

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

**TENDER NOTICE**

Sealed tenders (Technical and Financial) on plain paper are invited from book publishers/content developers, for publishing and delivering Study Material in SLM/SIM format for various programmes/courses being conducted through Distance Education mode upto 12/09/2012 (1:00 p.m.) accompanied by all relevant documents, and DD of Rs. 10,00,000/- (Rupees ten lakh only)( earnest money) in favour of Finance Officer, M. D. University, Rohtak, payable at Rohtak. Tender will be submitted in the office of the Director (DDE), M. D. University, Rohtak and opened on the same day at 3:30 p.m. in the presence of tenderers, if present. The tender shall be for a period of three years. For details, terms and conditions, etc., visit the website [www.mdudde.net](http://www.mdudde.net)

**DIRECTOR (DDE)**

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

## **TENDER DOCUMENT**

### **PRE-QUALIFICATIONS CRITERIA**

1. The bidder should be a book publisher/content developer organisations with not less than fifteen years of operation in book publishing/content development.
2. The annual turnover of the bidder should not be less than Rs.10 crore for the year ended 31.03.2011. The bidder company should be of one single company with the above turnover.
3. The bidder should have experience of at least 5 years in SLM development.
4. The bidder company should have completed successfully two SLM projects in each of the last 2 years with at least 2 distance learning universities/ institutions in India for at least Rs.1 Crore each. The bidder company should have published in English medium at least 100 titles in Management, IT and conventional course (UG-PG courses) in Self Learning Material (SLM) format as per the guidelines of the Distance Education Council (DEC).
5. The bidder should have published at least 100 SLM in Hindi language, and published at least 10 SLM in Sanskrit Language for any distance learning university/ institutions. The list of titles and samples should be enclosed with the tender.
6. The bidders should be an Income Taxpayer with PAN issued by Income tax department.

Interested and qualified bidders are requested to submit Technical bid giving details of adherence to prequalification's criteria listed above with documents in support of their claim.

TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE PRINTING AND DELIVERY OF STUDY MATERIAL FOR THE DIRECTORATE OF DISTANCE EDUCATION, MAHARSHI DAYANAND UNIVERSITY FOR A PERIOD OF THREE YEARS.

1. Requirement of customized Study Material: Tenders are invited from book publishing firms for the publishing and delivery of Study Material in the subjects as given in **ANNEXURE I** (syllabi available on [www.mdudde.net](http://www.mdudde.net)). The material should be prepared in Self Instructional Material (SIM) format as per the guidelines of Distance Education Council (DEC) and as per the syllabi of University and delivered to the **individual students** spread all over the country.
  - a. The Study Material shall be prepared and supplied in three formats:
    - i. Printed Material (Hard Copy)
    - ii. Material on CD drive
    - iii. Uploaded material on the Internet in E-book, Flipper format (Flip Books)
  - b. The entire syllabus should be covered within 16 to 20 lessons and the approximate number of pages for each book should be around 250-350.
  - c. The Font size is 12 Times New Roman for running text matter
  - d. Font Size for subheadings is 12Points Bold.
  - e. Font Size for sub- subheadings is 11.5 points Bold.
  - f. Font size for Headings is 14 points Bold.
  - g. Print Area: Height 9 inches (or) 23Cms including header. Width: 6.5 inches (or) 17Cms.
  - h. Lead: Auto Lead
  - i. The Material must be prepared strictly as per the syllabi of Directorate of Distance Education (DDE) of University.
2. Specification of Content Features:
  - a. As per Self Instructional Material (SIM) Format
  - b. Student Friendly Approach
  - c. Graphical Presentation of Content including Diagrams, Illustrations for easy understanding.
  - d. Syllabus Mapping with Contents of Book.
  - e. Detailed Table of Contents
  - f. Each Unit Contains:
    - i. Objectives
    - ii. Structure
    - iii. Introduction
    - iv. Elaboration of points given in structure
    - v. Check Your Progress Questions
    - vi. Answers to Check your Progress Questions
    - vii. Summary
    - viii. Key Words
    - ix. Self Assessment Questions and Exercises. Short Answer Questions and Long Answer Questions
  - g. At least 300 multiple choice question with answer keys/ question banks for each title must be added in Assignment Booklets

- h. Further Readings.
3. Specifications of Content Quality:
- Updated Material must be prepared by well known Authors who are experts in their area.
  - Thorough Proof Reading
  - Thorough Language Editing
  - The names of the Authors and their affiliation should be printed on the Study Material.
  - Subject Expert Review of Material by a panel of outside experts approved by the Director, DDE of University before printing.
  - Stringent checks against Plagiarism/copyright Violation and the bidder must take complete responsibility for the above and must give guarantee for it.
  - The prescribed syllabus and previous examination question papers as supplied by the University must be included in the book.
4. Production Quality:
- Size of the book and material: .One fourth Demy size book (Double Demy 11” x 8”) with the following specifications:
    - The paper required for the book: Maplitho, 60 GSM
    - Text Printing: Single colour.
    - Cover Paper: The cover should be a multi color print on a 250 GSM Art Card laminated on outer side. The design of cover title and back title shall be as per the specifications of the University.
    - Binding procedure: Machine Perfect Binding technique is required instead of section binding.
5. Other Services required:
- Books must be delivered to each **student** individually admitted/**to be admitted by University**. At present the University has more than **110000 students enrolled and** spread all over the country. The number of the **student** may increase or decrease during the tenure of the contract.
  - Based on feedback received from University Students and Faculty the material must be updated every year and previous examination question papers must be added at the time of revision.
6. Execution of Work: The publishing and supply of all the books as per Annexure-I by the successful bidder have to be completed within 45 days from the date of issue of orders by the Directorate of Distance Education.
7. The University reserves the right to call the bidders for negotiations based on the rates quoted in tenders, if deemed necessary.
8. Keeping all the specifications and terms and conditions in view, the bidder is -requested to quote single per page rate for the supply of Study Material. Since the number of pages in different books may vary, competitive rates are to be quoted in paisa per page (i.e. page as a unit) **as an all inclusive rate**. The rates quoted for each page for English, Hindi or Sanskrit titles should include DTP Charges, Editing and Proof reading charges, the royalty or other

remunerations payable to the lesson writers /copyright holders, the cost of paper and other materials, cost of multi colour cover and back page, designing, lamination of cover page on outer side, cost of binding, printing cost and delivery charges to the individual **students** and all types of taxes payable. For the purpose of deciding the number of pages of a book, the multi colour title page will be considered as four pages. The single price in paisa per page should be quoted which should be applicable for all titles in Annexure-I.

9. The rates quoted should be inclusive of all taxes and transportation to the **students** and would be valid for three years from 1/9/2012 to 31/08/2015.
10. The University reserves the right to place orders of book/title according to the requirement of DDE which may be part of titles listed in Annexure-I and not complete list.
11. The University, if necessary may place additional orders on the same terms and conditions and at the same rate for each title of these courses and other additional courses.
12. The bills will be settled within six months from the date of delivery of books to the Study Centres. The bills shall be prepared in duplicate in favour of the Director, DDE, should be inclusive of all taxes and submitted along with a stamped receipt of delivery from each study centre.
13. The specimen paper for text and cover duly signed and stamped by the bidder must be enclosed with the tender form besides, audited statements of turnover, receipts for commercial tax paid and income tax returns for the last three years as well as a list of major clients during the last three years must also be enclosed to the tender.
14. The books should be printed exactly as per the specifications. The Director, DDE is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed specifications and quality, the printing order can be cancelled without further notice and printed books, if any, may be accepted or rejected and no payment will be made.
15. In case of any doubt expressed by the DDE on the quality of the paper, the University may get the GSM tested by the recognized grammage testing agency. However, if the grammage is found satisfactory (i.e. according to the agreement), the DDE will bear the expenditure of testing charges otherwise the firm will bear the expenditure actually charged by the testing agency. If the grammage is found lower in quality, the University may reject the whole material and take any other action as deem fit by the University.
16. In case of non-availability of the paper quoted in the tender, the bidder shall use comparable quality (in terms of GSM) paper of any paper mill by obtaining prior written approval of the Director, DDE.
17. If the supplies are not made within the stipulated period and the time is not extended, the supplier will be liable to pay compensation equal to one percent or such percentage of the total amount of contract as the Director, DDE may decide for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 per cent of the total amount of contract.

18. In case of any defect in the printing of the books, upto 25% of the amount for that title will be deducted from the amount payable to the bidder as penalty.
19. The tenderer should submit tender on their letter head, in a sealed cover along with a D.D. for Rs.10,00,000/- from any Nationalised bank towards EMD drawn in favour of the Finance Officer, MAHARSHI Dayanand University, Rohtak by putting the sealed tender in the tender box kept in the office of Director, DDE up to 1.00 PM on 12-09-2012. Tenders sent by post will not be accepted. The D.Ds will be returned to the unsuccessful bidders within a month after opening the sealed tenders. Bank guarantee will not be accepted towards E.M.D. The University will not accept any responsibility for postal delay in obtaining tender schedules from the University.
20. In case of successful bidder, the EMD amount will be returned only after the execution of the work to the satisfaction of the Director, DDE as per the agreed terms and conditions and after the expiry of the agreement. EMD amount will be forfeited in case of violation of the terms and conditions leading to cancellation of order besides any other action as deemed fit by the University.
21. Tenders will be received up to 1.00 PM on 12-09-2012 and the technical bid will be opened at 3:30 PM on the same day in the presence of the tenderers or their authorised representatives if present at that time.
22. The tenderer should furnish the following information in the technical bid along with tender, failing which the tender is liable to be rejected.
  - a. Name and full address of the firm.
  - b. CST No. along with attested copy of registration certificate.
  - c. Income tax clearance certificate/PAN No.
  - d. VAT number, VAT registration certificate and VAT clearance certificate.
  - e. List of books for which material is available with the bidder at present out of the books for which tenders are invited.
  - f. List of books for which material can be developed by the bidder within the maximum time specified by the University.
  - g. List of books for which material is not available with the bidder and cannot be developed within the maximum time specified by the University.
  - h. All the bidders are required to submit sample copies of each title available in SLM/ book format, as per titles in Annexure-I: for approval of its quality and content and to ensure timely delivery.
23. The University reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the University in this regard shall be final.
24. Qualifications and Eligibility for submission of tenders:
  - a. The bidder or his authors must possess the copyright for the Study Material for which tenders are invited.
  - b. The bidder has to submit audited balance sheet, VAT returns and Income Tax returns for the last three years.
  - c. The bidder should enclose a list of major clients during the past three years.

25. The successful tenderer is required to enter into an agreement with the University with all terms and conditions on Rs.100/- Non Judicial stamp paper.
26. On termination of agreement, any unsold stock of titles developed for MDU will be absorbed by the university.
27. For disputes if any the courts at Rohtak shall have jurisdiction to try/settle the matter.

## DOCUMENTS CHECK LIST

The Company / publisher should provide the following details

1. Name of the Organization	
2. Nature of the Organization (Govt. / Public / Private / Partnership / Proprietorship)	
3. (a) Address of the Registered Office of the firm with Phone Number, Mobile No, Fax and E-mail, (b) Year of Establishment (related to Bidder Business) (c) TNGST & CST Reg No. (d) VAT No , VAT Registration certificate & VAT adherence details (e) Certificate of Incorporation/Partnership Deed and PAN Card Copy	
4. Audited financials of previous three years as on 31-12-2011 with acknowledgement of IT Returns	
5. Experience certificate from Client/Signed Purchase Order/ Copy of Agreement showing at least 5 years of experience from single or multiple client	
6. Copy of University signed Purchase order of at least 2 clients where business in more than 1Cr in financial year 2009-10 and 2010-11	



## LIST OF TITLES

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
1	BBA	1	Principles of Management	English
2	BBA	1	Business Mathematics	English
3	BBA	1	Financial Accounting	English
4	BBA	1	Computers in Management	English
5	BBA	1	Disaster Management	English
6	BBA	1	Assignment Book-I	English
7	BBA	2	Indian System of Business and Banking	English
8	BBA	2	Microeconomic and Banking Foundation of Business	English
9	BBA	2	Company Accounts	English
10	BBA	2	Computer Programming	English
11	BBA	2	Business Communication	English
12	BBA	2	Introduction to Psychology	English
13	BBA	2	Assignment Book-II	English
14	BBA	3	Organizational Behaviour	English
15	BBA	3	Business Statistics	English
16	BBA	3	Basic Costing	English
17	BBA	3	Macroeconomic Management	English
18	BBA	3	Data Base Management System	English
19	BBA	3	Assignment Book-III	English
20	BBA	4	Business Values and Ethics	English
21	BBA	4	Indian Business Environment	English
22	BBA	4	Business Laws	English
23	BBA	4	Business Research Methods	English
24	BBA	4	Introduction to Information Technology	English
25	BBA	4	Assignment Book-IV	English
26	BBA	5	Marketing Management	English
27	BBA	5	Financial Management	English
28	BBA	5	Production Management	English
29	BBA	5	Personnel Management	English
30	BBA	5	Advanced Information Technology	English
31	BBA	5	Assignment Book-V	English
32	BBA	6	Taxation Laws	English
33	BBA	6	Structured System Analysis and Design	English
34	BBA	6	Fundamentals of International Business	English
35	BBA	6	Consumer Protection	English
36	BBA	6	Assignment Book-VI	English
37	MBA	1	Management Processes & Skill Development	English
38	MBA	1	Managerial Economics	English
39	MBA	1	Accounting for Managers	English
40	MBA	1	Quantitative Methods	English
41	MBA	1	Indian Ethos & Values	English
42	MBA	1	Computer Application in Mgt.	English
43	MBA	1	Assignment Book-I	English
44	MBA	2	Financial Management	English
45	MBA	2	Marketing Management	English
46	MBA	2	Human Resource Management	English
47	MBA	2	Indian Business Environment	English
48	MBA	2	Production & Operation Management	English
49	MBA	2	Organisational Behaviour	English

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
50	MBA	2	Assignment Book-II	English
51	MBA	3	Business Policy & Strategic Analysis	English
52	MBA	3	Decision Support Systems and MIS	English
53	MBA	3	Research Methodology	English
54	MBA	3	International Business Environment	English
55	MBA	3	Assignment Book-III	English
56	MBA	4	Corporate Evolution & Strategic Implementation	English
57	MBA	4	Computer Networks and internet	English
58	MBA	4	Entrepreneurial Development	English
59	MBA	4	Assignment Book-IV	English
60	MBA	3	Foreign Exchange Management	English
61	MBA	3	Project Planning, Analysis & Management	English
62	MBA	3	Working Capital Management	English
63	MBA	4	International Financial Mgt.	English
64	MBA	4	Security Analysis & Investment Mgt.	English
65	MBA	4	Management of Financial Services	English
66	MBA	3	Sales & Distribution Management	English
67	MBA	3	Advertising Management	English
68	MBA	3	Consumer Behaviour	English
69	MBA	4	Industrial Marketing	English
70	MBA	4	Service Marketing.	English
71	MBA	4	Planning & Managing Retail Business	English
72	MBA	3	Strategic human Resource Management	English
73	MBA	3	Management of Industrial Relations	English
74	MBA	3	Organizational Change and Intervention Strategies	English
75	MBA	4	Compensation Management	English
76	MBA	4	Cross Culture & Global Human Resources Mgt.	English
77	MBA	4	Human Resources Development	English
78	MBA	3	Multimedia & Web Development	English
79	MBA	3	Soft ware Engineering	English
80	MBA	3	System Analysis & Design	English
81	MBA	4	Object Oriented Analysis & Design using C++	English
82	MBA	4	Programming in Java	English
83	MBA	4	Database Management System	English
84	MBA	3	International Trade Theory and Practice	English
85	MBA	3	International Marketing	English
86	MBA	3	Foreign Exchange Management	English
87	MBA	4	Export import Procedure and documentatiom	English
88	MBA	4	International Strategic Management	English
89	MBA	4	International Financial Management	English
90	MBA	3	Purchasing and Materials Mangement	English
91	MBA	3	Total Quality Management	English
92	MBA	3	Production planning & Control	English
93	MBA	4	Logistics Management	English
94	MBA	4	Industrial Engineering	English
95	MBA	4	Service Operations Management	English
96	BCA	1	Computer Fundamental and Programming	English
97	BCA	1	Internet Technologies and applications	English
98	BCA	1	Multimedia Information Systems	English
99	BCA	1	Business Practices	English
100	BCA	1	Assignment Book-I	English
101	BCA	2	Data and File Structure	English
102	BCA	2	Structured Systems Analysis	English

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
103	BCA	2	Mathematical Foundations of Computer Science	English
104	BCA	2	Digital Electronics	English
105	BCA	2	Assignment Book-II	English
106	BCA	3	Computer System Architecture	English
107	BCA	3	Algorithms and Advanced Data Structures	English
108	BCA	3	Microprocessor and Assembly Language	English
109	BCA	3	Database Systems	English
110	BCA	3	Assignment Book-III	English
111	BCA	4	Operating Systems Organisation and UNIX	English
112	BCA	4	Software Engineering	English
113	BCA	4	Object Oriented Design and programming	English
114	BCA	4	Financial Accounting	English
115	BCA	4	Assignment Book-IV	English
116	BCA	5	Data Communication and Networks	English
117	BCA	5	Computer Graphics	English
118	BCA	5	Principles of Visual and Windows Programming	English
119	BCA	5	Java Programming and Internet Applications	English
120	BCA	5	Assignment Book-V	English
121	BCA	6	Internet Technologies and applications	English
122	BCA	6	Scientific and Statistical Computing	English
123	BCA	6	Multimedia Information Systems	English
124	BCA	6	Management Information Systems	English
125	BCA	6	Assignment Book-VI	English
126	MCA	1	Foundation Course in IT And MS- Office 2000	English
127	MCA	1	Computer Networking and Multimedia	English
128	MCA	1	Programming in C and Data Structures	English
129	MCA	1	Computer Organisation and Architecture	English
130	MCA	1	Assignment Book-I	English
131	MCA	2	Visual C++	English
132	MCA	2	Visual Basic & Oracle	English
133	MCA	2	System Analysis & Design	English
134	MCA	2	Assignment Book-II	English
135	MCA	3	Relational Database Management Systems	English
136	MCA	3	Software Engineering	English
137	MCA	3	Operating System & Unix	English
138	MCA	3	Internet, Web Programming & Java	English
139	MCA	3	Assignment Book-III	English
140	MCA	4	Artificial Intelligence	English
141	MCA	4	Computer Graphics	English
142	MCA	4	Object-Oriented Analysis & Design	English
143	MCA	4	Assignment Book-IV	English
144	MCA	5	Internet Programming Using C#	English
145	MCA	5	Software Testing and Quality Assurance	English
146	MCA	5	Windows Programming	English
147	MCA	5	IT Management	English
148	MCA	5	Assignment Book-V	English
149	BA	1	Environmental Studies	English and Hindi
150	BA	1	Notes for "The Pointed Vision"	English and Hindi
151	BA	1	Notes for "Chronicle of Times"	English and Hindi
152	BA	1	Notes for "Ideas Aglow"	English and Hindi
153	BA	1	Notes for "A Remedial English Grammar"	English and

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
				Hindi
154	BA	1	Micro Economics and Indian Economic Problem	Hindi
155	BA	1	Introduction to Geography & Geography of India	Hindi
156	BA	1	Calculus & Ordinary Differential Equation	English
157	BA	1	Vector analysis & Geometry	English
158	BA	1	Algebra & Trigonometry	English
159	BA	1	History of World Military	Hindi
160	BA	1	Hindi	Hindi
161	BA	1	History of India (Earlier to 1526)	Hindi
162	BA	1	Political Theory	Hindi
163	BA	1	Sanskrit	Sanskrit
164	BA	1	Elements of Public Administration	Hindi
165	BA	1	Introduction to Sociology	Hindi
166	BA	1	Assignment Book-I	Hindi
167	BA	2	Notes for "Sound of Stillness"	English and Hindi
168	BA	2	Notes for "Snapshots"	English and Hindi
169	BA	2	Notes for "Mahabharata"	English and Hindi
170	BA	2	Notes for a "Course Book of English Grammar Composition & Translation "	English and Hindi
171	BA	2	Macro Economics	Hindi
172	BA	2	Physical Geography	Hindi
173	BA	2	Differential Equations & Calculus of Variations	English
174	BA	2	Advance calculus	English
175	BA	2	Mechanics	English
176	BA	2	Study of War	Hindi
177	BA	2	Hindi	Hindi
178	BA	2	History: History of India (AD1526 to 1857)	Hindi
179	BA	2	Political Science: Bhartiya Sarkar Aur Rajniti	Hindi
180	BA	2	Sanskrit	Sanskrit
181	BA	2	Public Administration: Bhartiya Prasashan	Hindi
182	BA	2	Sociology: Anusandhan Vidhi	Hindi
183	BA	2	Assignment Book-II	Hindi
184	BA	3	Notes for a "Textbook of Grammar & Composition"	English and Hindi
185	BA	3	Notes for "Spectrum of Life"	English and Hindi
186	BA	3	Notes for "The Eternal Muse"	English and Hindi
187	BA	3	Notes for "Macbeth "	English and Hindi
188	BA	3	Development & Environmental Economics & International Trade	Hindi
189	BA	3	Human Geography- Resource & Environment	Hindi
190	BA	3	Abstract Algebra	English
191	BA	3	Programming in C & Numerical Analysis	English
192	BA	3	Analysis	English
193	BA	3	National Defence and Security	Hindi
194	BA	3	Hindi	Hindi
195	BA	3	History of Modern World	Hindi
196	BA	3	Comparative Government & Politics	Hindi
197	BA	3	Sanskrit	Sanskrit
198	BA	3	Local Government and Administration in India	Hindi
199	BA	3	Indian Society	Hindi
200	BA	3	Assignment Book-III	Hindi
201	B.Com	1	Basics of Computer	Hindi

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
202	B.Com	1	Business Management	Hindi
203	B.Com	1	Business Communication	Hindi
204	B.Com	1	Business Mathematics	Hindi
205	B.Com	1	Financial Accounting	Hindi
206	B.Com	1	Business Economics	Hindi
207	B.Com	1	Assignment Book-I	Hindi
208	B.Com	2	Human Resource Management	Hindi
209	B.Com	2	Business Statistics	Hindi
210	B.Com	2	Business Regulatory Frame Work	Hindi
211	B.Com	2	Corporate Accounting	Hindi
212	B.Com	2	Company Law & Auditing	Hindi
213	B.Com	2	Principles of Marketing	Hindi
214	B.Com	2	Assignment Book-II	Hindi
215	B.Com	3	Cost Accounting	Hindi
216	B.Com	3	Management Accounting & Financial Management	Hindi
217	B.Com	3	Business Environment	Hindi
218	B.Com	3	International Marketing	Hindi
219	B.Com	3	Advertisement & Sales Management	Hindi
220	B.Com	3	Income Tax	Hindi
221	B.Com	3	Assignment Book-III	Hindi
222	M.Com	1	Computer Applications to Business	Hindi
223	M.Com	1	Accounting for Managerial Decisions	Hindi
224	M.Com	1	Management Concepts & Organisational Behaviour	Hindi
225	M.Com	1	Business Environment	Hindi
226	M.Com	1	Managerial Economics	Hindi
227	M.Com	1	Business Statistics	Hindi
228	M.Com	1	Assignment Book-I	Hindi
229	M.Com	2	Accounting Theory	Hindi
230	M.Com	2	Strategic Management	Hindi
231	M.Com	2	Human Resource Management	Hindi
232	M.Com	2	Marketing Management	Hindi
233	M.Com	2	Financial Management	Hindi
234	M.Com	2	Advanced Cost Accounting	Hindi
235	M.Com	2	Assignment Book-II	Hindi
236	MA-English	1	Literature in English 1550-1660	English
237	MA-English	1	Literature in English 1798-1914	English
238	MA-English	1	Literature in English 1914 to present	English
239	MA-English	1	Literature in English 1660-1798	English
240	MA-English	1	Assignment Book-I	Hindi
241	MA-English	2	Critical Theory	English
242	MA-English	2	American Literature	English
243	MA-English	2	Indian Writing in English	English
244	MA-English	2	Literature & Gender	English
245	MA-English	2	Linguistics and Stylistics	English
246	MA-English	2	Assignment Book-II	Hindi
247	MA-Economics	1	Mathematics for Economists	Hindi
248	MA-Economics	1	Statistical Methods	Hindi
249	MA-Economics	1	Micro Economic Analysis	Hindi
250	MA-Economics	1	Macro Economics Analysis	Hindi
251	MA-Economics	1	Economics of Growth & Development	Hindi
252	MA-Economics	1	Assignment Book-I	Hindi
253	MA-Economics	2	Indian Economic Policy	Hindi
254	MA-Economics	2	Public Economics	Hindi

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
255	MA-Economics	2	International Trade and Finance	Hindi
256	MA-Economics	2	Agricultural Economics	Hindi
257	MA-Economics	2	Managerial Economics	Hindi
258	MA-Economics	2	Assignment Book-II	Hindi
259	MA-Geography	1	Geomorphology	Hindi
260	MA-Geography	1	Climatology and Biogeography	Hindi
261	MA-Geography	1	Resource Geography	Hindi
262	MA-Geography	1	Population Geography	Hindi
263	MA-Geography	1	Assignment Book-I	Hindi
264	MA-Geography	2	Modern Geographical Thought	Hindi
265	MA-Geography	2	Research Methods and Quantitative Techniques in Geography	Hindi
266	MA-Geography	2	Political Geography	Hindi
267	MA-Geography	2	Social Geography	Hindi
268	MA-Geography	2	Assignment Book-II	Hindi
269	MA-Hindi	1	Adhunik Hindi Kavita	Hindi
270	MA-Hindi	1	Adunik Gadya Sahitya	Hindi
271	MA-Hindi	1	Hindi Sahitya Ka Etihās	Hindi
272	MA-Hindi	1	Bhasha Vigyan Avam Hindi Bhasha	Hindi
273	MA-Hindi	1	Vishesh Rachnakar (Kabir Das)	Hindi
274	MA-Hindi	1	Assignment Book-II	Hindi
275	MA-Hindi	2	Prachin Avam Madya Kalin Kavya	Hindi
276	MA-Hindi	2	Kavya Shastra Aur Sahitya Lochan	Hindi
277	MA-Hindi	2	Proyojan Mulak Hindi	Hindi
278	MA-Hindi	2	Bhartiya Sahitya	Hindi
279	MA-Hindi	2	Hindi Natak Aur Rang Manch	Hindi
280	MA-Hindi	2	Assignment Book-II	Hindi
281	MA-History	1	History of Haryana	Hindi
282	MA-History	1	States in India	Hindi
283	MA-History	1	Ancient Societies	Hindi
284	MA-History	1	Medieval Societies	Hindi
285	MA-History	1	Modern World	Hindi
286	MA-History	1	Assignment Book-I	Hindi
287	MA-History	2	Historiography, Concept Methods and Tools	Hindi
288	MA-History	2	History of India (Earliest times to 320BC)	Hindi
289	MA-History	2	History of India (CAD320 to CAD1200)	Hindi
290	MA-History	2	Ancient Indian Society & Culture (Upto 1200 AD)	Hindi
291	MA-History	2	Indian Economy (upto 1200AD)	Hindi
292	MA-History	2	Socio Cultural History of India(C1200 to 1757AD)	Hindi
293	MA-History	2	History of India (C1200 to 1526AD)	Hindi
294	MA-History	2	History of India (1526-1757)	Hindi
295	MA-History	2	Economy of India(1200 to 1757AD)	Hindi
296	MA-History	2	History of India(1757 to 1950)	Hindi
297	MA-History	2	National Movement(1885 to 1947)	Hindi
298	MA-History	2	Society and Culture of India(1757 to 1947)	Hindi
299	MA-History	2	Economy of India(1757 to 1947)	Hindi
300	MA-History	2	Assignment Book-II	Hindi
301	MA-Political Science	1	Western Political Thought	Hindi
302	MA-Political Science	1	Indian Govt. & Politics	Hindi
303	MA-Political Science	1	International Politics	Hindi
304	MA-Political Science	1	Public Administration	Hindi
305	MA-Political Science	1	Research Methodology	Hindi
306	MA-Political Science	1	Assignment Book-I	Hindi
307	MA-Political Science	2	Contemporary Political Thought & Theory	Hindi

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
308	MA-Political Science	2	Comparative Politics & Political Analysis	Hindi
309	MA-Political Science	2	Diplomacy : Theory & Practice	Hindi
310	MA-Political Science	2	Foreign Policy of India	Hindi
311	MA-Political Science	2	International Law	Hindi
312	MA-Political Science	2	Assignment Book-II	Hindi
313	MA-Public Administration	1	Administrative Theory and Thought	Hindi
314	MA-Public Administration	1	Indian administration	Hindi
315	MA-Public Administration	1	Comparative Public Administration	Hindi
316	MA-Public Administration	1	Labour Welfare Admn.	Hindi
317	MA-Public Administration	1	Assignment Book-I	Hindi
318	MA-Public Administration	2	Research Methods	Hindi
319	MA-Public Administration	2	Development Administration	Hindi
320	MA-Public Administration	2	Human Resources Development	Hindi
321	MA-Public Administration	2	Financial Admn. In India	Hindi
322	MA-Public Administration	2	Assignment Book-II	Hindi
323	MA-Sanskrit	1	Vedic Literature-I (Sahitya)	Sanskrit
324	MA-Sanskrit	1	Sanskrit Vyakaran	Sanskrit
325	MA-Sanskrit	1	Bhartiya Darshan	Sanskrit
326	MA-Sanskrit	1	Lokik Sanskrit- Sahitya	Sanskrit
327	MA-Sanskrit	1	Bhasha Vigyan	Sanskrit
328	MA-Sanskrit	1	Assignment Book-I	Sanskrit
329	MA-Sanskrit	2	Sanskrit & Dharamshastra	Sanskrit
330	MA-Sanskrit	2	Drama & Prose	Sanskrit
331	MA-Sanskrit	2	Adhunik Sanskrit Sahitya	Sanskrit
332	MA-Sanskrit	2	Poetry & Poetics	Sanskrit
333	MA-Sanskrit	2	Poetics	Sanskrit
334	MA-Sanskrit	2	Samhita & Grhyasutra	Sanskrit
335	MA-Sanskrit	2	Vedic Text & Grammar	Sanskrit
336	MA-Sanskrit	2	Tradition of Vedic Literature & Interpretation	Sanskrit
337	MA-Sanskrit	2	Vedic Ritual Text	Sanskrit
338	MA-Sanskrit	2	Assignment Book-II	Sanskrit
339	MSc-Maths	1	Advanced Abstract Algebra	English
340	MSc-Maths	1	Differential Equations	English
341	MSc-Maths	1	Programming in C (ANSI FEATURES) and C++	English
342	MSc-Maths	1	Real Analysis	English
343	MSc-Maths	1	Topology	English
344	MSc-Maths	1	Assignment Book-I	English
345	MSc-Maths	2	Complex Analysis	English
346	MSc-Maths	2	Integration theory & functional Analysis	English
347	MSc-Maths	2	Partial Differential Equations and Mechanics	English
348	MSc-Maths	2	Advance Discreet Mathematics	English
349	MSc-Maths	2	Analytical Number Theory	English
350	MSc-Maths	2	Mechanics of Solids	English
351	MSc-Maths	2	Fluid Dynamics	English
352	MSc-Maths	2	Assignment Book-II	English
353	M.L.I.Sc	1	Information Communication and Society.	Hindi
354	M.L.I.Sc	1	Information Sources, System and Programme - Suchna Srot Pranali & Karyakram	Hindi

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
355	M.L.I.Sc	1	Information Processing and Retrieval.	Hindi
356	M.L.I.Sc	1	Information Institutions Products and Services.	Hindi
357	M.L.I.Sc	1	Management of Library and information Centre.	Hindi
358	M.L.I.Sc	1	Application of Information Technology.	Hindi
359	M.L.I.Sc	1	Research Methodology.	Hindi
360	M.L.I.Sc	1	Academic Library System - Shekshik Pustakalya Padhti	Hindi
361	M.L.I.Sc	1	Assignment Book-I	Hindi
362	BHM	1	Hospitality Management	English
363	BHM	1	Foundation Course in Managemnet	English
364	BHM	1	Food and Beverage Service I	English
365	BHM	1	Food Production	English
366	BHM	1	Application of Computers	English
367	BHM	1	Assignment Book-I	English
368	BHM	2	Housekeeping	English
369	BHM	2	Front Office Operation I	English
370	BHM	2	Principles of Cookery	English
371	BHM	2	Food and Beverage Service II	English
372	BHM	2	Food Processing and Preservation Techniques	English
373	BHM	2	Assignment Book-II	English
374	BTM	1	Principles of Tourism Management	English
375	BTM	1	Foundation Course in Managemnet	English
376	BTM	1	Tourist Guide and Tour Operations	English
377	BTM	1	Tourism Economics	English
378	BTM	1	Application of Computers	English
379	BTM	1	Assignment Book-I	English
380	BTM	2	Cultural Heritage of India	English
381	BTM	2	Business Communication Skills	English
382	BTM	2	Tourism Product in India-I(Natural)	English
383	BTM	2	Tourism Product in India-I(Cultural)	English
384	BTM	2	Religious Tourism in India	English
385	BTM	2	Assignment Book-II	English
386	BAM	1	Introduction to Computer & Internet	English
387	BAM	1	Introduction to Multimedia & its Application	English
388	BAM	1	Drawing & Sketching	English
389	BAM	1	Typography	English
390	BAM	1	Assignment Book-I	English
391	BAM	2	Computer Graphics: Part I- Photoshop	English
392	BAM	2	Computer Graphics: Part II: Adobe Illustrator	English
393	BAM	2	Print Media Part I: Corel Draw	English
394	BAM	2	Print Media Part I: Quark Express	English
395	BAM	2	Assignment Book-II	English
396	BAM	3	Introduction to Web Development	English
397	BAM	3	HTML	English
398	BAM	3	Computer Animation: Introduction to Flash	English
399	BAM	3	Content Authoring on Web Using Macro Meedia Dreamweaver	English
400	BAM	3	Assignment Book-III	English
401	BAM	4	Developing Dynamics Web Pages using Java and VB Scripts	English
402	BAM	4	Intoduction to 3D's MAX	English
403	BAM	4	Developing Presentations	English
404	BAM	4	Assignment Book-IV	English
405	BAM	5	Introdution to MAYA	English
406	BAM	5	Audio Editing: Sound Forge	English
407	BAM	5	Video Editing: Adobe Premier	English



S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
408	BAM	5	Assignment Book-V	English
409	BAM	6	Character Set-up and Animation in MAYA	English
410	BAM	6	CG- Film Making	English
411	BAM	6	Assignment Book-VI	English
412	BA-Yoga	1	Fundamentals of Yoga	Hindi
413	BA-Yoga	1	Principles and Practice of Hath Yoga	Hindi
414	BA-Yoga	1	Indian Philosophy	Hindi
415	BA-Yoga	1	Human Biology	Hindi
416	BA-Yoga	1	Assignment Book-I	Hindi
417	BA-Yoga	2	Patanjali Yoga Sutra	Hindi
418	BA-Yoga	2	Naturopathy	Hindi
419	BA-Yoga	2	Human Consciousness	Hindi
420	BA-Yoga	2	Yoga and Health	Hindi
421	BA-Yoga	2	Assignment-II	Hindi
422	BA-Yoga	3	Yoga and Human Excellence	Hindi
423	BA-Yoga	3	Yoga and Mental Health	Hindi
424	BA-Yoga	3	Yoga in Geeta & Upnishad	Hindi
425	BA-Yoga	3	Alternative Therapies	Hindi
426	BA-Yoga	3	Assignment-III	Hindi
427	BJMC	1	Communication Skills	English
428	BJMC	1	Report Writing & Presentation	English
429	BJMC	1	Computer Skills for Business Management	English
430	BJMC	1	Assignment Book-I	English
431	BJMC	2	Leadership and Team Effectiveness	English
432	BJMC	2	Technical & Creative Writing	English
433	BJMC	2	Desktop Publishing	English
434	BJMC	2	Assignment-II	English
435	B.Lib.I.Sc	1	Library and Society	Hindi
436	B.Lib.I.Sc	1	Library Management	Hindi
437	B.Lib.I.Sc	1	Library Classification Theory	Hindi
438	B.Lib.I.Sc	1	Library Cataloguing Theory	Hindi
439	B.Lib.I.Sc	1	Reference and Information Sources	Hindi
440	B.Lib.I.Sc	1	Information Services	Hindi
441	B.Lib.I.Sc	1	Information Technology: Basics	Hindi
442	B.Lib.I.Sc	1	Assignment Book-I	Hindi
443	MBA-Executive	1	Management Processes & Skill Development	English
444	MBA-Executive	1	Managerial Economics	English
445	MBA-Executive	1	Quantitative Methods	English
446	MBA-Executive	1	Accounting for Managers	English
447	MBA-Executive	1	Indian Business Environment	English
448	MBA-Executive	1	Assignment Book-I	English
449	MBA-Executive	2	Human Resource Management	English
450	MBA-Executive	2	Marketing Management	English
451	MBA-Executive	2	Financial Management	English
452	MBA-Executive	2	Production & Operation Management	English
453	MBA-Executive	2	Research Methodology	English
454	MBA-Executive	2	Assignment Book-II	English
455	MHM	1	Corporate Communication	English
456	MHM	1	Front Office and Public relation	English
457	MHM	1	Team Management	English
458	MHM	1	Accommodation & Leisure Management	English
459	MHM	1	Food Production Techniques	English
460	MHM	1	Assignment Book-I	English

S.No	COURSE	SEM/YEAR	TITLE	LANGUAGE
461	MHM	2	Supervision in Hospitality	English
462	MHM	2	Alcoholic Beverages	English
463	MHM	2	Advance Food Production	English
464	MHM	2	Food and Beverage Operation and Control	English
465	MHM	2	Hospitality and Tourism Economics	English
466	MHM	2	Assignment Book-II	English
467	MTM	1	Human Resource Management	English
468	MTM	1	Cultural Tourism Management	English
469	MTM	1	Travel Agency Operations	English
470	MTM	1	Accommodation & Leisure Management	English
471	MTM	1	Team Management	English
472	MTM	1	Assignment Book-I	English
473	MTM	2	Entrepreneurship in Hospitality and Tourism	English
474	MTM	2	Tourism Resources	English
475	MTM	2	Tourist Behaviour	English
476	MTM	2	Air Travel Operation	English
477	MTM	2	Marketing for Hospitality and Tourism	English
478	MTM	2	Assignment Book-II	English
479	MJMC	1	Fundamental of Journalism & Mass Communication	English
480	MJMC	1	Reporting	English
481	MJMC	1	Editing	English
482	MJMC	1	Indian Constitution & Press Law	English
483	MJMC	1	Computer Fundamentals	English
484	MJMC	1	Assignment Book-I	English
485	MJMC	2	Communication for Development	
486	MJMC	2	Advertising & Public Relation	
487	MJMC	2	Writing for Media	
488	MJMC	2	Communication research	
489	MJMC	2	Personality Development & Business Communication	
490	MJMC	2	Assignment Book-II	
491	PG Diploma-Yoga	1	Yog ke Adharbhot Tatv	Hindi
492	PG Diploma-Yoga	1	Manav Shareer Rachna- Kriya Vigyan & Yogabhyas	Hindi
493	PG Diploma-Yoga	1	Hath Yog ke Siddhanth	Hindi
494	PG Diploma-Yoga	1	Patanjal Yog Darshan	Hindi
495	PG Diploma-Yoga	1	Swasthya Vrath, Aahar and Yogic Chikitsa	Hindi
496	PG Diploma-Yoga	1	Assignment Book-I	Hindi
497	PG Diploma-PR & MM	1	Personality Development & Business Communication	English
498	PG Diploma-PR & MM	1	Advertising & Public Relation	English
499	PG Diploma-PR & MM	1	Media Strategies	English
500	PG Diploma-PR & MM	1	Writing for Media	English
501	PG Diploma-PR & MM	1	Assignment Book-I	English
502	PG Diploma-PR & AM	1	Personality Development & Business Communication	English
503	PG Diploma-PR & AM	1	Advertising & Public Relation	English
504	PG Diploma-PR & AM	1	Advertising Management	English
505	PG Diploma-PR & AM	1	Management of Marketing Communication	English
506	PG Diploma-PR & AM	1	Assignment Book-I	English

NOTE:

- (1) THE ABOVE LIST IS ONLY INDICATIVE. DDE RESERVES THE RIGHT TO ORDER ALL OR FEW OF THESE TITLES. THE QUANTITY OF THE BOOKS MAY VARY.
- (2) IN ADDITION TO THE MEDIUM MENTIONED IN THE LIST ABOVE, THE PUBLISHER MAY BE ASKED TO SUPPLY STUDY MATERIAL IN OTHER LANGUAGES i.e. HINDI, ENGLISH, SANSKRIT ETC.