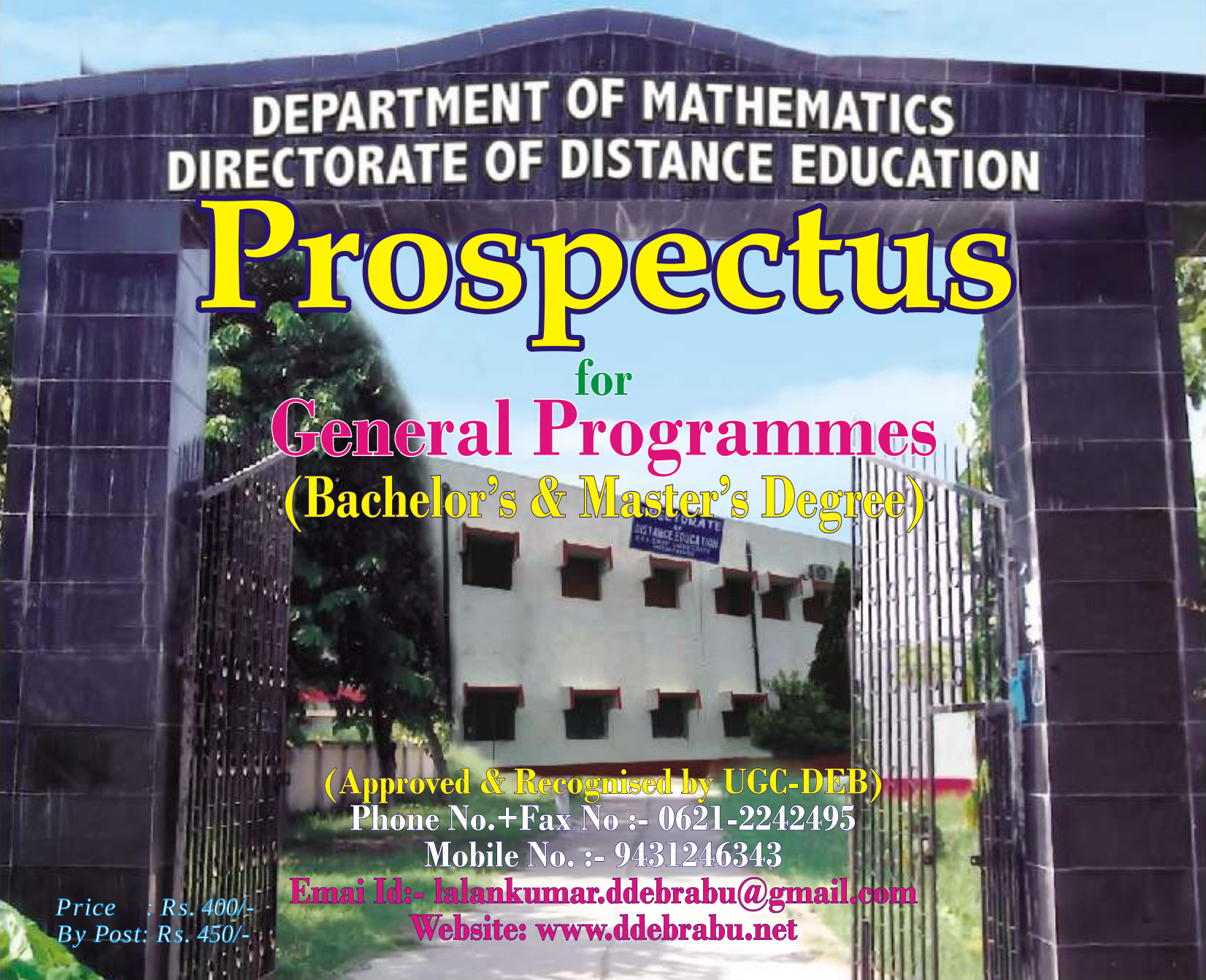
Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
बाबासाहेब भीमराव अम्बेदकर
बिहार विश्वविद्यालय, मुजफ्फरपुर
दूरस्थ शिक्षा निदेशालय
Directorate of Distance Education



Prospectus

for

General Programmes

(Bachelor's & Master's Degree)

(Approved & Recognised by UGC-DEB)
Phone No.+Fax No :- 0621-2242495
Mobile No. :- 9431246343
Emai Id:- lalankumar.ddebrabu@gmail.com
Website: www.ddebrabu.net

Price : Rs. 400/-
By Post: Rs. 450/-

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
Directorate of Distance Education



Dr. Pandit Palande
Hon'ble Vice-Chancellor
B.R.A.B.U., Muz.

From the Desk of Hon'ble Vice-Chancellor

Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur was initially established in the name of the University of Bihar (i.e. fcgkj fo'ofo|ky;*) in 1952 at Patna as the second University in Bihar and as one of the 15th oldest Universities in Independent India. During the past 62 years, the University has made tremendous contributions towards studies, teaching, research in general education, specially in technical and vocational education in the state of Bihar.*

The Centre for Distance Education (CDE) was established in the year 1995 with an aim to provide higher education to those, who could not attend regular colleges due to economic constraints and those who were employed and sought to upgrade their educational qualifications and capabilities.

Apart from conducting general and traditional Bachelor's and Master's Degree Programmes, the DDE has also started some new Professional Courses such as BCA, BBA, MCA, MBA & MA (Personnel Management & Industrial Relations) from Session 2013-14. The DDE is going to be pioneer in starting M.Phil. courses in varirous subjects in the state of Bihar.

Recently, viewing the need for skilled manpower in the country, on the lines of policies of central and state government, the DDE has initiated skills development and vocational programmes in the areas of Management, IT, Para-Medical Sciences & Technical subjects to cater to the growing requirements of skilled and professional persons in the country. The above programmes are job oriented and entrepreneurship promotional, in nature. The university is planning to promote such vocational courses for the empowerment of youths in general of urban and rural areas, specially the dropouts, women and working persons from the current session.

The university abides by the rules and regulations and specifications laid down by University Grants Commission (UGC), Distance Education Bureau of UGC and all the above programmes are approved and recognised by UGC-DEB, Ministry of HRD, Govt. of India which is valid for employment in government and private sectors enterprises.

I extend my best wishes to all students studying through the DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur) and hope that the education they acquire through the DDE will help them in their professional career to help achieve their goals.

Vice-Chancellor

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F. No. UGC/DEB/ 2013
Dated 14.10. 2013

The Registrar/Director
Of all the Indian Universities
(Deemed, State, Central Universities/
Institutions of National importance)

Subject: Equivalence of Degrees awarded by Open and Distance Learning (ODL) Institutions at par with Conventional Universities/ Institutions

Sir/ Madam,

There are a number of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.

2. A circular was earlier issued vide UGC letter F1 No- 52/2000(CPP-II) dated May 05, 2004 (**copy enclosed**) mentioning that Degrees/Diplomas / Certificates/ awarded by the Open Universities in conformity with the UGC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

3. Attention is also invited to UGC circular No F1-25/93(CPP-II) dated 28th July 1993 (**copy enclosed**) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional universities/ institutions is ensured without any difficulty.

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.

(Vikram Sahay) 14/11
Director(Admn)
Tel: 011 2323 0405
Email: vikramsahay7@gmail.com

Encl: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.
2. Secretary, All Indian Council for Technical Education, 7th Floor, Chandra Lok Building, Janpath, New Delhi.
3. Secretary, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
बाबासाहेब भीमराव अम्बेदकर
बिहार विश्वविद्यालय, मुजफ्फरपुर

njLFk f'k{kk fun'kky ;
Directorate of Distance Education

Prospectus

for

General Programmes
(Bachelor's & Master's Degree)

(Approved & Recognised by UGC-DEB)
Phone No.+Fax No :- 0621-2242495
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Website: www.ddebrabu.net

Price : Rs. 400/-
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01 About the University

Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur was initially established in the name of University of Bihar (i.e. fcgkj fo'ofo/kky ;) in 1952 at Patna as the 2nd University in Bihar and as one of the fifteen oldest Universities in Independent India. Rai Bahadur Shyam Nandan Sahay was its founder Vice-Chancellor. Originally its jurisdiction extended over the entire State of Bihar (including the portion of present Jharkhand State) except the Colleges and P.G. (Post Graduate) Departments located in Patna which formed the part of Patna University.

Further the Bihar University Act 1960 bifurcated University of Bihar into three Universities as given below:-

- Bihar University, Muzaffarpur
- Ranchi University, Ranchi
- Bhagalpur University, Bhagalpur

Furthermore, Magadha University, Gaya was created by separating it from Bihar University under Bihar University Act 1960.

Later, Mithila University, Darbhanga was created in 1973 by getting it separated from Bihar University.

Once more, Bihar University was bifurcated into Bihar University, Muzaffarpur and Jay Prakash University, Chapra in 1990.

In 1992, Bihar University was renamed as Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur.

The present Territorial jurisdiction of B.R.A. Bihar University, Muzaffarpur is spread over 6 Districts of Muzaffarpur, Vaishali, Sitamarhi, Shivhar, East Champaran and West Champaran in North Bihar. The soil of this territorial jurisdiction of the University is credited to get the whole of the world enlightened with the splendid contributions in the field of Religious, Spiritual & Philosophical thoughts; Literature & Culture; Scientific, Mathematical & Astronomical knowledge and concept of Democracy (x.kr=) thousands / hundreds of years before Christ.

At present, B.R.A. Bihar University is the epicenter of Socio-economic transformation of North Bihar. It is facing uphill task of promoting the cause of higher education to the unprivileged classes of society of the whole of North Bihar. The area is socially, economically and educationally backward. There is need to produce skilled human resources to cope with the situation arising out of globalization and new economic policy.



The P.G. (Post Graduate) Departments and the Colleges under the University impart teaching in the Faculties of Humanity, Social Science, Science, Commerce, Law, Medicine, Engineering, Business Management, Education, Prakrit & Jainology as well as in Homeopathic, Ayurvedic and Unani Systems of Medicines. The territorial jurisdiction of this University still extends over the whole State of Bihar in respect of teaching in Homeopathic, Ayurvedic & Unani Systems of Medicines.

The University is imparting higher education to desirous persons through 21 Post Graduate Departments, 37 Constituent Colleges, a number of affiliated Colleges and the DDE (Directorate of Distance Education).

The teachers and students of this University are actively engaged in Research-works and in a number of Research Projects sanctioned by UGC, DST, ICHC, ICMR, Planning Board and other National Agencies.

In the field of Computer Education, the University has achieved remarkable progress. UGC sponsored Computer Centre was established in the University in 1997 in the University Department of Mathematics. It is, of course, the 1st UGC sponsored Computer Centre in Bihar.

In view of growing need of promoting skills for greater employability of the over increasing number of youths and also with a view to giving them an opportunity to become useful as skilled human resource, B.R.A. Bihar University has taken bold initiative of starting a number of vocational and professional courses in P.G. Departments and constituent & affiliated Colleges of the University.

The University strongly feels that the Vocational/Professional Courses need to be promoted in bigger way. So it has started 14 Professional Courses and 81 Short-tem Job-oriented Courses through the DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur).

The University is also pioneer in whole of Bihar in starting M.Phil. Courses through the DDE. The University is striving tirelessly to overcome the challenging task of promoting and developing facilities for the relevant higher education to increasing number of young men and desirous persons in the Socially, Economically and backward region in North Bihar.



02 About the Directorate of Distance Education

The DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur) was established initially in the name of CDE (Centre for Distance Education) in May, 1995 and afterwards, it started functioning formally with effect from September, 1995. The Senate of B.R.A. Bihar University, Muzaffarpur at its meeting held on 2nd March, 1997 accorded post-facto approval of the scheme of the Academic Council to open Centre for Distance Education in the University for imparting education to desirous candidates under open and distance mode. The course being imparted by this Centre by correspondence/distance mode are as under:-

(a) B.A./B.Sc./B.Com. from 1993-95 session in the subjects in which there is no practical and teaching is imparted in regular college of the University except involving practical.

(b) M.A./M.Sc./M.Com. from 1993-95 session in the subjects in which there is no practical and teaching is imparted in the University.

(c) The Centre for Distance Education will have the status of P.G. College/Institute and may introduce self-financing vocational and job-oriented courses.

The name of the CDE (Centre for Distance Education) has been changed to the new name DDE (Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur) by the Notification of Registrar of the University vide Memo No. 208/R dated 29.09.2012.

The DDE has performed well in all the years since 1995 and succeeded well in the University Examinations and many times succeeded in achieving highest/high ranks in the University Examinations.

The DDE has started 14 Professional Courses such as B.Ed., B.A. (Hons. in Education), M.A. (Education), BCA, MCA, B.Sc.(IT), M.Sc.(IT), BBA, MBA, P.G. Diploma in Financial Management, M.A. in Personnel Management & Industrial Relations, BLIS, MLIS and Bachelor of Journalism & Mass Communications.

The DDE has also initiated 81 Short-term Job-oriented Professional Courses under skill development programmes from the current session 2014-15.

The DDE is pioneer in whole of Bihar for starting M.Phil. Programme (Regular Mode) in various Traditional & Professional Courses.

The DDE is also going to start M.Ed. Programme (Regular Mode), D.El.Ed. Pogramme (Distance Mode) & B.ED.-M.Ed. Integrated Programme (Regular Mode) from the session 2016-17.

The DDE has several Study Centres to provide proper facilities of personal contact classes / face to face training to its students for theoretical and practical subjects. Many more Study Centres are to be established in near future.



03 Territorial Jurisdiction of the DDE

The territorial jurisdiction / limits in which the DDE shall exercise its power and perform its duties shall be the entire State of Bihar. Any change in the Territorial Jurisdiction of the DDE may be decided by the Advisory Council of the DDE as per norms of the UGC-DEB (University Grants Commission-Distance Education, Bureau, New Delhi) from time-to-time subject to the provision of regulations and statutes.

04 Directorate Open to All

(a) Every Indian National, irrespective of Caste/Colour/ Sex/Creed/Socio-cultural Stratum/Economical Status/ Employed/Unemployed, is eligible to seek admission in any programme of the DDE.

(b) Foreign Nationals either residing in India or abroad or non-resident Indians may seek admission in any Programme of the DDE as per Policy and guidance laid down by the Government.

05 Courses in General Programmes

At present, the DDE offers Courses in the following subjects under General Programmes for Bachelor's & Master's Degree.

(01) Bachelor's Degree Subjects (3 Years / 6 Semesters):- Hindi, English, Sanskrit, Urdu, Persian, Bengali, Maithili, Economics, History, AIH&C, Political Science, Sociology, Geography, Home Science, Psychology, Mathematics & Commerce for Honours & General Courses.

(02) Master's Degree Subjects (2 Years / 4 Semesters):- Hindi, English, Sanskrit, Urdu, Persian, Bengali, Maithili, Economics, History, AIH&C, Political Science, Sociology, Geography, Home Science, Psychology, Mathematics & Commerce

06 UGC-DEB Recognition Status

The DEB of University Grants Commission, Ministry of HRD, Govt. of India has given institutional recognition to offer programmes through Distance Mode, which are approved by all the concerned statutory bodies of the university.

Sl. No.	State	University	Duration of Recognition		Type of Recognition	Status of Recognition
			From	To		
25	Bihar	B.R. Ambedkar Bihar University, Muzaffarpur	Session 2007-08	Till the Committee visits and submit its recommendations and a decision is taken by the UGC-DEB	Provisional Recognition	The UGC-DEB has given institutional recognition to offer Programmes through Distance Mode, which are approved by all the concerned Statutory Bodies of the University.

07 Regulations

The Academic functioning of the DDE in General Courses (Bachelor's & Master's Degree) is guided by the following Regulations:-

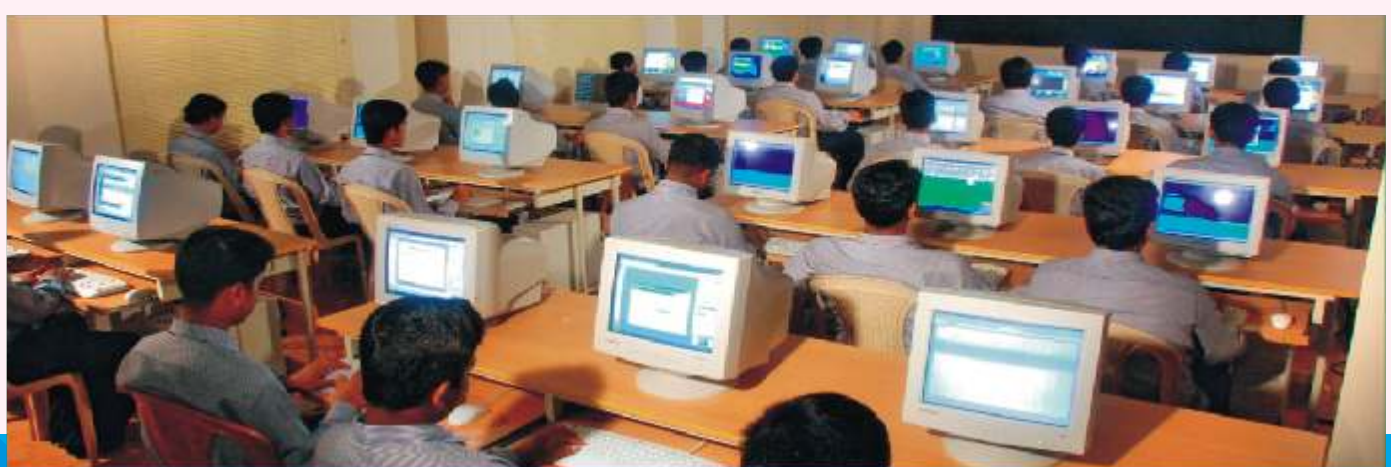
* At present, there is no ceiling with regard to the number of students to be admitted in various General Courses. Whenever, the total number of seats in any subject in fixed, the admission shall be strictly on merit-basis and the reservation-policy in admission will be adopted as per guideline of the Govt. of Bihar.
* For admission in B.A./B.Sc./B.Com.(Hons. & General) Programmes in any subject (offered by the DDE), the student must have passed 10+2 or equivalent Examination. In addition, a student is required to have obtained at least 45% marks at the 10+2 or Equivalent level in the subject in which he/she proposes to offer Honours.
* The candidate desirous of seeking admission in P.G. (Postgraduate) level in any subject (offered by the DDE) must have passed Bachelor's Degree (Hons. or General) or equivalent Examination from recognized University/Institute with the subject, possessing at least 40% marks in that subject. However, a candidate, who is even dishonored subject or in one of subsidiary subjects with at least 40% marks.
* Any Hons. Graduate or Three Years Degree holder may be admitted to the P.G. Course, even in one of subsidiary subjects with at least 40% marks.
* A Three Years General or Hons. Graduate in Commerce may be admitted tot he P.G. Course in Economics.
* An M.A. in any subject may do M.A. in any other permissible subject.
* No B.Sc. (Agriculture) Graduate of any other Technical/Vocational Graduate can be allowed admission in P.G. General Classes.
* The candidate will not be allowed to change their admission. It is advisable to opt the subjects very carefully before taking admission.
* No M.Sc. Degree-holder can be allowed to be admitted to M.A. Or M.Com. Course.
* An M.A./M.Sc./M.Com. Degree-holder may improve his/her case by changing the Special Group paper or papers of the concerned subject.\
* At present, the syllabus of B.R. Ambedkar Bihar University, Muzaffarpur for the Traditional/General Courses is followed in the DDE with restriction that each paper shall constitute two parts:-
    (a) 80% marks in written/viva-voce/G.D. (Group Discussion) Examinations.
    (b) 20% marks mark in Assignments.



* No Graduate or Regional College of Physical Education can be allowed to be admitted to P.G. General Courses.
* No applicant shall be admitted in the Course, if he/she does not submit his/her application form complete in all respects together with depositing the tuition fee and other charges within specified period of time.
* The T.D.C. (Three Years Degree Course) will be of 3 Parts (i.e. T.D.C. I, II & III). Each Part of T.D.C. Will consist of 2 Semesters. Each Semester will be of 6 months.

  After passing T.D.C. I (i.e. after passing Semesters I & II of T.D.C.), the learner will be required to seek admission in T.D.C. II afresh similarly after passing T.D.C. II (i.e. after passing Semesters III & IV of T.D.C.), the learner will be required to seek admission afresh in T.D.C. III to complete Semesters V & VI of T.D.C.
* The P.G. (Postgraduate) Course will be of 4 Semesters i.e. of 2 years. The 1st Year of P.G. Class is known as P.G. (Previous) and the 2nd Year of P.G. Class is termed as P.G. (Final). Of Course, P.G. (Previous) consists of 2 Semesters I & II and P.G. (Final) also consists of 2 Semesters III & IV of P.G. Course.

  After passing P.G. (Previous), the learner will be required to seek admission in P.G. (Final).
* Certificate or Degree-holders of IGNOU and other recognised Open Universities / National Open School may be considered of merit for admission to the next higher course.
* Such candidates shall not be allowed to be admitted, who, in the opinion of the Vice-Chancellor of the University or in the opinion of the Director of Directorate of Distance Education, is not fit for admission in the interest of the DDE.
* No candidate can claim admission as a matter of right.
* A wrong statement or willful suppression of facts may render the candidate liable to be removed from the roll of the DDE without paying back the fees and other charges paid by him to the DDE.
* Papers/documents submitted by students at the time of admission are the property of the DDE and so in no case the papers/documents can be returned to students.
* All disputes are subject to local (Muzaffarpur) Jurisdiction. The place of jurisdiction for filing of suit, if necessary, will be only at the judicature of Hon'ble High Court, Patna.
* Different types fees & charges paid to the DDE will not be refunded under any circumstance.
* Prospectus once sold will not be refunded/replaced/exchanged under any circumstance.
* The rules and regulations given in the Prospectus may be amended by the DDE/University as per requirement.
* If any student is found using unfairness in Examination, he/she shall be expelled from the Examination.
* To carry mobile phone or any electronic device in Examination Hall is strictly prohibited and any student carrying these articles inside the room will be fined Rs. 400/- (Rupees Four Hundred only) and/or may be debarred from rest examination.



08 General Instructions

* No provision of free-studentship & scholarship:-
  There is no provision of free-studentship or scholarship for any category of students in the DDE. Admitted students of DDE have to arrange any financial assistance from any agency at their own level.
* Enrollment number:-
  After admission, each candidate will be given an enrollment number. He/she must quote this enrollment number in all his/her future correspondence with the DDE. Any letter/application which does not bear the enrollment number will not be entertained.
* No possibility of simultaneously admission in DDE:-
  Simultaneously admission in more than one programme of the DDE is not permissible.
* No change of subject after admission:-
  Enrolled student will not be allowed to change their subjects after admission. It is advisable to opt the subjects very carefully before taking admission.
* Mode of payment:-
  All types of fees and charges are to be paid by students of the DDE in the form of Bank Draft or Multicity Banker's Cheque of any nationalized Bank in favour of the Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur payable at Muzaffarpur.
* Non-refund of fees:-
  Students admitted in the DDE can not claim for refund of fees after admission.
* Payment of Fees :-
  Fee may also be deposited at respective Study Centre/ Learning Centre/Information Centre in the form of DD or Multicity Banker's Cheque of some nationalized Bank in favour of Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur. The candidate must clearly maintain his or her name, address, mobile no., programme on the back of DD/Multicity Banker's Cheque deposited with the DDE.
* The candidate may submit complete filled in form either at Headquarter or at any Study Centre/ Learning Centre/ Information Centre.
* Admission depends on availability of seats in each programme.
* Candidate will have to deposit requisite programme fee for desired programme, otherwise claim for admission will not be entertained.
* Attested & self-attested Xerox copies of all relevant mark-sheets are required to be enclosed with the application form for admission.




* Original mark-sheets and other relevant documents are required to be produced for verification at the time of admission.
* Candidate desirous for admission is required to be present in person at time of admission for signature in Admission Register. If the candidate is not present, then his/her claim for admission will be rejected.
* No CLC/DLC/Migration Certificate is required.
* Candidates are required to fill in Data-format annexed with the Hand-book.
* Admitted candidate will be provided course-materials (on availability), identity card and relevant assignment- questions with answer-books.
* Each student will be required to submit answered answer-books of assignment within prescribed period of time as directed by the DDE.
* Assignment should be written very carefully in own handwriting. It should be also written in own words as far as possible. It should not be copied from the learning materials.
* In case of loss of assignment copy, fresh assignment copy may be procured from DDE on payment of Rs. 100/- (Rupees one hundred only) for each of assignment. The amount is payable in the Bank-Account of the DDE through challan.
* No assignment will be accepted after TEE (Term End Examination) of that course. Hence, Answer-books of Assignment must be submitted on or before date fixed by the DDE.
* Enrolled students must visit DDE's official website www.ddebrabu.net regularly for updating information.
* Programme Fee may be enhanced any time by the DDE due to enhancement in prices of Course-materials.

09 Duration of the Course

* For Bachelor's Programmes:-

The minimum period required to complete the Bachelor's Programme will be of 3 Years (6 Semesters) and the maximum period allowed for completion of this particular course will be of 6 Years (12 Semesters).

After 6 Years, no candidate will be allowed to appear at the Bachelor's Programme Examination.

* For Master's Programmes:-

The minimum period required to complete the Master's Programme will be of 2 Years (4 Semesters) and the maximum period allowed for completion of this particular course will be of 4 Years (8 Semesters).

After 4 Years, no candidate will be allowed to appear at the Master's Programme Examination.



10 Fees & Other Charges Required for Admission

Students, seeking admission in any programme of the DDE, is first required to purchase one copy of Prospectus containing Application-form and Registration-form from the Sales-counter of the DDE on payment of Rs. 400/- (Rupees four hundred only) payable through Bank Demand Draft or Multicity Banker's Cheque of some Nationalised Bank in favour of Director, Directorate of Distance Education, B.R. Ambedkar Bihar University, Muzaffarpur payable at Muzaffarpur. The same can be made available by post also by remitting Rs. 450/- (Rupees four hundred fifty only) payable through Bank Demand Draft or Multicity Banker's Cheque of some Nationalised Bank in favour of Director, Directorate of Distance Education, B.R. Ambedkar Bihar University, Muzaffarpur payable at Muzaffarpur.

For Bachelor's Programme:-

A student seeking admission in Three Years Degree (Hons. & General) Course in the DDE is required to pay the sum of Rs. 3,700/- (Rupees three thousand seven hundred only) in the form of DD or multicity Banker's Cheque of some nationalised Bank drawn in favour of the Director, Directorate of Distance Education, B.R. Ambedkar Bihar University, Muzaffarpur payable at Muzafffarpur at the time of Admission for one year (i.e. for 2 Semesters) only. This amount of Rs. 3,700/- includes Rs. 500/- as Admission & Tuition Fee, Rs. 300/- as Registration Fee, Rs. 500/- as Development Fee, Rs. 100/- as Identity Card Fee, Rs. 300/- as fee for Assignments and Rs. 2,000/- as Miscellaneous charges (for Learning/Course materials with bag, postal charges, Library Fee etc.). It does not include Examination Fee and cost of Prospectus.

After passing T.D.C. Part-I (i.e. after passing Semester I & II of T.D.C.), the learner will be required to seek admission in T.D.C. Part-II after paying the requisite fees and charges as mentioned above. Further after passing T.D.C. Part-II (i.e. after passing Semester III & IV of T.D.C.) the learner will be again required to seek admission a fresh in T.D.C. Part-III after paying the requisite amount of fees and charges as mentioned above.

For Master's Programme:-

A student seeking admission in P.G. (Postgraduate) Course in the DDE is required to pay the sum of Rs. 4,300/- (Rupees four thousand three hundred only) in the form of DD or multicity Banker's Cheque of some nationalised Bank drawn in favour of the Director, Directorate of Distance Education, B.R. Ambedkar Bihar University, Muzaffarpur payable at Muzafffarpur at the time of Admission for one year (i.e. for 2 Semesters) only. This amount of Rs. 4,300/- includes Rs.600/- as Admission & Tuition Fee, Rs. 300/- as Registration Fee, Rs. 500/- as Development Fee, Rs. 100/- as Identity Card Fee, Rs. 300/- as fee for Assignments and Rs. 2,500/- as Miscellaneous charges (for Learning/Course materials with bag, postal charges, Library Fee etc.). It does not include Examination Fee and cost of Prospectus.

After passing P.G. (Previous), the learner will be required to seek admission in P.G. (Final) after paying the requisite fees and charges as mentioned above.

(Note:-01. It is also notable that the Registration-fee is chargeable from each student in the DDE for once only in one's career in the DDE / BRABU, Muzaffarpur).

02. Examination-fee has to be paid separately at the time of filling Examination-form.)



11 How to apply for Admission

A candidate seeking admission in the DDE must fill in Application-form carefully enclosing all the necessary self attested photostat copies of certificates / marksheet / admit card and DD or Banker's Cheque as mentioned below:-

- Properly filled application form signed by the candidate and counter signed by his/her father/guardian must be submitted on or before the last date of submission of application already announced by the DDE.
- Attested & self-attested photocopies of mark-sheets from Matriculation onwards and Admit-card of the last Examination, which qualifies the candidate for admission.
- Attested & self-attested photocopy of Registration Certificate, if the candidate is already registered with DDE/Bihar University, Muzaffarpur / B.R.A. Bihar University, Muzaffarpur.
- 3 (Three) latest coloured photographs of size 3 cm x 4 cm, one of them being attested by competent authority. Full name of the candidate must be written clearly on the back of each photograph.
- Registration-form, enclosed in the Prospectus, is required to be filled up by the Candidate and submitted along with the filled Application-form for admission, if the candidate is not already registered with the DDE/Bihar University, Muzaffapur / B.R.A. Bihar University, Muzaffarpur.
- The requisite fee and charge in the form of DD / multicity Banker's Cheque as directed in Sl. No. 10.

12 Identity Card

Every student admitted in the DDE will be issued an Identity Card under the facsimile signature of the Administrative Officer of the DDE. This Identity Card shall remain valid till the completion of the programme. The Identity Card will entitle the student to have access to various facilities being offered by the Directorate. The Identity Card will also serve as an entry card to enter the premises of the DDE and access to its library and other facilities provided by the DDE. Without Identity Card, a student may be denied entry to attending counseling classes.

In case of loss of Identity Card, Duplicate Identity Card may be issued on payment of Rs. 200/- (Rupees two hundred only) in Bank-Account of the DDE through the challan. One coloured photograph of size 4cm x 3cm of the candidate is also required to be deposited alongwith the letter of request for duplicate Identity Card. After completing the programme, the candidate must surrender the Identity Card to the Directorate at the time of receiving Grade Card.



13 Contact Programme

Personal contact classes will be arranged according to the necessity, where students and teachers will follow the method of two-way communication. In such classes, the students will put their problems and the concerned teachers will solve, guide and help.

The candidates are advised to visit the DDE and watch the Notice Board of the DDE for detailed programme about contact classes. The detailed programme about contact classes may also be announced on the website of the DDE. Individual information about contact classes will not be provided. Students are required to keep Identity Cards with themselves while attending contact classes.

14 Library

Enrolled students in the DDE can consult books and journals available in the library at the reading room.

A student is required to deposit caution-money of Rs. 1,000/- (Rupees one thousand only) in the form of Bank Draft or multicity Banker's Cheque of nationalized Bank in favour of Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur to get books of price up to Rs. 500/- (Rupee five hundred only) for a maximum period of 15 (Fifteen) days. But he/she will be responsible for the safety of books. In case of book is lost or damaged, he/she will have to pay the double price of book along with postal charge, which will be deducted from the caution-money.

It is to be noted that the caution-money is refundable on request of the candidate after the completion of the programme. It is also to be noted that a student is required to produce Identity Card at the entrance of Library Hall and observe the set discipline of Library.



15 Examination / Evaluation

- The DDE will itself conduct Examination of students enrolled here semester-wise.
- A learner in the DDE is required to appear at Term End Examination (TEE) twice a year i.e. in the month of June/July and December/January usually.

  The programme of TEE will be announced by the DDE and it will be uploaded on the website of the DDE, i.e. www.ddebrabu.net. The programme of TEE will also be displayed on the Notice Board of the DDE.
- A learner will fill in the Examination-form to appear in TEE, if his/her enrollment for the programme in which he/she wishes to appear is valid and minimum duration to pursue the programme has elapsed. He/she has already submitted required number of assignments in time and paid the Examination Fee of Rs. 800/- (Rupees Eight hundred only) in the form of DD or multicity Banker's Cheque of some nationalized Bank in favour of Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur payable at Muzaffarpur.
- A learner who having qualified the course or fails to appear at the examination shall be allowed to take subsequent examinations on payment of prescribed examination fee. The opportunity will be provided to the students only in two more examinations.
- The medium of examination shall be English or Hindi.
- Assignments : Every student enrolled in the DDE is required to get assignment packet consisting of Assignment-questions alongwith Answer-books from the DDE at the start of each Semester and submit the answered Answer-books in the office of the DDE on or before the last date finalized by the DDE. The last date of submission of answered Assignment-books will be displayed on website of the DDE and on the Notice Board of the DDE as well.
- Admit Card/Hall Ticket:

  Admit Card/Hall Tickets may be issued to bonafide enrolled students of the DDE, who have submitted properly filled Examination forms along with the required amount of Examination fee to appear at TTE after the completion of their courses and after the submission of Assignment/Project works/Dissertation in time.

  Each and every examinee of the DDE is required to get Admit Card/Hall Ticket downloaded from the website of the DDE i.e. www.ddebrabu.net or from the office of the DDE on production of Identity Card Candidates are advised to see the Notice Board of the DDE or look into the website of the DDE regarding the latest up-to-date information about the availability of the Admit Card/Hall Ticket in the office of the DDE.



- Distribution of Weightage/Marks:-

  Each programme consists of a number of course (papers), the division of weightage / marks between the TEE and Assignment is generally in the ratio of 80:20 respectively.

- System fo Grades for Evaluating Learner's Achievement:-

  The DDE follows the following system of Grading for evaluating learner's achievement:-

Letter Grade	Qualitative Level	Point Grade	Percentage
A	Excellent	5	80% & above
B	Very Good	4	60% to 79.9%
C	Good	3	50% to 59.9%
D	Satisfactory	2	40% to 49%
E	Unsatisfactory	1	Below 40%

  Five points Grading Scale is adopted to assess and evaluate the Assignment and TEE (Term End Examination) and it is also converted into equivalent percentage.

- Award of Certificate / Diploma / Advance Diploma

  Those who complete the Programme successfully as per regulation of Certificate / Diploma / Advance Diploma shall be awarded accordingly by DDE, B.R.A. Bihar University, Muzaffarpur in prescribed form specifying the class/grade in which he/she has been placed.

  A student of B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. will be declared successful, if he/she scores at least C Grade or 40% marks in TEE (Term End Examination) and Assignments separately.

  A student of Hons. in B.A./B.Sc./B.Com. will be declared to achieve Hons., if he/she scores at least 45% marks in aggregate of Hons. Papers of TEE (Term End Examination) and Assignments separately, whereas he/she is required to score at least 40% marks only in subsidiary papers of TEE and Assignments separately.

  The list of successful candidates at the end of Final Examination of B.A./B.Sc./B.Com. (Hons.) / M.A./M.Sc./M.Com. shall be published in order of merit.

- Issue of Certificates & other Documents:-

  Students are required to apply in prescribed format for issue of Provisional Certificate /Original Certificate/ Duplicate Certificate/ Duplicate Mark-sheets/Duplicate Admit Card etc. The prescribed format can be downloaded from the website of the DDE i.e. www.ddebrabu.net or can be obtained from the office of the DDE.

  Fees for Original Certificates / Documents are chargeable from the applicants at the rates given below:-

  Fee for Original Certificate — Rs. 1,000/-

  Fee for Provisional Certificate — Rs. 500/-

  BFee for Duplicate Certificate/Mark-sheet/

  Admit Card /Identity Card — Rs. 200/-

  In emergent circumstance, the same will be issued to the candidate within three working days from the date of submission of application along with depositing two-times the prescribed fee.

  All fees are to be deposited in the form of DD or multicity Banker's Cheque of some nationalized Bank in favour of Director, Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur payable at Muzaffarpur.

  It is notable that Original Mark-sheet is to be made available to each student after completion of the result of Certificate / Diploma / Advance Diploma without charging any extra fee.

- Re-evaluation & Scrutiny:-

  There is no provision for re-evaluation of answer-books. However, a candidate may apply for re-totaling of his/her weightage after paying prescribed fee of Rs. 200/- (Rupees two hundred only) per paper on prescribed form within 30 days from the date of publication of result.

16 Authorised Study Centres

Sl. No.	Name of Study Centres / Institutes	Name of Co-ordinator(s)	Contact No.
	Muzaffarpur		
1	Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur.	Sri Lalan Kumar, Programme Officer, DDE	9431246343
2	Chetan Sadhan Institute & Technology, Juran Chapra, Muzaffarpur.	Sri Naveen Kumar	9334903285, 9835050413
3	Jyoti Institute of Technology, Aghoria Bazar, Muzaffarpur.	Sri Amit Kumar	9835715008
4	L.N. Mishra College of Business Management, Bhagwanpur, Muzaffarpur.	Prof. I.B. Lal	9955028948, 9431013368
5	Vaishali Institute of Rural Management, Narayanpur Anant Station Road, Muz.	Dr. N.P.S. Nanda	8987319566
6	Shayam Nandan Sahay College, Dheeranpatti, Muzaffarpur.	Prof. Vijay Verma	9431281386
7	Helping Hand College of Education, Technical Chowk, NayaTola, Muzaffarpur.	Sri Vikash Kumar	0621-2240760, 9973160212
8	Zakir Husain Institute, Bela Road, Mithanpura, Muzaffarpur.	Sri Vinay Kumar Singh	9431060363
9	J.P. Institute of Paramedical Science & Higher Education, Old Motihari Road, Bairia Gola Road, Near Kolhua Chowk, Muz.	Dr. K.B. Srivastava	9934017992
10	Muzaffarpur Eye Hospital, Juran Chapra, Road No. 02, Muz-842001.	Dr. Amrendra Kumar	9931445457
11	Om Sai Nursing Home, Juran Chapra, Muzaffarpur-842001.	Sri Vijay Kumar	9835429757
12	R.N. Institute of Health Science, Juran Chapra, Muzaffarpur-842001	Dr. Sanjeev Pandey	9934981189
13	M.D.D.M. College, Muzaffarpur	Dr. Sushila Singh	9471808384
14	Dr. Jagannath Mishra College, Muzaffarpur	Dr. Ratan Kumar Jha	9431476004
15	Laxman Foundation, Akharaghat Road, Muzaffarpur	Sri Jiwak Prasad Sahi	9905054287
16	Basundhara Teachers' Training College, Silout, NH-28, Muzaffarpur	Dr. U.S. Roy	0621-2812073
17	S.R.P.S. College, Jaintpur, Muzaffarpur	Dr. Ram Nath Singh	7352974185
18	Maa Tara Private Industrial Institute, Fakuli, Muzaffarpur	Smt. Rinku Kumari	9471288961

	Sitamarhi		
19	R.S.S. Science College, Sitamarhi.	Dr. Laliteshwar Pd. Sinha	9905230328, 8252594791
20	Gurukul Institute, Sitamarhi.	Sri Pankaj Kumar	06226-255122, 9470230388, 9934697196
21	Priya Rani Degree College, Bairgania, Sitamarhi	Dr. Bharti	9572531443, 7209340633
22	Mahatma Buddha Teachers' Training College, Sitamarhi.	Dr. Dhrub Kumar	9431072195
23	Jawahar Lal Nehru Memorial College, Nawahi, Sursand, Sitamarhi	Dr. Om Prakash Singh	9430052659
24	L.N.D. College, Motihari.	Dr. Birendra Singh	9661902286
	Darbhanga		
25	Darbhanga National College, Mohalla+PO- Lalbagh, Near (C.M. Science College), Dist- Darbhanga	Sri Raj Kumar	9304268656
26	Microbit School of Information Technology, Darbhanga	Sri Tarun Kumar Jha	9473229750, 9905370160
	Vaishali		
27	Balmiki Teachers' Training College, Vaishali.	Dr. Braj Mohan Prasad	9431017732
28	B.P.S. College, Desari, Vaishali	Dr. Rajeev Kumar, Deptt. of Hindi	9905292801
29	B.M.D. College, Dayalpur, Vaishali	Dr. Kaushal Kishore Singh	9771767109
30	R.N. College, Hajipur, Vaishali	Dr. S.K. Singh	9431449951
31	K.C. Study Centre, Hajipur	Sri Arun Kumar Singh	9955008148
32	Maitriya College of Education & Management, Hajipur	Sri Hemant Kumar	9431022834
	Begusarai		
33	M.G.C.S.M. College, Kalisthan Road, Begusarai	Sri Nilesh Kumar	9430207338
	Munger		
34	Dr. Zakir Hussain Institute, Munger	Sri Nishikant Roy	9835401726
	Bhagalpur		
35	Dr. Zakir Hussain Institute, Bhagalpur	Dr. Saday Kumar Sirmour	9431261638
36	Fundamental College of Education, Bhagalpur	Dr. Nuzhat Ekwal	7277647658
	Purnia		
37	Asian College of Management & Technology,Purnia	Sri Dharmjeeta Kumar	8863978883
	Gopalganj		
38	Cybo Campus, Gopalganj	Sri Rakesh Kumar Dubey	9431260810
	Jahanabad		
39	Sidhartha Teachers' Training College, Court Road, Jahanabad	Dr. Sanjay Kumar	9334167615 9334484505
	Gaya		
40	Gautam Buddha Paramedical College, Gaya	Sri Manoj Kumar, Director	9801036462, 9334385320

	Patna		
41	Dr. Zakir Hussain Institute, Baily Road, Hartali Mod, Patna	Dr. Uttam Kumar Singh	9835020036
42	Arcade Business College, Rajendra Nagar, Patna	Dr. Vikash Anand	9199662211
43	Imperial Institute of Technical Education, Gola Road, Danapur, Patna	Chandra Prakash, Director	9334484505, 9097738909
44	Bihar Acupressure College (BAYC Institute), Gandhi Setu Link Path, East of Biscoman Colony, Golambar, Gulzarbagh, Patna	Dr. Saryudeo Pd. Gupta	9334118391
45	Navya Institute of Management & Technology, Beur Jai Road, Patna-800002	Sri Manoj Kumar	0612-2250637 9304435778
46	Asian Institute of Management & Information Technology, Kankarbagh, Patna	Sri Rajeev Ranjan Sinha	9334653115
47	Bharti Institute of Management & Technology, Rajeev Nagar, Patna	Dr. Sudhanshu Kumar Bharti	9835044119, 9431018424
48	Bihar Institute of Economic Studies, R.A.S. Colony, Patna	Dr. Pyarelal	9431015209, 9835269741
49	Bihar Institute of Medical Science, Bailey Road, Patna	Sri Sarvesh Kumar Tiwary	8083993001, 0621-2590274
50	Indian Institute of Business Management, Budha Marg, Patna	Prof. Uttam Kumar Singh	9835020036, 9386598580
51	Nalanda Business College, Boring Road, Patna	Nagama Nisha	9939923875
52	National Educational Council, Boring Road, Patna	Sri Chandra Shekhar Giri	9334310407
	Banka		
53	Dr. Zakir Hussain Institute, Banka	Dr. Rakesh Kumar Singh	7033585414 9955219107
	Ara		
54	Chanakya Institute of IT & Management, Near V.K.S. University, Ara.	Dr. Rajendra Pandey	8877293618
	West Champaran		
55	T.P. Verma College, Narkatiaganj, West Champaran	Dr. Vinod Verma	06253-243535, 8002663079
	East Champaran		
56	A.C.T. Paramedical College, Lakshmipur, Near Pankaj Talkies, Raxaul, East Champaran	Dr. Kumar Manish	7277029599, 9835277078
57	S.R.A.P. College, Bara Chakia, Motihari, East Champaran	Dr. Hari Narayan Thakur	9472436229, 9801627252
58	N.G.M. College, Raxaul, East Champaran.	Md. Akhlak	8521329474

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
Directorate of Distance Education

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Admission Notice

Professional Courses

BCA | BBA | B.Sc.IT | BLIS | BJMC | MCA

B.A. (Hons. in Education) | M.A. (Education) | MBA

PGDFM | M.Sc.IT | MLIS | B.Ed. | MAPMIR

Traditional Courses

Bachelor's Degree Subjects (3 Years / 6 Semesters):-

Hindi, English, Sanskrit, Urdu, Persian, Bengali, Maithili, Economics, History, AIH&C, Political Science, Sociology, Geography, Home Science, Psychology, Mathematics & Commerce for Honours & General Courses.

Master's Degree Subjects (2 Years / 4 Semesters):-

Hindi, English, Sanskrit, Urdu, Persian, Bengali, Maithili, Economics, History, AIH&C, Political Science, Sociology, Geography, Home Science, Psychology, Mathematics & Commerce

Paramedical / Short-term Job-oriented Course

Certificate, Diploma & Advanced Diploma Courses in Computerized Accounting / Computer Applications / Dental Assistant / (Dresser Compoundery/Health Assistant Attendant/Patient Care) / Nurse Aid / (Medical X-Ray Technician/Medical Imaging Technology/Radiology X-Ray) / (Multipurpose Health Assistant & Worker/Sanitary Inspector/Public Health & Sanitation Technology) / ECG Technician / (First Aid & Community Health/Community Health Worker) / Blood Bank Technician / Safety Management / Industrial Safety / Pharmacy / Certificate in Library Science / Certificate in Acupressure / E-Governance / Ultrasonography / Retail Management / Optometry / Hotel Management / O.T. Technician / Medical Lab Technology / Physiotherapy / Journalism & Mass Communication / Pre-Primary Teachers' Training / Fire Safety / Hospital Management / Computer Hardware & Networking / Electrical Technician / Yoga & Naturopathy / Computer Teachers' Training

Lalan Kumar
A.O.-cum-P.O., DDE, BRABU, Muz.

Prof. (Dr.) Shivji Singh
Director, DDE, BRABU, Muz.

Babasaheb Bhimrao Ambedkar
Bihar University, Muzaffarpur
Directorate of Distance Education



Prof. (Dr.) Vivekanand Shukla
Registrar,
B.R.A.B.U., Muz.



Prof. (Dr.) Shivji Singh
Director,
D.D.E., B.R.A.B.U., Muz.



Sri Lalan Kumar
A.O.-cum-P.O.,
D.D.E., B.R.A.B.U., Muz.

Education Across the Boundary

It was initially established in the name of CDE (Centre for Distance Education) in 1995. Now-a-days it is named as Directorate of Distance Education, B.R.A. Bihar University, Muzaffarpur (abbreviated as DDE) since 29.09.2011. Students are studying in different subjects at Graduate level (General & Honours) and in Postgradaute level in Faculties of Humanities, Science, Social Science and Commerce .

The DDE has already started various Professional Courses such as BCA, BBA, B.Sc.IT, BLIS, BJMC, B.A. (Hons. in Education), M.Sc.IT, MLIS, M.A. (Education), PG Diploma in Financial Management from the Session 2012-13.

The DDE has also started some new Professional Courses such as MCA, MBA & M.A. (Personnel Management & Industrial Relations) from Session 2013-14 and B.Ed. Course (Distance Mode) from Session 2014-15.

Recently, the DDE has also started M.Phil. Courses (Regular Mode) from Session 2014-15 and Paramedical Courses/Short-term Job-oriented Professional Courses and Traditional Courses involving practical from Session 2015-16.

The DDE is also going to start M.Ed. Programme (Regular Mode), D.El.Ed. Pogramme (Distance Mode) & B.ED.-M.Ed. Integrated Programme (Regular Mode) after the approval of NCTE, Bhubaneswar from the Session 2017-18.

The DDE has stolen a march with exemplary all round development under inspiring guidance of Hon'ble Vice-Chancellor Prof. (Dr.) Pandit Palande with active co-operation of Registrar Prof. (Dr.) Vivekanand Shukla and under leadership of its Director Prof. (Dr.) Shivji Singh.

Administrative Officer