

# OFFICERS OF THE UNIVERSITY

Chancellor

HIS EXCELLENCY SH. JAGAN NATH PAHARIA

Governor, Haryana

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# **DIRECTORATE OF DISTANCE EDUCATION**

## **ACADEMIC STAFF**

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Lecturer in English

**Mrs. Sheila Gahlot**  
Lecturer in Hindi

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**Superintendent (B.Ed. & P.G.)**  
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# **THE UNIVERSITY**

The Maharshi Dayanand University initially known as Rohtak University, Rohtak was established by an Act of Legislature of Haryana in 1976 with the object to promote inter-discipline higher studies and research in the field of environmental, ecological and life sciences, initially it was a unitary and residential University, however, its character was changed to an 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 Grants Commission recognized this University under section 2(f) for the recognition of degrees and under section 12(b) of the University Grants Commission Act for central grants on Feb.2, 1983.

## **LOCATION**

The University is situated at Rohtak, a rapidly growing town and district headquarter about 75 kms. From Delhi on Delhi-Hisar National Highway (NH-10). It is at a distance of about 240 kms. From Chandigarh, the State Capital. It is well connected by rail and road. Rohtak is a very educationally forwarded town, where facilities of education in all fields are available. Besides the prestigious Pt. Bhagwat Dayal University & Health Sciences, there are as many as 29 Colleges in Rohtak city alone which include one Govt. Dental College, 3 Colleges of Education, 7 Degree Colleges, 3 Girls Colleges and 10 Ayurveda and other Professional Colleges. Rohtak is known for its biggest whole-sale cloth market in Northern India.

## **JURISDICTION**

The jurisdiction of the University extends to the districts of Rohtak, Jhajjar, Bhiwani, Mohindergarh, Gurgaon, Faridabad, Sonapat and Rewari and all institutions/Colleges of General Education, Engineering, Technology, Pharmacy, Computer Sciences, Dental Sciences, Ayurveda located in these districts are affiliated to this University.

## **CAMPUS**

The University Campus is spread over a sprawling area of over 700 acres. The boundary of the campus extends from Rohtak-Delhi Road to Rohtak-Delhi railway line and from Pt. BDS PGIMS to Western Yamuna Canal. 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, 8 Hostels, a Central Library, Campus School, Health Centre, Faculty House, Sports Stadium, Community Centre, Swimming Pool, Shopping Complex and an Administrative Block. More than 379 residential houses are available for faculty members and non-teaching staff. Construction of a magnificent Auditorium & Multipurpose Gymnasium Hall, will be ready by the beginning of the session. A Branch of State Bank of India and Central Co-operative Bank are available on the Campus.

## **ACCREDITATION BY NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)**

The University Grants Commission has an autonomous National Assessment and Accreditation Council (NAAC), which has been assigned the task of accreditation and assessment of the Universities and colleges. The Peer Team of the NAAC visited the University in February, 2003 for assessment and accreditation of the University. On the basis of the report submitted by the team, the National Assessment and Accreditation Council has graded Maharshi Dayanand University B++ Grade with institutional score of 80.25. The Peer Team was highly impressed by the infrastructure facilities available in the University. It made remarkable comments about the teaching-learning and evaluation system of the University. It also observed that the University has developed potential for achieving excellence in teaching, research and extension. The University endeavours to harvest the available resources to achieve excellence for which there is a great potential.

## **REGULAR PROGRAMMES OFFERED BY UNIVERSITY**

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



## REGULAR PROGRAMMES OFFERED BY UNIVERSITY

S. NO.	FACULTY	Courses offered
1.	<b>Faculty of Commerce</b> Department of Commerce	i. Ph.D. ii. M.Phil. iii. M.Com.
2.	<b>Faculty of Education</b> i. Department of Education ii. Department of Physical Education	i. Ph.D. (Education, Physical Education) ii. M.Phil. (Education) iii. M.A. (Education, Physical Education) iv. M.Ed. (One Year Course after B.Ed.) v. M.P.Ed. vi. B.P.Ed.
3.	<b>Faculty of Engineering &amp; Technology</b> Department of Engineering and Technology	B.Tech (4 Year Course) i. Bio-Tech ii. Computer iii. Electronics & Communication Engg. iv. Mechanical Engg.
4.	<b>Faculty of Humanities</b> i. Department of English & Foreign Languages ii. Department of Hindi iii. Department of Sanskrit, Pali & Prakrit iv. Department of Journalism & Mass Communication	i. Ph.D. (Hindi, English, Sanskrit) ii. M.Phil. (Hindi, English, Sanskrit) 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.
5.	<b>Faculty of Life Sciences</b> i. Department of Bio-Sciences ii. Department of Bio-Chemistry & Genetics iii. Advanced Centre for Bio-Technology	i. Ph.D. ii. M.Phil. iii. M.Sc. (Food Processing Technology, Medical Bio Technology, Botany, Zoology, Environmental Science, Biochemistry, Genetics, Bio-Technology).
6.	<b>Faculty of Law</b> i. Department of Law	i. Ph. D. ii. LL.B.(Hons.) 5Year Course after 10+2 examination. iii. LL.B.(Hons.) 3Year Course after Bachelor Degree. iv. LL.M. 2 Year Course after Bachelor Degree in Law

S. NO.	FACULTY	Courses offered
	ii. Institute of Law & Mgt. Studies, Gurgaon	v. LL.B.(Hons.) 5Year Course after 10+2 examination.
7.	<b>Faculty of Management Sciences</b> i. IMSAR ii. Institute of Hotel and Tourism Management iii. Department of Business Economics iv. 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. M.B.A. (Business Economics) vi. Master of Business Administration (International Business)
8.	<b>Faculty of Physical Sciences</b> 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.)
9.	<b>Faculty of Pharmaceutical Sciences</b> Department of Pharmaceutical Sciences	i. B. Pharmacy ii. M. Pharmacy (Industrial Pharmacy and Drug Regulatory Affairs)
10.	<b>Faculty of Performing &amp; Visual Arts (Music, Fine Arts)</b> i. Department of Music ii. Department of Fine Arts	i. Ph.D. (Music) ii. M..A. (Music, Fine Arts)
11.	<b>Faculty of Social Sciences</b> i. Department of Economics ii. Department of Political Science iii. Department of History iv. Department of Psychology v. Department of Geography vi. Department of Defence Studies vii. Department of Public Administration viii. Department of Sociology	i. Ph.D. (Economics, Political Science, History, Sociology, Geography, Public Administration, Psychology, Defence St.) ii. M.Phil. (Economics, Political Science, History, Sociology, Geography, Public Administration, Psychology) iii. M.A. (Economics, Political Science, History, Sociology, Geography, Public Administration, Psychology, Defence St.) iv. P.G. Diploma in Guidance and Counseling.

## **NEW MILLENNIUM: FUTURE CHALLENGES**

With the liberalisation of Indian economy, the demand for professional managers and computer personnels has increased manifold in recent years. For optimal utilisation of resources, corporate world requires a vast pool of persons with competitive managerial/computer software skills deep conceptual understanding, and visionary thinking. Though management and computer institutes throughout India are contributing to this cause but most of them have been set up in a few urban pockets, whereas a large number of talented persons living in rural, semi urban and remote areas are devoid of management and computer education. Hence their potentials are still untapped. Similarly, various persons are already engaged in jobs or have self-employment. Despite of their exposure to commercial, administrative, manufacturing, microprocessor, data storage devices and other productive activities, they lack appropriate computer and managerial acumen in the absence of computer and management education. Taking note of these concerns of Indian scene, M.D. University Rohtak offers M.B.A., MCA programmes through distance education. Thus enabling a large number of people living in different parts of the country to acquire and upgrade their computer and management knowledge and skills by enrolling themselves to the MBA and MCA programmes because of spatial, time and job constraints. These courses through distance education mode will fulfill their needs of attaining quality in computer and management education in most convenient manner. Such human development will also give boost to the Indian economy.

# **DIRECTORATE OF DISTANCE EDUCATION**

Distance Education is an established and recognized mode of education which is in consonance with changing socio-economic needs and emerging demands of the knowledge era. Keeping up with the spirit of Open University system and in the view of long-standing demand of heterogeneous groups of student's community, the Directorate of Distance Education (DDE) of Maharshi Dayanand University, Rohtak (MDU), has started a wide spectrum of courses. Over the years, DDE has expanded tremendously in terms of programmes, enrolment and study centers. The Directorate is housed in a spacious building, which is properly ventilated and easily approachable. At present 21 programmes are being offered by DDE, out of which 14 are leading to Postgraduate degree, 6 courses for Bachelors degree, 1 course is P.G. Diploma.

The programmes range from conventional to management and technical as per needs of the area and employment opportunities available in the country. In order to meet the growing demand of computer education and the dynamical changing requirement of the corporate world the Directorate with its experience and expertise in both computer and distance learning launched programmes in Computer/IT and Management. These programmes are telescopic in nature wherein a diploma/ advanced diploma is awarded after completion of each year of training culminating into a university degree. Moreover, to provide greater choice and flexibility to the students, provision for lateral induction in Computer/IT programmes has been adopted.

Presently, the DDE is imparting education to more than 1,00,000 students through its network of study centers. At present, DDE has 725 study centres recognized by the University which are spread over 16 States of the country. The reasons for the popularity of its programmes have been mainly on account of carefully designed curriculum, well planned teaching-learning strategies, effective student support system and fair examination and evaluation system.

The teaching-learning strategies employed for effective dissemination of knowledge and to mitigate the feeling of isolation of distance learners include printed study material in SIM form, Sunday and other holidays classes at University approved study centers, personal contact programme (PCP), Assignments, Internal Tests, Projects, Field work and well established labs. The excellent technical libraries include facility of Videocassettes, E-mail, Internet, CD-ROM, and practicals. In addition to above, face-to-face (F2F) and telephone counselling is provided to distance learners by in-house faculty of DDE at the headquarter and by the resource persons at respective study centers.

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## SECTION - 1

### U.G./P.G. PROGRAMMES

<b>Name of Course</b>	<b>Duration</b>
<b>B.A.</b>	Three Year Course
<b>B.Com</b>	Three Year Course
<b>B.L.I.Sc.</b>	One Year
<b>MASTER OF ARTS:</b> English, Hindi, Sanskrit, Political Science, History, Economics, Public Administration, Geography	Two Year Course
<b>M. Sc (Math)</b>	Two Year Course
<b>M.Com.</b>	Two Year Course
<b>M.L.I.Sc.</b>	One Year Course

## SECTION - II

### ADMISSION PROCEDURE

#### **B.A./B.Com/M.A./M.Sc./M.Com.**

There is no upper limit with regard to the number of students to be admitted in various courses.

The admission at the approved Study Centres will be done on the spot. The students desirous of seeking admission in the subjects available at a particular Study Centre must come along with original Certificates including Detailed Marks Card of the qualifying examination, Migration Certificate, Character Certificate etc. and a prescribed fee as mentioned in **Section-VII** for taking admission in the courses on the spot. Please note that each Study Centre is authorised to run those elective subjects as detailed in **Appendix-II**. It is for the student to opt for Study Centre keeping in mind the subjects available at a particular centre. (List of Study Centres along with courses is available at **Appendix – I**). Only those optional papers for which study material is available be allowed at UG/PG level. List of subjects/papers is available at **Appendix-II**.

**Note:** *The admission-cum-examination form will be submitted in duplicate i.e. one for University and another for study centre complete in all respects.*

#### **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.)**

Interested candidates may apply for admission to B.L.I. Sc. programme through DE mode on the prescribed form as per schedule. Application form should be accompanied with fee of Rs.7300/- in the form of Bank Draft drawn in favour of the Finance Officer, M.D. University, Rohtak, payable at State Bank of India, MDU Branch, Rohtak (Code No. 4734) or the University Cash Receipt in original. Applications received after the prescribed date or incomplete applications are liable to be rejected.

#### **MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.)**

Interested candidates may apply for admission to M.L.I.Sc. programme through DE Mode on the prescribed form as per schedule. Applications received after the prescribed date or incomplete applications are liable to be rejected.

## SECTION – III

### ELIGIBILITY

#### **B.A. PART-I**

- i) Senior Secondary Certificate Examination under 10+2 pattern of Board of School Education Haryana, Bhiwani.
- ii) B.A. Part-I examination under old scheme of this University.
- iii) Diploma in Pharmacy.
- iv) Any other examination recognized by the Academic Council as equivalent to (i) or (ii) or (iii) above.

**NOTE:** *The students having compartment in one subject or did not pass English subject in 10+2 class may be allowed provisionally to join B.A. Part-I subject to his/her qualifying in the subject of compartment as well as English subject of 10+2 examination at the supplementary examination of the same year or in the next annual exam held in March from the Board concerned. Such a candidate shall have to furnish to the University proof of his/her having cleared the compartment/English subject before the declaration of result of B.A.-I failing which his/her result of B.A.-I examination shall stand automatically cancelled.*

**FURTHER, THE CANDIDATE HAVING COMPARTMENT IN TWO OR MORE SUBJECTS IN +2 EXAMINATION IS NOT ELIGIBLE TO TAKE ADMISSION IN BA/B.COM. PART-I.**

**B.A. PART-II**

- i) B.A. Part-I Exam. under new scheme of this University.
- ii) B.A. Part-II Exam. under old scheme of this University.
- iii) Any other Exam. recognized by the Academic Council as equivalent to (i & ii) above.

**B.A. Part-III**

- i) B.A. Part-II Exam. under new scheme of this University.
- ii) Any other Exam. recognized by the Academic Council as equivalent to (i) above.

- Note:**
1. The candidates admitted to B.A./B.Com. will be allowed compartment in one subject only.
  2. A candidate who has been placed under compartment in B.A. Part-I/II examination of this University may be allowed to read for next higher class i.e. B.A. Part-II/III respectively. Such a candidate is required to clear the compartment in two consecutive chances but he/she fails to pass or fails to appear for the compartment subject at the second chance his/her result for the higher examination shall unless he/she has passed in that examination be cancelled and he/she shall not be allowed to appear for the same till he/she passed in the lower examination. If he/she has passed in higher examination his/her result for the same shall be declared provisionally subject to his/her passing the lower examination within permissible chances under Clause-9.1 of the Ordinance as an ex-student.
  3. No one from other University shall join the second year and third year classes of B.A. Course unless he/she has passed B.A. Part-I & II respectively.

**B.A. DEGREE THROUGH ENGLISH ONLY**

- i) The candidates for B.A. Degree through English only may also be admitted in B.A. I, if they have passed Prabhakar Examination.
- ii) The candidates who have compartment in Prabhakar are not eligible to seek admission in B.A. Part-I through English only.
- iii) Prabhakar pass candidates will take only one more subject alongwith English in B.A. Part-I.

### **B.Com. PART-I (PASS COURSE)**

- i) Senior Secondary Certificate Examination under 10+2 pattern with 40% marks from Board of School Education Haryana, Bhiwani. (Minimum pass marks in case of SC/ST candidates).
- ii) Any other examination recognized by the Academic Council as equivalent to (i) above.

**Note :** The students having compartment in one subject or did not pass English subject in 10+2 class may be allowed provisionally to join B.Com.. Part-I subject to his/her qualifying in the subject of compartment as well as English subject of 10+2 examination at the supplementary examination of the same year or in the next annual exam held in March from the Board concerned. Such a candidate shall have to furnish to the University proof of his/her having cleared the compartment/English subject before the declaration of result of B. Com.-I failing which his/her result of B. Com.-I examination shall stand automatically cancelled.

### **B.Com.. Part-II (Pass Course)**

- ii) B.Com Part-I Exam. under new scheme of this University.
- ii) Any other Exam. recognized by the Academic Council as equivalent to (i) above.

### **B.Com PART-III (PASS COURSE)**

- ii) B.Com Part-II Exam. under new scheme of this University.
- ii) Any other Exam. recognized by the Academic Council as equivalent to (i) above.

- NOTE:**
1. The candidates admitted to B.A./B.Com. will be allowed compartment in one subject only.
  2. A candidate who has been placed under compartment in B. Com. Part-I/II examination of this University may be allowed to read for next higher class i.e. B. Com. Part-II/III respectively. Such a candidate is required to clear the compartment in two consecutive chances but he/she fails to pass or fails to appear for the compartment subject at the second chance his/her result for the higher examination shall unless he/she has passed in that examination be cancelled and he/she shall not be allowed to appear for the same till he/she passed in the lower examination. If he/she has passed in higher examination his/her result for the same shall be declared provisionally subject to his/her passing the lower examination within permissible chances under Clause-9.1 of the Ordinance as an ex-student.
  3. No one **from other** University shall join the second year and third year classes of B. Com. Course unless he/she has passed B. Com. Part-I & II respectively.

### **M.A. (PREVIOUS)**

***Admission can be allowed only in the subjects/papers/options mentioned in Appendix-II.***

- i) Having passed B.A./B.Sc./B.Com Examination of this University.
- ii) Shastri Examination (New Scheme of 3 years) of this University.
- iii) Any other Examination recognized by the Academic Council as equivalent to (i) & (ii) above.

### **M.COM (PREVIOUS)**

- i) Having passed B.Com or B.A. with Economics or BBA examination of this University.
- ii) Any other examination recognized by Academic Council as equivalent to (i) above.

### **M.Sc. MATHS (PREVIOUS)**

- B.A./B.Sc. (with Maths) or equivalent Degree from a recognized University.

### **M.A. GEOGRAPHY (PREVIOUS)**

- B.A./B.Sc. (with Geography) or equivalent Degree from a recognized University.

- NOTE :**
- i. A candidate who is placed under compartment in the qualifying examination shall not be allowed to join M.A./M.Com./M.Sc. Course.
  - ii. A candidate who has cleared 50% papers in M.A. (Previous) can be admitted in M.A. (Final) course e.g. if there are five papers in a course, a candidate is required to clear atleast two papers which is as equivalent to 50% and if there are six or seven papers, he/she is required to clear atleast three papers for promotion to next higher class.

### **M.Sc. (Maths)/M.Com. (Final)**

As per M.D. University rules governing the promotion from M.Sc.(Maths)/ M.Com. (Previous) to M.Sc.(Maths)/M.Com.( Final) class of regular students.

- NOTE :** The regular students who are unable to appear in the Annual Examination due to shortage in attendance or who fail in the house test be allowed to appear in the examination through Directorate of Distance Education (DDE) with following stipulations :
- i) The change will be allowed in the courses, which are being run in the DDE.
  - ii) The candidates will fill up the forms through the Study Centres on or upto 10<sup>th</sup> march.
  - iii) The candidate should have attended as a regular student atleast 50% of the lectures prescribed for the course in the DDE.
  - iv) The candidate must have appeared in the House-examination as a regular student (where ever applicable).
  - v) He/She will pay full fee prescribed for the courses in the DDE.

### **BACHELOR OF LIBRARY AND INFORMATION SCIENCE COURSE (B.L.I.Sc.)**

For admission to B.L.I. Sc. course, the minimum requirement is Bachelor Degree from recognized University with a minimum of 45% marks. For determining eligibility 44.5% will be rounded to 45%. In case of SC/ST/ Post Graduate candidates, only minimum pass marks in the qualifying examination constitute eligibility.

### **MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.)**

B.L.I.Sc. from M.D.University or from any other recognized University or any degree recognized or equivalent thereof.

## **SECTION - IV**

### **REGISTRATION OF CANDIDATES AND SUBMISSION OF MIGRATION CERTIFICATE AND OTHER DOCUMENTS**

No one shall be admitted to the University or any examination of the University unless he/she has been registered as a student of the University. However, student admitted provisionally at his/her own risk and responsibility shall have to submit all the required documents including Migration Certificate for registration to the University latest by 31<sup>st</sup> January, failing which his/her candidature for the concerned examination shall stand suspended automatically.

A student from any other University recognized by the M.D. University Rohtak or Board other than Board of School education, Haryana shall be eligible for admission to the University only on the production of the Migration Certificate to show that the University/Board has no objection to his/her joining this University and he/she will have to submit the same up to 31<sup>st</sup> January of the year of the examination without any late fee, failing which his/her candidature for the concerned examination shall stand suspended automatically provided that the condition of production of the Migration Certificate shall not apply in the case of students passing their examination from a foreign University.

However, a candidate may be allowed to continue his/her studies provisionally at his/her risk and responsibility subject to the condition that he/she shall submit all the required documents including the Migration Certificate to the University latest by the following dates:

1. Up to 31<sup>st</sup> January of the year of examination without late fee.
2. After 31<sup>st</sup> January of the year of examination with a late fee of Rs.500/-.

If a candidate fails to submit all the required documents including the Migration Certificate by the 31<sup>st</sup> January of the year of examination due to valid reasons, he/she may be allowed to continue his/her studies provisionally and to take the examination also at his/her own risk and responsibility if otherwise eligible. The result of such a candidate shall, however, be declared only if the candidate submits all the documents along with the Migration Certificate before the issue of the Roll Number for the next higher class examination with a late fee of Rs.500/- and his/her name has been registered with the University.

## **SECTION - V**

### **DOCUMENTS TO BE SENT**

#### **BA/B.Com.-I, II and III**

- i) Original Marks Card of 10+2 or equivalent examination alongwith an attested photocopy for admission to B.A./B.Com. Part I.
- ii) Original Marks Card of B.A./B.Com. Part-I alongwith its attested photocopy for admission to B.A./B.Com. Part II.

- iii) Original Marks Card of B.A./B.Com. Part II alongwith its attested photocopy for admission to B.A./ B.Com. Part III.
- iv) Original migration certificate (if lower examination is passed from the Board/University other than Haryana Board/M.D. University).
- v) Character Certificate from the Institution last attended.
- vi) 3 attested photos of Passport size.
- vii) Proof of Passing/Compartment of lower class should be submitted alongwith form, failing which the admission form will not be accepted.
- viii) Fee is to be paid through the Local Co-ordinator of the study Centre
- ix) Proof of SC/Military Personnel/University Employee for obtaining fee concession and dependent certificate in case of ward of the University Employee for obtaining fee concession.

#### **M.A./M.Sc./M.Com**

- i) Original Marks Card of B.A./B.Sc./B.Com alongwith photocopy for admission to M.A./M.Sc./ M.Com. (Previous). In case of M.A./M.Sc./M.Com. (Final), an attested copy of the M.A./M.Sc./ M.Com. (Previous) examination may be attached with the application form.
- ii) Original Migration Certificate (if the lower examination is passed from the University other than M.D. University, Rohtak).
- iii) Character Certificate from the Institution last attended.
- iv) Three attested photos of passport size.
- v) Fee is to be paid through the Co-ordinator of the concerned Study Centre.
- vi) Proof of SC/Military Personnel/University Employee for obtaining fee concession and Dependant Certificate in case of ward of University employee for obtaining fee concession.
- vii) D.M.C. of 10+2 examination to get admission in M.A.(Economics) Previous.

#### **B.L.I. Sc.**

- i) Original marks Card of Graduation/Post-graduation examination alongwith attested photocopy.
- ii) Original Migration Certificate, in case the last examination is passed from the University other than M.D. University, Rohtak.
- iii) Character Certificate from the institution last attended.
- iv) Three attested Photographs of Passport size.
- v) Bank Draft of Rs.300/- drawn in favour of Finance Officer, M.D. University, Rohtak, payable at State Bank of India, M.D.U. Branch, Rohtak (Code No 4734). The application fee can also be paid in cash at the Cash Counter of DDE.
- vi) Matriculation/10+2 examination certificate for verification of date of birth.
- vii) Proof of SC/Military Personnel/University Employee for obtaining fee concession and Dependant Certificate in case of ward of University employee for obtaining fee concession.

### **M.L.I.Sc.**

- i) Original Marks Card of B.L.I.Sc. or equivalent degree alongwith attested photocopy.
- ii) Original Migration certificate, in case the last Examination is passed from the University other than M.D.University, Rohtak.
- iii) Character certificate from the institution last attended.
- iv) Three attested photographs of passport size.
- v) Matriculation/10+2 examination certificate for verification of date of Birth.
- vi) Proof of SC/Military personnel/University Employee for obtaining fee concession and dependant certificate in case of ward of University employee for obtaining fee concession.

**Note :** *Original documents would be returned after verification.*

## **SECTION – VI**

### **COURSES OF STUDY**

#### **THE COURSES OF STUDY FOR B.A./B.Com. - I, II, & III IS AS UNDER**

In case of papers/subjects having options, only those options/elective subjects are permissible for which this Directorate imparts instructions. No other option will be allowed. List of compulsory and elective subjects is available at **Appendix-II**.

- Note :**
1. *The candidates may opt for practical subject Geography where facility for regular students is available and they will have to pay fee Rs. 100/- extra.*
  2. *The subjects/Papers for B.A. Part II and III shall be the same as opted in B.A.Part- I.*

#### **The Course of study for M.A./M.Com./M.Sc. (Maths) (Previous & Final)**

List of MA/M.Com. Courses with name of Papers are given at **Appendix-II**.

#### **OUTLINE OF THE COURSE OF STUDY FOR B.L.I. Sc.**

The Bachelor of Library and Information Science Programme comprises nine courses; of these seven courses deal with theoretical aspects of this discipline, while two courses are meant to provide practical experience to the learners.

<b>Course Code</b>	<b>Title of the Course</b>
<b>BLS-1</b>	Library and Society
<b>BLS-2</b>	Library Management
<b>BLS-3</b>	Library Classification Theory
<b>BLS-3(P)</b>	Library Classification Practical
<b>BLS-4</b>	Library Cataloguing Theory
<b>BLS-4(P)</b>	Library Cataloguing Practical
<b>BLS-5</b>	Reference and Information Sources
<b>BLS-6</b>	Information Services
<b>BLS-7</b>	Information Technology: Basics

In order to make teaching learning more effective, to ensure that students have understood the contents and to give feedback, assignments will be given to the students. The resource persons will evaluate these assignments in the personal contact programmes.

**Practical** : In BLS-3 (P) and BLS-4 (P) papers, there will be practical examinations of 80 marks and in paper BLS-7, there will be practical examination of 30 marks.

### **MEDIUM OF INSTRUCTION FOR B.L.I.Sc.**

Medium of study material for B.L.I.Sc. programme is Hindi, However, students are allowed to write their assignments and the Final examination in Hindi or English.

**Assignment** :- Each paper will have an assignment carrying 20 marks.

### **OUTLINE OF THE COURSE OF STUDY FOR M.L.I.Sc.**

The Master of Library and Information Science Programme comprises eight Courses. Duration of Programme is of one Academic year. At the end of the year, a student can take annual examination.

<b>Course Code</b>	<b>Title of the Course</b>
<b>MLIS-1</b>	Information Communication and Society.
<b>MLIS-2</b>	Information Sources, System and Programme.
<b>MLIS-3</b>	Information Processing and Retrieval.
<b>MLIS-4</b>	Information Institutions Products and Services.
<b>MLIS-5</b>	Management of Library and information Centre.
<b>MLIS-6 (P)</b>	Application of Information Technology.
<b>MLIS-7</b>	Research Methodology.
<b>MLIS-8</b>	Academic Library System.

### **PRACTICAL**

In paper 6, there will be practical carrying 30 marks regarding Library automation information Technology.

In order to make teaching learning more effective, to ensure that students have understood the contents and to give feedback, assignment will be given to the students. These assignments will be duly evaluated in the personal contact programmes by the resources persons.

### **MEDIUM OF INSTRUCTION**

Medium of study material of this programme is English. However, students are allowed to write their assignments and the final examination in Hindi or English.

Interested candidate seeking admission to B.L.I.Sc./M.L.I.Sc. may get admission on the spot by depositing the admission form and requisite fee of Rs. 7300/ and Rs. 8000/- respectively and can get the study material.

## SECTION – VII

### FEE (Payable per Annum)

Sr. No.	Name of Course	Tuition Fee	PCP Fee	Study material	Other charges	Total fee New Fee	Old Fee
1.	B.A.	500/-	800/-	500/-	1700/-	Rs.3500/-	3000/-
2.	B.Com.(Pass Course)	500/-	1000/-	600/-	1900/-	Rs.4000/-	3500/-
3.	B.Lib.I.Sc.	1200/-	1900/-	1900/-	3000/-	Rs.8000/-	7300/-
4.	M.L.I.Sc.	1200/-	1900/-	2900/-	3000/-	Rs.9000/-	8000/-
5.	M.A.(Except Maths.)	600/-	1500/-	700/-	1700/-	Rs.4500/-	4000/-
6.	M.Sc.Maths	600/-	1800/-	750/-	1850/-	Rs.5000/- + Rs.500/- Practical Fee for final year	4500/-
7.	M.A. (Geography)	600/-	1500/-	700/-	1700/-	Rs.5000/- + Rs.500/- Practical Fee	4500/-
8.	M.Com.	600/-	1800/-	750/-	1850/-	Rs.5000/-	

**Note :** The revised fee will be applicable only to the new students from July 2009.

#### FEE CONCESSION

- 50% concession in tuition fee, PCP fee and study material charges is admissible to the SC/ST students in BA, B.Com., MA & M.Com. being run in the Directorate of Distance Education as per Executive Council Resolution No.49 (i) dated 31.5.2004/letter No.AC-V/04/7824-57 dated 30.6.04. 25% concession in tuition fee is admissible to SC/ST candidates belonging to Haryana only in B.Lib.Sc. as per E.C. Reso. No. 41 dated 18-3-05 and M.L.I.Sc. on the pattern of B.L.I.Sc.
- Full concession in tuition fee, PCP fee and study material is admissible to the University employees and their wards/spouses as per Executive Council Resol.No.39 dated 14-1-2005. This concession will also be extended to the wards of retired employees and the wards of the employees who die while in service.
- 50% concession in tuition fee and PCP fee in courses of Distance Education be granted to the defence serving personnel upto the rank of JCO only who do not get any scholar-ship or fee concession and any other financial assistance from their employer. This concession will be subject to the maximum of Rs.5000/- only as approved by the E.C. vide its Reso. No. 17 dated 30-5-2005.

#### REFUND OF FEE

The refund of fee is permissible in the following cases:

- If the admission has been refused by the University because of non-eligibility.
- If the candidate has expired before the examination.
- If the candidate has paid an excess amount of fee.

In all such cases, 10% of the fee paid will be deducted while refunding the fee. However, fee shall not be refunded if a candidate wants to leave the course on his/her own will or in case he/she takes admission in any other course.

The candidate shall pay admission fee/examination fee and other fee as prescribed by the university from time to time. If any candidate is admitted provisionally to any of the UG/PG courses in the DDE and is found ineligible at a later stage, the candidature of such a candidate shall be cancelled and 90% of total fees paid by him/her shall be refunded.

**NOTE:-** *Fee will be forfeited 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.*

## **SECTION – VIII**

### **INSTRUCTIONAL METHODOLOGY**

#### **(a) STUDY MATERIAL**

- (i) The study material of each course has been designed and prepared by subject experts from different colleges and Universities. The students are further advised to consult the books prescribed/recommended in the relevant syllabus for detailed study and not to depend entirely on study material. The study material supplied by the Directorate is only to supplement the prescribed/recommended textbooks. The study material will be supplied in Hindi medium except M.Sc.(Maths) & M.Com. for which the medium will be English.
- (ii) It is not obligatory to complete the entire syllabus in the study material. Efforts have been made to cover up the whole of the syllabus in the study material. However, if there is any deficiency in the study material, it will not be accepted as basis for seeking postponement of examination or refund of fee etc.
- (iii) Study material will be provided only for the papers as mentioned in **Appendix-II** and the students have to opt the papers out of the same.

#### **(b) PERSONAL CONTACT PROGRAMME**

- (i) The instructions through study material will be supplemented by personal contact programme (PCP) of 20 days face to face counselling session (optional) for UG/PG classes. The counselling session may be held on Sundays/holidays.
- (ii) Three weeks (21 days) PCPs will be held for M.L.I.Sc. course. In case of B.L.I.Sc., 25 days PCP will be held. PCPs will be held on Saturdays, Sundays and holidays at Rohtak only. 80% attendance in PCP of B.Lib. is compulsory and for M.L.I.Sc., attendance in PCPs. is required to be 50%. These programmes includes regular effective classroom teaching, practicals wherever applicable, face to face discussions, promoting thereby an interaction between the teachers and the taught.

## **SECTION – IX**

### **GENERAL INSTRUCTIONS**

1. There shall be no upper limit with regard to the number of students to be admitted in various courses.
2. The Distance Education Classes will be held at approved Study Centres.
3. The fee is to be paid in single installment at the time of taking admission. Fee concession granted to the university employees/their wards and spouse for admission to various courses has been extended to retired personnel of the university at par with employees in service.
4. (a) The Admission-cum-Examination form alongwith fee and original documents must be submitted by the candidates to the Study Centre concerned (in Duplicate) upto the last date fixed by the Directorate. Apart from it, an attested copy of the Detailed Marks Card of the qualifying examination must be attached with the form. No admission form will be entertained without documents.  
(b) Old Registration Number should be got restored directly either by the Study Centre or by the Candidate itself from the Registration & Scholarship Branch.  
(c) Gap year certificate should be attached with the Admission Form.
5. The candidates should opt for the options in which the DDE provides study material and the coaching facilities are available at the concerned Study Centre. The list available in the Prospectus be consulted and followed strictly.
6. (a) The students of Distance Education will be governed by the rules and regulations, Act and Statutes of M.D. University except where there are fresh rules.  
(b) This prospectus is subject to the provisions of various ordinances.
7. Syllabi pertaining to regular candidates will be applicable to Distance Education students as well.
8. The Local Co-ordinators of the Study Centre will supply study material to the candidates during PCP.
9. It is in the interest of the candidates to attend all the classes. However, the attendance in PCP in all the courses is optional except in B.L.I.Sc. where 80% attendance in the PCP is mandatory for every student. For ML.I.Sc. attendance required is 50%. Defence personnel are exempted from attending PCP.
10. Please note that original documents (like DMC and Degree), Examination Roll Number Slips and results etc. will have to be collected personally by the students from the concerned Study Centres. The students should deal only with the Study Centers with which they are registered. They are advised to see the notice board of the Study Centres regularly for time-to-time announcements, as no postal communication would be sent to them.

11. Change of subject within the same Study Centre would be allowed within one month from the last date of admission on payment of Rs.100/- only.
12. Migration from one Study Centre to another would be allowed by the Directorate on the Production of "No Objection Certificate" from both the concerned local co-ordinators on payment of a prescribed fee of Rs.500/- within one month from the last date of the admission.
13. The Local Coordinators of the Study Centres will issue identity cards to the students.

**NOTE:-** *The Students should contact/consult the local co-ordinators for all help/ information/ attestation.*

14. The students are advised to contact the Assistant Registrar (Re-evaluation cell) M.D.U., Rohtak for re-evaluation of Answer Book.
15. The candidates passing part examination of UG/PG courses through Distance Education shall not be allowed to seek admission to the course as regular candidates in the remaining part(s) of the same course in the University Teaching Departments, Maintained/Affiliated Colleges and that such candidates will continue studies through Distance Education.
16. Admission to the UG/PG courses in the study centre may be made after consulting the list of examinations recognized by this University. However a list of fake Universities (as declared by the U.G.C.) and the list of examinations of Board derecognised/not recognised is as per **Appendix-III**.

### **STATUTORY RIGHTS OF THE DIRECTORATE**

- i. Admission cannot be claimed as a matter of right and the University itself reserves the right for admission.
- ii. The Directorate will not be responsible for 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 well in time.
- iii. All disputes are subject to jurisdiction of the courts in Rohtak City.

- NOTE:**
1. *While making any correspondence with the Directorate, Name and Admission number must be mentioned clearly alongwith name of the course applied for.*
  2. *No candidate shall join any other course of study or appear in any other examination conducted by this University/other University simultaneously while studying in BA/ B.Com./B.L.I.Sc./M.L.I.Sc./ MA/M.Sc./M.Com. through Distance Education.*
  3. *Admission will be refused/cancelled if any document submitted/produced by the candidate is found to be fake/bogus. Admission shall also be cancelled if any candidate is found to be ineligible at a later stage due to any reason.*
  4. *Any student found involved in the use of unfair means during the course of the programme or examination, will be dealt with under the relevant ordinance of the University.*

## LIST OF STUDY CENTRES FOR UG/PG

DISTRICTS	STUDY CENTRES	UG Courses	PG Courses
<b>1. Bhiwani</b>	Govt.. College Vaish College, J.V.M.G.R.R. College.Ch.Dadri Apeejay Saraswati College for Girls, Ch. Dadri Banwari Lal Jindal Suiwala College, Tosham Sh. Haryana Sekhavati Brahamcharya Asram,Bhiwani	B.A./B.Com. B.A./B.Com. B.A. B.A. B.A. —	M.Com., Eco., Eng., Pol.Sc. Hindi Pol. Sc. Hindi — Sanskrit
<b>2. Faridabad</b>	Pt.J.L.N.Govt.College  Govt. College for Women Aggarwal College (Boys wing) Ballabgarh Aggarwal College (Girls wing) Govt. College, Tigaon Govt.College, Hodal G.G.D.S.D., Palwal	B.A./B.Com. B.A. B.A./B.Com. B.A./ B.Lib. B.A./ B.com. B.A. B.A./B.Com.	Maths, Econimics, Pol.Sc. Eng., Hindi, History, M.Com. Pol.Sc., Hindi & M.Com. — M.Com., Hindi, Eco., Maths — English, Hindi Hindi, English,Pol.Sc., History,M.Com.
<b>3. Gurgaon</b>	Govt. College, Sector-9  Drona. Govt. College  Y.M.D. College, Nuh Govt.College-Gurgaon-Sector-14 Hari Mandir Sanskrit Mahavidalya, Pataudi	B.A./B.Com. Pol.Sc., Hindi B.A./B.Com. M.Com. B.A. B.A. —	Sanskrit,Economics,English,  Eco.,Eng.,Hindi,Pol.Sc.,Maths, M.Com. — Hindi, Skt.
<b>4. Rewari</b>	Ahir College, P.G. Regional Centre K.L.P.College S.K. Govt. College, Kanwali Govt. College for Women, Rewari	B.A. — B.A. B.A. B.A./B.Com	— English, History, Maths, M.Com. — — —

DISTRICTS	STUDY CENTRES	UG Courses	PG Courses
	Govt. College, Nahar R.D.S. Public Girls College.	B.A. B.A.	— Hindi. Sanskrit
<b>5. Rohtak</b>	Vaish College A.I.J.H.M. College M.K.J.K. College Gaur Brahaman College Saini College University College, University Teaching Deptts.  L.N. Hindu College (Girls Wing) Directorate of Distance Education Central Library, M.D.U.	B.A./B.Com. B.A./B.Com B.A./B.Com. B.A. B.A. B.A./B.Com —  B.A./B.Com. — B.Lib.I.Sc.	— — — — — — Hindi, Pol. Sc., History, English, Maths, Pub.Admn., M.Com., Sanskrit — Economics M.Lib.I.Sc.
<b>6. Jhajjar</b>	Govt. College Govt. College, Bahadurgarh Vaish Arya Kanya Mahavidyalaya Bahadurgarh	B.A. — B.A./B.Com.	English Hindi —
<b>7. Sonapat</b>	C.R.A. College, Sonapat Vidyawati Sanskrit College, Sonapat Govt. College, Gohana G.V.M. Girls College, Sonapat  Vidyawati Sanskrit College, Sonapat Kanya Mahavidyalaya Kharkhoda, Sonapat Tika Ram Girls College	B.A. B.A. B.A. B.A./B.Com.  —  B.A.	English, M.Com. Sanskrit — English, Hindi, Math, Skt., M.Com. , Economics Sanskrit M.A. English, Hindi  Hindi, Eng, Pol.Sc, History
<b>8. Mohindergarh</b>	Govt. College Govt. College, Narnaul Govt. College, Ateli Govt. College for women Narnaul Govt. College for Women, M.Garh. Pitamah Kanh Singh Degree College, Kanina	B.A. B.A. B.A. B.A..B.Com. B.A. B.A.	Hindi English — — — —

## List of Subjects/Optional Papers offered at undergraduate level for D.E. students

BA-I			Code No.
	<b>Compulsory Subjects</b>		
	<b>Elective Subjects (any two of the following) :</b>		
<b>Subjects:</b>	English	EN-51	HistoryHR-63
	Hindi	HI-53	Opt-I-History of India (earlier to 1526)
			Political Science PS-64
			Opt.-I Political Theory
			Opt.-II Political Concepts
			Economics EC-66
			Opt.-I Micro Eco. & Indian Economic Problems
			Sanskrit ES-68
			Mathematics MA-54
			Pub. Administration, PA-82
			Sociology SO-65
			Geography GE-72
			Military Science MS-74
			*
<b>Qualifying Subject:</b> Environmental Studies			
<b>BA-II</b>			
<b>Subjects:</b>	English	EN-51	History, HR-63
	Hindi	HI-53	Opt-I-History of India (earlier to 1526 to 1857)
			Political Science PS-64
			Opt.-I Bhartiya Sarkar & Rajniti
			Economics EC-66
			Opt.-I Micro Eco. & Indian Economic Problems
			Sanskrit ES-68
			Mathematics MA-54
			Pub. Administration - Bhartiya Prashashan PA-82
			Sociology - Anusandhan Vidhi SO-65
			Military Science MS-74
			Geography GE-72

<b>BA-III</b>			<b>Code No.</b>	
<b>Subjects:</b>	English	EN51	HistoryHR-63	
	Hindi	HI-53	Opt.-II History of Modern World	
			Political.Science	PS-64
			Opt.-I Comparative Govt. and Politics	
			Economics	EC-66
			Sanskrit	ES-68
			Mathematics	MA-54
			Public Administration	PA-82
			Opt.-II Local Govt. & Administration in India	
			Sociology	SO-65
		Geography	GE-72	

#### **B.Com.-I**

1.	Business Communication	BCC
2.	Business Mathematics	BMH
3.	Financial Accounting	FAC
4.	Business Economics	BEC
5.	Business Management	BMT
6.	Basic of Computer	BOC
7.	Environment Studies (qualifying subject)	EVS

#### **B.Com.-II**

1.	Business Statistics	BST
2.	Business Regulatory Frame Work	BRF
3.	Corporate Accounting	CAT
4.	Company Law & Auditing	CLA
5.	Principles of Marketing	PMK
6.	Human Resource Management or Fundamentals of Insurance	HRM or FOI

#### **B.Com.-III**

1.	Cost Accounting	CAC
2.	Management Accounting & Financial Management	MFM
3.	Income Tax	ITX
4.	Business Environment	BEM
5.	International Marketing	INM
6.	Advertisement & Sales Management	AMT

**Important Note:** \*The Environmental studies is a qualifying paper for all UG Courses i.e. BA & B.Com. Students are required to qualify the same, otherwise final result will not be declared and degree will not be awarded.

# List of Papers/Subjects for P.G. Classes

## M.A. (PREVIOUS)

<b>M.A. (P) HISTORY</b>	<b>Code No.</b>
1. Ancient Societies	HS-05
2. Medieval Societies	HS-07
3. Modern World	HS-03
4. History of Haryana	HS-04
5. State in India	HS-10
<b>M.A. (P) HINDI</b>	
1. Adunik Hindi Kavita	HI-01
2. Adunik Gadya Sahitya	HI-06
3. Hindi Sahitya Ka Etahas	HI-03
4. Bhasha Vigyan Avam Hindi Bhasha	HI-07
5. a) Vishesh Rachnakar (Kabir Das)	HI-08
<b>M.A. (P) POLITICAL SCIENCE</b>	
1. Research Methodology	PS-06
2. Western Political Thought	PS-07
3. Indian Govt. & Politics	PS-08
4. International Politics	PS-09
5. Public Administration	PS-10
<b>M.A. (P) SANSKRIT</b>	
1. Vedic Literature-I (Sahitya)	SK-41
2. Sanskrit Vyakaran	SK-42
3. Bhartiya Darshan	SK-43
4. Laukik Sanskrit - Sahitya	SK-44
5. Bhasha Vigyan	SK-46
<b>M.A. (P) ENGLISH</b>	
1. Literature in English 1550-1660	EN-06
2. Literature in English 1660-1798	EN-07
3. Literature in English 1798-1914	EN-08
4. Literature in English 1914 to present	EN-09
5. Poetry Option-I	EN-10
<b>M.A. (P) ECONOMICS</b>	
1. Micro Economics Analysis	EC-51
2. Macro Economics Analysis	EC-52

3.	Economics of Growth & Development	EC-53
4.	Opt.-(i) Quantitatives Methods-I	EC-54
	Opt.-(ii) Quantitatives Methods-II	EC-55
5.	Opt.-(ii) Financial Institutions & Markets	EC-57

**Note :** Paper 4 Option-II –Quantitative methods-II is compulsory for those who have studied mathematics at +2 level or beyond.

**M.A. (P) PUBLIC ADMINISTRATION**

1.	Administrative Theory and Thought	PA-06
2.	Opt.-(i) Indian administration	PA-07
3.	Comparative Public Administration	PA-08
4.	Opt.-(ii) Labour Welfare Admn.	PA-09

**M.A. (P) GEOGRAPHY**

1.	Geomorphology	GE-01
2.	Climatology and Biography	GE-02
3.	Resource Geography (with special reference to India)	GE-03
4.	Any of the following :	
	i. Population Geography	GE-14
	ii. Urban Geography	GE-09
	iii. Geography of Health	GE-11
	iv. Geography of Water Resources	
5.	Practicals	GE-10
	i. Lab. Worktest	
	ii. Record and Viva-voce on Lab. Work.	
	Unit-I, Unit-II, Unit-III – Field Report and Viva-voce	

**M.COM. (P)**

1.	Accounting for Managerial Decisions	MC-1A
2.	Management Concepts & Organisational Behaviour	MC-2A
3.	Business Environment	MC-3A
4.	Managerial Economics	MC-4A
5.	Business Statistics	MC-5A
6.	Computer Applications to Business	MC-7A
	(Theory-60, Practical-40 marks)	

**M.Sc. (P) MATHEMATICS**

1.	Advanced Abstract Algebra	MA-41
2.	Real Analysis	MA-42
3.	Topology	MA-43
4.	Programming in 'C' (Theory)	MA-53
5.	Differential Equations	MA-45

## M.A. (FINAL)

### M.A. (F) HISTORY

### Code No.

#### **Group-B Ancient India**

1. Paper-VI	Historiography, Concept Methods and Tools	HS-51
2. Paper-VII	History of India (Earliest times to 320BC)	HS-56
3. Paper-VIII	History of India (CAD320 to CAD1200)	HS-57
4. Paper-IX	Ancient Indian Society & Culture (Upyo 1200 AD)	HS-58
5. Paper-X	Indian Economy (upto 1200AD)	HS-59

#### **Group-C Medieval India**

1. Paper-VI	Historiography, Concept, Methods and Tools	HS-51
2. Paper-VII	History of India (C1200 to 1526AD)	HS-60
3. Paper-VIII	History of India (1526-1757)	HS-61
4. Paper-IX Opt.-I Socio	Cultural History of India (C1200 to 1757AD)	HS-62
5. Paper-X	Economy of India (1200 to 1757AD)	HS-64

#### **Group-D Modern World**

1. Paper-VI	Historiography, Concept Methods and Tools	HS-51
2. Paper-VII	History of India (1757 to 1950)	HS-65
3. Paper-VIII	National Movement (1885 to 1947)	HS-66
4. Paper-IX	Society & Culture of India (1757 to 1947)	HS-67
5. Paper-X	Economy of India (1757 to 1947)	HS-68

### M.A. (F) HINDI

1. Paper-VI	Prachin Avam Madya Kalin Kavya	HI-21
2. Paper-VII	Kavya Shastra Aur Sahitya Lochan	HI-22
3. Paper-VIII	Proyojan Mulak Hindi	HI-23
4. Paper-IX	Bhartiya Sahitya	HI-24
5. Paper-X	Opt.-I Hindi Natak Aur Rang Manch	HI-19

### M.A. (F) POLITICAL SCIENCE

1. Paper-V	Contemporary Political Thought & Theory	PS-11
2. Paper-VI	Comparative Politics & Political Analysis	PS-12
3. Paper-VII	Group-A (b) Diplomacy : Theory & Practice	PS-15
4. Paper-VIII	Group-A (b) Foreign Policy of India	PS-19
5. Paper-IX	Group-A International Law	PS-20

### M.A. (F) SANSKRIT

Paper-VI	Opt.-A Sanskriti & Dharamshastra	SK-50
Paper-VII	Opt.-A Vyakaran Shashtra Ka Itihas	SK-51

Paper-VIII	Opt.-A Prachin Vyakaran	SK-52
Paper-IX	Opt.-A Navya Vyakarna	SK-53
Paper-X	Opt.-A Vyakaran Darshan	SK-54
Paper-VII	Opt.-B Charvak Jain evam Bauddh Darshan	SK-55
Paper-VIII	Opt.-B Nyaya Vaisesik evam Vedant	SK-56
Paper-IX	Opt.-B Samkhay Yoga & Mimamsa	SK-57
Paper-X	Opt.-B Ramanuj evam Dayanand Darshan	SK-58
Paper-VII	Opt.-C Gadya evam Padya Sahitya	SK-59
Paper-VIII	Opt.-C Natak evam Natya Shastra	SK-60
Paper-IX	Opt.-C Kavya Shastra	SK-61
Paper-X	Opt.-C Adhunik Sanskrit Sahitya	SK-62
Paper-VII	Opt.-D Samhita Sahitya	SK-63
Paper-VIII	Opt.-D Brahman Sahitya	SK-64
Paper-IX	Opt.-D Sutra Sahitya	SK-65
Paper-X	Opt.-D Vaidik Sahitya Ka Itihās evam Vadic Adhyān Parampara	SK-66

#### **M.A. (F) ENGLISH**

1.	Paper-VI	Critical Theory	EN-31
2.	Paper-VII	American Literature	EN-30
3.	Paper-VIII	Opt.-I Indian Writing in English	EN-32
4.	Paper-IX	Opt.-I Literature & Gender	EN-35
5.	Paper-X	Opt.-I Linguistics and Stylistics	EN-38
		Opt.-II Modern Fiction & Drama	EN-39

#### **M.A. (F) ECONOMICS**

1.	Paper-VI	Indian Economic Policy	EC-71
2.	Paper-VII	Public Economics	EC-72
3.	Paper-VIII	International Trade and Finance	EC-73
4.	Paper-IX Opt.-II	Agricultural Economics	EC-18
5.	Paper-X Opt.-IV	Managerial Economics	EC-35

#### **M.A.(F) PUBLIC ADMINISTRATION**

1.	Paper-V	Development Administration	PA-16
2.	Paper-VI	Opt.-I Human Resources Development	PA-17
3.	Paper-VII	Research Methods	PA-19
4.	Paper-VIII	Opt.-I Financial Admn. In India	PA-20

## M.COM. (F)

### **Compulsory subjects :**

- |    |            |                                    |       |
|----|------------|------------------------------------|-------|
| 1. | Paper-VII  | Strategic Management               | MC-25 |
| 2. | Paper-VIII | Accounting Theory                  | MC-26 |
| 3. | Paper-IX   | Comprehensive Viva-voce (50 marks) | MC-27 |

### **Optional Papers Group-II**

- |    |            |                           |       |
|----|------------|---------------------------|-------|
| 1. | Paper-XVII | Marketing Management      | MC-35 |
| 2. | Paper-XX   | Financial Management      | MC-38 |
| 4. | Paper-XXI  | Advanced Cost Accounting  | MC-39 |
| 5. | Paper-XXII | Human Resource Management | MC-40 |

## M.Sc. (F) MATHEMATICS

- |    |                  |  |       |
|----|------------------|--|-------|
| 1. | Paper-VI         | Integration theory & functional Analysis                         | MA-51 |
| 2. | Paper-VII        | Partial Differential Equations and Mechanics                     | MA-52 |
| 3. | Paper-VIII       | Complex Analysis   | MA-43 |
| 4. | Paper-IX & X     | Two papers to be offered out of either of the following groups : |       |
| 5. | Paper            | - X P5 Analytical Number Theory                                  |       |
|    | Pure Group       | - IX P3 Advanced Discrete Mathematics                            | MA-56 |
|    |                  | X P5 Analytical Number Theory                                    | MA-58 |
|    | Applied Group    | - IX A1 Mechanics of Solids                                      | MA-61 |
|    |                  | X A2 Fluids Dynamics   | MA-62 |
| 6. | Complex Analysis |  | MA-63 |

**Note:** MM 404 (Option I) Programming (Ansi features & C++ shifted to M.A./M.Sc. Pre Math and Complex Analysis MM 503 has been shifted to M.A./M.Sc. final math.

### **MA(F) Geography**

- |    |            |  |
|----|------------|--|
| 1. | Paper-VI   | Modern Geographical Thought  |
| 2. | Paper-VII  | Research Methods and Quantitative Techniques in Geography  |
| 3. | Paper-VIII | Any one of the following<br>(i) Agriculture Geography<br>(ii) Political Geography<br>(iii) Environmental Geography<br>(iv) Geography of Tourism                      |
|    | Paper-IX   | Any one of the following<br>(i) Social Geography<br>(ii) Rural Geography<br>(iii) Regional Development and Planning<br>(iv) National HAZARDS and DISASTER Management |

**LIST OF SELF STYLED INSTITUTES/UNIVERSITIES/BOARDS WHICH HAVE BEEN DELARED  
BOGUS BY THE UNIVERSITY GRANTS COMMISSION AND OTHER GOVT. BODIES**

1. All India Board of Secondary Education, New Delhi.
2. Board of Adult Education & Uttar Madhyamic Exam. Training/Proad Shiksha Sansthan, New Delhi.
3. The Central Board of Higher Intermediate Education, Patel Nagar, New Delhi.
4. Central Board of Higher Education Uttam Nagar (New Delhi).
5. Hindi Sahitya Sammelan Prayag (Allahabad) (U.P.)
6. Bombay Hindi Vidhyapith Bombay.
7. Maharshi Valmiki National University, Delhi.
8. Maithili University/Vishwavidyalaya Darbangha, Bihar
9. Takshila Kenderya Vishwavidyalaya Uttam Nagar, New Delhi.
10. Mahila Gram vidyapith/Vishwavidyalaya, (Women's University), Prayag, Allahabad (UP)
11. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi
12. Commercial University Ltd. Daryaganj, Delhi
13. Testator Research University Bodihaya Ranur (Tamil Naidu)
14. Shri Narayana Open University Quilon (Kerala)
15. Gandhi Hindi Vidyapith, Prayag, Allahabad (UP)
16. National University of Electro Complex Homeopathy, Kanpur
17. University Newjerusalem Kathuparamba Cannore (Kerla)
18. World Social Work University, Perumguzhi (Kerla).
19. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh (UP).
20. Shrimati Mahadevi Verma Open University, Mughal Sarai (UP)
21. D.D.B. Sanskrit University, Putur, Trichi, Tamil Nadu.
22. Amritsar University, Amritsar (Punjab).
23. Arya University Srinagar (Jammu & Kashmir)
24. Bible University Ambur (North Arcot).
25. Eastern Orthodox University, Ambur (North Arcot)
26. Blobe University of Science, Kumbaranam.
27. St. John's University, Kizhanattam, Kerla
28. National University, Nagpur
29. Self Culture University, Kizhanatlani.
30. United Nations University, Delhi
31. Vocational University, Delhi
32. Western University of Kapurthala.
33. Uttar Pradesh Vishwavidyala, Kosi Kalan, Mathura (UP).
34. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh (UP)
35. Indian Education Council of U.P. Lucknow (U.P.)
36. Bhartiya Shiksha Prishad (UP) Open Vishwavidyalay, Lucknow (UP)
37. Raja Arabia University, Nagpur.
38. Urdu University, M.L. Park, Bhopal.
39. Vocational University, Amritsar and Delhi.
40. Kesarwani Vidyapith, Jabalpur (MP).
41. Delhi Vishwa Vidyapeeth, 233 Tagore Park, Model Town, Delhi.

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**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.

Original / Duplicate  
**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DIRECTORATE OF DISTANCE EDUCATION**

Admission-Cum-Examination form through Distance mode of Education

to be submitted in duplicate (for DDE)

(For details please consult Prospectus)

NO COLUMN SHOULD BE LEFT BLANK

**INCOMPLETE ADMISSION FORM WILL NOT BE ENTERTAINED**

Class .....

Subject .....  
(In case of PG Courses)

Study Centre Roll Number .....

Exam. Roll No.....  
(to be left blank)

Name of the Study Centre .....

1. Name of the Candidate .....  
(in block letters)

2. Father's Name .....  
(in block letters)

3. Mother's Name .....  
(in block letters)

4. Date of Birth..... Male/ Female.....

5. SC/ST/BC/ Blind : ..... (attach proof)

6. Whether Serving Defence Personnal (Yes/No)\* .....  
(If Yes, attach proof)

7. Regn. No. : ..... (if already Regd. with this University and whether you withdraw your M.C. or not).

8. Postal Address : .....

Pin Code .....Phone No. (if any) .....

9. Whether Self/Ward/Spouse of M.D.U. employee : (Mentioncategory) : \_\_\_\_\_ If yes attac proof as well as dependent certificate.

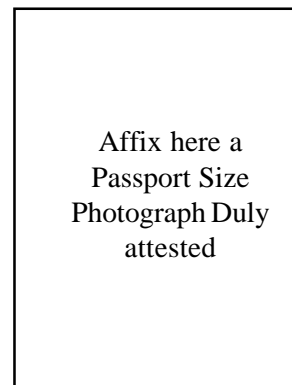
11. (a) ACADEMIC QUALIFICATIONS

<i>Exam. Passed</i>	<i>University/ Board</i>	<i>Year</i>	<i>Roll Number</i>	<i>Subject taken</i>	<i>Marks Obtained</i>	<i>Max. marks</i>	<i>Result with %age</i>
Matric							
10+2							
B.A./B.Sc.							
B.Com.							
B.L.I.Sc.							

11. Whether disqualified from any Exam. Or any unfair means case pending Yes/No \_\_\_\_\_

12. Only those papers are to be offered in which instructions / study material are being provided through Distance Education. Give details of subjects offered and mention the particular option if any subject has options.

1. \_\_\_\_\_ Code \_\_\_\_\_ 2. \_\_\_\_\_ Code \_\_\_\_\_  
3. \_\_\_\_\_ Code \_\_\_\_\_ 4. \_\_\_\_\_ Code \_\_\_\_\_



**Optional Papers :**

5. \_\_\_\_\_ Code \_\_\_\_\_ 6. \_\_\_\_\_ Code \_\_\_\_\_  
7. \_\_\_\_\_ Code \_\_\_\_\_ 8. \_\_\_\_\_ Code \_\_\_\_\_

13. Medium of Examination \_\_\_\_\_

14. Whether you have appeared in Examination earlier for which you are seeking admission. If so, give the following particulars :

- i) Name of Examination / subject \_\_\_\_\_
- ii) Year / Session \_\_\_\_\_
- iii) Roll Number \_\_\_\_\_
- iv) Name of the University \_\_\_\_\_

15. (a) Are you appearing in other exam simultaneously ? If yes, give particulars \_\_\_\_\_

(b) Appeared in last Exam. Roll No. \_\_\_\_\_ Session \_\_\_\_\_ Result \_\_\_\_\_

16. Fee details " \_\_\_\_\_

Fee is to be deposited with the coordinator of the study centre.

17. Please enlist the documents actually attached :

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

Note : Candidates are required to attach the following documents with this form:

- 1. Original Certificate/ Detailed Mark Card of Qualifying examination along with attested photocopy.
- 2. Original Migration Certificate for candidates who have passed qualifying examination from other than M.D. University, Rohtak / Haryana School Education Board, Bhiwani.
- 3. One extra passport size attested photograph.

Date: .....

**(Signature of the Candidate)**

Certified that the subjects offered by the candidate in the Admission-cum-Examination form are the same, which are being taught at the study centre.

**Signature of Incharge of Study Centre  
(with seal)**

**(FOR OFFICE USE ONLY)**

Whether Eligible/ Not Eligible .....

Checked by

Clerk

Assistant

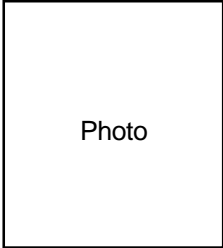
Superintendent

( \_\_\_\_\_ )\*\*

( \_\_\_\_\_ )\*\*

( \_\_\_\_\_ )\*\*

**IDENTITY CARD**



(Signature of Student)

Dated \_\_\_\_\_

Name of the Study Centre \_\_\_\_\_

Directorate of Distance Education, M.D.University, Rohtak)

Name of Student \_\_\_\_\_

Father's Name \_\_\_\_\_

Class \_\_\_\_\_ Session \_\_\_\_\_ Roll No. \_\_\_\_\_

Mode : Distance Education

Address : \_\_\_\_\_

**Incharge of Study Centre  
(Signature & Seal)**

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DIRECTORATE OF DISTANCE EDUCATION**

INFORMATION FOR COMPUTER USAGE (UG/PG)  
TO BE FILLED IN ENGLISH AND IN BLOCK LETTERS ONLY

Name of Study Centre :

Exam. Roll No.

REGN. NO.

(If allotted by the MDU, Rohtak)

**Paste Passport  
size Photograph  
duly attested by  
Gazetted  
Officer**

1. NAME OF EXAMINATION  PART

2. Appearing in Category   
a) F for full subjects  
b) E for English only  
Signature of Candidate

3. NAME OF CANDIDATE

4. FATHER'S NAME : Sh.

5. MOTHER'S NAME : Smt.

6. PERMANANT ADDRESS   
(Name / Father's Name  
may not be mentioned here)

Pin Code

District

State

7. SEX CODE

8. Area Code : Rural / Urban

9. Married (M) / Unmarried (UM)

10. SC/ST/BC/Physically Challenged

11. General (G)

12. Employed (EM) / Unemployed (UEM) :

13. Subject Code :

14. Medium  Previous Roll No.

15. Session of last Exam.:  16. Result :

Checked by University Officials

Signature of the Candidate

(See Instructions overleaf)

To be filled in by the candidate

**(CENTRE SUPERINTENDENT COPY)**  
**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**ADMIT CARD (PROVISIONAL)**

CLASS ..... (DE) EXAMINATION          SESSION : .....

**ENROL NUMBER :**  
(TO BE FILLED IN BY THE OFFICE)

**ROLL NUMBER :**

<b>NAME :</b>	Paste Passport size Photograph duly attested by Gazetted Officer
FATHER'S NAME : (TO BE FILLED IN BY THE CANDIDATE)	
EXAMINATION CENTER CODE : (TO BE FILLED IN BY THE CANDIDATE)	
..... <b>Signature of the Candidate</b>	<b>Controller of Examinations</b>

**(STUDENT COPY)**  
**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**ADMIT CARD (PROVISIONAL)**

CLASS ..... (DE) EXAMINATION          SESSION : .....

**ENROL NUMBER :**  
(TO BE FILLED IN BY THE OFFICE)

**ROLL NUMBER :**

<b>NAME :</b>	Paste Passport size Photograph duly attested by Gazetted Officer
FATHER'S NAME : (TO BE FILLED IN BY THE CANDIDATE)	
EXAMINATION CENTER CODE : (TO BE FILLED IN BY THE CANDIDATE)	
..... <b>Signature of the Candidate</b>	<b>Controller of Examinations</b>

**Note : Do not deposit this card with Centre Supdt.**

## **CODE LIST OF SUBJECTS**

<b>Sr.No.</b>	<b>Category</b>	<b>Code</b>
1.	Full subject	F
2.	Degree through English only	E

<b>Sr. No.</b>	<b>Name of Subjects B.A.-I,II,III</b>	<b>Code</b>
1.	English	EN-51
2.	Hindi (compulsory)	HI-53
3.	History	HR-63
4.	Political Science	PS-64
5.	Economics	EC-66
6.	Sociology	SO-65
7.	Public Administration	PA-82
8.	Mathematics	MA-54
9.	Sanskrit Elective	ES-68
10.	Geography	GE-72
11.	Environment Studies	EVS
12.	Military Science	MS-74*
<b><u>B.COM. PART-I</u></b>		
1.	Business Communication	BCC
2.	Business Mathematics	BMH
3.	Financial Accounting	FAC
4.	Business Economics	BEC
5.	Business Management	BMT
6.	Basic of Computer	BOC
7.	Environment Studies (qualifying subject)	EVS
<b><u>B.COM.PART-II</u></b>		
1.	Business Statistics	BST
2.	Business Regulatory Frame Work	BRF
3.	Corporate Accounting	CAT
4.	Company Law & Auditing	CLA
5.	Principle of Marketing	PMK
6.	Human Resource Management	HRM
	Or	
	Fundamental of Insurance	
<b><u>B.COM.PART-III</u></b>		
1.	Cost Accounting	CAC
2.	Management Accounting	MFM
3.	Income Tax	ITX
4.	Business Environment	BEM
5.	International Marketing	INM
6.	Advertisement & Sales Management	AMT

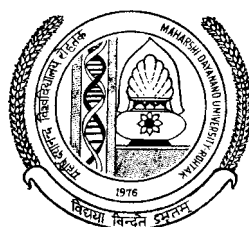
\* Allowed in B.A.-II session 2009-10.

# **PROSPECTUS**

# ***U.G./P.G. COURSES***

***Through Distance Education***

**2009-2010**



***DIRECTORATE OF DISTANCE EDUCATION***  
***MAHARSHI DAYANAND UNIVERSITY***  
***ROHTAK (HARYANA) INDIA***

# **DIRECTORATE OF DISTANCE EDUCATION**

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

Ph. No. 01262-279686, 215574, Fax : 01262 292435

E-mail : ardde@rediffmail.com

Website : www.mdurohtak.com/dde

## **Schedule of dates for Admission and Payment of fees :**

Normal Admission (without late fee)

With late fee of Rs. 500/-

With late fee of Rs. 1000/-

With late fee of Rs. 2000/-

}

**As to be notified**

**Note :** In the event of any last date falling on holiday as mentioned in the above schedule, the next working day shall be treated as the last date.

## **Commencement of Personal Contact Programme :**

After ten days of the close of the last date without late fee.

## **DIRECTORATE OF DISTANCE EDUCATION**

<b>Price</b>	<b>:</b>	<b>At Counter</b>	<b>: Rs. 30/-</b>
		<b>By Regd. Post</b>	<b>: Rs. 80/-</b>
<b>For SC/BC of Haryana</b>	<b>:</b>	<b>At Counter</b>	<b>: Rs. 08/-</b>
		<b>By Regd. Post</b>	<b>: Rs. 58/-</b>

(For registered parcel, only Bank Draft in favour of Finance Officer, M.D.University, Rohtak Payable at S.B.I. Branch, M.D.University, Rohtak is acceptable).

## **Prospectus can be obtained from:**

- i) Study Centres
- ii) Directorate of Distance Education, MDU, Rohtak.