



**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
(CDOE)  
PANJAB UNIVERSITY, CHANDIGARH**

# **PROSPECTUS 2023-24**



*CDOE (Formerly USOL) Established in 1971  
A Leading Distance Education Institute of North India*

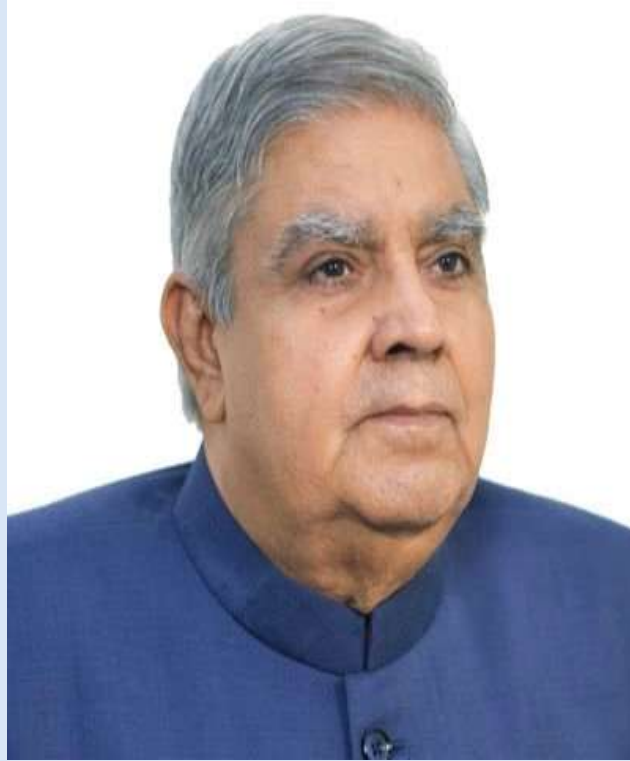
**Contact: 0172-2534301, 0172-2534302  
Email: [cdoe@pu.ac.in](mailto:cdoe@pu.ac.in)**



*To become a leading institute for distance and online education by taking quality higher education to the doorsteps of all who are unable to access formal education.*



- To contribute towards creating equitable, inclusive and quality lifelong learning opportunities for all.*
- To empower learners with life skills and values enabling them to become global citizens.*



***Hon'ble Shri Jagdeep Dhankhar***  
***Vice President of India and Chancellor***  
***Panjab University, Chandigarh***

**Professor Renu Vig**

*Vice-Chancellor*

*Panjab University*

*Chandigarh*



**From the Desk of the Vice-Chancellor**

Dear Students,

A warm welcome to the prospective students seeking admission to the Centre for Distance and Online Education (CDOE). Established in 1971, CDOE (Formerly USOL) is a premiere institute in the field of open and distance education in Northern India. It is well-known for providing quality education to the unreachable. It has carved out a special place for itself because of its significant contribution to raising the Gross Enrollment Ratio and making higher education more accessible to large segments of the Indian population, especially to the marginalized and disadvantaged groups.

The highly qualified faculty at CDOE (Formerly USOL) makes a concerted effort to engage with distance learners in an efficient and effective manner. We have students from all walks of life, and our proud alumni demonstrate that there's no age limit when it comes to learning. Moreover, our curriculum is designed in a way that helps us introduce critical thinking and prepares distance learners for the challenges of the twenty-first century. Through research and innovation in the field of distance learning, the department is making consistent efforts to bring about positive changes in the field of education and pedagogy.

Panjab University is committed to make education accessible to all by providing the tools and technologies required for distance learners. My best wishes to every member of the CDOE Team!

A handwritten signature in green ink, reading 'Renu Vig', with the name '(Renu Vig)' printed below it.

Vice-Chancellor

*Professor Harsh Gandhar*  
*Director, CDOE*



Dear Students,

Greetings and blessings!

It gives me immense pleasure to welcome you to the Center for Distance and Online Education, CDOE (Formerly USOL), Panjab University, Chandigarh. CDOE, a premier interdisciplinary teaching-learning centre in the University, has acted as a catalyst to impart distance education across the country and its far-flung areas. It has made strenuous efforts to reach out to the students more efficiently and effectively. Along with its committed faculty that embarks on a range of collaborative efforts, updated pedagogical methods and tools, CDOE promotes inclusivity, individuality and intelligence. Mentoring the knack of critical thinking and preparing the distance learners' other vital non-academic capabilities/skills so that they are able to meet the challenges of the twenty-first century, has been its main motive and motto. CDOE provides meticulously prepared printed study material, scheduled personal contact programs (PCPs) in an offline mode, insightful and updated assignments and feedback sheets in an online mode. It also organises various events from time to time related to sports, music, creative writing, communication skills, NSS and other participatory activities to encourage its students' collaborative and leadership abilities. The Centre makes persistent and consistent efforts to expand and galvanize constructive metamorphoses in the field of education and pedagogy. The CDOE, through its multi-thronged strategies, has chartered out a robust education system that ensures to offer opportunities to its distant learners a wide range of learning possibilities. CDOE stands firm in its resolve to realize the national objective of equity, access and excellence in extending education.

I am sure your association with CDOE will be far-reaching and consequential.

Wishing you all the very best; stay safe and healthy!

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**Website for Online Admission:**

**[www.usoladmissions.puchd.ac.in](http://www.usoladmissions.puchd.ac.in)**

**Date of Start of Online Admission:**

**4<sup>th</sup> August, 2023**

**Last Date for registration for admission:**

**28<sup>th</sup> August, 2023**

**Last Date for Generating of Fee Challan and**

**Deposit of Fee:**

**29<sup>th</sup> August, 2023**

**Last Date for completing Online Admission Process:**

**30<sup>th</sup> August, 2023**

**Last Date for submission of Printed Admission form  
to CDOE:**

**31<sup>st</sup> August, 2023**





प्रो. रजनीश जैन  
सचिव  
Prof. Rajnish Jain  
Secretary



विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F. No.3-5/2022(DEB-II)

**PUBLIC NOTICE**

August, 2022

02 SEP 2022

**Equivalence of degree obtained through ODL and Online mode with degree obtained through conventional mode**

The Regulation 22 of the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 stipulates as under;

**"Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.—** Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."

This is for information of the general public, students and other stakeholders.

(Rajnish Jain)

# **About Centre for Distance and Online Education**

## **(CDOE)**

### **(Formerly USOL)**

- Having started its journey in 1971 as Directorate of Correspondence Courses to becoming a Centre for Distance and Online Education, it has come a long way in becoming one of the pioneer institutes in distance education in North India over a period of five and a half decades. Today it is fully equipped to cater to the ever evolving needs and expectations of Gen Z Learners and every effort is made in terms of various activities and exposure to make them global citizens.
- The course curriculum and syllabi are designed keeping in mind the market needs to enhance the employability of Today's learners. CDOE offers Various Courses like Masters in Business Administration, Masters in Commerce, Masters in Various Disciplines (English, Education, Economics, Hindi, History, Punjabi, Political Science, Public Administration ,Sociology), B.Ed., B.Com, B.A., B.Lib etc to cater to the needs of students aspiring to upgrade their knowledge and skill base. Apart from this, the centre also offers various Certificate and Advanced Diploma Courses.
- CDOE takes pride in its tremendous intellectual Capital in the form of its Faculty having high academic credentials which is never the less reflected in their interaction with their students. Having effectively integrated ICT in its curriculum, CDOE is fully equipped to disseminate quality education through blended mode besides the traditional face to face mode of teaching.
- Students of CDOE undertake the same syllabi, in the same duration and appear in the same mode of examination like the regular students of Departments and Colleges affiliated to Panjab University. Through its imposing building located at the beautiful campus of Panjab University it extends its excellent facilities and renders effective support services to students.



# Know your Faculty

## COMMERCE AND MANAGEMENT STUDIES



Name: Dr. Geeta Bansal

Designation: Professor and Coordinator

Academic Qualification: Ph.D., MBA(HR), M.Com (Gold Medalist), UGC-NET JRF

Area of Specialization: Strategic Management, HR and Organization Behavior, Business Environment

Teaching Experience: 26 Years (Regular)

Research Experience: 29 Years



Name: Dr. Rajni Rajan Chauhan

Designation: Assistant Professor

Academic Qualification: Ph.D., M.Com (Accounting & Finance), M.Sc. (Finance), UGC-NET

Area of Specialization: Financial Reporting and Analysis, Financial Management, Behavioural Finance, International Financial Management

Teaching Experience: 10 Years (Temporary)

Research Experience: 7 Years

## ECONOMICS



Name: Mrs. Sangeeta Malhotra

Designation: Associate Professor and Coordinator

Academic Qualification: M.A., M.Phil, UGC-NET JRF

Area of Specialization: Economics of Agriculture, Public Finance and Micro Economics

Teaching Experience: 33 Years (Regular)

Research Experience: Nil

## EDUCATION



Name: Dr. Manju Gera

Designation: Professor

Academic Qualification: M.Sc. Honours (Zoology), M.Ed, Ph.D., UGC-NET, Post Graduate Diploma in Statistics

Area of Specialization: Educational Technology, Special Education (Learning Disabled)

Teaching Experience: 22 Years (Regular)

Research Experience: 20 Years



Name: Dr. Mamta Garg

Designation: Professor

Academic Qualification: M.Sc. (Hons) Botany, M.Ed, Ph.D., NET-CSIR (Life Sciences), UGC-NET

Area of Specialization: Guidance and Counselling, School Education

Teaching Experience: 23 Years (Regular)

Research Experience: 21 Years



Name: Dr. Ram Mehar

Designation: Professor

Academic Qualification: M.Sc. (Geography), M.A. (Hindi), M.Ed (General), M.Ed (Educational Technology), Ph.D., UGC-NET

Area of Specialization: Educational Technonlogy and Educational Research & Statistics

Teaching Experience: 19 Years (Regular)

Research Experience: 23 Years



Name: Dr. Supreet Kaur

Designation: Professor

Academic Qualification: M.A., M.Ed, UGC-NET, Ph.D.

Area of Specialization: Guidance and Counselling, Educational Technology

Teaching Experience: 18 Years (Regular)

Research Experience: 18 Years



Name: Dr. Kuljeet Kaur Brar

Designation: Associate Professor

Academic Qualification: Ph.D., M.Ed (Guidance and Counselling), M.A. (Punjabi), M.A. (Psychology), B.Ed., B.Sc. (Medical), UGC-NET

Area of Specialization: Guidance and Counselling, Stress and Coping, Mental Health

Teaching Experience: 20 Years (Regular)

Research Experience: 16 Years



Name: Mr. Jessu Jaskanwar Singh

Designation: Assistant Professor and Coordinator

Academic Qualification: M.Sc. (Honours School) Zoology, Master of Mass Communication, Master of Education, UGC-NET

Area of Specialization: Education Technology, Guidance and Counselling, Photography, Electronic Media, Cytogenetics

Teaching Experience: 14 Years (Regular)

Research Experience: 6 Years

## ENGLISH



Name: Dr. Praveen Sharda  
Designation: Professor  
Academic Qualification: Ph.D., M.Phil, M.A.  
Area of Specialization: Critical Theory, Stylistics, English Language Teaching  
Teaching Experience: 37 Years (Regular)  
Research Experience: 20 Years



Name: Dr. Rajesh Kumar Jaiswal  
Designation: Assistant Professor and Coordinator  
Academic Qualification: Ph.D., M.A.(English), M.A. (Philosophy), M.A. (Linguistics)  
Area of Specialization: Literary Theory, Cultural Studies, Indian writing in English, Regional Literature in Translation, Disability Studies  
Teaching Experience: 20 Years (Regular)  
Research Experience: 10 Years



Name: Dr. Ravinder Kaur  
Designation: Assistant Professor  
Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET  
Area of Specialization: Feminism, Cultural Studies, New Media Studies, Dalit Studies and Non-Fictional Prose  
Teaching Experience: 9+ Years (Regular)  
Research Experience: 9+ Years

## GEOGRAPHY



Name: Dr. Sucha Singh  
Designation: Assistant Professor and Coordinator  
Academic Qualification: Ph.D., UGC-NET  
Area of Specialization: Agricultural Geography and Population Geography  
Teaching Experience: 10 Years (Regular)  
Research Experience: 10 Years

## HINDI



Name: Dr. Yojna Rawat  
Designation: Professor and Coordinator  
Academic Qualification: Ph.D., UGC-NET  
Area of Specialization: Modern Hindi Literature, Feminist Discourse, Translation  
Teaching Experience: 34 Years (Regular)  
Research Experience: 34 Years



Name: Dr. Neeru

Designation: Professor

Academic Qualification: Ph.D., M.A., UGC-NET

Area of Specialization: Modern Hindi Literature, Women Discourse, Human Values

Teaching Experience: 36 Years (Regular)

Research Experience: 37 Years

## HISTORY



Name: Dr. Sheena Pall

Designation: Professor and Coordinator

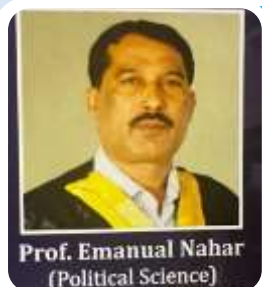
Academic Qualification: Ph.D., M.Phil, M.A., SLET, UGC-NET

Area of Specialization: Socio-Cultural History of Modern Punjab and India

Teaching Experience: 26 Years (Regular)

Research Experience: 28 Years

## POLITICAL SCIENCE



Name: Dr. Emanuel Nahar

Designation: Professor

Academic Qualification: Ph.D., M.Phil, M.A., B.Ed., B.A., UGC-NET

Area of Specialization: Minority Politics, Dalit Politics, Foreign Policy of India and State Politics

Teaching Experience: 30 Years (Regular)

Research Experience: 30 Years



Name: Dr. Swarnjit Kaur

Designation: Professor

Academic Qualification: Ph.D., M.Phil, M.A.

Area of Specialization: Globalization and Human Rights, International Relations

Teaching Experience: 24+ Years (Regular)

Research Experience: 10+ Years



Name: Dr. Kamla

Designation: Assistant Professor and Coordinator

Academic Qualification: Ph.D., M.Phil, UGC-NET

Area of Specialization: Human Rights and Indian Politics

Teaching Experience: 25 Years (Regular)

Research Experience: 25 Years

## PUBLIC ADMINISTRATION



Name: Dr. Purva Mishra  
Designation: Assistant Professor and Coordinator  
Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET  
Area of Specialization: Urban Governance, E-Governance Environment Administration  
Teaching Experience: 23 Years (Regular)  
Research Experience: 14 Years



Name: Dr. Anil Kumar  
Designation: Assistant Professor  
Academic Qualification: Ph.D., M.Phil, M.Sc., M.A., UGC-NET  
Area of Specialization: New Public Management, Personnel Administration  
Teaching Experience: 9+ Years (Regular)  
Research Experience: 13 Years

## PUNJABI



Name: Dr. Bhupinder Singh Pali  
Designation: Associate Professor  
Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET  
Area of Specialization: Art of Drama and Theatre and Punjabi Drama and Theatre  
Teaching Experience: 30 Years (Regular)  
Research Experience: 20 Years



Name: Dr. Praveen Kumar  
Designation: Assistant Professor and Coordinator  
Academic Qualification: Ph.D., M.Phil, UGC-NET  
Area of Specialization: Modern Poetry Punjabi  
Teaching Experience: 11 Years (Regular)  
Research Experience: 14 Years



Name: Dr. Harmail Singh  
Designation: Assistant Professor  
Academic Qualification: Ph.D., M.Ed, M.A. (Punjabi), M.A. (History), UGC-NET  
Area of Specialization: Contemporary Punjabi Poetry and Ecocriticism  
Teaching Experience: 8 Years 7 Months (Regular)  
Research Experience: 4+ Years

## SOCIOLOGY



Name: Dr. Madhurima Verma  
Designation: Professor  
Academic Qualification: Ph.D., Post doctorate (UGC-Research Awardee)  
Area of Specialization: Research Methodology, Gender Studies, Gerontology, Disability Studies  
Teaching Experience: 30 Years 8 Months (Regular)  
Research Experience: 30 Years 8 Months



Name: Dr. Reena Chaudhary  
Designation: Assistant Professor and Coordinator  
Academic Qualification: Ph.D., UGC-NET  
Area of Specialization: Sexual Harassment at Workplace, Gender Studies, Research Methodology, Sociology of Development  
Teaching Experience: 15+ Years (Regular)  
Research Experience: 15+ Years



Name: Dr. Rajni  
Designation: Assistant Professor  
Academic Qualification: Ph.D., UGC-NET  
Area of Specialization: Sociology of Education, Sociology of Development and Urban Studies  
Teaching Experience: More than 15 Years (Regular)  
Research Experience: 15 Years

## STATISTICS



Name: Dr. Richa Sharma  
Designation: Assistant Professor and Coordinator  
Academic Qualification: Ph.D., M.Sc, B.Ed., BCA, ARS-NET  
Area of Specialization: Survival Analysis, Frailty Model, Econometrics  
Teaching Experience: 11+ Years (Regular)  
Research Experience: 11+ Years



## OTHER FACULTY

### COMMERCE AND MANAGEMENT STUDIES



Name: Dr. Monika Bedi  
Designation: Associate Professor and Co-coordinator  
Academic Qualification: Ph.D., MBA, UGC-NET  
Area of Specialization: Marketing, Research Methodology, Brand Equity  
Teaching Experience: 20 Years (Regular)  
Research Experience: 18 Years



Name: Dr. Ajay Dogra  
Designation: Assistant Professor and Co-coordinator  
Academic Qualification: Ph.D., MBA, UGC-NET  
Area of Specialization: Operation Research and Management, HRM, Marketing Services, EDP, Commerical Law, Company Law  
Teaching Experience: 11 Years 10 Months (Regular)  
Research Experience: 11 Years 10 Months



Name: Dr. Lipika K. Guliani  
Designation: Assistant Professor and Co-coordinator  
Academic Qualification: Ph.D., M.Com, UGC-NET  
Area of Specialization: HRM, Marketing, Entrepreneurship, CRS MAC, Managerial Effectiveness  
Teaching Experience: 34 Years (Temporary)  
Research Experience: 40 Years

### ECONOMICS



Name: Dr. Suman Makkar  
Designation: Professor and Co-coordinator  
Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET  
Area of Specialization: Macro Economics, Economics of Growth and Development, International Economics  
Teaching Experience: 25 Years (Regular)  
Research Experience: 20 Years

## HISTORY



Name: Dr. Reeta Grewal

Designation: Professor and Co-coordinator

Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET

Area of Specialization: History of Punjab, Socio Cultural History of Modern India, Urbanization in Modern India

Teaching Experience: 34 Years (Regular)

Research Experience: 40 Years



Name: Dr. G.C. Chauhan

Designation: Professor and Co-coordinator

Academic Qualification: Ph.D., M.A., UGC-NET

Area of Specialization: Social and Economic Institutions of Ancient India

Teaching Experience: 28 Years (Regular)

Research Experience: 30 Years

## COORDINATORS OF OTHER COURSES

### Mathematics

Dr. Viney Kanwar,  
Coordinator  
Ph. 9878369981  
Email.: vkanwar1969@gmail.com

### Psychology

Prof. Roshan Lal  
Coordinator  
Ph. 253-4327  
Email.: roshan@pu.ac.in

### Philosophy

Dr. Shivani Sharma,  
Coordinator  
Ph. 253-4326  
Email.: dakshina37@pu.ac.in

### Sanskrit

Prof. Neeru  
Coordinator  
Ph. 253-4328  
Email.: neeru.pu@gmail.com

## COORDINATORS OF CERTIFICATE COURSES

### Certificate Course in Vivekananda Studies

Prof. Pankaj Srivastva  
Coordinator  
Ph. 253-4326  
Email.: drpankaj@pu.ac.in

### Certificate Course in Women Studies

Prof. Madhurima Verma,  
Coordinator  
Ph. 253-4279  
Email.: madhurimasoc@pu.ac.in

### Certificate Course in Corporate Security, Safety and Fire Protection Management

Dr. Jaskaran Singh Waraich,  
Coordinator  
Ph. 253-4398  
Email.: waraichkaran@pu.ac.in

\* For Compulsory Paper Environment, Road Safety Education and Violence against Women/Children and Drug Abuse, B.A. and B.Com students may contact:

Dr. Sucha Singh,  
Ph. 253-4327  
Email.: suchasahota@gmail.com

## COORDINATORS OF ADVANCED DIPLOMA COURSES

### **Advanced Diploma in Computer Applications**

Dr. Rohini Sharma  
Coordinator  
Ph. 253-4075  
Email.: chairpersondcsa@pu.ac.in

### **Advanced Diploma in Disaster Management and Corporate Security**

Dr. Jaskaran Singh Waraich  
Coordinator  
Ph. 253-4398  
Email.: waraichkaran@pu.ac.in

### **Advanced Diploma in Educational Management and Leadership**

Mr. Jeesu Jaskanwar Singh  
Coordinator  
Ph. 253-4317  
Email.: jeesu.education@gmail.com

### **Advanced Diploma in Guidance and Counselling**

Mr. Jeesu Jaskanwar Singh  
Coordinator  
Ph. 253-4317  
Email.: jeesu.education@gmail.com

### **Advanced Diploma in Health Family Welfare and Population Education**

Dr. Sucha Singh  
Coordinator  
Ph. 253-4327  
Email.: suchasahota@gmail.com

### **Advanced Diploma in Human Rights and Duties**

Dr. Kamla  
Coordinator  
Ph. 253-4332  
Email.: kamlasandhu15@gmail.com

### **Advanced Diploma in Library Automation and Networking**

Dr. Shiv Kumar  
Coordinator  
Ph. 253-4769  
Email.: dliis@pu.ac.in

### **Advanced Diploma in Mass Communication**

Dr. Bhavneet Bhatti  
Coordinator  
Ph. 253-4364  
Email.: scs@pu.ac.in

### **Advanced Diploma in Photography**

Mr. Jeesu Jaskanwar Singh  
Coordinator  
Ph. 253-4317  
Email.: jeesu.education@gmail.com

### **Advanced Diploma in Social Work**

Prof. Madhurima Verma  
Coordinator  
Ph. 253-4279  
Email.: madhurimasoc@pu.ac.in

### **Advanced Diploma in Statistics**

Dr. Richa Sharma  
Coordinator  
Ph. 253-4316  
Email.: usolstats@gmail.com

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# **Programmes Offered**

## **I. Postgraduate Programmes (Semester System)**

1. [Master of Business Administration](#)
2. [Master of Commerce \(M.Com\)](#)
3. Master in Arts ([M.A.](#)) in
  - i. [Economics](#)
  - ii. [Education](#)
  - iii. [English](#)
  - iv. [Hindi](#)
  - v. [History](#)
  - vi. [Political Science](#)
  - vii. [Public Administration](#)
  - viii. [Punjabi](#)
  - ix. [Sociology](#)

## **II. Undergraduate Programmes (Semester System)**

1. [B.A.](#)
2. [B.Com](#)
3. [Bachelor of Library and Information Science \(B.LIS\) \(one year course\)](#)
4. [Bachelor of Education \(B.Ed.\)\\*](#)

## **III. Advanced Diploma Programmes (One Year, Semester System)**

1. [Advanced Diploma in Computer Application](#)
2. [Advanced Diploma in Disaster Management and Corporate Security](#)
3. [Advanced Diploma in Educational Management and Leadership](#)
4. [Advanced Diploma in Guidance and Counselling](#)
5. [Advanced Diploma in Health, Family Welfare and Population](#)
6. [Advanced Diploma in Human Rights and Duties](#)
7. [Advanced Diploma in Library Automation and Networking](#)
8. [Advanced Diploma in Mass Communication](#)
9. [Advanced Diploma in Photography](#)
10. [Advanced Diploma in Social Work](#)
11. [Advanced Diploma in Statistics](#)

## **IV. Certificate Courses**

1. [Certificate Course in Vivekananda Studies](#) (Annual System)
2. [Certificate Course in Women Studies](#) (Annual System)
3. [Certificate Course in Corporate Security, Safety and Fire Protection Management](#) (6 Weeks)

**Note:** All Degree programmes (Postgraduate and Undergraduate) are approved by the Distance Education Bureau (UGC) (<https://deb.ugc.ac.in/>) and all Certificate Courses as well as Advanced Diploma are approved from the statutory bodies of Panjab University.

**\*For admission to B.Ed. semester-I, visit [usolbed.puchd.ac.in](https://usolbed.puchd.ac.in)**

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## **Who Can Apply**

**CDOE (Formerly USOL) admission is open\* to:**

- New Applicants
- Continuing/Old Students
- Reappear/Compartment Cases
- Gap Year Students
- For students interested into two courses simultaneously.

• **New Applicants:-**

- Admission shall be open to any Indian National who resides in any part of India, temporarily stays in a foreign country and who satisfies the admission requirements.
- **\*Foreign Nationals** working in the foreign missions in India and their dependents residing with them may also apply for admission, subject to the condition that before submitting their Admission cum Examination Form, they are required to obtain **Eligibility Certificate** from the Registrar, Panjab University Chandigarh.
- **\*Foreign students** who have passed B.A./B.Com Part-I Examination from this University, shall be allowed to complete the remaining parts of these integrated courses through CDOE even while staying in their respective countries, subject to the number of chances available in the respective examinations as provided in the Regulations

**\* Admission of foreign students will be confirmed only after the approval of Syndicate/Dean International Students, Panjab University.**

• **Continuing / Old Students: -**

• **Undergraduate Programmes:-**

- (i) Students who have qualified at least 50% of the total number of papers in B.A./B.Com. Semester-I & II examination **conducted by Panjab University** are eligible to seek admission to B.A./B.Com. Semester-III.
- (ii) Further, students who have qualified at least 50% of the total number of papers in B.A./B.Com semester I & II and III & IV examination **conducted by Panjab University** are eligible to seek admission to B.A./B.Com semester V.
- b. Along with these students who have passed 1<sup>st</sup> year/ semester-I & II or 2<sup>nd</sup> year/Semester-III & IV examination of B.A./B.Com courses conducted by **some other University/College affiliated to another University in India** under specific authorization by the University concerned, be allowed to migrate to CDOE in the semester- III or semester -V class of the respective course on the condition that such a student will have to clear the deficient subject/s, if any, within the permissible chances, as prescribed under the Panjab University Regulations.



- **Postgraduate Programmes: -**

- a. Students who have passed M.A. Part-I (under old annual system) / M.A. semester I or II (under semester system) in the subjects offered by CDOE in examination conducted by Panjab University shall be eligible to seek admission for Semester III of the M.A. courses.
- b. Also those students who have passed M.A. Part-I from Kurukshetra University (Kurukshetra), Maharishi Dayanand University (Rohtak), Punjabi University (Patiala), Guru Nanak Dev University (Amritsar), Himachal Pradesh University (Shimla) in the subject whose examination has been recognized as equivalent to the corresponding examination in Panjab University, provided the students offered the same papers as are available at CDOE. In this case the marks obtained in M.A. Part-I from any of these Universities shall be counted towards division of successful candidates at Part II (semester III/ IV) examination by increasing or reducing the marks obtained in accordance with the maximum marks prescribed for Part-I (Semester – I & II) by Panjab University.

- **Reappear / Compartment Cases: -**

- In case of reappear or compartment, if a candidate passes in reevaluation or supplementary examination, he/she shall be eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her. However, no candidate would be granted admission on the basis of re-evaluation result after last date of admission.
- Similarly, if a candidate becomes eligible for the Supplementary Examination after reevaluation he/she may be permitted to appear at the usual supplementary examination or thereafter at the time of the next examination only, Such a candidate will also be eligible to seek provisional admission to the next higher class, without late fee, within ten working days of the communication of the result of re-evaluation to him/her.
- Compartment/Reappear Candidates of other Universities are not eligible to join any class of this University except in case of B.A. /B. Com Semester-I.

- **Gap Year Students**

- A student on the rolls of the Centre for Distance and Online Education who fails to appear or having appeared fails in the concerned University examination may be allowed to continue his/her enrolment for a period of one year in case of B.Com examination, two years in case of Diploma examinations and three years in case of other examination immediately succeeding the year in which he/she completed the requirement of Regulation 4, on payment of fee as prescribed by the Syndicate every year and to appear in the University examination as an ex-student of Centre for Distance and Online Education .
- Provided that a student on the rolls of the CDOE who appears in the M.A. (Semester system) Examination and is eligible to repeat a course may be allowed to continue his/her enrolment till the completion of the M.A. course on payment of fee as prescribed by the syndicate to the Department every time when he/she applied for admission to the examination in the course/s as an ex-student.

- **For students interested in two courses simultaneously:-**

- A candidate is allowed to appear in two examinations simultaneously, i.e. one for improvement and other for regular full-time course, in addition to a Certificate/Diploma/Advanced Diploma/Post

Graduate Diploma course offered in the evening session, being pursued as a regular student/private student of the University Teaching Department/ CDOE/Affiliated Colleges of the University/in private capacity, as the case may be. Appearance at the improvement examination will be allowed only after completion of the entire course as per the existing regulations/ rules.

- A student who is enrolled for Ph.D. degree in Panjab University will be allowed to join any other course in Panjab University after submission of his/her thesis. (Syndicate para 27 dated 26-4-2014).

### **Important Note**

Admission to various courses offered by CDOE will be provisional subject to confirmation by the Panjab University. If on verification, it is found that a student does not fulfill the eligibility conditions, his/her candidature will be cancelled with no claim whatsoever against CDOE. Further, in such case the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her.

The students are therefore, advised in their own interest to go through the eligibility conditions carefully and make sure of their eligibility before submitting their Admission-cum-Examination Form.

**The rules incorporated in this Prospectus are subject to the over-riding effect of the relevant Regulations and Rules contained in the Panjab University Calendar as also the resolutions adopted by the Syndicate. In case of any inconsistency between what is mentioned in this Prospectus and that in the University Regulations & Rules etc. the latter shall prevail. In case of any dispute, it shall be subject to the jurisdiction of Chandigarh court only.**

# **Important Dates**

## **Starting Date of Admission is 4<sup>th</sup> August, 2023**

### **1. Schedule of Online Admission for odd semesters of all programmes in CDOE (except for B.Ed. Semester-I and MBA Semester-I)**

- (a) Last date of registration for admission : 28<sup>th</sup> August, 2023 (Monday)
- (b) Last date of Generating fee Challan and deposit of fee:-
  - (i) Through Post-Office : 29<sup>th</sup> August, 2023 (Tuesday)
  - (ii) Net banking/Debit/Credit Cards : 29<sup>th</sup> August, 2023 (Tuesday)
- (c) Last date of completing online admission process : 30<sup>th</sup> August, 2023 (Wednesday)
- (d) Last date of sending hard copy of Online Admission Cum Examination Form (along with documents) to CDOE : 31<sup>st</sup> August, 2023 (Thursday)

**Note:** In case result of previous semester is not declared by Panjab University even after last date of online registration for admission, in such cases students may be allowed to apply for admission within 10 days of declaration of result with the permission of authorities.

### **2. Schedule for filling up Examination form and deposit of Fee for all Even Semesters (II or IV or VI)**

- (i) Tentative Time Period for deposit of fee : February/March 2024

**(Important Note:** \*Students must deposit their Even Semesters fee irrespective of the declaration of result of their previous Semester. Hard Copy of Examination Form for Even Semesters needs not to be submitted to CDOE. Exact schedule for filling up even semester examination form and depositing fee will be announced in January/February 2024 on CDOE Noticeboard <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=1>

### **3. Participation in Co- Curricular Activities**

- Last date for submitting Articles & Entries for Magazine and Hunar : 15-02-2024 (Thursday)

### **4. Academic Calendar**

- (i) Commencement of PCP/Classes for Odd Semesters : August, 2023
- (ii) Commencement of Semester end Examination (Semester I/III/V) : December, 2023
- (iii) Commencement of Even Semesters : January, 2024
- (iv) Commencement of PCP/Classes for Even Semesters : February, 2024
- (v) Examination of Certificate Courses (Annual System) : May, 2024
- (vi) Commencement of Semester-end Examination (Semester II/IV/VI) : May, 2024

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## **Important Instructions and Information**

**Before filling the Admission cum Examination form, students are advised to follow the instructions given below:**

- Read all the instructions given on Admission portal and in this Prospectus carefully
- Check the eligibility condition/s of the programme for which you are seeking admission, if you fulfill the eligibility condition/s only then fill the Online Application form.
- Fill all the information asked in the Online Application form carefully. In case of any doubt or query, either read the prospectus or call at 0172-2534302 (9 am to 5 pm) or contact helpdesk at CDOE.
- While filling up the form please make sure of spellings of your name, name of your father and mother. If you will fill the wrong spellings, the same will be printed on your result card. So check these properly before submitting the form.
- Provide the correct postal address/correspondence address as well as mobile phone number and email id. CDOE (USOL) will not be able to communicate with you if you provide incomplete or incorrect address or email id or phone number of some other person.
- While filling up the online Admission cum Examination form, candidate should indicate preferences for cities of Examination Centre of his/her choice as mentioned in the prospectus. The University reserves the right to abolish any city for Examination Centre.
- The concession of 5% marks for SC/ST/BC/PWD students in the minimum eligibility criteria for admission is available in CDOE as per Panjab University rules. But the same concession will not be given to those who have been placed under compartment/re-appear in qualifying examination.
- In case any relevant information is not given by the candidate, his candidature may be cancelled.
- All types of enquiries can be made from the Reception Counter in person or on the telephone at 0172-2534302 or e-mail: cdoe@pu.ac.in and enquiries can also be made on Help lines as mentioned on the last page of this prospectus.

### **Migration / Deficient Subject**

A Candidate who has passed his/her 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester of B.A.(General)/B.Com course conducted by another University/College affiliated to another University in India under specific authorization by the University concerned, be allowed to migrate to a college affiliated to this University//Centre for Distance and Online Education in the 3<sup>rd</sup> Semester/5<sup>th</sup> Semester of the respective course (as per rules prescribed under Chapter XIV –‘Migration of Students’ Page No. 292 to 309 of P.U. Calendar Volume-III, 2019) on the condition that such a candidate will have to clear the deficient subject(s) if any, within the permissible chances.

Deficiencies should be determined by the Principal/Chairperson/Director at the time of admission under intimation to the University (i.e. On the Registration Return and examination forms) as well as to the students as per University Rule No.6 given at Page No. 310-311 of P.U. Calendar Volume –III, 2019.

The students earlier registered with this University, but migrated to some other Board/University and now re-admitted, such students are required to intimate their old Registration Number. If they do not do so, a second Registration Number is allotted by the University Office being unaware of previous Registration Number.

For the cancellation of Second Registration Number a penalty of Rs. 100/- shall be imposed. The students be made well aware of it.

### Instructions related with Fee

- The candidates of CDOE have to pay their fee separately for Odd semesters (I or III or V) and Even Semesters (II or IV or VI) in all the courses. However, students of Certificate Courses (being Annual Courses) have to pay fee only once at the time of Admission.
- The payment for odd semesters (I or III or V) will be made at the time of online admission.
- Fee for even semester along with examination forms is to be deposited in the month of February/March, 2024.
- In case there is balance fee intimated by CDOE, only such fee is to be deposited as per following directions:
  1. Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh
  2. Fee can also be deposited through online on website (<https://payonline.puchd.ac.in/>)

Note: The students are advised to keep the record of Fee deposit.

#### • Refund of Fee (specific provision)

- If a student withdraws his/her admission before prescribed date, then the refund of fee will be done as per the Panjab University norms.
- If a candidate is not enrolled because he/she has not submitted the required certificate/documents by last date fixed for the purpose or submit bogus or forged documents, his/her fee shall not be refunded in any case.
- If a candidate drops out in the middle of the course (i.e. II/IV/VI Semester), the fee paid by him/her, shall not be refunded except refundable library security.
- However, fee can be adjusted within the University Teaching Departments or any other course offered by CDOE, where the candidate happens to get admission for that particular academic year.
- If a candidate is found ineligible by the University, then the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her. In this case, the candidate must apply for refund to CDOE within three months of the date of issue of the letter of ineligibility by CDOE, failing which the request for refund will not be entertained.
- Refund wherever permissible, will be made in due course of time.

### FEE REFUND RULES

If a student chooses to withdraw from the programme of study in which he/she enrolled, following four-tire system for their refund of fees remitted by the student will be applicable:

<u>Sr.No</u>	<u>Percentage of Refund of Aggregate fees*</u>	<u>Point of time when notice of withdrawal of admission</u>
1.	100%	15 days before the formally-notified last date of admission
2.	80%	Not more than 15 days after the formally-notified last date of admission
3.	50%	More than 15 days but less than 30 days after formally-notified last day of admission
4.	00%	More than 30 days after formally notified last date of admission

\*Inclusive of course fee and non-tuition fee but exclusive of caution mercy and security deposit

1. In case of (1) in the table above, PU will deduct an amount of 10% of the aggregate fees as processing

charges from their fundable amount.

2. Refund forms will be available at the P.U. Website i.e. <http://forms.puchd.ac.in> (the photocopy of bank passbook of the candidate only be attached)

*After getting admission, you should keep in mind that:*

### **Verification of the Original Certificates/Documents is mandatory**

All admission will be provisional till the verification of the original certificates/documents and their subsequent confirmation by the University. The students are required to bring the original certificates/documents as and when CDOE asks for these. These will be returned to the students immediately after verification.

CDOE reserves the right to cancel the provisional admission and/or the result of any part of the examination of the concerned courses of any student whose certificates/documents are found to be bogus, forged and tampered with (Regulation 1.4 (ii) at page 589 of PU calendar Vol II 2007). In such cases, the fee deposited shall not be refunded.

Thus, it is the responsibility of the student to submit the required authentic certificates and documents within the stipulated period as and when demanded, failing which his/her admission shall stand cancelled without any notice.

Those candidates, whose eligibility for a particular semester is confirmed after the declaration of result of that semester, will have to pay **Rs. 1000 as eligibility fee** under Fee Code (C0210).

### **Change in Subject/Medium of Instruction**

While requesting for change of subjects one may keep in mind the permitted combination of subjects mentioned in the prospectus.

- (i) A student may be permitted to change his/her subject/medium of instruction within one month of the commencement of session or within one month of the date of admission.
- (ii) After the specified time-limit of one month, as given above, the student will be required to pay fee for the change of his/her subject/medium of instruction/option

1. Change of subject option/medium of instruction Rs. 330/-

2. Change of Programme Rs. 300/-

### **Teaching Learning Process**

CDOE imparts instructions mainly through the printed lesson, which are supplemented by personal contact programmes (PCP), evaluation of assignments/response-sheets and audio lessons (on selected topics).

- **Study Material:** Once the admission is granted, the printed study material is provided to the students either through registered post or students may collect it personally from CDOE. Study material is also uploaded at CDOE website. For study material of undergraduate programme, click <https://CDOE.puchd.ac.in/show-noticeboard.php?nbid=20> and for study material of postgraduate programme, click <https://CDOE.puchd.ac.in/show-noticeboard.php?nbid=19>
- **Assignments:** In Postgraduate and Undergraduate programmes, the submission of assignments is mandatory on the basis of which internal assessment is awarded. Assignments Schedule of respective



subjects will be available on CDOE web-noticeboard. Students are required to submit the assignment before the last date otherwise they will not be awarded for internal assessment.

- **Personal Contact Programme:** To give a personal touch to the study programmes, CDOE organizes Personal Contact Programmes (PCP) for all subjects in each semester for all programmes. The PCP schedule for various courses is given in this prospectus as well as on CDOE notice board. It is mandatory for all the students to attend PCP as per UGC-DEB regulations. 75% attendance is mandatory during PCPs (80% in case of B.Ed.)
- **Response Sheets/Practice questions:** The study material contains response sheets for practice. These response sheets do not carry any marks but it is in the interest of the students to attempt them. Students may get it checked from the faculty to obtain feedback that would help the students in preparing for the examination.
- **Feedback:** Feedback is an essential component of teaching learning process at CDOE. It helps in improving teaching and development of study material. There are two Performas, one is distributed to students during PCP where they can submit feedback with regard to teaching and second is enclosed with the study material where student is to provide feedback with regard to study material.

### IMPORTANT

Keep visiting the CDOE website ([www.cdoe.puchd.ac.in](http://www.cdoe.puchd.ac.in)) for all notices and latest updates

#### Instructions related to Even Semesters (2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup>)

All the students are required to fill the online examination form for all even semester (II/IV/VI) in the month of February/March 2024 ([ugexam.puexam.in](http://ugexam.puexam.in) for Undergraduate and [pgexam.puchd.ac.in](http://pgexam.puchd.ac.in) for Postgraduate classes) failing which the students will not be allowed to appear in these semester end examinations.

You have to fill the Examination Form of Even Semester (II/IV/VI) in the Month of February/March 2024, failing which you will not be allowed to appear in the even semester Examination to be held in May, 2024. Examination Form for Even Semesters (II/IV/VI) will be available at <http://ugexam.puexam.in> for Undergraduate Programmes and <http://pgexam.puchd.ac.in> for Postgraduate Programmes.

Attend PCP classes as per the PCP schedule and for online study material of Undergraduate programme, click <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=20> and for study material of Postgraduate programme, click <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=19>

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## **Postgraduate Programmes**

- **MBA**
- **M.Com.**
- **Masters of Arts** (Economics, Education, English, Hindi, History, Political Science, Public Administration, Punjabi, Sociology)

Previous Batches (Currently 3<sup>rd</sup> Semester) should refer Prospectus of Session 2022-23 visit:  
<https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=23>

New Admission (1<sup>st</sup> Semester) should refer Prospectus of Session 2023-24  
<https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=23>

### **MBA (AICTE Approved)**

#### **Programme's Mission & Objectives:**

The mission of the MBA Programme is to contribute towards the dissemination of information and knowledge in the field of management to students who are aspiring to become managers. The program aims at providing education to those budding managers and aspirants who are unable to enroll in the regular mode. It was started to meet the increasing demand of MBA aspirants, mainly from working executives who want to learn while they earn.

**The Objective** of the program is to enhance the academic credentials and career prospects of the learners which is one of the most sought after degrees in today's business world which gives them an edge and enhance their employment prospects apart from widening their knowledge base. The aim of the program is to give them an opportunity to blend theory with practice which will improve their career prospects and would help them in career progression as well.

#### **Relevance of the Program with HEI's Mission and Goals:**

The relevance of the programme lies in its contribution to the larger goals of HEI which aims at providing education to all, by enabling the students who are unable to enroll in regular mode, especially girls and the working students by honing their existing skills, knowledge and abilities of the students. The objective is to target the eligible candidates who are looking for upgrading their professional qualifications in time with the market needs.

#### **Nature of Prospective Target Group of Learners:**

The target group of learners is the budding managers in the business world who are aspiring to take up higher responsibilities and positions in their respective organization. It would nevertheless fulfill the self-aspirational needs of the individuals who are looking for upgrading their professional qualifications in line with the market needs. The course is useful to the students who are pursuing CA/CS or want to take up any kind of competitive examination (Civil Services, SSC, UGC etc.). The programme would also make the students eligible for enrolling in other master courses and Ph.D. programmes.

**Appropriateness of programme to be conducted in Open and Distance Learning mode to acquire specific skills and competence:**

The appropriateness of MBA programme through distance learning lies in the fact that most of the Universities running MBA have limited seats which hampers the aspirations of lakhs of students wanting to earn a professional degree in business administration, where distance mode proves to be a boon.

There is a huge demand for master's degree in business administration from the learners who do not have a professional management degree in hand. This program aims at providing an opportunity to such learners who are working and do not have time to attend regular classes along with their working schedule, but are keen on improving their educational qualifications for professional growth.

This degree nevertheless helps in boosting their confidence apart from equipping them with the requisite managerial skills and helps them in developing a mindset of a global manager.

In addition, the department collaborates with the Central Placement Cell (CPC) of Panjab University for enabling them to improve their placements prospects after obtaining the MBA degree. The Department also organizes Academia Industry Interface programmes and Industrial visits for enhancing the employability skills of the students from time to time and giving them hands on experience of blending theory with practice thus incorporating the concept of experiential learning.

- **Admission to MBA programme is through Entrance test which is conducted by CET Panjab University Chandigarh. For details visit <http://mbausol.puchd.ac.in>**
- **Date of Availability of MBA prospectus and online entrance test form on the Website of Panjab University is mid-week of March.**

- **Eligibility**
- **Course Structure**
- **Teaching - Learning Process**
- **PCP**
- **Fee**
- **Contact**

**Eligibility**

**Semester -I & II**

- (i) A Bachelor's or Master Degree in any discipline of Panjab University or a degree of any other University which has been recognized by Panjab University as equivalent to at least 50% marks in aggregate;

**Provided that:** In case of candidates having Bachelor's degree in Modern Indian Language [Hindi/Urdu/Punjabi (Gurmukhi Script)] and or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate. 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together. **OR**

- (ii) A pass in final examination conducted by the (a) Institute of Chartered Accountants of India or England, (b) Institute of Cost and Works Accountants of India or England, and (c) Institute of Company Secretaries of India. **OR**

- (iii) AMIE examination with 50% marks or more after having passed the diploma examination with 60% marks or above and have at least 5 years research/teaching of professional experience.

Concession of 5% marks will be given in the eligibility requirements for SC/ST/BC/PWD candidates.

### **Semester -III & IV**

Third and fourth semester admission shall be open to a candidate who has passed 50% of the prescribed papers of 1st and 2nd semester jointly. In case the result of the candidate has been declared as '**fail in aggregate**' by Panjab University, he/she is eligible only if, he/she obtained 50% marks in any of 5 papers or more papers of MBA 1st and 2nd Semester jointly. The third and fourth Semester examination shall be open to a student who:-

- (i) has been on the rolls of the Centre for Distance and Online Education during third and fourth semester respectively, and
- (ii) has submitted all of the written assignments of third and fourth semester respectively, and
- (iii) has secured minimum 50% marks in at least 50% of the papers of 1<sup>st</sup> and 2<sup>nd</sup> semester jointly.
- (iv) In case a student who has not submitted his/her assignments as per **6.1(ii) Rules and Regulations of MBA Programme w.e.f. Admissions from 2014-15 onwards** and wants to appear as an ex-student of Centre for Distance and Online Education, he/she shall be allowed to do so only after submission of all the assignment of the semester in which he/she wants to appear.

#### **Provided further that:**

- (a) A candidate who has been placed under re-appear in 1st/3rd Semester examination in Nov./Dec. will be eligible to re-appear along with 2nd/4th Semester examination to be held in next April/May examination. In case a candidate is unable to pass in re-appear in April/May examination, he/she will be given another chance in Nov./Dec. Examination to pass such papers.
- (b) A candidate who has been placed under re-appear in 2nd/4th Semester examination in April/May will be eligible to re-appear along with 1st/3rd Semester examination to be held in next Nov./Dec. examination. In case a candidate is unable to pass in re-appear in Nov./Dec. examination he/she will be given another chance in next April/May Examination to pass such papers. (*Syndicate para 24 dated 4-11-2012*).

### **Course Structure**

#### **MBA w.e.f. 2023-24**

**TENURE:** The MBA Programme shall be of 2 years duration (4 Semesters).

**EVALUATION:** Each Semester End Evaluation will be of 100 marks in the proportion of 70:30.

50 Marks for the External examination. (Theory) (Weightage 70% for CDOE Students)

50 Marks for the Internal assessment\* (Online MCQ's) (Weightage 30% for CDOE Students)

**Note: Candidates who fail to submit the online assignments by due date will not be allowed to sit in the examination.**

The duration of the course leading to the degree of Master in Business Administration (MBA) shall be two academic years. Each year shall be divided into two semesters. The examination for the first and the third semesters shall ordinarily be held in the month of December/January and for the second and the fourth semesters in the month of April/May, or on such dates as may be fixed by the syndicate

**The Course is divided into four semesters comprising of 26 theory papers examination with the total of 2600 marks.**

Each candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time, where 70% marks will be based on Theory papers and 30% marks will be based on online Assignments (MCQ's) to be submitted by the students as per schedule uploaded on CDOE notice board.

### SCHEME OF EXAMINATION

- ❖ Examination in each subject will be of 3 hours duration.
- ❖ Maximum marks for external/written examination is 50 marks (Weightage 70% for CDOE Students) and internal assessment is 50 marks (Weightage 30% for CDOE Students) (on the basis of assignments)

#### SYLLABUS OF MBA:

<https://drive.google.com/drive/folders/13dqM0YMMFnu6TRa0jNOuP0h4oQIBr1eP?usp=sharing>

#### Instructions to the paper setters:

There will be four Units. There will be 10 questions in all, two/three questions from each unit. The Students are required to attempt five questions in all selecting at least one question from each unit.

The curriculum of MBA through distance mode is relevant to the changing business scenario and caters to the needs of all the aspiring learners especially the working executives. The students are given the choice of opting any one Specialization in the third and fourth semesters which are:

- **Group A:** Entrepreneurship & General Management.
- **Group B:** Finance
- **Group C:** IT & Operation
- **Group D:** Marketing
- **Group E:** Human Resource Management

#### Subject/Paper

#### First Semester

CODE	TITLE	MARKS 600
MBA6101	Business Economics	100
MBA6102	Business Statistics	100
MBA6103	Management Accounting	100
MBA6104	Organizational Behaviour	100
MBA6105	Marketing Management	100
MBA6106	Workshop on Business Computing	50
MBA6108	Workshop on Business Research	50

#### Second Semester

CODE	TITLE	MARKS 800
MBA6201	Business Environment	100
MBA6202	Human Resource Management	100

<b>MBA6203</b>	Operations Management	100
<b>MBA6204</b>	Financial Management	100
<b>MBA6205</b>	Legal Aspects of Business	100
<b>MBA6207</b>	Summer Training Report and Viva-Voce*	100
<b>MBA6208</b>	Comprehensive Viva-Voce**	100
<b>MBA6209</b>	Workshop on Business Communication	50
<b>MBA6210</b>	Workshop on Multivariate Statistical Techniques	50

**\*Summer Training Report and Viva-Voce**

At the end of the examination of 2nd Semester the students will undergo compulsory summer training for a period of 6-8 weeks. Every student will submit the Summer Training Report within two weeks from the start of teaching for 3<sup>rd</sup> Semester.

**Link for detailed Summer Training Manual:**

**<https://drive.google.com/drive/folders/1xsqowBi2EJR4d4tKPrkZID4ZTDqhFsby?usp=sharing>**

**Instructions for Summer Training**

Please note

- I. Those students who are already working can submit the summer Training report from their respective organizations only.
- II. Those who are not working, have to find the organization for summer training on their own. DCMS, CDOE will not assist in finding the organization for summer internship. All the students have to finalize the organization and inform the department in the beginning of the second semester; in the month of January (Google Form will be shared).
  - After the Completion of Second Semester Examination the students will go on 6-8 Weeks summer training in various Industrial undertakings, banking and financial services institutions, and Retail Sector organizations, undertake a project there to study a particular problem and file three copies of summer training report within 15 days of the completion of the training.
  - The student has to file a certificate of completion of training to be issued by organization where the student undergoes training.
  - A VIVA-VOCE Examination will be conducted by the External examiner appointed by the University on the problems undertaken in the summer training report. .

**Comprehensive VIVA-VOCE\*\***

Comprehensive Viva-Voce of 2nd Semester would be based on papers taught in 1st and 2nd Semester. The students are advised to exercise the option of the specialization to be taken in 3<sup>rd</sup> & 4<sup>th</sup> semester by the end of 2<sup>nd</sup> semester on coordcomm@pu.ac.in. as and when called for through Google form.

**THIRD SEMESTER**

**Semester- III**

<b>CODE</b>	<b>TITLE</b>	<b>MARKS</b>
<b>MBA7101</b>	<b>Strategic Management</b>	<b>100</b>

- **STUDENTS ARE TO OPT FOR TWO GROUPS.**
- **In one group (Major), they have to select three papers and in second group (Minor) they have to select two papers.**

**GROUP A: Entrepreneurship and General Management**

**GROUP B: Finance**

**GROUP C: Information Technology and Operations Management**

**GROUP D: Marketing**

**GROUP E: Human Resource Management**

**GROUP A: ENTREPRENEURSHIP AND GENERAL MANAGEMENT**

<b>MBA7111</b>	Entrepreneurial Development and New Enterprise Management	100
<b>MBA7112</b>	Entrepreneurial Finance	100
<b>MBA7114</b>	Tax Planning for Entrepreneurs	100

**(CDOE will provide Study Material & Conduct classes & assignments of MBA7111, MBA7112, and MBA7114)**

**GROUP B: FINANCE**

<b>MBA7121</b>	Financial Statement Analysis	100
<b>MBA7123</b>	Management of Financial Services	100
<b>MBA7125</b>	Management Control Systems	100

**(CDOE will provide Study Material & Conduct classes & assignments of MBA 7121, 7123 and 7125)**

**GROUP C: INFORMATION TECHNOLOGY & OPERATIONS MANAGEMENT**

<b>MBA7132</b>	Product Innovation in Technology Business	100
<b>MBA7133</b>	Business Process Re-Engineering	100
<b>MBA7136</b>	Management Information System	100

**(CDOE will provide Study Material & Conduct classes & assignments of MBA 7132, MBA7133 and MBA7136 for these options only)**

**GROUP D: MARKETING**

<b>MBA7141</b>	Advertising and Consumer Behaviour	100
<b>MBA7142</b>	Global Marketing Management	100
<b>MBA7143</b>	Marketing Research and Product Management	100

**(CDOE will provide Study Material & Conduct classes & assignments of MBA7141, MBA7142, MBA7143)**



**GROUP E: HUMAN RESOURCE MANAGEMENT**

<b>MBA7151</b>	Labour Legislation-I	100
<b>MBA7153</b>	Performance and Compensation Management	100
<b>MBA7154</b>	Organisation Development	100

**(CDOE will conduct classes and Conduct classes & assignments of MBA7151, MBA7153, MBA7154)**

**TOTAL 600**

**FOURTH SEMESTER**

<b>CODE</b>	<b>TITLE</b>	<b>MARKS</b>
<b>MBA7203</b>	Comprehensive Viva-Voce****	100
<b>MBA7204</b>	Human Values and Business Ethics	100

Students to continue with the two groups opted by them in third semester.

**GROUP A: ENTREPRENEURSHIP AND GENERAL MANAGEMENT**

<b>MBA7213</b>	Managing Global Enterprise	100
<b>MBA7214</b>	Organisation Structure and Design	100

**(CDOE will provide Study Material and Conduct classes & assignments of MBA7211 & MBA7213 only)**

**GROUP B: FINANCE**

<b>MBA7222</b>	International Financial Management	100
<b>MBA7224</b>	Corporate Governance	100

**(CDOE will conduct classes and Conduct classes & assignments of MBA7222, and MBA7224)**

**GROUP C: INFORMATION TECHNOLOGY AND OPERATIONS MANAGEMENT**

<b>MBA7231</b>	Knowledge Management	100
<b>MBA7234</b>	Total Quality Management	100

**(CDOE will conduct classes and Conduct classes & assignments of MBA7231, and MBA7234)**

**GROUP D: MARKETING**

<b>MBA7241</b>	Marketing of Services	100
<b>MBA7242</b>	Workshop on Foreign Trade Documentation and Trade FINANCE	100

**(CDOE will conduct classes and Conduct classes & assignments of MBA7241 and MBA7242)**

**GROUP E: HUMAN RESOURCE MANAGEMENT**

<b>MBA7251</b>	Human Resource Information System	100
<b>MBA7254</b>	Labour Legislation-Ii	100

**(CDOE will conduct classes and provide study material for MBA7251 and MBA7254)**

**TOTAL 600**

Comprehensive Viva-Voce of the 4th Semester would be based on papers taught in 3rd and 4th Scheme.

### **Teaching - Learning Process**

The teaching learning process encompasses six components whereby the students will be provided ample support from the department in terms of guidance and counseling by the faculty.

- **STUDY MATERIAL**: The first component of the programme would be the Study Material prepared by an expert faculty in Self Learning Mode (SLM) in each subject. Both hard copy and soft copy will be provided.
- **PCP'S**: The second component would be the Personal Contact Programme (PCP) of six days duration for the students whereby lectures in all the subjects are delivered by the expert faculty in each semester.
- **ONLINE ASSIGNMENTS**: The third component is the written assignment for internal assessment of 50 marks in each subject which would help the students in improving their writing skills on the pattern of the external examination.
- **TERM END EXAMINATION**: The fourth component is the theory paper examination in each subject to be conducted by the University.
- **SUMMER TRAINING**: The fifth component is Summer Internship, which you will undergo during the summer break which will impart experiential learning to you in understanding the application of management concepts.
- **COMPERHENSIVE VIVA VOCE**: The sixth component is comprehensive viva voce which will be conducted after 2<sup>nd</sup> and 4<sup>th</sup> semester to evaluate the learner learning understanding of the subjects taught during the academic sessions.

### **Assessment**

#### ***\*Internal Assessment based on Online Assignments (MCQ's)***

The students are advised to visit CDOE notice board for assignment schedule which are uploaded on [cdoe.puchd.ac.in](http://cdoe.puchd.ac.in).

1. Internal Assessment will be in ratio of 70:30 for CDOE students only
2. No assignment will be accepted after the link is closed. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study (25 assignments in all four semester)
3. The students are, therefore, advised in their own interest to submit all the assignments positively as per the schedule uploaded on CDOE Noticeboard.
4. The internal assessment awards of a candidate who fails or does not appear in the examination but has submitted the assignments will be carried forward to the next examination, if he appears again.
5. The Roll No. for MBA semester examination will be issued only to those students who have submitted all the assignments. In case he/she appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.
6. The marks secured by the student in internal assessment will be uploaded on the CDOE Noticeboard.

**For detailed rules & regulations, refer to the**

**<https://docs.google.com/document/d/1XSdtLC3A4imsQCFbToE5uPLknq30axSFflycWjEcGTM/edit?usp=s>**  
**haring**

**Medium of Instruction and Examination- ENGLISH ONLY**

**Important Note:** Candidates who fail to submit the Assignment by due date will not be allowed to sit in the examination.

**PCP Dates**

<b>Class</b>	<b>Convener</b>	<b>PCP DATES</b>
1. MBA Semester-III	Prof Geeta Bansal	03-11-2023 to 11-11-2023
2. MBA Semester-I	Prof Geeta Bansal	14-11-2023 to 22-11-2023
<b>Class</b>	<b>Convener</b>	<b>PCP DATES</b>
3. MBA Semester-II	Prof Geeta Bansal	01-04-2024 to 09-04-2024
4. MBA Semester-IV	Prof Geeta Bansal	22-03-2024 to 31-03-2024

**For PCP dates visit link** [Schedule of Personal Contact Programmes \(PCPs\)](#)

**Fee & Fee Code: C0090**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

**Contact**

**Coordinator: Prof. Geeta Bansal**

**Room No. 412, Third Floor, Department of Commerce and Management Studies, CDOE**

**Ph-0172-2534323**

**Email.:coordcomm@pu.ac.in**

**Special Note:**

Please check your personal mail-id provided to the department from time to time and also the noticeboard at CDOE website for regular updates regarding all academic and co-curricular activities of the department.

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## **Master of Commerce (M.Com)**

Master of Commerce (M.Com) is a Post Graduate Degree in Commerce of two years duration spread over four semesters which aims at honing the existing skills, knowledge and abilities of the students who intend to obtain Post Graduate Degree in Commerce. The degree would help the students to take up higher responsibilities in their chosen field especially for the students who would like to take up teaching assignments at higher level institutes. It would nevertheless fulfill the self-aspirational needs of the individuals who are looking for upgrading their professional qualifications in line with the market needs. The course is useful to the students who are pursuing CA/CS or want to take up any kind of competitive examination (Civil Services, SSC, and UGC etc.). The programme would also make the students eligible for enrolling in other Master courses and Ph.D. programmes in any university.

- **Eligibility**
- **Course Structure**
- **Teaching - Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Eligibility**

#### **Semester -I & II**

- (a) B.Com/BBA with not less than 45 % marks in the aggregate; **OR**
- (b) B.Com (Hons.) degree with not less than 45% marks in the aggregate; **OR**
- (c) A graduate with Honours in Economics or Mathematics or Statistics or Commerce with not less than 45% marks in the aggregate; **OR**
- (d) A graduate with 50% marks in the aggregate having offered Economics, Mathematics, Statistics, Commerce, Computer Applications or Computer Sciences as a subject in the examination:

Provided that in case of candidates having Bachelor's degree of the University through Modern Indian Languages (Hindi/Urdu/Punjabi (Gurmukhi Script) and/or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate; 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together; **OR**

- (e) A candidate who has passed B. Voc (Banking, Insurance & Retailing) and B. Voc (Retail Management) shall be eligible to get admission in the course with not less than 45% marks.
- (f) An associate of the (i) the Institute of Chartered Accountants of India or England or (ii) The Institute of Cost and Works Accountants of India or England; **OR**
- (g) A Pass in the final examination conducted by the Institute of Company secretaries of India; **OR**
- (h) A graduate from any other stream not covered in (a) to (g) above with not less than 60% marks in aggregate.

### Eligibility

#### Semester -III & IV

Third and fourth semester admission/examinations shall be open to a candidate who: -

- (i) has passed M.Com. 1st and 2nd semester from CDOE and has been on the rolls of CDOE/College during the academic year preceding M.Com. 3<sup>rd</sup> and 4<sup>th</sup> Semester examination.
- (ii) has passed 50% of the prescribed papers of 1<sup>st</sup> and 2<sup>nd</sup> semesters jointly.
- (iii) A Candidate, who having passed the second semester examination discontinues his studies, may be permitted to join the 3<sup>rd</sup> Semester within two years of his passing the second semester examination (as per P.U. Col. Vol. 2007 Page 348(ii)).

- Note:**
1. The duration of the examination in each subject will be 3 hours.
  2. Maximum marks for external/written examination are 80 marks and Internal Assessment is 20 marks.
  3. **Internal Assessment will be based on online assignment (MCQs) (Compulsory).**
  4. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University.

**Note:** A student must exercise the option to be taken in 3<sup>rd</sup> & 4<sup>th</sup> semester by the end of 2<sup>nd</sup> Semester. Option will be given if the minimum number of students in each group is more than 50.

#### Course Structure

The duration of the course leading to the degree of Master of Commerce (M.Com) shall be two academic years. Each year shall be divided into two semesters. The examination for the first and the third semesters shall ordinarily be held in the month of December/January and for the second and the fourth semesters in the month of April/May, or on such dates as may be fixed by the syndicate

**The Course is divided into four semesters comprising of 27 theory papers and 01 Viva-Voce examination of 2800 marks.**

Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time where 80% marks will be based on theory papers and 20% marks will be based on online assignment (MCQs) to be submitted by the students which is compulsory, failing which the roll no. of the candidate will be withheld by the department. The viva-voce examination is 100% based on student's performance in the viva. Viva-Voce shall be conducted jointly by internal and external examiners.

### Subjects/Papers

#### Semester- I

PAPER	SUB CODE	SUBJECT
Paper- I	MC. 101	Managerial Economics
Paper- II	MC. 102	Quantitative Methods for Business
Paper- III	MC. 103	Modern Accounting Theory & Reporting Practices
Paper- IV	MC. 104	Organisation Theory and Behaviour
Paper- V	MC. 105	Marketing Management
Paper- VI	MC. 106	Management Information System
Paper- VII	MC. 107 A	I. T. Applications in Commerce (For CDOE Students Only)

### Semester II

PAPER	SUB CODE	SUBJECT
Paper- I	MC. 201	Business Environment
Paper- II	MC. 202	Research Methodology in Commerce
Paper- III	MC. 203	Financial Management and Policy
Paper- IV	MC. 204	Production and Materials Management
Paper- V	MC. 205	Operations Research
Paper-VI	MC. 206	Business Policy & Strategic Management

**\*Paper-VII: Students are to opt for one paper out of two options given below:**

MC. 207 A      a) Entrepreneurship Development and Project Management **(For CDOE Students Only)**

**OR**

MC. 207 B      b) Financial Services **(For CDOE Students Only)**

**Note: \*CDOE provides study material for both the Options**

### Semester III

**MC. 301, MC. 302 & 315A are compulsory Papers.**

PAPER	SUB CODE	SUBJECT
Paper- I	MC. 301	Business Performance Measurement
Paper- II	MC. 302	Tax Planning and Management

A Student has to select two groups from the given groups A to F having two papers each. (MC. 303 to MC. 314)

**\*GROUP A: MARKETING**

MC. 303	Integrated Marketing Communication & Brand Equity
MC. 304	Marketing Research

**\*GROUP B: HUMAN RESOURCE MANAGEMENT**

MC. 305	Human Resource Development
MC. 306	Industrial Relations

**\*GROUP D: ACCOUNTING & FINANCE**

MC. 309	Strategic Cost Management
MC. 310	International Accounting

**\*GROUP F: BANKING AND INSURANCE**

MC. 313	Bank Management
MC. 314	Insurance Management

Paper-VII      MC. 315 A      Financial markets and Instruments

**(Theory paper for CDOE students only)**

**Note: - \*CDOE provides study material & conduct PCP for only for Groups A, B, D and F.**

### **Semester- IV**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper I</b>	MC. 401	Project Planning and Control
<b>Paper-II</b>	MC. 402	Knowledge Management
<b>Paper-III</b>	MC. 403	Business Ethics and Corporate Governance

Every Student Has to Select Any One Group from the Two Groups Selected in the Third Semester (Selected Group in the 4th Semester Will Be Having Three Papers)

#### **\*GROUP A : MARKETING**

MC. 404	Advertising and Sales Management
MC. 405	Service Marketing
MC. 406	Consumer Behavior

#### **\*GROUP B: HUMAN RESOURCE MANAGEMENT**

MC. 407	Organizational Change and Development
MC. 408	Training and Development
MC. 409	Compensation Management

#### **\*GROUP D: ACCOUNTING & FINANCE**

MC. 413	Advanced Corporate Accounting
MC. 414	Security Analysis and Portfolio Management
MC. 415	Advanced Auditing

#### **\*GROUP F: BANKING AND INSURANCE**

MC. 419	Bank Legislation
MC. 420	Risk Management
MC. 421	Actuarial Practice

<b>Paper-VII</b>	MC. 422	Comprehensive VIVA-VOCE
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**Note: - \*CDOE provides study material & conduct PCP for only four Groups A, B, D and F.**

- Note:**
1. Each student shall be examined in the papers (including Project and Viva-Voce) as laid down in the syllabus prescribed from time to time.
  2. A student of M.Com of the Centre for Distance and Online Education who fails to submit all the assignments of the session by the due date shall not be eligible to appear in the University examination.
  3. The students are advised to give their chosen optional papers in the examination form for M.Com Semester-III and IV respectively.

**Syllabus** For detailed Syllabus, rules and regulations and other details refer PU website i.e. <https://www.puchd.ac.in/includes/syllabus/2017/20170905103952-m.com2017-18.pdf?202211232907>

**Note: Study material is provided in English Medium only.**



## **Medium of Examination-English/Hindi/Punjabi**

### **Teaching - Learning Process**

The teaching learning process encompasses five components whereby the students will be provided ample support from the department in terms of guidance and counseling by the faculty.

The first component of the programme would be the Study Material in each subject prepared by the expert faculty in Self Learning Mode (SLM) as per DEB guidelines for distance learners.

The second component would be Personal Contact Programme (PCP) of six days duration for the students whereby lectures in all the subjects would be deliberated by the expert faculty.

\*The third component is the online assignments (MCQs) for internal assessment of 20 marks in each paper.

The fourth component is the theory paper examination in each paper to be conducted by the University.

The fifth component is the Comprehensive Viva-Voce examination conducted by the department to evaluate the student learning during the two years programme.

### **Assessment**

*\*Internal Assessment will be based on Online Assignments (MCQ's)*

The students are advised to visit CDOE noticeboard for assignments which are uploaded on CDOE.puchd.ac.in.

1. There will be an internal assessment of 20 marks in each paper which is based on online assignments (MCQ's based, which will be uploaded in CDOE Noticeboard along with the schedule).
2. The students are, advised in their own interest to submit all the assignments strictly as per schedule of online assignments.
3. The internal assessment awards of a candidate who fails or does not appear in the examination but has submitted the assignments will be carried forward and he will not be required to submit the assignments again, if he appears in that examination.
4. The Roll No. for M.Com semester examination will be issued only to those students who have submitted all the assignments. In case he/she appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.
5. The marks secured by the student in internal assessment will be uploaded on CDOE Noticeboard for meeting any discrepancy there of before the final result is sent to the result branch. There after no communication will be entertained with regards to internal assessment.
6. There is no provision for re-evaluation of assignments. The marks allotted in internal assignments are final.

**Important Note:** Candidates who fail to submit the Assignment by due date will not be allowed to sit in the examination.

### **PCP Dates**

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0030**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

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### **Special Note:**

Please check your personal mail-id provided to the department from time to time and also CDOE Noticeboard for all regular updates regarding your course and other academic and non-academic activities.

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## **Masters of Arts (M.A.)**

### **CDOE OFFERS:**

- **M.A. ECONOMICS**
- **M.A. EDUCATION**
- **M.A. ENGLISH**
- **एम.ए. हिन्दी**
- **M.A. HISTORY**
- **M.A. POLITICAL SCIENCE**
- **M.A. PUBLIC ADMINISTRATION**
- **ਐਮ.ਏ ਪੰਜਾਬੀ**
- **M.A. SOCIOLOGY**

### **General Eligibility**

#### **Semester -I & II**

A person who has passed one of the following examinations from this University or from the Punjab University at Lahore before 1948 or from any other University, whose examination has been recognized as equivalent to the corresponding examination of this University, shall be eligible to join the **Semester -I of the M.A. Course:**

- (i) B.A. with Honours in the subject of the Postgraduate Course;
- (ii) (a) Bachelor's degree in any faculty with at least 50% marks in the aggregate; **(Not applicable for M.A. Punjabi)**
  - (b) Diploma in Physical Education examination or Post-Graduate Diploma in Library Science after having passed B.A. or B.Sc;
- (iii) (a) The B.A. (Pass) examination in full subjects obtaining at least 45% marks in the elective subject of the Post-Graduate Course;
- (b) Or has obtained B.A. Degree through English only regulations obtaining at least 45% marks in the subject of Post-Graduate Course;
- (iv) Obtained B.A. degree, after passing examination in an Oriental Classical Language or a Modern Indian Language with at least 45 per cent marks (out of the aggregate excluding the additional paper) at the Honours in Oriental Titles or Modern Indian Languages examination, in the subject of Post-Graduate course;
- (v) Master's degree examination in another subject or another faculty **(Not applicable for M.A. Punjabi, M.A. Hindi Course)**
- (vi) The B.A. examination under Social Service Regulations or under War Regulations and has subsequently passed in the subject concerned at the B.A. examination obtaining at least 45 per cent marks;
- (vii) B.Sc. Honours School;

## Specific Eligibility Conditions for different M.A. Programmes:

A person, who has passed one of the following examinations, shall also be eligible: -

- 1) **For M.A. PUBLIC ADMINISTRATION:** Bachelor's Degree obtaining 45% marks in Public Administration OR B.A. (Pass) with 45% marks in Political Science or Economics or Sociology or Psychology.
- (2) **For M.A. ECONOMICS:** Bachelor's degree obtaining at least 45% marks in the subject of Economics or 50 % marks in the aggregate.
- (3) **For M.A. POLITICAL SCIENCE:** A Person who has passed one of the following examination from the Panjab University or an examination recognized by the Syndicate as equivalent thereto, shall be eligible to join the M.A. degree course, other than Physical Education :
  - (i) A Bachelor's Degree obtaining at least 45% marks in the subject of Post Graduate Course, or 50% marks in the aggregate.
  - (ii) B.A. with Honours in the subject of the Postgraduate course or B.Sc. Hons. School Course
  - (iii) Masters' degree examination in any other subject,

A person who has passed B.A. with 45% marks in any social science discipline shall also be eligible.

- (4) **For M.A. HINDI:** (i) Bachelor's Degree obtaining 45% marks in Hindi or 50% marks in the aggregate provided the candidate has passed Hindi as an Elective/ Compulsory Subject.
  - (ii) OR B.A. with Honours in Hindi or B.Sc. with (Hons. School) course.
  - (iii) OR Bachelor's Degree obtaining 45% marks in Sanskrit (Elective)
  - (iv) OR Shastri examination (New Course)
  - (v) OR Prabhakar Examination Securing 45% marks (out of aggregate excluding the additional paper)
  - (vi) OR Master's Degree Examination in any subject provided the candidate has studied Hindi Compulsory/ Sanskrit at Graduate level.

**OR**

Bachelor's degree or equivalent Exam from a recognized University obtaining 50% marks in the aggregate with the condition that the admission to the Non-Hindi students (who have not studied Hindi/Sanskrit at graduate Level) will be granted w.e.f. the Session 2023-24.

- (5) **For M.A. PUNJABI:**
  - (i) Bachelor's Degree obtaining at least 45% marks in the subject of Post Graduate course or 50% marks in the aggregate B.A./B.Sc/B.Sc.(Hons)
  - (ii) Master's degree examination in any other subject provided the candidate must have studies Punjabi compulsory as a compulsory subject at graduate level.
- (6) **For M.A. ENGLISH:** Bachelor's Degree obtaining at least 45% marks in English Elective or English Compulsory subject OR Bachelor's Degree in any faculty obtaining 50% marks in the aggregate OR B.A.

with (Hons.) in English. OR B.A./B.Sc. with (Hons.) in subject other than English obtaining at least 50% marks in aggregate OR Master's Degree in any other subject with 50% marks in aggregate

- (7) **For M.A. SOCIOLOGY:** A person who has passed one of the following examination from the Panjab University or an examination recognized by the Syndicate as equivalent thereto, shall be eligible to join the M.A. degree course, other than in Physical Education:

- (i) A Bachelor's Degree obtaining at least 45% marks in the subject of Postgraduate course, or 50% marks in the aggregate.
- (ii) B.A. with Honours in the subject of Post Graduate Course or B.Sc.(Hons.). School.
- (iii) Master's Degree examination in any other subjects other than in physical Education.
- (iv) Subject weightage will be given to candidates who have been taken six full papers in Sociology in B.A. Course.

- (8) **For M.A. EDUCATION:**

A person who has passed one of the following examinations from Panjab University or an examination recognized by the Syndicate as equivalent thereto, shall be eligible to join M.A. degree course, other than in Physical Education:-

**For Indian Nationals Students:**

- (i) A Bachelor's degree in any stream from a UGC recognized University with 50% marks in aggregate.
- (ii) Master's degree examination in any other subject.

**For Foreign Nationals Students:**

A student having 50% marks in the qualifying examination or equivalent grade from Foreign University having equivalent graduate degree certified by the Association of Indian Universities (AIU).

- (9) **For M.A. HISTORY:**

- (i) B.A. with Honours in History
- (ii) Bachelor's degree in any faculty with at least 50% marks in the aggregate.
- (iii) B.A. (Pass)/B.Sc. (Pass) examination in full subjects obtaining at least 45% marks in the subject History.
- (iv) Master's degree examination in another subject or another faculty.

**Notes:**

The concession of 5% marks for SC/ST/BC/PWD students in admission is available in CDOE as per Panjab University rules.

- 5% marks concession shall be given to Persons with Disability (PWD) in the minimum eligibility criteria for a course subject to minimum disability of 40% provided they have obtained minimum pass marks prescribed by regulations.

**For Compartment Candidates:** A candidate who has been placed under compartment in one subject in B.A. Third year examination of this University shall be allowed to join M.A. First Year (semester system) class provisionally if he/she fulfils other requirements and provided (i) that the re-appear is not in the subject in which he/she is seeking admission in M.A.; and (ii) if he/she fails to clear the compartment subject of the B.A. Third Year examination in the next two consecutive chances immediately following the examination in which he/she

was placed under compartment, his/her provisional admission to M.A. First Year (First and Second semester) examination shall be cancelled.

## Eligibility

### Semester -III & IV

Person who has passed one of the following examinations is eligible to join Semester III and IV:

- (i) Students who have qualified at least 50% of the total number of papers jointly in M.A. Semester-I & II are eligible to seek admission to M.A. 3<sup>rd</sup> Semester.
- (ii) Students who have qualified at least 50% of the total number of papers jointly in M.A. Semester-I, II & III are eligible to seek admission to M.A. 4<sup>th</sup> Semester.
- (iii) Semester-I & II examination in the subject offered from Kurukshetra/Punjabi/Guru Nanak Dev/Maharishi Daya Nand/Himachal Pradesh University provided he/she offered the same papers as are available at this University.

- Notes:**
- 1. *A candidate for Semester-III & IV examination must have passed Semester-I & II examination not more than five years previously. (Senate Discuss dated 08-12-2007).*
  - 2. *Compartment/Re-appear candidates of other University are not eligible to join M.A. 3<sup>rd</sup> Semester of this University.*

## **M.A. Economics**

Economics is one of the fastest growing disciplines in the world. Economics is an extremely broad field of learning that takes the movements of people, money and material things as its object of study. It is a practical science that deploys highly quantitative problem solving approach towards understanding the behavior of the human being and of issues & phenomena of national and international relevance. It is a field of study that tracks, studies, projects and predicts human behavior and is one of the most important and relevant skills for the world today. Economics underpins many of the phenomenons unfolding around us every day. Master in Economics is a two years Postgraduate academic programme and it is spread over four semesters. Its core objectives include imparting a wide conceptual knowledge of the subject, to help learners develop a good perspective on key economic issues and acquire relevant foundational skills including logical reasoning and analysis. The course further aims at developing talented people who by possessing the knowledge of Economics get equipped them to play active roles in today's dynamic society. It helps prepare distance learners for seeking suitable jobs in the Business sector including Economic services and Financial Services, Academic world and Research organizations and also prepare them for competitive exams held by UPSC, State public Service commissions, UGC, RBI etc.

- **Programme Outcomes**
- **Course Structure**
- **Teaching- Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Programme Outcomes**

Economics is one of the fastest growing disciplines and an extremely broad field of learning that takes the movements of people, money and material things as its object of study. It is a practical science that connects directly to the lives of individuals and of groups. The M.A. Economics programme helps students

- gain conceptual knowledge of the Economics discipline,
- develop a good perspective on key economic issues
- acquire relevant foundational skills including logical reasoning and analysis
- develop understanding and knowledge of economics and thus equipping them to play active role in the dynamic society.
- get suitable jobs in the Business world, Government services, Economic and Financial Services, Research organizations and hence become capable of applying for higher studies and performing well in competitive exams in related fields.

### **Course Structure**

Coursework at CDOE, PU includes papers like Micro Economics, Macro Economics, International Economics, Money and Banking, Economics of Public Finance etc. The course intends to develop understanding of issues of national and international significance like poverty, unemployment, trade, growth, money, income depression, prices and monopoly etc. The aim of the course is to foster students who gain the ability to deal flexibly with the diversity of the subject of Economics and new changes that take place in the field.



## Assessment

The programme consists of 16 courses/papers comprising **12 Core/Compulsory papers** and **4 Elective/Optional papers** for all students. Each of these courses will carry 100 marks, divided as:

- **Terminal Evaluation** : 80
- **Internal Assessment**: 20

### Internal Assessment/Assignments:

1. There will be an internal assessment of 20 marks in each paper which is based on online assignments (MCQs) for CDOE students. Notification for the same will be put up on the e-noticeboard of the CDOE.
2. No Assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

## Syllabus

For detailed Syllabus and other details refer PU website i.e.

**M. MARKS: 100** (Theory Paper: **80** & Internal Assessment: **20**)

The courses are offered according to the following scheme.

### Semester Wise Papers/Courses Scheme

#### Semester- I

**There are four Papers. All papers are compulsory:**

PAPER	SUB CODE	SUBJECT
Paper- I	MAECO-101	Micro Economics-I
Paper- II	MAECO-102	Macro Economics-I
Paper- III	MAECO-103	Quantitative Methods-I
Paper- IV	MAECO-104	International Economics

**Note:** - CDOE provides Study material in English Medium Only and holds PCP also for all the four papers.

#### Semester- II

**There are four Papers. All papers are compulsory:**

PAPER	SUB CODE	SUBJECT
Paper- I	MAECO-201	Micro Economics-II
Paper- II	MAECO-202	Macro Economics-II
Paper- III	MAECO-203	Quantitative Methods-II
Paper- IV	MAECO-204	Public Finance

**Note:** -CDOE provides Study material in English Medium Only and holds PCP also for all the four papers.

### **Semester- III**

**There are four Papers- two compulsory papers (Paper I & II) and two optional papers (Paper III & IV):**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
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#### **Compulsory Papers**

<b>Paper- I</b>	MAECO-301	Economics of Growth and Development I
<b>Paper- II</b>	MAECO-302	Indian Economic Issues –I

#### **Optional Papers**

<b>Paper- III</b>	MAECO- 303	Economics of Agriculture-I
<b>Paper- IV</b>	MAECO- 304	Economics of Population

**Notes:** CDOE provides Study Material (in English Medium only) conducts PCP Classes and offers assignments for internal assessment of the above mentioned compulsory and optional papers.

### **Semester- IV**

**There are four papers- two compulsory papers (Paper I & II) and two optional papers (Paper III & IV):**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
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#### **Compulsory Papers**

<b>Paper- I</b>	MAECO-401	Economics of Growth and Development II
<b>Paper- II</b>	MAECO-402	Indian Economic Issues II

#### **Optional Papers**

<b>Paper- III</b>	MAECO- 403	Economics of Agriculture-II
<b>Paper- IV</b>	MAECO- 404	Economics of Money and Banking

**Notes:** CDOE provides Study Material (in English Medium only) conducts PCP Classes and offers assignments for internal assessment of the above mentioned compulsory and optional papers.

### **Teaching - Learning Process**

A blended approach is followed to deliver the curriculum. The learning material covers almost whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/ Punjabi) to write their examination papers but the language of the study material is English only. Along with this, Personal Contact Programmes are organized in each of the four semesters. During PCPs the teachers interact with the students and try to cover whole of the syllabi of the particular semester. Innovative techniques are used for the benefit of the students.

**Medium of Examination:** Students can choose any one of the following language as their medium of examination - English/Hindi/Punjabi

**Medium of Study Material:** The study material is available in English medium only, however, during Personal Contact Programme (PCP) classes students are absolutely free to interact in English/Hindi/Punjabi

### **Evaluation**

Evaluation is done on the basis of semester terminal examination and Internal assessment (see course structure/details). The terminal /external examination are conducted in the month of December for Semesters I & II; and in the month of May/June for Semesters II & IV.

### **PCP Dates**

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)** given in the CDOE Prospectus itself.

### **Fee & Fee Code: C0040**

**For fee deposit refer to fee details at [Fee structure](#)** given in the CDOE Prospectus itself.

### **Contact**

**Coordinator: Mrs. Sangeeta Malhotra**

**Contact Number: 01722534326**

**Office: Room 428, 3<sup>rd</sup> Floor, Department of Economics, CDOE.**

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## **M.A. Education**

Master of Arts in Education i.e. M.A. (Education) is a pedagogical course designed to impart to eligible candidates advanced lessons in theoretical and practical educational thought and processes. It aims to prepare students as Teacher Educators, Administrators and Researchers for various institutions engaged in Teaching, Education Research and Education Planning. The course enables the students to critically evaluate current issues and trends in the practices of classroom instruction and curriculum development and apply that knowledge appropriately in the development of curricula and instructional strategies. Thus hones students skills needed in analyses of education-related theories for application to real-world experiences along with providing competency in educational leadership.

- **Course Structure**
- **Teaching -Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Course Structure**

M.A. (Education) is spread over two years (divided into four semesters). In semester I and II, there will be five papers in all, out of which three papers i.e., Papers I, II and III will be basic and compulsory for all the students and two papers i.e. IV and V will be optional. Students will have to select any two options out of the eight specializations. In semester III and IV, there will be two basic and compulsory for all the students and two optional papers. The two optional papers Guidance and Counselling and Educational Technology are available (For Study Material, PCP Classes and Assignment purpose) to be selected by the students in semester I cannot be changed and the students will study the same specialization in semesters II, III & IV of M.A. Education. In semester III students have to prepare Synopsis (Research Proposal) and in semester IV students have to submit a dissertation.

Each paper will be of 5 credits. A student earns credits in each paper if he / she obtain the minimum pass marks in each paper. In all, student will be required to obtain a minimum of 100 credits towards fulfillment of M.A. Education programme completion criteria.

### **Semester- I**

**All papers are compulsory:**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
Paper 1	PSF	Philosophical & Sociological Foundations of Education-I
Paper 2	EDP	Educational Psychology-I
Paper 3	ERS	Educational Research & Statistics-I
Paper 4	EDT	Educational Technology-I
Paper 5	GNC	Guidance & Counselling-I

### **Semester- II**

**All papers are compulsory:**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
Paper 6	PSF	Philosophical & Sociological Foundations of Education-II
Paper 7	EDP	Educational Psychology-II
Paper 8	ERS	Educational Research & Statistics-II
Paper 9	EDT	Educational Technology-II
Paper 10	GNC	Guidance & Counselling-II

### **Semester- III**

**All papers are compulsory:**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
Paper 11	HCE	History and Contemporary Issues of Indian Education-III
Paper 12	CRD	Curriculum Development-III
Paper 13	DIS	Dissertation Proposal/Synopsis
Paper 14	EDT	Educational Technology-III
Paper 15	GNC	Guidance & Counselling-III

### **Semester- IV**

**All papers are compulsory:**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
Paper 16	HCE	History and Contemporary Issues of Indian Education-IV
Paper 17	CRD	Curriculum Development-IV
Paper 18	DIS	Dissertation
Paper 19	EDT	Educational Technology-IV
Paper 20	GNC	Guidance & Counselling-IV

### **Teaching - Learning Process**

The transaction of curriculum is done by providing learning material in Self Learning mode which covers whole syllabi and organizing Personal Contact Programme of ten days in each of the four semesters. Though the learning material is available in English Medium only, however, during Personal Contact Programme (PCP) classes students are absolutely free to interact in English/Hindi/Punjabi. During PCPs, teachers try to cover whole of the syllabi of the particular semester. Innovative techniques and teaching strategies are also used for the benefit of the students. Along with theory, practical work in specific papers will be taken up during PCPs.

Medium of Examination: Students can choose any one of the three languages i.e. English/Hindi/Punjabi, as their medium of examination i.e. writing their theory papers.

### **Assessment**

Evaluation is done on the basis of semester terminal examination and Internal assessment (see course structure/details). The terminal /external examination are conducted in the month of December for semester I & II; and in the month of May/June for semester II & IV.

### **PCP Dates**

There will be mandatory Personal Contact Programme (PCP) of 10 days duration in each semester. The PCP will be conducted at CDOE only. **75% attendance** during PCP will be mandatory for the students to be eligible for appearing in the semester-end examination.

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0040**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

**Course Coordinator: Mr Jeesu Jaskanwar Singh**

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## **M.A. English**

English is a language of international communication, the internet and the media. Whether for personal or professional growth, English is indispensable in reaching and realising one's goals in contemporary times. The knowledge of the English language helps foster communication across diverse cultures of India and the world.

A study of Literature (an organisation of words to produce elevating and pleasing effects) produced in English involving a comprehensive and in-depth understanding of literary history, theory, and criticism enhances students' understanding of a wide range of cultures and intellectual traditions, including India. In addition to striving to equip the distant learners of CDOE with better vocabulary, writing skills and other communication skills, the Department of English also offers exposure to literary narratives/artefacts that are instrumental in expanding their imagination, improving critical thinking and enhancing empathy, considered as the life force.

Masters in English is a much sought-after programme as students consider both the English language and Literature a window to the world. English is indispensable for higher education, and proficiency in the language is an essential prerequisite for all competitive examinations. The course opens plenty of avenues for employment. Job opportunities become more accessible in education, the corporate, media and administrative sectors.

The course is spread over four semesters and aims to acquaint students with the literature written in English and translated into English from various Indian and foreign languages. Besides, the course prepares distance learners to comprehensively understand core areas such as Literary Criticism, Literary Movements, Indian Writings in English, British Literature, and World Literature. The Course also offers exposure to specialised areas such as Post-Colonial Studies, Cultural Studies, and American Literature.

The Course further aims at honing students' creative skills to enable them to become good content developers, editors, and creative writers. The study of literature sensitises students to society's problems, whereby they become equipped to grapple with the challenges of day-to-day life.

- **Course Structure**
- **Teaching- Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Course Structure**

The course is spread over four semesters. The entire M.A. (English) course consists of **18 (eighteen)** papers. Semesters I & II shall have four papers each (a total of 8); Semesters III & IV shall also have five papers each (10). One paper (paper XIII) in semester III shall be allotted to **Dissertation-Work**. Students who do not want to undertake dissertation work can opt for a paper titled '**Research Methods**'. Likewise, the students will opt for another paper (paper XVIII) — **Skill Enhancement/Social Outreach** in Semester IV, based on practical training. Students who do not want to take this paper based on practical skills can opt for a paper titled '**Creative Writing and Soft Skills**'. The details of these papers (XIII & XVIII), along with their corresponding alternatives appear below in the document.

The CDOE students are required to take for **British Literature-I and British Literature-II** in the first semester and **British Literature-III and British Literature-IV** in the second semester. In the third semester, a student is required to take paper named, **Critical Theory-I, Indian Literature (in English)-I, American Literature-I and World Literature-I**. In semester three, the students can opt either for Research Methods or Dissertation – Work



in Paper XIII. The Study material and PCP will be organised for **Research Methods** and **Dissertation Writing**. In the fourth semester, a student is required to take **Critical Theory-II, Indian Writings (in Translation)-II, American Literature-II and World Literature-II**. For Paper XVIII in semester IV, students can opt for 'Skill Enhancement/Social Outreach' or 'Creative Writing and Soft Skills'. CDOE offers study material for the above-mentioned papers only. Study material will be provided, and PCP will be organised for "Creative Writing and Soft Skills". For the Paper **Skill Enhancement/Social Outreach**, special lectures seeking students' elaborate involvement during the PCP will be organised by the department.

### **Subjects/Papers**

#### **Semester-I**

**M. MARKS:** 100 (THEORY PAPER: 80, INTERNAL ASSESSMENT: 20)

##### **Paper I**

Literary Movements–I

##### **Paper II**

Approaches to Literary Criticism – I

##### **Paper III**

British Literature – I

##### **Paper IV**

British Literature –II

#### **Semester II**

##### **Paper V**

Literary Movements –II

##### **Paper VI**

Approaches to Literary Criticism –II

##### **Paper VII**

British Literature – III

##### **Paper VIII**

British Literature – IV

**NOTE:** Students seeking admission to M.A. English, Centre for Distance and Online Education (CDOE) will have to take only papers offered by the department. They cannot take optional papers as per their choice/convenience. This amendment is enforced as per the latest guidelines of the Distance Education Bureau (DEB).

#### **Semester- III**

##### **Paper IX**

Critical Theory – I

##### **Paper X**

Indian Literature (in English) – I

##### **Paper XI**

World Literature –I

##### **Paper XII**

American Literature –I

**Paper XIII**

Dissertation-Work

or

Research Methods

**(CDOE Students will have to choose either of the two options)**

**Semester- IV**

**One** compulsory paper

**Paper XIV**

Critical Theory – II

**Paper XV**

**Indian Literature (in Translation) – II**

**Paper XVI**

World Literature –II

**Paper XVII**

American Literature –II

**Paper XVIII**

Skill Enhancement/ Social Outreach

Or

Creative Writing and Soft Skills

**(CDOE students will have to choose either of the two options)**

**Note:** The students are to note that the study material will be provided regarding the papers offered by CDOE only, and PCPs, too, will be held concerning these papers only.

**Teaching - Learning Process**

The course is delivered to the students through the printed material dispatched to them and through the lecture mode during the Personal Contact Programme (PCP). The PCP will be for 12 days (Monday to Saturday for two weeks) for all the semesters. During the PCP, the teachers will interact with the students and try to give an overview of the whole syllabi of the semester. Innovative techniques and learner-centric pedagogies are used to engage the students.

**Assessment:** Evaluation is based on semester terminal examination and internal assessment (See course structure/details). The terminal/external examination is conducted in December for Semesters I and III; for Semesters II and IV in May/June.

**Terminal Evaluation:** 80

**Internal Assessment:** 20

1. An internal assessment of 20 marks in each paper will be based on an online multiple-choice assignment test.
2. The students are required to appear for the online assignment for each paper for internal assessment on the prescribed date.
3. The online assignment examination will not be repeated.

**Syllabus** For detailed Syllabus and other details refer PU website i.e.  
<https://www.puchd.ac.in/includes/syllabus/2021/20211028122644-m.a.english2021-2022.pdf?202211140007>

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0040**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

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## एम.ए. हिन्दी

एम. ए. (हिन्दी) एक ऐसा द्वि-वर्षीय कोर्स है जो सीडीओई के विद्यार्थियों में पर्याप्त लोकप्रिय है। यह कोर्स हिन्दी-भाषा और हिन्दी-साहित्य के व्यापक और गहन रूप से तो विद्यार्थियों को परिचित कराता ही है, कुछ अन्य भारतीय भाषाओं की रचनाओं के माध्यम से उनमें तुलनात्मक दृष्टि का विकास भी करता है। साथ ही, समीक्षा की भारतीय और पाश्चात्य - दोनों दृष्टियों के परिचय के द्वारा विद्यार्थियों के आलोचनात्मक विवेक को भी जाग्रत करता है। ज्ञान-विज्ञान के अन्यान्य अनुशासनों में विकसित दलित-विमर्श, स्त्री-विमर्श, उत्तरआधुनिक विमर्श जैसी अवधारणाएँ तथा अनुवाद और मीडिया जैसे रोज़गारोन्मुख विषय एम. ए. (हिन्दी) के पाठ्यक्रम का अभिन्न अंग हैं जिनके माध्यम से यह कोर्स अपनी अद्यतनता और गतिशीलता के साथ-साथ अपने अन्तर-अनुशासनीय उपागम (Inter-disciplinary approach) को भी प्रमाणित करता है।

- [Course Structure](#)
- [Teaching - Learning Process](#)
- [PCP](#)
- [Fee](#)
- [Contact](#)

### **कोर्स- संरचना**

कोर्स की अवधि दो वर्षों की है जो चार सेमेस्टरों में विभाजित है। प्रत्येक सेमेस्टर में चार पेपर निर्धारित हैं। पहले और दूसरे सेमेस्टर के चारों पेपर अनिवार्य हैं। इन दोनों सेमेस्टरों के लिए पाठ्यक्रम का निर्धारण इस प्रकार से किया गया है कि विद्यार्थी हिन्दी-साहित्य के इतिहास के चारों कालों (आदिकाल, भक्तिकाल, रीतिकाल तथा आधुनिक काल) से तो (पेपर-एक के माध्यम से) भली-भाँति परिचित हो ही जाएगा; आधुनिक काल के हिन्दी-साहित्य से विशिष्ट परिचय (पेपर-दो व पेपर-तीन के माध्यम से) भी प्राप्त कर लेगा। साहित्य के विभिन्न भारतीय व पाश्चात्य सिद्धान्तों का (पेपर-चार के माध्यम से) अध्ययन साहित्य को समझने की उसकी दृष्टि को विकसित करेगा।

सेमेस्टर तीन व सेमेस्टर चार में कुछ पेपर अनिवार्य हैं मगर 'विशेषज्ञता' के लक्ष्य को पाने के लिए यहाँ विद्यार्थी को पेपर तीन में कुछ विकल्प उपलब्ध कराए गए हैं मगर सीडीओई के विद्यार्थी केवल विकल्प-ii (सूरदास एवं अन्य कृष्ण भक्त कवि) का ही चयन कर सकते हैं। पी. सी. पी. के दौरान भी केवल विकल्प-ii (सूरदास एवं अन्य कृष्ण भक्त कवि) की ही कक्षाएँ लगेंगी तथा विभाग की ओर से पाठ्यसामग्री भी केवल इसी विकल्प की उपलब्ध कराई जाएगी। सेमेस्टर तीन और सेमेस्टर चार के अनिवार्य पेपरों का संबंध भाषा-विज्ञान, हिन्दी-भाषा, हिन्दी-काव्य का प्राचीन व मध्यकाल, मीडिया-लेखन और अनुवाद, भारतीय साहित्य आदि के साथ है।

प्रत्येक पेपर 100 अंक का है जिसमें से 80 अंक सेमेस्टर के अंत में ली जाने वाली मुख्य परीक्षा के लिए रखे गए हैं तथा 20 अंक आंतरिक मूल्यांकन (Internal Assessment) के लिए हैं। सीडीओई के विद्यार्थियों का आंतरिक मूल्यांकन एक प्रश्न पत्र के (Assignment) के ज़रिए किया जाएगा जो विभाग की ओर से विद्यार्थियों को उपलब्ध कराया जाएगा। सभी विद्यार्थियों के लिए यह अनिवार्य है क्योंकि इसमें प्राप्त अंक ही उसके 'आंतरिक मूल्यांकन के अंक' होंगे।

### **पेपर**

**M. Marks: 100 (Theory Paper: 80 & Internal Assessment: 20)**

**Semester- I (All papers are Compulsory)**

PAPER	SUB CODE	SUBJECT
Paper- I	HSM	हिन्दी साहित्य का आदिकाल व मध्यकाल
Paper- II	AHK	आधुनिक हिन्दी काव्य

Paper- III	AGS	आधुनिक हिन्दी गद्य साहित्य
Paper- IV	BKS	भारतीय काव्यशास्त्र के सिद्धान्त और हिन्दी आलोचक

### Semester- II (All papers are Compulsory)

PAPER	SUB CODE	SUBJECT
Paper- I	HSK	हिन्दी साहित्य का आधुनिक काल
Paper- II	AHK	आधुनिक हिन्दी काव्य
Paper- III	AGS	आधुनिक हिन्दी गद्य साहित्य
Paper- IV	PKS	पाश्चात्य काव्यशास्त्र एवं समकालीन आलोचना सिद्धान्त

### Semester- III

**नोट:-** सीडीओई के विद्यार्थी केवल सूरदास एवं अन्य कृष्ण भक्त कवि विकल्प का चयन कर सकते हैं। पाठ्य-सामग्री तथा assignment केवल इसीविषय की ही उपलब्ध कराई जाएगी।

PAPER	SUB CODE	SUBJECT
Paper- I	BHV	भाषा विज्ञान एवं हिन्दीतर भाषाओं का अध्ययन
Paper- II	PMK	प्राचीन एवं मध्यकालीन काव्य
Paper- III	SAK	सूरदास एवं अन्य कृष्ण भक्त कवि
Paper- IV	MLA	मीडिया लेखन और अनुवाद

### Semester- IV

PAPER	SUB CODE	SUBJECT
Paper- I	BHV	भाषा विज्ञान एवं हिन्दी भाषा का अध्ययन
Paper- II	PMK	प्राचीन एवं मध्यकालीन काव्य
Paper- III	SAK	सूरदास एवं अन्य कृष्ण भक्त कवि
Paper- IV	BAS	भारतीय साहित्य

### अध्ययन – अध्यापन – प्रक्रिया

दूरवर्ती शिक्षा मुख्यतः मुद्रित पाठ्य-सामग्री पर आधारित होती है। 'व्यक्तिगत संपर्क कार्यक्रम' (PCP) भी इस शिक्षण में बहुत महत्वपूर्ण भूमिका निभाते हैं। एम. ए. (हिन्दी) के विद्यार्थियों को भी संपूर्ण पाठ्यक्रम पर आधारित पाठ्यसामग्री उपलब्ध कराई जाएगी। प्रत्येक सेमेस्टर के प्रत्येक पेपर के लिए उन्हें अलग-अलग मुद्रित पाठ्यसामग्री उपलब्ध कराई जाएगी। विद्यार्थी के अधिकतम हित को ध्यान में रखते हुए पाठ्य-सामग्री विषय-विशेषज्ञों द्वारा तैयार कराई गई है। इसके अतिरिक्त, प्रत्येक सेमेस्टर में छः दिन का 'व्यक्तिगत संपर्क कार्यक्रम' (PCP) भी रखा जाएगा जिसके अंतर्गत चारों पेपर पढ़ाए जाएंगे।

### Assignments

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments and MCQ.

2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

**Syllabus** For detailed Syllabus and other details refer PU website i.e. <https://www.puchd.ac.in/includes/syllabus/2021/20210913154928-m.a.hindisyllabus2021-22compressed1.pdf?202211140007>

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0040**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

कोर्स संयोजक : प्रोफेसर योजना रावत, हिन्दी-विभाग  
कमरा नं : 305 सीडीओई  
ऑफिस फोन नं : 01722536152  
ई मेल : [yojnarawat@pu.ac.in](mailto:yojnarawat@pu.ac.in)

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## **M.A. History**

The Department of History runs a two-year Post Graduate course comprising of four semesters. This course has envisaged moving away from conventional history, with an emphasis on analytical method for reconstructing the past. It will broaden and deepen the understanding of students by delving into some neglected areas of historical research. The scope of papers includes histories of marginal groups, economic history, urban history, contemporary history, regional history and world history. In addition, there are also courses on history of art, architecture, and religion and research methodology. The courses are inter-disciplinary in nature so that the students learn from other related disciplines such as economics, sociology, anthropology, political science and geography.

- **Courses Structure**
- **Teaching - Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Course Structure**

The course comprises of four semesters. There shall be four papers in each semester. Each paper is of 100 marks (Theory Paper: 80 & Internal Assessment: 20)

#### **Semester- I**

All papers are Compulsory

<b>PAPER</b>	<b>SUB CODE</b>	<b>TITLE OF PAPER</b>
Paper- I	HIS 111	The Punjab (mid-fifteenth to seventeenth centuries)
Paper- II	HIS 231	Ancient India: An Overview
Paper- III	HIS 221	Medieval India: Political Processes
Paper- IV	HIS 211	Modern India: Political Processes

#### **Semester- II**

All papers are Compulsory

<b>PAPER</b>	<b>SUB CODE</b>	<b>TITLE OF PAPER</b>
Paper I:	<b>HIS 125</b>	Punjab in the Eighteenth Century (Compulsory)
Paper II:	HIS 713	Agrarian Economy of Ancient India
Paper III:	HIS 844	China & Japan (1840-1950)
Paper IV:	HIS 812	USA (1820-1973)

### Semester- III

All papers are Compulsory

PAPER	SUB CODE	SUBJECT
Paper- I	(HIS 123)	Punjab in the Nineteenth Century ( <u>Compulsory</u> )
Paper II:	(HIS 412)	Rise and Growth of Colonialism in India
Paper III:	(HIS 432)	Cultural History of Ancient India
Paper IV:	(HIS 212)	National Movement in India 1858-1947

### Semester- IV

All papers are Compulsory

PAPER	SUB CODE	SUBJECT
Paper- I	(HIS 126)	Punjab in the Twentieth Century ( <u>Compulsory</u> )
Paper- II:	(HIS 912)	History and Historical Method
Paper- III	(HIS 428)	Religious Developments in Medieval India
Paper- IV:	(HIS 418)	Socio-Religious Reform Movements in Modern India

**Note:-All Papers in all four Semesters are Compulsory. Study Material as well as assignments will be provided only for the Compulsory papers.**

### Teaching - Learning Process

The course content is provided in printed lesson form which is in Self Learning Mode. On the basis of the lesson scripts or the printed material sent to the students, they have to study for the MCQs assignments of 20 marks in each paper. In addition, Personal Contact Program (PCP) is held once per semester as per PCP schedule given in the prospectus. Also, on any working day students may visit the department for interaction/ consultation with the concerned teachers. Students may also contact the teachers on the phone during university working hours.

Medium of Study Material: Lectures delivered during the Personal Contact Programme (PCP) are in English, Hindi and Punjabi. **Study Material is provided in English medium only.**

Medium of Examination: Students can write examinations in all three mediums: English, Hindi and Punjabi.

### Assignments

Each paper of this course is of 100 marks, of which 20 marks are for internal assessment based on the online assignments (MCQs) and 80 marks are for the semester end written examination.

### PCP Dates

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)



**Fee & Fee Code: C0040**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

**Contact**

**Coordinator:** Prof. Sheena Pall

**Contact Number:** 0172- 2534329

**Office:** Room No. 326, Dept. of History, CDOE

**E-mail.:** coordhist@pu.ac.in

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## **M.A. Political Science**

M.A. in Political Science is a two-year Post Graduate academic course. The course is divided into four semesters and its objective is to help the students understand the mechanism and constitutional system of the government. The knowledge of domestic and foreign policies is also imparted to the students through this programme. The study of political science is valuable for creating good citizenship, feeling of fraternity, unity and integrity of the nation. The course further aims at producing the best political leaders, able administrators, efficient diplomats and well informed journalists. The course also helps the students in securing suitable jobs in research projects, NGO's, teaching in educational institutions, journalism and media etc. It also prepares them for availing opportunities in the States and Central services.

- **Course Structure**
- **Teaching- Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Course Structure**

The course aims at introducing students to the key concepts of political science. The course further focuses on making the students aware of the text of constitution and about the working of its various institutions. The course also imparts the knowledge on major developments in international relations. The papers focused on Western and Indian Political thinkers will make acquaint the students to different discourses in the domain of Indian and Western Political thought. Various current issues and political developments are also included in the course to make the students aware and competent enough to comprehend national and international problems in future.

The programme consists of 16 courses/papers comprising of **16 papers** for all the students. Each of these courses will carry 100 marks, of which 20 marks will be for internal assessment and 80 marks for the end semester examinations.

**Terminal Evaluation** : 80

**Internal Assessment** : 20

#### **Internal Assessment/ Assignments:**

1. There will be an internal assessment of 20 marks in each paper which is based on online assignments for CDOE students.
2. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

**Syllabus:** For detailed Syllabus and other details refer PU website i.e. <http://puhd.ac.in>

### **Subjects/Papers**

**M. MARKS: 100 (THEORY PAPER: 80 & INTERNAL ASSESMENT: 20)**

#### **Semester- I**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Course- I</b>	WPT	Western Political Thought-I
<b>Course- II</b>	CPA	Key Concept in Political Analysis

<b>Course- III</b>	IAW	Indian Politics: Institution at Work
<b>Course- IV</b>	INR	International Relations: An Historical Overview

### **Semester- II**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Course- V</b>	WPT	Western Political Thought-II
<b>Course- VI</b>	CPO	Comparative Politics-I: Understanding Advanced Industrial Societies
<b>Course- VII</b>	IPO	Indian Politics: Political Processes
<b>Course- VIII:</b>	TIR	Theories of International Relations

### **Semester- III**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- IX</b>	<b>IPT</b>	Indian Political Thought – I (Compulsory)
<b>Paper- X:</b>	<b>CPO</b>	Comparative Politics-II: Understanding Developing Societies (Compulsory)
<b>Paper- XI:</b>	<b>PIL</b>	Public International Law-I
<b>Paper- XII:</b>	<b>PAD</b>	Public Administration

### **Semester- IV**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- XIII:</b>	<b>IPT</b>	Indian Political Thought-II (Compulsory)
<b>Paper- XIV:</b>	<b>FPI</b>	Foreign Policy of India (Compulsory)
<b>Paper- XV:</b>	<b>SPI</b>	State Politics in India
<b>Paper- XVI:</b>	<b>PIL</b>	Public International Law-II

### **Teaching - Learning Process**

The learning material covers almost whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/Punjabi) to write their examination papers but the language of the study material is English only. Along with this, Personal Contact Programs (PCP) is organized in each of the four semesters. During PCPs the teachers interact with students and try to cover whole of the syllabi of the particular semester. Innovative techniques are also used for engaging the students.

**Medium of Examination:** Students can choose any one of the following as medium of examination. English/Hindi/Punjabi.

**Medium of Study Material:** The study material is available in English Medium only. However, during PCP classes students are absolutely free to interact in any of these three languages.

### **Assessment**

Evaluation is done on the basis of semester terminal examination and internal assessment **online assignments (MCQs)** (see course structure/details). The terminal/external examination is conducted in the month of December for semester 1 and 3; and in the month of May/June for semester 2 and 4.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0040**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

Coordinator: Dr. Kamla  
Room No. 417, 3<sup>rd</sup> Floor, Department of Political Science, CDOE  
Contact Number: 01722534332  
E-mail.: coordpolsc@pu.ac.in

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## **M.A. Public Administration**

The M.A. Programme in Public Administration is a multi-disciplinary and job oriented course. The curriculum integrates theoretical and practical perspectives in the field of Governance. The sequence of the course has been designed in such a way so as to cover the different aspects of governance.

- **Course Structure**
- **Teaching - Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Course Structure**

There is a four-semester programme. Each semester has three core papers and two optional papers. Each paper is of four (4) credits except for papers VIII (a) and VIII (b) in Semester IV that are of two (2) credits each. A candidate must successfully complete 20 credits at the end of 2<sup>nd</sup> Semester to join the 3<sup>rd</sup> Semester and 28 credits at the end of the 3<sup>rd</sup> Semester to join the 4<sup>th</sup> Semester.

### **Semester- I**

#### **Core Papers:**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper– 1</b>	ADT	Administrative Theory
<b>Paper– 2</b>	INA	Indian Administration
<b>Paper– 3</b>	CDA	Comparative and Development Administration

#### **Optional Papers:**

<b>Paper– 4</b>	CCA	Citizen Centric Administration
<b>Paper- 5</b>	ENA	Environment Administration

### **Semester- II**

#### **Core Papers:**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper– 1</b>	ADT	Administrative Thought
<b>Paper– 2</b>	FND	Public Finance and Financial Administration
<b>Paper– 3</b>	PUP	Public Personnel Administration

#### **Optional Papers:**

<b>Paper– 4</b>	ORP	Organisational Psychology
<b>Paper– 5</b>	POA	Police Administration

### **Semester- III**

#### **Core Papers**

<b>Paper– 1</b>	RMS	Research Methods and Statistics
<b>Paper– 2</b>	LGI	Local Governance in India
<b>Paper– 3</b>	SSA	Social Systems and Welfare Administration

#### **Optional Papers**

<b>Paper–4</b>	DMG	Disaster Management
<b>Paper–5</b>	PHA	Public Health Policy and Administration

### **Semester- IV**

#### **Core Papers**

<b>Paper– 1</b>	PPA	Public Policy and Analysis
<b>Paper– 2</b>	ADL	Administrative Law
<b>Paper– 3</b>	ODAI	Organisational Development and Administrative Improvement

#### **Optional Papers**

<b>Paper– 4</b>	EPA	Education Policy and Administration
<b>Paper– 5</b>	PEM	Public Enterprise Management

*For detailed Syllabus and other details refer PU website i.e. <https://www.puchd.ac.in/includes/syllabus/2021/20210811162139-m.a.publicadministration2021-22.pdf?202211183507>*

### **Teaching - Learning Process**

The pedagogy is designed to nurture the attributes of intellectual enquiry, scholarship, research and writing. This will include the printed course material, reference study material from other sources, class room counseling and discussions, field visits and written assignments, presentations, role play, case studies, field visits etc. and will be Information and Communication Technology supported. The use of these methods should equip the student with listening, writing and presentation skills along with the capacity for analysis and evaluation. Peer evaluation, people skills, navigating public spaces, leadership and team work will be skills expected to develop and to prepare the student for the world of work. PCP will be held only for compulsory papers and other optional papers where study material is given by CDOE.

Medium of Examination- Students are free to write their examination in English/Hindi/Punjabi.

### **Assignments**

1. There will be an internal assessment of 20 marks in each paper which is based on **online assignments (MCQs)**.
2. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0040**

Note: For Fee deposit refer to fee details at [Fee structure](#)

### **Contact**

Coordinator: Dr. Purva Mishra  
Room No. 501, Top floor, Dept of Public Administration, CDOE, P.U.  
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Email.: [drpurvamishra@gmail.com](mailto:drpurvamishra@gmail.com)

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## ਐਮ.ਏ ਪੰਜਾਬੀ

ਦੋ ਸਾਲਾ ਐਮ ਏ ਪੰਜਾਬੀ (ਭਾਸ਼ਾ,ਸਾਹਿਤ,ਸਭਿਆਚਾਰ ਅਤੇ ਲੋਕਧਾਰਾ) ਦਾ ਕੋਰਸ ਬਹੁਤ ਚੌਰਾ ਅਤੇ ਗਿਆਨ ਭਰਪੂਰ ਹੈ।ਇਹ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਾਹਿਤ ਲਿਖਣ,ਪੜ੍ਹਨ ਤੇ ਸਮਝਣ ਦਾ ਚੇਟਕ ਲਾਉਂਦਾ ਹੈ।ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨੂੰ ਵਿਸ਼ਵ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਵੱਡਾ ਮੁਕਾਮ ਹਾਸਿਲ ਹੈ।ਇਸ ਕੋਰਸ ਦੀ ਗਿਆਨ ਪ੍ਰਾਪਤੀ ਉਪਰੰਤ ਰੁਜ਼ਗਾਰ ਹਾਸਿਲ ਕਰਨ ਲਈ ਦੇਸ਼ ਵਿਦੇਸ਼ ਵਿਚ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਇਸ ਸਮੇਂ ਬੇਹਤਰ ਸੰਭਾਵਨਾਵਾਂ ਬਣੀਆਂ ਹੋਈਆਂ ਹਨ।ਇਹ ਕੋਰਸ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਅਤੇ ਲੋਕਧਾਰਾ ਦੀਆਂ ਅਮੀਰ ਪਰੰਪਰਾਵਾਂ ਤੋਂ ਜਾਣੂ ਕਰਵਾਉਂਦਾ ਹੈ।ਇਹੀ ਕੋਰਸ ਜ਼ਿੰਦਗੀ ਦੀਆਂ ਚਣੌਤੀਆਂ ਦਾ ਮੁਕਾਬਲਾ ਕਰਨ ਦਾ ਆਤਮਕ ਬਲ ਵੀ ਬਖਸ਼ਦਾ ਹੈ।ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਮਹਾਨ ਤੇ ਅਨੁਭਵੀ ਸਾਹਿਤਕਾਰਾਂ ਦੁਆਰਾ ਰਚੇ ਗਏ ਸਾਹਿਤ ਦੀ ਅਨੁਭਵ ਪੂਜੀ ਪ੍ਰਾਪਤ ਕਰਕੇ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਫਲ ਜੀਵਨ ਜੀਉਣ ਦੀ ਪ੍ਰੇਰਨਾ ਵੀ ਪ੍ਰਾਪਤ ਹੁੰਦੀ ਹੈ।

ਐਮ ਏ ਪੰਜਾਬੀ ਕੋਰਸ ਦੀ ਇਮਤਿਹਾਨੀ ਵਿਉਂਤ ਮੁਤਾਬਕ ਵਿਦਿਆਰਥੀ ਨੇ ਦੋ ਸਾਲਾਂ ਦੇ ਦੌਰਾਨ ਕੁਲ 16 ਪੇਪਰਾਂ ਦਾ ਅਧਿਐਨ ਕਰਨਾ ਹੁੰਦਾ ਹੈ।

- Course Structure
- PCP
- Fee
- Contact

## ਕੋਰਸ ਦੀ ਸੰਰਚਨਾ

ਐਮ .ਏ ਪੰਜਾਬੀ ਦੇ ਕੋਰਸ ਨੂੰ ਚਾਰ ਸਮੈਸਟਰਾਂ ਵਿਚ ਵੰਡਿਆ ਗਿਆ ਹੈ। ਹਰ ਸਮੈਸਟਰ ਵਿਚ ਚਾਰ ਪੇਪਰਾਂ ਦੀ ਪ੍ਰੀਖਿਆ ਹੁੰਦੀ ਹੈ।ਇਸ ਵਿਚ ਕੁਲ 16 ਪੇਪਰ ਹਨ । ਹਰ ਪੇਪਰ ਨਾਲ ਸੰਬੰਧਿਤ ਅਸਾਈਨਮੈਂਟ (ਪ੍ਰਸ਼ਨ-ਪੱਤਰ) ਆਨ ਲਾਈਨ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਤੇ ਵਿਦਿਆਰਥੀਆਂ ਵਲੋਂ ਪ੍ਰਾਪਤ ਅਸਾਈਨਮੈਂਟ (ਉੱਤਰ-ਪੱਤ੍ਰਿਕਾ) ਨੂੰ ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆ ਦਾ ਭਾਗ ਮੰਨ ਕੇ ਚੈਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਹਰ ਅਸਾਈਨਮੈਂਟ ਦੇ 20 ਨੰਬਰ ਹਨ।ਅਸਾਈਨਮੈਂਟ ਦੇ ਬਹੁ ਚੋਣਵੇਂ (MCQ) ਪ੍ਰਸ਼ਨ-ਉੱਤਰ ਗੂਗਲ ਫਾਰਮ ਰਾਹੀਂ ਭੇਜੇ ਜਾਂਦੇ ਹਨ।ਇਸ ਲਈ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਲਾਹ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਆਪਣੀਆਂ ਸਾਰੀਆਂ ਅਸਾਈਨਮੈਂਟ ਨਿਰਧਾਰਤ ਮਿਤੀ ਤੱਕ ਜਮ੍ਹਾਂ ਕਰਾਉਣ।

## Subjects/Papers

ਕੁਲ ਅੰਕ : 100 (ਲਿਖਤੀ ਪੇਪਰ : 80 ਅਤੇ ਅਸੈਸਮੈਂਟ ਅੰਕ : 20 )

### **Semester- I**

**PAPER SUB CODE SUBJECT: PUNJABI**

**Paper- I** (MPI) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ

**Paper- II** (SSP) ਸਾਹਿਤ ਸਿਧਾਂਤ, ਸਨਾਤਨੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਅਤੇ ਪੰਜਾਬੀ ਆਲੋਚਨਾ

**Paper- III** (MPK) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ

**Paper- IV** (PNA) ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ

### **Semester- II**

**PAPER SUB CODE SUBJECT: PUNJABI**

**Paper- I** (API) ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ



**Paper- II** (PKS) ਆਧੁਨਿਕ ਪੱਛਮੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਅਤੇ ਵਿਹਾਰਕ ਆਲੋਚਨਾ

**Paper- III** (MPK) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ- II

**Paper- IV** (PNA) ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ

### **Semester- III**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- I</b>	(BVP)	ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ
<b>Paper- II</b>	(SLP)	ਸਭਿਆਚਾਰ, ਲੋਕਧਾਰਾ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ
<b>Paper- III</b>	(APK)	ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ-I
<b>Paper- IV</b>	(PNR)	ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ ਦਾ ਅਧਿਐਨ-I

### **Semester IV**

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- I</b>	(BPG)	ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ
<b>Paper- II</b>	(PLS)	ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ -II
<b>Paper- III</b>	(APK)	ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਲੋਕ-ਸਾਹਿਤ
<b>Paper- IV</b>	(PNR)	ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ ਦਾ ਅਧਿਐਨ-II

For detailed Syllabus and other details refer PU website i.e.  
<https://www.puchd.ac.in/includes/syllabus/2021/20211005105648-mapunjabisemestersystem2021-2022upd.pdf?202211191407>

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0040**

For fee deposit refer to fee details at [Fee structure](#)

### **ਸੰਪਰਕ**

ਕੋਆਰਡੀਨੇਟਰ ਡਾ. ਪ੍ਰਵੀਨ ਕੁਮਾਰ  
ਪੰਜਾਬੀ ਵਿਭਾਗ  
ਦਫ਼ਤਰ ਫੋਨ :0172-2534334  
ਈਮੇਲ:coordpbi@pu.ac.in

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## **M.A. Sociology**

Masters degree program in Sociology offers an exciting opportunity to study Sociology at an advanced and specialized level with a distinctive focus on the traditional and contemporary thought. This two year course is designed to extend and develop student's knowledge on core areas of sociological scholarship and methods. It offers students the opportunity to equip themselves with established and emergent ideas in the discipline as well as engaging in debates around the most pressing sociological challenges faced by modern world. Whether students have studied Sociology at undergraduate level or not, the friendly and interactive faculty will expand their knowledge and give them an enhanced sociological education.

- **Course Structure**
- **Learning- Teaching Process**
- **PCP**
- **Fee**
- **Contact**

### **Course Structure**

There are four semesters. Each student shall take up all four Required Courses in the First Semester. In the Second Semester, each student shall take up two Required Courses and two Open Courses offered in that particular Semester. In the Third Semester again, each student shall opt for two Required Courses and two Open Courses offered during that Semester, including Field Dissertation, depending upon his/her eligibility for the same. In the Fourth Semester, apart from one Required Course, each student shall opt for three Open Courses (two in case he/she already has dissertation) offered during that semester. The theory paper will be of 80 marks and 20 marks are for assignments (Internal Assessment) for each paper. The Assignments are available online as per instructions. The students are required to complete the assignments and submit the same within the stipulated period.

### **Subjects/Papers**

**M. MARKS: 100 (THEORY PAPER: 80 & INTERNAL ASSESMENT: 20)**

#### **Semester- I**

***There are four papers and all are compulsory:***

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- I</b>	SOC R-411	History of Social Thought
<b>Paper- II</b>	SOC R-412	Sociology of Family and Gender
<b>Paper- III</b>	SOC R-413	Sociology of Development
<b>Paper- IV</b>	SOC R-414	Social Stratification: Concepts & Theories

**CDOE provides study material in English and Hindi and holds PCP also for all the 4 papers i.e. SOC R-411, SOC R- 412, SOC R- 413, SOC R- 414**

#### **Semester- II**

***There are four papers. Two papers are compulsory and two papers are open:***

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- I</b>	SOC R 425	Positivistic Sociological Theories

<b>Paper- II</b>	SOC R 439	Methods & Techniques in Social Research
<b>Paper- III</b>	SOC O 621	Social Dimensions of Development
<b>Paper- IV</b>	SOC O 721	Sociology of Urban Settlements

**CDOE provides study material in English and Hindi and holds PCP also for all the 4 papers i.e. SOC R- 425, SOC R- 439, SOC O- 621, SOC O- 721**

### **Semester- III**

***There are four papers. Two papers are compulsory and two papers are open:***

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- I</b>	SOC R 438	Interpretive Sociological Theories
<b>Paper- II</b>	SOC R 426	Methodology of Social Research
<b>Paper III &amp; IV</b>	<b>Select any two options:</b>	
	<b>SOC O 632</b>	Social Development in India
	<b>SOC O 934</b>	Sociology of Crime
	<b>SOC O 935/945</b>	Dissertation (III and IV Semesters)

**CDOE provides study material in English and Hindi and holds PCP also for all the 4 papers i.e. SOC R- 438, SOC R- 426, SOC O- 632, SOC O- 934**

### **Semester- IV**

***There are four papers. One paper is compulsory and three papers are open:***

<b>PAPER</b>	<b>SUB CODE</b>	<b>SUBJECT</b>
<b>Paper- I</b>	SOC R 440	Perspectives on Indian Society
<b>Paper- II, III &amp; IV: Have you opted for Dissertation i.e. SOC O-935 in 3<sup>rd</sup> Semester?</b>		
<b>If “YES”, then select any two options from the following options:</b>		
<b>If “NO”, then select below given three options:</b>		
	<b>SOC O 644</b>	Environmental Crisis and Sustainable Development
	<b>SOC O 942</b>	Social Problems
	<b>SOC O 946</b>	Media and Culture

**CDOE provides study material in English and Hindi and holds PCP also for all the 4 papers i.e. SOC R- 440, SOC O- 644, SOC O- 942, SOC O- 946**

*For detailed Syllabus and other details refer PU website i.e.*

<https://www.puchd.ac.in/includes/syllabus/2021/20211116111610-m.a.sociologysemestersystemrevised2021-22.pdf?202211195107>

## **Teaching – Learning Process**

**Medium of Study Material:** Students studying at CDOE will be provided study material in English and Hindi Medium.

**Personal Contact Program:** Further, there will be contact classes per semester. PCP will be held for compulsory papers and optional papers offered by CDOE. It is in the interest of the students to attend the PCP. As per DEB guidelines, 75% attendance in PCP is Mandatory.

**Medium of Examination** Students can write their examination in English/Hindi/Punjabi. There shall be 9 questions in all. The first question is compulsory and shall be short answer type containing 10 short questions spread over the whole syllabus to be answered in about 30 to 35 words each, carrying 20 marks i.e. 2 marks each. Rest of the paper shall contain 4 units. Each unit shall have two long questions and the candidates shall be given internal choice of attempting one question from each Unit – 4 in all. Each question will carry 15 marks.

## **Assignments**

1. There will be an internal assessment of 20 marks in each paper which is based on assignments given in the form of MCQ (online mode).
2. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

## **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

## **Fee & Fee Code: C0040**

For fee deposit refer to fee details at [Fee structure](#)

## **Contact**

**Coordinator: Dr. Reena Chaudhary**  
**Room No.324, Second Floor, Department of Sociology, CDOE**  
**Ph. 253-4279**  
**Email: reena\_ch12@yahoo.co.in**

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## **Undergraduate Programmes**

- **B.A. Semester-I & II**
- **B.A. Semester-III & IV**
- **B.A. Semester-V & VI**
- **B.Com. Semester I to VI**
- **B.LIS Semester-I & II**
- **B.Ed. Semester – I to IV**

### **B.A. Semester-I & II**

The Bachelor of Arts (B.A.) degree is one of the most popular three year interdisciplinary Undergraduate programmes. The course offers a wide combination of choices in social sciences and languages. It aims to develop useful interdisciplinary knowledge, key practical skills and functional transferable skills amongst students. It prepares them to explore employment in wide range of professions, pursue a specific career goal or take a higher academic degree of their choice.

- **Eligibility**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

1. A person who has passed one of the following examinations with passing marks in English as one of the subject shall be eligible to join the Semester I of B.A. degree course in CDOE (Formerly USOL). However, a person who has not qualified English as one of the subjects at the +2 examination, shall be eligible to join B.A. Semester - I provisionally subject to his/her qualifying the deficient subject of English from the parent Board/Body/Council/University in two consecutive chances subsequent to his/her admission, failing which his/her admission to B.A. Semester - I and the result for the examination shall automatically stand cancelled.
  - a) B.A./B.Sc./B.Com Part-I (OldScheme/Pre-Medical/Pre-engg/Intermediate/Arts/Science/Agriculture Examination of Panjab University
  - b) The +2 examination under 10+2+3 system of education of a recognized university/ Board/ Council, provided he/she has secured at least 33% marks in aggregate of all subjects (including the marks obtained by him/her in the compartment Theory and Practical/s taken together) taken up by him/her at the +2 examination.
  - c) Prak Shastri/Vishard examination with compulsory English (Vide Senate Para-LXXVII dated 06.12.2009)
  - d) Any other examination recognized by the university as equivalent to (a), (b) and (c) above;

2. Candidates who have been placed under compartment shall/should fulfill the following conditions: -

- (i) He/She should have been placed in compartment in one subject only.
- (ii) He/She should have obtained at least 20% marks (theory + practical + internal assessment) in the subject in which he/she has been placed under compartment.
- (iii) He/She should have obtained the requisite percentage of the marks in the examination as laid down in the relevant regulations.

**Note:** -The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.A. Semester-I, if they cleared or secured 20% or more marks in the subject in the supplementary examination held in July/August on or before last date for admission with late fee with the permission of the Vice-Chancellor, provided the seat/s is/are available (Syndicate para 43(xiv) meeting held dated 27-01-2013).

### **Course Structure**

**There are two Compulsory subjects and three Elective subjects in each semester of B.A. Programme.**

#### **(a) Compulsory Subjects**

- |      |  |                             |
|------|--|-----------------------------|
| (i)  | Punjabi <b>(PBC)</b> (Two papers)                        | 50 marks (in each semester) |
|      | <b>OR</b>  |                             |
|      | * History and Culture of Punjab <b>(HCP)</b> (one paper) | 50 marks (in each semester) |
| (ii) | English <b>(ENG)</b> (one paper)                         | 50 marks (in each semester) |

\*The following categories of students shall be entitled to take the option of History and Culture of Punjab in lieu of Punjabi as compulsory subject:

- (i) Students who are not domiciled in Punjab and have not studied Punjabi up to 10<sup>th</sup> class.
- (ii) Ward of/and Defence Personnel and Central Government employee/employees who are transferrable on all India basis.

#### **(b) Elective Subjects**

CDOE provides study material and conducts Personal Contact Programme (PCP) in the elective subjects mentioned below. Students may opt for two to three papers from these elective subjects **\*selecting not more than one subject from any of the following sets of combinations:**

1. English **(ENG)** or Hindi **(HIN)** or Punjabi **(PBI)**
2. Economics **(ECO)** or Defence & Strategic Studies **(DEF)**
3. History **(HIS)** or Mathematics **(MAT)**
4. Public Administration **(PUB)** or Philosophy **(PHI)**
5. Political Science **(POL)** or Statistics **(STA)** or Human Rights and Duties **(HRD)**
6. Sanskrit **(SKT)** or Psychology **(PSY)** or Geography **(GEO)**
7. Sociology **(SOC)**
8. Women's Studies **(WST)**

### **Special conditions for selecting Elective Subjects**

- Note:**
- (a) Students of B.A. Semester-I can opt Mathematics only if he/she has passed that subject in the qualifying examination or qualifies in the subject as a deficient/additional subject from the concerned Board/University/Council in the supplementary examination subsequent to the admission.
  - (b) Students can opt Statistics only if he/she takes up Mathematics.
  - (c) A student cannot opt for two such subjects in which certificate of practical work is required.

### **Instructions For Practical Subjects**

CDOE students may opt for only one out of the following three practical subjects:

#### **(1) For Geography Students: -**

In the case of students of CDOE opting Geography as one of their subjects, there is No Practical Examination. They are required to prepare and submit their Map Work Note-Book (Practical Notebook) with the help of exercises given at the end of the lecture-scripts provided by CDOE. **This Map Work Practical Note-Book (for the students of B.A. I to V Semester) carry 10 marks. In case of semester VI, it carries 30 marks.**

The students of Geography are advised to send/submit their Map Work Practical Note-Books/Field reports to the Coordinator, Dept. of Geography, CDOE, Panjab University, Chandigarh-160014 under registered cover or by hand at least ten days before the start of examination.

#### **(2) For Psychology Students: –**

Students can opt for Psychology in B.A. Ist & IInd Semester, provided they appear in practical and theory examination at the Centre created by University. **The completion of practical course is compulsory** in which a student will have to conduct eight (8) practical and make a practical file. File will be checked during P.C.P. days only.

Students are required to attend practical classes during PCP at CDOE (Formerly USOL). Those who cannot attend Psychology practical classes at CDOE can attend practical classes in any college affiliated to any university recognized by UGC. Such students will have to submit a completion certificate of practical course from the Principal/Head of the Affiliated College/University\*.

External Practical Examination is of 20 marks. The 10 marks are of internal assessment. Therefore, students are advised to attend practical classes, prepare files during P.C.P. and get it checked immediately.

#### **\*Affiliated Colleges of Universities for getting completion certificates for Practical's: –**

- (i) Colleges affiliated to the Panjab University and Universities situated in the States of Punjab, Haryana and Himachal Pradesh.
- (ii) Universities of Allahabad, Bombay, Calcutta, Delhi, Jodhpur, Kerala, Madras, Mysore, Osmania, Patna, Pune, Rajasthan, Sagar, Varanasi, Agra and Dayal Bagh (Deemed University).

#### **(3) For Defence & Strategic Studies Students: -**

- (i) Practical Examination is compulsory for B.A. Semester-I & II.
- (ii) Classes for practical will be held along with the theory classes during PCP.

- (iii) Practical note books shall be prepared in consultation with the Coordinator of Defence & Strategic Studies and to be submitted at least fifteen days before the start of examination.
- (iv) The Centre of practical examination will be CDOE (Formerly USOL) only.

## **B.A. Semester-II**

### **(a) Compulsory Papers**

- |       |   |                 |
|-------|---|-----------------|
| (i)   | Punjabi ( <b>PBC</b> )  | <b>50 marks</b> |
|       | <b>OR</b>   |                 |
|       | History and Culture of Punjab ( <b>HCP</b> )  | <b>50 marks</b> |
| (ii)  | English ( <b>ENG</b> )  | <b>50 marks</b> |
| (iii) | <b>*Environment, Road Safety Education and Violence against Women/Children and Drug Abuse</b> |                 |

\*This paper of Environment, Road Safety Education and Violence against Women/Children and Drug Abuse is a compulsory paper, candidates are required to pass with at least 33% marks either in the first year (semester system) or in Second year/Third Year of the course failing which the degree will not be issued.

### **(b) Elective Papers**

Three elective papers selected in B.A. Semester-I will remain the same in semester-II.

***\* Please Note: A student is allowed to change a subject in the even semester examination provided he/she will clear that subject as deficient in lower semester examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree (Vide Circular No. Misc./A-6/3295 dated 06-04-2018).***

### **Medium of Study Material**

The study material for the elective subjects will be provided in the languages as mentioned below:

- |                        |  |
|------------------------|--|
| English/Hindi/Punjabi: | <b>B.A. - Economics, Geography, History, Philosophy, Political Science, Public Administration, Sociology and Environment, Road Safety Education and Violence against Women/Children and Drug Abuse</b> |
| English only:          | <b>B.A. - Mathematics, Psychology, Defence and Strategic Studies, Women Studies, Statistics, History &amp; Culture of Punjab, Human Rights and Duties</b>  |

### **Teaching Learning Process**

The first component of the programme is the Study Material in each subject prepared by the expert faculty in Self Learning Mode (SLM)

The second component is Personal Contact Programme (PCP) for the students where lectures are delivered by expert faculty. PCPs are held in each semester during current session, CDOE will organize PCP for six days in offline mode.



The third component is Response sheets which form an integral component of instruction-process which helps distance learners to prepare them for their final examination. They are advised to attempt the Response sheets, mostly given at the end of respective lesson units, and get them evaluated from the faculty for a useful feedback.

### **Evaluation**

**Internal Assessment:** Internal assessment of 5 marks in compulsory papers and 10 marks each in elective papers will be based on the assignments. Students have to submit online objective type assignment in each paper in semester I as well as semester-II. Assignments will be available at CDOE website during or after the conduct of PCP.

**External Assessment:** External examination in each paper shall be conducted by Panjab University with the regular students of the University as per the schedule issued by Controller of Examination.

### **PCP Dates**

To give a feel of classroom learning and establish interaction between teachers and students, CDOE organizes Personal Contact Programmes (PCP) at regular intervals. During current session, CDOE will organize Online PCP to reach out all the students. The link for PCP will be share at CDOE website. It is in the interest of the students as they learn to interact in the classroom and seek answers to their subject related queries during PCPs.

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0010**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

In case of any academic query, the students are advised to contact their respective subject coordinators as mentioned at the Faculty Page.

### **Convener**

Dr. Kamla  
Room No 417, 3<sup>rd</sup> floor, CDOE  
Ph. No.9781277101

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## **B.A. Semester-III & IV**

- **Eligibility**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

If a candidate having passed second semester of B.A. or any subsequent semester examination discontinues his/her studies he/she shall be permitted to join the next semester within two years of his/her passing the qualifying semester examination.

### **Eligibility**

- Students who have qualified at least 50% of the total number of papers in B.A. Semester-I & II are eligible to seek admission to B.A. Semester-III.
- A person who has passed B.A. Semester-I & II or B.A.-Ist year examination under 10+2+3 scheme from any other university in India recognized by the Panjab University as equivalent to its B.A. Semester – I, II examination.

However, the subjects he/she has studied in B.A Semester I & II should be the same as offered by this University. In case of any deficiency i.e. if the combination of subjects at CDOE is not available he/she shall have to pass the deficient subject in the following December and May Examinations. The total number of credits shall however, remain the same. If such a student fails to pass the deficient subject in the following December and May examinations, his/her result for B.A. Semester-III examination shall stand cancelled.

Provided that the marks obtained in B.A. first year examination shall be counted towards his/her division by increasing or decreasing the maximum marks in accordance with the maximum marks prescribed by Panjab University.

**Note:** In addition to the conditions laid down in (i) & (ii) above, the candidates from other Universities are required to submit eligibility certificate issued from Registration Branch of Panjab University, Chandigarh along with an application form.

### **Course Structure**

Every student shall take the same subjects which he/she had chosen in B.A. Ist & IInd Semester. In case a student passed his/her qualifying examination from any other College/University with combination of subjects which are not available in CDOE he/she will have to pass the deficient subject according to the combination of subjects being provided in CDOE.

#### **(a) Compulsory Papers**

- |           |                                     |      |                             |
|-----------|-------------------------------------|------|-----------------------------|
| (i)       | Punjabi (PBC)                       | .... | 50 marks (in each semester) |
| <b>OR</b> |                                     |      |                             |
|           | History and Culture of Punjab (HCP) |      |                             |
| (ii)      | English (ENG)                       | .... | 50 marks (in each semester) |

## **(b) Elective Subjects\*\***

\*\*The three elective subjects in B.A. semester III will remain the same as selected in B.A. Semester I & II. Each of these three subjects will carry 100 marks in semester III and IV.

*Note: A student is allowed to change a subject in any circumstances in the even semester examination whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree (Vide Circular No. Misc./A-6/3295 dated 06-04-2018).*

**Note:** Students who have opted for a practical subject shall fulfill all the requirements as mentioned in B.A. Semester-I.

### **Evaluation**

**Internal Assessment:** Internal assessment of 5 marks in compulsory papers and 10 marks each in elective papers will be based on the assignments. Students have to submit online objective type assignment in each paper in semester III as well as semester-IV. Assignments will be available at CDOE website during or after the conduct of PCP.

**External Assessment:** External examination in each paper shall be conducted by Panjab University with the regular students of the University as per the schedule issued by Controller of Examination.

### **PCP Dates**

To give a feel of classroom learning and establish interaction between teachers and students, CDOE organizes Personal Contact Programmes (PCP) at regular intervals. During current session, CDOE will organize PCP in offline mode. It is in the interest of the students as they learn to interact in the classroom and seek answers to their subject related queries during PCPs. 75% attendance is mandatory.

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0010**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

In case of any academic query, the students are advised to contact their respective subject coordinators as mentioned at the Faculty Page.

### **Convener**

Dr. Sucha Singh  
Room No 320, 2<sup>nd</sup> floor, CDOE  
Ph. No.8427756064

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## **B.A Semester-V & VI**

- [Eligibility](#)
- [Course Structure](#)
- [PCP Dates](#)
- [Fee](#)
- [Contact](#)

### **Eligibility**

The students who have qualified at least 50% of the total number of papers in B.A. Semester-I & II and III & IV are eligible to seek admission to B.A. Semester-V.

**Transitory Regulation:** The candidate shall clear all the papers/Re-appear papers within 6 years of the first admission to the first year of the course. (Implemented with effect from 2014-15).

### **Course Structure**

#### **(a) Compulsory Papers**

(i) Punjabi (PBC) .... 50 marks (in each semester)

**OR**

History and Culture of Punjab (HCP)

(ii) English (ENG) .... 50 marks (in each semester)

#### **(b) Elective Subjects\***

**\*The three elective subjects will remain the same as selected in previous semesters and will carry 100 marks each.**

*\* Note: A student is allowed to change a subject in any circumstances in the even semester examination whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree (Vide Circular No. Misc./A-6/3295 dated 06-04-2018).*

**Note:** Students who have opted practical subject shall fulfill all the requirements as mentioned in B.A. Semester-I.

### **PCP Dates**

During current session, CDOE will organize PCP in offline mode. It is in the interest of the students as they learn to interact in the classroom and seek answers to their subject related queries during PCPs. 75% attendance is mandatory.

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0010**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

In case of any academic query, the students are advised to contact their respective subject coordinators as mentioned at the Faculty Page.

### **Convener**

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## **Bachelor of Commerce (B.Com)**

Bachelor of Commerce (B.Com) is a three year programme spread over six semesters. The programme aims at honing the existing skills, knowledge and abilities of the students who intend to obtain Graduate Degree in Commerce. It would nevertheless fulfill the self-aspirational needs of the individuals who are looking for upgrading their professional qualifications in line with the market needs. The course is useful to the students who are pursuing CA/CS or want to take up any other kind of competitive examination. The programme would also make the students eligible for enrolling in M.Com/MBA programme.

- **Eligibility**
- **Course Structure**
- **Teaching-Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

### **B. Com. Semester-I & II**

#### **Eligibility**

(1) Admission to the first semester of B.Com Degree course shall be open to a student/learner who has passed one of the following examinations conducted by a recognized Board/Council/University:

(a) +2 examination or B.Com Part-I (old scheme) of Panjab University with three of the following subjects securing at least 45 per cent marks in the aggregate: -

- Commerce (or theory of commerce or foundation course in commerce)
- Accountancy (or book keeping and accountancy)
- Economics
- Business Organisation (or Business Management or Theory and Practice of Management).
- Insurance (or General Insurance or Life Insurance).
- Banking and Trade
- Commercial Geography
- Office Management and Secretarial Practice (or Office Organization and Management).
- Mercantile Law (or any Company Law)
- Auditing
- Typewriting and Stenography/Computers (for typewriting)

#### **Additional Subjects:**

- Accountancy/Accounts/Accounting
- Accounting for Business
- Advance and Foreign Exchange
- Advanced Maths & Computer Applications
- Applied Mathematics
- Auditing
- Banking
- Book Keeping and Accountancy
- Business Economics & Quantitative Methods

- Business Mathematics
- Business Organization & Management
- Business Studies
- Business Studies II
- Capital Market Operations
- Commerce
- Computerized Accounting II
- Cost Accounting
- Derivative Market Operation
- Economics Geography
- Economics
- E-Commerce
- Elements of Accounting
- Elements of Cost Accounting and Auditing
- Elements of Cost Accounting
- Entrepreneurship
- Factory Organisation/Office Administration
- Financial Accounting
- Financial Market Management
- Fundamental of E-Business
- Human Resource Management
- Income Tax
- Informatics Practices
- Insurance
- Introduction to Financial Markets
- Investment Management
- Legal Studies
- Management and Marketing of Insurance
- Management of Resources
- Marketing
- Marketing and Salesmanship
- Marketing Management and Retail Business
- Material Management
- Mathematics
- Mathematics (B)
- Management of Bank Office
- Modern Office Practice –II
- Office Communication
- Office Procedures and Practices
- Organization of Commerce
- Principles and Practices of Life Insurance
- Principle of Management & Economics
- Retailing
- Retail Management
- Salesmanship
- Secretarial Practices and Accounting
- Shorthand
- Statistics
- Store Accounting
- Type Writing

- Theory and Practice of Commerce
- Taxation

(b) +2 Examinations with at least two of the subjects mentioned in (a) securing at least 50% marks in aggregate.

(c) +2 Examinations who does not covered in (a) and (b) securing at least 55% marks.

(d) Any other examination recognized by the University as equivalent to (a) or (b) or (c) as given above with requisite percentage of marks given under each clause.

Provided that a candidate seeking admission to the Semester-I of B.Com should have passed in the subject of English at the +2 examination and in cases where passing in English is not necessary according to the regulations of certain Boards/Bodies/Councils/Universities in India, the admission of the candidate shall be provisional and will be confirmed only after he has cleared the subject of English as a deficient subject from the parent Board/Body/Council/University in two consecutive chances subsequent to his admission. In case a candidate does not clear the relevant subject at any of the two consecutive chances allowed to him subsequent to the date of his admission, his provisional admission to the course shall stand cancelled.

(2) Candidate who has been placed under compartment/reappear fulfills the following conditions: -

- (i) He/She should have been placed in compartment/reappear in one subject only.
- (ii) He/She should have obtained at least 20% marks (theory + practical + internal assessment) in the subject in which he/she has been placed under compartment; and
- (iii) He/She should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

The following categories of students shall be entitled to take the option of History and Culture of Punjab in lieu of Punjabi as compulsory subject

1. Students who are not domiciled in Punjab and have not studied Punjabi up to 10<sup>th</sup>/12<sup>th</sup>.
2. Ward of/and defence Personal and Central Govt. employees who are transferable on all India basis.

**Note:** The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.Com Semester-I, if they cleared or secured 20% or more marks in the subject in the supplementary examination held in July/August on or before last date for admission with late fee with the permission of the Vice-Chancellor, provided the seat/s is/are available (Syndicate para 43(xiv) meeting held dated 27-01-2013).

## **B.Com Semester-III & IV**

### **Eligibility**

A person who has passed one of the following examination shall be eligible to join the Third Semester of the Bachelor of Commerce (General) course as the case may be: -

- (a) Who qualified at least 50% of the total number of papers in B.Com Semester I and II is eligible to seek admission to B.Com Semester III.
- (b) B.Com first year/ Semester I and II examination under 10 + 2 + 3 scheme from any other university in India recognized by Panjab University as equivalent to its B.Com Semester I and II examination provided that the subjects he/she has studied in B.Com Semester I and II examination were the same as offered by this University. In case of any deficiency, he/she has to pass the deficient subjects in the following December and May examination. The total number of credits shall however remain the same. If such a

student fails to pass the deficient subjects in the following December and May examination, his/her B.Com Semester IV result shall stand cancelled.

### **Transitory Regulation**

The candidate shall clear all the papers/Re-appear papers within 5 years of the first admission to the first year of the course (Implemented with effect from 2015-16). A candidate must take the second/third year examination within three years of his passing the first/second year examination respectively.

## **B.Com Semester-V & VI**

### **Eligibility**

A person who has passed one of the following examinations shall be eligible to join the B.Com Semester V: -

- (a) Who qualified at least 50% of the total number of papers in B.Com Semester I to IV is eligible to seek admission to B.Com Vth Semester.
- (b) B.Com Second year (Semester III and IV) examination under 10 + 2 + 3 scheme from any other university in India recognized by Panjab University as equivalent to its B.Com Semester III and IV examination provided that the subjects he/she has studied in B.Com Semester III to IV examination were the same as offered by this University. In case of any deficiency, he/she has to pass the deficient subjects in the following December and May examination. The total number of credits shall however remain the same, if such a student fails to pass the deficient subjects in the following December and May examination, his/her B.Com Semester VI result shall stand cancelled.

### **Transitory Regulation**

The candidate shall clear all the papers/Re-appear papers within 5 years of the first admission to the first year of the course. (Implemented with effect from 2015-16). A candidate must take the second/third year examination within three years of his passing the first/second year examination respectively.

### **Course Structure**

The duration of the course leading to the degree of Bachelors of Commerce (B.Com) is three academic years. Each year is divided into two semesters. The examination for the first, third and fifth semesters shall ordinarily be held in the month of December/January and for the second, fourth and sixth semesters in the month of April/May, or on such dates as may be fixed by the syndicate.

There will be 38 theory papers of 3700 marks.

**Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time where 80% marks will be based on External theory papers and 20% marks will be based on internal assessment in semester I, II, III, IV.**

**Internal Assessment:** Internal assessment in each paper will be based on the assignments. Students have to submit online objective type assignment in each paper in all the semesters. Assignments will be uploaded on CDOE website after the conduct of PCP.

**External Assessment:** External examination in each paper shall be conducted by Panjab University with the regular students of the University as per the schedule issued by CDOE.



### Subjects/Papers for B.Com Semester-I & II

Semester-I			Semester- II		
Course Code	Course Title	Max Marks	Course Code	Course Title	Max Marks
BCM 101A	Punjabi	50	BCM.201A	Punjabi	50
	OR			OR	
BCM 101B	History and Culture of Punjab		BCM 201B	History and Culture of Punjab	
BCM 102	English and Business Communication	100	BCM 202	English and Business Communication	100
BCM 103	Interdisciplinary Psychology for Managers	100	BCM 203	Interdisciplinary E-Commerce	100
BCM 104	Business Economics-I	100	BCM 204	Business Economics-II	100
BCM 105	Principles of Financial Accounting	100	BCM 205	Corporate Accounting	100
BCM 106	Commercial Laws	100	BCM 206	Business Laws	100
BCM 107	Principles and Practices of Management	100	BCM 207	Human Resource Management	100

\*Environment, Road Safety Education, Violence against Women/Children and Drug Abuse **Marks (100+50)**

\*This is a compulsory qualifying paper, which the students have to study in the B.A./B.Sc./B.Com/BBA 1<sup>st</sup> year (2<sup>nd</sup> Semester). If the student fails to qualify the paper during the 2<sup>nd</sup> Semester, he/she may be allowed to reappear for the same in the 4<sup>th</sup> or 6<sup>th</sup> Semester.

### Subjects/Papers for B.Com Semester-III & IV

Semester-III			Semester- IV		
Course Code	Course Title	Max Marks	Course Code	Course Title	Max Marks
BCM 301	Interdisciplinary Issues in Indian Commerce	100	BCM 401	Interdisciplinary Security Analysis and Portfolio Management	100
BCM 302	Cost Accounting	100	BCM 402	Advanced Accounting	100
BCM 303	Company Law	100	BCM 403	Auditing and Secretarial Practice	100
BCM 304	Business Mathematics and Statistics	100	BCM 404	Cost Management	100
BCM 305	Banking and Insurance	100	BCM 405	Marketing Management	100
BCM 306	Goods and Services Tax (GST)	100	BCM 406	Quantitative Techniques and Methods	100

### Subjects/Papers for B.Com Semester- V & VI

Semester -V			Semester-VI		
Course Code	Course Title	Max Marks	Course Code	Course Title	Max Marks
BCM 501	Income Tax Laws	100	BCM 601	Direct Tax Laws	100
BCM 502	Management Accounting	100	BCM 602	Financial Management	100
BCM 503	Indian Economy	100	BCM 603	Issues in Financial Reporting	100
BCM 504	Production and Operations Management	100	BCM 604	Social and Business Ethics	100
BCM 505	Entrepreneurship and Small Business	100	BCM 605	Operational Research	100
BCM 506	Financial Markets and Services	100	BCM 606	Sectoral Aspects of Indian Economy	100

**Syllabus** for detailed Syllabus, rules and regulations and other details refer PU website i.e. <https://www.puchd.ac.in/includes/syllabus/2020/20200826213622-b.com.pdf?202211013007>

### Teaching - Learning Process

The teaching learning process encompasses three components whereby the students will be provided ample support from the department in terms of guidance and counseling by the faculty.

The first component of the programme is the Study Material in each subject prepared by the expert faculty in Self Learning Mode (SLM)

The second component is Personal Contact Programme (PCP) for the students where lectures are delivered by expert faculty.

The third component is Response sheets which form an integral component of instruction-process which helps distance learners to prepare them for their final examination. They are advised to attempt the Response sheets, mostly given at the end of respective lesson units, and get them evaluated from the faculty for a useful feedback.

The fourth component is internal assessment which is done through MCQ's based assignments in semester I, II, III, IV and it is formative assessment component of the curriculum.

The marks secured by the student in internal assessment will be uploaded on CDOE Noticeboard for meeting any discrepancy before the final result is sent to the result branch. There after no communication will be entertained with regards to the internal assessment.

### Medium of Study Material

The study material will be provided in English only for all the papers (except for Punjabi) in all the semesters.

### Medium of Examination

Students are free to write their examination in English/Hindi/Punjabi.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0020**

Note: For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

Coordinator: Prof. Geeta Bansal

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Ph-0172-2534323

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# **Bachelor of Library and Information Science (B.LIS)**

## **(One Year Course) Semester System**

The Library and Information Science program, (B.LIS) educates students at the Bachelor's level to become active professionals for organizing libraries, archives and information centers. The practical oriented course aims to prepare individuals for positions of responsibility in the field of library and information service. The main thrust of the course is simply to ensure that each student explores adequate employment opportunities and also to prepare graduates to assume responsible positions in library and information centers.

- **Eligibility**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

A person who possesses any of the following qualifications shall be eligible to join the course:

- (a) Bachelor's degree with at least 50 percent marks in the aggregate from this University or from any other University the Bachelor's degree of which has been recognized by the Syndicate/Senate; **OR**
- (b) Master's degree from this University or from any other University the Master's degree of which has been recognized by this University, **OR**
- (c) Any other qualification recognized by the Syndicate/Senate as equivalent to (a) and (b) above.

**Note:** The examination shall be open to a student who fulfills the requirements as laid down in regulations mentioned below:

- (a) At least 75% attendance in theory as well as practical papers during the Personal Contact Programmes;
- (b) The medium of instructions shall be English and the question paper shall also be set in English only.
- (c) For students of CDOE, the medium of examination shall be English/ Hindi / Punjabi.
- (d) For internal assessment 2 assignments will be given in each paper for 10 marks each which will be compulsory.

### **Course Structure**

**Note:** There are four papers in each semester of 100 marks each, 80 marks are for theory and 20 marks for internal assessment.

#### **Semester- I**

<b>BLIS01</b>	:	Foundations of Library and Information Science
<b>BLIS02</b>	:	Knowledge Organization: Classification (Theory)
<b>BLIS03</b>	:	Knowledge Organization: Cataloguing (Theory)
<b>BLIS04</b>	:	Information and Communication Technology: Basics

## **Semester- II**

<b>BLIS05</b>	:	Management of Library and Information Centres
<b>BLIS06</b>	:	Knowledge Organization: Classification (Practice)
<b>BLIS07</b>	:	Knowledge Organization: Cataloguing (Practice)
<b>BLIS08</b>	:	Information Sources and Services (Theory)
<b>BLIS09</b>	:	Information and Communication Technology: Practical

## **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#).

## **Fee & Fee Code: C0070**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

## **Reappear**

If a candidate fails to qualify any paper/papers of B.Lib.I.Sc. Examination, he/she may be allowed to appear for two years subsequently as a "Late College Student" /Private candidate, in the paper/papers in which he/she failed to qualify. The period of two years is counted/private candidate from the time he/she becomes eligible to appear in the said examination. If he/she still fails to qualify these papers within this period, his/her result shall stand cancelled. Such a candidate shall not be allowed to appear in B.Lib. I.Sc. examination without repeating the whole course as a fresh student.

## **Contact**

**Asstt.Course Coordinator: Mr. Gautam Bahl**  
**CDOE Library, First Floor,**  
**Office: 01722536129, 01722534303**  
**Contact Number: 9815090214**  
**E-mail: gautam.bahl@pu.ac.in,librarianusol@pu.ac.in**

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## **Bachelor of Education (B.Ed.)**

Duration of B.Ed. programme shall be of two academic years, spread over four semesters.

### **Admission Criteria**

Admissions to 800 seats in B.Ed. (correspondence) for session 2023-24 will be done on merit prepared on the basis of marks obtained in the qualifying examination only. Eligible candidates will be admitted as per merit. Counselling schedule will be available on CDOE (Formerly USOL) website. The students who desire to seek admission in B.Ed. semester I are advised to visit CDOE notice board for updates.

Visit <https://usolbed.puchd.ac.in/> for Admission in B.Ed. semester-I for session 2023-24.

- **Eligibility**
- **Course Structure**
- **Teaching-Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility** **Semester-I**

#### **Eligibility conditions as per NCTE norms 2014:**

The following categories of candidates are eligible to apply for admission.

- (i) Trained in – service teachers in elementary education.
- (ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.

#### **A. A person who possesses the following qualifications shall be eligible to join the course:**

1. The candidates who entered in teaching profession on the basis of **Diploma/ Certificate in primary/elementary teacher training and are intended to improve their competence by obtaining degree in secondary teacher training programme** can take admission in B.Ed. (ODL) programme, provided they have graduation/post-graduation degree in humanities/science/social science/commerce with minimum 50% marks or degree in engineering/technology with specialization in science and mathematics with minimum 55 % marks.
2. Candidates who have **completed NCTE recognized teacher training programme through face-to-face mode and not in teaching profession** are also eligible for admission in B.Ed. (ODL) programme provided they possess graduation/post-graduation degree in humanities/science/social science/commerce with minimum 50% marks or degree in engineering/technology with specialization in science and mathematics with minimum 55 % marks
3. **In case of students belonging to Scheduled Castes/ Scheduled Tribes/ Backward Class/Person with Disabilities (PwD), the requirement of 50 % marks shall be reduced by 5% provided they have obtained minimum pass marks prescribed by the regulations.**

**NOTE:** For calculating percentage of marks in case of students who have passed B.A. examination by parts, the following procedure will be adopted:

- (i) Average percentage of marks obtained in Prabhakar / Giani or an equivalent MIL Examination, English and in two more elective subjects. (If more than two subjects have been cleared, the score in which he/ she scored higher marks will be taken into account.)

**Prabhakar or Giani will be considered as an elective subject and brought at par with one elective subject in respect of maximum marks.**

(ii) For candidates who have received their B.A. degree after doing Shastri or an equivalent Oriental Title examination, marks obtained in Shastri examination or an equivalent OT examination will be considered as scored out of two subjects (elective) and calculated on the basis of the marks obtained in **two** elective subjects to the best advantage of the candidate.

## Course Structure

### **Semester-I & II**

Eligible candidates who have admitted in B.Ed. Semester I have to fill examination form according to course syllabus.

#### **Semester I**

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
F-1.1	Philosophical Bases of Education	40	10	50
F-1.2	Growth and Development of the Learner	40	10	50
F-1.3	Techniques of Teaching	40	10	50
F-1.4	Education in Contemporary India	40	10	50
F-1.5	ICT Skill Development	40	10	50
P-1.1	Pedagogy-I	40	10	50
P-1.2	Pedagogy-II	40	10	50
EPC-1.1	Teaching through Drama & Music	20	05	25
EPC-1.2	Simple Expressional Competencies	20	05	25
EPC-1.3	Participation in Sports and Yoga	---	25	25
EPC-1.4	Pre-Internship	---	25	25
		320	130	450

#### **Semester II**

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
F-2.1	Sociological Bases of Education	40	10	50
F-2.2	Understanding the Learner	40	10	50
F-2.3	Assessment for Learning	40	10	50
F-2.4	Knowledge, Curriculum and Understanding Disciplines	40	10	50
F-2.5	School Management	40	10	50
P-2.1	Pedagogy-I*	40	10	50
P-2.2	Pedagogy-II*	40	10	50
EPC-2.1	Work Experience Programme**	20	05	25
EPC-2.2	ICT Practical	20	05	25
EPC-2.3	Participation in Sports and Yoga	25	---	25
EPC-2.4	Pre Internship	----	25	25
		345	105	450

**Pedagogy of School Subjects (any two) of the following (P-1.1/1.2 and P2.1/2.2):**

- Pedagogy of Agriculture

- Pedagogy of Commerce
- Pedagogy of Computer Science
- Pedagogy of Economics
- Pedagogy of English
- Pedagogy of Fine Arts
- Pedagogy of Geography
- Pedagogy of Physical Education
- Pedagogy of Hindi
- Pedagogy of History
- Pedagogy of Home Science
- Pedagogy of Life Science
- Pedagogy of Mathematics
- Pedagogy of Music
- Pedagogy of Physical Science
- Pedagogy of Political Science
- Pedagogy of Public Administration
- Pedagogy of Punjabi
- Pedagogy of Sanskrit
- Pedagogy of Science
- Pedagogy of Social Studies
- Pedagogy of Sociology

**\*\*Work Experience Programme: (One of the Following)**

- Candle Making
- Clay Modeling
- Gardening
- Home Craft
- Interior Decoration
- Photography

**Semester- III**

Students who have qualified at least 50% of the total no. of papers in B.Ed. Semester-I & II are eligible to seek admission to B.Ed. Semester-III.

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
EPC-3.1	School Internship (16 Weeks)	20+20 By School Principal/Mentor		40
	Skill in Teaching Practical	100+100	30+30 (By Subject Teacher)	260
		<b>240</b>	<b>60</b>	<b>300</b>



### Semester- IV

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
F-4.1	Gender , School and Society	40	10	50
F-4.2	Guidance and Counseling	40	10	50
F-4.3	Inclusive Education	40	10	50
F-4.4	Understanding the Self	40	10	50
F-4.5	Reading and Reflecting on Text	40	10	50
E-4.1	Elective Option-I***	40	10	50
E-4.2	Elective Option-II***	40	10	50
EPC-4.1	Participation in Community Service/ Cultural Activities/ Educational Tour/Trip	-	25	25
EPC-4.2	Communication, Employability and Resource Development Skill	20	5	25
		300	100	400

**\*\*\*Elective Options: (Any two of the following)**

- |   |  |
|---|--|
| (i) Distance Education and Life Long Learning | (ii) Environmental Education                   |
| (iii) Health and Physical Education           | (iv) Human Rights and Peace Education          |
| (v) Life Skills Education                     | (vi) E-Education Resource Development          |
| (vii) Population Education                    | (viii) School Library and Information Services |

**Total Marks: 1600**

### Teaching - Learning Process

A blended approach is adopted to deliver the curriculum. The learning material is provided at the time of admission which covers whole of the syllabus. Along with this, mandatory Personal Contact Programmes are organized in each of the four semesters at the specified study centers\*. Each PCP is spread over 15 days. During PCPs the teachers interact with the students and try to cover whole of the syllabi of the particular semester. Various innovative techniques and technologies are used to teach during PCPs. Equal emphasis is given on both theory and practical parts. Besides, these students are given opportunity to sharpen their teaching skills by organizing internship programmes at schools as well as by conducting workshops during Personal Contact Programmes. Apart from the specified PCPs, the teachers are available throughout the year for the academic counseling of the students. Besides offline PCPs, online sessions are organized.

### Medium of Study Material and Examination

The study material will be provided to the students in English language only. The learning material covers whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/ Punjabi) to write their examination papers but the language of the learning material which is provided to students by CDOE (Formerly USOL) is English only.

### **PCP Dates**

The admitted students shall be required to attend personal contact programmes in each semester at allotted study centers. 80% attendance is mandatory during PCPs. **If any student fails to attend minimum of 80% classes then the examination roll no will not be issued by the university.**

The approved study centers for the conduct of Personal Contact Programs (PCP) are given below. The candidates will be allotted study centres in order of merit at the time of counseling. **Study Centre once allotted will not be changed.**

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0080**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

**Course Coordinator: Mr Jeesu Jaskanwar Singh**

**Room No. 407, Third Floor, Department of Education, CDOE**

**Contact No. 0172- 2534317**

**Email.:coordedu@pu.ac.in, jeesu@pu.ac.in**

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## **Advanced Diploma Programmes**

- **Advanced Diploma in Computer Application**
- **Advanced Diploma in Disaster Management and Corporate Security**
- **Advanced Diploma in Educational Management and Leadership**
- **Advanced Diploma in Guidance and Counselling**
- **Advanced Diploma in Health Family Welfare and Population Education**
- **Advanced Diploma in Human Right and Duties**
- **Advanced Diploma in Library Automation and Networking**
- **Advanced Diploma in Mass Communication**
- **Advanced Diploma in Photography**
- **Advanced Diploma in Social Work**
- **Advanced Diploma in Statistics**

### **Advanced Diploma in Computer Applications (ADCA)**

- **Eligibility**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

#### **Eligibility**

The minimum qualification for the admission in this course shall be -

1. Graduation (B.A./B.Sc./B.Com/B.C.A. under 10+2+3 system of examination) having Mathematics as main subject upto 10+2 level. **OR**
2. B.Tech / B.E. **OR**
3. B.Voc (Software Development), B.Voc (Hardware and Networking) & B.Voc Multimedia (Graphics & Animation) with at least 50% marks **OR**
4. Any other Examination recognized by the Syndicate as equivalent to 1, 2 or 3 above.

#### **Course Structure**

<b>Semester- I</b>		<b>Semester- II</b>	
<b>Paper Code</b>	<b>Paper Name</b>	<b>Paper Code</b>	<b>Paper Name</b>
<b>ADCA-1101</b>	Fundamentals of Computer	<b>ADCA -2101</b>	Object Oriented Concepts Using C++ and JAVA

<b>ADCA-1102</b>	Programming using C Language	<b>ADCA -2102</b>	Web Technologies
<b>ADCA-1103</b>	Advance Database System	<b>ADCA -2103</b>	Software Engineering
<b>ADCA-1104</b>	Data Communication & Networks	<b>ADCA -2104</b>	Computer Based Accounting
<b>ADCA-PR-1105</b>	Lab1 (Based on ADCA-1101 & ADCA-1102)	<b>ADCA -PR-2105</b>	Lab3 (Practical Based on ADCA-2101)
<b>ADCA-PR-1106</b>	Lab2 (Based on ADCA-1103)	<b>ADCA -PR-2106</b>	Lab4 (Practical Based on ADCA-2102)
		<b>ADCA -2107</b>	Project Work: Project will involve Development of Business Application/Website

- Notes:**
1. Pass Marks: 40% Marks in Theory, Internal Assessment and Practical separately.
  2. 50% Marks for Project Work.
  3. 50% Marks in Aggregate to qualify the examinations.

### **Assignments**

The Assignments for theory and practical papers are compulsory. The students are required to complete the assignments and submit the same within the stipulated period.

### **PCP Dates**

1. A total of 60 Theory and 60 Practical i.e. 120 contact classes will be provided to the students in University.
2. Two PCPs shall be conducted during the academic session for duration of 10 days each for 6 hours daily.

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0110**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

**Coordinator: Dr. Rohini Sharma,  
Dept. of Computer Science and Applications, Panjab University,  
Ph. 253-4075  
Email.:chairpersondcsa@gmail.com**

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## **Advanced Diploma in Disaster Management and Corporate Security**

The aim of this course is to raise the level of awareness and preparedness as well to enhance analytical skills and professional competence of different key stakeholders in the discipline of 'Disaster Management and Corporate Security'.

The course will address all stages of Disaster Management and Corporate Security in a comprehensive and holistic manner; including (i) Pre-Disaster Preparedness and Mitigation, (ii) Rescue and Relief in the context of Disaster, (iii) Post Disaster Rehabilitation, Reconstruction and Recovery and, (iv) Corporate Security Training course to teach concepts of Security Management, Administration and Security Planning.

The course further aims to deepen the student's knowledge and enhance their ability to manage safety operations. Besides focusing on developing management skills and knowledge that a student will need in an expanding and constantly changing Corporate Security.

- **Eligibility**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

The qualification for the admission in the course shall be Bachelor's degree with the minimum 45% marks in any discipline from a recognized University.

### **Course Structure**

This course offers six papers (5 papers and a project report). The students are supposed to submit two copies of the project report by April end positively and the viva-voca will be held in department of defence studies CDOE only.

#### **Subjects**

##### **Semester -1**

Paper 1- Disaster Management –Conceptual Framework

Paper II- Human Resource Management

Paper III- Disaster Security Planning

##### **Semester -2**

Paper IV- Dynamics of Corporate Security

Paper V- Security Awareness Programmes in Corporate

Paper VI- Project Report + Viva-voca

### **Course Format**

The course consists of Personal Contact Programme (PCP), Assignments and Project Report. The learning materials shall be provided in the form of lesson scripts based on printed study-material developed in **Self Learning Mode (SLM)** to each candidate by the department.

### **Duration – One Year**

The duration of the course will be for a period of one year spread into two semesters

### **Medium of Instruction**

Currently the study material is provided in English only however students are free to write their answers in Hindi or Punjabi also in their exams. During Personal Contact Programme (PCP) classes, students are absolutely free to interact in any of the prescribed languages.

### **PCP Dates**

A total of 30 contact classes will be held. Two PCPs shall be conducted during the academic session for duration of 12 days. (15 classes in first semester for 5 days & 10 classes in second semester for 5 days)

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#).**

### **Assessment**

The Assignments for theory papers are compulsory. The students are required to complete the assignments and submit the same within the stipulated period.

### **Fee & Fee Code: C0230**

**For fee deposit refer to fee details at [Fee structure](#)**

### **Contact**

**Coordinator: Dr. Jaskaran Singh Waraich**

**Mob no- 9815853650**

**Office: Defence and Strategic Studies, CDOE, P.U, CHD.**

**Phone No:- 0172-2534398**

**Email.:waraichkaran@pu.ac.in**

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## **Advanced Diploma in Educational Management and Leadership**

There has been a constant rise in the demand for visionary teachers/administrators with an in-depth understanding of learning process and this course is meticulously designed to respond to the professional needs of such individuals. It acquaints the candidates with practical knowledge and skills necessary to run an educational institution. This Advanced Diploma will meet the ever-increasing demand for trained manpower in educational organizations. It will be apt for teachers willing to switch over from teaching to administrative job and will be ideal for principals and institutional heads looking for up gradation in their administrative skills.

The aim of this multidisciplinary one-year (two semesters) programmes to enhance the administrative skills and operational abilities of those who have been assigned to or who aspire to lead an academic institution. This diploma will provide a comprehensive knowledge about the theoretical aspects, familiarize with the practical aspects of existing educational management, and offer insights to adopt a futuristic approach. This course will help the aspirants to acquire and upgrade skills in areas such as interpersonal relationship, leadership and team building, strategic planning and decision-making necessary for effective management.

- **Eligibility**
- **Course Structure**
- **Teaching Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Eligibility**

Graduation in any stream with minimum of 50% marks or any other equivalent examination recognized by Panjab University, Chandigarh.

### **Course Structure**

#### **Semester-I**

<b>Papers</b>	<b>Titles</b>	<b>Internal Marks</b>	<b>External Marks</b>	<b>Total</b>	<b>Credits</b>
<b>I</b>	Introduction to Educational Administration and Management	<b>25</b>	<b>75</b>	<b>100</b>	<b>5</b>
<b>II</b>	Educational Policy, Plans, and Programmes	<b>25</b>	<b>75</b>	<b>100</b>	<b>5</b>
<b>III</b>	Organizational Behaviour	<b>25</b>	<b>75</b>	<b>100</b>	<b>5</b>
	Submission of Project Proposal (Non-Credit)	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>
	<b>Total Marks</b>	<b>300</b>			<b>15</b>

### Semester-II

Papers	Titles	Internal Marks	External Marks	Total	Credits
IV	Emerging Concepts in Educational Management	25	75	100	5
V	Educational Leadership: Western and Indian Perspectives	25	75	100	5
VI	Project Report	50	50	100	5
	<b>Total Marks</b>	<b>300</b>			<b>15</b>

**Grand Total= 300+300= 600 (Total Credits=30)**

### Teaching Learning Process

The course consists of mandatory Personal Contact Programme (PCP), Assignments and Project. The learning materials shall be provided in **Self Learning Mode (SLM)** format. The Assignments and sessional work for theory papers are compulsory. The students are required to complete the assignments as well as sessional work by the stipulated time period and submit the same to department.

#### **Project Report**

Students are required to conduct project and submit Project Report in second semester which will be evaluated by the internal and external examiners and viva exam will be conducted for the same.

#### **Medium of Instruction**

The medium of instructions will be English.

### PCP Dates

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### Fee & Fee Code: C0280

For fee deposit refer to fee details at [Fee structure](#)

Practical Fee: - 1500/-

### Contact

Course Coordinator: Mr Jeesu Jaskanwar Singh

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## **Advanced Diploma in Guidance and Counselling**

Advanced Diploma in Guidance and Counselling aims at

- Training in-service teachers in the field of guidance and counseling so that they may impart educational and vocational guidance to all school students and counsel the students for personal problems.
- Preparing those persons who have an aptitude to become a counselor as trained counselors so that they may pursue their career in this field.
- Providing an insight about various aspects of guidance as well as counseling to those who wish to carry out their research in the field.

**Number of Seats:** 75 (Reservation will be as per PU policy)

- **Eligibility**
- **Admission Procedure**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

The minimum qualification for admission to first semester of the course shall be

- (a) A Bachelor's degree in any discipline of the University or a degree of any other University which has been recognized by the Syndicate as equivalent thereto with not less than 50% marks in the aggregate.

Provided that in case of candidates having Bachelors degree of the university through modern India languages [Hindi/Urdu/Punjabi (Gurmukhi Script)] and /or in a classical language (Sanskrit/Persian/Arabic) or degree of any other university obtained in the same manner recognized by the syndicate, 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers.

### **Admission Procedure**

Admission to 75 seats in Advanced Diploma in Guidance and Counselling will be done on **merit based on marks obtained in the qualifying examination (i.e. Graduation)**. The reservation policy of Panjab University shall be followed.

The seats distribution between general and reserved categories will be as per Panjab University's Reservation Policy. The following is the distribution of seats:

Category	General	SC	ST	BC	Defence	Persons with Disability	Riot/Terrorist Victims	Freedom Fighter	Total
PU Policy	58.5%	15%	7.5%	5%	5%	5%	2%	2%	
Seats	44	11	6	4	4	4	2	2	77*

*\*The additional **one** seat shall be only for reserve category candidate. In case it remains unfilled, then it will not be converted into General Category. The interchangeability and transfer of seats shall be done in accordance with the Panjab University Policy.*

## ADMISSION PROCEDURE

**The candidates are required to follow the steps given below:**

Step 1: Click on Advanced Diploma in Guidance and Counselling at [usoladmissions.puchd.ac.in](http://usoladmissions.puchd.ac.in)

Step 2: Fill the online Application Form carefully mentioning the category against which you seek admission.

Step 3: Note down your login id and password.

Step 4: Pay the Registration fee (Rs. 300/- and Rs. 150/- for SC/ST/Person with Disability)

Step 5: Complete your form by uploading your latest passport size photograph and signature latest by August 10, 2023.

Step 6: Download and Print the filled Application form.

Step 7: Send printed copy of Application form along with required documents to The Director, Centre for Distance and Online Education Panjab University, Chandigarh-160014 through registered post latest by August 14, 2023.

Step 8: Check the Provisional Merit list to be displayed on the website on August 21, 2023.

Step 9: Check the Final Merit list to be displayed on the website on August 24, 2023.

Step 10: Pay the fees for first semester before last date August 28, 2023. **Remember that your admission will be confirmed only after you deposit the course fee.**

## Course Structure

### Course Curriculum

The course curriculum will be the exactly the same as approved by syndicate of Panjab University for Advanced Diploma in Guidance and Counselling in face-to face mode.

SEMESTER I						
Sr. No.	Paper	Course code	Course Title	Evaluation		
				Internal	External	Total
1	I	GC-I	Understanding Human Nature	30	70	100
2	II	GC- II	Basics of Guidance and Counselling	30	70	100
3	III	GC-III	Theories and Practices in Counselling	30	70	100

SEMESTER II						
4	IV	GC- IV	Appraisal and Evaluation	30	70	100
5	V	GC-V	Career Guidance and Counselling	30	70	100
6	VI	GC-VI	Internship	50	50	100
Total				200	400	600

### **PCP**

There will be mandatory Personal Contact Programme (PCP) of 10 days duration in each semester. The PCP will be conducted at CDOE only. 75% attendance during PCP will be mandatory for the students to be eligible for appearing in the semester-end examination.

For PCP dates visit [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Assessment**

In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct one house test during Mandatory Personal Contact Programme (PCPs) (for each paper and other activities as quantified below:

1. House Test- 7 marks
2. Assignments- 8 marks
3. Sessional Work- 15 marks

### **Internship**

The course has an input of one month (four weeks) internship programme. Trainees are required to have an attachment with a school or an institution or an agency under an experienced onsite counsellor for the stipulated period. During the period of internship, the trainees would plan and undertake work related to planning and execution of guidance and counselling activities including counselling casework.

### **Fee & Fee Code: C0250**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

**Course Coordinator: Mr Jeesu Jaskanwar Singh**

**Room No. 407, Third Floor, Department of Education, CDOE**

**Contact No. 0172- 2534317**

**Email.:coordedu@pu.ac.in, jeesu@pu.ac.in**

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## **Advanced Diploma in Health, Family Welfare and Population Education**

The Advanced Diploma in Health, Family Welfare and Population Education is a diploma course of one year comprising of two semesters. It addresses issues related to health and population. This diploma is helpful in updating knowledge of people working in the Health sector, Education Sector, NGOs and Government projects related to population and health. The course aims to enhance the knowledge of working teachers especially in the field of Population Education and Research. After completing this diploma, the students get better opportunities to work in various Health, Population and Education related sectors and seek higher positions in their career.

- [Eligibility](#)
- [Course Structure](#)
- [Teaching - Learning Process](#)
- [PCP Dates](#)
- [Fee](#)
- [Contact](#)

### **Eligibility**

The admission to the course shall be open to any person who has obtained the Bachelor's degree in any discipline or any other qualification recognized as equivalent by the Syndicate.

### **Course Structure**

The course comprises of two semesters. There shall be four papers in each semester, each carrying 100 marks. 80 marks are for theory and 20 marks for assignments given in the form of MCQ's (online mode).

#### **Semester- I**

- Paper- I** : Fundamentals of Population Education  
**Paper- II** : Health Education and Health Care  
**Paper- III** : Reproductive Health  
**Paper- IV** : Population Dynamics

#### **Semester- II**

- Paper- I** : Environmental Health  
**Paper- II** : Family Welfare  
**Paper- III** : Issues and Problems of Population  
**Paper- IV** : Population Policies

### **Teaching-Learning Process**

The course content is provided in printed form, which is in Self Learning Mode. On the basis of the material sent to the students, they are required to prepare assignments for internal assessment of 20 marks in each paper. In addition, Personal Contact Program (PCP) is held once per semester as per PCP schedule given below. Also, on any working day students may visit the department for interaction/ consultation with the concerned teachers. Students may also contact the teachers telephonically during University working hours.

### **Medium of Instruction**

The medium of instruction for this course is ENGLISH only. Hence, the lessons scripts will be sent to you only in English medium only.

### **Medium of Examination**

The students can write the exams in English, Hindi or Punjabi.

### **Assessment**

Each paper of this course is of 100 marks, of which 20 marks are for internal assessment based on the assignments given in the form of MCQ's (online mode) and 80 marks are for the term end written examination.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0140**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

Coordinator: Dr. Sucha Singh  
Contact No. – 0172-2534327  
Room No. – 320, Dept. Geography, CDOE  
E-Mail.: coordgeog@pu.ac.in

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## **Advanced Diploma in Human Rights and Duties**

Advanced Diploma in Human Rights and Duties is a one-year course spread in two semesters. The papers of the course covering the entire syllabus aim to introduce the students to the basics of Human Rights and Duties. The purpose of this diploma is to acquaint the students with the evolutionary and theoretical perspectives of Human Rights and Duties. Dalits, tribals, women and farmer's movements are included in the course to make the students aware about the general problems and to sensitize them towards these Human Rights related issues. Apart from creating awareness of Human Rights and Duties, the diploma opens new avenues for employment in the field of education, research projects, NGOs, Journalism and Human Rights association.

- **Eligibility**
- **Course Structure**
- **Teaching- Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

The admission to the course shall be open to any person who has passed the Bachelor Degree examination in any faculty from Panjab University or any other University recognized as equivalent thereto.

### **Course Structure**

Human Rights and Duties are universal to the lives of individuals and groups. Imparting knowledge on this subject to the individuals is the exigency of the contemporary period. The course intends to develop the understanding about theoretical and practical aspect of human rights. The Paper on Research methodology is included in the syllabus to equip the students with research techniques. The course further aims to sensitize the students towards human rights issues and prepares them to find out their solutions. Field research work also forms a part of the syllabus. Empirical research work enables the students to experience the realities of the present world.

The courses are offered according to the following scheme:

### **Semester- I**

**All papers are compulsory:**

<b>Paper</b>	<b>Subject</b>	<b>Subject Code</b>
<b>Paper- I</b>	Fundamentals of Human Rights and Duties	DHR01
<b>Paper- II</b>	Human Rights Theory and Practice: International Scenario	DHR02
<b>Paper- III</b>	Human Rights Theory and Practice: The Indian Context	DHR03
<b>Paper-IV</b>	Research Methodology	DHR04

## Semester- II

**All papers are compulsory:**

Paper	Subject Name	Subject Code
Paper- V	Human Rights: Development Discourse and Problems	DHR05
Paper- VI	: Human Rights: International and Regional Mechanisms	DHR06
Paper- VII	: Human Rights Movements in India	DHR07
Paper- VIII	: Field Based Project Work	DHR08

**MAXIMUM MARKS EACH PAPER: 100 (Theory Paper: 80 & Internal Assessment: 20)**

**Note: -Study material will be available in English Medium Only**

**Note:**

1. The one-year Diploma course contains 4 papers in first semester and 4 papers in second semester. Each paper shall be of 100 marks. Paper I -VII shall each consist of written examination of 80 marks and Internal Assessment of 20 marks based on a MCQ's (online mode).
2. Paper - VIII is project based, comprising a Project Report of 80 marks and Internal Assessment of 20 marks to be awarded on the basis of the viva-voce.
  - (a) Each student is required to take up a project based on fieldwork, for paper VIII.
  - (b) The students have the liberty to select any topic related to Human Rights issues, violations, enforcement etc. and may conduct the research/fieldwork in the geographical area of their choice.
  - (c) For successful completion of the diploma, each student is required to submit a typed project report on a given date in the month of March (3rd Week) and make a presentation of the same before the examiner at the end of the course.

**Syllabus: For detailed Syllabus and other details refer PU website i.e.**

**<https://puhcd.ac.in/syllabus.php>**

### **Teaching - Learning Process**

The study material covers almost whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/Punjabi) to write their examination papers but the language of the study material is English only. Along with this, Personal Contact Programs are organized in each of the two semesters. Each PCP is spread over 5 days. During PCPs the teachers interact with students and try to cover whole of the syllabi of the particular semester. Innovative techniques are also used for engaging the students.

Medium of Examination: Students can choose any one of the following as medium of examination. English/Hindi/Punjabi.

Medium of Study Material: The study material is available in English Medium only. However, during (PCP) classes students are absolutely free to interact in English/Hindi/Punjabi.

### **Assessment**

Evaluation is done on the basis of semester terminal examination and Internal assessment (see course structure/details). The terminal/external examination is conducted in the month of December for semester -I and in the month of May/June for semester -II.

#### Internal Assessment/ Assignments:

1. There will be an internal assessment of 20 marks in each paper, which is based on MCQ's (online mode) for CDOE students.
2. The students are required to submit one assignment for each paper for internal assessment during the course of study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

#### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

#### **Fee & Fee Code: C0120**

For fee deposit refer to fee details at [Fee structure](#)

#### **Contact**

Coordinator: Dr. Kamla

Office: Room No. : 417, 3<sup>rd</sup> Floor Department of Political Science, CDOE, P.U

Contact Number: 01722534332

E-mail.: coordpolsci@pu.ac.in

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## **Advanced Diploma in Library Automation and Networking**

In keeping with the demand for skill development in Library and Information Science (LIS) with the application of ICT, CDOE Panjab University has developed this one-year Advanced Diploma Programme in Library Automation and Networking.

The programme aims to develop professional competence of the LIS professionals in an automated and networked environment. It provides practical exposure to enhance technological skills of the learners for independently developing and managing a computerized library. The main aim of the course is to equip students to access global electronic information with high precision in a cost-effective manner and organize the content as per the local needs.

- **Eligibility**
- **Course Structure**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

The admission to course shall be open to persons who have passed Bachelors of Library and Information Science (B.Lib. & I.Sc.)

**OR**

Two year integrated course of Master of Library & Information Science (M.Lib. & I.Sc.) From any recognized University (Senate Para XVI dt. 29.03.2015).

**Note:** The examination shall be open to a student who fulfils the requirements as laid down in regulations:

- (a) At least 75% attendance in theory as well as practical papers during the Personal Contact Programmes;
- (b) The medium of instructions shall be English and the question paper shall also be set in English only.  
However, the medium of examination shall be English/ Hindi / Punjabi.
- (c) For internal assessment 2 assignments will be given in each paper for 10 marks each which will be compulsory.

### **Course Structure**

There are six papers in two Semesters of 100 marks each, 80 marks are for theory and 20 marks for internal assessment.

#### **Semester- I**

<b>Paper Code</b>	<b>Title of the Paper</b>
-------------------	---------------------------

(LAN-01)	Basics of Computers and Network Technology
(LAN-02)	Library Automation

(LAN-03) Computer Practical-1

### **Semester- II**

(LAN-04) Information Systems

(LAN-05) Digital Library and Content Management

(LAN-06) Computer Practical-2

### **For Reappear Students**

A candidate who has been on the rolls of CDOE and fails to appear or having appeared, fails in the examination, may be allowed to continue his/her enrolment for the period of two years immediately succeeding the year in which he/she completed the course on payment of continuation fee as prescribed by the Syndicate from time to time every year, in addition payment of the examination fee and to appear in the examination as an ex-student of CDOE.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0130**

For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

**Asstt. Course Coordinator: Mr. Gautam Bahl**

**CDOE Library, First Floor,**

**Office: 01722534303**

**Contact No: 9815090214**

**E-mail: gautam.bahl@pu.ac.in, librarianusol@pu.ac.in**

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## **Advanced Diploma in Mass Communication**

This one-year Advanced Diploma in Mass Communication (ADMC), spread in two semesters, has been designed for persons having a flair for writing, speaking, newsgathering and who are keen on making a career in Mass Communication. ADMC also aims to serve the requirements of in-service journalist's/photojournalists, freelance journalists, citizen journalists, bloggers and stringers. The course attempts to provide the learners adequate avenues to enhance their domain knowledge, hone relevant practical skills and nurture their professional talent. After the completion of the course the learners gain increased capacity and better confidence to seek higher positions or pursue their personal goals.

- **Eligibility**
- **Course Structure**
- **Teaching - Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

The admission to the course shall be open to any person who has passed Bachelor's Degree examination in any faculty from Panjab University or any other University recognized as equivalent thereto.

### **Course Structure**

This course comprises of 10 papers of 900 marks during the entire session. In each semester students study four theory papers, each carrying 100 marks, while they have a practical component of 50 marks. Paper I-IV gives a comprehensive overview of Mass Communication, Print Media, Electronic Media, Advertising and Public Relation. Paper-V in both the semesters has a mandatory practical assignment.

#### **Semester- I**

- ADMC 101 :** Introduction to Communication  
**ADMC 102 :** Basics of Print Journalism  
**ADMC 103 :** Radio & TV Communication-I  
**ADMC 104 :** Advertising and Public Relations-I  
**ADMC 105 :** Practical Assignments-I

#### **Semester- II**

- ADMC 106 :** Communication Theory  
**ADMC 107 :** Print Journalism  
**ADMC 108 :** Radio & TV Communication-II  
**ADMC 109 :** Advertising and Public Relations-II

**ADMC 110 : Practical Assignments-II**

**Note:** The assignments are required to be submitted in the portfolio twenty days before the commencement of the theory exams as mentioned in the Academic Calendar. No assignment will be accepted thereafter and the candidates' defaulter in this regard will not be issued the roll nos. for the theory papers.

**Teaching - Learning Process**

The engaging instructional components, which are largely based on printed study material presented in SLM, allow learners to derive a rewarding learning experience. While the study material covers the entire theoretical part of the syllabus, the practical assignment provides adequate opportunities to try their hands on creating different genres of journalism like- interviewing personalities, writing articles and conceiving a story board for a TV Commercial. During PCP sessions, students get ample opportunities to interact with experienced faculty and interact with their peers. Students are free to consult their coordinator throughout the session. Medium of instruction shall be English, but students are allowed to take the examination in English/Hindi/Punjabi medium.

**PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

**Fee & Fee Code: C0100**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

**Contact**

**Coordinator: Dr. Bhavneet Bhatti**

**Contact No: 253-4634**

**Email.:scs@pu.ac.in**

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## **Advanced Diploma in Photography**

Photography is an artistic means of expression. It is rightly said that a single picture can sometimes be much more eloquent than a thousand words. Few vocations offer a larger variety of prospects than does photography. It is also known as the hobby course. Lately it is emerging as a popular career choice among all the age groups. The popularity of the photography can be judged from the fact that more than 250 billion photos have been uploaded to Facebook. Such a scenario indicates there are many job avenues for a modern-day photographer such as Press Photographers/photojournalists, Portrait and Wedding Photographers, Fashion Photographers, Scientific Photographer, Free Photographer etc.

Students who are passionate about photography can choose this course as it will help the students to get their dream jobs in photography. This professional diploma course will provide clarity about the concepts and aspects relevant in the real world of photography. There will be a significant focus on approaching the subject in a practical manner while also imparting necessary theoretical knowledge. The students will get an opportunity to interact with professional photographers active in the field and learn through their insights and experiences.

- **Eligibility**
- **Course Structure**
- **Teaching Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Eligibility**

The minimum qualification for the admission in this course shall be

1. Bachelor's Degree with at least 50% marks in any discipline from a recognized University.
2. Who appeared under semester system for undergraduate courses and has up to two re-appears in Semester- III, IV, V & VI is also allowed to take admission under semester system in ADP.

### **Course Structure**

This course is ideally suited for people who want their career in photography. The students of Advanced Diploma in Photography will gain mastery in various aspects of Photography.

Advanced Diploma in Photography (ADP) is one year course comprising of 2 (two) semesters. There are 10 papers (8 theory papers and 2 practical papers), five papers per semester. The Practical assignments (Paper-105) are required to be submitted in the portfolio twenty days before the commencement of theory exams as mentioned in the academic calendar. No assignment will be accepted thereafter and the candidates' defaulting in this regard will not be issued the roll number for the theory exams.

Details are given below:

<b>Papers</b>	<b>Semester-I</b>	<b>Marks</b>
Paper 101- Introduction to Photography		100
Paper 102- Introduction to Photography equipment		100
Paper 103- Photography as a profession-I: Photojournalism		100
Paper 104- Photography as a profession-II		100
Paper 105- Practical Assignments		100

<b>Semester -II</b>	<b>Marks</b>
Paper 106- Basics of ICT	100
Paper 107- New Media and Photography	100
Paper 108- Digital Photo Editing	100
Paper 109- Exhibiting your work	100
Paper 110- Practical Assignments	100

### **Teaching Learning Process**

The course consists of Personal Contact Programme (PCP), Assignments and two Practical Papers. The learning materials shall be provided in the form of lesson scripts based on printed study-material developed in **Self Learning Mode (SLM)** to each participant by the department.

**Medium of Instruction:** The medium of instructions will be English only. However, the medium of examination shall be English/Hindi/Punjabi.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0270**

For fee deposit refer to fee details at [Fee structure](#)

Practical Fee: - 1500/-

### **Contact**

Coordinator: Mr. Jeesu Jaskanwar Singh  
Room No. 407, Third Floor, Department of Education, CDOE Contact  
No. 0172- 2534317  
Email.:coordedu@pu.ac.in, jeesu.education@gmail.com

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## **Advanced Diploma in Social Work**

Social work is the applied stream of social sciences. It is suitable for the individuals who want to bring a change to the society and help the poor and needy by doing their part. This is a job oriented course especially in social sectors. It is highly useful for the individuals working in NGOs and other such agencies. Further it would be initiating self-employed opportunities in welfare, development and allied sectors. The course offered is of vital significance in overall learning process of the students. Thus, the expected outcome of this course is to produce well trained and skilled professional social workers aligned with national and international work ethos. In the first semester, student will learn about Origin and Development of Social Work and basic concepts in Social work. During the second semester, student has to complete project report related to their field of interest.

- **Eligibility**
- **Course Structure**
- **Teaching Learning Process**
- **PCP**
- **Fee**
- **Contact**

### **Eligibility**

The minimum qualification for the admission in this course shall be:

1. Bachelor's Degree with at least 50% marks in any discipline from a recognized University.
2. Who appeared under semester system for undergraduate courses and has up to two re-appears in Semester- III, IV, V & VI is also allowed to take admission under semester system in ADSW.

### **Course Structure**

The ADSW course is a one year program divided into two semesters. There are four papers in each semester. In all there are total eight papers. All of these papers are compulsory. The students are required to take up four papers only in each semester. Theory paper shall be of 100 marks (80 marks for written examination and 20 marks for internal assessment), Project Report examination shall be of 100 marks (75 marks for field work report and 25 marks for viva-voce) in 2<sup>nd</sup> semester.

#### **Semester I**

Paper I - Origin and Development of Social Work

Paper II - Social Work: Basic Concepts

Paper III - Research Methods in Social Work

Paper IV - Social Work Practicum and Supervision

#### **Semester II**

Paper I - Social Case Work and Group Work

Paper II - Social Work Interventions -I

Paper III - Social Work Interventions -II

Paper IV - Project Report

### **Teaching Learning Process**

The course consists of Study material, Personal Contact Programme (PCP), Assignments and Project Report.

**Medium of Study material** The learning materials shall be provided in the form of lesson scripts to each student by the department. The study material will be provided in English only. The learning material covers the whole of the syllabus.

The Assignments for theory papers are compulsory. Online objective type assignment per paper will be given to students.

#### **Project Report**

There is one paper of Project Report in the second semester. Student will submit Project report in printed bound form which will be evaluated by the external examiner and viva exam will be held for the same.

#### **Medium of Examination**

Students can write their examination in any of the three medium i.e. English/Hindi/Punjabi.

### **PCP Dates**

Personal Contact Program (PCP) is held once per semester as per PCP schedule. Each PCP is spread over 5 days. It is mandatory to have 75 percent attendance during PCP. During PCP sessions, students get ample opportunities to interact with experienced faculty and interact with their peers. Students are free to consult their coordinator throughout the session via email or telephonically.

**For PCP dates visit link** [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0260**

**For fee deposit refer to fee details at** [Fee structure](#)

**Practical Fee: - 1500/-**

### **Contact**

**Coordinator: Prof. Madhurima Verma,  
Room No. 325, Second Floor, CDOE  
Ph. 0172-253-4279**

**Email.: [coordsw@pu.ac.in](mailto:coordsw@pu.ac.in)**

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## **Advanced Diploma in Statistics**

The Advanced Diploma in Statistics (ADST) is a one-year program being offered by CDOE in the semester's format. The program has been developed in the backdrop of the exigencies of quantification-riddled information age, which has virtually made 'Statistics' the language of the modern world. The program, which thrives on the fundamentals of Research Methodology, aims at preparing its aspirants to harness basic Statistical Techniques, using some Statistical Software as well, to address various issues/questions emanating from real life situations. The program usually attracts the researchers engaged in R&D and in various other fields; such as medicine and market survey, computer professionals, faculty from various universities and colleges, besides others who wish to enhance their employability potential.

- **Eligibility**
- **Course Structure**
- **Teaching - Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

The admission to course shall be open to any person

Who has obtained the Bachelor's degree in any discipline or any other qualification from Panjab University or any other University as equivalent.

***Note: The student who has been placed under compartment in lower examination is not eligible for Admission.***

### **Course Structure**

The overall program is divided into eight papers, with four papers in each Semester.

#### **Semester I**

<b>Paper-I</b>	Descriptive Statistics I	M.Marks: 100
<b>Paper-II</b>	Probability and Sampling Distributions	M.Marks: 100
<b>Paper-III</b>	Basic Business Statistics	M.Marks: 100
<b>Paper-IV</b>	Research Methods	M.Marks: 100

1. The thrust of the paper is on basic concepts and applications of statistics and not on mathematical derivations.
2. The paper is divided into two sections, namely A and B.
3. The question paper will have 9 questions carrying equal marks. The candidate will be required to attempt five questions including the first compulsory question and two questions from each section, in three

hours' duration. The compulsory question shall consist of short answer type questions covering the whole syllabus with no internal choice.

4. The students are allowed to use electronic calculators with four basic Mathematical operations and up to one memory.
5. The distribution of 100 marks is as follows:

**Final Examination : 80 marks**

**Internal Assessment: 20 marks**

**Note: \*Students are required to submit the assignment (MCQ's (online mode)) for each subject/paper (online mode).**

### Semester II

<b>Paper- V</b>	Descriptive Statistics II	M.Marks: 100
<b>Paper- VI</b>	Testing of Hypotheses	M.Marks: 100
<b>Paper- VII</b>	Time Series Analysis and Design of Experiments	M.Marks: 100
<b>Paper- VIII</b>	Research Project (Dissertation)	M.Marks: 100

1. The thrust of the paper is on basic concepts and applications of statistics and not on mathematical derivations.
2. The paper is divided into two sections, namely A and B.
3. The question paper will have 9 questions carrying equal marks. The candidate will be required to attempt five questions including the first compulsory question and two questions from each section, in three hours duration. The compulsory question shall consist of short answer type questions covering the whole syllabus with no internal choice.
4. The students are allowed to use electronic calculators with four basic Mathematical operations and up to one memory.
5. The distribution of 100 marks is as follows:

**Final Examination : 80 marks**

**Internal Assessment : 20 marks**

### **Paper - VIII Research Project (Dissertation) (M. Marks: 100)**

1. The thrust of the Dissertation-based paper is to give an opportunity to the students to have a firsthand experience of data collection, compilation, analysis and report writing.
2. A list of suggested topics etc. for the Projects shall be provided to the students at the time of enrolment. However, they will be encouraged to undertake Project related to their professional placement.
3. They will execute the Project under the guidance of a member of the Faculty in University/College who is Ph.D. and has at least three research papers to his credit.

4. The project has to be submitted as per the date finalized by CDOE in consonance with the University Admission and Examination schedule.
5. The distribution of 100 marks is as follows:

**Project Report : 50 marks**

**Viva : 50 marks**

**Note: Students are required to submit the assignment for each subject/paper**

### **Teaching-Learning Process**

The method of instruction includes Printed Study Material in Self Learning Mode, Personal Contact Programme (PCP) of one-week duration, Assignments, Dissertation/ Projects in Course & Counseling of students on a one to one basis.

### **Medium of Instruction & Examination**

The medium of instruction for this course is English only. Hence, the lessons will be sent to you in English medium only and the examination paper shall only be in English mode.

### **PCP Dates**

**For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)**

### **Fee & Fee Code: C0160**

**Note: For fee deposit refer to fee details at [Fee structure](#)**

### **Contact**

**Coordinator: Dr. Richa Sharma**

**Office: Room No. 424, 3rd Floor, Department of Statistics, CDOE, P.U.**

**Office Contact: 0172-2534316**

**Email.: coordstat22@gmail.com**

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## **Certificate Courses**

- **Certificate Course in Vivekananda Studies (Annual System)**
- **Certificate Course in Women Studies (Annual System)**
- **Certificate Course in Corporate Security, Safety & Fire Protection Management**

### **Certificate Course in Vivekananda Studies (Annual System)**

This one-year unique value oriented course is specially designed for mature students, in- service teachers, working professionals and value educators who wish to comprehend the meaning and significance of values in life and learn ways to reinstate them. Through a critical study of life, thought and messages of Swami Vivekananda and some other Sages of Modern India, the students are oriented to resolve their value conflicts, counter consumerist influences, awaken to their spiritual strengths and learn to develop an approach of holistic development of life.

- **Eligibility**
- **Course Structure**
- **Teaching -Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

#### **Eligibility**

The admission to the course is open to persons who have passed at least 10 +2 examination from a Board / University / Council recognized by the Panjab University or any other higher examination.

#### **Course Structure**

The Course is divided into two Papers- **I & II of 100 marks each**. **Paper I** further comprises of **4 units** covering life, background, works, missions, path breaking ideas and central teachings of *Swami Vivekananda*. **Paper-II** comprises of two Parts-**Part A & Part B**. **Part A** gives an overview of the life sketches and teachings of six modern Indian sages like *Sri Ramakrishna*, *Ma Sarda* and *Sri Aurobindo*, who have deeply influenced the collective- consciousness of modern India. **Part B** offers three options out of which students choose one. These options aim to prepare students to put their theoretical knowledge to critical introspection and eventually enable them to put their learning to practice.

### Subjects/Papers

Course code	Title of Paper	Max. Marks
LWSV	Life and works of Swami Vivekananda Theory: 100	100
SMI	Paper A Sages of Modern India Theory: 50	50
	Paper B Theory/Practical: 50	50
	i) Term Paper and Book review OR ii) Project Work OR iii) Practical sessions on Positive Self Development	100

### Teaching - Learning Process

The course is largely based on printed study-material (soft copies are also available on request) developed in **Self Learning Mode**. The dominant interface in face-to face and other forms of communication is quite engaging. While the overall approach is liberal and secular, the students are encouraged to question their foundational assumptions and adopt an approach of critical introspection. *Students who opt for practical sessions on Self Development* get to explore their spiritual strengths and learn better self-management through yogic practices, self-monitored self-development module and meditation. All through the session, learners are free to consult their faculty. The learners keep a regular touch through social media platform. Regular recorded audio talks are also shared through these platforms.

**Medium of Instruction:** The study material is available in English Medium only. However, during Personal Contact Programme (PCP) sessions students are absolutely free to interact in English or Hindi or Punjabi languages.

**Medium of Examination:** Students can choose any one of the following as their medium of examination- English/Hindi/Punjabi

**Personal Contact Programme-** Every year a six-day PCP is held in the month of November/December during which students get ample opportunities to learn from, interact with and connect to their Course Leader, Expert Guest faculty and Spiritual Masters.

**Assessment-** The Assessment is based on year end examination paper pen tests comprising of 2 papers which are normally held in the month of May/June. Students choosing for different options offered in **Part B of Paper II** are assessed according to their respective requirements. Practical sessions are held during the Personal Contact Programme.

### **PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0190**

Note: For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

Course Coordinator: Dr. Pankaj Srivastava

Office: Room No. 429 Third Floor, CDOE

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Ph: 9878983877

Email- drpankaj@pu.ac.in

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## **Certificate Course in Women Studies (Annual System)**

This programme provides a foundation upon which to build a deeper knowledge of issues surrounding feminism, gender and sexuality. It examines issues pertinent to women's lives in the past and the present from an economic, political, social and cultural perspective. It also highlights the efforts taken at national and international level to upgrade the position of women. This Programme is not offered in any other university except Panjab University and that too at CDOE only.

- **Eligibility**
- **Course Structure**
- **Teaching-Learning Process**
- **PCP Dates**
- **Fee**
- **Contact**

### **Eligibility**

A person, who has passed one of the following examinations, shall be eligible to join the course:

- (a) +2 examination from Board of School Education, Punjab / Haryana or Central Board of Secondary Education, Delhi. **OR**
- (b) An examination of another University / Board / Body recognized by the Syndicate as equivalent to (a) above.

### **Course Structure**

The one-year certificate course contains 2 papers. Each paper shall be of 100 marks. Each Paper shall consist of written examination of 80 marks and Internal Assessment of 20 marks based on a written assignment. Each paper is divided into four units. There shall be 9 questions in all. The first question shall be compulsory containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidate is required to attempt any 10 short answer type questions carrying 2 marks each (20 marks). Rest of the paper shall contain 4 units. Each Unit shall have two questions and the candidate shall attempt one question from each unit.

**Paper- I** : Conceptualising Women Studies

**Paper- II** : National and International Initiatives for Women

### **Teaching – Learning Process**

**Medium of Study Material:** Students opting for Certificate course will be provided study material in English only.

**Medium of Examination** Students can write their examination in any of the three medium i.e. English/Hindi/Punjabi.

### **Assignments**

1. *There will be an internal assessment of 20 marks in each paper which is based on assignment.*
2. *The students are required to submit one assignment per paper during the course of the study.*

**Syllabus** For detailed Syllabus and other details refer PU website i.e.  
[https://www.puchd.ac.in/includes/syllabus/2010/20101020121601-cert\\_women\\_studies.pdf?202202142607](https://www.puchd.ac.in/includes/syllabus/2010/20101020121601-cert_women_studies.pdf?202202142607)

### **PCP Dates**

There will be Five days PCP twice a year.

**For PCP dates visit link** [Schedule of Personal Contact Programmes \(PCPs\)](#)

### **Fee & Fee Code: C0180**

**Note:** For fee deposit refer to fee details at [Fee structure](#)

### **Contact**

**Coordinator: Prof. Madhurima Verma,  
Room No. 325, Second Floor, CDOE  
Ph. 0172-253-4279  
Email:-madhurimasoc@pu.ac.in**

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## **Certificate Course in Corporate Security, Safety & Fire Protection Management**

The course aims to deepen the student's knowledge and ability to manage safety operations at different level. It will also inculcate the management skill needed in an expanding and increasingly defining corporate security; besides offering avenues to students in their career pursuits of professionalized nature. Corporate security, safety and Fire protection Management have a complimentary role and is becoming most significant in view of changing social fabric in terms of architecture designs, pollution hazards, environment degradation; human and property losses and above all lack of skill and awareness in self-defence and in an event of any contingency.

The course aims at targeting Civilians, serving and retired personnel in Defence Services and Paramilitary forces.

- [Eligibility](#)
- [Course Structure](#)
- [Fee](#)
- [Contact](#)

### **Eligibility**

The admission to the course shall be open to a candidate who has obtained minimum 45% marks in the higher secondary examination (12<sup>th</sup> examination) in any discipline.

### **Course Structure**

The participant can complete the Certificate course in 6 Weeks. The course offers 4 papers (3 Papers and Study Report). The examinations and Viva-voca will be held in CDOE only.

### **Subjects/Papers**

Paper: I- Industrial Security & Safety: Concept & Important Ingredients

Paper: II- Industrial Security & Safety: Specific Relevance in the Existing Environment encompassing various domains

Paper: III- Fire Protection, Safety & Management

Paper: IV- Study Report

### **Duration of Course: 6 Weeks**

The duration of the course will be for a period of one & half months (6 weeks).

There will be two such planned courses in an academic year depending on the demand.

For further details see CDOE noticeboard.

**Medium of Instruction**

There will be expert lectures from the Academic Time, faculty members and Defence analyst. The medium of instruction will be English. However, students are free to write their answers in English, Hindi or Punjabi in the examination.

**Center of Examination**

The theory examination and viva voca will be held in department of Defence & Strategic Studies, Centre for Distance and Online Education only. The successful candidate will be awarded with certificate.

**PCP Dates**

For PCP dates visit link [Schedule of Personal Contact Programmes \(PCPs\)](#)

**Fee & Fee Code: C0240**

For fee deposit refer to fee details at [Fee structure](#)

**Contact**

Coordinator: Dr. Jaskaran Singh Waraich

Mob no- 9815853650

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Phone No:- 0172-2534398

Email.: waraichkaran@pu.ac.in

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## **Personal Contact Programme**

Personal Contact Programme (PCP) for Session 2023-24 for the students of Undergraduate and Postgraduate courses of CDOE will be conducted as per the following schedule. Any change in schedule will be intimated to you on CDOE website. The details of Personal Contact Programme are as under:-

<b><u>B.A.</u></b>	<b><u>Semester -V</u></b>	<b><u>Semester -VI</u></b>
	03-10-2023(Tues) to 08-10-2023 (Sun)	19-02-2024 (Mon) to 24-02-2024(Sat)
	<b><u>Semester -III</u></b>	<b><u>Semester -IV</u></b>
	9-10-2023(Mon) to 14-10-2023(Sat)	26-02-2024 (Mon) to 02-03-2024(Sat)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	16-10-2023(Mon) to 21-10-2023(Sat)	04-03-2024 (Mon) to 09-03-2024(Sat)
<b><u>B.LIS</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	06-11-2023(Mon) to 11-11-2023(Sat) In Two Groups	05-02-2024 (Mon) to 12/02/2024(Mon) (Group-I) 13-02-2024(Tue) to 20/02/2024(Tue) (Group-II)
<b><u>B.Com.</u></b>	<b><u>Semester -V</u></b>	<b><u>Semester -VI</u></b>
	03-10-2023(Tues) to 08-10-2023(Sun)	19-02-2024(Mon) to 24-02-2024(Sat)
	<b><u>Semester -III</u></b>	<b><u>Semester -IV</u></b>
	09-10-2023(Mon) to 14-10-2023(Sat)	26-02-2024 (Mon) to 02-03-2024(Mon)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	16-10-2023(Mon) to 21-10-2023(Sat)	04-03-2024 (Mon) to 09-03-2024(Sat)
<b><u>M.Com</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester -IV</u></b>
	22-10-2023(Sun) to 02-11-2023(Thus)	10-03-2024(Sun) to 15-03-2024(Fri)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	28-10-2023(Sat) to 02-11-2023(Thus)	16-03-2024(Sat) to 21-03-2024(Thus)
<b><u>M.B.A.</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester -IV</u></b>
	03-11-2023(Fri) to 11-11-2023(Sat)	22-03-2024(Fri) to 31-03-2024(Sun) *Holiday on 25.03.2024 (Holi)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	14-11-2023(Tue) to 22-11-2023(Wed)	01-04-2024(Mon) to 09-04-2024(Tue)
<b><u>B.Ed.</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester -IV</u></b>
	22-08-2023(Tues) to 31-08-2023(Thus)	31-01-2024(Wed) to 09-02-2024(Fri)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	31-10-2023(Tues) to 09-11-2023(Thus)	26-02-2024(Mon) to 06-03-2024(Wed)
<b><u>M.A.</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester -II</u></b>

<b><u>Education</u></b>	01-09-2023(Thus) to 10-09-2023(Sat)	01-04-2024(Mon) to 10-04-2024(Wed)
	<b><u>Semester –I</u></b>	<b><u>Semester –IV</u></b>
	12-10-2023(Fri) to 21-10-2023(Sun)	19-02-2024(Mon) to 28-02-2024(Wed)

<b><u>M.A.English</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester –IV</u></b>
	23-10-2023(Mon) to 29-10-2023(Sun) *Holiday on 24/10/23 on account of Dussehra 30-10-2023(Mon) to 04-11-2023(Sat)	11-03-2024(Mon) to 16-03-2024(Sat) 18-03-2024(Mon) to 23-03-2024(Sat)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	06-11-2023(Tues) to 11-11-2023(Sat) 16-11-2023(Thus) to 21-11-2023(Tues)	26-03-2024(Tues) to 31-03-2024(Sun) 01-04-2024(Mon) to 06-04-2024(Sat)
<b><u>M.A.Economics</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester –IV</u></b>
	23-10-2023(Mon) to 29-10-2023(Sat) *Holiday on 24/10/22 on account of Dussehra	11-03-2024(Mon) to 16-03-2024(Sat)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	30-10-2023(Mon) to 04-11-2023(Sat)	18-03-2024(Mon) to 23-03-2024(Sat)
<b><u>M.A.Hindi</u></b>	<b><u>Semester –III</u></b>	<b><u>Semester –IV</u></b>
	23-10-2023(Mon) to 29-10-2023(Sun) *Holiday on 24/10/23 on account of Dussehra	11-03-2024(Mon) to 16-03-2024(Sat)
	<b><u>Semester -I</u></b>	<b><u>Semester –II</u></b>
	30-10-2023(Mon) to 04-11-2023(Sat)	18-03-2024(Mon) to 23-03-2024(Sat)
<b><u>M.A.History</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester -IV</u></b>
	06-11-2023(Mon) to 11-11-2023(Sat)	11-03-2024(Mon) to 16-03-2024(Sat)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	16-11-2023(Thus) to 21-11-2023(Tues)	18-03-2024(Mon) to 23-03-2024(Sat)
<b><u>M.A.Political Science</u></b>	<b><u>Semester -III</u></b>	<b><u>Semester –IV</u></b>
	06-11-2023(Mon) to 11-11-2023(Sat)	26-03-2024(Tues) to 31-03-2024(Sun)
	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	16-11-2023(Thus) to 21-11-2023(Tues)	01-04-2024(Mon) to 06-04-2024(Sat)
<b><u>M.A.Public Adm.</u></b>	<b><u>Semester –III</u></b>	<b><u>Semester -IV</u></b>
	23-10-2023(Mon) to 29-10-2023(Sun) *Holiday on 24/10/23 on account of	26-03-2024(Tues) to 31-03-2024(Sun)

	<b>Dussehra</b>	
	<b><u>Semester –I</u></b>	<b><u>Semester –II</u></b>
	30-10-2023(Mon) to 04-11-2023(Sat)	01-04-2024(Mon) to 06-04-2024(Sat)
<b><u>M.A.Punjabi</u></b>	<b><u>Semester –III</u></b>	<b><u>Semester –IV</u></b>
	06-11-2023(Mon) to 11-11-2023(Sat)	26-03-2024(Tues) to 31-03-2024(Sun)
	<b><u>Semester –I</u></b>	<b><u>Semester –II</u></b>
	16-11-2023(Thus) to 21-11-2023(Tues)	01-04-2024(Mon) to 06-04-2024(Sat)
<b><u>M.A.Sociology</u></b>	<b><u>Semester –III</u></b>	<b><u>Semester –IV</u></b>
	06-11-2023(Mon) to 11-11-2023(Sat)	26-03-2024(Tues) to 31-03-2024(Sun)
	<b><u>Semester –I</u></b>	<b><u>Semester –II</u></b>
	16-11-2023(Thus) to 21-11-2023(Tues)	01-04-2024(Mon) to 06-04-2024(Sat)

#### **ADVANCE DIPLOMA/CERTIFICATE COURSES**

<b><u>Advanced Diploma in Computer Application</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	15-11-2023(Wed) to 24-11-2023(Fri)	18-04-2024(Thus) to 27-04-2024(Sat)
<b><u>Advanced Diploma in Disaster Management and Corporate Security</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	27-11-2023(Mon) to 01-12-2023(Fri)	11-04-2024(Thus) to 16-04-2024(Tue)
<b><u>Advanced Diploma in Educational Management and Leadership</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	09-11-2023(Thus) to 14-11-2023(Tue)	24-04-2024(Wed) to 30-04-2024 (Tues)
<b><u>Advanced Diploma in Guidance and Counselling</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	14-10-2023(Sat) to 20-10-2023(Fri)	11-04-2024(Thus) to 17-04-2024(Wed)
<b><u>Advanced Diploma in Health, Family Welfare And Population Education</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	27-11-2023(Mon) to 01-12-2023(Fri)	08-04-2024(Mon) to 12-04-2024(Fri)
<b><u>Advanced Diploma In Human Rights And Duties</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	27-11-2023(Mon) to 01-12-2023(Fri)	08-04-2024(Mon) to 12-04-2024(Fri)
<b><u>Advanced Diploma in Library Automation and Networking</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	16-10-2023(Mon) to 20-10-2023(Fri)	29-01-2024(Mon) to 02-02-2024(Fri)
<b><u>Advanced</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>

<b><u>Diploma in Mass Communication</u></b>	27-11-2023(Mon) to 01-12-2023(Fri)	08-04-2024(Mon) to 12-04-2024(Fri)
<b><u>Advanced Diploma in Photography</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	01-11-2023(Wed) to 06-11-2023(Mon)	11-04-2024(Thus) to 16-04-2024 (Tues)
<b><u>Advanced Diploma in Statistics</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	27-11-2023(Mon) to 01-12-2023(Fri)	08-04-2024(Mon) to 12-04-2024(Fri)
<b><u>Advanced Diploma in Social Work</u></b>	<b><u>Semester -I</u></b>	<b><u>Semester -II</u></b>
	27-11-2023(Mon) to 01-12-2023(Fri)	08-04-2024(Mon) to 12-04-2024(Fri)
<b><u>CCWS</u></b>	27-11-2023(Mon) to 01-12-2023(Fri)	08-04-2024(Mon) to 12-04-2024(Fri)
<b><u>CCVS</u></b>	27-11-2023(Mon) to 01-12-2023(Fri)	
<b><u>CCCS</u></b>	03-10-2023(Tues) to 20-11-2023(Mon)	

**Important Note:-**

1. All Theory and Practical classes will be held in offline Mode i.e. Physical Classes.
2. As per DEB guidelines, minimum attendance of 75% is compulsory.
3. For the subject of Psychology and Defence & Strategic Studies (B.A.1<sup>st</sup> to B.A. 6<sup>th</sup> Sem.) attending practical classes that will be held during P.C.P. is mandatory.
4. Minimum attendance for B.Ed. PCP Classes is 80%.
5. Teachers are always available on all working days for academic counselling in CDOE Building.
6. In case there is any change/revision in the PCP Schedule, information will be available on CDOE Notice Board i.e. <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=1>

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## **Fee Structure and Fee Code**

The detail of fee for various courses is as follows:

Sr. No.	Name of the Course	Semester-I/III/V (Amt. in Rs.)	Semester-II/IV/VI (Amt. in Rs.)	Fee Code
1.	B.A. (I & II Semester)	12090	3800	C0010
2.	B.A. (III & IV Semester)	10910	3800	C0010
3.	B.A. (V & VI Semester)	9035	3925	C0010
4.	B.Com (I & II Semester)	13140	4800	C0020
5.	B.Com (III & IV Semester)	12060	4800	C0020
6.	B.Com (V & VI Semester)	10135	4920	C0020
7.	B.LIS. (I & II Semester)	11030	8400	C0070
8.	B.Ed. (I & II Semester)	23401	12855	C0080
9.	B.Ed. (III & IV Semester)	21621	12855	C0080
10.	M.A. (I & II Semester)	13425	5595	C0040
11.	M.A. (III & IV Semester)	12175	5595	C0040
12.	M.Com (I & II Semester)	13425	5595	C0030
13.	M.Com (III & IV Semester)	12175	5595	C0030
14.	M.B.A. (I & II Sem.)	34007	22275	C0090
15.	M.B.A. (III & IV Sem.)	31457	22375	C0090
16.	Certificate Courses in Women Studies	10850	-	C0180
17.	Certificate Courses in Vivekananda Studies	7410	-	C0190
18.	Certificate Courses in Corporate Security, Safety & Fire Protection Management	6500	-	C0240
19.	Advanced Diploma in Computer Applications	22459	12555	C0110
20.	Advanced Diploma in Human Rights & Duties	13095	5265	C0120
21.	Advanced Diploma in Health, Family Welfare and Population Education	13095	5265	C0140
22.	Advanced Diploma in Library Automation & Networking	14360	4075	C0130
23.	Advanced Diploma in Mass Communication	12773	5210	C0100
24.	Advanced Diploma in Statistics	12635	4880	C0160
25.	Advanced Diploma in Disaster Management and Corporate Security	14360	4075	C0230
26.	Advanced Diploma in Guidance and Counseling	14360	4075	C0250
27.	Advanced Diploma in Social Work	14485	4325	C0260
28.	Advanced Diploma in Educational Management and Leadership	14485	4325	C0280
29.	Advanced Diploma in Photography	14485	4325	C0270

**Note: The Students are required to pay the following fee as applicable to them along with above-mentioned fee:**

- 1) Continuation Charges= Rs. 100/- (To be paid by only those candidates who are already registered with this University).
- 2) Registration Fee= Rs. 1000/- (To be paid by those candidates who are not already registered with Panjab University).
- 3) Eligibility Fees= Rs. 75/- (To be paid by those candidates who have passed the lower examination from the University/Board other than Panjab University).
- 4) Migration Fees= Rs. 1000/- (To be paid by those candidates who have passed lower examination from other University and Boards except CBSE, ICSE, PANJAB, HARYANA & HIMACHAL BOARD).
- 5) Special Fees = Rs. 275/- (To be paid only by those candidates who apply for admission from a place outside the jurisdiction of PU (i.e. Dist. Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur, and Chandigarh are in jurisdiction of Panjab University).
- 6) Rs. 300/- will be charged from each student as online admission fee except for SC/ST/PWD, for these candidate's fee is Rs. 150/-.
- 7) Admission form fee of Rs. 75/- to be charged only for the courses, if any, the admission to which is not online.

**Practical Fee for those who opt for the following subjects in B.A.**

- i) Psychology= Rs. 1240/-
- ii) Defence and Strategic Studies= Rs. 840/-
- iii) Geography= Rs. 420/-

**Practical Fee for Advanced Diploma Courses.**

Advance Diploma in Social Work	Rs 1500/-
Advance Diploma in Photography	Rs 1500/-
Advance Diploma in Educational Management	Rs 1500/-

**Mode of Payment Only for Balance fee, if any:**

In case there is any balance fee intimated by CDOE only, such fee is to be deposited as per following directions:

- ☐ Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh or at any Post Office all over the Country.
- ☐ Fee can also be deposited through online on website (<https://payonline.puchd.ac.in/>)

**Important Note:**

1. The students are advised to keep the photocopy of University Fee Receipt.
2. Fee once paid at the time of admission to any course shall not be refunded under any circumstances except refundable securities or where explicitly so provided.

However, fees can be adjusted within the University Teaching Departments, any other course offered by CDOE, where the students happen to get admission for that particular academic year.

**Refund of Fee (specific provisions):**

- (i) If a student is not enrolled because he /she has not paid full or part of his/her fee by the prescribed date, the amount paid by him/her, if any, shall not be refunded.
- (ii) If a student is not enrolled because he/she has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his/her fee shall not be refunded.
- (iii) If a student drops out in the middle of the course i.e. 2<sup>nd</sup> Semester and thereafter, the fees paid by him/her, shall not be refunded.



- (iv) If a student is found ineligible the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her.

Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by CDOE in this behalf failing which the request will not be entertained.

### FEE REFUND RULES

If a student chooses to withdraw from the programme of study in which he/she enrolled, following four-tire system for their fund of fees remitted by the student will be applicable:

<u>Sr.No</u>	<u>Percentage of Refund of Aggregate fees*</u>	<u>Point of time when notice of withdrawal of admission</u>
1.	100%	15 days before the formally-notified last date of admission
2.	80%	Not more than 15 days after the formally-notified last date of admission
3.	50%	More than 15 days but less than 30 days after formally-notified last day of admission
4.	00%	More than 30 days after formally notified last date of admission

\*Inclusive of course fee and non-tuition fee but exclusive of caution mercy and security deposit

- In case of (1) in the table above, PU will deduct an amount of 10% of the aggregate fees as processing charges from there fundable amount.
- Refund forms will be available at the P.U. Website i.e.<http://forms.puchd.ac.in> (the photocopy of bank passbook of the candidate only be attached)

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## **Fee Concession and Reservation in Admission**

- **Fee Concessions**
- **Students Aid Fund**
- **Freeship for SC/ST**
- **Blind/PWD Students**
- **Concession to Transgender Student**
- **Fee Concession to Students Whose Parents are Not Surviving**
- **National E-Scholarship**

### **Fee Concessions**

The following categories of students are given fee concessions:

- **University employees** (both in service and retired) or one child is exempted from the payment of full tuition fee, 2nd Child and others exempted for half tuition fee as per rules (except self-financing courses).
- **University employees (both in service and retired) and their wards** are exempted from the payment of 25% of tuition fee in self-financing courses.
- **Wives, children and members of the Defence/Para Military forces** who are permanently disabled or killed during action are exempted from the payment of tuition fee only, in case they submit a certificate to this effect from the appropriate authority.
- **Brother-sister fee concession** is given to younger sibling. Elder sibling pays his/her full fees while his/her younger sibling is offered half tuition fee concession. (P.U.Calendar Vol. III 2016 at page 657). There will be no brother-sister Tuition fee concession for self-supporting/ financing courses like MBA, B.Ed., ADCA and ADMC.
- **Children of the persons killed in November 1984 riots** and terrorist violence in Punjab are entitled for exemption from all the charges as per Punjab Government decision (except for self-financing courses). For detail visit link: [http://dcdc.puchd.ac.in/downloads/NewsAndEvents/\\_90770623-.pdf](http://dcdc.puchd.ac.in/downloads/NewsAndEvents/_90770623-.pdf)
- **Exemption in fee for wards of martyrs/permanent disabled** (up to 80% leading to incapacitation) **of Kargil war** who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family (Except for self-financing courses).

Students under Kashiri Migrants, 1984 riot victims and Rural and Border area visit link given below:

[http://dcdc.puchd.ac.in/downloads/NewsAndEvents/\\_90770623-.pdf](http://dcdc.puchd.ac.in/downloads/NewsAndEvents/_90770623-.pdf)

### **Students Aid Fund**

For deserving and needy students, financial assistance is available from Student Aid Fund, maintained by the University.

1. Income certificate from a competent authority, which shall mean the Executive Magistrate, Tehsildar or the employer as the case may be, is must for availing Student Aid Fund.

2. Those students would be eligible for student aid fund second time, if her/she secure at least 50% marks in the previous examination.
3. Full fee will be charged from the Economically Weaker Students (EWS) at the time of admission and financial assistance will be provided to such students as per income slab.
4. Students covered under Self-Finance courses are not entitled for availing Student Aid Fund.

**Slab of Annual Family Income from all sources All Teaching Departments-**

All Teaching Departments- CDOE / VVBIS & IS Hoshiarpur	<ol style="list-style-type: none"> <li>1. Nil Income</li> <li>2. Up to 1,00,000/-</li> <li>3. 1,00,001 to 3,00,000/-</li> <li>4. 3,00,001/- to 4,00,000/-</li> </ol>	Amount to be disbursed to a student as approved by the Vice-Chancellor on the recommendation of the Committee depending upon the number of applicants and available funds for each academic year.
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The amount of help given to a student under this scheme in an academic year shall be decided by the Syndicate from time to time. (Vide Syndicate Para 44 1/15/28/29-05-2016)

The **Specimen** of Form is appended in the prospectus (Form- A) and available in specimens at [usoladmissions.puchd.ac.in](http://usoladmissions.puchd.ac.in)

**Note:** -Students covered under Self-Financing courses are not entitled for availing Student Aid Fund.

## **Freeship for SC/ST**

### **A. Post Matric Scholarship Norms/Guidelines for SC students of Punjab State only:**

- (i) **For Normal Courses:-** Tuition fee and other non-refundable charges have not been charged, except refundable component such as Library security etc. from the SC students belonging to Punjab State studying or taking admission in normal programmes at the time of admission (having annual family income equal to or less than Rs 2.50 lac and eligible for Post Matric Scholarship Scheme). Eligible PMS SC students shall give undertaking on affidavit as per **(Annexure-I)** at the time of admission.
- (ii) **For Self-Financing Courses:-** Such Students shall only deposit only 25% of the fee of the first semester (excluding Examination Fee) at the time of admission with undertaking **(Annexure-I)** and 25% of the fee at start of second semester (excluding Examination Fee) preferably before the last date decided by competent body of the University.

**Eligibility Criteria:**

1. The Student must SC Category.
2. He/She belong to Punjab State.
3. The Annual income of the family is not above 2.50 lac per annum.
4. Should have free ship card or registered for free ship card before last date.

**Important Note:-**As per this undertaking, students are required to deposit the fee to CDOE immediately within 15 days after receiving Post Matric Scholarship Amount in their Bank Account reimbursed by the Punjab Govt., failing which students are liable to pay balance fee with late fee charges as University norms.

Following points need to be taken care by SC Students at the time of Admission or before submission of hard copies of the PMS forms:

1. The Bank account of student be in active mode. Dormant bank or parent bank account should not be used.
1. Bank account number of the student must be linked with the Aadhaar Number.
2. Correct mobile number of the student be quoted and should not be used or attached with other bank account.
3. In case of merge of banks, updated/corrected IFSC code must be mentioned on the Ambedkar Portal.

**Following documents are to be deposited to avail the facility of Post Matric Scholarship as per instruction of DPI Colleges (Pb.). The documents shall be submitted along with the hard copy of Online Application-cum-Examination Form”**

1. Register Free ship card online through website ‘[scholarships.punjab.gov.in](http://scholarships.punjab.gov.in)’ compulsory by Social Welfare Dept. Punjab.
2. Copy of Filled Scholarship form along with passport size photographs.
3. Original Income Certificate of duly issued by 1<sup>st</sup> Class Magistrate/Tehsildar (Latest and of Current Academic session, i.e. not older than July 2023)
4. Photocopy of Punjab Residence Certificate of the candidate (Self-attested ) (Aadhaar card, pan card, ration card etc. will not be accepted as residence proof)
5. Photocopy of Caste certificate of the Candidate (Self-attested)
6. Photocopy of Last examination passed by the Candidate (Self-attested)
7. Photocopy of Passbook of Bank Account No. of the Candidate with IFSC Code (Self-attested)
8. Photocopy of Aadhaar Card of the Candidate (Self attested)
9. Punjabi Undertaking through ‘[scholarships.punjab.gov.in](http://scholarships.punjab.gov.in)’ website.
10. Gap year affidavit (Required if gap is more than 3 years).
11. Photocopy of Matric Certificate.

**\* Bank Account Number of the students must be seeded/linked with the Aadhaar Number.**

**Note:** In case you not send the above required documents well in time, **you have to pay the CDOE full fee** and will not be entitled for **Post Matric Scholarship**.

**IMPORTANT NOTE:-**Students availing the freeship for SC/ST/PWD/Blind category will be required to pay the **Online Prospectus Charges** (Rs. 150) and **Refundable Library security** (Rs. 880/- for Undergraduate, Rs.1100/-for Postgraduate Courses, (if already not paid)

**Incomplete application form and information will not be entertained.**

**B. For Other states : (SC/ST/BC/OBC Students belonging to states other than Punjab i.e. Haryana, Chandigarh, H.P., J.& K, UP, Bihar etc.)**

SC/ST/BC/OBC categories of students belonging to other states (except Punjab), studying or taking admission in normal as well as self-financing courses of the Teaching departments of Panjab University and its Regional Centres belonging to States other than Punjab (i.e. Chandigarh, Haryana, Himachal Pradesh, J&K, Bihar, Rajasthan. etc.) who are eligible and applied for Post Matric Scholarship (PMS) through online, such students are required to pay essentially the full fee at the time of admission. Their fee would be

reimbursed by their respective states welfare departments directly into such students bank account through online banking management system after duly submission through departments and further processing of their PMS scholarship form on time (i.e. before due date) by the respective state welfare division.

**Important Note:** The SC students of Punjab have to apply on the Dr. Ambedkar Scholarship Portal ([www.scholarships.punjab.gov.in](http://www.scholarships.punjab.gov.in)) for free ship card. Thereafter, fill online Post Matric Scholarship form before due date on the above said Portal, which is mandatory for all such students who wish to avail the benefit of reimbursement of claim of fee paid by them at the time of admission in respective academic session.

The Chairperson/H.O.D. of all the Teaching Department are requested to get all the formalities completed by eligible students and hard copies of their Post Matric Scholarship forms along with supporting documents duly checked, online verified and countersigned (with office seal) and list of the SC students before due date as announced by the respective state, for onwards submission to the District Welfare Officer of the Punjab state.

Any SC students of Punjab who availed PMS benefit during admission but failed to submit PMS on time or whose PMS Scholarship has been rejected by welfare department of Punjab due to any reason must pay the entire fee to continue the respective course.

The fee would be reimbursed by the Welfare Department of Punjab State Government directly into the bank account of the eligible SC students. It is the duty of students to deposit receipt of the fee paid by the students to their respective department within in a stipulated time as per undertaking given by candidate, failing which late fee would be charged as per University norms.

#### **Scheme of Post Matric Scholarship for OBC Students by the Government of India/State Government/U.T. Administration:**

Those candidates belonging to OBCs so specified in relation to the State/Union Territory to which the applicant actually belongs, i.e. is permanently settled, who have passed the Matriculation or higher secondary or any higher examination of a recognized university or Board of Secondary Education and who belong to a family having income not exceeding Rs. 1 lac per annum are eligible for Post Matric Scholarship for OBC Students. Students have to apply for this scholarship by filing up the application form available at the respective websites of the State governments and process it through the Chairperson of University department.

**Important: In case a candidate is not found to be eligible for Freeship/Fee concession after verification of document by CDOE, the candidate has to pay the full fee.**

**If the candidate does not pay the fee, his/her candidature will be cancelled and cannot claim refund in any case.**

### **Blind/PwD Students**

**Blind students** who join a regular degree/Postgraduate degree/self-financial courses at the P.U. would be allowed exemption from payment of tuition fee only for progressive courses and not for parallel courses and rules as applicable to other, students would be applicable to the blind students.

The free education, including examination fee, be provided to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course/self-financing courses, only for progressive courses and not for parallel courses in the University and its affiliated Colleges, subject to the student being otherwise eligible.

- a) The total family income from all sources does not exceed Rs. 2.5 lacs per annum and the income certificate shall be accepted when issued by the competent authority which shall mean the Executive Magistrate/ Tehsildar/NaibTehsildar/SDM.
- b) The candidate has to submit an affidavit to this effect by 1<sup>st</sup> Class Magistrate. A limited number of course books (one per paper) may also be provided, which would be returnable after the completion of the course. (Vide Syndicate Para-19 dated 18-5-2014).

The fee concession and Financial Assistance be also given to the person with Physical Disability (PWD) as is available to the blind students (Vide Syndicate Para-10 dated 16-03-2019).

## **Concession To Transgender Student**

### **Guidelines for grant of concession to the Transgender students**

Following documents/information shall be submitted by the students and verified by the Department.

1. Aadhaar Card/Voter ID Card/Passport/driving License/PAN card/RC/Ration card/Bank Passbook, if any, be submitted by the students showing the candidate belongs to Transgender Category.
2. Students should not involve in criminal cases, ragging or any other misconduct/violation of University Rules.
3. Students must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 75%.
4. Those students who are residing with their parents or separately from their parents needs to submit their affidavit duly attested by the Executive Magistrate/Tehsildar/SDM certifying that:-
  - i) Not getting any fellowship/scholarship/concession from any source
  - ii) Total income from all sources not exceeds Rs.2.5 lacs per year.
5. Full fee concession shall be counted in the subsequent year only if:-
 

The students must have passed the examination in first attempt i.e. should not have are appear or compartment or drop the examination.
6. The application of such students be duly recommended by the Chairperson/Director/Co-coordinator of the irrespective department.

## **Fee Concession to Students Who's Parents Are Not Surviving**

**Guidelines for grant of fee concession to the students, whose both parents are not surviving and there is no source of income and those whose father has expired and mother is not able to bear his/her expenditure towards studies.**

*(Vide Syndicate Para 27 dated 29-2-2012).*

Following documents/Information shall be submitted by the student and verified by the Department:

1. Concession is applicable for tuition fee only.
2. Proof of Death is submitted by the candidate.
3. There should be no academic arrears in the year of getting the benefit.
4. 10% of tuition fee plus admissible funds be taken from such students at the time of admission in the 1st year. After confirming the claim of the students, the concerned Chairperson/Director will recommend the refund of 10% tuition fee paid by the student.

5. For subsequent years, no tuition fee is charged from the eligible students those who fulfill the conditions. However, fee towards funds shall be paid by the student.
6. Student should not involve in ragging or any other misconduct/violation of University Rules.
7. Student must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 75%.
8. Family income of student does not exceed Rs.2,50,000/-p.a. (Syndicate Para 47 R (xxxvi dated 27.11.2016))
9. Student must submit evidence in the form of affidavit duly attested by the Executive Magistrate/Tehsildar/Naib Tehsildar /SDM certifying that:-
  - i) The income of the surviving mother or guardian/is not more than 2, 50,000/-per annum from all sources.
  - ii) Not getting any fellowship/scholarship from any source. If getting any fellowship/scholarship, the student will have to refund the amount of fellowship / scholarship to the University to get the benefit of 100% exemption intuition fee under this category.

## **National E-Scholarships**

### ***National Scholarships***

At present, the current list of On Board Scholarship Schemes is available at Website [www.scholarship.gov.in](http://www.scholarship.gov.in) under National Scholarship Portal. Students are required to register themselves and upload the required documents with the help of their own unique login ID and password.

The students may avail the following scholarships from various Government bodies. For this they have to download the scholarship form from the concerned website and fill it properly and get it countersigned from the Director of CDOE.

#### **A. Ministry of Minor Affairs**

1. Post-Matric Scholarship Scheme for Minorities.
2. Merit-Cum-Means Scholarship For Professional and Technical Courses CS

#### **B. Department of Empowerment of Persons with Disabilities**

3. Post-Matric Scholarships for Students with Disabilities

#### **C. Ministry of Labour and Employment**

4. Financial Assistance for Education of the wards of Beedi/Cine/IOMC/LSDM Workers- Post Matric

#### **D. Department of Higher Education**

5. Central Sector Scheme of Scholarship for college and University Students.

#### **E. WARB, Ministry of Home Affairs**

6. Prime Minister's Scholarship Scheme for Central Armed Police forces & Assam rifles.

#### **F. RPF/RP SF, Ministry of Railway**

7. Prime Minister's Scholarship Scheme for RPF/RPSF

Students from Departments/Institutions/ Centres/ Constituent Colleges of Panjab University may register themselves at this site to apply for the scholarship scheme, according to their eligibility. Students will get their



application Id from the site and upload the required data and their supporting documents with the help of their own application ID and password.

The following documents are mandatory required to be uploaded along with the online applications for any of the above said scholarship schemes:

1. Printout of Scholarship Application, completed in all respect.
2. Passport size photo of the student
3. Institutional Verification Form
4. Self-attested photocopy of Residential Certificate
5. Annual Family Income Certificate
6. **In case of Fresh Scholarship Applicant:** Copy of self-attested certificate of 'Previous Academic Mark sheet' as filled in the form  
**In case of Renewal Scholarship Applicant:** Copy of self-attested certificate of 'Previous year Mark sheet' as filled in the form
7. Self-attested copy of the fee receipt of current course, deposited by the student in the department at the time of admission
8. Annual fee detail for both the semesters of current academic year (to be provided by department)
9. Self-attested photocopy of AADHAAR Card
10. Self-attested photocopy of Bank Account passbook in the name of student linked with Aadhar Card

Students will submit the hard copy of scholarship application form along with their supporting documents to their respective teaching departments/Institutions/ Centres/ Constituent Colleges of Panjab University and the Chairperson/HOD of the respective teaching departments/Institutions/ Centres/ Constituent Colleges are required to verify the student's Scholarship Application Form i.e. (Institutional Verification, Annual Course Fee, Previous Class percentage and other supporting documents etc.) and send the same to National E-Scholarship Section of SC/ST Cell, Aruna Chandra Hall, 1st Floor, Room No. 2016 for approval and further processing.

It is also advised to visit regularly on the website <http://scholarships.gov.in> for other new scholarship introduced by the Govt. of India from time to time, so that maximum number of students of the university can avail the benefit by applying for scholarship/s according to their eligibility.

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## **Student Support Services**

- **Library Facility**
- **Educational Media Centre(EMC)**
- **Placement and Guidance Cell**
- **Grievance Cell**
- **SC/ST Cell**
- **Students Support Services Cell**
- **Alumni Cell**

### **Library Facility**

CDOE maintains a richly stocked library, meant exclusively for the teachers and students of this institution. Housed on the first floor of the CDOE building, it has on its shelves more than 1, 00,000 books of text, reference and of general nature. In addition, good number of magazines, newspapers and e-journals through PU Intranet are subscribed to.

- (i) **Lending Facilities:-**The books are issued for a period of one month. For the outstation students, books are sent under 'Postal Library Service' for two months and postal charges for sending are borne by CDOE. The number of books that can be borrowed by a student at one time is as follows:

P.G. Classes.....	4 books
U.G. Classes .....	3 books
Certificate Courses.....	3 books

- (ii) **Book Bank:** CDOE library also maintains richly stocked book bank mainly consisting of text books for students. The Students from economically weaker section, whose total family income from all sources is less than Rs. 10,000/- per month can borrow two books for the entire session from the Book-Bank. For details, students can write directly to the Assistant Librarian, CDOE.
- (iii) **Membership:** Students can take membership of CDOE library by bringing enrolment card and one stamp size photograph.
- (iv) **Panjab University Extension Library, Ludhiana:** The students of CDOE residing at Ludhiana or nearby places may also avail library facilities of the Panjab University Extension Library. Copy of the rules and membership form can be collected from the Librarian, Panjab University Extension Library, Civil Lines, Ludhiana.
- (v) **Refund of Library Security:** For the session 2022-23, last date for the library security refund form submission will be 30.4.2024 and for the current session i.e. 2023-24, the last date for the submission of library security refund form will be 30.4.2025. (Form will be available in appendix as well as on the notice board of CDOE).The Library security refund form should accompany the photocopy of Bank Account Passbook showing A/C No., Name of Bank and IFSC Code as the refund amount will be transferred to the Bank A/C directly.

#### **Contact:**

Email- librarianusol@pu.ac.in  
Ph no.0172-2534303  
Asstt Librarian: 9815090214

## **Educational Media Centre (EMC)**

With a vision of widening access to learning and enhancing the quality of education for an increasing population of distance learners, Educational Media Centre (EMC) was set up in the year 1988 at DCC (now CDOE). Mandated to integrate evolving distance education techniques and latest communication technologies, the EMC still continues to strive to augment the learning experience of distance learners and to strengthen the student instructional process through its in-house wing and its activities. Besides providing infrastructural and technical support for facilitating multimedia learning, the EMC has produced 8 video programmes and 325 audio programmes of its own. Faculty of CDOE is facilitated with teaching-learning material and equipments such as overhead projector, slide projector, LCD projector, Episcopes, Sound system and Laptops during PCPs and events. CDOE students benefit from over 200 audio programmes available for free duplication.

The EMC is also contributing to Faculty Development Programmes activities by organizing Audio-content Development workshops. The EMC facilities and services are liberally utilized by CDOE faculty and students.

Contact

Mr. Jessu Jaskanwar Singh

EMC Room No. L2, First Floor, CDOE

Email :jessu.education@gmail.com

## **Grievance Cell**

Grievance Cell comprising of the following members has been created in CDOE with an aim to address and resolve any complaints/grievances lodged by CDOE students. The students are free to send their grievances to the convener of the cell. They can also drop their complaints in to the complaint drop box placed near the reception of CDOE.

- |  |                        |  |
|--|------------------------|--|
| <b>1. Dr. Parveen Kumar (Convener)</b> | <b>Ph. - 253-4334</b>  | <b>Email.:parveensheron111@gmail.com</b> |
| 2. Prof. Sheena Pall                   | 3. Prof. Harsh Gandhar | 4. Mrs. Sangeeta Malhotra                |

## **SC/ST Cell**

SC/ST Cell comprising the following members has been created in CDOE with an aim to resolve the issues of SC/ST students, if any:

- |                                     |                     |                                 |
|-------------------------------------|---------------------|---------------------------------|
| <b>1. Dr. Anil Kumar (Convener)</b> | <b>Ph.-254-4311</b> | <b>Email.:anilbnv@gmail.com</b> |
| 2. Dr. Kamla                        | 3. Dr. Sucha Singh  | 4. Prof. Ram Mehar              |
| 5. Prof. Manju Gera                 | 6. Dr. Rajni        |                                 |

## **Students Support Services Cell**

- |                                       |                       |                                      |
|---------------------------------------|-----------------------|--------------------------------------|
| <b>1. Dr. Richa Sharma (Convener)</b> | <b>Ph.- 253-4326</b>  | <b>Email.: richa.atray@gmail.com</b> |
| 2. Dr. Sucha Singh                    | 3. Prof. Geeta Bansal | 4. Dr. Anil                          |
| 5.. Dr. Reena Rani Chaudhary          | 6. Dr. Kamla          | 7. Dr. Ravinder Kaur                 |

## **Alumni Cell**

**Centre for Distance and Online Education Alumni Association (CDOEAA) (formerly USOL alumni association, USAA)**

The centre has a dedicated Alumni cell which works in association with Panjab University Alumni Association (PUAA). You can become a life member of the association by paying Rs 1500 only.

For registration click on the link below:-

[https://docs.google.com/forms/d/e/1FAIpQLSfz\\_aYUARf1\\_BHVzDTibrZYffldDV\\_Hp-3n4Zs9e-qyEvZQgA/viewform?pli=1](https://docs.google.com/forms/d/e/1FAIpQLSfz_aYUARf1_BHVzDTibrZYffldDV_Hp-3n4Zs9e-qyEvZQgA/viewform?pli=1)

You will be given provisional membership if you are currently pursuing any degree from CDOE, which will be converted into life membership on the completion of your degree. Annual Alumni Meets are organised at the Centre and Global Alumni meets are organised annually by the Panjab University Chandigarh.

It is nevertheless a place to create lifetime memories and friendships. A great place to weave great network of working and like-minded professionals.

Click on the link below to have a glimpse of our alumni meets so far.....

<https://drive.google.com/drive/folders/1FH6EEQD8Fn41JTWL-QDiA8MxMNRvaolk>

Click on the link of the E coffee table book to know our distinguished alumnus. (150 plus members)

You can also be there:-

<https://drive.google.com/drive/folders/1FH6EEQD8Fn41JTWL-QDiA8MxMNRvaolk>

Please find attached the brochure for the same.

<https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=1>

**1. Prof. Geeta Bansal (Convener) Ph.- 253-4323 Email.: geetabansal49@yahoo.com**

2. Dr. Richa Sharma

3. Dr. Sucha Singh

4. Prof. Supreet Kaur

5. Dr. Kamla

6. Dr. Ravinder Kaur

7. Mr. Jessu Jaskanwar Singh

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## **Co-Curricular Activities**

- **Creative Writing Competition**
- **CDOE Magazine**
- **Hunar**
- **Sports Meet**
- **Workshops**

CDOE (Formerly known as USOL) provides its distance learners some good opportunities to tap their creative potential. Talent in various forms is an integral part of every individual and CDOE gives suitable platform to its students to showcase their talent. CDOE has always believed that our distance learners are equally endowed with unique potentials and they must get adequate opportunities at befitting extra-curricular platforms to showcase their prowess and creative talents.

### **Creative Writing Competition**

In order to hunt and chisel the writing skills of students, CDOE organizes three competitions every year. Their details are as follows:-

#### **A. Essay Writing Competition**

The topics for this year's contest are as follows:

##### **English**

1. Cultural changes with Economic Development
2. Smartphone using us or we are using Smart Phones?
3. Envisioning India @2047
4. Vocal for Local
5. Menace of fake news.
6. Reproductive Health & Rights
7. Role of ODL in the context of NEP-2020
8. Welfare Policies for Senior Citizens

##### **Hindi**

1. आर्थिक विकास के साथ सांस्कृतिक परिवर्तन
2. स्मार्टफोन हमारा इस्तेमाल कर रहा है या हम स्मार्टफोन इस्तेमाल कर रहे हैं?
3. भारत की परिकल्पना @2047
4. वोकल फॉर लोकल
5. फर्जी खबरों का खतरा
6. प्रजनन स्वास्थ्य और अधिकार
7. एनईपी-2020 के संदर्भ में ओडीएल की भूमिका
8. वरिष्ठ नागरिकों के लिए कल्याणकारी नीतियां

## **Punjabi**

1. ਆਰਥਿਕ ਵਿਕਾਸ ਨਾਲ ਸਭਿਆਚਾਰਕ ਤਬਦੀਲੀਆਂ
2. ਸਮਾਰਟਫੋਨ ਸਾਨੂੰ ਵਰਤ ਰਿਹਾ ਹੈ ਜਾਂ ਅਸੀਂ ਸਮਾਰਟਫੋਨ ਨੂੰ।
3. ਭਾਰਤ ਦੀ ਪਰਿਕਲਪਨਾ @2047
4. ਸਥਾਨਕਤਾ ਲਈ ਆਵਾਜ਼
5. ਜਾਅਲੀ ਖ਼ਬਰਾਂ ਦੇ ਖ਼ਤਰੇ
6. ਪ੍ਰਜਨਣ ਸਿਹਤ ਅਤੇ ਅਧਿਕਾਰ
7. NEP-2020 ਦੇ ਸੰਦਰਭ ਵਿੱਚ ODL ਦੀ ਭੂਮਿਕਾ
8. ਸੀਨੀਅਰ ਸਿਟੀਜ਼ਨਾਂ ਲਈ ਭਲਾਈ ਨੀਤੀਆਂ

### **B. Story Writing Competition**

Students can submit a self-composed story on a topic of their choice pertaining to their experience.

### **C. Poetry Writing Competition**

Students can give any (self-composed) poem on a topic of their choice.

**Note: Declaration Form is available as Form- C in Specimen**

#### **Guidelines for Essay, Story and Poetry Writing Competitions:**

1. A student may submit only one entry each in essay, poetry and story writing in one language. No entry will be considered if send more than one entry in any case. The Student can choose to write in English, Hindi or Punjabi.
2. The word limit for essays in Hindi, Punjabi or English is 1200 words
3. Entries adjudged 1st, 2nd and 3rd may be published in CDOE Magazine.
4. Entries for the competition should be type-set in MS Word and the given Fonts are to be applied according to languages used i.e. English (Arial), Hindi (Unicode), Punjabi (Anmol).
5. Only soft copies of entries are to be sent via **e-mail:supoortcdoe@pu.ac.in** mentioning Entry in a particular competition.
6. Poems, Short-stories and Essays should not be offensive to religious or caste sentiments of any community.
7. The entries should reach the Director, CDOE (via e-mail) by 15-02-2024.
8. Decision of the judges regarding results of the said competitions will be final.
9. Entries submitted in each competition must be original. Students should send declaration form along with their entries. **FAILURE TO DO SO WILL LEAD TO CANCELLATION OF THE ENTRIES.**

## **CDOE Magazine**

CDOE brings out a magazine every year for its students. It provides a forum for distance learners for self-expression and helps in promoting their talent for creative writing. The magazine invites poems, short- stories, essays, and informative pieces. All entries sent must be original.

Entries for CDOE should be type-set in MS Word and the given Fonts are to be applied according to languages used i.e. English (Arial), Hindi (Unicode), Punjabi (Anmol). The word limit for Essays is 2000 words (max) and word limit for short-stories is 1500 words (max).

CDOE has also introduced two new features this year: i.e. **Interviews** and **Title cover**.

### **Interviews**

The interested students can interview any eminent personality, compose a write-up, and submit their entries in English, Hindi, or Punjabi language. The word limit for each interview is 1500 words only.

The participants are required to submit two photographs with the interviewed personality.

### **Title Cover Contest**

The entries for the CDOE magazine title cover should be creative and aesthetically appealing. The interested students can submit their entries for the session 2023-24. The best design entry will be awarded and will be adopted as the official title cover of the magazine for the session 2023-24. Two more commendable entries will also be duly awarded for their valuable contribution.

**Size: 7"x9"**

**Colour: 4 colour**

**Submission:** All the entries (Hard Copies) should reach the Editor-in-Chief positively by Feb 22, 2024. The soft copy of all the entries should also be mailed to ***email:supportcdoe@pu.ac.in***

### **Editorial Board:**

Patron-in-chief (Chief Patron) : Prof. Renu Vig (Hon'ble Vice-Chancellor)

Patron : Prof. Harsh Gandhar

Editor-in-chief : Prof. Supreet Kaur

### **Editors:**

1. Mrs. Sangeeta Malhotra
2. Dr. Ravinder Kaur
3. Mr. Harmail Singh
4. Mr. Jeesu Jaskanwar Singh

### **Important Note: -**

Last date for submitting the entries : 22 February, 2024 (Thursday)

## **HUNAR**

CDOE (Formerly USOL) organizes a Multi-format cultural event- HUNAR every year, offering its distance learners an excellent opportunity and a generous platform to showcase their performative skills and oratorical excellence. The event features open contests for CDOE students in different genres: a) Poetry Recitation b) Declamation c) Poster Making d) Photography e) Rangoli making f) Extempore g) Poetry Writing h) Essay Writing i) Dance j) Singing etc. Besides, each year new contests and categories are added taking care of the interest and demand of the students. Eminent artists, veteran authors and seasoned creative professionals who grace various events share their creative accomplishments and provide useful tips to the participants. The pageant of creativity HUNAR is ordinarily held in the month of February/March each year but the registration for participation in the various contests commences a few weeks before. The students are informed about the event through the CDOE notice board, WhatsApp, and the Facebook page. The students are requested to check the CDOE web-notice board for all updates at [cdoe.puchd.ac.in](http://cdoe.puchd.ac.in).

## **Sports Meet**

An Annual Sports event is organized by CDOE (Formerly USOL) each year in the month of February/March. In this day-long event, sports enthusiast distance learners, staff, and faculty members participate with great fervor. While there are serious contenders who participate in regular athletic contests such as 400 mt. race, 100 mt. sprint, long jump, and high jump; fun games like tug-of-war, three-legged race, backward-walk, and sack race draw maximum participation. The students are informed about the event through the CDOE notice board, WhatsApp, and the Facebook page. The students are requested to check the CDOE notice board for all updates on this link [cdoe.puchd.ac.in](http://cdoe.puchd.ac.in).

## **WORKSHOPS**

The Placement and Guidance Cell of CDOE (Formerly USOL) organizes workshops for distance learners for enhancing their employability skills. The students also benefit from Industrial visits and Industry-Academia interfaces.

Moreover, motivational functions such as the Annual Prize Distribution Function and Annual Convocation are regular features of student activities held at CDOE. The schedule of all such activities is notified on the CDOE Notice board i.e. [cdoe.puchd.ac.in](http://cdoe.puchd.ac.in).

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## **Placement and Guidance Cell**

CDOE (Formerly USOL) has set up a Placement and Guidance Cell (P&GC) for its students with an aim to facilitate the process of placement for its beneficiaries. Placement and Guidance Cell CDOE has been instrumental in sensitising its learners for enhancing their potential for job readiness and market acceptability. For capacity building of its students, lectures and workshops are organised on preparing CVs, sharpening communication skills and personality development. It is well connected with DBEE Mohali, CPC Panjab University and few Banking Institutions.

Members of Placement and Guidance Cell at CDOE:

- |  |                      |                            |
|--|----------------------|----------------------------|
| 1. Prof. Harsh Gandhar ( <b>Convener</b> ) | Ph.- 2536131         | Email.:hgandhar2@gmail.com |
| 2. Prof. Supreet Kaur                      | 3. Dr. Ravinder Kaur | 4. Dr. Sucha Singh         |
| 5. Dr. Richa Sharma                        |                      |                            |

Placement and Guidance Cell makes efforts to:

- organize personality development programs for its registered beneficiaries;
- provide regular inputs on key developments on the National and International Scenario from general studies and current affairs points of view through e-mails, and
- provides platform like Annual Employment Fair of PU, AVSAR.

The students enrolling in the terminal classes B.A./B.Com (IIIrd year) and M.A./M.Com./MBA in CDOE may get themselves registered with the Placement and Guidance Cell. The broad categorization is as follows:

- (A) Graduate (on going B.A./B.Com/Certificate & Diplomas)
- (B) Above Graduate (i.e. Masters, Adv. Diplomas , B.Ed. & B.Lib)

**Activities:** - Resource persons from academia, industry, private and public organisations addressed the students during the sessions 2020-21 and 2021-22 regarding job opportunities of relevance in Banking sector, Hotel Management sector and field of Data Analysis, mentionable are Joint Director NIELT Ropar Mrs. Anita and Prof Shaad from Oman. Through Special Lecture Series, we connected to experienced faculty, like Prof. Gurmail Singh VC, Akal University of Bhatinda universities Prof. NVM Rao from BITS Pilani, Professor V.K.Malhotra President IEA, Professor D.K. Madan Sectery IEA etc . The achievements of students are showcased on social media platforms i.e. CDOE facebook page. The successful students addressed the ongoing batches in the Alumni Online Meet 2021-22 and 2022-23 to encourage the students. The Chairperson Prof. Madhurima and Prof. Harsh Gandhar Convener of the CDOE Cell made special efforts in connecting with the Central Placement Cell (CPC), PU in 2021-22. Henceforth interested students of CDOE get connected with mainstream activities of PU like soft skills workshop, communication skills etc and annual placement programme AVSAR on regular basis .CDOE'S 10 MBA students were selected during AVSAR in 2021-22. Academia Industry Interface of MBA programme is now open for learners from all subjects. The Employment Officer Mrs. Minakshi Goyal Joint Director, Directorate of Bureau of Employment Exchange, Mohali and her colleagues Mrs. Dimple and Mrs. Sukhman addressed the students and helped them register with the Employment exchange in online and offline sessions during the PCP programmes every year since July 2019. The passing out batches were given offers from ICICI Bank, HDFC bank, Tech Mahindra and other offers directly through Directorate of Employment Mohali.

During the session 2022-23 under the leadership of Chairperson Prof. Neeru several activities have been conducted. Recently 11 students have got placed in various banks during the academic session 2022-23 during



Placement drive by DBEE Mohali in collaboration with banks. This year workshops on skill enhancement, lectures on job readiness and industrial visits are in the pipeline. Information is provided online through CDOE e-notice board regularly. The District Bureau of Employment Exchange Mohali, regularly shares. The job offers with CDOE mainly from the banking sector at short notice of few hours or one day and is immediately shared on the E-noticeboard and/or through emails.

Note: 1. All interested students are required to give their consent to be added to the data base of the students interested in forwarding their name and mail id for employment offers received by CDOE.

2. Check noticeboard on regular basis and also your mailbox.

- **Important:** - For AVSAR students are asked to share details on podcast. Due to applications from 80 Department of PU, forms are considered proportionately and on first come first serve basis. CDOE students may miss due to delay on their part and offers from companies or CPU at short notice of few hours.

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## **EVENTS@CDOE**

### **List of Events in CDOE for Session July, 2022 - June, 2023**

<b>Sr. No.</b>	<b>Event</b>	<b>Topic</b>	<b>Date</b>	<b>Organizer</b>	<b>Speakers</b>
1	Competitive activities	HAR GHAR TIRANGA CAMPAIGN under the aegis of "Azadi ka Amrit Mahotsav"	10.8.2022	Dr. Richa Sharma Dr. Reena Rani Chaudhary	
2	Online Special Lecture	Contemporary Art Practices and the Challenges of Art Historical Research	25.8.2022	Prof. Sheena Pall	Dr. Pradosh Mishra
3	Cleanliness Drive, Tree Plantation and Online Special Lecture	Mera P.U. Main Swaarun	17.9.2022	Dr. Richa Sharma Prof. Neeru, Chairperson	Prof. Sudhir Kumar
4	Online Faculty Development Programme	Distance Education: Preparedness Towards NEP 2020	19.9.2022 to 23.9.2022	Prof. Harsh Gandhar	Dr. Girdhar Gopal (Convener) Ms. Amandeep Kaur (Co-Convener) Dr. Joginder Ms. Zeenat Madan Dr. Gulshan Singh Ms. Kavleen Bharej Ms. Heena Dr. Arti Ms. Chhavi Kiran Ms. Shikha Verma
5	Social Outreach Activities A Special Lecture	"Climate Change"	22.9.2022	Prof. Neeru, Chairperson	Prof. Simrit Kahlon
6	Online One Day Workshop	"Entrepreneurship and Skill Development" topic "Miracles of Mystic Magnificent and Magical Mindset to become an Entrepreneur"	16.10.2022	Prof. Geeta Bansal	Prof. KDS Bedi
7	Online One Day Workshop	"Entrepreneurship and Skill Development" topic "Sources of Entrepreneurial Finance"	16.10.2022	Prof. Geeta Bansal	Dr. Shikha Sharma
8	Online One Day Workshop	"Entrepreneurship and Skill Development" topic "Planning and StartUp: Opportunities and Challenges"	16.10.2022	Prof. Geeta Bansal	Ms. Kajal Dubey

9	Online Special Lecture	Rise and decline of the Harappan civilization and Rig Vedic age in the Punjab	17.10.2022	Prof. Sheena Pall	Dr. Karamjit Kaur Malhotra
10	Online Special Lecture	Creation of Khalsa and its impact	20.10.2022	Prof. Sheena Pall	Dr. Karamjit Kaur Malhotra
11	Online Special Lecture	Society and Culture in the 18 <sup>th</sup> and 19 <sup>th</sup> century Punjab	22.10.2022	Prof. Sheena Pall	Dr. Harneet Kaur
12	Rashtriya Ekta Diwas	Different important life events of Sardar Valabh Bhai Patel Ji	31.10.2022	Dr. Richa Sharma Dr. Reena Rani Chaudhary	
13	Special lecture on Observance of Vigilance Awareness Week – 2022	Eradicating Corruption with Transparency & Accountability	03.11.2022	Prof. Neeru, Chairperson	Prof. Devinder Singh
14	Online Special Lecture	"Tribes and Under (Development) in India: A Sociological Appraisal"	10.11.2022	Dr. Rajni	Dr. Raile Rock Zipao
15	Online Special lecture	"Different Historiographic School of Indian Nationalism"	10.11.2022	Prof. Sheena Pall	Dr. Ankush Bhardwaj
16	Special Lecture	"Teaching Phonetics	11.11.2022	Mr. Jeesu Jaskanwar Singh	Prof. Kuldeep kaur
17	Online Special Lecture	"Overview of Indian Economy: A Domestic Saga"	12.11.2022	Prof. Harsh Gandhar	Prof. D.K. madaan
18	Online Special Lecture	"Reflections on Scheduled Caste Development and Problems"	12.11.2022	Dr. Rajni	Dr. T Longkoi Khamniungan
19	Online Special Lecture	"Mahatma Gandhi and the Non Cooperation and Civil Disobedience Movement"	12.11.2022	Prof. Sheena Pall	Ms. Parampreet Kaur
20	Special Lecture	"Sketching for expression and communication purpose" & "Proper handling and display of teaching aids/material"	13.11.2022	Mr. Jeesu Jaskanwar Singh	Mr. Sanjeev Attri
21	Special Lecture	"Importance of health and physical fitness in daily life" & "Yoga and meditation"	13.11.2022	Mr. Jeesu Jaskanwar Singh	Mr. Mohit Vasudev
22	Special Lecture	"The role of Drama in teaching and learning" & "The role of Music in teaching and learning"	14.11.2022	Mr. Jeesu Jaskanwar Singh	Ms. Rajbir Kaur
23	Special Lecture	"Role of health and sports in all round development of an individual" & "Benefits of balanced	15.11.2022	Mr. Jeesu Jaskanwar Singh	Dr. Neeru Malik

		and healthy diet”			
24	Online Special Lecture	“Overview of Indian Economy: An International perspective”	15.11.2022	Prof. Harsh Gandhar	Prof. D.K. Madaan
25	Special lecture on Janjatiya Gaurav Diwas	“Contribution of Jnaji Heroes in Freedom Struggle”	15.11.2022	Prof. Neeru, Chairperson	Prof. Simrit Kahlon
26	Online Special Lecture	“Development and Environment issues- Sustainable Development etc.”	16.11.2022	Prof. Harsh Gandhar	Dr. Rama Kashyap
27	Online Special Lecture	“The Tradition of martyrdom in Sikhism”	16.11.2022	Prof. Sheena Pall	Dr. Karamjit kaur Malhotra
28	Online Special Lecture	“Agriculture in 17 <sup>th</sup> Century Punjab”	18.11.2022	Prof. Sheena Pall	Dr. Harneet Kaur
29	Online Special Lecture	“Social Stratification: Conflict Theory”	19.11.2022	Dr. Reena Chaudhary	Dr. Gautam Sood
30	Online Special Lecture	“Crisis in Mughal empire: Mughal Expansion in the Deccan”	19.11.2022	Prof. Sheena Pall	Ms. Parampreet Kaur
31	Online Special Lecture	“Urbanization in 17 <sup>th</sup> Century Punjab	19.11.2022	Prof. Sheena Pall	Dr. Harneet Kaur
32	Online Special Lecture	“Economic Applications of Derivatives”	18.11.2022	Prof. Harsh Gandhar	Dr. Shaveta Kohli
33	Online Special Lecture	“Population and Development: Demographic Divined etc.”	20.11.2022	Prof. Harsh Gandhar	Dr. Rama Kashyap
34	Online Special Lecture	“Population Policies of Developing Countries”	21.11.2022	Dr. Sucha Singh	Dr. Gaurav Kalotra
35	Online Special Lecture	“Reproductive Health”	22.11.2022	Dr. Sucha Singh	Prof. Monika Munjal
36	Online Special Lecture	“Theory of Costs and Production”	22.11.2022	Prof. Harsh Gandhar	Dr. Nitish Khurana
37	Online Special Lecture	“Fundamental of Population Education”	23.11.2022	Dr. Sucha Singh	Prof. Krishana Mohan
38	Online Special Lecture	“Rocks: Composition, structure and types”	23.11.2022	Dr. Sucha Singh	Dr. Navneet Kaur
39	Online Special Lecture	“Approaches to Public Health Communication & Practice of Health Education”	24.11.2022	Dr. Sucha Singh	Dr. Ajay Kumar Dogra

40	Special lecture on Martyrdom Day of Sri Guru Teg Bahadur Ji	"Life, Philosophy and Martyrdom of Sri Guru Teg Bahadur Ji"	30.11.2022	Dr. Parveen Kumar	Dr. Manmohan Singh(IPS)
41	Special lecture on World Disability Day- 2022	"Transformative Solutions for Inclusive Development: The Role of Innovation in Fuelling an Accessible and Equitable World"	02.12.2022 (payment not paid)	Dr. Rajesh Jaiswal	Dr. Jayanti Dutta
42	Special lecture	"Remembering Dr. B.R. Ambedkar"	06.12.2022	Prof. Sheena Pall	Prof. Rattan Singh
43	Special lecture	"Human Rights Day"	09.12.2022	Dr. Kamla	Prof. Swarnjit Kaur
44	One Day Workshop	"Disaster Vulnerabilities and Mitigation Programme"	25.01.2023	Prof. Meena Dutta Dr. Richa Sharma	ITBP Personnels
45	Event	Alumni Meet 2023	11.02.2023	Prof Geeta Bansal Dr. Richa Sharma	
46	Special Lecture	"Yoga"	11.02.2023	Dr. Jessu Jaskanwar Singh	Sh. Mohit Vasudev
47	Special Lecture	"Medication"	11.02.2023	Dr. Jessu Jaskanwar Singh	Sh. Mohit Vasudev
48	Special Lecture	"Nutrition & Balanced Diet"	15.02.2023	Dr. Jessu Jaskanwar Singh	Ms. Malvika Sharma
49	Special Lecture	"Writing Articles for newspapers"	18.02.2023	Dr. Jessu Jaskanwar Singh	Sh. Vikas Kahol
50	Special Lecture	"Structure for Article"	18.02.2023	Dr. Jessu Jaskanwar Singh	Sh. Vikas Kahol
51	Event	Annual Sports Meet, 2023	23.2.2023	Dr. Reena Rani Chaudhary Dr. Anil Kumar Dr. Richa Sharma	
52	Special lecture	"Partition and its Impact"	24.2.2023	Prof. Sheena Pall	Dr. Harneet Kaur
53	Special lecture	"Society in Independent"	25.2.2023	Prof. Sheena Pall	Dr. Harneet Kaur
54	One Day National Seminar	"Open and Distance Learning (ODL) in the context of NEP-2020: Challenges & Opportunities in Higher Education"	03.03.2023	Prof. Supreet & Prof Ram Mehar	Prof. Arbind Kumar Jha Prof. Manoj Kumar Saxena Prof Amit Kauts Prof. Ramesh Sharma Prof. R.K. Gupta
55	Special lecture	"Women Day" "Do we live in a Digit All World? : Some reflections on Gender & Technology"	10.03.2023	Dr. Rajesh Jaiswal Dr. Reena Rani Chaudhary	Dr. Navprit Kaur

56	Special Lecture	"Union Budget 2023-2024"	13.03.2023	Prof. Harsh Gandhar	Prof. D.K. Madaan
57	Special lecture	"Exploring relationship Economic Development and Income distribution including Kuznet's curve"	14.03.2023	Prof. Harsh Gandhar	Dr. Rama Kashyap
58	Special lecture	"Provincial Autonomy under the Unionists"	14.03.2023	Prof. Sheena Pall	Dr. Neha Sharma
59	Special lecture	"Partition of Punjab"	14.03.2023	Prof. Sheena Pall	Dr. Neha Sharma
60	Special lecture	"International Trade and Economic Development"	16.03.2023	Prof. Harsh Gandhar	Dr. Rama Kashyap
61	Cultural Event	HUNAR, 2023	17.03.2023	Dr. Purva Mishra Dr. Sucha Singh Dr. Richa Sharma	
62	Special Lecture	"Global Economy and India"	21.03.2023	Prof. Harsh Gandhar	Prof. D.K. Madaan
63	Special Lecture	"Japan and the First World War"	22.03.2023	Prof. Sheena Pall	Prof. Gian Chand Chauhan
64	Special Lecture	"Post War Japan"	22.03.2023	Prof. Sheena Pall	Prof. Gian Chand Chauhan
65	RUSA funded One Day National Seminar	"Governance Reforms in Digital Era: Multidisciplinary Perspective"	31.03.2023	Dr. Purva Mishra Dr. Anil Kumar Dr. Sucha Singh	Prof Ajmer Singh Malik Prof. Sanjeev Mahajan Dr. P.K. Taneja
66	Event	"Annual Prize Distribution Function and convocation"	11.04.2023	Dr. Kamla Prof. Neeru	
67	Special Lecture	"Soil and water Pollution"	17.04.2023	Dr. Sucha Singh	Dr. Navneet Kaur
68	Special Lecture	"Population Problems of India"	18.04.2023	Dr. Sucha Singh	Dr. Gaurav Gaur
69	Special Lecture	"Population Policies of the developing countries"	19.04.2023	Dr. Sucha Singh	Dr. Gaurav Kalotra
70	Special Lecture	"Family Welfare (M.T.P. Act- Medical Termination of Pregnancy Act)"	20.04.2023	Dr. Sucha Singh	Dr. Pooja Dogra

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## **Achivements of CDOE Students**

Department	Name	Class	Achievements
<b>Bachelor of Arts</b>			
	Dilkush	B.A.	2 time won first position Republic Day parade at State level through (PU CDOE NSS), 2 time won best volunteer award through NSS
	Manjesh	B.A.	National level Kho-Kho Player
	Monika	B.A.	1 <sup>st</sup> prize State level parade, 7 days camp- best volunteer, RJNYD (Youth Development Training)
	Sonika	B.A.	1 <sup>st</sup> prize State level parade, 7 days camp- best volunteer, RJNYD (Youth Development Training)
	Jasmeet	B.A.	State level Parade, 2021 Independence day parade, 2022 republic day parade with 1 <sup>st</sup> division, 2022 Independence day parade, New RDC Holder 2023
<b>Commerce</b>			
	Avleen Arora	B.Com	Fitness aerobis- state level, 2017- Punjab state-bronze, CBSE Nationals participation 2018- Punjab state gold, 2019- Punjab state silver, CBSE Nationals participation, petite category of Punjab state gold in 2017 and 2019
	Rhuythm Singh Randhawa	MBA	Femina Miss India Shining Star 2018, India Face of Exquisite Model and Talent Management Worldwide 2019, The world book publishing, UK 2020, International Certification: Star Award 2020, Certification of Excellence, Universal Helping Club, 2022
<b>EDUCATION</b>			
	Dr. Anil Kumar Yadav	ADGC	Entered the 2023 edition of Limca Book of Records of Most Number of Qualifications from Most Number Universities. GM with Reserve Bank of India Cleared UGC NET in Education in December 2022.
	Dr. Neelu Sharma	B.Ed.	CTET, Assistant Professor of Hindi in Guru Nanak Bhai Lalo Ramgarhia College for Women Phagwara, Punjab
	Michaelangelo Francis	M.A. Education	International Cycling Coach Certified by UCI & CFI in 2022
<b>ECONOMICS</b>			
	Keshav Gupta	M.A. Economics	439 Rank in UPSC CSE 2021
	Kirti	M.A. Economics	Exams Cleared : 1. Punjab Public Service

			<p>Commission PPSC SDO</p> <p>2. Ministry of Home Affairs- Assistant Central Intelligence Officer-1</p> <p>CAT 2021: Got Admission Offers from MDI Gurgaon, IIM Kozikhode, IIM Trichy, IIM Udaipur IIM Ranchi, SPJIMR, IIFT Delhi and 8 other new IIM's for PFPM (MBA)</p>
	Abhinav Miglani	M.A. Economics	<p>Manager Deloitte</p> <p>B.Tech in Electronics &amp; Comm Engg, IIT Roorkee</p> <p>PGDM,IIM Lucknow</p>
<b>Punjabi</b>			
	Amarjit Singh	M.A. Punjabi	<p>Assistant Professor at Malwa Central College of Education for Women , Ludhiana</p> <p>Book published Pedagogy of Music for B.Ed Classes</p> <p>Qualified UGC-NET(Education) in December 2021 and UGC-NET (PUNJABI) in June 2022</p>
<b>Health Family Welfare and Population Education</b>			
	Diksha Walia	ADHFWPE	<p>Two Academic Publications one in International Journal of Scientific Research :-“ TRENDS OF VECTOR BORNE DISEASES IN DISTRICT PANCHKULA, HARYANA FROM 2011 TO 2021”, “A Retrospective study” and the second is Indian Journal of Health Research :-“A Cross Sectional Study among students of Panjab University to assess their Mental Health during the Ongoing Pandemic COVID-19”</p>
<b>HISTORY</b>			
	Simran Kumari	M.A. History	<p>First Prize in Photography in District Level Yuva Ustav-Inidia @2047</p>
<b>SOCIOLOGY</b>			
	Manvir Kaur	M.A. Sociology	<p>A Youtuber, a political commentator and an opinion maker who share videos on social and political issues including problems in governance in Punjab through her YouTube channel 'Social Post by Manvir Kaur'</p>
<b>LIBRARY AUTOMATION AND NETWORKING</b>			
	Vishal Kumar	ADLAN	<p>UGC-NET December 2021, December 2022</p>

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## **Examination Centres and Codes**

### **PROVISIONAL LIST OF EXAMINATION CENTRES**

**B.A./B.COM:** Abohar, Bulhowal, Chandigarh, Dakha, Dasuya, Dharamkot, Dhudike, Doraha, Fazilka, Ferozepur Cantt., Ferozepur City, Garhdiwala, Garhshankar, Giddarbaha, Gurusar-Sudhar, Guru Teg Bahadur Garh, Haryana (Hoshiarpur), Hoshiarpur, Jagraon, Jalalabad, Kandhala Jattan, Karamsar (Rara Sahib), Khanna, Killianwali, Lozon (Girls), Ludhiana, Mahilpur, Malout Mandi, Miani(HSP), Moga, Mukerian, Muktsar, Narangwal, Pojewal, Raikot (Girls), Samrala, Sidhsar (SDH), Sidhwan Khurd (Girls), Sukhanand (Moga), Talwara (HSR), Tanda Umar, Zira.

**B.Lib. Science:** Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Muktsar.

**Advance Diploma/Certificate Courses:** Chandigarh, Ludhiana.

**B.Ed.:** Abohar, Chandigarh, Ferozepur, Gurusar-Sudhar, Hoshiarpur, Lozon, Ludhiana, Moga, Muktsar, Sidhwan Khurd, Rail Majra, Dhudike.

**M.A.:** (i) **Public Administration:** Chandigarh, Ludhiana.

(ii) **Other Subjects:** Abohar, Chandigarh, Ferozepur City, Gurusar- Sudhar, Hoshiarpur, Jagraon, Karamsar (Rara Sahib), Ludhiana, Muktsar, Sidhwan Khurd (Girls) Tanda Umar.

**M.Com.** Abohar, Chandigarh, Dasuya, Ferozepur, Hoshiarpur, Khanna, Ludhiana, Muktsar, Mukerian, Moga.

**M.B.A.:** Chandigarh, Ludhiana, Hoshiarpur, Moga, Muktsar, Ferozpur

### **City Codes of Examination Centre**

**Dear Students, please use the following city codes while filling the Examination Form.**

<b><u>City's Code</u></b>	<b><u>City's Name</u></b>	<b><u>City's Code</u></b>	<b><u>City's Name</u></b>
ABH	Abohar	KHA	Khanna
BAD	Badal	KIL	Killianwali
BUL	Bulhowal	KOT	Kottan
CHD	Chandigarh	LDH	Ludhiana
DAK	Dakha	LOP	Lopon
DAS	Dasuya	MAH	Mahilpur
DHU	Dhudike	MAL	Malout
DMK	Dharamkot	MIA	Miani
DOR	Doraha	MKT	Muktsar
FAZ	Fazilka	MOG	Moga
FER	Ferozepur City	MUK	Mukerian
FZR	Ferozepur Cantt.	NAR	Narangwal
GAR	Garhshanker	POJ	Pujewal
GID	Giddarbaha	RAI	Raikot
GRD	Gardhiwala	RAM	Ramgarh
GTB	GTB-Garh	RAT	Rattewal
GUR	Gursar Sudhar	SAM	Samrala
HAR	Haryana	SDG	Sardargarh
HSP	Hoshiarpur	SDK	Sidhwankhurd
JAG	Jagraon	SID	Sidhsar
JAL	Jalalabad	SUK	Sukhanand
JHA	Jhar Sahib	TAL	Talwara
KAM	Kamalpura	TAN	Tanda
KAN	Kandhala Jattan	ZIR	Zira
KAR	Karamsar		

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# **Steps To Follow For Online Admission Process**

**(Except MBA Semester -I and B.Ed. Semester-I)**

Before registering yourself for online admission, please read the prospectus carefully for the relevant information related with eligibility, optional/elective subjects for which study material is available at CDOE, PCP schedule and other important information.

After that, follow the following steps for filling up the Online Admission-cum-Examination form:

1. Go to <http://usoladmissions.puchd.ac.in/>
2. Select the Programme (UG/PG) and fill the complete Admission-cum Examination Form.
3. Submit the Form and Note down your Login Id and Password.
4. Login with your username/password again at <http://usoladmissions.puchd.ac.in/>
5. Pay the Fee either through online mode i.e. by Debit Card, Credit Card or Net Banking\* or fee can also be paid in any branch of Post Office all over India, after your generating the post office Fee Challan\*\*.

**Important Note:** -1. Fee submitted through any other mode e.g. Bank Draft, Cash Counter Receipt, Online Transaction, Pay order **will not be adjusted/accepted**.

2. Students are requested not to pay fee online through any UPI or Amazon Pay or any other online Payment Apps. These portals are showing some fee confirmation issues. If payment paid by these modes and will not confirm, then Department will not be responsible for it.

6. If you pay the fee through online mode i.e. Net-banking/ Credit Card/ Debit Card, then your admission process will be completed immediately and you have to take the print out of the complete form then and there.

After paying online fee, login again immediately to complete the online process admission process by uploading your scanned photograph and signature

If fee paid through online mode but not confirmed, please click on **confirm my fee link** and then **click on Continue**.

In case the print of your form is not generated, after paying online fee this means your online transaction has failed and your payment will be refunded by concerned bank in your account within 7 days of transaction. In such a case either retry or pay the fee through fee Challan in Post Office.

7. If you want to pay fee through fee Challan in Post Office, then generate the fee Challan from your admission account and after 24 hours of generating this Challan, deposit the requisite fee mentioned in the fee challan in any Branch of Post Office. In case you pay fee through Post office generated challan, then login again at <http://usoladmissions.puchd.ac.in/> after two days of depositing the fee in the Post office and then complete the process by uploading your scanned photograph and signature.

8. Take a printout of your complete admission cum examination form.

9. Verification of the documents

- An appointment letter will be generated along with the admission form. Students have to come to CDOE on the given date along with print-out of admission cum examination form and original documents for verification and confirmation of admission. In case you are not able to come personally for document verification, you have to send the copy of 'Admission cum examination form' with all original documents and self-attested supporting documents by registered post immediately after taking out the print-out of admission cum examination, to CDOE at the following address by August 31<sup>st</sup>, 2023:

**The Director,  
Centre for Distance and Online Education,  
Panjab University, Sector 14, Chandigarh-160014**

**Following Self-attested copies of Documents/ Certificates are required to bring/send to CDOE with the print out of Admission-cum-Examination Form:**

- **Detailed Marks Card** of the qualifying examination on the basis of which you are seeking admission. (The original documents will be returned back immediately after verifications are done).
- **Original Migration Certificate (for admission in B.A./B.Com semester-I):** If +2 Examination passed from any Board other than PSEB, HSEB, HPSEB, CBSE and ICSE New Delhi
- **Original Migration Certificate** Migration Certificate (Only for Students who have passed the lower examinations from any other University than Panjab University)
- **Character Certificate** from the Principal of the School / College last attended if it is first time admission in CDOE
- **Reserve Category Certificate**, if claiming admission against any reserve category.
- **SC/ST Certificates:** Students who availed PMS or want to avail freeship, have to attach the required documents at listed with Scholarships/freeship in this prospectus.
- **Other documents in support of claim for fee Concession or relaxation of minimum marks of eligibility in case of special category etc.**

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## **Contact Us**

### **Director**

**Centre for Distance and Online Education**

Tel. 0172-2534301, 0172-2534302

E-mail: ***cdoe@pu.ac.in***

FAX No.: **0172-2541143**

**Students can contact the below mentioned dealing officials (Classwise) for enquiry regarding Admission, Result etc. during working hours (9.00 am to 5.00 pm) and working days only (Monday to Friday). A.R. Admission Mrs. Urmil -7837410948**

### **SET-I**

**Mr. Rakesh Kumar (Supdt.) 9530866706, Intercom No. 0172253-4331**

<b>Class</b>	<b>Dealing Official</b>	<b>Contact No.</b>
MBA 1 to 4 Sem, M.A. (Economics) 1 to 4 Sem	Mrs. Reshma	8283822169
M.A. (Sociology) 1 to 4 Sem, M.A. (Punjabi) 1 to 4 Sem, M.A. (Education) 1 to 4 Sem	Mrs. Kanchan Thakur	9872757099
M.A. (Public Adm) 1 to 4 Sem, M.A. (Hindi) 1 to 4 Sem, M.A. English 1 to 4 Sem	Mrs. Poonam	9915915756
M.A. (Pol Sci) 1 to 4 Sem, M.A. (History) 1 to 4 Sem	Mr. Pawan Kumar	9464062515

<b>Fee related Queries and SC Student for Post Matric Scholarship Forms</b>	Mrs. Poonam	9463491919
	Mrs. Meena	9915068363

### **SET-II**

**Mrs. Satnam Kaur (Supdt.) 9855054907, Intercom No. 0172253-4308**

<b>Class</b>	<b>Dealing Official</b>	<b>Contact No.</b>
B.Com 1 & 2 Sem	Mrs. Rita Devi	9872707920
B.Com 3 & 4 Sem	Ms. Harjeet Kaur	8054403470
B.Com 5 & 6 Sem	Mrs. Sanju Bala	8054261589
M.Com 1 & 2 Sem	Mrs. Jenny	7508883449
M.Com 3 & 4 Sem	Mrs. Beena	9888310192
B.Lib, All Advanced Diploma and Certificate Courses	Mr. Pritam	9872003570
	Mrs. Harshpinder Kaur	8968958623

**SET-III****Mr. Rama Pati (Supdt.) 9888529755, Intercom No. 0172253-4391**

Class	Dealing Official	Contact No.
B.A. 1 & 2 Sem	Mrs. Reshma	9876691769
B.A. 3 & 4 Sem	Mrs. Dilpreet Kaur	7973720618
B.Ed 1 to 4 sem	Mrs. Sarika	9814202456
B.A. 1 & 2 Sem	Mr. Nirmal Singh	9872868078
B.A. 5 & 6 Sem	Mrs. Sunita	9914880130
All B.A. & B.Ed	Mrs. Rukmani	9914362768

Online Admission cum Examination Form & Technical issues related queries	Mrs. Sheenam	9855663584
	Mr. Ajay	9988179991

**Students can contact to the below mentioned Subject Office dealing staff for enquiry regarding Study Material Dispatch.**

S.No.	Name of Course	Name of Official	Mobile No.
1.	B.A.I, B.Com III	Ms.Urmila Devi	9915802058
2.	B.A.V, B.Com I	Mr. Anil Kumar	9855841786
3.	B.A.III, B.Com V, B.Ed I, III	Mr. Yashpal	9417214922

**Students can contact to the below mentioned Subject Office dealing staff for enquiry regarding Study Material Dispatch, PCP and Assignments, Internal Assessment and other Important Queries.**

S.No.	Name of Course	Name of Official	Mobile No.
1.	B. Lib- I ADLAN, ADMC	Ms.Satinder Kaur	9855521819
2.	M.A.(Pub Adm) I & III	Ms.Parvesh	7696492189
3.	M.Com I & III MBA I & III	Ms.Aruna Ms. Neha	9803771716 9888438385
4.	M.A.(History) I & III, ADCA	Ms.Prerna	8146943162
5.	M.A.(Hindi) I & III, ADDM&CS, CCCS	Ms.Meenu Dogra	9888245573
6.	M.A.(Sociology) I & III, CCWS, ADSW	Ms.Reeta Bains	7589355022
7.	M.A.(Pol Science) I & III, ADHRD	Ms.Simpal	7986749096
8.	M.A.(Economics) I & III, ADST, CCVS	Ms.Princee	9855554146
9.	M.A.(English) I & III	Ms.Poonam	9915935987
10.	M.A.(Punjabi) I & III	Mr. Surjit Yadav	8427610540
11.	M.A.(Education) I & III, ADEML, ADP, ADGC, B.Ed	Ms. Ruchika	9888133308

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## **List of Holidays**

List of Holidays for the Calendar Year 2023 to be observed by CDOE:

1. Muharram	July 29	Saturday
2. Independence Day	August 15	Tuesday
3. Janam Ashtami	September 07	Thursday
4. Mahatma Gandhi Jayanti	October 02	Monday
5. Agarsain Jayanti	October 15	Sunday
6. Dusshera	October 23	Monday
	October 24	Tuesday
7. Birthday of Maharishi Balmiki Ji	October 28	Saturday
8. Birthday of Sri Guru Ram Dass Ji	October 30	Monday
9. Diwali	November 12	Sunday
	November 13	Monday
10. Birthday of Sri Guru Nanak Dev Ji	November 27	Monday
11. Martyrdom of Sri Guru Teg Bahadur Ji	December 17	Sunday
12. Christmas Day	December 25	Monday

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## **Universities Declared Fake By UGC**

**Note:** The candidates who have passed/appeared in the qualifying examination from any of the following universities (declared as fake by the UGC) are ineligible, as these institutions have been derecognized by the Panjab University.

### **State-wise list of Fake Universities (2023)**

#### **Andhra Pradesh**

1. Christ New Testament Deemed University, #32-32-2003, 7th Lane, Kakumanuvarithoto, Guntur, Andhra Pradesh-522002 and another address of Christ New Testament Deemed University, Fit No. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh-522002
2. Bible Open University of India, H.No. 49-35-26, N.G.O's Colony, Visakhapatnam, Andhra Pradesh-530016.

#### **Delhi**

1. All India Institute of Public & Physical Health Sciences (AIIPHS) State Government University, Office Kh. No. 608-609, 1st Floor, Sant Kripal Singh Public Trust Building, Near BDO Office, Alipur, Delhi-110036
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 Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085

#### **Karnataka**

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

#### **Kerala**

1. St. John's University, Kishanattam, Kerala.

#### **Maharashtra**

1. Raja Arabic University, Nagpur, Maharashtra.

#### **Puducherry**

1. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry-605009

#### **Uttar Pradesh**

1. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
2. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
3. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
4. Bhartiya Shiksha Parishad, Bharat Bhawan, Matiyari Chhat, Faizabad Road, Lucknow, Uttar Pradesh – 227 105

#### **West Bengal**

1. Indian Institute of Alternative Medicine, Kolkatta.
2. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2nd Floor, Thakurpukur, Kolkatta - 700063

**Note:** For updated list, please visit UGC website. (<https://www.ugc.gov.in/page/Fake-Universities.aspx>)

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# **“RAGGING IS COGNIZABLE AND IS BANNED IN ANY FORM INSIDE & OUTSIDE THE PANJAB UNIVERSITY CAMPUS”**

## **Ingredients/forms of Ragging**

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

## **Punishments**

- Cancellation of admission.
- Suspension from attending classes and academic privileges;
- Withholding/withdrawing scholarship/fellowship and other benefits;
- Debarring from appearing in any test/examination or other evaluation process;
- Withholding Results;
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.;
- Suspension/expulsion from the hostel;- Cancellation of admission;
- Rustication from the Institution for period ranging from 1 to 4 semesters;
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
- Fine ranging between Rs. 25,000/- to Rs. 1 Lakh;
- Rigorous imprisonment up to 3 years;
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

Student becoming a victim of ragging should immediately inform to the concerned Authority.

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## **Panjab University Committee Against Sexual Harassment (PUCASH)**

PUCASH is constituted for a period of one year consisting of at least six members for redressal of complaints of sexual harassment of women employees/female students. The Committee is headed by a woman professor as its Chairperson and has 50% of its members as women employees. Its members include a woman counsellor and a person with legal background.

**In terms of Section 4(2) of the Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013 the Hon'ble Vice Chancellor in anticipation of approval of the Syndicate & Senate has constituted the internal Complaints Committee consisting of following members, for the period of two years w.e.f. 01.04.2023**

1. Professor Madhurima Mahajan,  
Centre for Distance and Online Education, P.U. Chandigarh
2. Professor Rajat Sandhir, Fellow, Department of Bio-Chemistry & Technology, P.U. Chandigarh
3. Dr. Naresh Kumar, University Institute of Engineering & Technology, P.U. Chandigarh
4. Dr. Harjeet Kaur, Dr. S.S. Bhatnagar University Institute of Chemical Engineering & Technology, P.U. Chandigarh
5. Dr. Monica Munjial, Center for Social Work, P.U. Chandigarh
6. Dr. Kuldip Kaur Dhaliwal, Fellow, Principal, Mata Ganga Khalsa College for Girls, Gurudwara Manji Sahib, Kottan, Ludhiana
7. Sh. Surjeet Singh, Special Officer, VC Office, P.U. Chandigarh
8. Mrs. Komal Sharma, Deputy Registrar, University Institute of Engineering & Technology, P.U. Chandigarh.
9. Ms. Savita Saxena, Advocate , H. No. 301, GH-64, Sector-20, Panchkula
10. Ms. Shubreet Saron, Kothi No 9, Sector 9 Chandigarh
11. One Girl Research Scholar to be nominated by the President P.U. Student Council (She will be called when a student complaint will be addressed)
12. Dr. Babita Pathania, Associate Professor, Department of Laws, P.U., Chandigarh

**Details are available at <https://puchd.ac.in/pucash.php?x>**

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## **Audio/Video Productions**

### **Video Programmes**

<b>Sr. No.</b>	<b>Name of the Programme</b>	<b>Subject/Medium</b>	<b>Duration Min and Sec.</b>
1.	Population of India: Some Perspectives	Geography/Eng.	20 and 12
2.	Statistics : An Introduction	Stat/Eng.	8 and 38
3.	Democracy –Its changing Contours	Pol. Science/Eng.	20 and 48
4.	Passage to India- E.M. Forster	English	20 and 47
5.	Apka Bunti Upanyas Ki Samajik Samasyayen	Hindi	19 and 48
6.	Lamme Samaye Da Nark: IK Paricharcha	Punjabi	20 and 45
7.	Political System	Political Science	15 and 20

### **CDOE AUDIO LECTURES**

#### **English**

<b>Sr. No.</b>	<b>Topic of the Lecture</b>	<b>Name of the Talker/s</b>	<b>Duration Min.sec.</b>	<b>Size</b>
1.	Humour and Pathos in Lamb's essay	Dr. C.R. Mittal	15 and 00	169 MB
2.	The Ballad of Father Gilligan as Narrative poem	Mr.Jagdish Kalra & Dr.(Mrs.) Veena Singh	10 and 30	121 MB
3.	The Autobiographical Element in Carle's Lamb	Mr.Surinder Kaushik	15 and 50	179 MB
4.	Wordsworth and Keats as the romantic poets.	Dr. C.R.Mittal & Mr.Swaran Singh	18 and 00	182 MB
5.	The Uniqueness of Keats among the romantics.	Dr. C.R.Mittal & Mr.Swaran Singh	15 and 00	183 MB
6.	The Metaphysical Poetry of John Donne.	Dr. C.R.Mittal	14 and 00	162 MB
7.	T.S.Eliot & W.B.Yeats as Modern Poets –An Introduction.	Mr.Swaran Singh	13 and 45	155 MB
8.	Theme of Slavery and Freedom in Huckleberry Finn	Prof.(Mrs.) Meera Malik & Ms.Sandhya Kaushal	22 and 00	251 MB
9.	Aristotle's Concept of Catharsis and the Function of Tragedy.	Prof. S.P.Anand & Dr.(Mrs.) Lile Madanjit	14 and 00	135 MB
10.	Keats's Ode to Autumn's and Shelley's "Ode to the West Wind" as representative Romantic Poems.	Mr. Swaran Singh & Mrs, Nirmal Dutta	16 and 00	170 MB
11.	Alexander Pope's 'The Rape of the Lock' As A Mirror of 18 <sup>th</sup> Century urban life-1.	Mr. I.S.Ghumman & Mrs. Arvinder Kaur	14 and 00	141 MB
12.	The Art of Fielding in Tom Jones.	Prof.(Mrs.) Meera Malik & Mr.I.S Ghumman	13 and 30	128 MB
13.	A Moral Dilemma in Graham Green's Novel.	Mr. Swaran Singh	14 and 00	164 MB
14.	Shakespearean Tragedy.	Prof.S.P.Anand	17 and 00	198 MB
15.	Shakespearean Comedy	Prof.S.P.Anand	13 and 00	150 MB

16.	The New Critical Approach to Literature.	Mr. Swaran Singh	25 and 30	296 MB
17.	Symbolism & vision in T.S.Eliot's 'The Waste Land'.	Dr.(Mrs.) Meera Malik	15 and 00	179 MB
18.	Some Seminal Concepts in the prescribed Essay 'The Study of Poetry by Mathew Arnold.	Dr. (Mrs.) Lille Mandanjit	21 and 00	225 MB
19.	'Death of a Salesman' as a tragedy and Willy Loman as a tragic protagonist.	Dr.(Mrs.) Meera Malik	26 and 00	276 MB
20.	Milton- a study in Heroic Defiance of Established Authority.	Prof. S.P .Anand & Mr..C.R.Mittal	13 and 00	137 MB
21.	Alexander Pope's 'The Rape of the Lock' As A mirror of the 18 <sup>th</sup> Century Urban life-II.	Mr.I.S.Ghumman & Mrs. Savita Dhir	12 and 30	141 MB
22.	Keats Ode – A Study in Thomas Development.	Mr. Surinder Kaushik & Mr. Swaran Singh	15 and 30	175 MB
23.	Wordsworth's Attitude Towards Nature in Tintern Abbey'.	Mrs. N.Datta & Prof.(Mrs.) Meera Malik	9 and 00	115 MB
24.	The Role of Chance in Thomas Hardy's Novel 'The Mayor of Caster bridge'.	Mrs. Veena Singh	16 and 00	180 MB
25.	The Theory of Literature and Criticism.	Dr. (Mrs.) Lillie Madanjit	28 and 00	342 MB
26.	'Ode on Solitude' by Alexander Pope & 'On the Human Season' by John Keats.	Prof.(Mrs.) Meera Malik & Mr. Surinder Kaushik	14 and 00	135 MB
27.	The Tradition of Revenge in the Elizabethan & Jacobean Drama.	Dr. (Mrs.) Veena Singh	22 and 00	247 MB
28.	Dr. Faustus: A Hero or a Villain.	Dr. (Mrs.) Veena Singh	24 and 00	279 MB
29.	Metaphor of Blind Lear by Shakespeare.	Dr. (Mrs.) Veena Singh	16 and 20	182 MB
30.	Point o View in Conrad's Lord Jim '.	Mr. Swaran Singh	15 and 00	166 MB
31.	Artiste as Exile- A study of a portrait of An Artiste as a young man- James Joyce's Novel.	Mr. Swaran Singh	15 and 00	142 MB
32.	Macbeth- A Tragic Hero	Miss Kiran Garg	11 and 00	125 MB
33.	Theme of Love Marriages in the Taming of the Strew.	Miss Kiran Garg	11 and 00	114 MB
34.	An Introduction to Shakespearean Tragedy	Mr. Swaran Singh	14 and 00	153 MB
35.	Significance of the title 'The old man and Sea'	Mrs. Veena Singh	12 and 00	135 MB
36.	Wordsworth- As a Spiritual Mystic	Prof. (Mrs.) Meera Malik & Mr. Surinder kaushik	12 and 00	140 MB

## Hindi

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Hindi Gadh Ka Vikas	Dr.(Mrs.) Kamal Gupta	13 and 15	15.6 MB
2.	Hindi Katha Sahitya: Ek Tippni	Prof.Jagmohan Chopra	17 and 30	20.1MB
3.	Aadhunik Hindi Kavita: Pramukh Pravrittiyan.	Prof.(Mrs.) Santosh Sharma	14 and 15	16.8 MB
4.	Hindi ka Prarambhik Kavya	Prof.(Mrs.) Santosh Sharma	14 and 15	15.4 MB
5.	Hindi Sahitya ke itihās Ka Kaak Vibhajan Samasya Aur Samadhan	Dr. G.N.Rajguru	17 and 00	19.8 MB
6.	Ritikaleen Sahitya Aur Uski Visheshtaen	Prof. Jagmohan Chopra	14 and 30	17.2 MB
7.	Hindi Kahani: Vibhin Andolan	Prof (Mrs.) Santosh Sharma	13 and 10	15.4 MB
8.	Jai Shankar Parshad Aur Mohan Rakesh: Abhinaita Ki Drishti Se.	Prof. Jagmohan Chopra	15 and 00	17.4 MB
9.	Mohan Rakesh Ka Natya Sahitya: Adhey Adhure Ke Sandarbh Mein.	Prof. Jagmohan Chopra	14 and 00	17.6 MB
10.	Munshi Prem Chand Ka Katha Sahitya: Godan Tatha "Manjusha"Ke Sandarbh Main.	Prof. Jagmohan Chopra	12 and 30	14.5 MB
11.	Chhayavad - Samanya Parichai.	Prof.(Mrs.) Santosh Sharma	15 and 00	17.3 MB
12.	Chhayavad-Prernashrot Avm Parishithitan.	Prof.(Mrs.) Santosh Sharma	15 and 00	17.8 MB
13.	Chhayavad Ki Paribhsaha Tatha Swaroop Ka Vishaleshan.	Prof.(Mrs.) Santosh Sharma & Smt.Indira Noorpuri	9 and 00	23.2 MB
14.	Kamleshvar Ki Priy Kahanian Aur unka rachna sansar	Prof. Jagmohan Chopra	13 and 00	16.6 MB
15.	Premchand Ka Yathrthvad Aur Godan.	Prof. Jagmohan Chopra	14 and 30	18.5 MB

## Punjabi

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Dhani Ram Chatrik: Jeevan Ate Rachna	Prof.(Mrs.) Surinder Sekhon	13 and 35	15.9 MB
2.	Guru Ram Dass Jee Di Kavita.	Prof .Devinder Singh	12 and 30	14.7 MB
3.	Gurmat Kav.	Prof.Manmohan Singh	12 and 15	14.0 MB
4.	Sahit Sidhant : Ik Parchai	Dr.(Mr.) Jaspal Kang	14 and 00	15.8 MB
5.	Sheikh Farid Di Vani Vich Kal Di Prabhamanta.	Dr.(Mr.) Jaspal Kang	15 and 00	17.3 MB
6.	Punjabi itihāsik Natak-Ik Adhyan.	Prof.(Mrs.) Surinder Sekhon	15 and 30	17.4 MB
7.	Punjabi Alochanā Dian Parvritian.	Prof.Ujjagar Singh	16 and 00	18.5 MB

		Sehgal		
8.	Bhusha Di Parvartansheelta.	Prof.Ujjagar Singh Sehgal & Prof. Devinder Singh	16 and 00	20.9 MB
9.	Farid Bani Vich Dukh Da Sankalap	Dr.(Mr.) Jaspal Kang	12 and 00	14.7 MB
10.	Punjabi Kissa Sahit vich Kadaryar De Kisse Puran Bhagat Di Kav Vilankhanta.	Dr.(Mr.) Jaspal Kang	12 and 00	15.0 MB
11.	Bhai Veer Singh Da Rahasvadi Anubhav	Prof. Ujjagar Singh Sehgal & Prof. Devinder Singh	13 and 10	15.1 MB
12.	Sanskrit Kaav Sidhant De Antargat Alankar.	Prof.Devinder Singh & Prof Ujjagar Singh.	11 and 35	14.1 MB
13.	Gurmukh Lipi Di Prachinta.	Prof. Ujjager Singh	12 and 00	13.1 MB
14.	Nath Jogian Da Sahit.	Prof. Ujjager Singh	15 and 00	17.6 MB
15.	Punjab Novel Da Kathanak Parbandh Ate Kala Jukta.	Dr. (Mrs.) Jaspal Kang	15 and 00	17.5 MB
16.	Nikki Kahani Ek Gulp Roopar Vajjon.	Dr. (Mrs.) Jaspal Kang	14 and 00	16.1 MB
17.	Damonder Di Heer Vich Ishq Da Sankalap.	Dr. (Mrs.) Jaspal Kang	15 and 00	18.0 MB
18.	Punjabi Nikki Kahani Da Ubhav Te Vikas	Dr. (Mrs.) Jaspal Kang	19 and 00	24.3 MB

#### Sanskrit

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Abhigyan Shakuntlam - Natya Kala Ki Drishti Se.	Dr.Kanta D. Mohan & Prof.(Mrs.) Aruna Goel	14 and 00	15.9 MB
2.	Raghuvanshu - Kavya Kala Di Drishti Se.	Dr. Kanta D. Mohan & Dr. S.D.Sharma	13 and 25	16.6 MB
3.	Sanskrit Sahitya Ki Drishti Se Ramayan Aur Mahabharat Ka Mulyankan	Dr.Kanta D. Mohan & Prof.(Mrs.) Aruna Goel	15 and 00	15.6 MB
4.	Sanskrit Anuvad Sambandhi Katipaya Vishesh Niyam.	Dr. Kanta D. Mohan & Dr. S.D Sharma	14 and 45	17.1 MB
5.	Mahakavi Magh Avem Unki Kavyakala.	Dr.Kanta D. Mohan & Prof.(Mrs.) Aruna Goel	16 and 30	19.5 MB
6.	Natakkaar Kalidas-Ek Samiksha.	Dr. Kanta.D.Mohan & Dr.S.D Sharma.	14 and 23	17.4 MB
7.	Bhanbhatt - Ek Samanya Parichai.	Dr.S.D Sharma.	15 and 00	18.7 MB
8.	Shree Mad Bhagvad Geeta Ka Darshan Sidhant.	Prof.(Mrs.) Aruna Goel & Dr. K.D Mohan	16 and 00	19.8 MB
9.	Kavi Bharatrihari Avem Unka Sahitya	Dr.Kanta D. Mohan & Prof.(Mrs.) Aruna Goel	14 and 00	16.5 MB
10.	Kalidas Ki Natyakala-Malvikagnimitra	Dr.S.D Sharma & Prof. (Mrs.) Aruna Goel	16 and 00	20.9 MB
11.	Gaddhkar-Banbhatt.	Prof. (Mrs.) Aruna Goel	16 and 00	20.1 MB
12.	Sanskrit Katha Sahitya: Udgam Avem Vikas	Prof. (Mrs.) Aruna Goel	14 and 00	15.8 MB

### Political Science

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Emerging Union-State Relation.	Dr.(Mrs.) S.Wasudev	13 and 30	15.8 MB
2.	Rajnitik Samajikaran.	Mrs, Amarjit Rangi	13 and 35	16.1 MB
3.	Behaviouralism.	Mrs.Amarjit Rangi	16 and 00	19.0 MB
4.	Bhartiya Sanghiy Pranli.	Dr.Pardeep Kumar	15 and 00	16.7 MB
5.	Maxian Approach.	Prof.S.Bhatnagar &Mrs. Amarjit Rangi	14 and 00	16.0 MB
6.	Political Development.	Prof.S.Bhatnagar & Dr. K.K.Anand	12 and 15	15.0 MB
7.	Parliamentary Democracy in India States.	Mrs. Amarjit Rangi	15 and 30	17.1 MB
8.	Problem of Classification of Govts.	Prof.S.Bhatnagar & Mrs. S.Shante	13 and 30	15.6 MB
9.	Benthamism as Modified by J.S.Mill	Dr.S.K.Sharma	14 and 00	16.4 MB
10.	Gandhiji Ka Rajnitik Darshan.	Mrs. Hemlate Oberoi	14 and 00	16.3 MB
11.	Ranjitik Ke Badakte Arth.	Prof.B.S .Brar	11 and 15	13.0 MB
12.	The Demand for State Autonomy in India.	Dr. (Mrs.) S.Wasudev	12 and 30	13.5 MB
13.	Regionalism in India Politics.	Dr. Pardeep Kumar	12 and 00	15.1 MB
14.	Bhartiya Rajniti Main Rajnitik Dal.	Dr. Pardeep Kumar	12 and 00	13.9 MB
15.	Political Development in India.	Dr.K.K.Anand	13 and 15	15.0 MB
16.	Gut Nirpekshta.	Dr. (Mrs.) S.Wasudev	15 and 00	17.6 MB
17.	Theories of Modernization and Political Development.	Prof. S. Bhatnagar	15 and 00	17.6 MB
18.	Development in Political Science.	Mrs.Shalinder Dhillon & Mrs. Amarjit Rangi	12 and 00	13.3 MB
19.	Crisis in Political Development.	Dr.K.K.Anand	13 and 15	16.2 MB
20.	Rousseau's General Will.	Dr.M.M.Sharma & Mrs.Suman Sharma	14 and 00	15.1 MB
21.	Comparative Politics-An Introduction	Prof.S.Bhatnagar & Dr.K.K.Anand	14 and 30	17.2 MB
22.	Marx's Concept of Alienation.	Prof.S.Bhatnagar	14 and 30	17.7 MB
23.	Plato's Concept of An Ideal State	Prof. S.Bhatnagar & Dr.K.K.Anand	11 and 30	14.8 MB
24.	Role of Geography in International Politics	Dr.(Mrs.)Surinder Shukla	12 and 20	12.3 MB
25.	Comparative Study of speaker of Britain and America.	Dr.(Mrs) S.Wasudev	12 and 00	15.1 MB
26.	Conflict Between Fundaental Rights and Directive Principles.	Dr.(Mrs) S.Wasudev	12 and 25	9.14 MB
27.	Political Participation	Prof.S.Bhatnagar & Dr. K.K. Anand	17 and 00	19.9 MB
28.	Role of State in Nation Building.	Mrs. A. Rangi	12 and 45	14.6 MB
29.	Parliamentary System in India.	Dr.(Mrs) S.Wasudev	15 and 00	17.6 MB
30.	Amendment Procedure of India Constitution.	Dr.(Mrs) S.Wasudev	15 and 00	17.8 MB



31.	Gandhi's Non Violence.	Dr. K.K.Anand	13 and 00	14.4 MB
32.	Decision Making Approach.	Dr. K.K.Anand	15 and 00	18.0 MB
33.	Samanta Ate Swatantrata Vich Apsi Sambandh.	Mrs. Shalinder Dhillon	15 and 30	18.5 MB
34.	Politics As the Study of Power.	Mrs, Amarjit Rangi	14 and 30	16.9 MB
35.	Legacies of Constitution and Political System.	Dr.(Mrs) S.Wasudev	14 and 15	16.7 MB
36.	Social Practice and its impact on India Political System	Prof. S.Bhatnagar & Dr. K.K. Anand	13 and 00	15.9 MB
37.	Thomas Hobbs - An Introduction.	Dr.(Mrs) S.K.Shukla	15 and 00	17.9 MB
38.	Crisis of Legitimacy and Political Development.	Mrs. Amarjit Rangi	14 and 00	15.0 MB
39.	Determinants of Voting Behaviour in India.	Dr.(Mrs) S.Wasudev	14 and 00	17.6 MB
40.	Justice	Dr.(Mrs) S.Wasudev	13 and 00	19.3 MB
41.	Plato's His Philosophy	Dr.(Mrs.) S.K Shukla	13 and 00	14.7 MB
42.	Plato's Theory of Education	Dr.(Mrs.) S.K Shukla	10 and 00	11.3 MB
43.	Neo - Colonialism	Dr.(Mrs.) S.K Shukla	13 and 00	14.4 MB
44.	The Role of Castes in India Politics	Prof. S.Bhatnagar & Mrs. A. Rangi	14 and 00	16.1 MB
45.	Voting Behaviour - A Comparative Study of U.S.A & Japan	Mrs. Shalinder Dhillon	15 and 00	17.8 MB

### History

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Harsha Ki Safaltayen.	Dr.Raja Ram	13 and 15	15.6 MB
2.	Anglo and Sikh Relation.	Dr.(Mrs.) Vanita Khosla	16 and 00	18.3 MB
3.	The Chinese Revolution of 1911.	Dr.Raja Ram	12 and 45	15.1 MB
4.	The Western Impact on China.	Dr.Raja Ram	13 and 10	15.4 MB
5.	Nazism in Germany.	Dr.(Mrs.) Manju Malhotra	16 and 00	18.7 MB
6.	The Deccan Policy of the Mughals	Dr.Parmod Sangar	15 and 30	18.4 MB
7.	Fahien Ka Bharat Vivran	Dr. Parmod Sangar	11 and 20	13.6 MB
8.	The Cold War.	Dr. Raja Ram	13 and 15	15.7 MB
9.	Bharat Ke Swantantrata Sangram Main Gandhi Ka Yogdan.	Mr. V.P.Kailani	12 and 30	14.3 MB
10.	Open Door Policy	Dr. Raja Ram	13 and 00	16.5 MB
11.	Act of 1919	Dr. Parmod Sangar	11 and 00	12.7 MB
12.	Harding's Policy toward Punjab.	Dr.(Mrs.) Vanita Khosla	9 and 00	10.9 MB
13.	Role of Bhairam Khan.	Dr. Parmod Sangar	11 and 00	12.9 MB
14.	Bismark's Foreign Policy from 1870 and 1914	Dr. Parmod Sangar	12 and 00	15.7 MB
15.	Causes of Ist World War	Dr. (Mrs.) Manju Malhotra	16 and 00	30.7 MB
16.	Dyrarchy and its working	Dr. R.K.Arora	13 and 00	14.2 MB



### Economics

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Central Banking Techniques of credit Control.	Mr. K.K. Jindal	14 and 00	14.8 MB
2.	Cooperative movement in India	Mr. R.N Soni	14.13	16.2 MB
3.	Importance of Time Element in The Theory of Value.	Mr.S.B. Prasher & Mrs. Poonam Gupta	11 and 00	11.9 MB
4.	Demand and Elasticity of Demand.	Mrs. Reena Bhasin & Mr. Satish Dewan	14 and 00	13.4 MB
5.	Traditional Agriculture & Its Transformation	Dr.R.N.Soni	19 and 00	20.6 MB
6.	The Capital Formation and Economic Development	Mrs.Reena Bhasin & Mr.Satish K. Dewan.	25 and 00	29.3 MB
7.	New Agriculture Strategy	Dr.R.N.Soni	15 and 00	17.2 MB
8.	Concept of Balanced Vs. Unbalanced Growth	Mrs. Parminder Khanna & Mrs, Reena Bhasin	13 and 00	24.0 MB

### Sociology

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Subject Matter & Scope of Sociology	Dr.(Mrs.) S.Kamra	15 and 30	17.5 MB
2.	Changes in Rural Sociology	Dr.(Mrs.) Madhurima	14 and 00	15.1 MB
3.	The Concept of Social Structure And Its Element.	Dr.Kiran Preet & Dr. S.K.Kamra	17 and 00	20.8 MB
4.	Social Mobility And Its Types	Dr. Kiran Preet	15 and 00	17.6 MB
5.	Caste And Class And Contemporary India	Dr.(Mrs.) S.Kamra	28 and 00	26.5 MB
6.	Sociological Approaches to the Concept of Power.	Dr.S.Kamra & Dr. Madhurima	20 and 00	22.8 MB
7.	Sociology as a Science: Issues and Possibilities	Dr.S.Kamra & Dr. Madhurima	16 and 00	20.2 MB
8.	Changes in Caste and System in India	Dr. Madhurima	15 and 00	17.4 MB
9.	Social Stratification and Race	Dr.S.Kamra	15 and 00	17.2 MB
10.	Development of Self	Dr. Madhurima	13 and 00	15.8 MB
11.	The concept of Social System	Dr. Kiran Preet	16 and 00	20.8 MB
12.	Criteria of Status Evaluation in India	Dr.S.Kamra	15 and 00	19.9 MB
13.	Whether Sociology is a Science or Not?	Dr.S. Kamra & Dr. Kiran Preet.	16 and 00	19.2 MB

## PSYCHOLOGY

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Psychology Today.	Dr.(Mrs.) Saran Kumari Sharma	13 and 45	16.8 MB
2.	Mental Disorders in Modern Life.	Dr.(Mrs.)Saran Kumari Sharma	14 and 30	15.1 MB
3.	Learning Throries.	Dr.(Mrs.) Saran Kumari Sharma	13 and 00	14.4 MB
4.	Reaction Time.	Dr.(Mrs.)Saran Kumari Sharma	15 and 00	17.6 MB
5.	Psychotherapy.	Dr.(Mrs.) Saran Kumari Sharma	14 and 00	16.1 MB
6.	Intelligence Test.	Dr.(Mrs.) Saran Kumari Sharma	13 and 00	15.5 MB
7.	Insight Theory of Learning.	Dr.(Mrs.) Saran Kumari Sharma	13 and 00	13.1 MB
8.	Phobia and A Neurotic Mental Disorder.	Dr.(Mrs.) Saran Kumari Sharma	12 and 00	15.1 MB
9.	Latest Technology in Correspondence Education.	Dr.(Mrs.)Saran Kumari Sharma & Mrs. Neelam Satsangi	14 and 00	16.6 MB

## PHILOSOPHY

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Concept of Philosophy	Prof. (Mrs.) Raj Khanna.	13 and 00	15.0 MB
2.	Nature of Ethics.	Prof.(Mrs.) Raj Khanna	15 and 00	17.4 MB
3.	The Nature of India Philosophy.	Mr. Sudhir Baweja.	13 and 00	15.2 MB
4.	Logic & Scientific Method.	Prof.(Mrs.) Raj Khanna	14 and 00	16.3 MB
5.	The Doctrine of Karma in Indian Philosophy.	Prof. (Mrs.) Raj Khanna.	12 and 00	14.2 MB
6.	Advait Vedant.	Prof. (Mrs.) Raj Khanna.	14 and 00	16.6 MB
7.	The Problems of Mind and Body Relationship	Mr. Sudhir Baweja	13 and 00	14.7 MB
8.	Introduction to India Culture.	Mr. Sudhir Baweja	12 and 00	13.9 MB
9.	The Nature of Interence.	Mr. Sudhir Baweja	12 and 00	14.1 MB
10.	The Proofs For The Existence of God.	Mr. Sudhir Baweja	13 and 00	14.9 MB

### GEOGRAPHY

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Petroleum -The Problem Fuel.	Prof.(Mrs.) Neelam Grover	17 and 00	19.7 MB
2.	Forms of Precipitation	Dr. S.S.Chib & Prof.(Mrs.) Neelam Grover	13 and 00	15.0 MB
3.	Asia - A Continent of Diversities.	Mrs.Harveen Pannu & Prof. (Mrs.) Neelam	13 and 00	14.2 MB
4.	Sanjukt Raj America Bare Mukh Jankari.	Dr. Sodhi Ram &Mr. Avtar Singh Sidhu	15 and 00	16.8 MB
5.	Jwar - Bhatta - Kuchh Prashan.	Dr.S.S.Chib & Mr. Samgra, Singh	14 and 30	15.8 MB
6.	Nakshian Di Mahatta	Mr. A.S.Sidhu & Dr.S.S.Chip	14 and 00	15.8 MB
7.	Relief of the Ocean Floors	Prof. (Mrs.) Neelam Grover & Mrs. Harveen Pannu	13 and 30	16.1 MB
8.	Vayumandal Te Assin.	Mr. A.S.Sidhu & Mr.S.S Rana	13 and 00	15.0 MB
9.	Mitti Ate Isse Nal Sambandhit Samasyawan	Mr. A.S.Sidhu & Dr.S.S Chib	14 and 00	15.6 MB
10.	Mansoon Pavne Aur Unka Bharti Jan Jeevan Par Prabhav.	Dr. S.S.Chib & Mr. S.S.Rana	15 and 00	18.1 MB
11.	Conversation & Preservation of Wild Life.	Dr. S.S.Chib & Mr. A.S.Sidhu		
12.	Kola-Ik Kaala Heera.	Dr. Sodhi Ram & Mr. S.S.Rana	15 and 00	16.8 MB
13.	Sheet Kaleen Varsha: Kaaran Tatha Mahataav.	Mr. S.S.Rana & Prof.(Mrs.) Neelam Grover	17 and 00	19.1 MB
14.	Salinity of Ocean Water - Causes and Effects.	Dr.Sodhi Ram & Mr. S.S.Rana	18 and 00	19.4 MB
15.	Migration & Social, Economic Implication.	Dr. Sodhi Ram & Mr. A.S.Sidhu	16 and 25	18.2 MB
16.	Components of Population Growth.	Dr. Sodhi Ram & Mr. Avtar Singh	14 and 30	14.4 MB
17.	Classification of Resources (Sansadhanan Da Vargikaran)	Dr. Sodhi Ram & Mr. A.S.Sidhu	15 and 00	16.7 MB

### PUBLIC ADMINISTRATION

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Administration of Social Welfare Service.	Dr.Pawan Kumar & Mr.	15 and 00	17.4 MB

		R.K.Sharma		
2.	Dynamics of Policy formulation & implication	Prof Sahib Singh	15 and 45	18.3 MB
3.	Rural Development	Dr.Pawan Kamra	10 and 00	11.5 MB
4.	Challenges of Public Health Admn.	Prof. S.L.Goel	17 and 00	19.2 MB
5.	Method of Data Collection	Dr.Pawan K.Kamra & Mr. Ramesh Paul	13 and 30	15.9 MB
6.	Research Design	Dr.Pawan Kamra	13 and 00	15.4 MB
7.	Performance Budgeting	Prof.B.B Goel &Prof. Sahib Singh	13 and 30	15.8 MB
8.	Decentralization	Prof. B.B Goel &Prof. Sahib Singh	10 and 00	12.3 MB
9.	Delegated legislation	Dr. Pawan Kumar & Mr. Ramesh Paul	14 and 00	15.6 MB
10.	Role of University Grant Commission	Dr.Pawan Kamra & Mr. Ramesh Paul	13 and 00	14.8 MB
11.	Role of Public Enterprises and Economic Development	Prof. Sahib Singh & Prof. B.B.Goel	13 and 00	14.9 MB

#### COMMERCE

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Budgeting - A Technique of Cost Control.	Prof. L.K.Bansal & Dr. R.K. Gupta	12 and 15	13.6 MB
2.	Salient features of Working	Prof. L.K.Bansal	15 and 00	16.9 MB
3.	Capital Management Cenralization Vs. Decentralization	Dr. Satish Amar	15 and 00	15.7 MB
4.	Inflation Accounting	Dr.A.K.Saihjpal	14 and 00	15.7 MB
5.	Price Level Accouting	Prof. L.K.Bansal	19 and 00	24.3 MB
6.	Concept of Depreciating in Accounting	Prof. .K.Bansal & Dr. R.K.Gupta	14 and 00	15.9 MB
7.	Working Capital (Mgt) Accounting	Dr.N.K Aggarwal	22 and 00	31.3 MB
8.	Investment Decisions	Dr.N.K Aggarwal	23 and 00	29.8 MB
9.	Rectification of errors	Dr.R.K.Gupta & Prof. L.K Bansal	15 and 00	16.8 MB

#### DEFENCE STUDIES

Sr. No.	Topic of the Lecture	Name of the Talker/s	Duration Min.sec.	Size
1.	Significance of National Security	Dr. Meena Datta	8 and 13	7.53 MB

[Back to Content](#)

# **Specimen for Certificates and Forms**

## **Form of Application For Grant of Financial Assistance out of the Students Aid Fund**

### **FORM- A**

#### **IMPORTANT NOTES:**

The Candidate must read the following instructions before submitting the 'Student Aid Fund' form at the time of admission for the session 2023-24

- A **Students covered under self-finance courses are not entitled for availing Student Aid Fund**
- B The affidavit duly attested by the Notary is not to be acceptable. Income Certificate from a competent authority which shall mean the Executive Magistrate, Tehsildar or the employer as the case may be is must for availing Student Aid Fund and Photocopy of Bank Passbook of the candidate.
- C Those students who got re-appear in previous examination are not eligible for getting the financial assistance out of Student Aid Fund and charged the required fee from such students.
- D These Students would be eligible for the Student Aid Fund **second time**, if he/she secure at least 50% marks in the previous examination.
- E All those students who have not filled/ submitted the examination form for the session 2023-24 and who left the course in the session are not eligible for getting the financial assistance under 'Student Aid Fund'.
- F Full fee will be charged from the Student Aid Fund at the time of admission and financial assistance will be provided to such students as per income slab.

#### **FOR ADMISSION BRANCH CDOE FOR VERIFICATION OF ADMISSION AND RESULT**

Before the disbursement of Student Aid Fund an UNDERTAKING be obtained from each student of the department that he/she is not availing any scholarship/stipend financial Assistance from the concerned department or any other sources moreover the same is to be certified by the Head of the department.

Name of Applicant \_\_\_\_\_ Man/Woman \_\_\_\_\_ Class \_\_\_\_\_

Enrl. No. \_\_\_\_\_ Session \_\_\_\_\_

**Result:** Previous Class \_\_\_\_\_ Roll No \_\_\_\_\_

Marks \_\_\_\_\_ Out of \_\_\_\_\_ Session \_\_\_\_\_

Dealing Clerk                      Assistant                      Superintendent                      A.R. (Admission)

1. Have you got the benefit of Student Aid Fund, Yes/No \_\_\_\_\_ If Yes, Mention Amount \_\_\_\_\_  
Receipt No \_\_\_\_\_ date \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_ Man/Woman \_\_\_\_\_ Class \_\_\_\_\_  
Enrl.No. \_\_\_\_\_ Previous Rollno and Marks (Sem I/III) \_\_\_\_\_  
Out of \_\_\_\_\_ Session \_\_\_\_\_ Previous Rollno and Marks (Sem II/IV) \_\_\_\_\_  
Out of \_\_\_\_\_ Session \_\_\_\_\_
3. a) Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_  
b) Name of Guardian, if father not alive/self-dependent \_\_\_\_\_

4. Father's/guardian monthly income from all sources\_\_\_\_\_

5. Total Number of dependents on applicant/father/guardian (including oneself) \_\_\_\_\_

6 Details of the Members of Family including the applicant.

Name	Age	Relationship with the applicant	Monthly income if employed	Dependent

7. Total family income\_\_\_\_\_

8. a) Is the applicant drawing any scholarship/financial aid or assistance/stipend from any

Other source, Mention \_\_\_\_\_

b) If so indicate the amount being received, name the sanctioning authority and period up to which tenable:

9. Has the applicant applied for financial assistance /fee concession in the capacity of

i) Brother/sister (if both studying in this department\_\_\_\_\_

ii) Dependent son/daughter or University employee\_\_\_\_\_

iii) Husband/Father permanently disabled or killed during action being member of (strike out which is not applicable).

a) Defence Forces

b) Para Military Forces

iv) Any other capacity \_\_\_\_\_

10. Mention self-Bank Account No\_\_\_\_\_, IFSC Code\_\_\_\_\_and PassBook/self Account Photocopy along with form.

(Signature and address of the applicant)

\_\_\_\_\_  
\_\_\_\_\_

Date\_\_\_\_\_

Mobile No. \_\_\_\_\_

**FOR OFFICE USE ONLY**

Certified that the above Sr. No. 1 to 10 particulars have been verified and found correct.

i) Total number of dependents\_\_\_\_\_ ii) Total family members\_\_\_\_ iii) Eligible/not Eligible\_\_\_\_\_

Dealing Clerk

Assistant

Superintendent

Asstt.Registrar

Director, CDOE

## FORM- B

**A Format of an affidavit on a stamp paper worth Rs. 20/- duly attested by 1st class Magistrate, to be obtained from the parents of the girl child. Specimen of affidavit for single girl child category is as under:**

<b>*SPECIMEN OF AFFIDAVIT BY PARENTS FOR ONLY GIRL CHILD CATEGORY</b>	
I _____ (name) father/mother of Miss _____ (full address to be given)	
resident of _____ do hereby, solemnly declare and affirm as under:—	
1. That I am a citizen of India.	
2. That Miss _____ born on _____ is girl child of the deponent.	
3. That the deponent has no male child.	
4. That the deponent has the following children and none else:	
(i) Name	(ii) Sex (iii) Date of Birth
5. That neither the deponent nor a forenamed girl child of the deponent have obtained/availed the benefit granted under this category, in this University/Institute including its affiliated colleges.	
Place:	Deponent
Dated:	
<b><u>VERIFICATION</u></b>	
Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.	
Place :	Deponent
Dated :	

## FORM- C

### **Very Important Note:**

**Students are advised to send the following certificate with each entry/article for various contests and CDOE Magazine.**

### **CERTIFICATE OF ORIGINALITY**

I \_\_\_\_\_ S/o/D/o \_\_\_\_\_ Student of  
Class \_\_\_\_\_ Enrolment No. \_\_\_\_\_ of the Centre for Distance and Online  
Education, Panjab University, Chandigarh, hereby certify that this entry for Competition/Magazine for 2023-  
24 entitled \_\_\_\_\_ is my original  
composition which has not been published anywhere earlier.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Enrl.No. \_\_\_\_\_

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

Date :

Place:

## FORM- D

### **CHARACTER CERTIFICATE**

Certified that student \_\_\_\_\_ son/daughter of  
Shri \_\_\_\_\_ bears a good moral character.

\_\_\_\_\_  
Name of attesting authority  
(in Block Letters) Institution last attended with date and office seal

\_\_\_\_\_  
Signature of Gazetted Officer/Sarpanch/Head of the

**AFFIDAVIT/UNDERTAKING TO BE SUBMITTED BY THE SC STUDENTS OF PUNJAB STATE AT THE TIME OF ADMISSION**

I \_\_\_\_\_ Son of/Daughter  
\_\_\_\_\_ Sh. \_\_\_\_\_ Smt. \_\_\_\_\_  
\_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly  
affirms and declares as under:-

- i. That I have take admission in \_\_\_\_\_ (Class) vide Registration No. \_\_\_\_\_, Enrolment No. \_\_\_\_\_ in the Institute/Dept. of \_\_\_\_\_ Panjab University, Chandigarh for the Session 2023-24.
- ii. That I belong to Scheduled Caste category of Punjab State.
- iii. That I have not taken admission in any other course in the session 2023-24.
- iv. That I have not applied for Post Matric Scholarship in other course in 2023-24.
- v. That the annual family income of my parents /guardian from all sources is less than Rs. 2.5 lac.
- vi. That I want to avail the benefit of Post Matric Scholarship Scheme of Govt. of Punjab as per norms.
- vii. That I am not availing and availed any PMS for the same course (UG or PG)
- viii. That I shall submit the prescribed Post Matric Scholarship duly filled form along with supporting documents before due date as per my eligibility in the \_\_\_\_\_ course (UG or PG).
- ix. **For students studying in Self Finance Courses:** that I shall deposit the balance fee of Rs. \_\_\_\_\_ (figure) and \_\_\_\_\_ (in words) (to be filled in by the concerned department) to my department immediately within 30 days after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Government, **failing which I shall be liable to pay balance fee with late fee charges as per University norms.**

**AND**

**For students studying in Normal Courses:** that I shall deposit the entire admission fee including Examination Fee. of Rs. \_\_\_\_\_ (in figure) and \_\_\_\_\_ (in words) (to be filled in by the concerned department) to my department after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Government within 30 Days, **failing which I shall be liable to pay balance fee with late fee charges as per University norms.**

Deponent

Signature of Parents/Guardian

**DECLARATION /VERIFICATION**

Certified that, I \_\_\_\_\_ S/o, D/o Sh./Smt. \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare that the information /particulars given above are correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated: \_\_\_\_\_

Deponent



**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
PANJAB UNIVERSITY, CHANDIGARH**

**Application for refund of Tuition/Examination Fee/Excess Amount, if any**

**A. Particulars of the Applicant:**

1. Name.....2. Father's Name.....(In Capitals)
3. Class.....4. Session.....5. Enrollment No.....
6. University Receipt No (Attach Fee Slip).....Dated..... Amount.....  
(with which the amount was deposited)
7. Applicant Bank A/C No. ....IFSC Code .....  
(Attach Passbook page bearing Account No and IFSC Code)
8. Amount of refund claim: Rs.....(Rupees.....)
9. Reason for claiming refund

.....  
.....

Address of the Applicant /Candidate

.....

.....

Signature of the Applicant

.....

Dated.....

Phone /Mobile No.....

**B. (For use by the Department)**

- I.** 1. The particular at 'A' above have been  
Checked and found correct.  
2. The claim is in order.  
3. Remarks regarding admissibility of the Refund  
Claimed .....  
4. The refund of Rs..... may  
be allowed.

- II.** 1. The library membership No.....  
of the applicant has been cancelled.  
2. Nothing is due from the Applicant.

- 1.DMC  
2.Sanction  
3. Income Register

Fee Clerk/Asstt.Supt.

A.R.C.S./Director

Library Clerk

Librarian

**C. Remarks by the fee checking Section (CDOE)**

Fee Rs.....received vide Receipt No.....

Dated..... against enrollment No..... has been verified.

Tuition fee verification Clerk

Assistant Accounts

**D. Pay order by Accounts Branch**

Pay Rs.....  
Budget Head.....  
Refund.  
Budget Provision Exists.....

Clerk

Asstt.

Supdt.

**Pay order by Audit**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
PANJAB UNIVERSITY, CHANDIGARH  
SESSION – \_\_\_\_\_**

**Application for refund of Library Security**

**A. Particulars of the application:**

1. Name.....2. Father's Name..... (In Capitals)
3. Class.....4. Session.....5. Enrolment No.....
6. University Receipt No.....Dated..... Amount.....  
(With which the amount was deposited)
7. Amount of refund claim: Rs..... (Rupees.....)
8. Reason for claiming refund  
.....  
.....

9. Bank A/C No. ....Name of the Bank .....  
IFSC Code .....(Attach the photocopy of first page of Bank Passbook)  
Address of the Applicant  
.....  
.....  
.....

..... Signature of the applicant  
..... Dated.....  
Phone /Mobile No.....

**B. (For use by the Department)**

- I**
1. The particular at 'A' above have been Checked and found correct.
  2. The claim is in order.
  3. Remarks regarding admissibility of the refund Claimed.....  
.....
  4. The refund of Rs..... may be allowed.

Asstt.Suptd.A.R.(CDOE) Director

**C. Pay order by Accounts Branch**

Pay Rs.....  
Budget Head ...“Library Security”.....  
Budget Provision Exists.....” Yes” .....

**Clerk Asstt, Supdt,**

- II**
1. The Library Membership No..... of the applicant has been cancelled
  2. Nothing is due from the Applicant.

Sr.Asstt./Library Clerk Asstt. Librarian

**Pay order by Audit**

**Pay Order Verified**



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