Chaudhary Devi Lal University
Sirsa (Haryana)-125055
(Established by Govt. of Haryana vide State Legislature Act 9 of 2003)
NAAC Accredited with Grade 'B'

University Centre for Distance Learning

Handbook of Information and Admission Guidelines 2019-2020

www.cdlu.ac.in

OFFICERS OF THE UNIVERSITY

Hon'ble Sh. Satyadev Narayan Arya
Governor, Chancellor
Chaudhary Devi Lal University Sirsa, Haryana

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CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

UNIVERSITY CENTRE FOR DISTANCE LEARNING

Notification

This is to certify to all concerned that Chaudhary Devi Lal University, Sirsa does not conduct any online examination and that there are no spot centres/study centres/franchise of ODL academic programmes. All examination centres created in the Territorial Jurisdiction of the University.

Director (UCDL)

Vice Chancellor's Message

I take this opportunity to welcome students joining the University Centre for Distance Learning (UCDL) in undergraduate as well as postgraduate programmes. Chaudhary Devi Lal University, established by an Act No. 9 of Legislative Assembly, is recognized by the University Grants Commission under Section 2(f) and 12(B) of the UGC Act. This University has been accredited 'B' Grade by NAAC. The UCDL of Ch. Devi Lal University is playing an effective role throughout thirteen years by providing quality education through distance mode in different courses recognized from UGC/DEB. Currently, 19 Opened and Distance Learning Courses are offered by UCDL with undergraduate, postgraduate degrees and various diplomas.

The purpose of Distance Education is to increase the accessibility of education, beyond the boundaries of a number of factors such as distance from the centers of education, social taboos especially for the female students, and also the housewives, bindings to acquire education while in job, or other such logistics, which, at times, are a hurdle to access higher education in India. The UCDL for Distance Learning is committed to offer the opportunities of higher education to such students through distance education mode. Our objectives are to reach the unreached and to make education accessible to all sections of the society.

The UCDL is making efforts to upgrade the quality of learning, student support services and the system of professional development in compliance to the guidelines issued by the UGC from time to time. I extend a very warm welcome to all the students of the University Centre for Distance Learning.

Prof. (Dr.) Vijay K. Kayat

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यह मेरे लिए गर्व की बात है कि मुझे हरियाणा प्रदेश के अन्तिम छोर पर बसे सिरसा जिले में स्थित चौधरी देवी लाल विश्विद्यालय में सेवा करने का मौका मिला है। समाज में किसी भी राष्ट्र की प्रकृति शिक्षा के बिना नामुमकिन या ऐसा कहा जा सकता है असम्भव है। समाज का बहुआयामी विकास और छात्रों का समग्र विकास शिक्षा का मन्दिर विश्विद्यालय का मुख्य उद्देश्य है। चौधरी देवी लाल विश्विद्यालय विकास के क्षेत्र में वैश्विक स्तर पर शिक्षण, प्रशिक्षण, अनुसंधान, नवाचार और मौलिक विकास का उत्कृष्ट केन्द्र बनना चाहता है। विकास की यह गति विश्विद्यालय के हितैषियों द्वारा अपेक्षित आकांक्षायों को पूरा करने में हमारे समक्ष विभिन्न अवसर व चुनौतिया लाई है। विश्विद्यालय का संपूर्ण ध्यान विधार्थियों पर केन्द्रित है।

विश्विद्यालय द्वारा विधार्थियों को अनुशासित व जिम्मेदार बनाने का लक्ष्य न केवल शिक्षा स्तर के बेहतरी के लिए आवश्यक है अपितु समाज को सुद्रढ़ बनाने में भी सहायक होगा। चौधरी देवी लाल विश्विद्यालय में विभिन्न विषयों के पाठ्यक्रम उपलब्ध है। इस समय UCDL के अर्न्तगत 19 कोर्स चल रहे है जो कि UGC/DEB से मान्यता प्राप्त है जिसमें 2113 विधार्थी सुचीबद्ध है। चौधरी देवी लाल विश्विद्यालय विधार्थियों को बेहतरीन बुनियादी सुविधाँए देने के लिए प्रयासरत है। हमारे सभी प्रयासों का उद्देश्य विश्विद्यालय को शिक्षा के विभिन्न क्षेत्रों व अनुसंधान गतिविधियों का केन्द्र बनाना है। कोई भी शैक्षणिक संस्थान अपने विधार्थियों के विकास के लिए एक उत्प्रेरक के रूप में कार्य करता है। यह सब केवल तभी सभंव है जब आप युवा शक्ति हमारे इस प्रयत्न में हमारे साथ विकास के लिए लक्षित हो।

मुझे यह उम्मीद ही नहीं बल्कि पूर्ण विश्वास है कि चौधरी देवी लाल विश्विद्यालय के विधार्थियों, समर्पित शिक्षकों के मार्गदर्शन व शीर्ष प्रशासन के दूरद्रशी नेतृत्व में यह शैक्षिक संस्थान न केवल भारत वर्ष में बल्कि दुनिया में एक प्रतिष्ठित शैक्षिक संस्थान के रूप में स्थापित करेंगे।

मैं विश्विद्यालय के सभी हितैषियों को चौधरी देवी लाल विश्विद्यालय परिसर में अच्छे शैक्षिक, प्रशासनिक और अनुसंधानात्मक माहौल का आश्वासन देता हूँ।

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Director's Message

As a Director of University Centre for Distance Learning (UCDL), I would like to welcome all the students in the UCDL. I am excited that you all are interested to learning in our department and the programs offered by us . The UCDL of Ch. Devi Lal University had played an effective role for the last fourteen years to provide the quality and effective education through distance duly recognized from UGC/DEB. Currently, UCDL is running 19 courses like undergraduate, post graduate degrees and various diplomas.

The University has always seen quality education as first priority, thus, ensuring the academic rigor, social interface and overall personality development of the students.

The mission of UCDL is to prepare a class of proficient scholars and professionals with ingrained human values and commitment to expand the frontiers of knowledge for the advancement of society.

UCDL aims to build top quality human resources capital by constantly motivating the young minds to learn and offers a holistic learning environment. So that students can inculcate qualities of scientific temper, leadership, social responsibility and respect for all cultures & traditions which is the need of the hour.

We encourage you to choose UCDL and hope that your stay at UCDL will help you harness your full potential to serve our country through the knowledge and skills gained at the UCDL.

I conclude this Message from the table of Director by saying:

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family."

Kofi Annan

All the very best for future

Prof. Monika Verma

STAFF DETAILS

UNIVERSITY CENTRE FOR DISTANCE LEARNING

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Prof. Monika Verma	Director (Additional charge)	01666-239031 ucdlcdlu@gmail.com
Dr. Sultan Singh Dhanda	Deputy Director (Additional charge)	
Dr. Omda Kumar	Deputy Superintendent	
Hemant Mehta	Assistant	

COURSE COORDINATORS	NAME OF COURSE	TELEPHONE NO.
Mr. Sandeep Dhankar	B.C.A, One-Year Diploma in Computer Science and Technology/M.C.A, M.Sc. Computer Science and PGDCA **Additional Charge :-** M.A. (English), M.A. (History), B.A. -2nd year.	98126-69207
Mr. Manoj Bansal	M.Com., B.Com, **Additional Charge :-** B.A. Journalism & Mass Communication, M.A. Journalism & Mass Communication, Post Graduate Diploma in Journalism & Mass Communication, M.A. (Hindi), B.A. – 1st year.	94664-82500
Ms. Niyati Chaudhary	MBA, PGDBM Additional Charge :- M.A. (Education), M.A. (Sanskrit), M.A. (Punjabi), B.A. – 3rd year.	01666-239031
Dr. M.K. Kidwai	B.A (For Environmental Studies)	01666-247119

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1. THE UNIVERSITY

1.1 UNIVERSITY AT A GLANCE

Established on 2nd April, 2003, Chaudhary Devi Lal University, Sirsa, a State University is named after Jan Nayak Chaudhary Devi Lal, the former Deputy Prime Minister of India and the former Chief Minister of Haryana. This University, set up by the Government of Haryana under Act 9 of 2003 passed by the State Legislature, has a sprawling campus of 213 Acre, 4 Kanal, 12 Marla at Barnala Road, Sirsa. The main objective of the University is to facilitate, promote and excel in Higher Education, Research and Consultancy in the contemporary as well as emerging areas of knowledge. The inception of high-tech culture involving computer-based facilities, internet connectivity and modern administrative techniques are integral characteristics of this University. To enhance the standard of higher education and increase the research activities the University has been connected to National Knowledge Network (NKN). This connectivity has been provided through one GBPS (optical fiber) dedicated line under NMEICT project of Ministry of HRD India. Wi-Fi facility has also been provided in the University campus. Affiliation of colleges situated in Sirsa and Fatehabad districts in 2011 has been another milestone for this University.

1.2 UNIVERSITY TEACHING DEPARTMENTS

There are 24 Teaching Departments in the University. Well-known, reputed and experienced academicians and professionals have been associated in preparing the academic curriculum of different programmes. It is important to mention here that special attention has been given to follow the guidelines of the UGC and other regulatory bodies in preparing the programme curriculum. The university also offers various programmes through the University Centre for Distance Learning. The emphasis is to impart quality education by providing congenial and liberal atmosphere in the campus through the promotion of extracurricular activities. Sports events of North Zone and All India Intervarsity level and University Youth Festival were successfully organized in addition to encouraging students to participate in such activities and events outside the campus to enable them achieve overall growth of their personality.

1.3 TEACHING BLOCKS

The University has three Teaching Blocks, Guest House, Vice Chancellor's residence and 152 houses for the teaching and non-teaching staff and five well-furnished hostels for boys and girls. The silent Generator Sets are also available in the university to meet out the requirement of power during power failure. Approximately 16500 plants/trees of various types have been planted in the university campus.

1.4 OTHER FACILITIES

The University has developed its own Media Centre equipped with hi-tech gadgets. The University has well-equipped laboratories. The University has a majestic building housing Vivekananda Library. There is a good stock of books and study material of high standard in the University library. Research Journals of National and International repute are being subscribed. There is a Multipurpose Hall for various activities of the students as well as University. 11 KVA sub-station, 12 Super H Type Houses, Day Care Center, Solar Water Heater Systems.

The University has ATM facility of Oriental Bank of Commerce. A branch of Oriental Bank of Commerce started functioning in the year 2011. The branch is located in the University Shopping Complex which also houses the University Health Centre. Medical facilities have been made available to the students through a regular appointed Medical Officer and technical staff.

The University has adopted innovative methods in conducting University examinations. The students of this university have shown commendable results in academics as well as co-curricular activities. With the present pace of progress already acquired, the university looks forward to having a promising future.

1.5 ACADEMIC PROGRAMMES

The University offers various academic programmes in the area of Technology, Management, Commerce, Law, Journalism and Mass Communication, Humanities, Social Sciences, Science and Education mostly at the Post-Graduate level. All these programmes have been designed in consultation with luminous academicians especially taking into consideration the special needs of the society and the professional world. Emphasis is laid on both theoretical and practical training.

1.6 VIVEKANANDA LIBRARY

Vivekananda Library came into existence in the year 2003. At present, it has an impressive four storey building. The present building of library is easily approachable. Beautiful lawns, add to its grandeur. Special attention is given to the facilities of drinking water, light system and security system, Fully A.C. Reading Hall (24X7), Computer lab and Periodical Section. All the reading areas of the Library are spacious, peaceful and furnished with comfortable furniture. The Library is having rich collection of publications which include books, journals, thesis/dissertations, reports, newspapers and magazine etc.

The Library at present has a total collection of 74302 books, 144 Indian and foreign journals, 11 magazines, Employment News and 15 Newspaper to cater to the needs of the users. The Library also has procured 195 eBooks in the subject of Computer Science, Mathematics, English, Education and database (Business Source Elite Database) for department of Business Administration. The Library also provides reference Books including Encyclopedia, Dictionary etc. The SC/ST Book Bank with collection of 2269 books exits in the library for SC/ST students of various departments. The facility of Online journals and database is being provided to the users by INFLIBNET through UGC info net Digital Library Consortium Shodh Sindhu. Inter Library Loan Facility is also available through DELNET. The Wi-Fi internet connectivity is available in the Library for easy access of internet services. Further, there is an access to E-books within University campus. The concept of fully computerized Library is adopted and is in process.

1.7 HOSTELS

At present, there are five hostels-three for girls and two for boys, namely, Harki Devi Bhawan (Girls' Hostel-I), Kalpana Chawla Bhawan (Girls' Hostel-II), Mata Savitri Bai Fulle Devi (Girls' Hostel-III), Lala Lajpat Rai Bhawan (Boys' Hostel-I) and Sardar Patel Bhawan (Boys' Hostel-II). All the four hostels have been provided with tube lights and ceiling fans in every room. Electric geysers have been installed in bathrooms. Water coolers with RO system have also been provided. The hostels subscribe several national & regional dailies and magazines for enabling the students to know what is happening around the world. The facility of 32" Plasma TVs along with Dish/DTH facility has been provided in common rooms of all the hostels. Medical facilities to all hostel residents are provided through the university Health Centre located in University premises. The Chief Warden, along with all Wardens, make every possible effort to see that the students get a cleaner surrounding within and outside the hostel premises, get hygienic food and always respond to the complaints of hostel residents in a positive manner. A total number of 38 benches (three-seater) each has been provided in the premises of Girl's and Boy's Hostels separately. In the premises of both Girls Hostel two separate lawns have been developed and Badminton Courts has also been constructed in all the four hostels. In Girls' Hostels, the facility of Table Tennis & Badminton and in Boys' Hostels, the facility of Table Tennis, Badminton and Volleyball has also been provided.

1.8 IT CELL

The Website Office/IT Cell of Chaudhary Devi Lal University is performing following tasks:

A. Wireless Network (Wi-Fi)

Campus Wide W-LAN/Wi-Fi is maintained by the IT Cell. Various steps have been taken by IT cell to strengthen and expand the coverage of Wi-Fi, which has proved very useful to cater the need of high speed internet facilities to the whole University.

B. Fibre based Local Area Network (LAN)

Any educational institute looking at high growth and a potential to join big league, cannot overlook networking. Sensing out its dire need well in time, the IT Cell has established Campus Wide Local Area Network (LAN). The LAN is based on Optical Fibre and initially 400 nodes have been connected. This is also under the NME-ICT project of MHRD on 75:25 sharing basis.

C. National Knowledge Network (NKN)

To enhance the standard of higher education and increase the research activities the University has connection to National Knowledge Network (NKN). This connectivity has been provided through one GBPS (optical fiber) dedicated line under NMEICT Project of Ministry of HRD India.

1.9 EDP CELL

The following project/tasks are being handled by the Electronic Data Processing (EDP) Cell.

- University has signed Memorandum of Understanding (MoU) with Haryana Knowledge Corporation Limited (HKCL) on 08.11.2016 for the implementation of Digital University Framework (DUF) in the University w.e.f session 2017-18. The web-link named cdlu.digitaluniversity.ac has been started/activated in this regard.
- The Android based application named "CDLU" on trial basis in collaboration with the Maibiz Technologies Pvt. Ltd. (MTPL) to enhance the mobile based ICT applications, is being handled by the EDP Cell. The mobile based android application is available free of cost at "Google Play Store"

1.10 UNIVERSITY COMPUTER CENTRE

(i)Computer Lab, UCC

The Computer Lab (UCC) with plenty number of desktops, adequate furniture and sufficient power backup, has been established on the top floor of Vivekanand Library to facilitate the research scholars, students and the staff members as per their requirements.

(ii) University Website (www.cdlu.ac.in):

The University Website (www.cdlu.ac.in) is being maintained and updated efficiently, effectively & promptly by the University Website Office, being very descriptive and useful, the number of global visitors on website is increasing very rapidly.

(iii) Mobile Application (CDLU):

The android based application named "CDLU" is being maintained and updated regularly. The mobile based android application is available free of cost at "Google Play Store".

(iv) State Resident Database (SRDB):

The State Resident Database (SRDB) project is under consideration.

(v) Aadhar Enabled Biometric Attendance System (AEBAS):

The project of implementation of Aadhar Enabled Biometric Attendance System (AEBAS) is under consideration.

(vi) CM/PM Window:

All the complaints regarding CM/PM window are received online and then the final Action Taken Report (ATR) prepared by the concerned branch/office has been uploaded on the prescribed portal.

(vii) Digitalization of old record (for at least last five years):

The process of Digitalization of old record (for at least last five years) of the University is under consideration.

1.11 SC/ST CELL

The SC/ST Cell has been established to provide facilities to the SC/ST students of the University as per the instructions of UGC/State Govt. from time to time. SC/ST Cell functions as grievances Redressal Cell to redress the grievances of SC/ST Students and Employees of the university, and renders them necessary help in solving their academic as well as administrative problems. It also carries out any other work assigned from time to time so as to promote higher education among these communities, suffering from economic, social and education deprivations. The main objective of the SC/ST Cell is to ensure proper implementation of various schemes of

University Grants Commission/Govt. of India/State Govt. introduced from time to time in the interest of such students.

The UGC Cell for coaching schemes for Scheduled Castes and Scheduled Tribes, OBC (Non-Creamy Layer) and Minorities.

To implement the objectives of UGC's Merged Schemes of the General Development Assistance under XII plan period, the University has established the UGC Cell for Coaching Schemes for SCs, STs, OBCs (Non Creamy Layer) and Minorities. General candidates holding BPL Cards (Below Poverty Line) issued by the Central Government/State Government may also be allowed for such coaching classes. The Cell has implemented the following coaching schemes:-

1. Remedial Coaching
2. Coaching for Entry into Services
3. Coaching for NET/SET

The main purpose of these schemes, by and large, include: to improve the academic skills of the students, to prepare the students to gain useful employment in Group 'A', 'B' & 'C' in Central Services and equivalent positions in private sector and prepare the students for NET/SET, so that they can become Assistant Professors in the Colleges and Universities. For implementing day-to-day activities, Coordinator has been appointed. Further, faculty members, research scholars, PG students and teachers from other universities are also invited to deliver special lectures to the enrolled students. To promote discipline, healthy outlook and positive attitudes for strengthening national integration and removal of narrow provincial preferences and prejudice.

1.12 UNIVERSITY SCIENCE INSTRUMENTATION CENTRE

Recently, University Science Instrumentation Centre (USIC) has been established in C.V. Raman Bhawan (Science Block) of the University. It will work as Central Instrumentation Lab with necessary and sufficient sophisticated equipment's of scientific importance within the reach of faculty members as well as research scholars for research activities. In addition, it will provide service for the maintenance of scientific instruments as far as possible.

1.13 INTERNAL QUALITY ASSURANCE CELL (IQAC)

The University has constituted the Internal Quality Assurance Cell (IQAC) to instill the momentum of quality consciousness and continuous assessment and improvement. The cell works to develop a quality system of conscious, consistent and catalytically programmed action for improving the academic and administrative performance of the HEIs and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. The IQAC achieved the above said goals by offering itself the National Assessment and Accreditation Council (NAAC) for inspection. Grade from NAAC is considered Hall Mark of the quality of any HEI. The University has been Accredited with Grade "B" valid for a period of five years from 14.09.2015.

1.14 DEAN STUDENTS' WELFARE

This office is actively involved in issuing bus passes to the daily passenger students and organizes the events like:

- Awareness Campaign on HIV/AIDS.
- Free Health Awareness/Checkup Camp.
- Educational and Industrial Tours to different places.
- It helps the University Teaching Departments students to participate in Inter College tournaments and Inter University tournaments in various games.
- Group Insurance to the students.

1.15 DIRECTORATE OF YOUTH WELFARE

Directorate of Youth Welfare aims at ensuring youth welfare by conceiving and organizing such programmes as would stimulate mammoth reservoir of energy in youth constructively for the establishment of a healthy cultural environment in the University. The University has developed best infrastructure to carry out their plan for youth welfare. It motivates students to inculcate and sharpen

their talents in diverse fields of cultural/Literary activities. It takes care of the third dimension of the higher education by organizing adventure camps, workshops boosting motivation and healthy competitiveness and inculcating social values to ensure holistic development of their personalities. Besides celebration of national festivals, the Directorate also organizes Talent Finding Competitions and Youth Festival for the UTDs and the affiliating colleges. For the enrichment of the students the Directorate hires artists from diverse fields to prepare them for competitions at higher levels. Literary and Fine Art activities are also taken up to hone their talents. To foster leadership qualities and to prepare future leaders for the largest democracy of the world, model youth parliament is also held. Student clubs are formed for providing them platform to cooperate and coordinate with each other for sharpening their inherent interests. In the coming session the Directorate plans to concentrate on youth leadership in order to make these activities socially more relevant through extension programmes. The students of the University Teaching Departments and affiliating colleges have bagged positions in National and North Zone Inter Varsity Festivals. The co-curricular activities go a long way in developing the overall personality of the students and foster among them positive feelings of patience and perseverance, a sense of cooperation and the competitiveness. To provide maximum opportunities to the students and to present and refine their talent, the cultural activities are regularly organized in and outside the University. The students show keen interest in these activities and have brought laurels to the University. The Directorate organizes University Youth Festival and other cultural events besides celebrating important days of the year. The adventure camps and workshops are also organized for the benefit of the students. The achievements of the Directorate include top positions in the North Zone Inter University Youth Festivals and National Youth Festival, Folk Dance Competitions in Folk Dance organized by Haryana Kala Parishad etc.

1.16 SPORTS COUNCIL

Sports activities of the University are being run under the Sports Council. The University has following playfields: Handball-1, Football-1, Volleyball-1, Netball-1, Korfball-1, Kho-Kho-1, Kabaddi-1, Wrestling-1, Basketball-2, Judo-1, Athletic Track & Multipurpose Hall for indoor sports activities. The university has organized National Level Inter Varsity Sports Competitions. Sports Council's efforts have resulted in pocketing several prizes at the National Level Competition. The University is providing following sports facilities to its players: ¯ TA/DA during Inter University Tournaments. Free Sports Kit and Track Suits to the players participating in Inter University tournaments. Scholarship/Prize money to the players winning positions in Inter University tournaments is given as under:

1. 1st Position Rs. 25,000/-
2. 2nd Position Rs. 21,000/-
3. 3rd Position Rs. 18,000/-

Sports council has organized many national level championships successfully besides students of the affiliating colleges and UTDs have participated in various national level events bagging covetous positions.

1.17 UNIVERSITY HEALTH CENTRE

The University Health Centre located in the Shopping Complex on the 1st floor from room no. 101-104. It has sufficient place for OPD, dispensary and inward. It has facility of consultation, medicines & laboratory tests, treatment at free of cost. There is an Ambulance to carry the sick students to referral hospitals. The Health Centre provides its services during games, physical efficiency tests and functions organized by university. The students, the employees & their dependents of the university are availing the medical facilities being provided by the University Health Centre.

1.18 YOUTH RED CROSS

Youth are the pillars and future leaders of the country. Today's youth is tomorrow's India. The Youth Red Cross, the youngest wing of India Red Cross Society, Haryana State Branch is active at the University Level. A Youth Red Cross Unit is working in the University Campus for this purpose. A fifteen member YRC Committee of CDLU, Sirsa has been constituted under the chairmanship of

the Vice-Chancellor to promote the YRC activities in all the colleges/institutions within the jurisdiction of the university. Meeting of Executive Committee at University Level and of students volunteers are called from time to time to decide about the YRC future plans.

1.19 NATIONAL SERVICE SCHEME

National Service Scheme (NSS) is a noble experiment in academic expansion. It inculcates the spirit of voluntary work among the students and teachers through sustained community interactions. It brings out academic institutions closer to society. It shows how to combine knowledge and action to achieve results, which are desirable for community development. National Service Scheme at this University has been established with the objective of providing students with an opportunity to develop their overall personality by taking part in various Social Service Schemes. An NSS Committee at University Level is constituted under the Chairmanship of the Vice-Chancellor. There are 34 units of NSS in the University, two of University Teaching Departments and others in various affiliated colleges of Sirsa and Fatehabad Districts. There are two units of SFS also in affiliating colleges. Participation of the student volunteers of the university in National Republic Parade is a matter of pride for us.

1.20 DEAN RESEARCH

Dean of Research makes efforts to plan activities and take adequate measures for promotion of research in the University. New ordinances are prepared and the old ones are amended as per requirement and in compliance of the U.G.C. guidelines to achieve qualitative enrichment in research. The office aims to launch schemes for in-house proposal of research projects. Of late it has also started the initiative of stimulating the process of various fellowships in the University for timely dispensation of cases. The cell aims at developing and drafting University Research Policy soon.

1.21 RTI CELL

The RTI Cell deals with RTI applications and RTI appeals on behalf of the University under the provision of the RTI Act and provides information to the information seekers.

1.22 ANTI RAGGING COMMITTEE

Anti-Ragging Committee supported by Anti Ragging Squad and a Nodal Officer ensures that there are no incidences of Ragging, bullying and baiting of new students on the campus. Ragging is a criminal offence and is strictly prohibited in the University. A student, if affected, can approach the Nodal Officer to redress his complaint. The Committee comprises Proctor, Dean Student's Welfare, Chief Wardens, Director Youth Welfare, Assistant Dean Students' Welfare and Hostel Wardens are also members of the Anti-Ragging Committee/ Squad/Cell. The Anti-Ragging Committee also has some outside members prominent along whom are SDM and DSP head quarter Sirsa besides some other important citizen of Sirsa.

1.23 ANTI EVE-TEASING COMMITTEE

Eve-teasing is a criminal offence. Making unwanted gestures towards girls or passing offensive comments are not only immoral acts but also subject to penal action under Indian Penal Code. Boys student are advised not to indulge in such acts. University has an Anti-Eve teasing Committee headed by the Vice-Chancellor. The Committee comprises Dean Academic Affairs, Proctor, Chief Warden, Dean Students Welfare, Dean of Colleges, Controller of Examination, Lady Warden, SDM Sirsa, City Magistrate, Sirsa, DSP (HQ), Sirsa, SHO (City), Sirsa besides some student representatives and important citizens are also its members.

1.24 CONSTRUCTION BRANCH

Construction Branch undertakes construction work of various infrastructural projects and strives to keep a quality and maintenance thereof. Because of their efforts, the university has strong infrastructure, which includes three teaching blocks namely Tagore Bhawan, CV Raman & Ambedkar Bhawan Two Boys Hostels, Three Girls Hostels, Vice-Chancellor residence, Faculty

House, university of H, C, D, E, F & E-II categories, Water Treatment Plant, Over Head Service Reservoir, Boundary Wall on undisputed land, Water Supply and Sewage Scheme, OHSR, STP. Media Centre, Library Building, centralized AC Multipurpose Hall with sports flooring, gym, squash room etc., Block "A" of Administrative Block, Shopping complex, Internal Roads (Phase-II) & Parking, 11 KV Indoor Electric Main Sub Station and Compact Sub Station Health Centre. The branch of Oriental Bank of Commerce with ATM is being run in the building of Shopping Complex. Silent Generator Sets are also made available in the university to meet out the requirement of power during power failure. Recently completed works Construction of Super H, C, D, E & F type houses, Construction of Water storage tank and providing sprinkler system in lawns & construction of Day Care Centre, Solar Energy Plant, Solar Water Heater Systems, renovation of class rooms & laboratories in Teaching Block No. 1 & 2 and providing Gym equipment's in four hostels etc. The works "Teaching Block No.4, Construction & establishment of Herbal Park, Extension of Boys Hostel No.1, Construction of Class Rooms & Seminar Hall, Construction of Information & Guidance Bureau" are in progress. The fresh proposals i.e. Teaching Block No.5, University College, building for UCDL, more residential houses, construction of university boundary wall, construction of swimming pool, providing & laying of retractable chair at MP Hall, Construction of VIP Guest House, Construction of Transit Hostel, Extension of Construction Branch are in pipeline.

2. UNIVERSITY CENTRE FOR DISTANCE LEARNING (UCDL)

2.1 ABOUT UCDL

To cater to the needs of those students who could not able to be a part of regular admission and for the benefits of students of far-flung/unreached areas, the University established the University Centre for Distance Learning. It offers various job-oriented courses through Distance Education Mode. The University Centre for Distance Learning (UCDL) has planned to meet the challenges of the time and growing requirements of the people of the area. The UCDL offers several courses through distance mode such as Bachelor of Computer Application (BCA), Bachelor of Arts (Journalism & Mass Communication), Bachelor of Arts (General) (B.A.), Bachelor of Commerce (B.Com), Master of Business Administration (MBA), Master of Computer Applications (MCA), Master of Arts (Journalism & Mass Communication, English, Education, Punjabi, Hindi, Sanskrit, History) Master of Science(Computer Science), Master of Commerce (M.Com), Post Graduate Diploma in Computer Applications(PGDCA), Post Graduate Diploma in Business Management (PGDBM), Post Graduate Diploma in Journalism & Mass Communication (PGDJMC) and Diploma in Computer Science & Technology (DCST). The Distance Education Bureau has recognized the courses run by University Centre for Distance Learning vide its letter(s) No. F.No.1-6/2018 (DEB-I) dated 03.10.2018 and F.No.103-1/2017 (DEB-IV) dated 10.10.2018 which can be seen on UGC/DEB website. UCDL aims to provide the quality education at the door step of the learners as per the policy of the Government to give education to the deprived.

2.2 OBJECTIVES

- To generate interest for knowledge and education among the masses.
- To launch job-oriented professional courses for those who could not afford to pursue education through regular mode.
- To provide affordable and convenient education to distant learners.
- To provide quality study material in the larger interest of learners.
- To extend academic and professional guidance to learners through counseling.
- To provide opportunities in self-study at convenience to the employed persons, housewives, dropouts, men & women, deprived of regular study at proper age, business people etc.
- To educate everyone and everywhere.
- The methods of teaching learning will include the provision for study material, personal contact programme, project or dissertation.

2.3 PROMINENT FEATURES

- Affordable Fee for the students.
- Bilingual programmes in Hindi and English with study material in English except otherwise intimated.
- Distance Education by using technology in selected subjects.
- Standard study material.
- The University holds Personal Contact Programmes (PCP) only at University Teaching Departments, Government Colleges or Government aided colleges affiliated to the University after having their consent in writing.
- To provide the syllabus and study material after admission of the students.
- Punctuality in the conduct of examinations and declaration of results.
- No Migration Certificate is required for taking admission in Open and Distance Learning programme of CDLU, Sirsa and no Migration Certificate will be issued by the University after the completion of the course.
- The UCDL has appointed well qualified teachers in each course and they will be available in UCDL Library for student’s related queries/doubts on all working days.

2.4 In compliance with another Letter No. F.No. 1-23/2018 (DEB-I) dated 10-05-2019 received from DEB/UGC, for the following courses starting from the current session 2019-20, the Scheme, Syllabi and Common Examination of regular courses of Ch. Devi Lal University, Sirsa adopting Semester System is being implemented in a phased manner from the academic session 2019-20 and onwards:-

i)	**Master of Business Administration (MBA)**	**Two years**
ii)	**Master of Science (Computer Science)**	**Two Years**
iii)	**Master of Arts (Hindi)**	**Two Years**
iv)	**Master of Arts (Punjabi)**	**Two Years**
v)	**Master of Arts (Sanskrit)**	**Two Years**
vi)	**Master of Arts (History)**	**Two Years**
vii)	**Master of Computer Applications (MCA)**	**Three years**
viii)	**Master of Commerce (M.Com.)**	**Two Years**
ix)	**Master of Arts (Education)**	**Two Years**
x)	**Master of Arts (Journalism & Mass Communication)**	**Two Years**

However, the Scheme/Syllabi/Examination and other Guidelines for those old students, who were enrolled prior to this academic session i.e. 2019-20, will be governed as per earlier applicable guidelines. The Scheme & Syllabi of M.Sc (CS) which is not offered in regular mode, shall be implemented after the receipt of the same with proper procedure.

(A) The Internal Assessment, which is already in the vogue in UCDL based on Assignment or Proportionate Marks in the absence of the Assignments, will be applicable.

(B) The Scheme/Syllabi and Ordinance of M.Sc. (Computer Science) will be decided after approval from its PGBOS & Research. The student should remain visiting the website for updation in this regard.

(C) The Post Graduate Diploma in Business Management (PGDBM) will be run in the earlier mode/syllabus and scheme, therefore, the candidates having PGDBM will be allowed in MBA 3rd Semester with the condition to clear the deficient paper of MBA 1st and 2nd Semesters.

(D) The Post Graduate Diploma in Journalism & Mass Communication (PGDJMC) will be run in the earlier mode i.e. Annual Mode with the syllabi & scheme of 2018-19, therefore, the candidates having PGDJMC will be allowed in MA (JMC) 3rd Semester with the condition to clear the deficient paper of MA (JMC) 1st and 2nd Semesters.

(E) The courses of the regular mode cannot be implemented in similar way in the ODL Mode run by UCDL due to practical complication arising from CBCS system followed in this course. Therefore,:-

(i) the information regarding Summer Training & Seminar, wherever applicable will be intimated on the University Website.

(ii) with regard to option under Open Elective Choice paper, the student enrolled in UCDL shall opt their choices out of courses offered by UCDL only. The option will be uploaded on the website and the student remain visiting the website for updation in this regard.

(F) The examination fees will be charged as per university rules. From this Session, instead of Annual Examination system, there will be semester system for the above courses as mentioned in 2.4 (i) to (x). Therefore, the Examination Fee for the Second/Next Semester will be paid by the student enrolled in the UCDL as per the university rules applicable for the regular mode.

2.5 For Open Elective/New Specializations candidates should seek assistance through their own means. But prior information about selection of these should be made to UCDL.

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3. ELIGIBILITY OF VARIOUS COURSES

3.1 UNDER GRADUATE COURSES

Sr. No.	Name of the Course	Duration	Eligibility
1.	Bachelor of Computer Applications (BCA)	Three Years	Passed the Senior Secondary Certificate Examination (10+2) of the Board of School Education, Haryana or an examination as equivalent thereto, with English as one of the subjects.
2.	Bachelor of Arts Journalism & Mass Communication (BAJMC)	Three Years	Passed the Senior Secondary Certificate Examination (10+2) of the Board of School Education, Haryana or an examination as equivalent thereto, securing not less than 45% marks in aggregate, with English as one of the subjects.
3	Bachelor of Commerce (B.Com.)	Three Years	Passed the Senior Secondary Certificate Examination (10+2) of the Board of School Education, Haryana or an examination as equivalent thereto, with English as one of the subjects.
4	Bachelor of Arts (B.A.)	Three Years	Passed the Senior Secondary Certificate Examination (10+2) of the Board of School Education, Haryana or an examination as equivalent thereto, with English as one of the subjects.
5.	Diploma in Computer Science & Technology (DCST)	One Year	10+2 or equivalent

3.2 POST GRADUATE COURSES

Sr. No.	Name of the Course	Duration	Eligibility
1	M.C.A.	Three Years (Semester System)	As mentioned at Clause (i).
2	M.Sc. (Computer Science)	Two Years (Semester System)	As mentioned at Clause (ii).
3	M.B.A. (General)	Two Years (Semester System)	Graduation. Lateral entry to second year (for the session 2019-20) - PGDBM/PGDBA/ M.Com/M.A. Economics*
4	M.A.(Education)	Two Years (Semester System)	Graduation.
5	M.A. (English)	Two Years (Annual System)	Graduation.
6	M.A. (Journalism and Mass Communication)	Two Years (Semester System)	Graduation Lateral entry to second Year for PGDJMC/PGDMC.
7	M.A. (Punjabi)	Two Years (Semester System)	Graduation.
8	M.A. (History)	Two Years (Semester System)	Graduation.
9	M.A. (Hindi)	Two Years (Semester System)	Graduation.

10	M.A. (Sanskrit)	Two Years (Semester System)	Graduation.
11	M.Com	Two Years (Semester System)	Graduation.

* The students who are taking admission under lateral entry scheme will have to qualify the deficient paper(s) as per decision of the Equivalence Committee.

The above courses are being introduced with approval of Distance Education Bureau, University Grants Commission, New Delhi vide letter No. F.No.1-6/2018 (DEB-I) dated 03.10.2018

3.3 POST GRADUATE DIPLOMA COURSES

Sr. No.	Name of the Course	Duration	Eligibility
1.	P.G. Diploma in Journalism & Mass Communication (PGDJMC)	One Year	Graduation
2.	P.G. Diploma in Computer Applications (PGDCA)	One Year	Graduation
3.	P.G. Diploma in Business Management (PGDBM)*	One Year (Semester System)	Graduation

Note : *The duration of PGDBM programme shall be of one academic year comprising of two semesters.

Clause (i) Eligibility for Master of Computer Application (M.C.A.)

MCA – 1st Semester
Graduate from any recognized University.

MCA-Part-II
Pass in MCA Part-I provided that a candidate who has got reappear in not more than 50% papers including practical of MCA Part-I examination of this University shall also be eligible for provisional admission to MCA Part-II class subject to passing the remaining paper(s) of Part-I in the permissible number of chances.

MCA-Part-II (Lateral Entry Scheme)
Pass in any one of the following examinations of the University or any other recognized University:
(i) M.Sc. Computer Science Part-I or M.Sc. Software Part-I or MCA Part-I;
(ii) Post–graduate Diploma in Computer Science (Software) or Post-Graduate Diploma in software 'On Line' or PGDCA or PG Diploma in Computer Science or PGDCT or APGDCA or PGDCSA or PGDCA (TE) or PGDIT or APGDIT or PGDST or Post B.Sc. Diploma in Computer Science or Post MA/M.Sc. Diploma in Computer Science;
(iii) One-year Diploma Course after Graduation in Computer Science/Computer Application/ Information Technology/E-Commerce/Software.

Note: The candidates who have reappeared in the courses as mentioned above from Sr. No. (i) to (iii) are not eligible for admission to MCA Part-II even provisionally.

MCA-Part-III
A person who has passed MCA Part-I and MCA-II of CDLU or two years M.Sc. Computer Science (SW) M. Sc. (IT) or master's degree in any other area of Computer Science from this University or from any other recognized University is eligible to join Part-III of this course.
A candidate who has passed MCA Part-I and got re-appear in not more than 50% papers of MCA Part-II Examination of Chaudhary Devi Lal University, Sirsa shall also be eligible to join MCA Part-III provisionally subject to clearing the remaining paper(s) of MCA-II in the permissible number of chances.

Notes:

1. The candidates who have got reappear in 2nd year of M.Sc. Computer Science (SW), M. Sc. (IT) or master's degrees in any other area of Computer Science are not eligible for admission to MCA Part-III.
2. The candidates shall be required to pass all the three parts of the course within five years of their admission to Part-I of this course failing which they will be required to repeat the course de-novo. However, this time limit would be four years and three years in the case of candidates who take admission in Part-II after passing one-year diploma courses after Graduation and Part-III after passing two years M.Sc. Computer Science (SW)/ M. Sc. (IT) or master's degree in any other area of Computer Science respectively.
3. The candidates who are taking admission of MCA-III year under Lateral Entry Scheme may attach two attested copies of the certificate of the qualifying examination

Clause (ii) Eligibility for Master of Computer Science (M.Sc.)

M.Sc. – 1st Semester

Graduate from any recognized University.

M.Sc.-Part-II

Pass in M.Sc. Computer Science first year provided that a candidate who has got reappear in not more than 50% papers of M.Sc. Computer Science. Part-I examination of this University shall also be eligible for provisional admission to M.Sc. Computer Science Part-II subject to passing the remaining Paper(s) of Part-I in the admissible number of chances.

M. Sc. Computer Science Part-II (Lateral Entry Scheme)

Pass in any one of the following examinations of the University or any other recognized University:

i) M.Sc. Computer Science Part-I or M.Sc. Software Part-I or MCA Part-I.
ii) Postgraduate Diploma in Computer Science (Software) or Post-Graduate Diploma in software 'On Line' or PGDCA or PG Diploma in Computer Science or PGDCT or APGDCA or PGDCSA or PGDCA (TE) or PGDIT or APGDIT or PGDST or Post B.Sc. Diploma in Computer Science or Post MA/M.Sc. Diploma in Computer Science.
iii) One-year Diploma Course after Graduation in Computer Science/ Computer application/Information Technology/E-Commerce/Software etc.

Note:

1. The candidates who have reappeared in the courses as mentioned above from Sr. No (i) to (iii) are not eligible for admission to M.Sc. Part-II even provisionally.
2. The candidate shall be required to pass both the parts of the course within four years from their admission to Part-I of the course. A candidate who fails to pass the whole examination (Part-I & II) within four years of his admission to these courses will be required to repeat the course de novo. However, this time limit would be three years in the case of candidates who take admission in Part-II under lateral entry scheme after passing one-year Diploma course as above.
3. The candidates who are taking admission to M.Sc. (CS)-2nd year under Lateral Entry Scheme may attach two attested copies of the certificates of the qualifying examination.
4. A graduate has passed 'O' Level/ 'A' Level from DOAEC society is not eligible for lateral entry to M.Sc.

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4. THE COURSE AND STRUCTURE OF BACHELOR'S DEGREE/DIPLOMA PROGRAMMES

4.1 Bachelor of Computer Applications (BCA)

Objectives: The program fulfills UCDL's objective to promote students as System Analysts, System Designers, Programmers and System Managers in any field related to information technology. The programme aims at imparting comprehensive knowledge with equal emphasis on theory and practice. The objective of the programme is to prepare graduates who will be successful professionals in industry, government, academia, research, entrepreneurial pursuit and consulting firms.

Programme Details:

Bachelor of Computer Applications-1st year (BCA-1st)					**Exam Code-(BC-1)**
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
108	Fundamentals of IT	70	30	35	100
109	PC Software	70	30	35	100
110	Programming Fundamentals Using C	70	30	35	100
111	Mathematical Foundation of Computer Science	70	30	35	100
112	Internet And Web Designing	70	30	35	100
113	Software Lab–I (Based on BCA/DCST Programming Fundamentals Using C)	--	--	40	100
114	Software Lab–II (Based on BCA/DCST PC Software and Internet And Web Designing)	--	--	40	100

Bachelor of Computer Applications-2nd year (BCA-2nd)					**Exam Code-(BC-2)**
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
208	Data Structure Using C	70	30	35	100
209	Computer Organization and Architecture	70	30	35	100
210	Object Oriented Programming Using C++	70	30	35	100
211	Database Management System	70	30	35	100
212	System Analysis and Design	70	30	35	100
213	Software Lab–I (Based on BCA-Data Structure Using C)	--	--	40	100
214	Software Lab–II (Based on BCA-Object Oriented Programming Using C++)	--	--	40	100

Bachelor of Computer Applications-3rd year (BCA-3rd)					**Exam Code-(BC-3)**
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
311	Visual Programming Using VB	70	30	35	100
312	Software Engineering	70	30	35	100
313	Java Programming	70	30	35	100
314	Computer Networks	70	30	35	100
Optional Papers					
315	Operating System	70	30	35	100
316	System Programming	70	30	35	100

317	Management Information System	70	30	35	100
318	Software Testing and Quality Assurance	70	30	35	100
319	Software Lab-1 (based on 311)	--	--	40	100
320	Software Lab-2 (based on 313)	--	--	40	100

Aggregate Pass Marks: 40%

4.2 Bachelor of Arts Journalism and Mass Communication (BAJMC)

Objectives: This programme fulfills University's objective to promote learning and education by imparting sustainability, media practices with core of media fundamentals to produce masters with an innovative mindset, ready to provide leadership in private and public-sector organizations. The purpose of the programme is to achieve the target of the Organization by motivating and influencing the target audience. The curriculum has been designed to lay a strong foundation for inculcating media skills of the students and aims to provide an intensive, stimulating and challenging learning experience in the media discipline and covers important areas of media and provides broad-based opportunities for specialization like print or electronic media.

Programme Details:

Bachelor of Arts (Mass Communication)-1st year (BAJMC-1st)					**Exam Code-(B-13)**
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
BM08	Introduction to Communication	80	20	35	100
BM09	Reporting and Editing	80	20	35	100
BM10	History of Mass Media	80	20	35	100
BM11	Public Relations	80	20	35	100
BM12	General English	40	10	18	50
BM14	Hindi	40	10	18	50
Bachelor of Arts (Mass Communication)-2nd year (BAJMC-2nd)					**Exam Code-(B-33)**
BM27	Introduction to Mass Communication	80	20	35	100
BM28	Electronic Media	80	20	35	100
BM29	Media Management	80	20	35	100
BM30	Photo journalism	80	20	35	100
BM31	English	40	10	18	50
BM32	Hindi	40	10	18	50
Bachelor of Arts (Mass Communication)-3rd year (BAJMC-3rd)					**Exam Code-(B-53)**
BM51	Development Communication	80	20	35	100
BM52	Media law & Ethics	80	20	35	100
BM53	New Media Technology	80	20	35	100
BM54	Media Research	80	20	35	100
BM55	English	80	20	35	100
BM56	Hindi	80	20	35	100

Aggregate Pass Marks: 35%

4.3 Bachelor of Commerce (B.Com.)

Objectives: The undergraduate programme will fulfills the University's objective to promote learning and education by imparting sustainability, entrepreneurship and global thinking with core of business fundamentals to produce graduates with an innovative mind set. The curriculum has been designed to lay a strong foundation for inculcating logical and analytical skills of the students. The programme aims to provide an intensive, stimulating and challenging learning experience and covers all the important areas of business and provides broad-based opportunities for specialization.

Programme Details:

Bachelor of Commerce-1st year (B.Com-1st)					Exam Code-(C16)
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
BC01	Business Communication	80	20	35	100
BC02	Business Mathematics	80	20	35	100
BC03	Financial Accounting	80	20	35	100
BC04	Business Economics	80	20	35	100
BC05	Business Management	80	20	35	100
BC06	Basics of Computer	Theory-50 Practical-50	--	35	100
Bachelor of Commerce-2nd year (B.Com-2nd)					**Exam Code-(C25)**
BC11	Business Regulatory Framework	80	20	35	100
BC12	Corporate Accounting	80	20	35	100
BC13	Company Law & Auditing	80	20	35	100
BC14	Business Statistics	80	20	35	100
BC15	Principles of Marketing	80	20	35	100
BC16	Indian Financial System	80	20	35	100
Bachelor of Commerce-3rd year (B.Com-3rd)					**Exam Code-(C34)**
BC21	Income Tax	80	20	35	100
BC22	Cost Accounting	80	20	35	100
BC23	Management Account and Financial Management	80	20	35	100
BC24	Business Environment	80	20	35	100
BC25	Financial Market Operations	80	20	35	100
BC26	Advertising and sales Management	80	20	35	100

Aggregate Pass Marks: 35%

4.4 Bachelor of Arts (General)

Objective: The programme fulfills University's objective to provide base for higher study to the students. The purpose of this course is to create the interest of students in various subjects and to develop the speaking, reading, writing and listening skills.

Programme Details:

Bachelor of Arts-1st year (B.A.-1st)					Exam Code-(A18)
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
BA01	English (Two paper of 50 marks each)	80	20	35	100
BA02	Hindi	80	20	35	100
EVS	Environmental Studies	Theory-60 Practical-25	15	35	100
Optional (Any two out of the following)					
BA 03	Public Administration	80	20	35	100
BA 04	Economics	80	20	35	100
BA 05	Mathematics	80	20	35	100
BA 06	Introduction to Mass Media	80	20	35	100
BA 07	Political Science (Indian Government of Politics)	80	20	35	100
BA 08	History (i) History of India (From earliest times to 1526AD(361)	80	20	35	100

BA 09	Punjabi (Elective)	80	20	35	100
BA 10	Sanskrit (Elective)	80	20	35	100
BA 11	Sociology (Introduction to Sociology)	80	20	35	100
Bachelor of Arts-2nd year (B.A.-2nd)					**Exam Code-(A27)**
BA01	English (Two paper of 50 marks each)	80	20	35	100
BA02	Hindi	80	20	35	100
Optional (Any two out of the following)					
BA 03	Public Administration	80	20	35	100
BA 04	Economics	80	20	35	100
BA 05	Mathematics	80	20	35	100
BA 06	Introduction to Mass Media	80	20	35	100
BA 07	Political Science (Political Theory)	80	20	35	100
BA 08	History Option-(i) History of India (1526-1857 A.D.)	80	20	35	100
BA 09	Punjabi (Elective)	80	20	35	100
BA 10	Sanskrit (Elective)	80	20	35	100
BA 11	Sociology (Research Methodology)	80	20	35	100
Bachelor of Arts-3rd year (B.A.-3rd)					**Exam Code-(A36)**
BA01	English (Two paper of 50 marks each)	80	20	35	100
BA02	Hindi	80	20	35	100
Optional (Any two out of the following)					
BA 03	Public Administration	80	20	35	100
BA 04	Economics	80	20	35	100
BA 05	Mathematics	80	20	35	100
BA 06	Media Writing	80	20	35	100
BA 07	Political Science (Comparative Government & Politics)	80	20	35	100
BA 08	History Option-(ii) Modern World	80	20	35	100
BA 09	Punjabi (Elective)	80	20	35	100
BA 10	Sanskrit (Elective)	80	20	35	100
BA 11	Sociology (Population and Society)	80	20	35	100
The candidate is required to opt. the same option as opted in 1st year of program					

Aggregate Pass Marks: 35%

4.5 Diploma in Computer Science & Technology (DCST)

Objectives: The program fulfills UCDL's objective to promote students as system analysts, system designers, programmers and system managers in any field related to information technology. The programme aims at imparting comprehensive knowledge with equal emphasis on theory and practice. The objective of the programme is to prepare graduates who will be successful professionals in industry, government, academia, research, entrepreneurial pursuit and consulting firms.

Programme Details:

Diploma in Computer Science & Technology (DCST)				**Exam Code-(D.B.C.)**	
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
108	Fundamentals of IT	70	30	35	100

109	PC Software	70	30	35	100
110	Programming Fundamentals Using C	70	30	35	100
111	Mathematical Foundation of Computer Science	70	30	35	100
112	Internet And Web Designing	70	30	35	100
113	Software Lab–I (Based on BCA/DCA Programming Fundamentals Using C)	--	--	40	100
114	Software Lab–II (Based on BCA/DCA PC Software and Internet And Web Designing)	--	--	40	100
EVS	Environmental Studies	Theory-60 Practical-25	15	35	100

Aggregate Pass Marks: 40%

NOTE:

a) The candidates who have been placed under compartment and allowed to re-appear in one subject only in the Senior Secondary Examination (10+2 Standard) of the Board of School Education, Haryana or an equivalent examination of another University/Board may be admitted provisionally for under graduate courses. Such candidates shall be required to clear the compartment/re-appear subject in two chances i.e. in the supplementary examinations to be held in **September/October, 2019 and in March, 2020** from the concerned University/Board. If such a candidate fails to produce the proof of having cleared/passed/qualified the compartment/re-appear subject at the supplementary examinations and at the Annual Examinations, his/her provisional admission to the said course shall be treated as cancelled *ab-initio*, with no claim for refund/adjustment of fees, without any further notice.

b) The candidates who have passed 10+2 examination after appearing in full subjects in the supplementary **examination, 2019** shall also be eligible for admission to under graduate courses. The candidates who have appeared in 10+2 examination in full subjects in the supplementary **examination, 2019** but are unable to clear the examination are **not eligible** for admission.

c) Candidates who got compartment/re-appear in 10+2 examination in not more than one subject after appearing in full subjects in the supplementary **examination, 2019** may be allowed provisional admission in under graduate courses at their own risk and responsibility, subject to their passing 10+2 examination up to **March, 2020** and submission of result within one month from the date of declaration of their result failing which their candidature/result to be said course shall stand cancelled ab-initio with no claim for refund/adjustment of fees**.**

d) A candidate who has not passed the subject of English in qualifying examination may be allowed provisionally to join the B.Com/B.A. subject to qualifying the subject of English at the Supplementary examination of the same year or annual examination of the following year, provided that result of such candidates of the respective examination shall be declared only after they have qualified in the required subject. If they do not clear the subject of English even in the next annual examination in March, 2020, their provisional admission/result to the said course shall be cancelled ab-initio with no claim for refund/adjustment of fees.

e) **Keeping in view the decision of the Academic council in its 25th meeting held on 12.02.2019 vide resolution No. 65(1) regarding scheme of Environmental Studies for UG courses, the scheme as implemented in regular courses will be implemented for UG courses of UCDL also. Accordingly, the environment subject is made compulsory and the marks will be included in the scheme of examination and will be added into the degree with total qualifying marks, as in all other compulsory subjects.**

5. COURSE AND STRUCTURE OF MASTER`S DEGREE PROGRAMMES

5.1 Master of Arts in Education

Objectives: The programme fulfills University's objective to promote learning and provide individuals with the teaching and other skills which are necessary to meet the challenges of the rapidly changing education system. The programme helps educators to improve learning environment in their classrooms and also boost their opportunities for career advancement. This programme offers several areas of specialization including elementary or early childhood education, special education, literacy education, technology and learning, mathematics and pedagogy.

Programme Details:

Course code	Paper	Course Title	Marks in %		
			Int.	Ext.	Total
Semester – 1st					
EDUC-101	I	Philosophical Foundations of Education-I	30	70	100
EDUC-102	II	Sociological Foundations of Education-I	30	70	100
EDUC-103	III	Psychological Foundations of Education-I	30	70	100
EDUC-104	IV	Research Methods and Data Analysis in Education-I	30	70	100
	V	**Elective Paper** **Select any one of the following:-**			
EDUC-105	i	Special Education-I	30	70	100
EDUC-106	ii	Yoga Education	30	70	100
EDUC-107	iii	Life Long Education-I	30	70	100
	VI	**Elective Paper** **Select any one of the following:-**			
EDUC-108	i	Educational Technology-I	30	70	100
EDUC-109	ii	Teacher Education-I	30	70	100
EDUC-110	iii	Mental Hygienic Education-I	30	70	100
		Open Elective Paper			
		to be taken from other courses of UCDL	30	70	100
		SEMESTER TOTAL	**210**	**490**	**700**

Course code	Paper	Course Title	Marks in %		
			Int.	Ext.	Total
Semester – 2nd					
EDUC-201	VII	Philosophical Foundations of Education-II	30	70	100
EDUC-202	VIII	Sociological Foundations of Education-II	30	70	100
EDUC-203	IX	Psychological Foundations of Education-II	30	70	100
EDUC-204	X	Research Methods and Data Analysis in Education-II	30	70	100
EDUC-205	XI	Dissertation-I	50	-	50
	XII	**Elective Paper** **Select any one of the following:-**			
EDUC-206	i	Special Education-II	30	70	100
EDUC-207	ii	Economics of Education	30	70	100
EDUC-208	iii	Life Long Education-II	30	70	100
	XIII	**Elective Paper** **Select any one of the following:-**			
EDUC-209	i	Educational Technology-II	30	70	100
EDUC-210	ii	Teacher Education-II	30	70	100
EDUC-211	iii	Mental Hygienic Education-II	30	70	100
		Open Elective Paper			
		to be taken from other courses of UCDL	30	70	100
		SEMESTER TOTAL	**260**	**490**	**750**

Course code	Paper	Course Title	Marks in %		
			Int.	Ext.	Total
Semester – 3rd					
EDUC-301	XIV	Curriculum Development and Comparative Education-I	30	70	100
EDUC-302	XV	Contemporary Issues in Indian Education-I	30	70	100
EDUC-303	XVI	Dissertation-II	50	-	50
EDUC-304	XVII	Field Work	50	-	50
	XVIII	**Elective Paper** **Select any one of the following:-**			
EDUC-305	I	Educational Measurement and Evaluation-I	30	70	100
EDUC-306	ii	Educational and Vocational Guidance-I	30	70	100
EDUC-307	iii	Inclusive Education	30	70	100
	XIX	**Elective Paper** **Select any one of the following:-**			
EDUC-308	i	Management and Administration of Education-I	30	70	100
EDUC-309	ii	Audit and continuing Education-I	30	70	100
EDUC-310	iii	Environmental Education	30	70	100
		Open Elective Paper			
		to be taken from other courses of UCDL	30	70	100
		SEMESTER TOTAL	**250**	**350**	**600**

Course code	Paper	Course Title	Marks in %		
			Int.	Ext.	Total
Semester – 4th					
EDUC-401	XX	Curriculum Development and Comparative Education-II	30	70	100
EDUC-402	XXI	Contemporary Issues in Indian Education-II	30	70	100
EDUC-403	XXII	Dissertation-III	-	100	100
EDUC-404	XXIII	Seminars	50	-	50
	XXIV	**Elective Paper** **Select any one of the following:-**			
EDUC-405	i	Educational Measurement and Evaluation-II	30	70	100
EDUC-406	ii	Educational and Vocational Guidance-II	30	70	100
EDUC-407	iii	Distance Education	30	70	100
	XXV	**Elective Paper** **Select any one of the following:-**			
EDUC-408	i	Management and Administration of Education-II	30	70	100
EDUC-409	ii	Audit and continuing Education-II	30	70	100
EDUC-410	iii	Population Education	30	70	100
		SEMESTER TOTAL	**170**	**380**	**550**

Open Elective Subject to be taken by the students of other courses of UCDL.

Course code	Paper	Course Title	Marks in %		
			Int.	Ext.	Total
Semester – 1st Open Elective Paper (any one)					
Paper-I					
EDUCE-501	i	Pedagogy of Teaching and Learning	30	70	100
EDUCE-502	ii	Life Skills Education	30	70	100
Semester – 2nd Open Elective Paper (any one)					
Paper-II					
EDUCE-503	i	Value and Peace Education	30	70	100
EDUCE-504	ii	Women Empowerment and Education	30	70	100

Semester –3rd Open Elective Paper					
Paper-III					
EDUCE-505		Human Rights Education	30	70	100
Total			**90**	**210**	**300**

5.2 Master of Arts in English

Objective: The programme fulfills university's objective to promote learning and education through various forms of literature. The course aims to enhance students' skills in reading, evaluating, and writing critically on various subjects in the field of English language, literature, and the literary arts.

Programme Details:

M.A. English (Previous)				**EXAM CODE (M01)**	
Paper Code	**Name of the subject**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
EN76	History of English Literature	80	20	35	100
EN77	Study of Drama	80	20	35	100
EN78	Study of Poetry	80	20	35	100
EN86	Study of Novel	80	20	35	100
EN80	Phonetics, Linguistics and ELT	80	20	35	100
M.A. English (Final)				**EXAM CODE (M21)**	
Paper Code	**Name of the subject**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
EN56	Literary Criticism and Theory	80	20	35	100
EN57	American Literature	80	20	35	100
EN58	Indian English Literature	80	20	35	100
EN59	British Literature in 20th Century	80	20	35	100
EN61	Literature and Gender	80	20	35	100

Aggregate Pass Marks: 40%

5.3 Master of Arts in Journalism and Mass Communication

Objectives: The programme fulfills University's objective to promote learning and education by imparting sustainability, entrepreneurship and global thinking with core of media fundamentals to produce professionals with an innovative mindset, ready to provide media professionals in private and public-sector organizations. The curriculum has been designed to lay a strong foundation for inculcating logical and analytical skills of the students. The programme aims to provide an intensive, stimulating and challenging learning experience in the media discipline and covers all the important areas of media and provides broad-based opportunities for specialization like print or electronic media.

Programme Details:

Semester – 1st				
Core	**Paper**	**Theory**	**Internal Assessment**	**Practical**
Core Compulsory	Introduction to Communication	70	30	--
Core Compulsory	Current Affairs and General Studies	70	30	--
Core Compulsory	Introduction to Media	70	30	--
Core Compulsory	Print Media: Reporting & Editing	50	30	20
Core Elective				
Core Elective	Economic Journalism OR Environment Journalism	70	30	--
Core Elective	Agriculture Communication	70	30	--

	OR Health Communication			

Semester – 2nd				
Core	**Paper**	**Theory**	**Internal Assessment**	**Practical**
Core Compulsory	Print Journalism: Editorial & Features	50	30	20
Core Compulsory	Radio & T.V. Journalism	50	30	20
Core Compulsory	Cyber Journalism	50	30	20
Core Compulsory	Computer Applications in Media	50	30	20
Core Elective				
Core Elective	Science Journalism	70	30	--
	OR Defense Journalism	70	30	--
Core Elective	Intercultural Communication	70	30	--
	OR Animation & Graphics	70	30	--
Open Elective	Current Affairs	70	30	--

Semester – 3rd				
Core	**Paper**	**Theory**	**Internal Assessment**	**Practical**
Core Compulsory	Public Relations	50	30	20
Core Compulsory	Media & Gender Studies	70	30	--
Core Compulsory	Advertising & Marketing	50	30	20
Core Compulsory	Films Studies	50	30	20
Core Elective				
Core Elective	Business Journalism	70	30	--
	OR Sports Journalism	70	30	--
Core Elective	Corporate Communication	70	30	--
	OR Political Communication	70	30	--
Open Elective	Film Studies	50	30	20

Semester – 4th				
Core	**Paper**	**Theory**	**Internal Assessment**	**Practical**
Core Compulsory	Media Research	70	30	--
Core Compulsory	Media & Management	70	30	--
Core Compulsory	Media Laws & Ethics	70	30	--
Core Elective				
Core Elective Course	International Communication	70	30	--
	OR Traditional Folk Media	70	30	--
Core Elective Course	Community Radio	50	30	20
	OR Social Media	70	30	--
Open Elective Course	Social Media	70	30	--

5.4 Master of Arts in Punjabi

Objectives: The programme fulfills university's objective to impart effective and meaningful education to all specially to rural, backward, and needy students as per the need of the hour. The purpose of this course is to promote and cultivate social, moral and spiritual values and to promote the Punjabi Language.

Programme Details:

FIRST SEMESTER

Paper	Core Courses	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
I	Sufi, Bhagti te Gurmat Kaav	30	70	100
II	Punjabi Novel	30	70	100
III	Bharti te Unani Sahit Sidhant ate Viharak Aalochana	30	70	100
IV	Punjabi Sahit Da Itihas (850 to 1850 tak)	30	70	100
Paper	**Elective Courses**	**Maximum Marks**		
		Internal Assessment	**End-Semester Examination**	**Total**
V (i)	Haryana Da Punjabi Sahit	30	70	100
V (ii)	Parvasi Punjabi Sahit	30	70	100
V (iii)	Pakistani Punjabi Sahit	30	70	100
V (iv)	Jammu Kashmir Da Punjabi Sahit	30	70	100
V (v)	Nari Punjabi Sahit	30	70	100

SECOND SEMESTER

Paper	Core Courses	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
VI	Punjabi Kissa Ate Bir Rasi Kav	30	70	100
VII	Punjabi Kahani	30	70	100
VIII	Punjabi te Pachhmi Sahit Sidhant ate Sidhantkaar	30	70	100
IX	Punjabi Sahit Da Itihas (1851 to Hun tak)	30	70	100
Paper	**Elective Courses**	**Maximum Marks**		
		Internal Assessment	**End-Semester Examination**	**Total**
X (i)	Punjabi Vich Anuvadit Hindi Sahit	30	70	100
X (ii)	Punjabi Vich Anuvadit Bengali Sahit	30	70	100
X (iii)	Punjabi Vich Anuvadit Urdu Sahit	30	70	100
X (iv)	Punjabi Vich Anuvadit Rusi Sahit	30	70	100
X (v)	Punjabi Vich Anuvadit Angrezi Sahit	30	70	100
Paper	**Open Elective Courses (Interdisciplinary Course for the Students of Other Departments)**	**Maximum Marks**		
		Internal Assessment	**End-Semester Examination**	**Total**
XI	Punjabi Bhasha : Mudhli Jan-Pchhan	30	70	100

The students must obtain at least 40 percent marks in external examination.

THIRD SEMESTER

Paper	Core Courses	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
XII	Aadhunik Punjabi Kavita (1960 tak)	30	70	100
XIII	Punjabi Natak	30	70	100
XIV	Sabhyachar Ate Punjabi Sabhyachar	30	70	100
XV	Bhasha Vigyan ate Punjabi Bhasha	30	70	100

Paper	Elective Courses	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
XVI (i)	Punjabi Vartak (1900 Tak)	30	70	100
XVI (ii)	Punjabi Nibandh ate Lalit Nibandh Sahit	30	70	100
XVI (iii)	Punjabi SwaiJivni sahit	30	70	100
XVI (iv)	Punjabi Safarnama ate Diary Sahit	30	70	100
XVI (v)	Punjabi Rekha Chitar	30	70	100

Paper	Open Elective Courses (Interdisciplinary Course for the Students of Other Departments)	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
XVII	Punjabi Sahit, sabhyachar ate Lok Prampra : Sankhep Jan-Pachhan	30	70	50

FOURTH SEMESTER

Paper	Core Courses	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
XVIII	Adhunik Punjabi Kavita (1961 to Hun tak)	30	70	100
XIX	Punjabi Ikangi	30	70	100
XX	Lokdhara Ate Punjabi Lokdhara	30	70	100
XXI	Punjabi Bhasha Vigyan ate Gurmukhi Lipi	30	70	100

paper	Elective Courses	Maximum Marks		
		Internal Assessment	End-Semester Examination	Total
XXII (i)	Computer Internet ate Punjabi typing	30	70	100
XXII (ii)	Media ate Punjabi Media	30	70	100
XXII (iii)	Tulnatmak sahit	30	70	100
XXII (iv)	Koshkari ate Punjabi Koshkari	30	70	100
XXII (v)	Anuvad ate Anuvad Kala	30	70	100

The students must obtain at least 40 percent marks in external examination.

5.5 Master of Arts in Hindi

Objectives: The programme will fulfill UCDL's objective to promote learning and education through Hindi literature which embodies a comprehensive map of the human makeup: spiritual, emotional, mental and physical. The objective of learning Hindi language is to preserve and promote India's linguistic interests and to instill human values inherent in its literature and to foster friendship and understanding between and across Hindi and Non-Hindi speaking people through the learning and teaching of Hindi.

Programme Details:

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Eky ikB;Øe					
Sr. No.	Core	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पाठ्यक्रम	भाषाविज्ञान एवं हिन्दीभाषा	70	30	100
2	द्वितीय पाठ्यक्रम	हिन्दी साहित्य का इतिहास	70	30	100
3	तृतीय पाठ्यक्रम	आधुनिक गद्य साहित्य	70	30	100
4	चतुर्थ पाठ्यक्रम	आधुनिक हिन्दी काव्य	70	30	100
odfYid ikB;Øe					
5	प्रथम वैकल्पिक पाठ्यक्रम	भारतेन्दु हरिशचन्द्र	70	30	100

6	द्वितीय वैकल्पिक पाठ्यक्रम	जयशंकर प्रसाद	70	30	100
7	तृतीय वैकल्पिक पाठ्यक्रम	सूर्यकांत त्रिपाठी निराला	70	30	100

The students must obtain at least 40 percent marks in external examination.

f}rh; lsesLVj					
Eky ikB;Øe					
Sr. No.	Core	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पाठ्यक्रम	भाषाविज्ञान एवं हिन्दीभाषा – द्वितीय	70	30	100
2	द्वितीय पाठ्यक्रम	भारतीय काव्यशास्त्र के सिद्धान्त	70	30	100
3	तृतीय पाठ्यक्रम	हिन्दी कथेतर साहित्य	70	30	100
4	चतुर्थ पाठ्यक्रम	भक्ति एवं रीतिकालीन काव्य	70	30	100
o:dfYid ikB;Øe					
5	प्रथम वैकल्पिक पाठ्यक्रम	कबीरदास : एक विशेष अध्ययन	70	30	100
6	द्वितीय वैकल्पिक पाठ्यक्रम	सूरदास : एक विशेष अध्ययन	70	30	100
7	तृतीय वैकल्पिक पाठ्यक्रम	तुलसीदास : एक विशेष अध्ययन	70	30	100
eDr o:dfYid ikB;Øe					
1	प्रथम मुक्त वैकल्पिक पाठ्यक्रम	प्रयोजनमूलक हिन्दी	70	30	100

The students must obtain at least 40 percent marks in external examination.

तृतीय सेमेस्टर (**Applicable w.e.f. 2020-21**)

मूल पाठ्यक्रम

Sr. No.	Core Courses	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पत्र	पाश्चात्य काव्यशास्त्र के सिद्वांत	70	30	100
2	द्वितीय पत्र	स्वातन्त्रयोत्तर हिन्दी काव्य	70	30	100
3	तृतीय पत्र	स्वातन्त्रयोत्तर हिन्दी उपन्यास	70	30	100
4	चतुर्थ पत्र	हिन्दी साहित्यालोचन	70	30	100

वैकल्पिक पाठ्यक्रम

Sr. No.	Core Courses	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पत्र	प्रवासी हिन्दी साहित्य	70	30	100
2	द्वितीय पत्र	हरियाणा की लोक संस्कृति एवं साहित्य	70	30	100
3	तृतीय पत्र	जनसंचार माध्यम एवं हिन्दी	70	30	100

मुक्त वैकल्पिक पाठ्यक्रम

Sr. No.	Core Courses	Paper Name	Theory	Internal Assessment	Total Marks
1	द्वितीय पत्र	हिन्दी संचार कौशल	70	30	100

चतुर्थ सेमेस्टर (**Applicable w.e.f. 2020-21**)

मूल पाठ्यक्रम

Sr. No.	Core Courses	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पत्र	भारतीय साहित्य	70	30	100
2	द्वितीय पत्र	हरियाणा का हिन्दी साहित्य	70	30	100
3	तृतीय पत्र	हिन्दी नाटक	70	30	100

वैकल्पिक पाठ्यक्रम

Sr. No.	Core Courses	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पत्र	हिन्दी अनुवाद	70	30	100
2	द्वितीय पत्र	प्रेमचन्द : एक विशेष अध्ययन	70	30	100
3	तृतीय पत्र	महादेवी वर्मा : एक विशेष अध्ययन	70	30	100

मुक्त वैकल्पिक पाठ्यक्रम

Sr. No.	Core Courses	Paper Name	Theory	Internal Assessment	Total Marks
1	प्रथम पत्र	अनुवाद सिद्धांत	30	20	50

5.6 Master of Arts in Sanskrit

Objectives: The programme will fulfill UCDL's objective to promote learning and education through Sanskrit literature which embodies a comprehensive map of the human makeup: spiritual, emotional, mental and physical. Its philosophical literature presents a clearly structured way of understanding the relationship to the rest of creation and lays out guidelines on how to live life well. Playwrights and poets have skillfully crafted the language to offer timeless insights into the human mind. Owing to the spiritual contents predominant in its literature, the knowledge of Sanskrit adds many important dimensions to our personality.

Programme Details:

प्रथमं सत्रम् /Semester : I

अनिवार्यपाठ्यक्रमः

s.no	core	Paper name	theory	Internal	Total Marks
1.	**प्रथमं पत्रम् (msk01)**	**वेदः वेदाङ्गानि च**	70	30	100
2.	**द्वितीयं पत्रम् (msk02)**	**व्याकरणम्**	70	30	100
3.	**तृतीयं पत्रम् (msk03)**	**दर्शनम्**	70	30	100
4.	**चतुर्थं पत्रम् (msk04)**	**पद्यसाहित्यम्**	70	30	100
5.	**पञ्चमं पत्रम् (msk05)**	**भाषाविज्ञानम् अनुवादश्च**	70	30	100

वैकल्पिकपाठ्यक्र···

s.no	e.core	Paper name	theory	Internal	Total Marks
1.	**षष्ठं पत्रम् (msk06 - a)/ (msk06 - b)**	**क. व्याकरणशास्त्रस्येतिहासः अथवा ख.लौकिकसंस्कृतसाहित्यस्येतिहासः**	70	30	100

द्वितीयं सत्रम् /Semester : II

अनिवार्यपाठ्यक्रमः

S.no.	Core	Paper Name	Theory	Internal	Total Marks
1.	सप्तमं पत्रम् (msk07)	वैदिकवाङ्मयम्	70	30	100
2.	अष्टमं पत्रम् (msk08)	व्याकरणम् अनुवादश्च	70	30	100
3.	नवमं पत्रम् (msk09)	काव्यं नाटकञ्च	70	30	100
4.	दशमं पत्रम् (msk10)	दर्शनम्	70	30	100
5.	एकादशं पत्रम् (msk11)	धर्मतत्त्वागमः	70	30	100

वैकल्पिकपाठ्यक्रम

S.No	E.Core	Paper name	Theory	Internal	Total Marks
1.	द्वादशं पत्रम् (msk12-a)/ (msk12-b)/ (msk12-c)	क. भारतीयदर्शनस्य इतिहासः अथवा ख. वैदिकसाहित्यस्य इतिहासः अथवा ग. अर्वाचीनसाहित्यम्	70	30	100

द्वितीयं सत्रम्/Semester : II

मौखिकी परीक्षा(Viva-Voce)

S.no.	Core	Paper Name	Theory	Internal
1	मौखिकी परीक्षा (Viva-Voce) (Msk-VV-01)	2	-	50

द्वितीयं सत्रम्/ Semester : II

Open Elective Course

S.no.	Core	Paper Name	Theory	Internal	Total Marks
1	प्रथमं पत्रम्(msk-oe-01)	गीता	30	20	50

5.7 Master of Arts in History

Objectives: The programme fulfills University's objective to promote learning and education through transmission of a sense of the past to new generations, especially the multiple heritage of the citizens of India; introduction and understanding of the diversity of people throughout the world; transformation of academically ambitious students into lifelong, independent learners, responsible, morally committed professionals and thoughtful citizens; and presentation of new scholarly research in the classroom and in the wider world of the public to address local, national and global issues.

Programme Details:

M.A. - 1ST SEMESTER

Core Course(s)				
Course Code	**Nomenclature**	**Marks**		
		Int. Assess./ Evaluation	**End Term Exam.**	**Total**
HIS-211	Ancient Societies-I	30	70	100
HIS-212	Medieval Societies (India)	30	70	100
HIS-213	Modern World: Socio- Economic Trends	30	70	100
HIS-214	History of Haryana (Earliest Times to Sultanate)-I	30	70	100
HIS-215	State in India (Earliest Times to Sultanate)-I	30	70	100
HIS-216	Science & Tech. in Pre- Colonial India	30	70	100
Open Elective Course (For the students of other departments)				
HIS-OE-01	Nationalism in India	30	70	100

M.A. - 2nd SEMESTER

Core Course(s)					
Course Code	**Nomenclature**	**Type of Course**	**Marks**		
			Int. Assess./ Evaluation	**End Term Exam.**	**Total**
HIS-C-221	Ancient Societies-II (Core)	Core	30	70	100
HIS-C-222	History of Haryana (Mughals to 1947) (Core)	Core	30	70	100
HIS-C-223	State in India (Mughals to Modern Times) (Core)	Core	30	70	100
HIS-E-221	Medieval Societies (Islamic and Europe) (Elective)	Elective	30	70	100
HIS-E-222	Modern World (Political Trends) (Elective)		30	70	100
HIS-E-223	Science & Tech. in Colonial India (Elective)		30	70	100
HIS-E-224	Women in Indian History (Elective)	Choose any three of them	30	70	100
HIS-E-225	History of Ideas (Elective)		30	70	100
HIS-E-226	History of China and Japan 1800-1965 (Elective)		30	70	100
Open Elective Course (For the students of other departments)					
HIS-OE-02	History of Architecture of India	OE	30	70	100

M.A. - 3rd SEMESTER (w.e.f. 2020-21)

Core Course(s)					
Course Code	**Nomenclature**	**Type of Course**	**Marks**		
			Int. Assess./ Evaluation	**End Term Exam.**	**Total**
HIS-C-231	Historiography: concepts, methods & Tools-I	Core	30	70	100
HIS-C-232	Sources of Indian History	Core	30	70	100
HIS-C-233	Indian Thoughts and Culture Through the Ages	Core	30	70	100
Group-A (Indian Archaeology)					
HIS-E-231	Pre-History and Proto-History of India		30	70	100
HIS-E-232	Ancient Indian Epigraphy and Paleography-I		30	70	100
HIS-E-233	Ancient Indian Numismatics- I		30	70	100

Group-B (Ancient India)					
HIS-E-234	Political History of India (ET-C. 320AD)		30	70	100
HIS-E-235	Society and culture of India (ET-C. 1200AD)		30	70	100
HIS-E-236	Economic History of India (ET-C. 1200AD)	Elective	30	70	100
Group-C (Medieval India)					
HIS-E-237	Political History of India (C. 1200-1757AD)		30	70	100
HIS-E-238	Society and culture of India (C. 1200-1526AD)		30	70	100
HIS-E-239	Economic History of India-I (C. 1200-1526AD)-I	Choose any one group of 4 groups	30	70	100
Group-D (Modern India)					
HIS-E-2310	Political History of India (1757-1947)		30	70	100
HIS-E-2311	Society and culture of India -I (1757-1947)		30	70	100
HIS-E-2312	Economic History of India-I (1757-1947)-I		30	70	100
(OPEN ELECTIVE) (For the students of other departments)					
HIS-OE-03	History of Modern Europe (1500AD - 1950AD)	Open Elective	30	70	100

M.A. - 4th SEMESTER (w.e.f. 2020-21)

Core Course(s)					
Course Code	**Nomenclature**	**Type of Course**	**Marks**		
			Int. Assess./ Evaluation	**End Term Exam.**	**Total**
HIS-C-241	Historiography: Concepts, Methods & Tools-II	Core	30	70	100
HIS-C-242	History of South-East Asia (1850-1950)	Core	30	70	100
HIS-C-243	Environmental Issues in Indian History	Core	30	70	100
Group-A (Indian Archaeology)					
HIS-E-241	Field Archaeolgy and Historical Archaeology of India		30	70	100
HIS-E-242	Ancient Indian Epigraphy and Palaeography-II		30	70	100
HIS-E-243	Ancient Indian Numismatics- II		30	70	100
Group-B (Ancient India)		Elective			
HIS-E-244	Political History of India (320AD - 1200AD)		30	70	100
HIS-E-245	Society and Culture of India-II (ET-C. 1200AD)		30	70	100
HIS-E-246	Economic History of India-II (ET-C. 1200AD)		30	70	100
Group-C (Medieval India)					
HIS-E-247	Political Institutions (C. 1200-1757AD)		30	70	100
HIS-E-248	Society and Culture of India-II (1526-1757AD)		30	70	100
HIS-E-249	Economic History of India-II (1526-1757AD)-I	Choose any one group out of 4 groups	30	70	100
Group-D (Modern India)					
HIS-E-2410	Indian National Movements (1885-1947)		30	70	100
HIS-E-2411	Society and culture of India -II (1757-1947)		30	70	100
HIS-E-2412	Economic History of India-II (1757-1947)		30	70	100
(OPEN ELECTIVE) (For the students of other departments)					
HIS-OE-04	History of Indian Peninsula (ET-1800AD)	Open Elective	30	70	100

5.8 Master of Computer Applications (MCA)

Objectives: The program fulfills UCDL's objective to promote students as system analysts, system designers, programmers and system managers in any field related to information technology. The programme aims at imparting comprehensive knowledge with equal emphasis on theory and practice. The objective of the programme is to prepare graduates who will be successful professionals in industry, government, academia, research, entrepreneurial pursuit and consulting firms.

Programme Details:

MCA SEMESTER-I

Course No.	Course Title	Int.	Ext.	Total
MCA-11	Fundamentals of Computer	30	70	100
MCA-12	C Programming	30	70	100
MCA-13	Computer Organisation	30	70	100
MCA-14	Software Engineering	30	70	100
MCA-15	Computer Oriented Numerical Methods	30	70	100
MCA-16	Software Laboratory	25	50	75

	(Based on MCA-12)			
MCA-17	Software Laboratory (Productivity Tools)	25	50	75
MCA-18	Seminar	50	-	50
Total				**700**

MCA SEMESTER –II

Course No.	Course Title	Int.	Ext.	Total
MCA-21	C++ Programming	30	70	100
MCA-22	Data Structures Using C++	30	70	100
MCA-23	Database Systems	30	70	100
MCA-24	Operating Systems	30	70	100
MCA-25	Discrete Mathematical Structures	30	70	100
MCA-26	Software Laboratory (Based on MCA-22)	25	50	75
MCA-27	Software Laboratory (Based on MCA-23)	25	50	75
MCA-28	Seminar	50	-	50
Total				**700**

MCA SEMESTER-III (w.e.f. 2020-21)

Course No.	Course Title	Int.	Ext.	Total
MCA-31	System Simulation	30	70	100
MCA-32	Computer Networks	30	70	100
MCA-33	Elective-I	30	70	100
MCA-34	Elective-II	30	70	100
MCA-35	Elective-III	30	70	100
MCA-36	Software Laboratory Based on Elective-I	25	50	75
MCA-37	Software Laboratory Based on - 31	25	50	75
MCA-38	Seminar	50	-	50
Total				**700**

Elective-I

i. Core Java
ii. VB.Net
iii. Fuzzy Logic

Elective-II

i. Computer Architecture and Parallel Processing
ii. Principles of Programming Languages
iii. Management Information System

Elective-III

i. High Speed Network
ii. Data Mining and Warehousing
iii. Microprocessor & Interfaces

MCA SEMESTER –IV (w.e.f. 2020-21)

Course No.	Course Title	Int.	Ext.	Total
MCA-41	Computer Graphics and Multimedia	30	70	100
MCA-42	Theory of Computation	30	70	100
MCA-43	Elective-I	30	70	100
MCA-44	Elective-II	30	70	100

MCA-45	Elective-III	30	70	100
MCA-46	Software Laboratory Based on Elective-I	25	50	75
MCA-47	Software Laboratory (Based on 41)	25	50	75
MCA-48	Seminar	50	-	50
Total				**700**

Elective-I

1. Advanced Java-I
2. Programming in C#
3. Neural Network

Elective-II

1. Computer Oriented Optimization Techniques
2. Linux and Shell Programming
3. Software Project Management

Elective-III

1. Wireless Network
2. Digital Image Processing
3. E-Commerce

MCA SEMESTER-V (w.e.f. 2021-22)

Course No.	Course Title	Int.	Ext.	Total
MCA-51	Web Engineering	30	70	100
MCA-52	Information Security	30	70	100
MCA-53	Elective-I	30	70	100
MCA-54	Elective-II	30	70	100
MCA-55	Elective-III	30	70	100
MCA-56	Software Lab-I Based on Elective-I	25	50	75
MCA-57	Software Lab-II (Based on 51)	25	50	75
MCA-58	Seminar	50	-	50
Total				**700**

Elective-I

i. Advanced Java-II
ii. ASP.Net
iii. Genetic Algorithm

Elective-II

i. Digital Electronics
ii. Artificial Intelligence
iii. Software Testing & Quality Assurance

Elective-III

i. Embedded System
ii. Compiler Construction
iii. Cloud Computing

MCA SEMESTER - VI (w.e.f. 2021-22)

MCA-61	L/T	P		Int	Ext	Total
Project	**02**	**-**		**100**	**400**	**500**

Master of Computer Applications -2nd year (Lateral Entry Scheme) Session 2019-20, Under Annual System

Master of Computer Applications -2nd year				**EXAM CODE (MC2)**
Paper Code	**Name of the subject**	**External Marks**	**Internal Marks**	**Total Marks**
231	Discrete Mathematical Structure	70	30	100
232	Data Structure	70	30	100
233	Object Oriented Methodology using C++	70	30	100
234	Software Engineering	70	30	100
235	Operating Systems	70	30	100
236	SW lab-I(based on Data Structure & OOPs Using C++)	--	--	50
237	SW lab-2(based on SW Engg. & Operating System) CASE Tools & Linux Shell Programming	--	--	50

Master of Computer Applications -3rd year (Lateral Entry Scheme) Session 2019-20, Under Annual System

Master of Computer Applications -3rd year				**EXAM CODE (MC3)**
Paper Code	**Name of the subject**	**External Marks**	**Internal Marks**	**Total Marks**
341	System Simulation	70	30	100
342	Computer Networks	70	30	100
343	Visual Programming with VB &VC++	70	30	100
344	Java Programming & Internet Applications	70	30	100
345 346 347 348	**Elective (Any one)** (i) Computer Architecture & Parallel Processing (ii) Data Mining and Data Warehousing (iii) Artificial Intelligence (iv) Computer Graphics & Multimedia	70	30	100
349	SW lab-I(based on Visual Programming with VB & VC++)	--	--	50
350	Dissertation	--	--	250

Aggregate Pass Marks: 40%

5.9 Master of Science (Computer Science)

Objectives: The program fulfills UCDL's objective to promote students as system analysts, system designers, programmers and system managers in any field related to information technology. The programme aims at imparting comprehensive knowledge with equal emphasis on theory and practice. The objective of the programme is to prepare graduates who will be successful professionals in industry, government, academia, research, entrepreneurial pursuit and consulting firms.

Programme details:-

M.Sc. – 1st & 2nd Semester :

THE SCHEME/SYLLABI OF M.SC. (COMPUTER SCIENCE) WILL BE UPLOADED AFTER APPROVAL FROM ITS PGBOS & RESEARCH. THE STUDENT SHOULD REMAIN VISITING THE WEBSITE FOR UPDATION IN THIS REGARD.

Master of Science (Computer Science)-2nd year (Lateral Entry Scheme) Session 2019-20, Under Annual System

Master of Science (Computer Science)-2nd year				**EXAM CODE (M34)**
Paper Code	**Name of the subject**	**External Marks**	**Internal Marks**	**Total Marks**
231	Discrete Mathematical Structure	70	30	100
232	Data Structure	70	30	100
233	Object Oriented Methodology using C++	70	30	100
234	Software Engineering	70	30	100
235	Operating Systems	70	30	100
236	SW lab-I(based on Data Structure & OOPs Using C++)	--	--	50
237	SW lab-2(based on SW Engg. & Operating System) CASE Tools & Linux Shell Programming	--	--	50

Aggregate Pass Marks: 40%

5.10 Master of Business Administration (MBA) (Semester System)

Objectives: The programme fulfills University's objective to promote learning and education by imparting sustainability, entrepreneurship and global thinking with core of business fundamentals to produce graduates with an innovative mindset, ready to provide leadership in private and public-sector organizations. The curriculum has been designed to lay a strong foundation for inculcating logical and analytical skills of the students. The programme aims to provide an intensive, stimulating and challenging learning experience in the management discipline and covers all the important areas of management and provides broad-based opportunities for specialization.

Programme Details:
The syllabus and scheme of examinations of Master of Business Administration (MBA), a two-year programme in dual specialization, is as under:

MBA - 1st Semester (Total Marks -700)

Core Course(s)					
Course Code	**Course Title**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
MBA-211	Management Process and Organizational Behaviour	70	30	40	100
MBA-212	Business Statistics	70	30	40	100
MBA-213	Managerial Economics	70	30	40	100
MBA-214	Business Environment	70	30	40	100
MBA-215	Business Communication	70	30	40	100
MBA-216	Accounting for Managers	70	30	40	100
	Open Elective *	70	30	40	100
* Marks for Open Elective(s) shall be earned by the students from other departments/courses running under UCDL.					

MBA - 2nd Semester (Total Marks - 750)

Core Course(s)					
Course Code	**Course Title**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
MBA-221	Research Methodology	70	30	40	100

MBA-222	Quantitative Techniques	70	30	40	100
MBA-223	Seminar	-	-	-	50
	Open Elective *	70	30	40	100
* Marks for Open Elective(s) shall be earned by the students from other courses running under UCDL.					
Any four of the following:					
MBA-224	Marketing Management	70	30	40	100
MBA-225	Human Resource Management	70	30	40	100
MBA-226	Corporate Finance	70	30	40	100
MBA-227	Bank Management	70	30	40	100
MBA-228	International Business	70	30	40	100
MBA-229	Computer Fundamentals	70	30	40	100
MBA-2210	Production and Operations Management	70	30	40	100
MBA-2211	Personality Development	70	30	40	100
MBA-2212	Business Ethics and Corporate Governance	70	30	40	100
MBA-2213	Business Legislations	70	30	40	100
MBA-2214	Business Analytics	70	30	40	100

MBA - 3rd Semester (Total Marks - 900)

After completing 1st and 2nd Semester, students are required to opt any three optional courses from each of two specializations apart from the core subjects in 3rd semester (Marketing Management, Financial Management, Organisation Behaviour and Human Resource Management, Bank Management and International Business). For introducing the specialization in third semester, there must be at least 10 students. The specializations opted in 3rd semester will remain the same in 4th Semester also.

Core Course(s)					
Course Code	**Course Title**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
MBA-231	Strategic Management	70	30	40	100
MBA-232	Summer Training Report	-	-	40	100
	Open Elective *	70	30	40	100
* Marks for Open Elective(s) shall be earned by the students from other courses running under UCDL.					
Specialization: Marketing Management (Any 3Course)					
MBA-MM-231	Integrated Marketing Communication	70	30	40	100
MBA-MM-232	Consumer Behaviour	70	30	40	100
MBA-MM-233	Service Marketing	70	30	40	100
MBA-MM-234	Marketing Research	70	30	40	100
MBA-MM-235	Brand Management	70	30	40	100
Specialization: Financial Management (Any 3 Course)					
MBA-FM-231	Security Analysis and Portfolio Management	70	30	40	100
MBA-FM-232	Management of Financial Services	70	30	40	100
MBA-FM-233	Financial Markets	70	30	40	100
MBA-FM-234	Corporate Taxation	70	30	40	100
MBA-FM-235	Funds Management	70	30	40	100
Specialization: Organisation Behaviour and Human Resource Management (Any 3 Course)					
MBA-OBH-231	Management of Industrial Relations	70	30	40	100
MBA-OBH-232	Performance Management	70	30	40	100
MBA-OBH-233	Compensation Management	70	30	40	100

MBA-OBH-234	Human Resource Planning and Development	70	30	40	100
MBA-OBH-235	Managing Interpersonal and Group Processes	70	30	40	100
Specialization: Bank Management (Any 3 Course)					
MBA-BM-231	Applied Banking	70	30	40	100
MBA-BM-232	Merchant Banking and Financial Services	70	30	40	100
MBA-BM-233	Retail Banking	70	30	40	100
MBA-BM-234	International Banking and Forex Management	70	30	40	100
MBA-BM-235	Fraud Investigation	70	30	40	100
Specialization: International Business (Any 3 Course)					
MBA-IB-231	International Business Environment	70	30	40	100
MBA-IB-232	Export Import Procedures and Documentation	70	30	40	100
MBA-IB-233	Foreign Exchange Management	70	30	40	100
MBA-IB-234	Multinational Banking	70	30	40	100

MBA 2 Year 4th Semester (Total Marks - 850)

Core Course(s)					
Course Code	**Course Title**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
MBA-241	Entrepreneurship Development	70	30	40	100
MBA-242(i) MBA-242(ii)	**Any one of the following:** Research Project Knowledge Management	-	-	40	100
MBA-243	Comprehensive Viva-Voce	-	-	-	50
Specialization: Marketing Management (Any 3 Course)					
MBA-MM-241	Industrial Marketing	70	30	40	100
MBA-MM-242	Cyber Marketing	70	30	40	100
MBA-MM-243	Distribution and Logistics Management	70	30	40	100
MBA-MM-244	Retail Marketing	70	30	40	100
MBA-MM-245	International Marketing	70	30	40	100
Specialization: Financial Management (Any 3 Course)					
MBA-FM-241	Corporate Restructuring	70	30	40	100
MBA-FM-242	Financial Derivatives	70	30	40	100
MBA-FM-243	International Financial Management	70	30	40	100
MBA-FM-244	Financial Engineering	70	30	40	100
MBA-FM-245	Strategic Financial Management	70	30	40	100
Specialization: Organisation Behaviour and Human Resource Management (Any 3 Course)					
MBA-OBH-241	Training and Development	70	30	40	100
MBA-OBH-242	Global Human Resource Management	70	30	40	100
MBA-OBH-243	Organizational Change and Intervention Strategies	70	30	40	100
MBA-OBH-244	Strategic Human Resource Management	70	30	40	100
MBA-OBH-245	Labour Laws in India	70	30	40	100
Specialization: Bank Management (Any 3 Course)					
MBA-BM-241	Credit Management	70	30	40	100
MBA-BM-242	Risk Management	70	30	40	100
MBA-BM-243	Rural Banking and Financial Inclusion	70	30	40	100
MBA-BM-244	Banking Technology Management	70	30	40	100

MBA-BM-245	Legal and Regulatory Framework for Banking	70	30	40	100
Specialization: International Business (Any 3 Course)					
MBA-IB-241	International Strategic Management	70	30	40	100
MBA-IB-242	International Logistics	70	30	40	100
MBA-IB-243	Regional Economic Blocks	70	30	40	100
MBA-IB-244	Cross Cultural and Global Management	70	30	40	100

Open Elective Course(s) (for other courses running under UCDL)

Course Code	Course Title	External Marks	Internal Marks	Minimum Marks	Total Marks
MBA-OE-01	Fundamentals of Management	70	30	40	100
MBA-OE-02	Communication Skills	70	30	40	100
MBA-OE-03	Entrepreneurship Development	70	30	40	100
MBA-OE-04	Personality Development	70	30	40	100
MBA-OE-05	Fundamentals of Managerial Skills	70	30	40	100
MBA-OE-06	Understanding Human Behaviour	70	30	40	100
MBA-OE-07	Event Management	70	30	40	100

MBA 2nd Year 3rd Semester (Lateral Entry for session 2019-20)

Master of Business Administration (MBA) – 3rd Semester				**Exam Code-MB03**	
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
Compulsory Paper					
C311	Strategic Management	70	30	40	100
C312	Entrepreneurship Development	70	30	40	100
Specialization – Finance					
F311	Management of Financial Institutions	70	30	40	100
F312	Management of Financial Services	70	30	40	100
F313	Security Analysis and Investment Management	70	30	40	100
F314	Portfolio Management	70	30	40	100
Specialization – Marketing					
M311	Advertising Management	70	30	40	100
M312	Consumer Behaviour	70	30	40	100
M313	Marketing Research	70	30	40	100
M314	Services Marketing	70	30	40	100
Specialization – Human Resource					
H311	Manpower Development for Technological Change	70	30	40	100
H312	Compensation Management	70	30	40	100
H313	Human Resource Development Strategies and System	70	30	40	100
H314	Organization Change and Intervention Strategies	70	30	40	100

Master of Business Administration (MBA) – 4th Semester					Exam Code-MB04
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
Compulsory Paper					
C411	Business Legislation	70	30	40	100
C412	Research Project	--	--	50	100
C413	Comprehensive Viva-Voce (including research project and all the four papers of any one area of specialization)	--	--	40	100
Specialization – Finance					
F411	Corporate Tax Planning	70	30	40	100
F412	Project Planning Analysis and Management	70	30	40	100
F413	Financial Derivatives	70	30	40	100
F414	International Financial Management	70	30	40	100
Specialization – Marketing					
M411	Sales Management	70	30	40	100
M412	Rural Marketing	70	30	40	100
M413	Brand Management	70	30	40	100
M414	International Marketing	70	30	40	100
Specialization – Human Resource					
H411	Management Training and Development	70	30	40	100
H412	Managing Inter-personal and Group Process	70	30	40	100
H413	Human Resource Planning and Development	70	30	40	100
H414	Global Human Resource Management	70	30	40	100

Aggregate Pass Marks: 50%

5.11 Master of Commerce (M. Com)

Objectives: The programme fulfills University's objective to promote learning and education by imparting sustainability, entrepreneurship and global thinking with core of business fundamentals to produce graduates with an innovative mind-set, ready to provide leadership in private and public-sector organizations. The programme aims to provide an intensive, stimulating and challenging learning experience in the finance, marketing and human resource management disciplines.

Programme Details:

First Semester					
Type of Course	**Course Code**	**Title of Course**	**Internal Assessment/ Valuation**	**End Term Examination**	**Total**
Core	MC-101	Management Process and Organization Behaviour	30	70	100
Core	MC-102	Business Environment	30	70	100
Core	MC-103	Economic Analysis	30	70	100
Core	MC-104	Financial Accounting and Reporting	30	70	100
Core	MC-105	Business Statistics	30	70	100
Core	MC-106	Computer Applications in Business and Cyber Security	30	70	100
					600

Second Semester					
Type of Course	**Course Code**	**Title of Course**	**Internal Assessment/ Valuation**	**End Term Examination**	**Total**
Core	MC-201	International Business	30	70	100
Core	MC-202	Financial Management	30	70	100
Core	MC-203	Marketing Management	30	70	100
Core	MC-204	Human Recourse Management	30	70	100
Core	MC-205	Management and Cost Accounting	30	70	100
Core	MC-206	Research Methodology	30	70	100
					600
Third Semester					
Type of Course	**Course Code**	**Title of Course**	**Internal Assessment/ Valuation**	**End Term Examination**	**Total**
Core	MC-301	E-Commerce	30	70	100
Core	MC-302	Strategic Management	30	70	100
Core	MC-303	Comprehensive Viva- Voce (External)			50
	Discipline Elective: The students are required to Opt any TWO groups out of the SIX groups in the 3rd semester.				
		ACCOUNTING & FINANCE			
		GROUP-I			
Discipline Elective	MCF-311	Contemporary Issues in Accounting	30	70	100
	MCF-312	Principles of Banking and Insurance	30	70	100
		GROUP-II			
	MCF-313	Direct Tax Laws and Practices	30	70	100
	MCF-314	Investment Management	30	70	100
		MARKETING MANAGEMENT			
		GROUP-III			
Discipline Elective	MCM-321	Marketing of Services	30	70	100
	MCM-322	Consumer Behaviour	30	70	100
		GROUP-IV			
	MCM-323	Advertising Management	30	70	100
	MCM-324	Sales and Distribution Management	30	70	100
		HUMAN RESOURCE MANAGEMENT			
		GROUP-V			
Discipline Elective	MCH-331	Human Resource Development	30	70	100
	MCH-332	Labour Laws	30	70	100
		GROUP-VI			
	MCH-333	Industrial Relations	30	70	100
	MCH-334	Leadership Dynamics	30	70	100
					650
Fourth Semester					
Type of Course	**Course Code**	**Title of Course**	**Internal Assessment/ Valuation**	**End Term Examination**	**Total**
Core	MC-401	Business Ethics and Corporate Governance	30	70	100
Core	MC-402	Indian Economy	30	70	100
	Discipline Elective: The students are required to Opt any TWO groups out of the				

	SIX groups in the 4th semester.				
		ACCOUNTING & FINANCE			
		GROUP-VII			
Discipline Elective	MCF-411	Financial Statement Analysis	30	70	100
	MCF-412	Management of Financial Services	30	70	100
		GROUP-VIII			
	MCF-413	Corporate Tax Planning	30	70	100
	MCF-414	International Finance	30	70	100
		MARKETING MANAGEMENT			
		GROUP-IX			
Discipline Elective	MCM-421	Retail Management	30	70	100
	MCM-422	Rural Marketing	30	70	100
		GROUP-X			
	MCM-423	Industrial Marketing	30	70	100
	MCM-424	Brand Management	30	70	100
		HUMAN RESOURCE MANAGEMENT			
		GROUP-XI			
Discipline Elective	MCH-431	Training and Development	30	70	100
	MCH-432	Labour Welfare and Social Security	30	70	100
		GROUP-XII			
	MCH-433	Interpersonal Behaviour and Group Dynamics	30	70	100
	MCH-434	Global Human Resource Management	30	70	100
					600

Following open elective courses are being offered for the students of first, second, third and/or fourth semesters of other courses of the university					
Type of Course	**Course Code**	**Title of Course**	**Internal Assessment/ Valuation**	**End Term Examination**	**Total**
Open Elective	OE-101	Communication Skills	30	70	100
	OE-201	Fundamentals of Commerce	30	70	100
	OE-301	Business Environment	30	70	100
	OE-401	Fundamentals of Econometrics	30	70	100

	Total marks of all four semesters	
Semester		Marks
I		600
II		600
III		650
IV		600
OPEN ELECTIVE COURSES		300
		2750

6. THE COURSE AND STRUCTURE OF DIPLOMA PROGRAMMES

6.1 Post-Graduate Diploma in Journalism & Mass Communication (PGDJMC)

Objectives: The programme fulfills University's objective to promote learning and education by imparting sustainability, entrepreneurship and global thinking with core of media fundamentals to produce professionals with an innovative mindset, ready to provide media professionals in private and public sector organizations. The curriculum has been designed to lay a strong foundation for inculcating logical and analytical skills of the students. The programme aims to provide an intensive, stimulating and challenging learning experience in the media discipline and covers all the important areas of media and provides broad-based opportunities for specialization like print or electronic media.

Programme Details:

PG Diploma in Mass Communication				**EXAM CODE (PMC)**	
Paper Code	**Name of the subject**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
JM12	Introduction to Communication	80	20	35	100
JM13	Print Journalism	80	20	35	100
JM14	Media Laws and Ethics	80	20	35	100
JM15	Advertising and Public Relations	80	20	35	100
JM16	Communication Skills	80	20	35	100

Aggregate Pass Marks: 40%

6.2 Post-Graduate Diploma in Business Management (PGDBM) (Semester System)

Objectives: The programme fulfills University's objective to promote learning and education by imparting sustainability, entrepreneurship and global thinking with core of business fundamentals to produce graduates with an innovative mindset, ready to provide leadership in private and public sector organizations. The curriculum has been designed to lay a strong foundation for inculcating logical and analytical skills of the students. The programme aims to provide an intensive, stimulating and challenging learning experience in the management discipline and covers all the important areas of management and provides broad-based opportunities for specialization.

Programme Details:

PGDBM 1st Semester (Total Marks -700)

PG Diploma in Business Management (PGDBM) -1st Semester				**Exam Code-(MB01)**	
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
C101	Management Process and Organizational Behaviour	70	30	40	100
C103	Managerial Economics	70	30	40	100
C104	Business Environment	70	30	40	100
C106	Accounting for Managers	70	30	40	100
C109	Management Science	70	30	40	100
C110	E-Commerce	70	30	40	100
PG Diploma in Business Management (PGDBM) -2nd Semester				**Exam Code-(MB02)**	
C221	Business Communication	70	30	40	100
C222	Research Methodology	70	30	40	100

C223	Statistical Analysis	70	30	40	100
C224	Financial Management	70	30	40	100
C225	Marketing Management	70	30	40	100
C226	Human Resource Management	70	30	40	100

Aggregate Pass Marks: 50%

6.3 Post-Graduate Diploma in Computer Applications (PGDCA)

Objectives: The program fulfills UCDL's objective to promote students as system analysts, system designers, programmers and system managers in any field related to information technology. The programme aims at imparting comprehensive knowledge with equal emphasis on theory and practice. The objective of the programme is to prepare graduates who will be successful professionals in industry, government, academia, research, entrepreneurial pursuit and consulting firms.

Programme Details:

PG Diploma in Computer Science & Applications (PGDCA)				**Exam Code-(PGD)**	
Paper Code	**Nomenclature of the Paper**	**External Marks**	**Internal Marks**	**Minimum Marks**	**Total Marks**
PD11	Computer Fundamentals	70	30	35	100
PD12	Problem Solving Through C	70	30	35	100
PD13	Computer Organization	70	30	35	100
PD14	Structured System Analysis & Design	70	30	35	100
PD15	Database system & Design	70	30	35	100
PD16	SW Lab-I(Based on PD-12)	--	--	20	50
PD17	SW Lab-II(Based on PD-15)	--	--	20	50

Aggregate Pass Marks: 40%

7. BIFURCATION OF FEE/MODE OF PAYMENT

Bifurcation of Fee for various courses of UCDL for the session 2019-2020 is as under:

Sr. No	Name of course	Admission Fee (Rs.)	Tuition Fee (Rs.)	Development Fee (Rs.)	Other Fee (Including preparation & printing of study material) (Rs.)	Exam Fee (Rs.)	Total fee (Per Annum) (Rs.)
ANNUAL SYSTEM							
1.	B.A. (Journalism & Mass Communication)	500	1300	750	2950	500	6000
2.	B.Com.	500	800	450	1750	500	4000
3.	BA	500	800	450	1750	500	4000
4.	BCA	500	1800	1000	4200	500	8000
5.	DCST	500	1800	1000	4200	500	8000
6.	M.A. (English)	500	1300	750	2700	750	6000
7.	PGDJMC	500	1300	750	2700	750	6000
8.	PGDCA	500	2200	1300	5500	500	10000
In wake of DEB/UGC Letter No. F.No. 1-23/2018 (DEB-I) dated 10-05-2019, there will be Semester System in following courses, therefore, the examination fee for the 2nd /Next Semester will be paid by the student in addition to the following fee:- **SEMESTER SYSTEM**							
9.	MBA	500	1300	750	2700	750	6000 (per sem.)
10.	MCA	500	2200	1300	5500	500	10000
11.	M.Sc. (Computer Sc.)	500	2200	1300	5500	500	10000
12.	M.Com	500	1800	1000	5700	1000	8000
13.	M. A.(Education)	500	2600	1500	6650	750	12000
14.	M.A. (History)	800	1500	1200	3500	1000	8000
15.	M.A. (Hindi)	500	1300	750	2700	750	6000
16.	M.A. (Sanskrit)	500	1300	750	2700	750	6000
17.	M.A. (Punjabi)	1000	1300	750	3700	750	7500
18.	M.A. (Journalism & Mass Communication)	500	1300	750	2700	750	6000
19.	PGDBM	500	1300	750	2700	750	6000 (per sem.)

7.1 FEE PARTICULARS AND MODE OF PAYMENT

All remittances to the UCDL should be made through a crossed Demand Draft drawn in favour of **The Registrar, Chaudhary Devi Lal University, Sirsa payable at Sirsa** or at cash counter of the University. **Any payment through Postal order/Money orders/challans will not be accepted**. On the back side of the Demand Draft, the candidate will have to write the following particulars:

a) Name of the Student
b) Name of the Course/Subject applied for.
c) Old Reference Number if already registered, otherwise if new admission is sought; please mention words 'New Admission'**.**
d) Purpose of payment (Admission fee/Examination fee, etc.)
e) There are no fee concessions to any students as these are totally self-financed courses except in case of SC candidates of Haryana.
f) Eligible SC students of Haryana are entitled for exemption of full tuition fee only excluding examination fee. They are required to attach income certificate also.
g) In case of courses being introduced through semester system, the student will have to deposit 50% of the total fee/funds (except tuition fee in case of SC students only) alongwith Admission-cum-

Examination Form at the time of taking admission in first semester of the course and remaining 50% of the fee will be deposited for the 2nd semester of the course.

h) In case of annual mode, the fee will be charged in two equal installments. The students will have to deposit 50% of the total fee/funds (except tuition fee in case of SC students only) along with Admission-cum-Examination Form at the time of taking admission and remaining 50% of the fee will be deposited by 31st March 2020 of the academic year. Thereafter, the 2nd installment will be deposited alongwith late fee of Rs.500/- upto the last date of admissions to the course.

i) The students, who take admission after expiry of normal period i.e. alongwith late fee for the course, will have to deposit the total fee/funds (except tuition fee in case of SC students only) alongwith Admission-cum-Examination Form at the time of taking admission in single installment alongwith the late fee. However, no late fee of 2nd installment will be charged in this case.

7.2 REFUND OF FEE RULES

(a) Amount deposited in excess of prescribed fee, if any, will be refunded without any deduction on a written request received from the student within four months from the date of deposit with the approval of the Director.

(b) Refund of fee is permissible when an applicant submits complete admission form with all required certificates and documents but is declared ineligible for not fulfilling the eligibility conditions. The fee paid by such a candidate will be refunded after a deduction of Rs.500/- as processing fee with the approval of the competent authority.

(c) In case a candidate deposits/remits fee with the UCDL which is not related to his/her admission in the UCDL, or the admission form of a candidate is not entertained being time-barred, the fee paid by such candidate will be refunded after deducting Rs. 500/-as processing fee provided that the request for refund of fee is received within four months from the date of deposit of fee.

(d) In case of demise of a candidate pursuing distance education programme before the commencement of examinations without having appeared in any paper, the tuition fee paid by such student will be refunded after deduction of 25% of the amount paid by him/her with the approval of the competent authority provided the request from any of his/her parents or first relation is received within four months from the date of death.

(e) In case the request of a candidate for change of subject/course/ revival of candidature is not acceded to for any reason whatsoever, the fee paid by him/her for change of subject/course/ option/ revival of candidature will be refunded after deducting 25% of the fee paid, provided that request for refund of fee is received within four months of conveying the rejection.

(f) In case a candidate leaves the University after seeking admission in a particular course, following conditions shall apply for refund of fee:

(i) If a candidate leaves before commencement of PCP classes, the entire fee deposited by the candidate will be refunded after deducting Rs.1000/- only.

(ii) In case a candidate leaves after commencement of the PCP classes, proportionate deduction of fee up to the month of his/her leaving will be made, subject to minimum of Rs.1000/-.

THE REQUEST FOR REFUND OF FEE SHALL NOT BE ENTERTAINED IF:

a) The admission of an applicant is not finalized due to non-payment of fee and other charges or a part thereof by the prescribed date.

b) The applicant has not submitted the required information, certificates, DMC, Degree for verification and affidavit as per annexure or the Certificate submitted by him/her is found bogus, forged or false.

c) A student does not appear in the examination after the issue of Roll No., the fee paid by him/her shall not be adjusted in any case against the fee of next session even, if he/she seeks readmission to a course.

d) In case a candidate submits two admission forms as per the norms of DEC alongwith fee for admission to any other two different courses of UCDL and his/her candidature for one of the courses is cancelled, the fee paid by him/her for that course will not be refunded.

Note: The decision of the Director (UCDL), CDLU, Sirsa regarding interpretation of rules shall be final.

8. IMPORTANT INFORMATION

8.1 HOW TO APPLY

The candidates may obtain the Admission Guidelines along with Application form by downloading from the University website www.cdlu.ac.in and enclosing a draft of Rs. 200 (Rs.50/- for SC/BC/DAP of Haryana only) drawn in favour of the Registrar, Chaudhary Devi Lal University, Sirsa payable at Sirsa. The Application Form duly filled in along with fee and requisite documents such as Detailed Marks Card of the qualifying examination and age certificate along with Haryana Domicile Certificate may be sent to the Director (UCDL), Room No. 01, Lal Bahadur Shashtri Administrative Block, Chaudhary Devi Lal University, Sirsa-125055 (Haryana) or by hand on or before prescribed date.

The students are required to go through the Admission Guidelines carefully before filling up the application form and the students must visit the University website. Photocopies of the application form will not be accepted. The candidates should fill up the application form in his/her own handwriting with ball pen BLUE or BLACK in CAPITAL LETTERS only in English. Only good quality recent passport size photograph should be pasted on the application form. Please do not staple or pin the photograph. Do not sign on the pasted photograph. Attestation should not be done on the photograph. The name, date of birth and name of the father/mother/husband/guardian should correspond with those recorded in his/her SSC/Matriculation certificate or that of equivalent examination. Incomplete and improperly filled-up applications or not accompanied by the required fee and documents or applications of ineligible candidates will be rejected out rightly. No correspondence will be made in this regard. The applications duly filled-in together with the prescribed fee and enclosures should reach to the office of the Director (UCDL) Room No. 01, Lal Bahadur Shashtri Administrative Block, Chaudhary Devi Lal University, Sirsa-125055 (Haryana) by registered post or at the receiving counter of the UCDL, or before the date specified. The UCDL will issue provisional admission on the basis of the photocopies enclosed. Candidate must produce their original certificates for verification. The concerned Course Coordinator will check their original certificates and confirm their eligibility. Candidates will not be allowed for year-end examinations without verification of the original certificates. The examinations Roll Nos. & Date sheet shall be uploaded on the University website seven/ten days before the commencement of examinations (Supplementary/Annual/Semester system. **No migration certificate is required for taking admission in Open and Distance Learning Programme of CDLU, Sirsa and no migration certificate will be issued by the University after the completion of the course.**

8.2 APPLICATION FORM AND ITS ENCLOSURES

The application must be accompanied by a crossed Demand Draft for the specified amount drawn in favour of The Registrar, Chaudhary Devi Lal University, Sirsa, payable at Sirsa. Attested photocopies of the following certificates must be attached with the application form. Any lapse in this regard may result in delay of finalization of the admission or rejection of the application:

i) Certificate of qualifying Examination passed.
ii) Certificate showing marks obtained and maximum marks in each subject of all Examinations (viz. Matriculation, 10+2, B.A./B.Sc./B.Com. etc.).
iii) Matriculation or equivalent examination certificate in support of Date of Birth.
iv) Certificate on the proforma as prescribed in the Admission Guidelines in case a candidate belongs to SC category of Haryana as given in Annexure will also be filled otherwise no benefit will be given to such a candidate.

8.3 CHANGE OF COURSE/SUBJECT/OPTION

The students are advised to select their courses/subjects/options of papers where available very carefully. A student may be allowed to change the option/subject/course, if otherwise eligible on submission of an application along with the prescribed fee as mentioned below:

i) Change of option of a paper having more than one options in any course.	Rs.400/- per option
ii) Change of Courses	Rs.600/- per course

Note: The students who wish to change the courses under (ii) above will be required to fill up and submit the fresh Examination Form, obtainable from the UCDL, CDLU, Sirsa free of cost failing which they will not be issued Examination Roll No. for which students themselves will be responsible. The above change(s) may ordinarily be allowed up to **31st October for semester system and 31st March for annual sysetm** every year without any late fee for all courses. Student, who does not mention his/her optional paper/elective subject in the admission/examination form, shall be charged fee of Rs.400/- as fixed for change of option/subject.

NOTE:

(i) While applying for change of course/subject/option, the students who have already received study material in the previous course/subject/option must return the same in good condition alongwith application for the change or to deposit the cost of the study material.

(ii) Difference of fee shall not be refunded if a student changes his/her course with higher rate of fee to a course with lower rate of fee.

(iii) The fee on account of change of course/class will be adjusted against the difference of fee already paid by the students for the subject with higher rate of fee.

(iv) If the course is changed with the higher rate of fee, the students will be required to pay difference of fee plus fee for the change of course.

8.4 ELIGIBILITY CRITERIA

- There is no upper age limit for admission to any course.
- Candidates doing other course on regular basis are also eligible for admission to Distance Education Course offered by the University Centre for Distance Learning as per Notification received from Distance Education Council vide notification no. F.No. DEC/Notification/40.5.1.5./2012 dated 01.11.2012 vide which it has been directed that two degree programmes cannot be allowed to be pursued simultaneously. However, a student can pursue two programmes simultaneously through distance or combination of distance and regular modes from the same or different University(ies) Institution(s) in various combinations, viz.,

1. One Degree and one Diploma/Post Graduate Diploma/Certificate.
2. One Post Graduate Diploma and one Diploma/Certificate.
3. One Diploma and one Certificate.
4. Two Post Graduate Diplomas.
5. Two Diplomas.
6. Two Certificates.

In case of clash of date sheet, the candidate may appear at his/her own choice and will not entitled to submit any claim to this University**.** The University will not be responsible for missing of his/her papers. In case, if at any stage it is found for violation of the above clause at the part of applicant, the University reserve the right to cancel the admission/degree of the students without entertaining in any way.

- Candidates from abroad are also eligible for admission in all the courses provided that:

i) They fulfill the requisite qualifying conditions mentioned for the courses.

ii) They furnish an address in India for correspondence and dispatch of study material and any other information. UCDL does not entertain any correspondence on foreign address.

i) They will have to appear in the examinations at the allotted examination centre of the University in person.

8.5 METHODS OF INSTRUCTION

8.5.1 Study Material

The study materials is so designed that it will provide the students a general understanding of the subject matter and also give guidance for further reading on the subject. The material covers about 75 to 100 percent of the syllabus. Hence, the students are also advised to refer to the suggested readings for better understanding of the subject. Available study material is normally supplied to the students in two or three installments, and/or at the time of PCP. The study material will be in English

medium only or as per availability. To make the study material more knowledgeable, the University Centre for Distance Learning has started inhouse development of study material for various programmes which is written by the experts.

8.6 PERSONAL CONTACT PROGRAMME (PCP)

The Personal Contact Programme (PCP) has been designed to help the learners to attain some sort of orientation and guidance regarding the method of learning and to provide condensed classroom counseling to cover the important and difficult topics of the course. The students shall bear in mind that PCP is not meant for covering the entire syllabi of the course and only the major topics shall be covered. This programme is also intended to provide adequate opportunity to the students to discuss the difficulties related to their subjects with the respective Counselors.

The services of the experienced faculty members of the University and the affiliated colleges are utilized to impart the theoretical foundations and practical knowledge related to the respective courses. Since it is a self-learning process, the learners are advised to come prepared to these classes with some basic understanding of the concerned topic so that the guidance given by the counselor may enrich their subject knowledge and also enable them to go for further intensive reading. The centre will not make hostel/boarding arrangements for attending PCP, the students will have to make their own arrangements. The PCP will be organized for the students. However, the students may contact the Course-Coordinators for their problems from time to time during the working hours. The PCP of UCDL courses may be held, in consultation with the respective Coordinators. The students should remain visiting the University Website for information regarding PCP.

NOTE:

1. If the number of students are less than 20 in any course they may be exempted from the PCP due to lesser strength.
2. The schedule may be revised by the Director, UCDL as per the convenience or requirement.

8.7 RULES OF PROJECT WORK/RESEARCH PROJECT/DISSERTATION/MEDIA PRACTICES (PRACTICAL) IN CASE OF MA (EDUCATION)/ MBA/MCA/M.A (JOURNALISM & MASS COMMUNICATION).

1. The candidates of MA (Education)/MBA/MCA will have to arrange their guides/supervisors themselves from their neighboring University/PG Colleges/Institutions. Their names alongwith qualifications/experience/synopsis have to be got approved from the University Centre for Distance Learning during every academic year on the prescribed proforma prior to seeking their guidance. A Student is advised to carry out the Project Work only in the area of his/her MBA specialization.
2. There must be minimum gap of three months for submitting the Dissertation/Project Work/ Research Project after the approval of topic. The last date for submitting the Dissertation/Project Work/Research Project/Media Practices is **30th June** of every academic year. In case of Media Practices (practical), the last date of submission will be one month before the commencement of the examinations.
3. For M.A. Education/MBA 2nd Year (4th Semester) the Guide/Supervisors of synopsis/project report can be a regular teacher with Ph.D in anyone of the relevant/related areas of management, commerce, economics, public policy etc. employed in any central/state/deemed/ private universities or government colleges/private colleges affiliated to any university/ self-financed institution duly recognized by the Government regulatory bodies like UGC/AICTE/DEB etc. with at least 3 years' experience of PG teaching or Ph.D. in concerned subject with 5 years' experience of U.G. teaching or any retired teacher with Ph.D degree in the concerned/related subject.
4. For MCA-III the qualification of the guide should be at least Lecturer/Programmer/Reader/ Professor having B.E./B.Tech. (Computer Science & Engineering/Computer Engineering/ Information Technology)/ M.Sc. (Computer Science)/M.Sc. (Information Technology) /MCA/M.Tech. (Computer Science/Computer Science and Engineering/ Computer Engineering/IT) and person working in Government/Affiliated Institutions may supervise the students for dissertation. The student will have to submit the undertaking that his/her Supervisor is working in Government/Affiliated Institutions.

5. The Dissertation/Project Work/Research Project/Media Practices (Practical) etc. must be the original work of the candidate. Every candidate is required to make his/her own study. The presentation of material common with any material submitted in the same session or in the past in any Deptt./College/Institution will be considered as a case of copying and would lead to cancellation of Dissertation/Project Work/Research Project/ Media Practices (Practical) etc. apart from registration of unfair means case (UMC) against the candidate.
6. The medium of writing Dissertation/Project Work/Research Project/Media Practices (Practical) will be the medium of Examination of the course.
7. The selection of topic for Dissertation/Project work/Research Project is very important as the quality of work and its timely completion depends upon it. For selecting appropriate topic, candidates are advised to go through some of the Dissertation/Project work/Research Project of the candidates of earlier session available in the Library of the Chaudhary Devi Lal University, Sirsa or other Universities. This will give them an idea about the nature of the topic, research work, contents, methodology, etc. The candidate should finalize the topic in consultation with the supervisor and seek approval of the concerned Course Coordinator well in time.
8. Ordinarily change of Supervisor/Title is not permissible. However, in extraordinary circumstances the request for change of the Supervisor/Title shall be approved by Director, UCDL.
9. The work can be around 80 to 100 typed pages on A4 size paper. It should be brief and precise, neatly typed in12-font size in 'Times New Roman' font with double spacing and in hard binding.
10. References/end notes should be given at the end of each chapter to acknowledge the works quoted/referred to.
11. The candidate is required to prepare 4 copies of his/her research report.

8.8 DISSERTATION/PROJECT WORK/RESEARCH PROJECT SHOULD CONTAIN THE FOLLOWING:

1. Cover page - giving title of Dissertation/Project Work/Research Project, particulars of the candidate, name and address along with designation of the Supervisor, Course, UCDL Ref. No./Examination Roll No. and Session etc.
2. Letter for the approval of Topic and the Name of Supervisor from Course Coordinator.
3. Certificate of declaration by the candidate that the work is his/her own work and is the result of his/her own efforts.
4. Certificate from the supervisor stating that the candidate has done independent work of required standard under his/her supervision and the work is fit for evaluation.
5. Preface/Acknowledgement.
6. Synopsis of the proposed study.
7. Abstract (maximum 2 pages on A4 size page).
8. Contents.
9. List of Tables, graphs, charts, etc.

NOTE: In case of Media Practices (Practical), the student has to submit his/her Practical as mentioned under point no.(i) above.

8.9 SCHEME OF THE DISSERTATION/PROJECT WORK/RESEARCH PROJECT:

(i) Introduction. (ii) Review of Literature. (iii) Research Methodology. (iv)Analysis and Interpretations. (v) Findings and suggestions. (vi) Bibliography/References (vii) Appendix/ Annexure etc.

Note:

(i) The candidates are required to bring with them a CD containing the Dissertation/Project Work/Research Project at the time of viva-voce.

(ii) In case of MCA, the report on project work will consists of Introduction, Analysis and Feasibility study, System Design, Coding, Coding conventions, Coding Style, Naming Conventions, Technology & Tools, Testing, Implementations & Maintenance, Results,

Conclusion & Future Scope of the Study. The report may be the development of software embodying novel ideas or it may be related to the Commercial/Industry software development in a real environment.

In case of late submission of the Dissertation/Project Work/Research Project/Media Practices as laid down in concerned Ordinances of M.A. Education/MBA/MCA/ M.A. Journalism & Mass Communication, the same may be accepted on payment of the following late fee: -

1.	Within normal period i.e.	30.06.2020	Without late fee
2.	After expiry of normal period i.e. up to 120 days i.e.	28.10.2020	Rs. 250/-
3.	After expiry of normal period i.e. up to Six month i.e.	31.12.2020	Rs. 500/-
4.	After expiry of normal period i.e. up to two years i.e.	30.06.2022	Rs.1000/-

No further extension will be granted and the result will be declared treating the candidate as absent, provided the Vice-Chancellor may allow further extension with further penalty as he may deem fit to his satisfaction. A candidate, who submits his/her Project Report etc. during the extended period with penalty as above, will not be entitled to the University Medal.

8.10 INFORMATION FOR EXAMINATIONS

Regn.-cum-Roll-No shall be uploaded on the University Website before the commencement of the examinations well in time. In case a candidate does not receive his/her Roll No. a week before the commencement of examination, he/she may collect the duplicate Roll No./Admit Card from the University in working hours. Candidates must fill their Admission-cum-Examination Form in their own handwriting. They should submit the form duly completed to the UCDL, CDLU, Sirsa as per instructions given in the form.

The examinations will be held at the end of each academic year as per tentative dates mentioned in Admission Guidelines. The students must fill the Admission-Cum- Examination form as per the instructions and send the same either in person or by Registered Post to the office of The Director, (UCDL), Room No. 01, Lal Bahadur Shastri Administrative Block, Chaudhary Devi Lal University, Sirsa-125055 (Haryana) before the specified date. The students (including those placed under supplementary) will have to send the Examination Form along with the crossed DD for prescribed fee. The UCDL will not be held responsible for the postal delay in reaching the applications/Examination Forms & dispatch of other documents.

Those students who could not receive the Regn.-cum-Roll No through online/ by post or need duplicate Regn.- Cum-Roll No. will have to approach to the Director, UCDL, with two passport size photographs and fee Rs.100/- to be submitted to University Cash Counter. The candidate may collect Duplicate Roll. No./ Admit Card before the commencement of the examination.

8.11 INSTRUCTIONS FOR RE-APPEAR/COMPARTMENT/FAILED/EX-STUDENTS

1. A students who has completed the prescribed course of instruction in the UCDL, other requirements such as payment of full fee, submission of required documents but does not appear in the examination, or having appeared fails or is placed under Compartment/ Reappear, may be allowed to appear/re-appear in the examination/ paper(s) as the case may be, as an ex-student, without attending a fresh course of instruction, in the two consecutive chances within the maximum period prescribed in the relevant Ordinance for passing the course. The last date for submission of Examination Forms for appearing in the Supplementary Examination is as indicated on the prescribed examination admission form. If the result of a candidate is declared late, he/she can submit his/her Re-admission-cum-Examination From/Examination form within 15 days from the date of declaration of the result.
2. A candidate appearing as an Ex-student of the UCDL shall have to pay the examination fee as prescribed by the Chaudhary Devi Lal University, Sirsa from time to time. **Examination Roll No along with Date Sheet will be available at University website CDLU, Sirsa.**

Sr. No.	Class	Fee
1.	For MBA/MCA/PGDCA/M.Sc.	Rs. 1000+Rs. 50 continuation fee Rs. 1050/-

2.	For Other Courses M.A. (Education, English, Mass Communication, Hindi, History, Sanskrit, Punjabi), M.Com B.A. General, B.Com.	Rs. 700+Rs. 50 continuation fee Rs. 750/-
3.	(For the courses in which qualifying examination is 10+2) BCA, BA Mass Comm., One-year Diploma in Computer Sc. & Technology	Rs. 600+Rs. 200 continuation fee Rs. 800/-
4.	Mercy chance fee (In addition to above fee)	1st additional mercy fee Rs. 1000/- 2nd additional mercy fee Rs. 1500/-

3. All the particulars in the Examination Form must be completed in a legible handwriting. Examination Form along with full fee in the form of crossed Bank Draft should reach the UCDL at least one week before the last date fixed by the University for submission of examination forms as indicated on the Examination Admission Form so that the same may be sent to the Examination Branch, duly attested by the UCDL in time. If the Examination Form or fee is received late, the candidate shall be required to pay usual late fee as prescribed under rules.
4. The Photo on the Examination Forms should also be got attested from the Gazetted Officer or the Principal of a college affiliated with any recognized University in the country by showing the DMC and identity card.
5. For attestation of examination form from the UCDL, students are required to bring with them their identity cards, issued by the Directorate and the DMCs for verification.
6. The students, who have completed first/second year through regular mode of University, otherwise eligible to be promoted to 2nd year /3rd year in regular mode, be allowed to get admission in second/third Year under UCDL on the condition that the candidate will have to pass the deficient paper (s) if any. The candidate will have to pay full examination fee for deficient paper (s).
7. Further inquiry, if any, regarding the result etc. of ex-students may be made from the office of the Controller of Examinations, CDLU Sirsa (Phone: 01666-239808).

8.12 RULES FOR SUBMISSION OF ASSIGNMENTS

The candidate of First Year, Second Year and Third year (wherever applicable) will have to submit subject-wise two handwritten assignments in hard cover for each subject. On the first page of the assignment the student will have to mention his/her reference no., name, subject name and course. The last date for submission of first and second assignments is as under:-

i) For 1st /3rd/5th Semester courses : 30-11-2019
ii) For 2nd /4th/6th Semester courses : 30-04-2020
iii) For Annual courses : 31-03-2020

The date for submission of assignment may be extended by the Director (UCDL). A student, who does not submit the assignment, will be given proportionate marks of concerned theory paper to make up for internal assessments. It is not mandatory for the students to pass in the internal assessment separately. The student should send the assignments through registered post/by hand and it will be the responsibility of the student to ensure that the assignment has reached to the office of UCDL up to the last date (s). The record of the assignment will be kept only up to 3 months of from the declaration of the University result.

8.13 REGISTRATION-CUM-ROLL NUMBER AND IDENTITY CARD

1. Every candidate who is admitted to any course of the University Centre for Distance Learning will be allotted a Regn.-cum-Roll Number, which will hold well during the entire period of the course. In all communications, the students must invariably mention this Reference Number in full. Correspondence without reference number will not be entertained. The Regn.-cum-Roll Number will also be used on the examination Admit Card.

2. Every candidate admitted at the UCDL will also be supplied with an Identity Card by the UCDL with the Regn.-cum-Roll Number within one month after the admission. This card must be produced whenever required by the authorities such as for receiving the Admit Card, for entry into the office of the UCDL and University Examinations. If the original identity card is lost, a duplicate card will be issued on remittance of Rs.100/- through a crossed Demand Draft drawn in favour of **the Registrar, Chaudhary Devi Lal University, Sirsa payable at Sirsa**. Admit Card for examinations alongwith date sheets will be available on the University Website www.cdlu.ac.in. The students are required to visit Website regularly and download their Admit Card, Date Sheet and other information uploaded time to time by the UCDL.

9. STATUTORY RIGHTS OF THE UCDL

(i) Admission cannot be claimed as a matter of right and the University reserves the right for admission/ denial/ cancellation.

(ii) The UCDL 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/fee/documents by registered post well in time.

(iii) All disputes are subject to jurisdiction of the courts at Sirsa city only.

(iv) In the event of any inconsistency amongst the rules framed for admission policy/holding of PCP classes/supply of study materials/conduct of examinations/financial matters etc. or in the event of any clarification with regard to the rules of the University, the matter shall be referred to the Vice-Chancellor and his interpretation/decision shall be final. The Vice-Chancellor is empowered to eliminate/add/change any rule regarding admission, candidature of the student. Their decision in all such matters shall be final.

NOTE:

(1) While making any correspondence with the UCDL, Name and Regn.-cum-Roll Number must be mentioned clearly along with name of the course applied for. Admission will be refused/cancelled if any document/information submitted/produced by the candidate is found to be fake/bogus/false. Admission shall also be cancelled if any candidate is found to be ineligible at a later stage due to any reason. 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.

(2) If at any stage, it is found that the candidate has supplied any incomplete or false or incorrect information in the application form, his/her candidature for the course shall be cancelled and he/she shall be liable for disciplinary action as per the University rules.

REMEDIES

If any applicant or any other person is of the opinion that in his/her case, the rules framed for admission etc. have not been followed and decision of Director in that event he/she shall make an appeal/application duly outlining clearly the deviation in his/her opinion to the Vice-Chancellor. The Vice-Chancellor shall consider the appeal/application in the light of relevant rules given and the decision of Vice Chancellor shall be final.

DISCLAIMER

The statements made in the Admission Guidelines and all other information contained herein is believed to be correct at the time of publication. However, the competent authority reserves the right to make, at any time without any notice, additions and alterations in the regulations, conditions governing admissions, the code of conduct of students, requirements for the degree or the diploma, fee and any other information or statement/rule contained in this Admission Guidelines. Competent authority may delete any or reduce or enhance the number of seats for reasons to be recorded in writing. No responsibility shall be accepted by the University for hardships or expenses incurred by the students or any other person for such changes/additions omissions/errors, no matter how they are caused.

9.1 OFFICE HOURS

The UCDL shall remain open in all working days. Saturday is a holiday for the office and also observes the University holidays. The student may visit office of the UCDL from 11:00 A.M. to 12:00 noon and 3:00 P.M. to 4:00 P.M. for their queries.

9.2 GENERAL INSTRUCTIONS FOR STUDENTS

UCDL courses are offered by the University for the benefit of those who intend to pursue higher studies and could not join the regular courses. In this mode of education, the students are required to keep in touch with the office of UCDL and University website www.cdlu.ac.in also. However, the University generally informs the students through correspondence, newspapers, announcements, website, etc. but in case, the concerned students fail to receive any communication from any source,

then without waiting for the communication, the candidates must contact the University. This is important for gaining maximum advantage of the services being offered by the UCDL.
Candidates will be admitted provisionally to the UCDL on the assumption that the information given by them in the admission form is correct and the student fulfills all the requirements as mentioned in the application form. For prompt reply, self-addressed envelope must be enclosed. For all legal matters, the jurisdiction is restricted to Sirsa only.

The other instructions are as follow:

1. Students are required to visit to University website frequently on daily basis for up-to-date information/modification/notification issued regarding various kind of correspondence(s)/information for the courses on University website i.e. www.cdlu.ac.in
2. The Personal Contact Programme (PCP) will be held at approved centres only.
3. The following points should be taken care of:
   (i) The candidates must submit the Admission-cum-Examination Form along with fee and attested copies of the original documents up to the last date fixed by the UCDL.
   (ii) Old Registration Number should be got restored.
4. The candidates should opt for the options in which the UCDL provides study material.
5. It is in the interest of the candidates to attend all the PCP classes.
6. The students are advised to contact the Controller of Exam for re-evaluation of Answer Book(s).
7. The candidates passing 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 and that such candidates will continue studies through Distance Education. The students, who have completed first/second year through regular mode of University, otherwise eligible to be promoted to 2nd year /3rd year in regular mode be allowed to get admission in second/third Year under UCDL on the condition that the candidate will have to pass the deficient paper (s) if any. The candidate will have to pay full examination fee for deficient paper (s).
8. Candidates are advised to preserve this Admission Guidelines, photocopy of application form identity card, all important letters and fee receipts at least till they complete the course and to keep themselves abreast with the rules and regulations so as to clear any doubt.
9. The signature of the student, as per the application form, will be scanned and used for Identity Card and all examination purposes etc., hence the students must sign the application form personally and University Centre for Distance Learning will not entertain any deviations in the signature, found at any later stage.
10. While obtaining the Bank Draft, the candidate must check that the Draft is duly signed and the name of the branch, date and address is indicated clearly on it. The Bank Drafts should be crossed and valid for three months.
11. It is necessary that every student of the University Centre for Distance Learning quote the Regn.-cum-Roll Number and name of the course and subject in all the correspondence without which no action can be taken and a self-addressed envelope should be enclosed for prompt reply.
12 Every candidate once admitted shall have to pay the fee for the whole year. If the candidate desires to discontinue the course and obtains the transfer certificate in the middle of the academic year or in subsequent years, he/she has to pay the fee for the whole year.
13. The medium of instruction will be English and Hindi but study material may be supplied in English except subjects of language.
14. If the last day of any transaction falls on a holiday, students are allowed to transact the same, on the immediate next working day only.
15. Annual examinations normally will be held during May**.** The candidates are advised to schedule their studies accordingly. Results are usually announced within 40-60 days of completion of the examination and the same may be seen at University Website www.cdlu.ac.in .The candidates who want to apply for re-evaluation can apply on the prescribed form along with original DMC and requisite fee within 15 days from the date of dispatch of DMC, whichever is later.

16. Change in address, if any, should be immediately communicated to the University Centre for Distance Learning through an application along with a crossed D.D of Rs.100/- in favour of **The Registrar**, **Chaudhary Devi Lal University, Sirsa** payable at Sirsa (Haryana).
17. If the number of students are less than 20 in any course, the admission fee may be adjusted/ transferred to any other course with the consent of the candidate or refunded, after deducting the amount as per rules. The University will take final decision regarding the continuation of course
18. Self-addressed envelopes must be enclosed for prompt reply.
19. In case late submission of Re-admission cum-examination form due to late declaration of result for no fault of the candidate (s), no late fee shall be charged within 15 days from the date of declaration of result concerned. Thereafter, usual late fee will be charged as per schedule.
20. The Rules and Regulations of Chaudhary Devi Lal University will be applicable for all other matters that are not covered or required interpretation in the Admission Guidelines. The University reserves the right to change Rules and Regulations as mentioned in Admission Guidelines or otherwise from time to time. In case of any doubt of provisions/words the decision of the Vice-Chancellor will be final.
21. It is notify to all concerned, that no online examination has been conducted by University there is also that no spot centers/study centres/franchised of ODL academic programmes. All examination centres have been created in the Territorial Jurisdiction of the University.
22. If, at any stage, it is found that the candidate has supplied any incomplete or false or incorrect information in the application form, his/her candidature for the course shall be cancelled and he/she shall be liable for disciplinary action as per the University rules.
23. The UCDL follows the guidelines issued by the UGC (Open & Distance Learning) Regulations, 2017 and subsequent amendments.

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10. STATE-WISE LIST OF FAKE UNIVERSITIES/BOARDS

DECLARED BY THE UNIVERSITY GRANTS COMMISSION (As on April 2018)

The University Grants Commission Act, 1956 under Section 22(1) provides that a degree can be awarded, only by a University established under a Central, State/Provincial Act or an institution deemed to be university under section 3 of the UGC Act or an Institution especially empowered by an Act of Parliament to confer the degree.

Further, Section 23 of the UGC Act prohibits the use of word "University" by any institution other than a university established as stated above. Students and public at large are hereby informed that at present following 24 self-styled, unrecognized institutions are functioning in contravention of the UGC Act in various parts of the country:

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.
2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi – 110 008.
6. Indian Institution of Science and Engineering, New Delhi
7. Viswakarma Open University for Self-employment, India, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK DEPOT, New Delhi-110033
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085
9. BadaganviSarkar World Open University Education Society, Gokak, Belgaum (Karnataka)
10. St. John's University, Kishanattam, Kerala
11. Raja Arabic University, Nagpur
12. Indian Institute of Alternative Medicine, 80, Chowringhee Road, Kolkata- 20.
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbor Road Builtech inn, 2nd Floor, Thakurpukur, Kolkata-700063.
14. Varanaseya Sanskrit Vishwavidyalaya, Varanasi, UP/Jagatpuri, Delhi.
15. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad (UP)
16. Gandhi Hindi Vidyapith, Prayag, Allahabad (UP)
17. National University of Electro Complex Homeopathy, Kanpur
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, (UP).
19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura (UP).
20. Maharana Partap Shiksha NiketanVishwavidyalaya, Pratapgarh (UP).
21. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makanpur, Noida , Phase-II, (UP)
22. Nababharat Shiksha Parishad, AnupoornaBhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
23. North Orissa University of Agriculture & Technology, University Road Baripada, Distt. Mayurbhanj, Odisha-757003
24. Sree Bodhi Academy of Higher Education, No. 186, Thilaspet, Vazhuthavoor Road, Pondicherry- 605009

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

These institutions have been declared as "Fake Universities" and they are not entitled to confer any degree. The detailed list is also available at UGC website www.ugc.ac.in The public at large is cautioned not to take admission in these Fake Universities.

The Senior School Examination Certificate issued by the Council of Secondary Education, PMC Campus S.A.S Nagar (Mohali), is not equivalent to the certificates issued by H.S.E.B./C.B.S.E. and other State Education Boards as decided by the Punjab & Haryana High Court in CWP No.3651 of 2009 etc. a bunch of writ petitions including CWP No. 14155 of 2011 dated 19.12.2012.

Examinations of the following Boards are not recognized for the purpose of higher studies:

1. All India Board of Secondary Education, New Delhi
2. Uttar Madhyama & Purva Madhyama of MDU Rohtak (Gurukul Jhajjar Scheme)
3. Central Board of Higher Education, New Delhi
4. Board of Adult Education and Training/Board Shiksha Sansthan, New Delhi
5. Any Diploma/Exams of Prachin Kala Kendra, Chandigarh
6. Bhartiya Siksha Prishad, Lucknow
7. Board of Higher Secondary Education, Delhi
8. Hindi Sahitya Sammelan, Prayag, Allahabad (U.P.)
9. Indian Education Council of U.P., Lucknow.
10. Council of Secondary Education (A Regd. Society), PMC (Punjab Campus, SAS Nagar, Mohali.

Note: This is not an exhaustive list of Fake Universities and Boards. Before finalizing the admissions, the updated list of recognized examinations of the UGC and the Board of School Education, Haryana, Bhiwani is also required to be consulted.

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Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

NAAC Accredited with Grade 'B'

University Centre for Distance Learning

Student Identity Card

Session 2019-2020

Affix latest Passport Size photo

1. Name…….
2. Father's Name Sh…….
3. Class…….
4. Univ. Regn. No.…….
5. Address (In Capital Letters)

……
……
……

Date of Issue ……

Signature of student …… **Authorized signatory……**

……

ACKNOWLEDGEMENT

(For office Use)

Diary No. ……

Date…….

Signature of Official……

_____

University Centre for Distance Learning
Chaudhary Devi Lal University, Sirsa

(Address to be filled in by the candidate)

Affix postal Stamp of Rs.5/-

To

_____

_____

_____

Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

NAAC Accredited with Grade 'B'

University Centre for Distance Learning

Admission-cum-Examination Form

(2019-2020) Sr. No.....

TO BE FILLED IN ENGLISH AND BLOCK LETTERS ONLY

Regn.-cum- Roll No.-
(To be allotted by the University)

Affix Your Photo Within box

1. (i) Name of Course/Examination

(ii) Part/Semester

(iii) Course Code

2. (i) Date of Birth

(ii) Date of Admission

Signature of Candidate

3. Category: General, SC/ST, BC(A) or (B), Handicapped (PH), Blind (BL)

eligion/Minority ommunity

Note: Name & Particulars must be the same as have been shown in the certificate of Matric examination or in the DMC of Graduate.

4. Name of Student in English (Block Letters)

In Hindi

5. Father's Name (Shri)

In Hindi

6. Mother's Name (Smt.)

In Hindi

7. (i) Address (Do not write Name or Father's Name)

PIN

(ii) State to which you belong Contact No.

(iii) Email ID

(iv) WhatsApp No

8. Sex Code (M/F)

9. Medium: English (E) Hindi (H).

10. Employed (EM)/Unemployment (UEM):

11. Area Code: Rural/Urban

12. Session of last exam:

13. Result

14. Academic Qualifications

Exams Passed	**University / Board**	**Year**	**Roll No.**	**Marks Secured**	**Max. Marks**	**%age**

15. List of documents attached:

1.
2.
3.
4.
5.

16. Current Examination Subject Codes/ Subject Papers in which appearing

Subject									
Code									

17. Examination Centre Code of Centre

18. Are you appearing in any other examination from this University or any other University simultaneously?
Write 'Yes' or 'No' in the box

19. If answer to Item No. 18 is 'Yes' write Particulars of all such examinations below.

Name of Class	University/Board	Subject in which to appear	Full Subjects/Re-appear/ Improvement/Additional

20. Have you ever been disqualified in any examinations or any UMC Registered against you, if yes, give detail.

University/Board	Examination	Year & Session	Roll No.	Punishment

21. University Fee Receipt No./Bank Draft No. ……. Dated…..…….Amount ..…… in favour of the Registrar, Ch. Devi Lal University, Sirsa payable at Sirsa (Haryana). Candidate may write his/her name, address and name of the course applied for on the backside of the bank draft/University fee receipt.

DECLARATION

I solemnly declare that the particulars filled in by me in the above columns are correct and nothing has been concealed therein. It is further certified that I have read and understood all the to the best & my knowledge terms and conditions mentioned in Admission Guidelines and I accept and abide by the same. In case of any discrepancy/concealment found therein, I shall be responsible for the consequences including cancellation of admission.

Dated : ……..
Place : ……..

_____
Signature of the Candidate

ATTESTATION

(Certificate to be signed by the Self/ Attesting Authority)

I certify that……..……S/o. D/o. W/o Shri……..…..……..appeared in ……. under Roll No…….. and failed/placed under Re-appear/passed.
(ii) He/She bears a goods moral character and has signed this form in my presence.

Full Name of the Self/Attesting Officer ……
Designation & Full Address of attesting authority
……
……

Place: ……..
Dated: ……

Signature of Attesting Authority
(With Seal)

REMARKS BY UNIVERSITY REGARDING ELIGIBILITY

Eligibility Checked from Result-sheet/Gazette/Original Documents (Please Tick Mark) as under: -

Eligible	**Not Eligible**
i) Name of Exam/Session ……	i) Name of Exam/Session ……
ii) Roll No……...	ii) Roll No……...
iii) Result …….	iii) Result …….…….
Eligible subject to production of …….	Not eligible with reason…….
Clerk **Course-Coordinator**	**Clerk** **Course-Coordinator**

Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

University Centre for Distance Learning

Provisional Roll No. Slip/Admit card

Regn.-cum- Roll No.- . .....
(To be assigned by the Office)

1. Name of Exam ……
2. Name of the Candidate …….....
3. Father's Name Shri ……..…
4. Mother's Name Smt. ……
5. Centre of Exam. ……Centre No. …….
6. Subject in which appearing

   1. ……..……..2...…..…….. .3. ……..…….

   4. ……...5. …….. 6. ……...

   7……...8.……9…….

Space for latest Photo attested by the attesting authority

Signature of the Candidate …… Controller of Examinations

(The candidate must sign. here before submitting this form to the University)

Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

University Centre for Distance Learning

Provisional Roll No. Slip/Admit card

Regn.-cum- Roll No.-. .....
(To be assigned by the Office)

1. Name of Exam ……
2. Name of the Candidate …….....
3. Father's Name Shri ……..…
4. Mother's Name Smt. ……
5. Centre of Exam. ……Centre No. …….
6. Subject in which appearing

   1…..……..2 ...…..……... 3. ……..…….

   4. ……...5. …….. 6. ……...

   7……...8.…… 9…….

Space for latest Photo attested by the attesting authority

Signature of the Candidate …… Controller of Examinations

(The candidate must sign. here before submitting this form to the University)

Chaudhary Devi Lal University, Sirsa

INFORMATION FOR COMPUTER USAGE
TO BE FILLED IN ENGLISH (BLOCK LETTERS ONLY)

Affix unattested photo

Regn.-cum-Roll. No

1. Name of Examination Exam code

2. Appearing in Category Full (F)/Reappear(R)/Additional (A)/ Improvement F | R | A | I

3. Examination Centre

4. Name of Candidate

5. Father's Name: SHRI

6. Mother's Name: SMT

7. Correspondence Address

P I N

Contact No.

8. Sex M | F E.Mail ID: _____

9. U.C.D.L. Reference No.

10. SC/ST/BC/ General (GE), Handicapped (PH),/ Blind (BL)

11. Papers Codes in which appearing

12 Medium E | H Previous Roll No

13. Session of Last Exam

14. Result

15. Signature of the Candidate

(For Office Use Only)

16. Diary No.…… 17. Amount Received ……

Date…….. Univ. cash Receipt No. …….Dated …… …..

18. Checked by University officials

INSTRUCTION FOR GUIDANCE
Important Notes

1. Candidate must fill this form in his own handwriting accurately and with complete details. The particulates viz. Name, Father's name should be as per Matric certificate. The correction will not be entertained at later stage. The result will not be declared, if the form is incomplete in any respect.
2 Online Regn-cum-examination Roll No. with date-sheet will be uploaded on the university website by the University seven/ten days before the commencement of the Examination. If a candidate does not receive Roll No. within this period, he/she should immediately write to the University Centre for Distance Learning, Chaudhary Devi Lal University, Sirsa or contact personally with latest photo.
3. In case of any wrong statement in the Form or suppressing of the facts, the candidate will be responsible for all consequences, which might lead to cancellation of his/her candidature and other disciplinary action under the Rules and Regulations of the University in force, as the case may be.
4 All kinds of fee will be accepted only through demand draft (DD) from Nationalized Banks drawn in favour of the Registrar, Chaudhary Devi Lal University payable at Sirsa.
5. **Provisional List of Centres for December 2019/January 2020 and May/June, 2020 Examinations of Distance Education is as follow:**

   1. Sirsa 2. Fatehabad

   However, centres at above and other places may be created only if viable numbers of candidates are available. In this regard the decision of the University will be final.
6. In case late submission of Re-admission cum-examination form due to late declaration of result for no fault of the candidate (s), no late fee shall be charged within 15 days from the date of declaration of result concerned. Thereafter, usual late fee will be charged as per schedule.

***

Sr.No. .....

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

APPLICATION FOR RE-EVALUATION OF ANSWER-BOOKS

(Particulars should be filled in by the candidate in his/her own handwriting before filling up the re-evaluation form. Please read carefully instructions printed on the backside.)

1. Name of Candidate (In Block Letters)……
2. Year & Month of the Examination……Annual/Supplementary/Semester…….
3. Name of Examination……Roll No……..Result……..
4. Name of Centre……

Particulars of paper(s) in which re-evaluation is required

Sr. No.	Paper	Title of Paper	S.No.of Q. Paper	Marks Obtained
1.	……..	……	……	……
2.	……..	……	……	……
3	……..	…….	…….	……
4	……..	…….	……	……
5	……..	……..	……	…….
6	……..	……	…….	…….
7	……..	……..	…….	…….
8	……..	……	……..	…….

DETAIL OF FEE REMITTED

Amount Rs……

By Bank Draft No.……

……

(See instruction No. 2 on backside)

Dated……

University Receipt No……

Specimens of handwriting solemnly declare that:-

DECLATRION

1. I have carefully read all the relevant rules/instruction etc. of the University for re-evaluation and I undertake to abide by the same in all respects.
2. The results of re-evaluation as declared by the University shall be binding upon me even if it affects my result adversely.
3. I shall have no right to claim additional chance to appear in an examination in lieu of any chance, which I may lose due to re-evaluation.
4. The University shall not be liable to pay any compensation/damages whatsoever on account of delay in the declaration of re-evaluation result of answer-books(s) and or if any mistake is found during the process of re-evaluation.

Correspondence Address of the Candidate (In Capital Letters)
(as written on the envelope enclosed) ……

……..

Contact No. …….. Pin……. Signature of the Candidate)

Dated…….

Note: (i) The original Detailed Marks Card (DMC)/certificate and fee @Rs.300/- per answer-book must attached with this application other wise re-evaluation form will be rejected. self addressed envelope must also be attached.
(ii) Provision for submission of re-evaluation form with late fee may be read on the backside.

For use in the Re-evaluation Branch

1. Date of Receipt of form…….
2. Receipt /Dairy No…….
3. Amount of Fee Paid …….
4. Whether original DMC……..… Attached…….
5. Initials of Diarist……..
6. (i) Date of Declaration of ……..
   (ii) Date of dispatch of DMC ……..…
7. LIGIBLE –YES/NO
8. Reason, if not eligible……..
   ……..……
   ……..……
   ……

Clerk Assistant Supdt. AR (Re-evolution)

(Entries below to be filled in by the Result Branch/UCDL

Original Roll No……..

Subject Paper	Code No.	Marks Obtained	Identity No of Examiner
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Signature of the Dealing Asstt. Signature of the Result Branch Signature of the Dealing Clerk.

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
Application Form for Provisional/Duplicate/DMC/Degree

Important Note: (i) Read Instructions carefully before filling this form
(ii) Use separate form for each certificate

Candidates applying for a University Certificate should get the Certificate given overleaf signed by any one of the following:

1. Gazetted Officer
2. First Class Magistrate
3. Principal/Chairperson/Department of the College admitted to the privileges of the University/Chairperson
4. An Officer of the University not below the rank of the Asstt. Registrar.

All the particulars given below should be carefully, neatly and accurately filled in by the candidate himself/herself. The office will not be responsible for any delay in case from is not complete in all details.

1. Name of the Applicant (i) in Hindi……...
   (ii)in English (Capital letters)……
2. Man/Woman……
3. Father's Name (i) in Hindi……
   (ii)in English (Capital letters)……
4. Regn No……
5. Nature of Certificate required……(Photocopy of the DMC be attached) i.e. Duplicate/Detailed Marks card or Provisional Certificate etc.
6. Reasons for applying……
7. Name of the College/University Teaching Department ……
   (If appeared as a regular candidate)
8. Distt. of Examination from where you appeared……
9. Name of Examination……
10. Year/Session……
11. Roll No……
12. Subject (a) ……..(b)……(c)……
    (d) …….. (e)…… (f)……
13. Pass or Fail……Marks obtained ……
14. No. date and value of the bank Draft No……..Dated…….amount……..

(i) Cash Receipt No……Dated…….amount…….
Bank Draft be drawn in favour of the Registrar, C.D.L.U., Sirsa and should be payable at Sirsa.

15. Address on which the certificate should be sent ……
    ……

Dated…… Signature of the applicant

Particulars checked from R/Sheet/Certificate/DMC/Degree No…….may be signed.

Signature of D/Clerk Asstt. Supdt. AR (CS)

CERTIFICATE

I certify that the applicant Shri/Mrs./Ms _____ Son/Daughter of Shri…_____is the same person who passed the examination under particulars mentioned overleaf and has signed in my presence.

Full Name of Attesting Officer
(in Block Letters)
Designation & Full Address
_____
_____
_____
_____

Signature_____
Official Stamp……

IMPORTANT INSTRUCTIONS

For duplicate/Provisional DMC = through post Rs.350/- By hand Rs.500/-
For duplicate degree = Rs.500/-+50/- (postal charges)

1. The Fee is payable by bank Draft or by cash.
2. The Certificate will ordinarily be issued by post or by hand, as the case may be within 15 days on the application and the prescribed fee, provided in the form is complete in all details.
3. No person is entitled to apply on behalf of another person to receive his/her or another person's certificate personally from the office.
4. In the event of non-receipt of the certificate within 20 days, the candidate should write to the COE, C.D.L.U, Sirsa giving full particulars (i.e.) Roll No. of Examination, Year and University Fee receipt No.) to ensure early compliance.

Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

University Centre for Distance Learning (UCDL)

Proforma for approval of topic, name of the Supervisor of Dissertation/Project Report/Survey Project Report/Translation Work/Training Report to be submitted in partial fulfillment of the course.

The eligibility of the guide will be as per Rules of Project Work/Research project/Dissertation/Media Practical (Practical) in case of M.A. Education/MBA/MCA/M.A. Mass Communication.

NOTE: Please send this proforma, duly filled in, along with synopsis to the UCDL and start the work on receipt of the approval letter from the UCDL.

Particulars of the candidate:

a) Name: ……..…… Course: ……

UCDL Regn-cum-Roll No. :…….. Year: ……

Session: 2019-2020

b) Topic (in English) …….

…….

(In Hindi) ……

……

Particulars of the Supervisor:

a) Name: …… Designation……

Qualifications:……

Teaching Experience: **UG** …… Years **PG**…… Years

Postal address ……

……Phone No.……

b) University/Institute where working ……

……

Dated: ……. Signature of the Student

Place:……. Address:……

……

Email. ID……..

Consent of the Supervisor

I hereby convey my consent for supervising the Work of the above-mentioned candidate as indicated above, which would be his/her original work. I am eligible for supervising the dissertation as per qualification laid down by CDLU, Sirsa. Consent already given for …….. candidates.

Dated: ……. Signature of the Supervisor with Office Stamp

Approval of the Course Coordinator

The above-mentioned topic and name of the Supervisor are hereby approved.

Remarks/Modification, if any ……

……

……

Dated: ……. Signature of the Course Coordinator

SYNOPSIS

TITLE

Submitted to Chaudhary Devi Lal University, Sirsa
for approval of Degree of

FULL NAME OF COURSE

IN

UNIVERSITY CENTRE FOR DISTANCE LEARNING
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

Supervisor: .....

Supervisor's Name:.....

Designation:.....

Institution's/Organization's Name:

SUBMITTED BY :

Student's Name: .....

Regn.-Cum-Roll No.....

Remarks of Course Coordinator

Approved: .....

Disapproved: .....
(If disapproved, record reasons)

UNIVERSITY CENTRE FOR DISTANCE LEARNING
CHAUDHARY DEVI LAL UNIVERSITY,
SIRSA
20.....to 20..... (YEAR)

FORMAT FOR RESUME OF SUPERVISOR

1.	NAME	:DR.	
2.	DESIGNATION	:	
3.	QUALIFICATIONS	:	
4.	AREA OF SPECIALIZATION	:	
5.	EXPERIENCE	:	
6.	OFFICIAL ADDRESS	:	
7.	TELEPHONE NO.	:	..... (Off.) ..... (Resi.)
8.	MOBILE NO.	:	
9.	E-MAIL	:	

I am willing to supervise: Mr./Ms.
Regn.-cum-Roll No. :
on the topic

.....

.....

.....

Signature with seal

Countersigned by Course Coordinator

SUGGESTIONS/APPROVAL OF THE COURSE COORDINATOR

SYNPOSIS OF DISSERTATION/PROJECT WORK/PROJECT REPORT

Name of Student :

Regn.-cum-Roll No. :

Name of Department : University Centre for Distance Learning
Chaudhary Devi Lal University, Sirsa

Subject :

Name(s) of Supervisor(s) :
(Attach copy of resume, willingness and working proof of the Supervisor)

1. Topic of Project Work
2. Review of the related work done
3. Scope and Relevance of Study
4. Objectives of the Study
5. Hypothesis of the Study
6. Research Methodology
7. Select Bibliography

SIGNATURE OF THE CANDIDATE

Signature of Supervisor(s): .....

Countersigned by University Centre for Distance Learning with seal

Signature:.....

(Course Coordinator)

PROFORMA FOR REFUND OF FEE

To

The Director (UCDL),
Chaudhary Devi Lal University,
Sirsa.

Sub.: <u>Application for Refund of Fee</u>.

Sir,

I have applied for the admission in the course of……for the Session…… on …….. My particulars are as under:

1. Name of the student. …….
2. Name of Father/Husband/Guardian Shri……
3. Address ……
4. Email ID……Phone No……..
5. Class: ……
6. Roll No /Admission No if allotted: …….
7. Date of admission in course: …….
8. Last Date of Admission. (Start of course) ……..
9. Fee Deposit/ Total amount. Cash Receipt No. | Date | Rs.
10. Whether the Study Material is issued Yes/No.
11. Reasons for Leaving the Course.

Signature of the Candidate
(Full Name)……
Date: ……

(For Office use only)

<u>Verification</u>

It is verified that the abovesaid applicant has got the admission as stated above and the below calculated amount may be ordered to refund to the applicant under rules:

1. Total fee Deposited Rs……..
2. HBI (Prospectus) fee Rs……
3. Admission Late fee Rs……..
4. Cost of study Material……
5. Proportion of tuition fee……
6. Other……
7. Total amount may be ordered to refund Rs……..

Submitted for Orders, please.

Dealing official

The amount of Rs……is verified for refund under rules……..of HBI-2019-20.

Clerk Assistant Dy.Supdt/Supdt. Dy. Director Director(UCDL)

The cheque/DD No. …….. of…….. Rs……../- is sent vide letter No…… or personally collected by the applicant.

Record …….. Please ……. Dealing Official

Dealing Official

PROFORMA FOR SCHEDULED CASTE CERTIFICATE

Certified that Mr./Ms…….son/daughter of Sh. ……..……
resident of (Complete Address) ……
belongs to …….. Caste which has been notified as Scheduled Caste by the Haryana Government.

i) This certificate is being issued to him/her according to the Haryana Govt. Circular Letter No. 333 (I)-97, Dated 25-02-1997.

ii) This certificate is being issued to him / her on the basis of verification by Nayab Tehsildar/ Tehsildar/ Secretary Municipal Committee.

No…….

Date…… Sub-Divisional Officer (C)
(with legible seal)

Place……

PROFORMA FOR CERTIFICATE FOR PHYSICALLY HANDICAPPED CANDIDATES

No.:……
Dated: ……

Certified that Mr./Ms. ……..
son/daughter/wife of Sh……resident of ……
District …… appeared before the undersigned for medical check up, on his / her Medical examination, it is found that the nature of handicap / disability is as under:

……
……
……

Dated: ……. Chief Medical Officer,
…….……Haryana
Place: …….. (Seal for the above authority)

(Signature of the Applicant)

PROFORMA FOR BACKWARD CLASS CERTIFICATE

BLOCK 'A' OR 'B'

Certified that Mr./Ms……..

son/daughter of Sh. ……..

resident of (Complete Address)…….

Belongs to…….. Caste, which has been notified as Backward Class by the Haryana Govt. and is placed in Block …… (mention Block 'A' Or 'B'). Further certified that he/she is not covered in Creamy Layer (Reference letter No.1170-SW (I) 95, dated 07.06.1995 and No.1883 SK (I)95, dated 28-09-95 and No.22/36/2003G.S. III dated 09.08.2000.

This certificate is being issued to him/her on the basis of verification by Naib Tehsildar/Tehsildar/ Secretary Municipal Committee.

No……

Date…… Sub-Divisional Officer (C)
(With legible seal)

LAST DATE FOR SUBMISSION OF ADMISSION-CUM-EXAMINATION FORM

No admission form shall be entertained after last date i.e. 31-08-2019 as per guidelines of UGC/DEB.

FOR COURSES UNDER ANNUAL SYSTEM/1st Semester

1.	**Without late fee**	**10-08-2019**
2.	**With late fee of Rs.500/-**	**20-08-2019**
3.	**With late fee of Rs.1,000/-**	**31-08-2019**

FOR COURSES UNDER SEMESTER SYSTEM/2nd/4th/6th Semesters

1.	**Without late fee**	**28-02-2020**
2.	**With late fee of Rs.500/-**	**15-03-2020**
3.	**With late fee of Rs.1,000/-**	**31-03-2020**

TENTATIVE SCHEDULE FOR COMMENCEMENT OF EXAMINATIONS

Semester System	**December 2019/January 2020**
Annual/Semester System	**May/June 2020**

LAST DATE FOR SUBMISSION OF RE-ADMISSION FORMS FOR ANNUAL SYSTEM

Last Date of submission of form	**31-12-2019 (Without Late Fee)**
With late fee of Rs.500/-	**31-01-2020**
With late fee of Rs.1,000/-	**28-02-2020**

Cost of Application form (to be deposited along with Admission fee)

Rs.200/- for General Category of Haryana
Rs.50/- for SC/BC/DAP of Haryana

Anti-Tobacco Rules

Under the section 4 to 6 and other relevant provisions of the Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 no person shall smoke in CH. DEVI LAL UNIVERSITY, SIRSA being educational institution/public place and the sale of cigarettes and tobacco products in an area within a radius of 100 (one hundred) yards of the University is strictly prohibited and such sale in an office punishable with the fine of Rs.200/- which may also extend up to Rs.5000/- or imprisonment for a term up to 5 years or both. The cigarettes and tobacco products as stated in the above said Act are as under:

1. Cigarettes
2. Cigars
3. Cheroots
4. Beedis
5. Cigarettes tobacco, pipe tobacco and hookah tobacco
6. Chewing tobacco
7. Snuff
8. Pan masala or any chewing material having tobacco as one to its ingredients (by whatever name called)
9. Gutka
10. Tooth powder containing tobacco

Note: For further details the above stated Act may kindly be gone through.