-I	Hindi-I	80	20	100	3 Hours
Elective Subjects					
Group I					
BA1003-I	History of India (Earlier to 1200 AD)	80	20	100	3 Hours
BA1004-I	Micro Economics	80	20	100	3 Hours
BA1005-I	Elements of Public Administration – I	80	20	100	3 Hours
Group II					
BA1006-I	Political Theory – I	80	20	100	3 Hours
BA1007-I	Algebra, Calculus, Solid Geometry	80	20	100	3 Hours
BA1008-I	Sanskrit –I	80	20	100	3 Hours
Qualifying Subject					
BA1009-I	Environmental Studies*	80	20	100	3 Hours

Important Note: * The Environmental Studies is a qualifying paper of 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.

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
BA2001-II	English – II	80	20	100	3 Hours
BA2002-II	Hindi – II	80	20	100	3 Hours
Group I					
BA2003-II	History of India (1200 AD to 1526 AD)	80	20	100	3 Hours
BA2004-II	Indian Economic Problems	80	20	100	3 Hours
BA2005-II	Elements of Public Administration – II	80	20	100	3 Hours
Group II					
BA2006-II	Political Theory – II	80	20	100	3 Hours
BA2007-II	Algebra and Trigonometry, Ordinary Differential Equations, Vector Calculus	80	20	100	3 Hours
BA2008-II	Sanskrit - II	80	20	100	3 Hours

**Second Year
Third Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
BA3001-III	English – III	80	20	100	3 Hours
BA3002-III	Hindi – III	80	20	100	3 Hours
Group I					
BA3003-III	History of India (C.A.D. 1526 to 1707 AD)	80	20	100	3 Hours
BA3004-III	Macro Economics – I	80	20	100	3 Hours
BA3005-III	Bhartiya Parshashan - I	80	20	100	3 Hours
Group II					
BA3006-III	Bhartiya Sarkar And Rajniti - I	80	20	100	3 Hours
BA3007-III	Advanced Calculus - I, Partial Differential Equations - I, Mechanics- I	80	20	100	3 Hours
BA3008-III	Sanskrit - III	80	20	100	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
BA4001-IV	English-IV	80	20	100	3 Hours
BA4002-IV	Hindi-IV	80	20	100	3 Hours
Group I					
BA4003-IV	History of India (1707 AD to 1947)	80	20	100	3 Hours
BA4004-IV	Macro Economics – II	80	20	100	3 Hours
BA4005-IV	Bhartiya Parshashan – II	80	20	100	3 Hours
Group II					
BA4006-IV	Bhartiya Sarkar And Rajniti - II	80	20	100	3 Hours
BA4007-IV	Advanced Calculus - II, Partial Differential Equations - II, Mechanics- II	80	20	100	3 Hours
BA4008-IV	Sanskrit - IV	80	20	100	3 Hours

**Third Year
Fifth Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
BA5001-V	English – V	80	20	100	3 Hours
BA5002-V	Hindi – V	80	20	100	3 Hours
Group I					
BA5003-V	History of Modern World	80	20	100	3 Hours
BA5004-V	Development and Environmental Economics	80	20	100	3 Hours
BA5005-V	Public Administration Local Govt. and Administration in India - I	80	20	100	3 Hours
Group II					
BA5006-V	Political Science Comparative Govt. and Politics - I	80	20	100	3 Hours
BA5007-V	Real Analysis – I, Groups and Rings, Programming in C (Theory)	80	20	100	3 Hours
BA5008-V	Sanskrit - V	80	20	100	3 Hours

Sixth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
BA6001-VI	English-VI	80	20	100	3 Hours
BA6002-VI	Hindi-VI	80	20	100	3 Hours
Group I					
BA6003-VI	History of Twentieth Century World.	80	20	100	3 Hours
BA6004-VI	International Economics	80	20	100	3 Hours
BA6005-VI	Public Administration Local Govt. and Administration in India – II	80	20	100	3 Hours
Group II					
BA6006-VI	Political Science Comparative Govt. and Politics - II	80	20	100	3 Hours
BA6007-VI	Real Analysis – II, Linear Algebra, Numerical Analysis	80	20	100	3 Hours
BA6008-VI	Sanskrit - VI	80	20	100	3 Hours



Bachelor of Commerce (B.Com)
Three Year Programme
First Year
First Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Practical	Assignment	Total Marks	Time
BM1001-I	Business Communication-I	80	--	20	100	3 Hrs.
BM1002-I	Business Economics-I	80	--	20	100	3 Hrs.
BM1003-I	Business Management –I	80	--	20	100	3 Hrs.
BM1004-I	Business Mathematics-I	80	--	20	100	3 Hrs.
BM1005-I	Financial Accounting-I	80	--	20	100	3 Hrs.
BM1006-I	Basics of computer-I	50	50	--	100	3 Hrs.
BM1007-I	Environmental Studies*	80	--	20	100	3 Hrs.

Important Note: * The Environmental Studies is a qualifying paper of 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.

(Second Semester)

Paper Code	Nomenclature of the Paper	Theory Marks	Practical	Assignment	Total Marks	Time
BM2001-II	Business Communication-II	80	--	20	100	3 Hrs.
BM2002-II	Business Economics-II	80	--	20	100	3 Hrs.
BM2003-II	Business Management –II	80	--	20	100	3 Hrs.
BM2004-II	Business Mathematics-II	80	--	20	100	3 Hrs.
BM2005-II	Financial Accounting-II	80	--	20	100	3 Hrs.
BM2006-II	Basics of computer-II	50	50	--	100	3 Hrs.

Second Year
Third Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Time
BM3001-III	Business Regulatory Framework-I	80	20	100	3 Hrs.
BM3002-III	Business Statistics-I	80	20	100	3 Hrs.
BM3003-III	Company Law and Auditing-I	80	20	100	3 Hrs.
BM3004-III	Corporate Accounting-I	80	20	100	3 Hrs.
BM3005-III	Principles of Marketing-I	80	20	100	3 Hrs.
BM3006-III	Human Resource Management-I	80	20	100	3 Hrs.

**Fourth Semester**

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Time
BM4001-IV	Business Regulatory Framework-II	80	20	100	3 Hrs.
BM4002-IV	Business Statistics-II	80	20	100	3 Hrs.
BM4003-IV	Company Law and Auditing-II	80	20	100	3 Hrs.
BM4004-IV	Corporate Accounting-II	80	20	100	3 Hrs.
BM4005-IV	Principles of Marketing-II	80	20	100	3 Hrs.
BM4006-IV	Human Resource Management-II	80	20	100	3 Hrs.

**Third Year
Fifth Semester**

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Time
BM5001-V	Advertisement & Sales Management-I	80	20	100	3 Hrs.
BM5002-V	Business Environment-I	80	20	100	3 Hrs.
BM5003-V	Income Tax-I	80	20	100	3 Hrs.
BM5004-V	Cost Accounting-I	80	20	100	3 Hrs.
BM5005-V	International Marketing-I	80	20	100	3 Hrs.
BM5006-V	Management Accounting and Financial Management-I	80	20	100	3 Hrs.

Sixth Semester

Paper Code	Nomenclature of the Paper	Theory Marks	Assignment	Total Marks	Time
BM6001-VI	Advertisement & Sales Management-II	80	20	100	3 Hrs.
BM6002-VI	Business Environment-II	80	20	100	3 Hrs.
BM6003-VI	Income Tax-II	80	20	100	3 Hrs.
BM6004-VI	Cost Accounting-II	80	20	100	3 Hrs.
BM6005-VI	International Marketing-II	80	20	100	3 Hrs.
BM6006-VI	Management Accounting and Financial Management-II	80	20	100	3 Hrs.

Master of Arts (Hindi)
Two Year Programme
First Year
First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20HND21C1	आधुनिक हिंदी कविता-I	80	20	100	4	3 Hours
20HND21C2	आधुनिक गद्य साहित्य- I	80	20	100	4	3 Hours
20HND21C3	हिंदी साहित्य का इतिहास- I	80	20	100	4	3 Hours
20HND21C4	भाषाविज्ञान एवं हिन्दी भाषा- I	80	20	100	4	3 Hours
20HND21D1	विशेष रचनाकार कबीरदास- I	80	20	100	4	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20HND22C1	आधुनिक हिंदी कविता- II	80	20	100	4	3 Hours
20HND22C2	आधुनिक गद्य साहित्य- II	80	20	100	4	3 Hours
20HND22C3	हिंदी साहित्य का इतिहास- II (आधुनिक काल)	80	20	100	4	3 Hours
20HND22C4	भाषा विज्ञान एवं हिन्दी भाषा-II I	80	20	100	4	3 Hours
20HND22D1	शेष रचनाकार कबीरदास- II	80	20	100	4	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

Second Year
Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21HND23C1	प्राचीन एवं मध्यकालीन काव्य-I	80	20	100	4	3 Hours
21HND23C2	भारतीय काव्यशास्त्र-I	80	20	100	4	3 Hours
21HND23C3	भारतीय साहित्य-I	80	20	100	4	3 Hours
21HND23DA1	प्रयोजनमूलक हिंदी- I	80	20	100	4	3 Hours
21HND23DB2	विशेष रचनाकार प्रेमचंद- I	80	20	100	4	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21HND24C1	प्राचीन एवं मध्यकालीनकाव्य-II	80	20	100	4	3 Hours
21HND24C2	पाश्चात्यकाव्यशास्त्र-II	80	20	100	4	3 Hours
21HND24C3	भारतीय साहित्य-II	80	20	100	4	3 Hours
21HND24DA1	प्रयोजनमूलकहिंदी-II	80	20	100	4	3 Hours
21HND24DB2	विशेष रचनाकार प्रेमचंद-II	80	20	100	4	3 Hours

Master of Arts (Sanskrit) Two Year Programme First Year First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20SKT21C1	वेद एवं वेदांग	80	20	100	4	3 Hours
20SKT21C2	संस्कृत व्याकरण-I	80	20	100	4	3 Hours
20SKT21C3	सांख्य एवं न्याय	80	20	100	4	3 Hours
20SKT21C4	पद्य साहित्य	80	20	100	4	3 Hours
20SKT21C5	भाषा विज्ञान	80	20	100	4	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20SKT22C1	ब्राह्मण एवं उपनिषद्	80	20	100	4	3 Hours
20SKT22C2	संस्कृत व्याकरण-II	80	20	100	4	3 Hours
20SKT22C3	वेदांत एवं मीमांसा	80	20	100	4	3 Hours
20SKT22C4	मृच्छकटिक एवं साहित्य दर्पण	80	20	100	4	3 Hours
20SKT22C5	अनुवाद एवं निबंध	80	20	100	4	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

**Second Year
Third Semester**

Paper	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21SKT23C1	संस्कृति एवं धर्मशास्त्र	80	20	100	4	3 Hours
21SKT23C2	काव्य प्रकाश	80	20	100	4	3 Hours
21SKT23CC1	लौकिक संस्कृत साहित्य	80	20	100	4	3 Hours
21SKT23CC2	नाट्य शास्त्र	80	20	100	4	3 Hours
21SKT23CC3	नाटक	80	20	100	4	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21SKT24C1	संस्कृत शास्त्र	80	20	100	4	3 Hours
21SKT24C2	पालि और प्राकृत	80	20	100	4	3 Hours
21SKT24CC1	काव्यशास्त्र	80	20	100	4	3 Hours
21SKT24CC2	संस्कृत महाकाव्य	80	20	100	4	3 Hours
21SKT24CC3	संस्कृत गद्य	80	20	100	4	3 Hours

**Master of Arts (English)
Two Year Programme
First Year
First Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
EN1001-I	Literature in English (1550-1660) - I	80	20	100	3 Hours
EN1002-I	Literature in English(1660-1798) - I	80	20	100	3 Hours
EN1003-I	Literature in English(1798--1914) - I	80	20	100	3 Hours
EN1004-I	Literature in English(1914 to present) - I	80	20	100	3 Hours
EN1005-I	Poetry - I	80	20	100	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Exam Time
EN1006-II	Literature in English (1550-1660) - II	80	20	100	3 Hours
EN1007-II	Literature in English(1660-1798) - II	80	20	100	3 Hours
EN1008-II	Literature in English(1798--1914) - II	80	20	100	3 Hours
EN1009-II	Literature in English(1914 to present) - II	80	20	100	3 Hours
EN1010-II	Poetry - II	80	20	100	3 Hours

Master of Arts (Political Science) Two Year Programme First Year First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20POL21C1	Western Political Thought-I	80	20	100	5	3 Hours
20POL21C2	Indian Govt. & Politics-I	80	20	100	5	3 Hours
20POL21C3	International Politics-I	80	20	100	4	3 Hours
20POL21C4	Public Administration-I	80	20	100	4	3 Hours
20POL21C5	Research Methodology-I	80	20	100	4	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20POL22C6	Western Political Thought-II	80	20	100	5	3 Hours
20POL22C7	Indian Govt. & Politics-II	80	20	100	4	3 Hours
20POL22C8	International Politics-II	80	20	100	4	3 Hours
20POL22C9	Public Administration-II	80	20	100	4	3 Hours
20POL22C10	Research Methodology-II	80	20	100	5	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

Second Year Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21POL23C11	Contemporary Political Thought & Theory- I	80	20	100	5	3 Hours
21POL23C12	Comparative Politics & Political Analysis - I	80	20	100	5	3 Hours
21POL23DA1	International Law- I	80	20	100	4	3 Hours
21POL23DB2	Theory & Practice of Diplomacy-I	80	20	100	4	3 Hours
21POL23DC3	Foreign Policy of India-I	80	20	100	4	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21POL24C13	Contemporary Political Thought & Theory-II	80	20	100	5	3 Hours
21POL24C14	Comparative Politics & Political Analysis-II	80	20	100	5	3 Hours
21POL24DA1	International Law-II	80	20	100	4	3 Hours
21POL24DB2	Theory & Practice of Diplomacy - II	80	20	100	4	3 Hours
21POL24DC3	Foreign Policy of India-II	80	20	100	4	3 Hours

Master of Arts (Public Administration)
Two Year Programme
First Year
First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20PUB21C1	Administrative Theory - I	80	20	100	5	3 Hours
20PUB21C2	Administrative Thought – I	80	20	100	5	3 Hours
20PUB21C3	Indian Administration	80	20	100	4	3 Hours
20PUB21C4	Comparative Public Administration - I	80	20	100	4	3 Hours
20PUB21C5	Financial Administration - I	80	20	100	4	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20PUB22C1	Administrative Theory - II	80	20	100	5	3 Hours
20PUB22C2	Administrative Thought – II	80	20	100	5	3 Hours
20PUB22C3	State Administration	80	20	100	4	3 Hours
20PUB22C4	Comparative Public Administration - II	80	20	100	4	3 Hours
20PUB22C5	Financial Administration - II	80	20	100	4	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

Second Year
Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21PUB23C1	Development Administration-I	80	20	100	5	3 Hours
21PUB23C2	Research Methodology-I	80	20	100	5	3 Hours
21PUB23DA1	Human Resource Development-I	80	20	100	4	3 Hours
21PUB23DB1	Social Welfare Administration-I	80	20	100	4	3 Hours
21PUB23DC1	Labour Welfare Administration-I	80	20	100	4	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21PUB24C1	Development Administration-II	80	20	100	5	3 Hours
21PUB24C2	Research Methodology-II	80	20	100	5	3 Hours
21PUB24DA1	Human Resource Development-II	80	20	100	4	3 Hours
21PUB24DB1	Social Welfare Administration-II	80	20	100	4	3 Hours
21PUB24DC1	Labour Welfare Administration-II	80	20	100	4	3 Hours

Master of Arts (Economics) Two Year Programme First Year First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20ECO21C1	Micro Economics-I	80	20	100	5	3 Hours
20ECO21C2	Macro Economics-I	80	20	100	5	3 Hours
20ECO21C3	Economics of Growth and Development-I	80	20	100	5	3 Hours
20ECO21C4	Mathematics for Economists-I	80	20	100	5	3 Hours
20ECO21C5	Statistical Methods-I	80	20	100	5	3 Hours

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20ECO22C1	Micro Economics-II	80	20	100	5	3 Hours
20ECO22C2	Macro Economics-II	80	20	100	5	3 Hours
20ECO22C3	Economics of Growth and Development-II	80	20	100	5	3 Hours
20ECO22C4	Mathematics for Economists-II	80	20	100	5	3 Hours
20ECO22C5	Statistical Methods-II	80	20	100	5	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

Second Year Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21ECO23C1	Indian Economy-I	80	20	100	5	3 Hours
21ECO23C2	International Trade & Finance-I	80	20	100	5	3 Hours
21ECO23D1	Agriculture Economics-I	80	20	100	5	3 Hours
21ECO23D2	Mathematical Economics-I	80	20	100	5	3 Hours
21ECO23D5	Public Economics-I	80	20	100	5	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21ECO24C1	Indian Economy-II	80	20	100	5	3 Hours
21ECO24C2	International Trade & Finance-II	80	20	100	5	3 Hours
21ECO24D1	Agriculture Economics-II	80	20	100	5	3 Hours
21ECO24D2	Mathematical Economics-II	80	20	100	5	3 Hours
21ECO24D5	Public Economics-II	80	20	100	5	3 Hours

Master of Commerce (M.Com.) Two Year Programme First Year First Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20MCO21C1	Accounting Standards and Financial Reporting	80	20	100	5	3 Hours
20MCO21C2	Statistical Analysis for Business	80	20	100	5	3 Hours
20MCO21C3	Managerial Economics	80	20	100	5	3 Hours
20MCO21C4	Computer Application in Business	60	40 (Practical)	100	5	3 Hours
20MCO21D2	Business Environment	80	20	100	4	3 Hours



Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20MCO22C1	Management Accounting	80	20	100	5	3 Hours
20MCO22C2	Investment Management	80	20	100	5	3 Hours
20MCO22C3	Financial Management	80	20	100	5	3 Hours
20MCO22D3	Organizational Behaviour	80	20	100	4	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

Second Year Third Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21MCO23C1	Portfolio Management	80	20	100	5	3 Hours
21MCO23C2	Corporate Tax	80	20	100	5	3 Hours
21MCO23DA1	Marketing Concepts & decisions	80	20	100	4	3 Hours
21MCO23DB3	Advance Cost Accounting	80	20	100	4	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours

Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21MCO24C1	Cost Accounting Standards & Reporting	80	20	100	5	3 Hours
21MCO24C2	Corporate Tax Planning & Management	80	20	100	5	3 Hours
21MCO24C3	Business Research Methods	80	20	100	5	3 Hours
21MCO24DA3	Strategic Management	80	20	100	4	3 Hours
21MCO24DB1	International Business Environment	80	20	100	4	3 Hours
21MCO24DC2	International Marketing	80	20	100	4	3 Hours



**Master of Science (Mathematics)
Two Year Programme
First Year
First Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20MAT21C1	Abstract Algebra	80	20	100	5	3 Hrs
20MAT21C2	Mathematical Analysis	80	20	100	5	3 Hrs
20MAT21C3	Ordinary Differential Equations	80	20	100	5	3 Hrs
20MAT21C4	Complex Analysis	80	20	100	5	3 Hrs
20MAT21C5	Mathematical Statistics	80	20	100	5	3 Hrs

Second Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
20MAT22C1	Theory of Field Extensions	80	20	100	4	3 Hours
20MAT22C2	Measure and Integration Theory	80	20	100	4	3 Hours
20MAT22C3	Integral Equations and Calculus of Variations	80	20	100	5	3 Hours
20MAT22C4	Partial Differential Equations	80	20	100	5	3 Hours
20MAT22C5	Operations Research Techniques	80	20	100	5	3 Hours
20GENF1	Moral Education	40	10	50	2	2 Hours
20JRMO1	Media & Society	80	20	100	3	3 Hours

**Second Year
Third Semester**

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21MAT23C1	Functional Analysis	80	20	100	5	3 Hours
21MAT23C2	Elementary Topology	80	20	100	5	3 Hours
21MAT23C3	Fluid Dynamics	80	20	100	5	3 Hours
21MAT23DA1	Discrete Mathematics	80	20	100	5	3 Hours
21MAT23DB1	Analytical Number Theory	80	20	100	5	3 Hours
21ENVO2	Disaster Management	80	20	100	3	3 Hours



Fourth Semester

Paper Code	Nomenclature	Term End Examination (Theory)	Assignment	Total Marks	Credit	Exam Time
21MAT24C1	Inner Product Spaces and Measure Theory	80	20	100	5	3 Hours
21MAT24C2	Classical Mechanics	80	20	100	5	3 Hours
21MAT24C3	Viscous Fluid Dynamics	80	20	100	5	3 Hours
21MAT24DA1	General Topology	80	20	100	5	3 Hours
21MAT24DB1	Algebraic Number Theory	80	20	100	5	3 Hours

CHAPTER-VIII 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.)

ATUNIVERSITY 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
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In case the student is not satisfied, he/she may give it in writing to the Grievances Redressal Cell of the Directorate of Distance Education for providing justice.



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	Fee for Change of Subject/Option upto last date of admission 500/- (per subject/option) and Change of Course 1,000/-.
3.	Fee for Late submission of Documents:	a. Before commencement of Examination: With late fee of 500/- b. 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, knives etc. and any kind of fireworks, crackers or any other explosives or anything which are barred by the University and/or any other law.
- (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 organization 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- IX
FACULTY DETAILS, ACTIVITY PLANNER,
SSSCs DETAILS/FACILITIES AND APPENDICES

Sr. No.	Name of faculty	Designation	Educational Qualification	Teaching Experience	Employed on regular or contractual basis	Pay Scale
1	Dr. Ranbir Singh Gulia	Professor	Ph.D	17 Years, 8 Months	Regular	144200-218200
2	Dr. Sewa Singh Dahiya	Professor	Ph.D	25 Years, 1 Months	Regular	144200-218200
3	Dr. (Mrs.) Krishna Joon	Professor	Ph.D	24 Years 10 Months	Regular	144200-218200
4	Dr.(Mrs.) Manjeet Rathee	Professor	Ph.D	31 Years	Regular	144200-218200
5	Dr. Dalip Singh	Professor	Ph.D	30 Years 3 Months	Regular	144200-218200
6	Dr. Pardeep Kumar	Assistant Professor	Ph.D	1 Years 11 Months	Regular	79800-211500
7	Mrs. Raman	Associate Professor	M.Com.	36 Years 7 Months	Regular	131400-217100
8	Dr. (Mrs.) Krishna Devi	Assistant Professor	Ph.D.	11 Years 8 Months	Regular	79800-211500
9	Dr. Jagbir Kumar	Assistant Professor	Ph.D.	3 Years 2 Months	-----	Not fixed.
10	Dr Kiran Bala	Assistant Professor	Ph.D.	3 Years, 4 Months	Regular	79800-211500
11	Dr. Manjeet Kaur	Assistant Professor	Ph.D	7 Years 8 Months	Regular	79800-211500
12	Dr. Shree Bhagwaan	Assistant Professor	Ph.D	8 Years 4 Months	Regular	79800-211500
13	Dr. Anil Kumar Siwach	Assistant Professor	Ph.D	10 Years 3 Months	Regular	79800-211500
14	Ms. Meenakshi Hooda	Assistant Professor	M.Phil	7 Years 1 Months	SFS	79800-211500
15	Dr. Ravi Prabhat	Assistant Professor	Ph.D	6 Years/ 3 Years 3 Months in the University	Regular	79800-211500
16	Dr. Sangita Rani	Assistant Professor	Ph.D	3 Years, 4 Months	Regular	79800-211500
17	Dr. Mahender	Assistant Professor	Ph.D	3 Years 4 Months	Regular	79800-211500
18	Dr. Vijay kumar	Professor	Ph.D	27 Years 4 Months	Regular	144200-218200



Sr. No.	Name of faculty	Designation	Educational Qualification	Teaching Experience	Employed on regular or contractual basis	Pay Scale
19	Dr. Anju Khanna	Professor	Ph.D	22 Years 4 Months	Regular	144200-218200
20	Dr. Pinki	Assistant Professor	Ph.D	10 Years 3 Months	Regular	79800-211500
21	Dr. Divya Malhan	Associate Professor	Ph.D	10 Years 4 Months	Regular	131400-217100
22	Dr. Kavita	Assistant Professor	Ph.D	3 Years 3 Months	Regular	79800-211500
23	Dr. Sheelu Chaudhary	Associate Professor	Ph.D	30 Years 3 Months	Regular	131400-217100

The above teaching faculty except Sr. No. 9 and other regular non-teaching employees posted in Directorate of Distance Education are paid Basic Pay, Dearness Allowance, House Rent Allowance and Medical Allowance as per University/State Government norms.

Sr. No.	Post	Pay-Scale
1	Assistant Registrar	56100-177500
2	Superintendent	44900-142400+200 S.P.
3	Assistant	35400-112400
4	Jr. D.E.O.	19900-63200+40+100
5	Peon	16900-53500

ACTIVITY PLANNER

Sr. No.	Name of the Activity	From	To	From	To
1	Admission	November	November	February	March
2	Distribution of SLM	November	December	February	April
3	Student Support Services Camps/Programme Specific Personal Contact Programmes	December	February	April	June
4	Assignment(s)	January	February	May	June
5	Evaluation of Assignment(s)	February	March	June	July
6	Examination	March	March	July	July
7	Declaration of Result	April	May	August	September

The above schedule may be changed due to ongoing COVID-19 Pandemic.

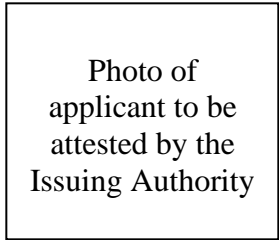


<i>Student Support Services Camps/ Programme Specific Personal Contact Programmes Venue</i>			
Undergraduate Programmes		Post Graduate Programmes	
1	Vaish College, Rohtak	1	Department of Hindi, M.D. University, Rohtak
2	C.R. College of Education, Rohtak	2	Department of Sanskrit, M.D. University, Rohtak
3	Govt. College for Women, Bahadurgarh	3	Department of English, M.D. University, Rohtak
4	DPG Degree College, Gurugram	4	Department of Political Science, DDE, M.D. University, Rohtak
5	Govt. College, Meham	5	Department of Public Administration, DDE, M.D. University, Rohtak
6	DSD College, Gurugram	6	Department of Economics, DDE, M.D. University, Rohtak
7	South Point Degree College, Sonapat	7	Department of Commerce, DDE, M.D. University, Rohtak
8	Kanya Mahavidyalaya Kharkhoda, Sonapat	8	Department of Mathematics, M.D. University, Rohtak
9	Saini College, Rohtak		
10	Govt. College, Sampla		

Student Support Services Camps/Programme Specific Personal Contact Programmes are organized in the above colleges and University/DDE Departments. All the colleges are affiliated colleges of the University. The colleges have adequate number of class-rooms, seminar halls, library, reading room, wi-fi connectivity, computer lab, etc. The University/DDE Departments have well equipped class-rooms. The Directorate of Distance Education has its own well equipped library, reading room, ICT Lab and Computer Lab. Both the colleges and University have adequate number of faculty for counselling.

HARYANA GOVERNMENT

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



CERTIFICATE OF SCHEDULED CASTE/TRIBE

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

Signature with seal of Issuing Authority

Dated:
Place:

Full Name.....
Designation.....
Address with
Telephone No. with Code.....

Issuing Authority:

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

Certificate for Serving Defence personnel upto the level of JCO

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

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

Place:
Date:

LIST OF SCHEDULED CASTES IN HARYANA STATE

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

LIST OF DEPRIVED SCHEDULED CASTES

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

**LIST OF BACKWARD CLASSES IN HARYANA STATE
BLOCK A**

- | | |
|---|-------------------------------------|
| 1. Aheria, Aheri, Heri,
Naik, Thori or Turi, Hari | 36. Khanjhera |
| 2. Barra | 37. Kuchband |
| 3. Beta, Hensi or Hesi | 38. Labana |
| 4. Bagria | 39. Lakhera, Manihar, Kachera |
| 5. Barwar | 40. Lohar, Panchal-Brahmin |
| 6. Barai, Tamboli | 41. Madari |
| 7. Baragi, Bairagi, SwamiSadh | 42. Mochi |
| 8. Battera | 43. Mirasi |
| 9. Bharbhujja, Bharbhunja | 44. Nar |
| 10. Bhat, Bhatra, Darpi, Ramiya | 45. Noongar |
| 11. Bhuhalia Lohar | 46. Nalband |
| 12. Changar | 47. Pinja, Penja |
| 13. Chirimar | 48. Rehar, Rehara or Re |
| 14. Chang | 49. Raigar |
| 15. Chimba, Chhipi, Chimpa, Darzi, Rohilla | 50. Rai Sikhs |
| 16. Daiya | 51. Rechband |
| 17. Dhobis | 52. Shorgir, Shergir |
| 18. Dakaut | 53. Soi |
| 19. Dhimar, Mallah, Kashyap, Rajpoot, Kahar,
Jhiwar, Dhinwar, Khewat, Mehra, Nishad,
Sakka, Bhisti, Sheikh-Abbasi | 54. Singhikant, Singiwala |
| 20. Dhosali, Dosali | 55. Sunar, Zargar, Soni |
| 21. Faquir | 56. Thathera, Tamera |
| 22. Gwaria, Gauria or Gwar | 57. Teli |
| 23. Ghirath | 58. Banjara |
| 24. Ghasi | 59. Weaver (Julaha) |
| 25. Gorkhas | 60. Badi/Baddon |
| 26. Gawala, Gowala | 61. Bhattu/Chattu |
| 27. Gadaria, Pal, Baghel | 62. Mina |
| 28. Garhi-Lohar | 63. Rahbari |
| 29. Hajjam, Nai, Nais, Sain | 64. Charan |
| 30. Jhangra Brahmin, Tarkhan, Barhai, Baddi | 65. Chaaraj (Mahabrahman) |
| 31. Joginath, Jogi, Nath, Yogi | 66. Udasin |
| 32. Kanjar or Kanchan | 67. Ramgarhia |
| 33. Kurmi | 68. Rangrez, Ligar, Nilgar, Lallari |
| 34. Kumars, Prajapati | 69. Dawala, Soni - Dawala, Nyaaria |
| 35. Kamboj | 70. Bhar, Rajbhar |
| | 71. Nat (Muslim) |
| | 72. Jangam |

BLOCK B

- | | |
|---------------------|---|
| 1. Ahir/ Yadav | 4. Saini, Shakya, Kushwaha, Koeri, Maurya |
| 2. Gujjar | 5. Meo |
| 3. Lodh/Lodha/Lodhi | 6. Gosai/Gosain/Goswami |

STATE-WISE LIST OF FAKE UNIVERSITIES

Bihar

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.

Delhi

2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110008.
6. Indian Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University) 351-352, Phase- I, Block A, Vijay Vihar, Rithala, Rohini, Delhi - 110085.

Karnataka

9. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.

Kerala

10. St. John's University, Kishanattam, Kerala.

Maharashtra

11. Raja Arabic University, Nagpur, Maharashtra.

West Bengal

12. Indian Institute of Alternative Medicine, Kolkatta.
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builtech inn, 2nd Floor, Thakurpurkur, Kolkatta -700063

Uttar Pradesh

14. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
15. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
16. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
17. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
20. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
21. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida Phase-II, Uttar Pradesh.

Odisha

22. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, PaniTanki Road, Shaktinagar, Rourkela-769014.
23. North Orissa University of Agriculture & Technology, Odisha.

Puducherry

24. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry- 605009

* Bhartiya Shiksha Parishad, Lucknow, UP - the matter is sub judice before the District Judge - Lucknow

For more details please login to: www.ugc.ac.in

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

IDENTITY CARD



**Directorate of Distance Education
Maharshi Dayanand University, Rohtak
Identity Card (Session 2020-21)**

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 2020-21 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)

IMPORTANT INFORMATION





1. The Information Brochure can be downloaded free of cost from the University website www.mdu.ac.in

2. Contact for Enquiry and Technical Assistance

CONTACT NUMBERS :

-  01262-293198 (for enquiry)
-  01262-293187 (for technical enquiry)

Email id :

-  suptug.dde@mdurohtak.ac.in (for UG Programmes)
-  suptpg.dde@mdurohtak.ac.in (for PG Programmes)

ADMISSION SCHEDULE : For Academic Session 2020-21


July, 2020

Date of Opening of Online Admission Portal : 13.11.2020
Last Date for Online Admission : 30.11.2020

January, 2021

To be notified by DEB (UGC)



 Design: Ujjwal Kadode