

DIRECTORATE OF DISTANCE EDUCATION
(The Leader of distance / open and e-Learning)
MAHARSHI DAYANAND
UNIVERSITY
ROHTAK – HARYANA



(For 2-Year Bachelor of Education Programme) 2012-14
PROSPECTUS





QUALITY POLICY OF THE UNIVERSITY

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

MISSION

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

INDEX

| S. No. | Particulars | Page |
|--------|------------------------------------------------------------------------|------|
| I. | The University | 1 |
| II. | Regular Programmes offered by University | 2 |
| III. | Directorate of Distance Education | 4 |
| IV. | Academic Bodies Of The Directorate & Their Constitution | 5 |
| V. | The Programmes, Duration Eligibility And Fee Structure Through DE Mode | 8 |
| VI. | Procedure for Submission of Application Form | 10 |
| VII. | Admission Schedule | 11 |
| VIII. | Eligibility Conditions | 12 |
| IX. | Number of Seats and Reservation | 13 |
| X. | Procedure of Selection for Admission | 15 |
| XI. | Fee Structure | 16 |
| XII. | Important Instructions | 17 |
| XIII | Outline of the Syllabus of B.Ed. (DE) Course | 18 |

APPENDICES

| | |
|---|---------------------------------------------------------------------------------------------------------------------------------------|
| A | Teaching Experience Certificate |
| B | Certificate of Scheduled Caste |
| C | Certificate of Backward Class & Undertaking |
| D | Govt. Notification Dated 7-6-1995 regarding Creamy Layer |
| E | Physically Handicapped Certificate |
| F | Certificate of Freedom Fighter |
| G | Certificate for Deceased/Disabled/Discharged Military Personnel/Serving Military Personnel/Ex-Servicemen |
| H | List of Scheduled Caste |
| I | List of Backward Classes |
| J | List of Self Styled Institution/Universities which have been declared bogus by the University Grants Commission & other Govt. bodies. |

APPLICATION FORM



ADMINISTRATION

| | |
|-----------------------------------------------------|--------------|
| Prof. Narender Kumar Director | 01262-393189 |
| Dr. M.M. kaushik Officer-on-Special Duty | 01262-393192 |
| Sh.S.L.Gupta P.A. to Director and Superintendent | 01262-393189 |
| Sh.H.R. Sardana Superintendent | 01262-393200 |
| Sh.S.C.Bhardwaj Superintendent | 01262-393197 |

THE UNIVERSITY

The Maharshi Dayanand University initially known as Rohtak university was established by an act of Legislature of Haryana [Act No. 25 of 1976] with the object to promote interdisciplinary higher and residential university. However, its character was changed to affiliating University, it was a unitary and residential University. However, its character was changed to affiliating University. It was named after the great revolutionist and social reformer Maharshi Dayanand and came to be known as MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

The University is situated at Rohtak , a rapidly growing town and district headquarter about 75 KMs from Delhi on Delhi-Hissar-Sirsa National Highway (NH-10). It is a distance of about 240 KMs from Chandigarh, the State capital. It is well connected by rail and road. Rohtak is educationally forward town, where facilities of education in all fields are available.

The University campus is spread over a sprawling area of 700 acres. The campus is well laid with numerous buildings and wide road network. It presents a spectacle of harmony in architecture and natural beauty. There are as many as 10 teaching blocks, 9 hostels, a beautiful Vivekanand Library, Campus School, Health Center, faculty House, Sports Complex , Shopping Complex, an Administrative Block and Tagore Auditorium of Global standard. The campus is with wi-fi facility.

AUTHORITIES OF THE UNIVERSITY

| Name & Designation | Telephones Office | Fax |
|------------------------------------------------------|----------------------------|--------------|
| Prof. R.P Hooda Vice-Chancellor | 01262-274327, 01262-292431 | 01262-274133 |
| Registrar Dr. S.P. Vats | 01262-274640 | 01262-274640 |
| Controller of Examinations Sh. B.S. Sandhu | 01262-274169 | 01262-274169 |
| Dean, Academic Affairs Dr. R. Vinayek | 01262-292208 | |
| Finance Officer Sh. I.S. Poria | 01262-393570 | |

REGULAR PROGRAMMES OFFERED BY UNIVERSITY

The M.D. University offers numerous fields of specialized study through its eleven Faculties under various Teaching Departments. Courses offered by different faculties lead to Bachelor and Master degrees in Arts, Basic Sciences, Social Sciences, Commerce, Business Administration, Education, Home Science, Law, Engineering, Music, Computer Sciences, Pharmacy, Mass Media and Communication, Applied Sciences and Foreign Languages.

| S.No. | Faculty | Courses offered under the Faculty | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. | Faculty of Commerce Department of Commerce | i. Ph.D. ii. M.Phil. iii. M.Com. iv. M.Com. (Hons.) 5 Year Integrated Programme v. MRM | |
| 2. | Faculty of Education i. Department of Education ii. Department of Physical Education | i. Ph.D. (Education, Physical Education) ii. M.Phil. (Education, Physical Education) iii. M.A. (Education) iv. M.Ed. (One Year Course after B.Ed.) v. M.P.Ed. vi. B.P.Ed. | |
| 3. | Faculty of Engineering & Technology Department of Engineering and Technology | B.Tech (4 Year Course) | M. Tech. |
| | | i. Bio Tech ii. Computer iii. Electronics & Communication Engg. iv. Mechanical Engg. | i. CSE ii. ECE iii. ME iv Bio-Tech. v. Software Engg. |
| 4. | Faculty of Humanities i. Department of English & Foreign Languages ii. Department of Hindi iii. Department of Sanskrit, Pali & Prakrit vi. Department of Journalism & Mass Communication | i. Ph.D. (Hindi, English, Sanskrit, Journalism) ii. M.Phil. (Hindi, English, Sanskrit, Journalism) iii. M.A. (Hindi, English, Sanskrit, Mass Communication) iv. Post-graduate Diploma in Translation (Hindi-English) v. Diploma course in French Language vi. Certificate course in Spanish Language vii. Certificate Course in Urdu. viii. Certificate Course in French. ix. M.A. (Hons.) English 5 Year | |
| 5. | Faculty of Life Sciences i. Department of Bio-Sciences ii. Department of Bio-Chemistry & Genetics iii. Advanced Centre for Bio-Technology (a) Deptt. of Environmental Science (b) Deptt. of Botany (c) Deptt. of Zoology (d) Deptt. of Food Technology (e) Deptt. of Bio-Chemistry (f) Deptt. of Genetics (g) Deptt. of Microbiology (h) Centre for Bio-Tech. | i. Ph.D. ii. M.Phil. iii. M.Sc. (Food Technology, Medical Bio Technology, Botany, Zoology, Environmental Science, Biochemistry, Genetics, Bio-Technology, Environmental Bio-Tech., Bio Informatics, Agricultural Bio-Tech., Medical Lab-Tech., Forensic Science, Micro Biology, Fermentation & Micro Biology-Tech.). | |
| 6. | Faculty of Law i. Department of Law ii. Institute of Law and Mgt. Studies, Gurgaon | i. Ph. D. ii. LL.M. 2 Year Course after Bachelor Degree in Law iii. LL.B.(Hons.) 3Year Course after Bachelor Degree iv. LL.B.(Hons.) 5 Year Course after 10+2 examination.. | |



| S.No. | Faculty | Courses under the Faculties offered |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | Faculty of Management Sciences i. IMSAR ii. Institute of Hotel and Tourism Management iii. Institute of Law & Mgt. Studies, Gurgaon | i. Ph.D. in Business Management ii. M.B. A. (2 Years) iii. Master of Tourism Management iv. Master of Hotel Management v. 2 Year M.B.A. (B.E.) vi. 2 Year M.B.A. Executive vii. 5 Year M.B.A. Integrated viii. BHM, BTM ix. Diploma in Food & Beverages Production Management x. Diploma in Food & Beverages Services Management xi. Diploma in House Keeping Operation Management xii. Diploma in Front office Operation Management |
| 8. | Faculty of Physical Sciences i. Department of Chemistry ii. Department of Physics iii. Department of Mathematics iv. Department of Statistics v. Department of Computer Science & Applications | i. Ph.D. (Chemistry, Physics, Mathematics, Statistics, Computer Sciences & Applications) ii. M.Phil. (Mathematics, Statistics) iii. M.C.A. iv. M.Sc. (Chemistry, Physics, Maths, Statistics) v. M.Sc. (Maths with Computer Sc.) vi. M.Sc. (Hons.) Math 5 Year vii. M.Tech. Computer Sc. viii. M.Tech. Engg. Physics |
| 9. | Faculty of Pharmaceutical Sciences | i. M. Pharmacy (Industrial Pharmacy and Drug Regulatory Affairs) ii. B. Pharmacy |
| 10. | Faculty of Performing & Visual Arts i. Department of Music ii. Department of Fine Arts | i. Ph.D. (Music, Fine Arts) ii. M..A. (Music, Fine Arts) iii. M.Phil (Music) iv. MVA (6 year) v. One year Course in Harmonium vi. Three Year Diploma in Dance |
| 11. | Faculty of Social Sciences i. Department of Economics ii. Department of Political Science iii. Department of History iv. Department of Psychology i. Department of Geography ii. Department of Defence Studies iii. Department of Public Administration viii. Department of Sociology | i. Ph.D. (Economics, Political Science, History, Sociology, Geography, Public Administration, Psychology, Defence Studies) ii. M.Phil. (Economics, Political Science, History, Sociology, Geography, Public Administration, Psychology, Defence Studies) iii. M.A. (Economics, Political Science, History, Sociology, Geography, Public Administration, Psychology, Defence St.) iv. P.G. Diploma in Guidance and Counseling. v. M.Tech. Geo-Informatics vi. M.A. (Hons.) Economics, Geography 5 Year |

DIRECTORATE OF DISTANCE EDUCATION

To meet the long time demand of heterogeneous group of student 's community on the one hand and to keep up with the spirit of open, distance and e-learning on the other , the university started the directorate of distance education with a wide spectrum of courses. Over the years, DDE has expanded tremendously in terms of programs, enrolment of students and study centers. The Directorate is housed in a building that is properly ventilated and easily approachable. At present more than 5 dozens programs are being offered by the DDE which lead to the award of under graduate, post graduate degree and post graduate diplomas.

These programs range for conventional to management and technical as per the need of the area, corporate and society which provides employment opportunities at the national and international level markets. These programs are telescopic in nature where in a certificate / diploma/advance diploma and post graduate diploma is warded after the completion of each year of the program culminating into a university degree moreover, to provide greater choice and flexibility to the students, provision of lateral entry has been made in all the programs.

Presently DDE is imparting education to 1.5 lacs students through its network of study center all over the world. At present DDE has more than 2000 study center approved by university which are spread over in more than 16 states of the country. The reasons for the popularity of its programs have been mainly on account of well designed curriculum, teaching learning strategies, Effective student support system, fair-flexible, Online, off line, flexi time – MCQ based examinations and an efficient evaluation system. In addition, study material in SIM form, PCP on Sundays and holidays or as per the choice of the student, internal tests, assignments, field works and projects etc. are the parts of teaching and learning strategies of the DDE. In addition to video/cassettes, email, internet, CD-Rom and particles, the face to face and Tele counseling is provided to distance learner by in house faculties of DDE at the head quarter and by the resource person at respective study center.

ACADEMIC BODIES OF THE DIRECTORATE & THEIR CONSTITUTION

(Under Statute 26A of the MDU Act, 1975)

ADVISORY COMMITTEE

1. Vice-Chancellor Chairman
2. Dean Academic Affairs
3. Two Deans of Faculty (to be nominated by the VC)
4. One nominee of DEC
5. One nominee of AICTE
6. One nominee of UGC
7. Two outside Experts in distance education to be nominated by the VC out of a panel of six persons recommended by the Director, DDE
8. Two Principals of affiliated Colleges, running Study Centres of DE by rotation in order of seniority
9. Registrar
10. Controller of Examinations
11. Director, DDE.

BOARD OF STUDIES

1. Director, DDE Chairman
2. One nominee of DEC
3. Dean, Faculty of Humanities
4. Dean, Faculty of Social Sciences
5. Dean, Faculty of Commerce
6. Dean, Faculty of Management
7. Dean, Faculty of Education
8. Head, Department of Computer SC. & Applications
9. Two Principals of Affiliated Colleges running Study Centres
10. One member from the Advisory Committee
(to be nominated by the VC)
11. Three outside experts (to be nominated by the VC on the recommendations of the Director, DDE)

FACULTY OF DISTANCE EDUCATION

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------------|
| 1. Director Distance Education | | Chairman |
| 2. Dean, Academic Affairs | | Member |
| 3. One nominee each of UGC/DEC/AICTE | | Member |
| 4. Two Deans of Faculty, by rotation in Alphabetic order of Faculties. | | Member |
| 5. Four Professors from amongst the Faculties Which have Distance Learning Programme To be nominated by the Vice-Chancellor. | | Member |
| 6. Four Coordinators/Principals/Directors of Study Centres having standing of 5 years (two Each from UG/PG and IT/Management programmes) | | Member |
| 7. Two outside experts (to be nominated by the AC) | | Member |
| 8. Registrar | | Member Secretary |

R & D CELL OF THE DIRECTORATE AND PROGRAMME COORDINATORS

1. Prof. Narender Kumar
Director, Directorate of Distance Education
2. Dr. M.M. Kaushik
Officer In-Charge for Research & Development
3. Dr. Rajpal Singh Reader
Coordinator for Management Programmes
4. Dr. Gopal Singh, Reader
Coordinator for Computer Science / Application Programmes

GRIEVANCE REDRESSAL & WELFARE CELL

In the Directorate to redress the grievance of the distance learners, Study Centres And other a Grievance Cell and to work for the welfare of all concerned has been created with

The following officers:

1. Director, Directorate of Distance Education
2. DDE Coordinator
3. Concerned Programme Coordinator
4. Officer on-Special Duty, D.D.E.
5. Superintendent (Admissions and Registration)
6. A Representative of e-Governance Cell

THE DDE PROGRAMMES, DURATION, ELIGIBILITY AND FEE STRUCTURE

The DDE is offering conventional, professional and technical programmes through its Study Centres/Distance and E-Learning Centres and Distance and E-Learning Global Study Centres as per the requirements of the national and international corporate sectors. The detailed below programmes are offered after the senior secondary examinations and bachelor degree examination. The admissions to these programmes are made under (i) Semester Scheme, (ii) Annual Scheme, and (iii) Online Scheme.

| SEMESTER MODE PROGRAMMES | | | |
|-------------------------------------------------------|-----------------|---------------------------------------------------|-------------------------------|
| Course | Duration | Eligibility | Fees per Semester in ₹ |
| BBA | 3-Year | +2 Examination of equivalent | 10,000.00 |
| MBA | 2-Year | Graduate in any discipline | 11,000.00 |
| MBA (Executive) | 1.5-Year | Graduate in any discipline with 3 Year experience | 15,000.00 |
| BCA | 3-Year | +2 Examination or equivalent | 10,000.00 |
| MCA | 3-Year | Graduate in any discipline | 11,000.00 |
| BHM (Bachelor of Hotel Management) | 3-Year | +2 Examination or equivalent | 10,000.00 |
| MHM (Master of Hotel Management) | 2-Year | BHM Graduate in any discipline | 11,000.00 |
| BTM (Bachelor of Tourism Management) | 3-Year | +2 Examination or equivalent | 10,000.00 |
| MTM (Master of Tourism Management) | 2-Year | BHM/BTM/Graduate in any discipline | 11,000.00 |
| BJMC (Bachelor of Journalism and Mass Communication) | 3-Year | +2 Examination or equivalent | 10,000.00 |
| BJMC (Bachelor of Journalism and Mass Communication) | 1-Year | Diploma in Journalism/Mass Communication (2-Year) | 10,000.00 |
| MJMC (Master of Journalism and Mass Communication) | 2-Year | BJMC/Graduate in any discipline | 11,000.00 |
| MRM (Master of Retail Management) | 2-Year | Graduate in any discipline | 20,000.00 |
| P.G. Diploma in Application of Psychology | 1-Year | Graduate in any discipline | 11,000.00 |
| B.Sc. (Animation & Multimedia) | 3-Year | 10+2 Examination or equivalent | 15,000.00 |

| ANNUAL MODE PROGRAMMES | | | |
|-------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------|-------------------------------------|
| B.A. in (i) Fine Arts (ii) Performing Arts (iii) Yoga | 3-Year | +2 Examination or equivalent | 18,000.00 15,000.00 05,000.00 |
| B.Sc. (Interior Design) | | +2 Examination or equivalent | 15,000.00 |
| Bachelor of Arts | 3-Year | +2 Examination or equivalent | 04,000.00 |
| Bachelor of Commerce | 3-Year | + Examination equivalent | 04,500.00 |
| Bachelor of Library & Information Science | 1-Year | Graduate in any discipline | 09,000.00 |
| Master of Arts in the Subjects of Hindi . English. Sanskrit. Economies. Political Science. History Public Admin . | 2-Year | Graduate in any discipline | 05,000.00 |
| Master of Science (Mathematics) | 2-Year | Graduate in any discipline | 6,000.00 |
| Master of Commerce | 2-Year | Graduate in any discipline | 05,500.00 |
| M.A. (Geography) | 2-Year | Graduate in any discipline | 06,000.00 |
| Master of Lib. Information & Science | 1-Year | B.Lib. Information & Sc. Or equivalent | 09,500.00 |
| Certificate Course in Corporate & Industrial Security Management | 6-Month | +2 Examination or equivalent with relevant experience | 10,000.00 |
| P.G. Diploma in Corporate & Industrial Security Management | 1-Year | Graduate in any discipline | 20,000.00 |
| P.G. Diploma in Public Relations and Advertising Management | 1-Year | | 10,000.00 |
| P.G. Diploma in Public Relations and Media Management | 1-Year | | 10,000.00 |
| P.G. Diploma in Yoga | 1-Year | | 06,000.00 |
| B.Ed | 2-Year | Graduate in any discipline | 20,000.00 / Year |
| Bachelor of Business Administration (Financial Markets) | 3-Year | Graduate in any discipline | 15,000.00 |
| Master of Business Administration (Financial Markets) | 2-Year | Graduate in any discipline | 20,000.00 |



CHAPTER-I

PROCEDURE FOR SUBMISSION OF APPLICATION FORM

The candidates are advised to follow the following procedure for submission of Application Form :

1. The Information Brochure for B.Ed. (Distance Education) Two Year Course including Application Form can be obtained from the Incharge (Publication), M.D. University, Rohtak on payment of Rs.800/- (at counter) in cash (Rs.200/- at counter for SC/BC candidates of Haryana) or by Demand Draft of Rs.850/- if required by post (Rs.250/- by post for SC/BC candidates of Haryana) drawn in favour of the Finance Officer, M.D. University, Rohtak payable at State Bank of India, M.D. University, Rohtak Branch Code 4734.
2. The candidate shall fill up the Application Form in his/her own handwriting and submit the same alongwith required documents to the Officer on Special Duty, Directorate of Distance Education, M.D. University, Rohtak in person or send it by Registered post so as to reach the DDE office by **02-02-2012** and with a late fee of Rs.500/- upto **27-02-2012** and further with a late fee of Rs.1000/- upto **22-03-2012** during office hours i.e. 9.00 A.M. to 5.00 P.M.
3. Incomplete Application Form or without the required documents is liable to be rejected. Applications received after the last date, even on account of postal delay, will not be entertained and will be rejected summarily.
4. Before filling up the Application Form, the candidate must read the Information Brochure carefully and preserve it (Information Brochure) till the completion of B.Ed. (DE) Programme
5. One envelope/packet should contain only one Application Form
6. The candidates are required to submit **Original Teaching Experience Certificate as per proforma given in Appendix 'A'** and status of reservation (**Appendix B to I**) to be claimed by the candidates, if any.
7. If a candidate belonging to any reserved category does not mention his/her category in the proper columns in the Application Form, his/her claim for reserved category shall not considered subsequently and he/she will be considered under General Category, if otherwise eligible.
8. Teaching Experience Certificate with the following deficiencies will be summarily rejected. The Teaching Experience Certificate showing that :
 - i) The candidate is not working as a regular school teacher on the date of submission of his/her application form.
 - ii) The candidate is not a regular school teacher.
 - iii) The candidate is working as school teacher on temporary/adhoc/fixed salary/contractual basis.
 - iv) Teaching Experience Certificate is not issued/signed by the Head of the School.
 - v) Teaching Experience Certificate is not as per our requirement given in the Admission Brochure (Appendix – 'A')
 - vi) Teaching Experience Certificate pre-dated i.e. the same is issued by the Head of the School before the date of Advertisement for B.Ed (DE) course.
 - vii) Gap in Service.
 - viii) The candidate is working as College/University teacher.

CHAPTER-II

ADMISSION SCHEDULE

The following is the schedule of admission, and depositing of fee etc.

- | | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| i) | Last Date for Receipt of Application Forms (without late fee) | 02.02.2012 |
| ii) | Last Date for Receipt of Application Forms (with late fee of Rs.500/-) | 27.02.2012 |
| iii) | Last Date for Receipt of Application Forms (with late fee of Rs.1000/-) | 22.03.2012 |
| iv) | The selected candidates will be issued letters for provisional admission from 2nd week of April | |
| v) | Students are required to send/submit the ADMISSION FORM alongwith the following original documents for verification and 1st installment of fee of Rs.20,000/- (Rs.17250/- in case of SC candidates) :- | |
| | 1. Detailed Marks Card of Matriculation | |
| | 2. Detailed Marks Card and Degree of qualifying examination. | |
| | 3. Certificate of SC (if applicable). | |
| | 4. Certificate of Backward Caste alongwith an undertaking (if applicable). | |
| | 5. Certificate of Physically Handicapped. (if applicable) | |
| | 6. Certificate of dependent of Freedom fighters/SMP/ESM. (if applicable) | |
| | 7. Certificate of deceased/disabled/discharged etc. (if applicable) | |

NOTE:- Original Certificates (except Teaching Experience Certificates) will be returned within two months after the date of receipt. In case the same are not received by the candidate, he/she should contact the OSD (DDE), otherwise the Directorate will not be responsible for the loss of original documents.



CHAPTER-III

ELIGIBILITY CONDITIONS

The eligibility conditions for admission to B.Ed. (DE) course will be as under :

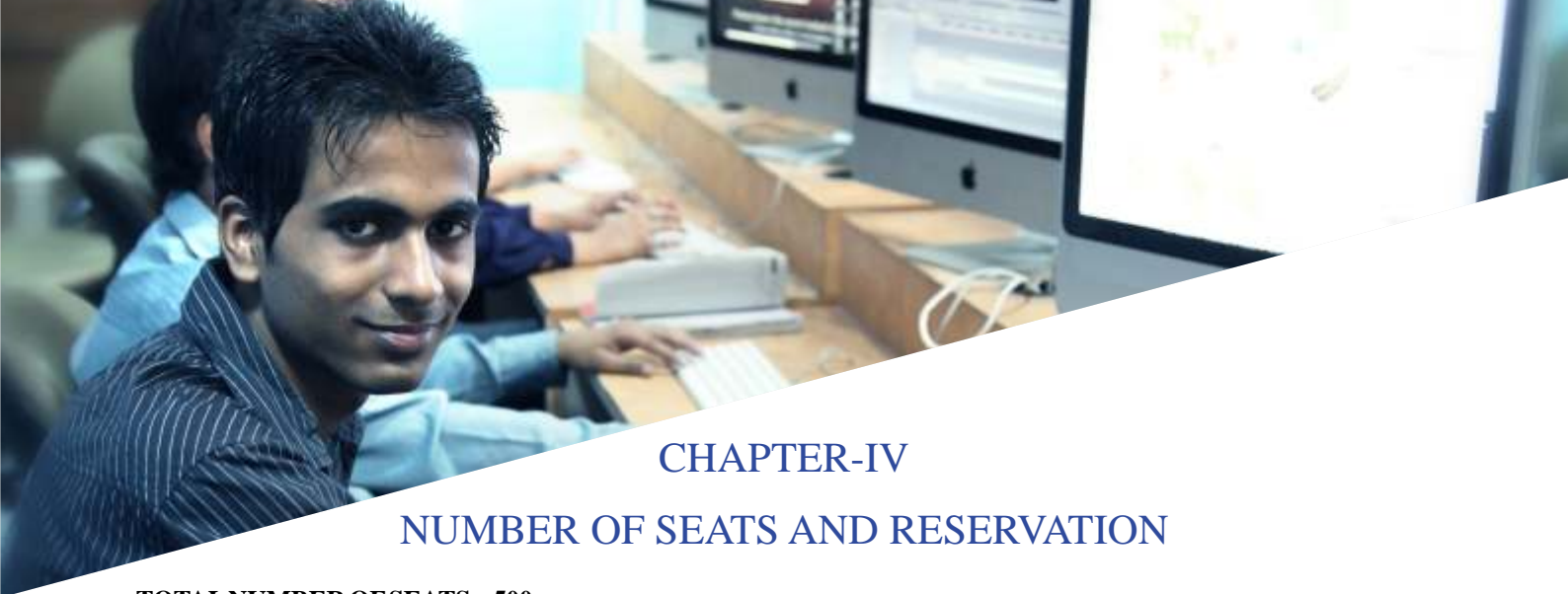
1. Qualifications :

- (i) For Science & Mathematics Group: B.Sc. or B.Sc.(Hons.) or B.Sc. (Home Science) or B.Sc. (Agriculture) or B.A. with Mathematics or Master's degree in Science or Mathematics or an Examination recognized as equivalent thereto with minimum 50% marks in the aggregate (45% marks in case of SC candidates and of totally blind candidates) with at least one school subject at the graduation level.
- (ii) For Humanities & Commerce Group: B.A. or B.A. (Hons.) or B.Com. or M.A. or M.Com. or Shastri with English as an additional subject or an Examination recognized as equivalent thereto with minimum 50% marks in the aggregate (45% marks in case of SC candidates and of totally blind candidates) with at least one school subject at the graduation level.

NOTE :- Even a candidate having 49.9% marks will not be considered.

2. Teaching Experience

Only full time Regular School Teachers serving in recognised schools (Primary, Secondary / Senior Secondary levels) located within the jurisdiction of Haryana State and with a minimum continuous two years of teaching experience, upto the last date of submission of Application Form will be eligible for admission. Teaching Experience Certificate(s) on the prescribed proforma (Appendix-A) is required to be signed by the Headmaster/Headmistress/Principal of the school. Teaching Experience Certificate will be accepted only on the proforma available at Appendix-A. In case a candidate has served in more than one school continuously, he/she should use the photocopy of the enclosed Teaching Experience Certificate Proforma (Appendix-A). Final eligibility will be decided at the time of admission and verification of original documents. The candidature of those who will not fulfill any of the above conditions will stand cancelled automatically.



CHAPTER-IV

NUMBER OF SEATS AND RESERVATION

TOTAL NUMBER OF SEATS = 500

| Distribution of Seats: | Seats |
|------------------------------------------|--------------|
| Group-I Science & Mathematics | 250 |
| Group-II Arts & Commerce | 250 |

- NOTE:** i) If the seats under Group-I are not filled up, these shall be filled up from the Candidates belonging to Group-II and vice-versa with the prior approval of the Vice-Chancellor.
- ii) The qualifying examination passed by the candidates from other University must be equivalent to that of the corresponding examination of M.D. University, Rohtak.

DISTRIBUTION OF SEATS

| S. No. | Category | Percentage |
|--------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1. | General Category The following reservation shall be given to the different categories of Haryana | 50% |
| 2. | Scheduled Caste (Schedule Caste of Haryana) | 20% |
| 3. | Backward Class (Excluding Creamy layer) BC(Block-A) of Haryana BC(Block-B) of Haryana | 16% 11% |
| 4. | Physically Handicapped Blindness or low vision Hearing impairment Locomotor disability or Cerebral palsy | 3% 1% 1% 1% |

- Note:** i) A roster for reservation of Ex-Serviceman/Freedom Fighter be maintained and carry forward all fractions till one seat is accumulated through different fractions over the years. As and when the total comes one, a seat will be provided in the prospectus. (Chief Secretary to Govt. Haryana Letter No.23/27/2004-2 GS III dated 5-12-2008. Annexure-XIV).
- ii) 3% horizontal reservation will be given to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservations of 1% of General Category, 1% out of Scheduled Castes and 1% from Backward Classes. As far as block allocation of A and B Block of Backward Classes category is concerned, yearwise rotational system will be adopted. For example, if Block-A of Backward Classes are given seats in the academic year 2010, the next block i.e. Block-B of category of Backward Classes will be given seats in the next academic year i.e. 2011 and so on.

Important Notes :

1. The Reservation of seats is as per the Reservation Policy of the Haryana Govt. and is subject to change/amendment made by the State Govt. from time to time.
2. All eligible candidates of reserved categories shall be considered first for General Category seats.
3. If the reserved seat(s) of BC Block-A remain vacant, these will be filled up from BC Block-B and vice-versa.
4. Benefit of reservation will be given to all the reserved categories upto Final List according to the reservation policy given in the Prospectus. In case at the time of display of Final List the reserved seats of various categories other than SC Category, remain vacant and no eligible candidates of the reserved categories are available, these vacant seats will be filled up on open merit basis at the time of Final List. The vacant seats of SC categories will not be converted.
5. Candidates claiming reservation under State Reservation Policy must submit the requisite certificates in the format(s) given as Annexure(s) at the time of the Prospectus.
6. Only those candidates having a permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission against the seats reserved for Physically Handicapped person. Physically Handicapped (Disability) certificate must be issued by the Chief Medical Officer (CMO) of the concerned District. However, the certificate shall be subject to verification by a Medical Board constituted by the University for the purpose. The decision of the Board shall be final. Physically Handicapped candidates belonging to Haryana required to submit the original certificate as per Annexure.
7. Children & Grand-children of Freedom Fighters of Haryana are required to submit a certificate from the Deputy Commissioner of the concerned District as per Annexure at the time of admission.
8. Wards of Ex-Servicemen of Haryana are required to submit the certificate as per Annexure.
9.
 - i) There will be 3% reservation for Physically Handicapped (1% for blindness or low vision, 1% for hearing impairment and 1% for Locomotor disability or Cerebral palsy). But in the event of the quota reserved for physically handicapped remaining unutilized due to non-availability of suitable category of handicapped candidates, it may be offered to the Ex-servicemen and their wards (1%) and dependents of freedom fighters (1%).
 - ii) The Govt. has further decided that the wards of those killed in 'Operation Vijay' may be covered under the provisions of above quoted instructions.
10. List of Scheduled Castes in Haryana State is available at **Appendix-H**. Such candidates shall submit a Certificate from the competent authority that he/she belongs to Scheduled Caste of Haryana in the proper format as given in **Appendix-B**.
SC `A' and SC `B' Categories have been clubbed by the Govt. of Haryana vide Notification No. 22/08/2004-3GS III dated 07-06-2007 (Appendix-H)
11. List of Backward Classes (Appendix-I) notified by the State Govt. Vide circular No. 1-883-Sk(I)-95 dated 28-9-95 and also circular No. 1170-SW(I)-95 dated 7.6.95 for exclusion of socially advanced persons/sections (Creamy Layer) from Backward Classes are available at **Appendix-D**. Candidate who wishes to be considered for reservation under this category **shall have to furnish an undertaking to the effect** that he/she is not covered under the criteria of Creamy Layer (**Appendix-C**). The said undertaking shall be furnished by the father and mother of the candidate separately.
12. Candidates who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificate of Bonafide residents of Haryana.
13. If a candidate belongs to more than one-reserved categories, he/she shall be required to give his/her preference at the time of filling up the Application Form. Preference once given shall not be changed.
14. If any candidate or his/her parents or guardian are found to have submitted any false undertaking/certificate, not only the candidate's admission will be cancelled but the person filling the false undertaking/certificate will also be liable to be prosecuted in accordance with law.



CHAPTER-V

PROCEDURE OF SELECTION FOR ADMISSION

1. The Schedule for Admission, and Deposit of Fee etc. is already given in Chapter-II.
2. Admission to B.Ed. (DE) Two Year Course will be made strictly on the **basis of merit of “Marks obtained in Qualifying Examination”**. No extra weightage of any kind will be given.
3. In case two or more candidates in the merit list have equal percentage of marks, one who is senior in age will be considered for admission. If the age in such cases is also the same, the admission will be given to the candidate having consistently better academic record.
4. The Merit list of selected candidates groupwise/categorywise will be available at the Enquiry Counter of the Directorate and/or at DDE website : www.mdudde.net.
5. If the reserved seats for any category remain vacant, the same will be filled up from the candidates of the same group in the waiting list.
6. Candidates are advised to attach all the documents and testimonials alongwith their Application Form for determining their eligibility. Incomplete applications are liable to be rejected.
7. The selected candidates will be required to produce their original documents at the time of admission within prescribed time for verification before they are allowed to deposit their dues. Admission will be refused if any document(s) submitted/produced by the candidates is/are found false/bogus or the information filled in the Application Form is found to be incorrect or the qualifying examination passed by him/her from the other University/Board has not been recognised by the M.D. University, Rohtak. No excuse, whatsoever, shall be entertained for non-production of original documents.

CHAPTER-VI

FEE STRUCTURE

A. COURSE FEE

| | |
|----------------------------------------------|--------------|
| 1. Total Fee | Rs. 40,000/- |
| 2. First Instalment at the time of admission | Rs. 20,000/- |
| 3. Second Installment upto 31-07-2013 | Rs. 20,000/- |

NOTE : Original receipt of 2nd Installment fee must be submitted in the office of the DDE latest by 31-07-2013.

B. DETAIL OF FEE

| | |
|-------------------------------------------------------|--------------|
| i) Tuition fee | Rs. 22,000/- |
| ii) CCP fee/Teaching Practice observation fee & TA/DA | Rs. 12,000/- |
| iii) Examination fee | Rs. 2,000/- |
| iv) Misc. charges | Rs. 4,000/- |

Total Rs. 40,000/-

NOTE:

- i) Blind candidates are exempted from tuition fee. They are required to pay Rs.18,000/- only.
- ii) The fee can be paid in cash at the Directorate's Cash Counter or through Bank Draft only. The Bank Draft should be drawn in favour of the Finance Officer, M.D. University, Rohtak payable at State Bank of India, (M.D.U. Branch), Rohtak (Code No.4734). In case the fee is deposited in cash, the original receipt issued by the Directorate must be attached with application form at the time of admission.
- iii) Application Form without required documents will not be accepted and shall stand cancelled automatically. No reminder in this regard will be issued.
- iv) Only those candidates will be eligible to appear in the final examination who have paid all fee by due date and fulfil all other requirements of the programme.
- v) 25% concession in tuition fee, is admissible to the SC students belonging to Haryana only as per E.C. resolution No.41 dated 18.3.2005.

C. REFUND OF FEE

The refund of admission fee is permissible in the following cases:

- a) If the candidate has been found ineligible for admission.
- b) If the candidate has expired before the examination.
- c) If the candidate has paid the excess amount of fee. In this case the excess amount paid will be refunded

NOTE:

In all such cases, 10% of the fee paid will be deducted while refunding the fee. The fee paid shall be forfeited if the candidate has supplied fake documents or has stated wrong facts in the Application Form or failed to supply the documents/information within stipulated period as required by the office.

CHAPTER-VII

IMPORTANT INSTRUCTIONS

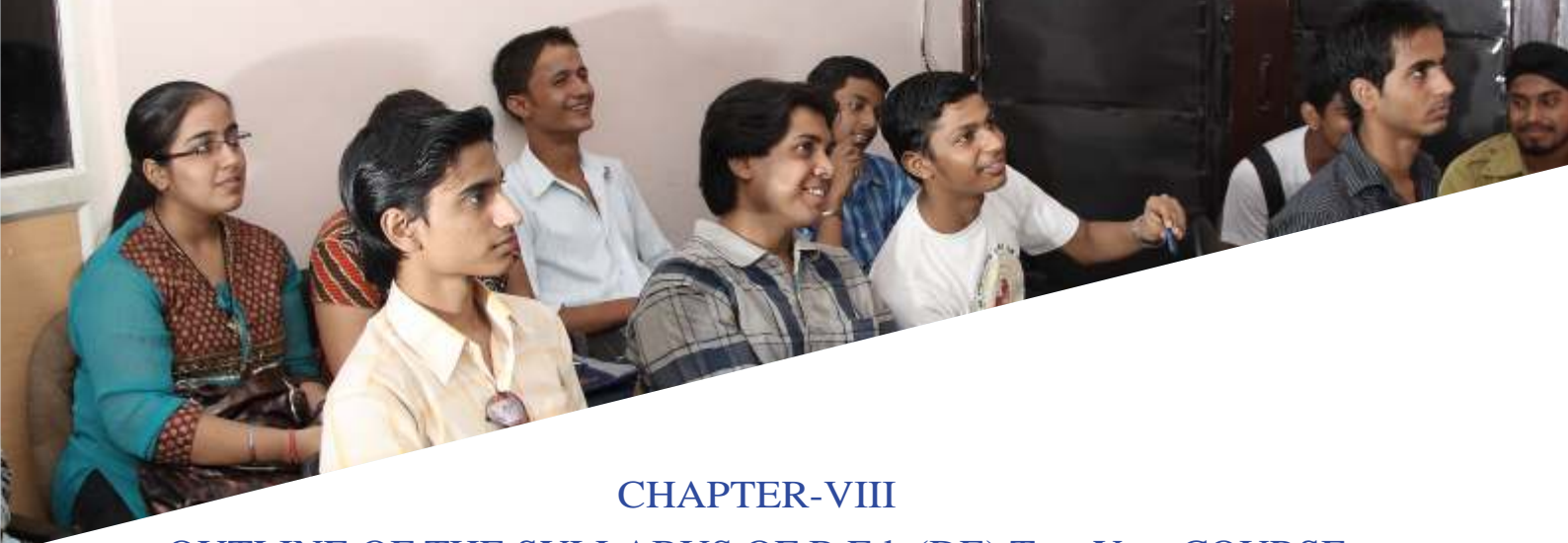
1.
 - a) The candidates must read the Information Brochure carefully before filling in Application Form.
 - b) Admission to B.Ed. (DE) course will be made strictly on the basis of merit in qualifying examination.
 - c) Candidates should read carefully the instructions printed in the Information Brochure before filling up the various columns and other information sought in the Application Form.
 - d) Candidates are advised to fill up the APPLICATION FORM carefully.
 - e) While making any correspondence with the Directorate, always mention your Name and Admission number clearly.
 - f) Admission will be refused if any of the document submitted/produced by the candidate is found to be fake/bogus. Admission shall be cancelled if any candidate is found to be ineligible at a later stage due to any reason.
 - g) All disputes are subject to the jurisdiction of the court in Rohtak City.
2. Application Form for admission to B.Ed. (DE) Course, complete in all respects, must be accompanied by the following documents:
 - a) Attested copy of Matriculation/Higher Secondary Certificate (or its equivalent) showing the date of birth of the candidate.
 - b) Attested copy of Qualifying Examination Certificate.
 - c) Original Teaching Experience Certificate (as per proforma given in **Appendix-A**)
 - d) Certificates pertaining to claims for reservations:

Scheduled Caste (**Appendix-B**), Backward Classes alongwith undertaking (**Appendix-C**) Physically Handicapped (**Appendix-E**), Children or Grand Children of Freedom Fighters belonging to Haryana State (**Appendix-F**) & Children of Serving/Deceased/Disabled/Discharged Military/Para Military Personnel/Ex-Servicemen/Ex-Personnel of a Para Military Forces (**Appendix-G**).

Note: No Application Form received after the last date specified for the purpose will be entertained. However, in case the last date for receipt of applications is a holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose.

3. Statutory Rights of the Directorate

- a) Admission cannot be claimed as a matter of right and the University itself reserves the right for admission.
 - b) **The Directorate will not be responsible for any postal delay, if any involved in receipt of applications or the loss of applications/documents in transit. It is in the interest of the applicants to send the applications/fees/documents by registered post.**
 - c) All disputes would be subject to Rohtak jurisdiction.
 - d) If the teaching experience certificate is not found in order, the fee paid by the candidate will be forfeited by the University.
4. Any attempt on the part of a candidate, his friends or relatives to convas or bring influence to bear upon the University directly or indirectly for securing admission will be a disqualification for admission.
 5. No judicial proceedings will lie against the University for:
 - a) any bonafide error that may occur in the selection of any candidate for admission.
 - b) rejection of any claim(s), whatsoever, of candidates of any category.
 - c) refusing to accept a certificate as equivalent to that specified.
 - d) rejecting a candidate without any reason for the same; and
 - e) any other reason pertaining to admission of candidates.
 6. All the particulars in the Application Form must be written carefully and legibly. Applications which are incomplete are liable to be rejected.
 7. The candidates will have to deposit their fee and other dues as prescribed by Directorate of Distance Education within the stipulated period.
 8. The rules given herein are only provisional. They may be changed or modified by the University without prior notice. The candidate cannot make any claim on the basis of the information given in the Admission Brochure.
 9. In case of any ambiguity in the rules, interpretation of the same by the Vice-Chancellor shall be final.



CHAPTER-VIII

OUTLINE OF THE SYLLABUS OF B.Ed. (DE) Two Year COURSE

The candidates have to study the following papers for Theory & Practicals.

Part-I (Papers I to VI)

THEORY: Papers-I, II, III (A) III(B) and IV are compulsory. In paper V & VI (Teaching Subjects), the candidate has to study a combination of two papers.

Compulsory Papers

| | | |
|-----|--------------------------------------------------------------------------------|-----------------|
| I. | Education in Emerging Indian Society. (Theory + Pedagogical Skill Development) | (80 + 20 marks) |
| II. | Psychology of Teaching & Learning (Theory + Practical) | (80 + 20 marks) |
| III | (A) Secondary Education & School Management | (50 marks) |
| IV. | (B) (Option-4 only) Educational & Vocational Guidance | (50 marks) |
| V. | Educational Technology (Theory + Practical) | (80 + 20 marks) |

PAPER V-VI: TEACHING SUBJECTS: Content-cum-Methodology Courses in Teaching Subjects of school level will be as follow:

(Each teaching subject will carry 100 marks)

- Group A: English, Hindi
Group B: Mathematics, Commerce
Group C: Life Sciences
Group D: Physical Sciences, Social Studies

Note: The candidates shall choose two subjects for Methodology of Teaching from the above mentioned four groups. They shall choose these from two separate groups. One of the subjects selected for these papers shall at least be the same as offered for degree course.

Part-II (Paper VII to X)

VII Work Education Practical (Compulsory for all students)

| | | |
|----|-------------------------------------|-----------|
| a) | Chalk Board Writing | 30 marks |
| b) | Preparing Teaching Aids | 35 marks |
| c) | Handling of Available Equipments | 35 marks |
| d) | Cane Work (for blind students Only) | 100 marks |



VIII Work Experience-Practical*

| | |
|---------------------------------------------------|-----------|
| Option-1 Drawing & Painting | 50 marks |
| Option-5 Interior Decoration | 50 marks |
| Option-7 Gardening | 50 marks |
| Option-10 Candle Making (for blind students only) | 100 marks |

* Students are required to opt for two work experiences out of the list mentioned above. Blind students shall opt for only one work experience i.e. Candle Making carrying 100 (hundred) marks.

IX. Participation in Community Services & Co-curricular activities - Grades will be awarded (NSS, Sports, Social Service, Cultural and Literary activities) on five point scale

X. Skill in Teaching (Practical Examination)

| | |
|-----------------------|-----------|
| 1. Teaching Subject-1 | 100 marks |
| 2. Teaching Subject-2 | 100 marks |

NOTE: However, detailed syllabus for B.Ed. (Distance Education) Examination will be provided to the candidates after admission alongwith the study material.

SKILL IN TEACHING (CLASS-ROOM TEACHING PRACTICE)

The candidate will be required to undergo training in Teaching practice of four weeks duration during which each teacher trainee will deliver 30 lessons in both the teaching subjects in actual class room setting. Out of these, a minimum of ten lessons will be supervised by qualified teacher educators as per NCTE guidelines. If he/she is teaching in Primary school, he/she may be required to teach in High/Secondary school of the area, the names of which has to be intimated by the candidate to the Directorate beforehand. Necessary instructions in this regard will be provided during the CCPs. A certificate, as a proof of teaching practice, duly verified by the Head of the School/Institution will have to be submitted to the Head-Examiner at the time of skill-in-teaching Practical Examinations.

ASSIGNMENTS

In order to make teaching-learning more effective, to ensure that the students have understood the lessons, to diagnose their requirements and to give them feed back, essay type assignments will be given to the students during the Compulsory Contact Programme. There would be one assignment in each of the theory papers/courses per CCP.

PROVISION OF STUDY MATERIAL

Self instructional printed study material will be provided to the candidates after the admission procedure is over. The study material will be provided to the candidates in Hindi Medium only.

DURATION OF THE COURSE

2 Years (24 months) for B.Ed. (DE) course.



COMPULSORY CONTACT PROGRAMME (CCP): 50 DAYS

In order to supplement the reading material and to provide face-to-face interaction with the teachers, a Compulsory Contact Programme (CCP) will be organised for 50 days of at least six hours per day. These 50 days will be splitted up into two phases during the two year duration of the course, which will be intimated to the candidates after the confirmation of admission. The first phase of CCP will be held during the first academic year and the second phase of CCP will be held during the second academic year.

During the CCP the candidates will be given:

- a) guidance and tutoring with regard to the content portion of all the courses in a concise and capsule form.
- b) training in different skills of teaching with simulated teaching practice.
- c) supervised teaching in classroom under simulated conditions;
- d) regular assignments, which are duly evaluated and returned to the candidates during CCP. There would be one assignment in each of the theory papers/courses per CCP.

CHANGE OF SUBJECT/OPTION

The change of subject/option may be permitted, if the request is received upto 30th Nov., 2013 with a fee of Rs.300/-. Thereafter, no change will be allowed.

MEDIUM OF INSTRUCTIONS

The medium of instruction will be Hindi/English and medium of examination will be English or Hindi.

EXAMINATION

At the end of B.Ed.(DE) Two Year Course examination will be conducted by M.D. University, Rohtak as per the notified schedule of examination.

EXAMINATION CENTRE

B.Ed. (DE) final Examination will be held at ROHTAK only. The Roll No. (Admit Card) to eligible candidates will be issued fifteen days before the commencement of examination. In case of non-receipt of Roll No. slip, the candidate should contact the Directorate three days before the commencement of examinations for issue of duplicate Roll No. slip by depositing Rs.50/-.

TEACHING EXPERIENCE CERTIFICATE

Certified that _____
 S/o/D/o Shri/Smt _____
 resident of village/town _____ Tehsil _____
 Distt. _____ having qualification _____
 has been working in _____
 (Name of the School) since _____ continuously as a teacher on regular basis in the grade
 of Rs. _____. The current monthly emoluments being drawn by him/her are _____.

During his/her service in this school, his/her work and conduct remained good.

It is also certified that this school is recognised by the Education Department, Haryana/C.B.S.E. upto
 _____ standard vide letter No. _____ dated _____.

PLACE:

DATE:

**Signature of the Head
of the School with Stamp.**

Name :

Designation :

Address :

.....

.....

Note: Before obtaining Teaching Experience Certificate from the concerned authorities, instructions given at the end of Chapter-I may be seen.

CERTIFICATE OF SCHEDULED CASTE

Certified that Mr./Ms _____

Son/Daughter of Sh. _____

Tehsil _____ Distt. _____

Haryana belongs to _____ caste, which has been declared Scheduled Caste in the constitution (Schedule Castes) Order 1950.

Caste certificate shall be valid for life.

PLACE:

Tehsildar/Naib/Tehsildar-co-Executive

DATE:

Magistrate/Head of the Department

Certificate from no other authority will be accepted.

BACKWARD CLASS CERTIFICATE

Certified that Mr./Ms _____

S/o/D/o Shri/Smt _____

resident of village/ward No. _____ Tehsil _____

Distt. _____ Haryana belongs to _____ Caste, which has been

declared Backward class Block _____ (A/B) by Haryana Government. It is also certified that the applicant is

not covered under creamy layer criteria as notified by Haryana Govt. vide Circular No. 1170-SW(195 Dated 7-6-95

and No. 1883/SW(1)-95 dated 29.9.1995.

Caste certificate shall be valid for life.

PLACE:

Tehsildar/Naib/Tehsildar-co-Executive

DATE:

Magistrate/Head of the Department

Certificate from no other authority will be accepted.

Undertaking

I, _____ Father/Mother of _____
 Resident of _____ Tehsil _____
 District _____ seeking admission to B.ED. course in Haryana do hereby
 solemnly affirm & declare that I belong to _____ caste, which is
 included in the list of Backward Classes Block 'A' / `B' approved by the Haryana Govt. I, further declare and affirm
 that I and my wife/husband are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SWLI-95
 dated 07-06-95& No. 22/36/2000-3GS III dated 09-08-2000 and No. 2077-SW(I) dated 30.09.2004 for excluding
 socially advanced persons/sections(Creamy Layer) from Backward Classes.

I further undertake that in case the information contained in the above para is found false at any stage, the
 Component Authority will be entitled to cancel the admission.

PLACE:

DATE:

(Signature of the Applicant)

CERTIFICATE OF SCHEDULED CASTE

Copy of letter No. 1170-SW(I)-95 dated 7.6.95 received from the Commissioner & Secretary to Government of Haryana, Welfare of Scheduled Castes and Backward Classes Department, Haryana, Chandigarh addressed to all Heads of Departments, Commissioners, Ambala, Hissar, Rohtak and Gurgaon Divisions, all Deputy Commissioners & Sub Divisional Officers in Haryana and Registrar, Punjab and Haryana High Court, Chandigarh.

Sub: Exclusion of socially advanced persons/sections-(Creamy Layer) from backward Classes.

Sir,

I am directed to invite your attention to the subject mentioned above and to state that following the Supreme Court judgement in the Indira Sawhney and others versus Union of India case, the Haryana Government vide notification dated 12.10.1993 had set up the Haryana Second Backward Classes Commission. The terms of reference of this Commission were to entertain, examine and recommend upon requests for inclusion and complaints of over –inclusion and under-inclusion in the list of backward Classes. Vide notification dated 26-5-1994; the Commission was also assigned the function of specifying the basis, applying the relevant and requisite socio-economic criteria to exclude socially advanced persons/sections (Creamy Layer) from Backward Classes.

In its report submitted on 16.05.1995, the Haryana Second Backward Classes Commission had recommended the criteria for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes. After considering these recommendations, the Government has decided that the benefit of reservation shall not apply to persons/sections mentioned in Annexure 'A', which is enclosed.

All the departments are requested to bring the above instructions to the notice of all the Heads of Departments and appointing authorities under their control for necessary compliance.

| I | DESCRIPTION OF CATEGORY | TO WHOM RULE OF EXCLUSION WILL APPLY |
|----|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | CONSTITUTIONAL POST | <p>Son(s) and daughter(s) of</p> <ul style="list-style-type: none"> a) President of India; b) Vice President of India; c) Judges of the Supreme Court and of the High Courts; d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India; e) Persons holding Constitutional positions of like nature. |
| II | | <p>Son(s) and daughter(s) of</p> <ul style="list-style-type: none"> a) Parents, both of whom are Class-I Officers; b) Parents, either of whom is a class I officer; c) Parents, both of whom are Class-I officers, but one of them dies or suffers permanent incapacitation. d) Parents, either of whom is a Class I officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organization like, U.N., I.M.F., World Bank, etc. for a period of not less than 5 years. e) Parents, both of whom are Class I Officer die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like U.N, I.M.F., World Bank, etc. for a period of not less than 5 years. <p>Provided that the rule of exclusion shall not apply in the following cases:-</p> <ul style="list-style-type: none"> a) Sons and daughters of parents either of whom or both of whom are Class-I officers and such parents(s) dies/die or suffer permanent incapacitation. b) A lady belonging to OBC Category has got married to a Class-I Officer and may herself like to apply for a job. |
| B | | <p>Son(s) and daughter(s) of</p> <ul style="list-style-type: none"> a) Parents both of whom are Class-II Officers. b) Parents of whom only the husband is a Class-I Officer and he gets into Class-I at the age of 40 or earlier. c) Parents, both of whom are Class-II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organization like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation; d) Parents of whom the husband is a Class-I Officer (direct recruit or pre-forty promoted) and the wife is a Class-II officer and the wife dies or suffers permanent incapacitation; and e) Parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class-II officer & the husband dies or suffers permanent incapacitation. <p>Provided that the rule of exclusion shall not apply in the following cases:-</p> <p>Sons and daughter of</p> <ul style="list-style-type: none"> a) Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation. b) Parents, both of whom are Class-II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organization like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation. |

| | | |
|--|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>The criteria enumerated in A & B above in this category will apply mutatis mutandi to officers holding equivalent or comparable post in PSUs, Banks, Insurance Organizations, Universities etc. pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category V below will apply to the officers in these Institutions.</p> <p>Sons(s) and daughter(s) of parents either or both of whom is or are in the rank of colonel and above in the army and to equivalent posts in the Navy and the Air Force and the Para Military Forces:</p> <p>Provided that.</p> <ol style="list-style-type: none"> i) If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e. the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of colonel; ii) The service ranks below colonel of husband and wife shall not be clubbed together; iii) If the wife of an officer in the Armed Forces is in Civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently. <p>Sons(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.</p> |
| | INCOME / WEALTH TAX | <p>Son(s) and daughter(s) of</p> <ol style="list-style-type: none"> a) Persons having gross annual income of Rs. 4.50 Lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years. (Range of income has been revised from Rs. 2.50 Lacs to Rs. 4.50 lacs vide Chief Secretary letter No. 22/22/2004-3GS-III dated 22.01.2009. b) Persons in Categories I, II, III, & IV who are not disentitled to the benefit of reservation but have Income from other sources of Wealth which will bring them within the income/wealth criteria mentioned in (a) above. |

Explanation:

- i) Income from salaries or agricultural land shall not be clubbed;
- ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.
- iii) Where the husband is in some profession and the wife is in a Class II or lower grade employment the income/wealth test will only on the basis of the husband's income.
- iv) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

Explanation:

Wherever, the expression, 'permanent incapacitation' occur in this schedule it shall mean incapacitation which results in putting an Officer out of service.

OFFICE OF THE CHIEF MEDICAL OFFICER

No:

Dated:

Certified that Sh./Km./Smt.....

Son/daughter wife of Sh.....resident of.....

District appeared before the Medical Board for medical checkup.

On his/her Medical Examination, it is found that the nature of handicap/disability is % and (as applicable), is as under: -

i) He/She is blind or Low vision.....

ii) He/She is having hearing impairment.....

iii) He/She is having locomotor disability or Cerebral Palsy.

PLACE:

Chief Medical Officer

DATE:

.....Haryana

(Signature of the Applicant)

(Seal of the above authority)

APPENDIX-F

Certificate For Children of Grand Children of Freedom Fighters

Certified that Sh./Km./Smt.

Son/daughter wife of Sh.

resident of (Complete address),

Freedom Fighter of Haryana (Identity No.) is father/grand

father of Sh./Km./Smt (Name of candidate) of village/Town

..... Police Station

Tehsil District, State

No :

Date :

Place :

Deputy Commissioner of
Concerned District of Haryana
(Seal of Office)

**Certificate for Deceased/Disabled/ Discharged Military
Personnel/ ServingMilitary Personnel /Ex-Servicemen**

Certified that Sh. _____ Father of _____

(name of the candidate) is Serving Military Personnel /an ex-serviceman and he/his son/daughter is entitled for the benefit of reservation of seats for admission in course in M.D. University, Rohtak. His detailed particulars are as under:-

1. Name _____
2. Father's Name _____
3. Address _____
4. Reasons of discharge/retirement _____
5. Whether deceased disabled during military service _____
if so, give details _____
6. Category _____
7. If serving, Rank and place of Posting _____

Date :

Place :

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

LIST OF SCHEDULE CASTES IN HARYANA STATE

| S. No. | Name of the castes | S. No. | Name of the castes |
|--------|---------------------------|--------|-----------------------|
| 1. | Ad Dharmi | 27. | Perna |
| 2. | Balmiki, Chura, Bhangi | 28. | Pherera |
| 3. | Bangali | 29. | Sanhai |
| 4. | Barar, Burar, Berar | 30. | Sanhal |
| 5. | Batwal | 31. | Sansi, Bhedkut Manesh |
| 6. | Bauria, Bawaria | 32. | Sansoi |
| 7. | Bazigar | 33. | Sapela |
| 8. | Bhanjra | 34. | Sarera |
| 9. | Chanal | 35. | Sikligar |
| 10. | Dagi | 36. | Sirikiband |
| 11. | Darain | 37. | Chamar |
| 12. | Deha, Dhea, Dhaya | 38. | Jatia Chamar |
| 13. | Dhanak | 39. | Rehgar |
| 14. | Dhogri, Dhangri, Siggi | 40. | Raigar |
| 15. | Dumna, Mahasha, Doom | 41. | Ramdasi |
| 16. | Gagra | 42. | Ravidasi |
| 17. | Gandhila, Gandil, Gondola | 43. | Balahi |
| 18. | Kabirpanthi, Julaha | 44. | Bhatoi |
| 19. | Khatik | 45. | Chamar Rohida |
| 20. | Kori, Koli | 46. | Jatara |
| 21. | Marija, Marecha | 47. | Ramdesia |
| 22. | Mazhabi | 48. | Batoi |
| 23. | Megh | 49. | Bhambi |
| 24. | Nat | 50. | Jatar |
| 25. | Od | 51. | Mochi |
| 26. | Pasi | | |

BLOCK 'A'

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

At present Raigar, Mochi and Julaha castes find a mention in the list of both scheduled castes and backward classes and it has been decided that persons belonging to these castes who are not covered under the scheduled castes being non-hindus or non-sikh, can take the benefits under the backward classes only.

BLOCK 'B'

| | | | |
|----|------------|----|------------------|
| 1. | Ahir/Yadav | 4. | Saini |
| 2. | Gujjar | 5. | Lodh/Lodha/Lodhi |
| 3. | Meo | | |

State-wise List of fake Universities as on April, 2011

Bihar

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.

Delhi

2. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
3. Commercial University Ltd., Daryaganj, Delhi.
4. United Nations University, Delhi.
5. Vocational University, Delhi.
6. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110 008.
7. Indian Institute of Science and Engineering, New Delhi.

Karnataka

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

Kerala

9. St. Johns University, Kishanattam, Kerala.

Madhya Pradesh

10. Kesarwani Vidyapith, Jabalpur, Madhya Pradesh.

Maharashtra

11. Raja Arabic University, Nagpur, Maharashtra.

Tamil Nadu

12. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.

West Bengal

13. Indian Institute of Alternative Medicine, Kolkatta.

Uttar Pradesh

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

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

IMPORTANT INFORMATION

The Prospectus and Admission Form can also be downloaded from the university website www.mdudde.net and in that case a fee of Rs.800/- is required to be deposited with the Application Form.

| | | |
|-----------------------------------|----------|-------------------|
| Normal Admission | : | 02-02-2012 |
| With Late Fee of Rs.500/- | : | 27-02-2012 |
| With Late Fee of Rs.1000/- | : | 22-03-2012 |

| Price: | |
|------------------------------------------|--------------------|
| At Counter | : Rs. 800/- |
| By Registered Post | : Rs. 850/- |
| for SC/BC Candidates of Haryana : | |
| At Counter | : Rs. 200/- |
| By Registered Post | : Rs. 250/- |

PROSPECTUS CAN BE OBTAINED FROM :

Directorate of Distance Education, M.D.U, Rohtak - 124001

For Information, Please Contact
Directorate of Distance Education,
MAHARSHI DAYANAND UNIVERSITY
ROHTAK - 124001

Tel.: 01262 – 393189, E-mail: dedirector@gmail.com
Website: www.mdudde.net