USOL
PROSPECTUS

Session 2011–12

University School of Open Learning
Panjab University
Chandigarh

PU ANTHEM

तमसो मा ज्योतिर्गमय:
तमसो मा ज्योतिर्गमय:
तमसो मा ज्योतिर्गमय:
तमसो मा ज्योतिर्गमय:
पंजाब विश्वविद्यालय
तेरी शान – ओ शौकत सदा रहे
मन में तेरा आदर मान
और मोहब्बत सदा रहे
पंजाब विश्वविद्यालय
तेरी शान – ओ शौकत सदा रहे
तू है अपना भविष्य विधाता
पंख बिना परवाज़ सिखाता
जीवन पुस्तक रोज़ पढ़ा कर
सही गलत की समझ बढ़ाता
जीवन पुस्तक रोज़ पढ़ा कर
सही गलत की समझ बढ़ाता
तेरी जय का शंख बजायें
रौशन तारे बन जायें
वखरी तेरी शोहरत
तेरी शोहरत सदा सदा रहे
पंजाब विश्वविद्यालय
तेरी शान – ओ शौकत सदा रहे
पंजाब विश्वविद्यालय
तेरी शान – ओ शौकत सदा रहे
तमसो मा ज्योतिर्गमय:
तमसो मा ज्योतिर्गमय:

Tamso Ma Jyotirgamaya:
Tamso Ma Jyotirgamaya:
Tamso Ma Jyotirgamaya:
Tamso Ma Jyotirgamaya:
Panjab Vishaw Vidyalaya
Teri shaan-o-shauqat sada rahe
Mann mein tera aadar maan
Aur mohobbat sada rahe
Panjab Vishaw Vidyalaya
Teri shaan-o-shauqat sada rahe
Tu hai apna bhavishya vidhata
Pankh bina parwaaz sikhata
Jeevan pustak roz padha kar
Sahi galat ki samajh badhata
Jeevan pustak roz padha kar
Sahi galat ki samajh badhata
Teri jai ka shankh bajaycin
Roshan tare ban jaaycin
Vakhari teri shohrat
Teri shohrat sada sada rahe
Panjab Vishaw Vidyalaya
Teri shaan-o-shauqat sada rahe
Panjab Vishaw Vidyalaya
Teri shaan-o-shauqat sada rahe
Tamso Ma Jyotirgamaya:
Tamso Ma Jyotirgamaya:

Ragging is strictly Prohibited/Punishable under Law.
Guilty will be punished with Fine and /or Expulsion from Hostel/Universtiy.

University is Smoke Free Campus. Smoking and Drug abuse is prohibited.

To keep the Campus Clean and Environment Friendly, we promote walking instead of motoring. Avoid polythene bags and littering.

HELP LINES (USOL)

ADMINISTRATIVE WING

Chairperson's Office	0172-254-1143
	0172-253-4301
Reception/Enquiry	0172-253-4302
Deputy Librarian	0172-253-4303
Asstt. Registrar (Admissions)	0172-253-4305
Supdt. (Admissions)	0172-253-4308
Asstt. Registrar (Printing)	0172-253-4307
Supdt. (Printing & Mailing)	0172-253-4310
P.C.P. Enquiry	0172-253-6152

Please address your queries/complaints to :

PROFESSOR (MRS.) NEELAM GROVER
Chairperson
University School of Open Learning
Panjab University
Chandigarh - 160 014

E-mail : usol@pu.ac.in
Fax No. 0172-2541143

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Professor R.C. Sobti
Vice-Chancellor
PANJAB UNIVERSITY
CHANDIGARH, India 160 014

Message

It is a matter of great satisfaction for me that the University School of Open Learning is bringing forth its prospectus for the academic session 2011 - 2012.

Completing 40 years of imparting distance education, USOL (formerly Department of Correspondence Studies) has provided thousands the opportunity to education by enabling them to study at their own place and time, giving them the freedom to learn while they earn accessible and affordable quality higher education and fulfill their other responsibilities and commitments.

In a nation where higher education goals are still to be met, distance learning has a fundamental role to play and is today recognized as an accepted and indispensible part of the mainstream education system. In this context the USOL has played a pivotal and pioneer role towards the fulfilment of Panjab University's societal commitment towards creating a knowledge society. In addition to offering conventional undergraduate and postgraduate courses, USOL offers a wide array of professional, innovative and value oriented courses. The highly qualified research oriented faculty and efficient staff at USOL consistently strives to provide quality education to all aspirants. Equipped with an excellent library, a computer lab and an education media centre, it helps to bring all distance learners onto a platform where they can aspire, achieve and fulfill their dreams of gaining higher education to keep abreast of the latest developments and innovations in information and communication technology, which has given a great impetus to distance learning to reach more and teach more. USOL too has started working towards the digitization and On-line dissemination of its study material.

I extend my best wishes and blessings to the students who are seeking admission to the University School of Open Learning and welcome them to prepare for their splendid career ahead.

R.C. Sobti
Vice-Chancellor

Professor (Mrs.) Neelam Grover
Chairperson
PANJAB UNIVERSITY
CHANDIGARH, India 160 014

Message

It gives me immense pleasure to welcome you as a student of University School of Open Learning (USOL), Panjab University. I express my admiration for your initiative to avail the opportunity for education through USOL.

Established in 1971 as the Directorate of Correspondence Courses, this year USOL completes 40 years of imparting education through distance mode. A pioneer institute, the USOL has taken education beyond the four walls of the University to address the needs of people from all walks of life. Education defines destiny. Therefore in reaching out to all those who were unable to continue formal regular higher education, the USOL provides the opportunity to all to study at their convenience, at a place and time of their choice while working or attending to other responsibilities and fulfill their desires and aspirations. Distance learning is not only spreading its wings to encompass more learners, but is now catering to the quest for knowledge, self improvement, empowerment and enhanced employability. In addition to the conventional undergraduate and post-graduate courses, the USOL offers professional, innovative and value added courses to cater to the needs of an emerging knowledge society.

I am sure, a dedicated, research oriented faculty, efficient staff and student support services will make learning at USOL an enriching experience for you. As you study the courses of your choice to enhance your educational qualifications and improve your future prospects, I assure you that we will always be there to address your problems, academic or administrative and guide you onto a bright, enriched and successful future.

Wishing you great success in your endeavor.

Neelam Grover
Professor and Chairperson

IMPORTANT INFORMATION FOR IMMEDIATE ATTENTION

I. (i) ANNUAL SYSTEM: LAST DATE FOR RECEIPT OF ENROLMENT FORM FOR UNDER GRADUATE CLASSES AND DIPLOMA/CERTIFICATE COURSES (EXCEPT B.Ed. I and PGDIB)

(a)	Without late fee	:	7th September, 2011 (Wednesday)
(b)	With late fee of Rs.500/-	:	5th October, 2011 (Wednesday)
(c)	With late fee of Rs.1500/- (with the permission of the Chairperson)	:	7th December, 2011 (Wednesday)
(d)	With late fee of Rs. 15000/- & late examination fees as per University rules (with the permission of the Vice-Chancellor)	:	30th December, 2011 (Friday)

(ii) SEMESTER SYSTEM : LAST DATE FOR RECEIPT OF ENROLMENT FORM FOR POST-GRADUATE CLASSES AND PGDIB [EXCEPT M.Ed. I and M.B.A. (Off Campus)]

(a)	Without late fee	:	31st August, 2011 (Wednesday)
(b)	With late fee of Rs.500/-	:	30th September, 2011 (Friday)*
(c)	With late fee of Rs.1500/-	:	14th October, 2011 (Friday)
(d)	With late fee of Rs. 15000/- (with the permission of the Vice-Chancellor)	:	30th October, 2011 (Sunday)

II. Students' Support Services

(a)	Last date for receipt of application for fee concession	:	25th November, 2011 (Friday)
(b)	Last date for receipt of applications for assistance out of Students Aid Fund.	:	14th December, 2011 (Wednesday)

III. Schedule for the Academic Calender for USOL, Panjab University for Annual/Semester System of Examination for the session 2011-2012.

i)	Autumn Break	:	03-10-2011	to	05-10-2011
ii)	End Semester Examination (1st and 3rd Semester)	:	28-11-2011	to	15-12-2011
iii)	Semester Vacation (Winter Break)	:	16-12-2011	to	01-01-2012
iv)	Annual Examination starts from				
•	B.A./B.Com. I, II, III	:	02-04-2012		
•	B.Ed./M.A./M.Com./MFC/M.Ed. I, II	:	04-04-2012		
•	Diploma/B.Lib.Sc.	:	16-04-2012		
v)	End Semester Examination (2nd and 4th Semester)	:	17-05-2012	to	30-05-2012
vi)	Summer Vacation (Tentative)	:	31-05-2012	to	08-07-2012

IV. It is in your own interest to pay the fee in lumpsum, as it will absolve you not only from the payment of late fee but also from a number of other administrative difficulties. However, you can seek admission on payment of prescribed minimum fee as specified in the Prospectus. Balance of fee if any has to be paid by **7th Nov.□2011 for Semester System and 16th January□2012 for Annual System. No intimation of balance fee will be sent by the USOL separately**

V. Last date for submitting Articles/entries for : 15th January, 2012

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Please address your querries and complaints to :

Professor (Mrs.) Neelam Grover
Chairperson
University School of Open Learning
Panjab University CHANDIGARH - 160014

E-mail : *ch_usol@pu.ac.in*
FAX No. : *0172-2541143*
Website : *www.puchd.ac.in*

UNIVERSITY SCHOOL OF OPEN LEARNING PANJAB UNIVERSITY CHANDIGARH

The Panjab University established the University School of Open Learning (Formerly Department of Correspondence Studies) in 1971 to take the munificence of University Teaching beyond the four walls of the University.

Since its inception, the USOL has grown over the years, from an under-graduate to post-graduate institute. Students enrolled for its courses have to undertake same curriculum and same examination as is provided by the other Departments of Panjab University.
Housed in a sprawling building on the campus, the USOL offers wide range of courses, both traditional and job oriented, to those who wish to improve and enhance their academic qualifications. The USOL has on its rolls highly qualified faculty which is actively engaged in imparting distance education and in research. The USOL is open on all working days (Monday to Friday) from 9.00 a.m. to 5.00 p.m.

LIST OF COURSES

A. Bachelors' Degree Courses

1. B.A.I, II & III (10 + 2 + 3 Scheme)
2. B.Com. I, II & III (10 + 2 + 3 Scheme)
3. Bachelor of Library & Information Science (One Year Course)
4. Bachelor of Education (B.Ed. I & II) (For in-service teachers only, Annual System)

B. Master's Degree Courses (i) Part I (Semester System)
(ii) Part II (Annual System).

1. M.A.

(i)	English	(v)	History
(ii)	Hindi	(vi)	Political Science
(iii)	Punjabi	(vii)	Public Administration
(iv)	Economics	(viii)	Sociology

2. Master of Finance & Control (M.F.C.)-Part I (Semester System), Part II Annual System.
3. Master of Commerce (M.Com.)-Part I (Semester System), Part II Annual System.
4. Master of Education (M.Ed.), through entrance test (for in-service teachers only)Semester System*.
5. M.B.A. (Off Campus) (Semester System)*

C. Diplomas/Certificate Courses.

1. Post Graduate Diploma in International Business (Off Campus) Semester System
2. Post Graduate Diploma in Computer Applications
3. Post Graduate Diploma in Human Rights & Duties
4. Post Graduate Diploma in Health, Family Welfare and Population Education
5. Post Graduate Diploma in Library Automation & Networking
6. Post Graduate Diploma in Mass Communication
7. Post Graduate Diploma in Statistics
8. Advance Diploma in Naturopathy & Yoga
9. Diploma in Photography
10. Certificate Course in Vivekananda Studies
11. Certificate Course in Women Studies

**Admission through Entrance Test (for details check web site : www.puchd.ac.in)*

KNOW YOUR FACULTY

Chairperson

Professor (Mrs.) Neelam Grover

B.A. (Hons.), M.A., Ph.D.

COMMERCE

Professors

1. Prof. Lalit K.Bansal, M.Com., Ph.D., A.D.T. Ph. 253-4323
2. Prof. R.K .Gupta, M.Com., LL.B., Ph.D., A.D.T Ph. 253-4304

Associate Professor

1. Dr. (Mrs.) Geeta Mangla Bansal, M.Com., Ph.D., (Gold Medalist) Ph. 253-4985

Assistant Professor

1. Sh. J. S. Rathor M.Com. , M.A. Pub. Admn.(Panjab),PGDMM, PGDHRM(IGNOU), SRF(UGC),ADLI(IRDA). Ph. 253-4998

Re-employed faculty

1. Prof. Sushil K. Nayyar, M.Com., M.Phil., LL.B., Ph.D. Ph. 253-4998
2. Surinder K. Gopal, M.Com., LL.B. Ph. 253-4323

DEFENCE STUDIES

Associate Professor

1. Dr. (Ms.) Meena Dutta, M.A., Ph.D. Ph. 253-4313

ECONOMICS

Associate Professors

1. Dr. (Mrs.) Reena Bhasin, M.A., M.Phil., Ph.D. Ph. 253-4391
2. Mrs. Poonam Goel, B.A. (Hons. School), M.A. Ph. 253-4393

Asstt. Professors

1. Mrs. Sangeeta Malhotra, M.A., M.Phil. Ph. 253-6131
2. Dr.(Mrs.) Harsh Gandhar, M.A, Ph.D. Ph. 253-6131

Re-employed faculty

1. Prof. (Mrs.) Perminder Khanna, M.A., M.Phil., Ph.D. Ph. 253-6128
2. Dr. S.B Prasher , M.A., Ph.D. Ph. 253-6131

EDUCATION

Associate Professor

1. Dr. Kuldip Puri, M.A., M.Ed., Ph.D. Ph. 253-4314

Asstt.Professors

1. Dr (Mrs.) Manju Gera Dhingra, M.Sc. (Hons), M Ed, Ph.D.
2. Dr. (Mrs.) Mamta Garg, M.Sc.(Hons.), M.Ed., Ph.D.
3. Dr Ram Mehar, M.A., M.Sc., M.Ed.(Edu. Tech.), Ph.D.
4. Dr.(Mrs.) Supreet Kaur, M.A., M.Ed., Ph.D.
5. Dr.(Mrs.) Kuljeet Kaur, M.A., M.Ed., Ph.D
6. Dr. Jatinder Grover, M.Sc., M.Ed., Ph.D
7. Mr. Jeesu Jaskanwar Singh, M.Sc.(Hons.),M.Ed., M. Mass Comm.
8. Mrs. Upasna Thaplyal, M.Sc., M.Ed. (for academic session 2011-12)
9. Mrs. Gurpreet Kaur, M.A., M.Ed. (for academic session 2011-12)

ENGLISH

Associate Professors

1. Miss Kiran Garg, M.A ., M.Phil. Ph. 253-6195
2. Dr. (Mrs.) Praveen Sharda, M.A., M.Phil. Ph.D Ph. 253-6195

Re-employed faculty

1. Mr. Swaran Singh, M.A. Ph. 253-6149

GEOGRAPHY

Professor

1. Prof.(Mrs.) Neelam Grover, B.A.(Hons.), M.A., Ph.D. Ph. 253-4301

Associate Professor

1. Mrs. Harveen Pannu, B.A.(Hons.),M.A., M.Phil. Ph. 253-4327

Re-employed faculty

1. Mr. S.S. Rana, M.A. Ph. 253-6139

HINDI

Professor

1. Prof. (Miss) Yojna Rawat, M.A., Ph.D., LL.B. Ph. 253-4320

Associate Professor

1. Dr.(Mrs.) Neeru, M.A., Ph.D. Ph. 253-4312

HISTORY

Professor

1. Prof. (Mrs.) Manju Malhotra, B.A.(Hons.), M.A., Ph.D. Ph. 253-6139

Associate Professors

1. Dr. (Mrs.) Vanita Khosla, B.A.(Hons) M.A., Ph.D. Ph. 253-6146
2. Dr Sheena Pall M.A., M.Phil., Ph.D. Ph. 253-4329

MATHEMATICS

Re-employed faculty

1. Dr. Ram Avtar Yadav, M.A., Ph.D. Ph. 253-6174

PHILOSOPHY

Tutor-cum-Curator

1. Mr. Sudhir Kumar Baweja, M.A., M.Phil., Diploma in Translation Ph. 253-4331

POLITICAL SCIENCE

Professor

1. Prof. (Mrs.) Surinder Kler Shukla, M.A., Ph.D. Ph. 253-4396

Associate Professor

1. Dr. Emanual Nahar, M.A., B.Ed., M.Phil., Ph.D. Ph. 253-4396

Re-employed faculty

1. Mrs. Amarjit Rangi M.A., M.Phil. Ph. 253-4332

PSYCHOLOGY

Re-employed faculty

1. Prof. (Mrs.) Saran Kumari Sharma., M.A., M.Ed., Ph.D. Ph. 253-4333

PUNJABI

Professor

1. Prof.(Mrs.) Jaspal Kaur Kaang, M.A., M.Phil., Ph.D. Ph. 253-4319

Re-employed faculty

1. Mr.Tarlochan Singh M.A., M.Phil, Diploma in Translation (English to Punjabi) Ph. 253-6126

PUBLIC ADMINISTRATION

Professors

1. Prof. Vijay Rattan, M.A.(Pub.Admn.), Ph.D., M.Phil (Pub.Admn.), B.J. (Journalism), B.Sc. (Non-Med.) Dip. in United Nations, Post-Graduate Diploma in Gandhian Philosophy, C.I.C., F.I.A.M. Ph. 253-4278
2. Prof Swinder Singh , M.A., M.Phil., Ph.D., M.B.A. Ph. 253-4311

Re-employed faculty

1. Prof. Pawan Kumar Kamra, M.A., Ph.D. Ph. 253-6133
2. Prof. R.K Sharma M.A, Ph.D. Ph. 0172-2534342
3. Mr. Ramesh Pal, M.A. Ph. 253-6133

SOCIOLOGY

Associate Professor

1. Dr. (Mrs.) Madhurima Mahajan, M.A., Ph.D. Ph. 253-4316

STATISTICS

Associate Professor

1. Dr. Ravi K. Mahajan, M.Sc., M.Phil., Ph.D., P.G.D.D.E. Ph. 253-4279

ADMINISTRATIVE OFFICERS AT YOUR SERVICE

Assistant Registrars

1. Mrs. Amita Bansal 253-4306
2. Mrs. Sangeeta Datta Ph. 253-4307
3. Mr. Milkhi Ram Ph. 253-4305

P.A to Chairperson

1. Mrs. Ranjana Ph. 253-4301

Superintendents

1. Mr. Avtar Singh Ph. 253-4308
2. Mrs. Indira Rani Ph. 253-4310
3. Mrs.Harjit Kaur Ph. 253-4308
4. Mr. Vijay Singh Ph. 253-4308
5. Mrs. Swaranjeet Kaur Ph. 253-4309

Deputy Librarian

1. Mr. Pradeep Kumar, B.Sc., M.A., M.Lib.Sc. Ph. 253-4303

Scientific Officer(Electronics)

1. Mr. Sunil Dutt, A.M.I.E. (Electronics & Communication), Master of Mass Communication. Ph. 253-4303

Scientific Officer(Cartography)

1. Mr. Jagan Nath Dhiman, B.A. (Hons.), M.A., M.Phil. (Geog) Ph. 253-4327

Production Supervisor & Incharge Computer Lab.

1. Mr. R.K. Kashyap Ph. 253-4302

Note: For Environmental Education contact**:-**

Professor

1. Prof.(Mrs.) Neelam Grover, B.A.(Hons.), M.A., Ph.D. Ph. 253-4301

Associate Professor

1. Mrs. Harveen Pannu, B.A.(Hons.),M.A., M.Phil. Ph. 253-4327

Re-employed faculty

1. Mr. S.S. Rana, M.A. Ph. 253-6139

WHO CAN SEEK ADMISSION

(A) Admission to the University School of Open Learning shall be open to any Indian National who resides in any part of India or temporarily stays in a foreign country and who satisfies the admission requirements.

(B) Foreign Nationals working in the foreign missions in India and their dependents residing with them, subject to the condition that before submitting their admission forms they are required to obtain Eligibility Certificate from the Registrar, Panjab University, Chandigarh - 160014.

(C) Such foreign students who have already passed B.A. /B.Com. Part-I or II or M.A. Part I Examination from this University as students of the University School of Open Learning, shall be allowed to complete the remaining parts of these integrated courses through the USOL even while staying in their respective countries, subject to the number of chances available in the respective examinations as provided in the Regulations.

(D) The candidates who have passed First/Second semester of M.A./M.Com. examination (Under Semester System) or have been placed under Re-appear in first/second semester cannot join M.A./ M.Com.II (Annual System) in the USOL.

(E) A candidate whose result has been declared late by the Panjab University or clears/gets compartment due to Re-evaluation of Answer books, can seek admission within 10 working days of the communication of the result (For April Examination only).

(F) A candidate who has passed his/her Ist year or 2nd year examination of B.A./B.Com. course conducted by another University/College affiliated to another University in India under specific authorisation by the University concerned, be allowed to migrate to University School of Open Learning in the 2nd Year/3rd Year class of the respective course on the condition that such a candidate will have to clear the deficient subject/s, if any, within the permissible chances, as prescribed under the University Regulations.

(G) **Admission to the various courses offered by the USOL will be provisional** subject to confirmation by the Panjab University. If on verification, it is found that a candidate does not fulfil the eligibility conditions, his/her candidature will be cancelled and he/she will have no claim whatsoever against the USOL. The candidates are, therefore, advised in their own interest to go through the eligibility conditions carefully and make sure of their eligibility before submitting their Enrolment / Examination Admission Forms.

(H) Compartment candidates of other Universities are not eligible to join any class of this University.

(I) The concession of 5% marks for admission to various courses to S.C./S.T. will not be given to the students who have been placed under compartment in +2 examination conducted by the recognised Board/Body/Council.

(J) Study of vocational subjects/courses is not permitted to the students of USOL.

(K) A candidate is allowed to appear in two examinations simultaneously, i.e. one for improvement and one regular full-time course, in addition to a Certificate/Diploma/Advanced Diploma course offered in the evening session, being pursued by him/her as a regular student/private candidate of the University Teaching Department/USOL/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.

IMPORTANT GENERAL INSTRUCTIONS

1. Whenever a candidate visits USOL for any purpose he/she is required to bring his/her Enrolement-cum-Identity Card issued by the USOL at the beginning of the Academic Session.

2. All types of enquiries can be made from the Reception/ Enquiry Counter or on the telephone number 0172-2534302 of the USOL. Enquiries can also be made on Help Lines as mentioned in the Prospectus.

3. No student of University School of Open Learning can opt for Physical Education as a subject except for B.Ed. Course.

4. The subjects of Home Science, Computer Science & Psychology involve practicals. If any student offers either of these subjects he/she will have to produce certificate of completion of practical work from the Principal of any college affiliated to any university recognised by UGC latest by 15th March, 2012 at his / her own level. A student cannot offer two such subjects in which certificate of practical work are required.For Psychology a student has to attend practical classes in the Department of Psychology, USOL.

5. A student of USOL can offer only one option/subject other than those in which reading materials are provided. He/she shall have to prepare such subject on his/her own because no reading material will be provided by the USOL.

6. The Candidate should mention the option in the Enrolment Form as well as in the Examination Form positively. If any student does not fillup the option of the paper at the time of Admission, his/her option of that paper may be treated as in which USOL imparts the Instructions in the paper/option.

7. **Change in Subject/Medium of Instruction/Option/Faculty :**

   (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 joining whichever is later. For USOL student, the session may be deemed to have commenced with effect from the last date on which the introductory lesson is mailed to the student by the USOL. Only such lessons shall be sent to the candidate as may become due after the change has been permitted.

   (ii) (a) 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/faculty up to Nov. 30-2011 as under :-

   1. Change of subject/medium of instruction/option. ..... Rs 15
   2. Change of faculty. ..... Rs 25

   (b) In case no instruction is provided by this Department in the subject/option to which the change has been permitted, the student shall have to prepare the same on his/her own and the USOL shall not provide any guidance or reading material to the student on that subject/option.

Special provision for Post-Graduate Classes

With the prior sanction of the USOL a student may be allowed within one month of the commencement of the session or within one month of the date of joining whichever is later, at his own risk and responsibility,to prepare one option on his own, instructions in which will not be imparted by the USOL

In the case of M.A. Public Administration change of option within the Group in which a candidate is enrolled shall only be allowed. Such a change would not entitle a candidate to offer a Group as a whole in which instruction is not imparted by the USOL.

In case a student wants to change his/her subjects/options/exams, he/she will be allowed to do so within one month of his/her joining the USOL. In case his/her application for the same is received after the expiry of that period, he/she will be charged an additional fee of Rs. 150/-. No application for the change of subject/option will be entertained after 18-11-2011 (for annual system) under any circumstances.

8. Environment Education is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year, Second Year or in Third Year of the Course, failing which the Degree will not be issued.

9. The Syndicate in its meeting dated 30-4-2004 has decided that the examination conducted by the Bihar Intermediate Education Council be recognised for admission to various courses.

10. The candidates sending their fee through Bank Draft are advised to remit the same drawn on State Bank of India, Sector-14, Chandigarh, in favour of the **Registrar Panjab University Chandigarh** and not in favour of the Chairperson, University School of Open Learning, P.U., Chandigarh. However, students should send the Enrolment / Examination Form and draft to the Chairperson, University School of Open Learning, P.U., Chandigarh-160014 under Registered Cover / Speed Post.

11. Please fill up all columns of the form with your own handwriting giving full details with proof thereon. In case any relevant information is withheld, the candidature shall be cancelled.

12. The Enrollment Form and the Examination Form should mention the sameExamination Centre as opted by you.

13. The candidate of USOL will not be issued Roll No. in case he/she is a defaulter of fee which is more than Rs.500/-.

14. The balance of fee, if any, will have to be paid by 7th Nov., 2011 for Semester System and 16.01.2012 for Annual Examination Courses after which the candidate would be liable to pay a late fee of Rs. 965/-, if the balance of fee is more than Rs. 1000/-. No intimation of balance fee will be sent by the USOL.

15. 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.

16. **Those students who took admission in B.A. Part I B.Com. Part I and M.A. Part I under relaxed norms of admission (2009-2010) and whose results have been declared under Open System will continue to be governed by the same set of rules *viz.* 2009-2010.**

17. **In case of any dispute it shall be subject to the jurisdiction of Chandigarh courts only.**

ADMISSION UNDER FLEXIBILITY SYSTEM

1. The admission in USOL under Flexibility System (FS) **is not open for professional courses.**
2. The admission under Flexibility System (FS) in USOL will be available only for those who are in the final year/ end semester of the course in order to enable them to complete their degree.
3. The students unable to complete their degree in any undergraduate and postgraduate course can seek admission after atleast a gap of one academic year (in Annual System) and six months (in Semester System) from the last examination passed.
4. **Separate form for admission under Flexibility System (FS) will be available from the office of USOL.***
5. Entry fee for such candidates will be Rs. 5000/- ($ 800 for indians settled abroad), besides university examination fee. In addition every candidate is required to pay Rs. 1000/- ($ 100 for Indians settled abroad) per paper. In case any candidate desires to undertake any existing course of USOL he/she may be provided study material against the payment to be fixed by the University.
6. Once the student gets admission in a course he/she will be governed by the Panjab University Rules and Regulations (except the number of chances) pertaining to the Faculty within which that course falls. As such he/ she will be required to qualify as per the University Rules and Regulations pertaining to the particular Faculty.
7. Students seeking admission in USOL under Flexibility System will have to appear in the concerned examinations as per the current course/syllabus prescribed by the University.
8. Any student who is admitted in USOL Flexibility System (FS) in any Under-graduate/Post-graduate Courses but is unable to pass all subjects/papers will be allowed to clear the remaining subjects in its subsequent **five** years for which a fee as prescribed by the Syndicate from time to time will have to be paid in addition to examination fee.
9. The students seeking admission in USOL in a course having practical component will have to submit Practical Attendance Certificate from the concerned department/college and it will be the sole responsibility of the student to pay separate fee for such practical to the concerned department/college in addition to the fee to be paid to the USOL.
10. No study material will be provided to the students taking admission under the Flexibility System (FS). In case any candidate desires to undertake any existing course of USOL he/she may be provided study material against the payment to be fixed by the University.

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STUDY PROGRAMMES & SUPPORT SERVICES

I Courses of Study and Examination Pattern.

The Courses of study, the syllabi of the courses and the mode of examination for USOL students are as prescribed by the Panjab University.

II. Instructional Methodology

The University School of Open Learning imparts instructions mainly through the medium of printed lecture-scripts, which are supplemented by audio lessons, personal contact programmes and evaluation of response-sheets.

III. Medium of Instruction :

English/Hindi/Punjabi :	B.A. Economics, Geography, History, Philosophy, Political Science, Public Administration, Sociology and Environmental Education. B.Com. (except in Paper I of B.Com. I.) M.A. History & Political Science.
English/Hindi :	Advance Diploma in Naturopathy and Yoga.
English only :	B.A. : Mathematics, Psychology, Defence and Strategic Studies, Applied Statistics, History & Culture of Punjab in B.A. & B. Com.I, Bachelor of Library and Information Science, Bachelor of Education (B.Ed.). M.B.A. (Off Campus) (Semester System), Master of Finance and Control (MFC), M.A. English, Economics, Public Administration, Sociology, Master of Commerce (M.Com.), Master of Education (M.Ed.), All other Diploma Courses.
Language Concerned :	Medium of Instruction, for the papers of Languages will be their respective language.

IV. The students can opt for either English / Hindi / Punjabi as their medium of examination.

V. Modes of Instruction and Continuous Evaluation :

(a) Lecture Scripts : Once your admission is confirmed the lecture scripts (printed material) will be sent to you at regular intervals under registered postal cover. The students interested to collect it personally can do so by showing their identity card.

(b) Educational Media Centre : Apart from a good number of audio lessons, EMC section also has 70 vedio programmes which are generally shown to the students during PCPs by their respective faculties.

(c) Personal Contact Programme : To give a personal touch to the study programmes, the USOL will organise Personal Contact Programmes at regular intervals. The PCP schedule for various courses is given in this Prospectus. *Personal Contact Programme will only be held for the subjects in which the study material is provided by the USOL. For B.Ed. PCPs are held at Chandigarh as well as at various Study Centres allotted to candidates at the time of admission at regular intervals, as per schedule.*

(d) Response Sheets : Lesson blocks contain response sheets which the students are required to attempt and mail back under postal certificate to the USOL. It is in the interest of the students to retain a duplicate copy of response sheet with them. A student registered for USOL shall be required to submit these response sheets as per the requirements of the courses by such a date as may be fixed by USOL.

(e) Assignments : For details pertaining to assignements please refer the respective syllabus of course offered by the candidate. The questions for assignements will be sent to the candidates separately.

VI. Hostel Facilities (Unfurnished on Sharing Basis)

Outstation students may avail hostel accommodation in the P.U. Hostels at subsidised rates if they come to Chandigarh for the following purposes, subject to availability of seats, on first come first served basis :

(i) to attend PCP of their respective classes, and

(ii) to appear in their respective University examinations at a Chandigarh Centre.

This facility is available only during the actual days of PCP and the duration of University examinations. The students hailing from far off places will be allowed accommodation up to three days before the commencement and three days after the completion of University examination.

VII. Library of the USOL : The University School of Open Learning maintains a richly stocked library, meant exclusively for the teachers and students of this institution. Housed on the first floor, it has on its shelves more than 90,000 books of text, reference and of general nature. In addition 75 journals, a large number of magazines and newspapers are being 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 the USOL. The number of books that can be borrowed by a student at one time is as follows :

B.Ed./M.Ed.	4 books
M.A./M.Com./M.F.C./M.B.A./M.Ed.	4 books
B.A. / B.Com./B.Ed./B.Lib.	3 books
Diploma/Certificate Courses	2 books

(ii) Book Bank : Poor students of University School of Open Learning whose total family income from all sources is less than Rs. 5000/- P.M. can borrow two books for the entire session. For details, students can write directly to the USOL Librarian, or can contact him on Helpline No. 01722534303.

VIII. Panjab University Extension Library Ludhiana : The students of the USOL residing at Ludhiana or at nearby places may also avail library facilities of the Panjab University Extension Library. Copy of the rules and membership form may be had from the Librarian, Panjab University Extension Library, (Civil Lines) Ludhiana.

IX. Study Centre : A number of Centres have been setup to conduct the Personal Contact Programmes for B.Ed. (For more details see B.Ed. Section).

X. Students' Aid Fund

In order to help the needy and deserving students, the USOL maintains a Student Aid Fund out of which financial assistance is given. (This facility is not extended for students of Diploma courses and Certificate courses). *The student willing to avail of this assistance, is required to put up his/her application by 14-12-2012 on a prescribed performa obtainable on request from the USOL personally or by sending a self- addressed and duly stamped envelope. The candidate seeking financial assistance shall be required to submit an Affidavit from the Magistrate First Class regarding the income of his/her parents/guardians/family from all sources alongwith the prescribed performa.*

XI. Fee Concessions

The following categories of students are given fee concessions :

(i) University employees (both in service and retired) and their dependants are exempted from the payment of full/half tuition fee only as per rules.

(ii) 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;

(iii) In case a student's brother/sister is also studying in the USOL and continues to be on its rolls for the full academic session he/she is given half tuition fee concession. The eldest is required to pay full fees and the younger/s to pay half the tuition fee (P.U.Calander Vol. III 2005 at page 529.)

(iv) Blind students are exempted from payment of tuition and examination admission fees;

(v) 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 Govt. decision;

(vi) Governmment of India has now allowed reimbursement of non-refundable fees to the students belonging to scheduled castes/tribes, pursuing their studies through USOL provided they are not in full time employment and their monthly family income does not exceed Rs.2000. They will pay full fees, as mentioned in the Prospectus. Eligible students should apply for reimbursement after their admissions are finalised. The fees would be reimbursed by the respective State Government., if otherwise permissible under the rules ;

(vii) There will be no brother-sister Tuition fee concession or any other fee concession for B.Ed., M.Ed., Post Graduate Diploma/Certificate Courses., M.F.C. and Post Graduate Master Degree Courses.

XII. (A) Admission Concessions for the Following Categories

Scheduled Castes/Tribes for B.Com. Part I, B. Lib.Sc., M.A./M. Com. Part I, Post Graduate Diplomas/Certificate Courses, M.F.C. Part I Courses.

Members of the Scheduled Castes/Tribes (as defined by the Government from time to time) shall be allowed a concession of 5 per cent marks for admission to the courses in which a certain percentage of minimum marks has been prescribed. He/She has to produce an original SC/ST Certificate.

The concession of 5% marks for admission to various courses to SC/ST will not be given to the students who have been placed under compartment in +2 examination by the recognised Board/Body/Council.

(B) For the Wards of Kashmiri Displaced Persons

(i) If a candidate fulfils the minimum prescribed qualifications (including entrance test) wherever applicable on professional and technical courses of the USOL 5 percent weightage be given and the merit be determined accordingly, a student has to produce a valid certificate.

(ii) 5 percent increase intake, subject to maximum of 3 seats (to be treated as additional seat(s) per course at the entry point be made in all the courses at under-graduate and post-graduate level in all the Arts and Science wherever the reservation policy approved by the University was applicable; and

(iii) One additional seat over and above the sanctioned intake in the following professional courses : B.Ed., M.Ed. & B.Lib.

(C) The Direct Descendents of the Kargil Martyrs :

The following concessions be given only to those wards of martyrs/permanent disabled (upto 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 :

(i) 1% seats with minimum of 1 seat in the USOL except in partially financed/self-financing courses;
(ii) Exemption in fee; and
(iii) Exemption in hostel fee.

XIII For Girl Child

*(i) An additional seat for the single girl child for admission to a given course in the Panjab University provided she is otherwise eligible from all angles. The reservation in favor of the girl child whether a single girl or one amongst two or even more with no male child is extended to one of the girls of a couple.

**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 is enclosed.*

(ii) For Cancer and Aids Patient : The students will submit a certificate with proof from a National Medical Institute such as PGI, AIIMS etc.

(iii) The above concession is not applicable to the students falling under regulatory agencies such as MCL, DCL and NCTE.

*SPECIMEN OF AFFIDAVIT FOR SINGLE GIRL CHILD CATEGORY
(on non-judicial paper of Rs. 20/- duly attested by 1st Class Magistrate)

I _____name of 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 the aforenamed 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 :

VERIFICATION

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 :

XIV. Co-curricular Activities

The University School of Open Learning caters mainly to the academic needs, but it also gives its distance learners an opportunity to participate in the co-curricular activities. This gives them a chance to express their talents and to interact with their peer group. Participation in Essay/Story/Poetry Writing Competitions is welcome.

XV. Magazine

The University School of Open Learning brings out a magazine every year for the students. It provides a forum for the distance learners for self-expression and helps in promoting their talent for creative writing. The details of various sections of the Magazine and the Editorial Board are as under :

Editor in Chief	:	Prof. Swinder Singh
Editorial Board	:	**Section**
1. Dr. (Mrs.) Parveen Sharda	:	English
2. Prof. (Mrs.) Jaspal Kaur Kaang	:	Punjabi
3. Dr. (Ms.) Yojna Rawat	:	Hindi
4. Mrs. Harveen Pannu	:	Health, Family Welfare and Population Education and Environment
5. Dr. (Mrs.) Manju Gera	:	Distance Education
6. Dr. Emanual Nahar	:	Planning Forum

Topics for Essay Competition (English, Hindi &Punjabi)

1. Global Warming
2. Right to Information Act Strengthens Democracy
3. Challenges Confronting Working Woman
4. Terrorism : A Threat to World Peace
5. Youth and Politics
6. Changing Perspectives of Distance Education

1. ਗਲੋਬਲ ਵਾਰਮਿੰਗ
2. ਸੂਚਨਾ ਦਾ ਅਧਿਕਾਰ ਲੋਕਤੰਤਰ ਨੂੰ ਮਜ਼ਬੂਤ ਕਰਦਾ ਹੈ
3. ਕੰਮਕਾਜੀ ਔਰਤ ਸਨਮੁਖ ਚੁਣੌਤੀਆਂ
4. ਆਤੰਕਵਾਦ : ਵਿਸ਼ਵ ਸ਼ਾਂਤੀ ਨੂੰ ਖਤਰਾ
5. ਯੁਵਾ ਸ਼ਕਤੀ ਅਤੇ ਰਾਜਨੀਤੀ
6. ਦੂਰਵਰਤੀ ਸਿੱਖਿਆ ਦੇ ਬਦਲਦੇ ਪਰਿਪੇਖ

1. ग्लोबल वार्मिंग
2. सूचना का अधिकार लोकतंत्र को मजबूत बनाता है।
3. कामकाजी औरत की चुनौतियां
4. आतंकवाद : विश्व शांति के लिए खतरा
5. युवा शक्ति और राजनीति
6. दूरस्थ शिक्षा के बदलते संदर्भ परिपेक्षय में

Guidelines :

(i) Pertaining to submission of Articles in USOL Magazine

(ii) For Entries in Short Story Writing and Poetry Writing Competition.

1. Essays can be written only on one topic in any language.
2. The word limit for Essays in Hindi, Punjabi and English is 1000-1200 words
3. Entries for the competition should be typed or neatly hand-written on one-side of the foolscap papers.
4. Entries adjudged 1st in the competition (Poems, Short Stories and Essays in Hindi, Punjabi and English will be published in the forthcoming issue of the USOL Magazine.
5. While sending the entries for Essay Competition, students are requested to write 'Entries for Competition' in bold letters on the envelope.
6. First, second and third prizes will be awarded on all entries in the competition i.e. Poems, Short-stories and Essays in Hindi, Punjabi and English.
7. Poems, Short-stories and Essays should not be offensive to religious or caste sensibilities of any community.
8. The articles should reach the Editor-in-Chief, USOL Magazine by 15-1-2012. The articles received after the date mentioned will not be considered for publication.
9. Students are advised to send the following certificate with each entry/article.

CERTIFICATE

I_____S/o/D/o_____

Class_____Enrolment No._____ of the University School of Open Learning, Panjab University, Chandigarh, hereby certify that this entry for competition session 2011-2012 entitled _____is my original composition/ effort which has not been published anywhere earlier.

Signature :_____

Name : _____

Class : _____Enrl.No._____

Address: _____

_____

XVI. Placement Guidance Cell.

The USOL has set up a Placement Guidance Cell for its students with an aim to facilitate the process of placement for its beneficiaries by providing Guidance and Counseling.

The Placement Guidance Cell will :

1. organise personality deveopment programs for its registered beneficiaries;
2. provide regular inputs on key developments on the National and International scenario from general studies and current affairs point of view through-e-mails, and
3. will organize an Annual Educational Fair.

The students enrolling in the terminal classes B.A./B.Com. (IIIrd year) M.A./M.Com./MFC/MBA (IInd Year) and Diploma Courses in USOL may get themselves registered with Placement Guidance Cell. A student who wishes to be on the rolls of the Placement Guidance Cell can get himself registered by submitting the duly filled Annexed prescribed Form with the Cell.

Placement Committee :

1. Prof. Jaspal Kaur Kaang
2. Prof. Pawan K. Kamra
3. Mrs. Harveen Pannu
4. Dr. Geeta Bansal
5. Dr. Meena Dutta
6. Dr. Jatinder Grover

Placement Officer
Dr. R.K. Mahajan

SECTION I : B.A. : I□II□III AND B. LIB. & INF. SCIENCE

ELIGIBILITY FOR ADMISSION

B.A. I GENERAL (UNDER 10 +2+3 SCHEME)

A person who has passed one of the following examinations with English as one of the subjects shall be eligible to join the First Year Class of the B.A. (General) degree courses :

(i) B.A./B.Sc./B.Com Part I (Old Scheme), Pre-Medical/Pre-Engg./Intermediate Arts/Science/ Agriculture examination of the Panjab University.

(ii) The +2 examination under 10 + 2 + 3 system of education of a recognised University/Board/ Council.

(iii) Any other examination recognised by the University as equivalent to (i) and (ii) above.

A candidate who has been placed under compartment in the +2 examination conducted by a Board/Body/ Council/University in India shall be eligible to seek admission to the First Year of B.A. general Course, provided he/she fulfils the following conditions :-

(i) He/She should have been placed in compartment in one subject only;

(ii) (a) He/She should have obtained at least 20% marks in the subject in which he had been placed in compartment and

(b) That a candidate who has been placed under compartment / re-appear in one subject only with at least 20% marks in the subject in which he /she has been placed in compartment in the +2 examination conducted by the Open School Board in India shall be eligible to seek admission to the Ist year B.A./B.Sc. (General)/B.Com./B.B.A./B.C.A. course under 10+2+3 system of education, if otherwise eligible, provided he/she passed all the subjects in one attempt except the one in which he/she was placed under compartment/re-appear and also he/she fulfills the condition as are applicable in the case of students who have been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India. This will be effective from the academic session 2009-2010. (Vide Syndicate Para-10, dated 18-4-2009).

(c) If the candidate placed under compartment in +2 cleared their compartment examination by appearing in the Supplementary Examination of the Board before the last date of admission, they shall be considered for admission to the next higher class provided they were eligible and subject to availability of seats.

(d) A candidate who has not qualified English as one of the subjects at the +2 examination, shall be eligible to join B.A. Ist Year class provisionally subject to higher qualifying deficient subject of English from the parent Board/Body/Council/University in two consecutive chances subsequent to his admission, failing which his/her admission to B.A. Ist year class and for examination shall automatically stand cancelled.

Note : *The candidates securing less than 20% marks in the subject of comparrtment at the +2 examination be made eligible to join B.A. I course., if they cleared their compartment subject/s in supplementary examinations in July/August, on or before last date for admission with late fee with the permission of the Vice-Chancellor (Syndicate meeting held on 31-8-2010).*

B.A. II AND III GENERAL (UNDER 10 + 2 + 3 SCHEME)

A person who has passed one of the following examinations shall be eligible to join the Second/Third Year Class of B.A. (General) course as the case may be for the session 2011-2012 :–

(a) B.A. First/Second Year (General) examination of Panjab University.

(b) B.A. First Year or Second Year examination, under 10+2+3 system of education of Kurukshetra University, Kurukshetra or Punjabi University, Patiala or Guru Nanak Dev University, Amritsar or Himachal Pradesh University, Shimla or Maharishi Dayanand University, Rohtak provided that he/she must offer the subjects taken up by him/her in the B.A. First Year or Second Year examination and these are available at the Panjab University. The marks obtained in B.A. First Year or Second Year examination, as the case may be, shall be counted towards his/her division. The marks obtained by a person in the examination concerned shall be normalised by increasing or decreasing the maximum marks in accordance with the maximum marks prescribed by the Panjab University.

In case there is some deficiency in subject/s, he/she shall have to clear the deficient subject/s, if any at the next two consecutive examinations of this University. If he/she fails to clear the deficient subject/s his/her result of higher examination as the case may be, shall be cancelled.

Note : *While requesting for change of subject he/she may keep in mind the combination of subjects mentioned in the Prospectus (See Page No. 15).*

SUBJECTS OF STUDY
B.A. I GENERAL (UNDER 10 + 2 + 3 SCHEME)

Every student shall offer the following subjects :–

(1) Compulsory Subjects (These papers constitute one subject in each year)

(a) Punjabi-(Two Papers)/History and Culture of Punjab- (One Paper) ..... 100 marks

(b) English (One Paper) ..... 100 marks

(c) Environmental Education (One Paper) ..... 50 marks

Environmental Education is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year, Second Year or in Third Year of the Course, failing which the Degree will not be awarded.

(2) Elective

Any three subjects out of the combinations mentioned in this Prospectus (including Language) ..... 200 marks each (See Page No. 15)

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

(i) Students who are not domiciled in Punjab and have not studied Punjabi upto Class 10th.

(ii) Wards of Defence Personnel and Central Government employees/employees who are transferable on all India basis.

(iii) Foreigners.

Important Note : *Candidates are advised to consult syllabus session 2011-2012 regarding the subjects and options before submitting the Enrolment cum Admission form for USOL session 2011-2012.*

B . A . II (UNDER 10+2+3 SCHEME)

A student seeking admission to B.A. II Class shall offer the same stream and subjects as had been offered by him/her in B.A. I Class.

Every student shall offer the following subjects :

(1) Compulsory (These papers constitute one subject in each year)

(a) Punjabi-(Two Papers)/History and Culture of Punjab-(One Paper) ..... 100 marks

(b) English-(One Paper) .... 100 marks

(2) Elective

Any three subjects out of the combinations mentioned in this Prospectus (including language) .... 200 marks each (See Page No. 15)

Note : *The subjects shall be the same as in the First Year.*

B. A. III (UNDER 10 + 2 + 3 SCHEME)

A student seeking admission to B.A.Part III Class shall offer the same stream and subjects, as had been offered by him/her in B.A.Part II Class.

Every student shall offer the following subjects :

(1) Compulsory

(These papers constitute one subject in each year.)

(a) Punjabi — (Two papers) /History and Culture of Punjab- (One Paper) .. 100 marks

(b) English .. 100 marks

(2) Elective

Any three subjects out of the .. 200 marks each
combinations mentioned in this Prospectus (including language) (See Page No. 15)

Note : 1. The Department shall provide the study material for Hindi/Punjabi/English/Sanskrit Languages only. If a student opts for any other language, he/she will have to prepare on his/her own.

Elective Subjects :

(a) A student of B.A.Part III can continue studying all the three elective subjects which he had offered in B.A. Part I and II.

(b) In the subjects having practicals such as Geography, Psychology, Home Science, Computer Science, Music, etc. there shall be one/two theory papers and a practical or practicals as per requirements of the subjects. The theory papers and practicals together shall be of 2 credits value. The candidate will have to obtain pass marks in theory papers and practicals separately. (As per University Regulation 2.4 at page 38 of Panjab University Vol. II 2007)

Important Note : *A student of B.A. II and B.A III shall offer the same subjects as had been offered in B.A.I, subject to (a) above.*

COMBINATION OF ELECTIVE SUBJECTS FOR B.A. I□II and III CLASSES

A student is required to select three elective subjects in all, selecting not more than one subject from any of the following sets of combinations : There are two papers in each elective subject.

1. English, Hindi, Punjabi, Bengali, Urdu, Persian, Tamil, French, Arabic, Russian, German, Kannada, Malayalam, Telugu.
2. Economics, Defence & Strategic Studies, Fine Arts, Education, Adult Education, History of Art.
3. History, Mathematics.
4. Music (Tabla), Sociology.
5. Public Administration, Home Science, Philosophy, Gandhian Studies.
6. Political Science, Statistics, Applied Statistics.
7. Sanskrit, Ancient Indian History Culture and Archaeology, Psychology, Geography.
8. Computer Science.
9. Music (Instrumental), Women's Studies.
10. Music (Vocal).
11. Indian Classical Dance, Human Right and Duties.

Notes : *(1) The Students of B.A.I, II and III offering Home Science, Psychology, Computer Science have to submit a Practical Certificate of the completion course from the Principal of an affiliated college upto 15th March, 2012.*

(2) Students of B.A.I would offer 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.

(3) Students can offer statistics only if he/she takes up Mathematics.

(4) Students can offer Applied Statistics only if he/she takes up other subject excluding mathematics.

(5) The student of B.A.I shall be eligible to offer the subject of Computer Science if he/she has passed the lower examination with Science/Commerce/Economics/Mathematics as his/her subject.

(6) A student cannot offer two practical subjects in which certificate of completion of practical course are required.

USOL only imparts instructions in the subjects of English, Hindi, Punjabi, Public Administration, Political Science, History (including History and Culture of Punjab) Economics, Geography, Sanskrit, Sociology, Defence & Strategic

Studies, Psychology, Philosophy, Mathematics, Applied Statistics & Women Studies. In case, the student opts for other subject, he/she will have to prepare of his/her own.

Certificate of Practical work is required in the subjects of Home Science, Computer Science and Psychology. A Notebook is to be prepared in Geography.

Special Instructions for the Students offering Geography, Home Science, Computer Science, Psychology and Defence & Strategic Studies in B.A. Part I, II & III.

Note : *(1) In the case of students of the University School of Open Learning offering Geography as one of their subjects there is no Practical Examination. But they are required to prepare their Map Work Note-Book with the help of exercises given at the end of the lecture-scripts sent by this Department. This Note-Book (for the students of B.A. I, II) carries 20 marks. B.A.III students in addition to a Map Work Note-book (15 marks) are required to submit a Field Report as well, which also carries 15 marks.*

The students of Geography are advised to send their Practical Note-Books and Field Reports in case of B.A. III students to the Co-ordinator of Geography, USOL, P.U., Chandigarh-160014 under registered cover or by hand by 15th March, 2012.

(2) For Psychology Students :–

Students of USOL offering Psychology as one of the elective subjects in B.A.Part I, II & III examination will have to submit a completion certificate of practical course from the Principal/Head of an Affiliated College/University if they do not attend practical classes in the USOL during both Personal Contact Programmes as per schedule.

The subject of Psychology in B.A.I, II & III is open to be offered by the students, but they will have to appear in practical and theory examination at the centre created by University. The completion of practical course is compulsory in which student has to conduct eight (8) practicals and make a practical file. File will be checked during P.C.P. days only. Therefore students are requested to start preparing their practical file during first P.C.P. and get it checked during second P.C.P.

Affiliated Colleges and Universities for getting certificates :–

(i) Colleges affiliated to the Panjab University and Universities situated in the States of Punjab, Haryana and Himachal Pradesh.

(ii) Universities of Allahabad, Bombay, Kolkota, Delhi, Jodhpur, Kerala, Madras, Mysore, Osmania, Patna, Poona, Rajasthan, Sagar, Varanasi, Agra and Dayal Bagh (Deemed University).

(3) USOL students opting for the Defence & Strategic Studies are hereby informed :–

(i) That Practicals are compulsory for B.A. I, II and III.

(ii) That classes for practical will be held alongwith theory classes during Personal Contact Programme (PCP).

(iii) That practical note books will be prepared in consultation with the co-ordinator and submitted latest by February 15, 2012.

(iv) That Centre of Examination will be in USOL only.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib. & Inf. Sc.)

(One Year Course)

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 recognised by the Syndicate; or

(b) Master's degree from this University or from any other University the Master's degree of which has been recognised by this University; or

(c) B.A. degree of the University through Oriental Title(OT), Modern Indian Language (M.I.L.) and English only examinations, in which case the aggregate of 50 percent marks shall be calculated for taking into account the marks obtained in English and the elective subjects taken together;

OR

(d) Any other qualification recognised by the Syndicate as equivalent to (a), (b) or (c)

Note : *The examination shall be open to a candidate who fulfils the requirements as laid down in regulations.*

(a) Atleast 60% attendance in theory papers during the Personal Contact Programme/s;

(b) Atleast 8 hours of Practicals each in the Library Classification and Library Cataloguing papers.

Scheme of Examination :

Paper Code	Title of the paper	Internal Assessment	External Exam.	Total	Exam. Hours
B.Lib (CC) 01	Foundations of Library and Information Science	20	80	100	3
B.Lib (CC) 02	Knowledge Organisation : Classification Theory	20	80	100	3
B.Lib (CC) 03	Knowledge Organisation : Cataloguing Theory	20	80	100	3
B.Lib (CC) 04	Information Technology : Basics	20	80	100	3
B.Lib (CC) 05	Management of Library and Information Centres	20	80	100	3
B.Lib (CC) 06	Knowledge Organisation : Classification Practice	20	80	100	3
B.Lib (CC) 07	Knowledge Organisation : Cataloguing Practice	20	80	100	3
B.Lib (CC) 08	Information Sources and Services	20	80	100	3

Note : *For the purpose of Internal Assessment, two assignments of 10 marks will be given to each student, in each paper, which will be compulsory.*

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SECTION II : M.A. COURSES

M.A. (Semester System)

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

(i) B.A. with Honours in the subject of the Postgraduate Course;

(ii) (a) Bachelor's degree in any faculty with atleast 50% marks in the aggregate.

(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 obtaning at least 45% marks in the elective subject of the postgraduate courses.

(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.

(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

(a) For Public Administration course : a person, who has passed one of the following shall also be eligible:

(i) B.A.(Pass) with 45 percent marks in Public Administration or History or Political Science or Economics or Sociology or Psychology;

(ii) Has passed with at least 50 percent marks in the aggregate –

(a) LL.B. or (b) B. Com.

(iii) M.A. I Pub. Admn. (Annual System) is not eligible.

(b) For Economics Course : A person who has passed the B.Com./B.B.A. examination with 45% marks in the subject of Economics, shall also be eligible.

(c) For Political Science & History Courses : A person who has passed B.A. with 45% marks in the Public Administration or Sociology shall also be eligible.

(d) For M.A. Hindi Part-I examination : 45% marks in Sanskrit (Elective) in B.A. OR Shastri examination (New Course) are also accepted.

(e) For Hindi/Punjabi a person who after passing B.A.examination, has passed the Prabhakar/ Gyani examination securing 45 percent marks (out of the aggregate excluding the additional paper), shall also be eligible.

(f) A person who has passed Diploma in Adi Granth Acharya/Guru Granth Acharya examinations shall also be eligible to join M.A.course (Part-I) in the subject of Hindi and Punjabi.

Important Note : *The Panjab University has now decided that all those candidates who have passed their first degree course under the old scheme (14 year course) till April 1993 be treated at par with the 10+2+3 degree course for the purpose of admission to M.A.Course.*

Miscelleneous (All M.A. Courses)

A candidate who is placed under compartment in one subject in B.A./B.Sc. Third Year Examination of this University shall be allowed to join M.A.Part I class provisionally if he/she fulfils other requirements and provided :

(i) the subject in which he/she has to re-appear is not offered for the M.A. Part I Examination,

(ii) if he/she fails to clear the compartment subject of the B.A./ B.Sc 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.Part I class as also his/her result of M.A.Part I examination, shall be cancelled.

M. A. II (Annual System)

Persons who have passed one of the following examinations :

(i) M.A.Part I examination in the subject offered from the Panjab University.

(ii) M.A.Part I 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.

Note : *1. The examination in M.A. Part I/Part-II shall be open to a student who has passed not less then one academic year previously to the qualify examination..*

2. A candidate for M.A. Part II examination must have passed M.A.Part I examination not more than five years previously.

3. Compartment candidates of other University are not eligible to join M.A.Part I course of this University.

4. The written examination to be conducted by the University in each paper shall carry 80% marks and internal assesment shall carry 20% marks.

5. Each student shall offer 4 papers as provided in the courses of study, except in Public Administration.

ENGLISH

M.A. (Semester System)

Semester-I

Paper - I	Literacy Criticism
Paper - II	British Poetry I
Paper - III	British Drama I
Paper - IV	British Fiction I

Semester- II

Paper - I	Literacy Criticism
Paper - II	British Poetry II
Paper - III	British Drama II
Paper - IV	British Fiction II

M.A. –II (Annual System)

Paper - I	Contemporary Critical Theory (Compulsory)
Paper - II	Indian Writing in English (Compulsory)
Paper - III (Opt. ii)	American Literature
Paper - IV (Opt. iii)	Twentieth Century British Fiction

हिन्दी

M.A. (Semester System)

सेमेस्टर – I

पेपेर I-	हिन्दी साहित्य का आदिकाल व मध्सकाल
पेपर II-	आधुनिक हिन्दी काव्य

पेपर III- आधुनिक हिंदी गद्य साहित्य
पेपर IV- भारतीय काव्यशस्त्र के सिद्धान्त और हिंन्दी आलोचक

सेमेस्टर – II

पेपर I- हिन्दी साहित्य का आधुनिक काल
पेपर II- आधुनिक हिन्दी काव्य
पेपर III- आधुनिक हिन्दी गद्य
पेपर IV- पाश्याव्य काव्यशास्त्र एवं समकालीन आलोचना सिद्धान्त

हिन्दी

M.A. –II (Annual System)

पत्र 1 भाषा विज्ञान एवं हिन्दी भाषा
पत्र 2 प्राचीन एवं मध्यकालीन काव्य
पत्र 3 सूरदास एवं अन्य कृष्ण भक्त कवि (विकल्प-2)
पत्र 4 भारतीय साहित्यए मीडिया लेखन एवं अनुवाद

ਪੰਜਾਬੀ

M.A. (Semester System)

ਸਿਮੈਸਟਰ ਪਹਿਲਾ
ਪਰਚਾ ਪਹਿਲਾ- ਮਧਕਾਲੀ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ
ਪਰਚਾ ਦੂਜਾ- ਸਾਹਿਤ ਸਿਧਾਂਤ, ਸਨਾਤਨੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਅਤੇ ਪੰਜਾਬੀ ਆਲੋਚਨਾ
ਪਰਚਾ ਤੀਜਾ : ਆਪਸ਼ਨ (i)- ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ
ਪਰਚਾ ਤੀਜਾ : ਆਪਸ਼ਨ (ii)- ਗੁਰਮਤਿ ਅਤੇ ਸੂਫ਼ੀ ਕਾਵਿ *
ਪਰਚਾ ਚੌਥਾ : ਆਪਸ਼ਨ (iii)- ਪੰਜਾਬੀ ਨਾਵਲ *
ਪਰਚਾ ਚੌਥਾ : ਆਪਸ਼ਨ (iv)- ਪੰਜਾਬੀ ਕਹਾਣੀ *

ਸਿਮੈਸਟਰ ਦੂਜਾ
ਪਰਚਾ ਪੰਜਵਾਂ-ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਬ ਦਾ ਇਤਿਹਾਸ
ਪਰਚਾ ਛੇਵਾਂ- ਆਧੁਨਿਕ ਪੱਛਮੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਅਤੇ ਵਿਹਾਰਕ ਅਲੋਚਨਾ
ਪਰਚਾ ਸੱਤਵਾਂ: ਆਪਸ਼ਨ (i) - ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ-I
ਪਰਚਾ ਸੱਤਵਾਂ : ਆਪਸ਼ਨ (ii) - ਸੂਫ਼ੀ, ਕਿੱਸਾ ਅਤੇ ਬੀਰ ਕਾਵਿ *
ਪਰਚਾ ਅੱਠਵਾਂ : ਆਪਸ਼ਨ (iii) - ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ *
ਪਰਚਾ ਅੱਠਵਾਂ : ਆਪਸ਼ਨ - ਪੰਜਾਬੀ ਅਤੇ ਪਰਵਾਸੀ ਕਹਾਣੀ ਦਾ ਅਧਿਐਨ *

ਐਮ.ਏ. ਭਾਗ ਦੂਜਾ (2011-12) (Annual System)

ਪਰਚਾ ਪਹਿਲਾ- ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ
ਪਰਚਾ ਦੂਜਾ : ਆਪਸ਼ਨ (i) : ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ, ਲੋਕਧਾਰਾ ਅਤੇ ਲੋਕ ਸਾਹਿਤ
ਪਰਚਾ ਤੀਜਾ : ਆਪਸ਼ਨ (i) :ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ
ਪਰਚਾ ਤੀਜਾ : ਆਪਸ਼ਨ (i) : ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ

Note: *Study material will not be offered in these options*

ECONOMICS

Course Structure :

The M.A. Economics will be a four semester full time programme.The course will be organized over two years, each year consisting of two semesters--- the summer semester and the winter semester.

The programme of study consists of sixteen courses out of which 12 are core courses---compulsory for all students---and 4 are elective courses. Each of those courses will carry 100 marks, of which 20 marks will be for internal assessment and 80 marks for the end semester examinations.The courses will be offered according to the following schedule.

M.A. (Semester System)

Semester I

All Compulsory Papers :

Paper I Micro Economics-I	100 Marks
Paper II Contemporary Issues in Indian Economics-I	100 Marks
Paper III Quantitative Methods	100 Marks
Paper IV History of Economics Thought	100 Marks

Semester II

All Compulsory Papers :

Paper I Micro Economics-II	100 Marks
Paper II Contemporary Issues in Indian Economics-II	100 Marks
Paper III International Economics	100 Marks
Paper IV Economics of Public Finance	100 Marks

M.A. –II (Annual System)

Compulsory Papers :

Paper–I : Macro-Economic Theory

Paper–II : Economics of Growth, Development and Planning

Optional Papers

Paper III & IV : Any two from the following :

Option (i) Econometrics

Option (ii) Mathematical Economics

Option (iii) International Economics

Option (iv) Economics of Public Finance

Option (v) Economics of Money & Banking

OR

Economics of Financial Markets and Institutions

Option (vi) Political Economy

Option (vii) Computer Applications in Economic and Statistical Analysis

Option (viii) Economics of Agriculture or Economics of Industry–whichever the student has not offered in M.A.-I. The syllabi in this option will be the same as prescribed in M.A.-I

Option (ix) Economics of Environment

Option (x) Dissertation

Note : *1. Options (VII) and (x) pertaining to Paper III & IV are not offered to distance learners.*

2. *Study material will be offered only for Paper I, II, III & IV options (iii) and (v Economics of Money and Banking)*

HISTORY

M.A. (Semester System)

Semester I

All Compulsory Papers :

Paper–I	Ancient India: An Overview
Paper-II	Medieval India: Political Processes
Paper-III	Modern India: Political Processes
Paper-IV	The Punjab (Mid 15th to 17th Centuries)

Semester-II

All Compulsory Papers :

Paper–I	Agrarian Economy of Ancient India
Paper-II	Punjab in the Early 19th Century
Paper-III	USA (1820-1973)
Paper-IV	China and Japan

M.A. –II (Annual System)

Paer–I : The Punjab (1799–1966 A.D.)

Select one Option each from Paper II, III & IV :

Paper–II :	Option (i)	History of India (1947–1992)
	Option (ii)	History of Gender Relations in Modern India
	Option (iii)	National Movement in India (1858-1947)
Paper–III :	Option (i)	Economic History of India upto 1200 A.D.
	Option (ii)	Economic History of India upto c. 1200–1750 A.D.
	Option (iii)	Economic History of India upto c. 1750–1947 A.D.
Paper– IV :	Option (i)	Social and Cultural History of India upto 1200 A.D.
	Option (ii)	Social and Cultural History of India upto c. 1200–1750 A.D.
	Option (iii)	Social and Cultural History of India upto c. 1750–1947 A.D.
	Option (iv)	Sacred Centres in the Indian Civilization

Note : 1. *Lessons will be provided in all Medium (English, Hindi and Punjabi).*

2. *Study material will be offered only for Paper I, Paper II (option ii), Paper III (option. i), Paper IV (option iii).*

POLITICAL SCIENCE

M.A. (Semester System)

Semester I

All Compulsory Papers :

Course–I :	Western Political Thought-I
Course–II :	Key Concepts in Political Analysis
Course–III :	Indian Political System.
Course–IV :	International Relations: An Historical Overview

Semester II

All Compulsory Papers :

Course–V: Western Political Thought-II

Course–VI : Comparative Politics-I: Understanding Advanced Industrial Societies

Course–VII : Indian Politics.

Course–VIII: Approaches to the Study of International Relations

M.A. –II (Annual System)

Paper–I : Indian Political Thought (Compulsory)

Paper –II : Option (i) Comparative Politics

OR

Option (ii) Comparative Political System (USA, UK, China, Japan and Switzerland)

Paper–III & IV : **Candidates are required to offer any two papers from any one of the following Three Groups**

GROUP–I : GOVERNMENT AND POLITICS

Option (i) Local Self Government in India – Rural and Urban

Option (ii) Public Administration

Option (iii) State Government and Politics in India

Option (iv) Research Methodology

Option (v) Political Sociology

Option (vi) Nation Building and Political Development with special reference to India

Option (vii) Political Parties in India

GROUP–II : POLITICAL THEORY

Option (i) Ancient Indian Political Thought and Institution

Option (ii) Socialist Thought and Movement

Option (iii) Contemporary Political Thinkers

OR

Comparative Marxism and Revolutionary Theory

Option (iv) Political Sociology

Option (v) Political Philosophy

Option (vi) Gandhi and Sarvodaya Movement

Option (vii) Research Methodology

GROUP–III : INTERNATIONAL POLITICS

Option (i) International Organisations

Option (ii) Public International Law

Option (iii)-a Foreign Policy of India

OR

Option (iii)-b Foreign Policies of India, U.S.A., China and Japan

Option (iv) Research Methodology

Option (v) Govt. and Politics of India's Neighbours, Pakistan, Bangladesh, Nepal, Sri Lanka and Bhutan

Note : *Study material will be offered only for Paper I, Paper II (option i), Paper III & IV (Group III options ii & iii–b).*

PUBLIC ADMINISTRATION

The M.A. Programme in Public Administration is of four Semesters. A candidate must successfully complete 20 credits at the end of 2nd Semester to join the 3rd Semester and 28 credits at the end of the 3rd Semester to enable him to join the 4th Semester.

The specialized group are :

GROUP–A : Applied Development Administration (with special reference to India)

GROUP–B : Economic Administration (with special reference to India)

GROUP–C : Human Resource Management (with special reference to India)

GROUP–D : Administrative Management (with special reference to India)

Semester I

All Compulsory Papers :

Paper–I :	Administrative Theory	4 Credit
Paper–II :	Organisational Behaviour	4 Credit
Paper–III :	Public Financial Administration	4 Credit
Paper–IV :	Public Personnel Administsration	4 Credit
Paper–V :	Indian Economic System	2 Credit
Paper–VI :	Indian Social System	2 Credit

Semester II

All Compulsory Papers :

Paper–I :	Administrative Thought	4 Credit
Paper–II :	Research Methods	4 Credit
Paper–III :	Public Policy and Administration	4 Credit
Paper–IV :	Administrative Law	4 Credit
Paper–V :	Indian Political System	2 Credit
Paper–VI :	Indian Administrative System	2 Credit

Semester III

Note : *Students of all the Groups have to take a total of 5 Papers including the 3 Compulsory Papers. Each paper is of four credit*

Paper-I : Development Administration (Compulsory for all Groups A, B, C , D)

GROUP–A : **Applied Development Administration (with special reference to India)**

Paper-II : Social Policy and Welfare Administration (Compulsory)
Paper-III : People's Empowerment and Rural Governance (Compulsory)
Paper-IV : Disaster Management
Paper-V : Administration of Non-Government Organisations
Paper-VI : Public Health Policy and Administration
Paper-VII : Dissertation

GROUP–B : **Economic Administration (with special reference to India)**

Paper-II : Economic Administration (Compulsory)
Paper-III : Company and Cooperative Law (Compulsory)
Paper-IV : Human Resource Management
Paper-V : Financial Management

Paper-VI : Corporate Governance
Paper-VII : Dissertation

GROUP–C : **Human Resource Management (with special reference to India)**

Paper-II : Social Policy and Welfare Administration
Paper-III : Labour Economics (Compulsory)
Paper-IV : Human Resources Management (Compulsory)
Paper-V : Administration of Non-Government Organisations
Paper-VI : Corporate Governance
Paper-VII Dissertation

GROUP–D : **Administrative Management (with special reference to India)**

Paper-II : Administrative and Office Management (Compulsory)
Paper-III : Management of Disciplinary Proceedings
Paper-IV : Human Resource Management
Paper-V : Administration of Non-Government Organisations (Compulsory)
Paper-VI : Corporate Governance
Paper-VII : Dissertation

Note : *1. Study material will be offered only for Paper I and Group–A (Paper II, Paper III, Paper IV, Paper VI).*
2. Eligibility for Dissertation paper is minimum 50% of the aggregate marks in Semester I & II).

Semester IV

Note : *Students of all the Groups have to take a total of 5 Papers including the 3 Compulsory Papers. Each paper is of four credit.*

Paper-I : Emerging Areas in Public Administration (Compulsory for all Groups A, B, C , D)

GROUP–A : **Applied Development Administration (with special reference to India)**

Paper-II : Education Policy and Administration (Compulsory)
Paper-III : People's Empowerment and Urban Governance (Compulsory)
Paper-IV : Police Administration
Paper-V : International Administration
Paper-VI : Information Technology and Computer Applications in Public Administration

GROUP–B : **Economic Administration (with special reference to India)**

Paper-II : Public Enterprises Management (Compulsory)
Paper-III : Marketing Management
Paper-IV : Industrial Relations
Paper-V : Project Management (Compulsory)
Paper-VI : Information Technology and Computer Applications in Public Administration

GROUP–C : **Human Resource Management (with special reference to India)**

Paper-II : Labour Law (Compulsory)
Paper-III : Organisational Psychology (Compulsory)
Paper-IV : Industrial Relations
Paper- V : Labour Policy and Administration
Paper-VI : Information Technology and Computer Applications in Public Administration

GROUP–D : **Administrative Management (with special reference to India)**

Paper-II : Techniques of Administrative Improvement (Compulsory)
Paper-III : Organisational Psychology

Paper-IV :	Industrial Relations
Paper-V :	Project Management
Paper-VI :	Information Technology and Computer Applications in Public Administration (Compulsory)

SOCIOLOGY

M.A. (Semester System)

Semester –I

Course No.	***Tltle***
SOC R 411	History of Social Thought
SOC R 412	Sociology of Family and Gender
SOC R 413	Sociology of Development
SOC R 414	Social Stratification : Concepts & Theories

Semester –II

SOC R 425	Positivistic Sociological Theories
SOC R 426	Methodology of Social Research
SOC O 521	Population and Society
SOC O 621*	Social Dimension of Development
SOC O 721*	Sociology of Urban Setgtlements
SOC O 821	Structural Moorings of Gender Oppression
SOC O 921	Persons and Rural Society in India
SOC O 922	Organizational Theory and Behaviour
SOC O 923	Basic Social Statistics

MA-II (Annual System)

Theoretical Perspective in Sociology
Social Development
Urban Sociology
Sociology of Family and Gender
Dissertation

Note : **1. Study material will be offered for compulsory optional papers.*

2. In M.A. Part II Course No. 201 & 202 are compulsory and the students will have to choose any two courses out of the optional paper–O 203, O 204 and O 205.

3. R stand for required compulsory course. and O stand for optional course.

4. The students enrolled in USOL can opt for Dissertation (SOC O 205) and the students opting for dissertation (SOC O 205) will be required to take one optional paper out of the remaining two i.e. either SOC O 203 or SOC 0 204. Dissertation will be available for first eight students, in order of merit, from among those who will have scored at least 50% in the aggregate in M.A. Part I. Dissertation will be of 100 marks.

SECTION III : COMMERCE

B. COM. I GENERAL (UNDER 10+2+3 SCHEME)

Admission to the First Year Class of the B.Com. (General) degree course shall be open to a person who has passed one of the following examinations conducted by a recognised Board/Council/University.

(a) + 2 examination or B.Com. Part I (Old Scheme) of Panjab University with three of the following subjects securing atleast 40 percent marks in the aggregate :
Commerce (or theory of commerce, or foundation course in commerce)
Accountancy (or Book keeping and Accountancy)
Economics
Mathematics or (statistics)
Business Organisation (or Business Management, or
Theory and Practice Management)
Insurance (or General Insurance or Life Insurance)
Banking and Trade
Commercial Geography
Office Management and Secretarial Practice (or Office Organisation and Management)
Mercantile Law (or any Company Law)
Auditing
Typewriting and Stenography / Computers (for typewriting)
OR Any +2 examination under Vocational Stream from Commerce discipline having weightage of three papers.

(b) + 2 examination or B.A. Part I (Old Scheme) of Panjab University with atleast two of the subjects mentioned in (a) securing atleast 45% (marks in aggregate)

(c) + 2 examination or B.A. Part I / B.Sc. Part I/Pre-Engineering / Pre-Medical Examination of the Panjab University under the Old Scheme not covered (b) securing atleast 50% marks.

(d) Any other examination recognised 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 first year 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/she has cleared the subject of English as a deficient subject from the parent Board/Body/ Council/University in two consecutive chances subsequent to his/her admission.

(e) Provided further that :

(a) A candidate who has been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India shall be eligible to seek admission to the First Year of B.Com. course, provided he/she fulfils the following conditions :

(i) He/She should have been placed in compartment in one subject only;

(ii) (a) He/She should have obtained at least 20% marks in the subject in which he/she had been placed in compartment; and

(b) If the candidates placed under compartment in +2 cleared their compartment examination by appearing in the Supplementary Examination of the Board before the last date of admission, they shall be considered for admission to the next higher class provided they were eligible and subject to availability of seats.

(c) That a candidate who has been placed under compartment / re-appear . In one subject only with at least 20% marks in the subject in which he /she has been placed in compartment in the +2 examination conducted by the Open School Board in India shall be eligible to seek admission to the Ist

year B.A./B.Sc. (General)/B.Com./B.B.A./B.C.A. course under 10+2+3 system of education, if otherwise eligible, provided he/she passed all the subjects in one attempt except the one in which he/she was placed under compartment/re-appear and also he/she fulfills the condition as are applicable in the case of students who have been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India. This will be effective from the academic session 2009-2010. (Vide Syndicate Para-10, dated 18-4-2009).

(iii) (a) He/She should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.

(b) A candidate who has not passed English as one of the subjects at the +2 examination shall be allowed to offer in the B.Com. First Year class English (as Communication Skill) but he/she will have to clear English as a deficient subject, subject to the provison under Regulation.

(c) In case a candidate does not clear the relevant subject at any of the two consecutive chances afforded to him/her subsequent to the date of his/her admission, his/her provisional admission to the First Year of B.Com. examination shall stand cancelled.

Note : *The candidates securing less than 20% marks in the subject of comparrtment at the +2 examination be made eligible to join B.A. I course., if they cleared their compartment subject/s in supplementary examinations in July/August, on or before last date for admission with late fee with the permission of the Vice-Chancellor (Syndicate meeting held on 31-8-2010).*

B.COM. II AND III (Under 10 + 2 + 3 Scheme)

A person who has passed one of the following examinations shall be eligible to join the Second/Third Year Class of the Bachelor of Commerce (General) course as the case may be :–

(a) Bachelor of Commerce (General) First/Second Year examination of the University under 10+2+3 system.

(b) Bachelor of Commerce First Year or Second Year examination, under 10+2+3 system of education from any University, the B.Com. examination of which is recognised as equivalent to B.Com. examination of this University, if the subjects/courses offered were the same as prescribed by this University. In case there is some deficiency in the subjects/courses, he shall have to clear the deficient subject/courses, if any, at the next two consecutive examinations. If he fails to clear the deficient subjects/courses, his result of B.Com. Second Year or B.Com. Third Year as the case may be, shall stand cancelled.

Provided that the marks obtained by the student in B.Com. First Year or Second Year examination, as the case may be, shall be counted towards his division and the marks obtained in the examination concerned shall be normalized by increasing or decreasing the maximum marks in accordance with the maximum marks prescribed by the Panjab University.

(c) A candidate who has passed B.Com. First Year/Second Year examination from another university, i.e. B.Com. Final Examination of which is recognized as equivalent to B.Com. examination of this university, may be allowed to join B.Com. Second Year/ Third Year classes of the B.Com. course provided that he/she clears the deficient subjects/ courses, if any, at the next three consecutive examinations, if he/she fails to clear the deficient subjects/courses in these three examinations, his/her result of B.Com. second year/third year as the case may be, shall automatically stand cancelled.

The examination in First/Second/Third Year shall be open to a student who has passed not less than one academic year previously the qualifying examination laid down above.

Provided further that a candidate must take the Second/Third Year examination within three years of his/her passing the First/Second Year examination respectively.

Important Notes :

(i) A student of any other University who is placed in compartment in 1st year/2nd year is not allowed to join the 2nd year/3rd year class of this University.

(ii) Compartment Candidates of the Panjab University : A student of this University who is placed in compartment is eligible to join the higher class conditionally. In case he/she fails to qualify the compartment subject within two consecutive chances, his/her result for the higher examination will stand cancelled.

(iii) In case you have been placed in compartment/re-appear in any subject/s in the lower examination of Panjab University, you are required to fill up separate admission form for the compartment/reappear examination. The candidate will obtain this form from the Controller of Examinations, Panjab University, Chandigarh-160014 by making a special request for the same with a self addressed envelope and alongwith prescribed fee as the cost of form in the shape of Bank Draft in favour of the Registrar, Panjab University, Chandigarh. It may be noted carefully that unless you submit a separate form for the compartment/re-appear examination, you will not be allowed to take the said examination and in the long run you will lose one year by being reverted to the lower class.

OUTLINES OF TESTS SYLLABI AND COURSES OF READING FOR B. COM. I II AND III YEAR EXAMINATION

Notes :
1. *Examination in each subject for B.Com. will be of 3 hours duration.*
2. *There will be no objective type questions.*
3. *Students are required to have the knowledge of the developments in the subject upto 6 months before the examination.*
4. *Use of non-programmable calculators by the students in the examination is allowed. The calculators will not be provided by the University/College to the examinees.*

SCHEME OF EXAMINATION FOR B.COM. I, II and III

Sr.No.	Subjects	Credits	Max. Marks
B.COM. 1st Year			
1.	English and Business Communication Skills	2	100
2.	Punjabi/ HCP*	1	50
3.	Commercial & Labour Laws	2	100
4.	Financial Accounting	2	100
5.	Business Organisation and Management	2	100
6.	Business Math. and Stats.	2	100
7.	Environmental Education**	0	50
ADDITIONAL OPTIONAL			
	Introduction to Computer Science***		

* *The following categories of the students shall be entitled to take the option of History & Culture of Punjab in lieu of Punjabi as compulsory subject :–*
- *(i) Students who are not domiciled in Punjab and have not studied Punjabi upto class 10th.*
- *(ii) Wards of/and Defence personnel and Central Government employee/employees who are transferable on all India basis.*
- *(iii) Foreigners.*

** *Environmental Education is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year or in Second Year/Third Year of the Course, failing which the Degree will not be issued.*

*** *This is an Additional Optional Subject. The students may clear the examination for this course during their stay of three years in the institute. In the case of those who qualify this course, the marks obtained will be mentioned in the Detailed Marks Card, but these marks will not be counted towards the aggregate marks.*

B.COM. 2nd Year			
1.	Company Law and Auditing	2	100
2.	Corporate Accounting	2	100
3.	Cost Accounting	2	100
4.	Business Economics	2	100

5.	Banking and Insurance	2	100
6.	Indirect Tax Laws	2	100

B.COM. 3rd Year

1.	Functional Management	2	100
2.	Management Accounting and Business Finance	2	100
3.	Direct Tax Laws	2	100
4.	Indian Economy	2	100
5.	Entrenerneuship and Small Business	2	100
6.	Any one of the following papers :	2	100
	(i) Computer Application in Business		
	(ii) Operations Research		
	(iii) Organizational Behaviour		
	(iv) Investment Management		
7.	Viva-voce		
	Each credit is equal to 50 Marks		

MASTER OF COMMERCE (Semester System)

Eligibility conditions :

Eligibility conditions for admission to M.Com. Ist Semester will be as follows :

(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 either 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 recognised 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 pass in the final examination conducted by the Institute of Chartered Accountants of India or The Institute of Cost and Works Accountants of India or England or The Institute of Company Secretaries of India; OR

(f) Graduate from any other stream not covered in (a) to (f) above with not less than 60% marks in the aggregate.

Note : *The candidates who have been placed under compartment in B.A./B.Sc./B.Com. exam. under +2 + 3 scheme are not eligible for admission to M.Com. Ist semester.*

MASTER OF COMMERCE (PART - II) (ANNUAL SYSTEM)

Eligibility :

1. Candidates who have passed M.Com. I from USOL
2. Candidates having passed M.Com. I from affiliated colleges/UBS, P.U. only if they have studied in annual system in M.Com. I in special cases with prior permission of Vice-Chancellor only.
3. Candidates having passed M.Com. I from Universities other than Panjab University may be allowed subject to the clearance of deficient subjects in special cases on condition to be decided by the Vice-Chancellor.

4. A candidate who fails in Part-I examination but has secured in not less than 50% of the papers at least 35% marks in the University examination separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be permitted to continue his studies for Part-II but he will be required to re-appear in the supplementary examination to be held in the month of September/October of the same year and/or in the annual examination to be held in April/May next year in such papers in which he had failed in April/May examination.

M.Com. Semester System

Note : *The written examination to be conducted by the University in each paper except for paper of Viva-voce shall carry 80% marks and internal assessment shall carry 20% marks.*

SCHEME OF EXAMINATION

Ist Semester

M.C.510 - I	Economic Analysis for Business
M.C.511 - I	Advance Business Statistics and Research Methodology
M.C.512 - I	Operations Research
M.C.513 - I	Contemporary Issues in Accounting
M.C.514 - I	Organisational Behaviour & HRM
M.C.516 - I	Current Issues Related to Globalization

2nd Semester

M.C.510 - II	Business Environment
M.C.511 - II	Information Technology
M.C.512 - II	Production Management
M.C.513 - II	Corporate Financial Policy
M.C.514 - II	Marketing Management
M.C.515 - II	Research Project
M.C.516 - II	Applied Aspects on Financial Services.

***Note* :-** *Evaluation of Assignments*

1. 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.
2. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.
3. The Roll No. for the semester and 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.
4. The marks secured by the student in internal assessment will be communicated only through the marks sheet of University examination result.
5. There is on provision for re-evaluation of assignments of the marks obtained in the internal assessment.

M.Com. 2nd Year (Annual System)

Scheme of Examination

M.C. 610	Corporate Governance and Corporate Taxation Unit - I Corporate Governance Unit - II Corporate Taxation
M.C. 611	Management Information and Control Systems Unit - I Management Information Systems Unit - II Management Control Systems
M.C. 612	Cost Analysis & Control and Management of Services (Banking & Insurance) Unit - I Cost Analysis & Control Unit - II Management of Service (Banking & Insurance)

Any one of the following groups (option has to be exercised by the end of 1st & IInd Semester)).

M.C. 613 - I	Investment and Financial Services Management	
	Unit- I	Investment Management
	Unit - II	Financial Services Management
M.C. 613 - II	Human Resource Development	
	Unit - I	Organisation Development
	Unit - II	Labour Laws & Industrial Relations
M.C. 613 - III	Project Planning and Environment Management	
	Unit - I	Project Planning & Analysis
	Unit - II	Management of Environment
M.C. 613 - IV	Entrepreneurial Development	
	Unit - I	Entrepreneurship & Family Business Management
	Unit - II	Small Business Management
M.C. 613 - V	International Business	
	Unit - I	Export Import Policy and Procedures
	Unit - II	World Trading and Monetary System
M.C. 613 - VI	Contemporary Issues in Auditing and Management Services (Transport, Tourism & Hospital)	
	Unit - I	Contemporary issues in Auditing
	Unit - II	Management of Services (Transport, Tourism & Hospital)

Any one of the following groups (option has to be exercised by the end of 1st & IInd Semester)

M.C. 614 - I	Computer Applications	
	Unit - I	Computer applications in Accounting
	Unit - II	Computer applications in Costing
M.C. 614 - II	Contemporary Management	
	Unit - I	Knowledge Management
	Unit - II	Learning Organisation
M.C. 614 - III	Legal Frame work for Services	
	Unit - I	Bank Legislation
	Unit - II	Insurance Legislation
M.C. 614 - IV	Business Economics	
	Unit - I	Econometrics
	Unit - II	Quantitative Models for Business Decision
M.C. 614 - V	International Finance	
	Unit - I	International Accounting
	Unit - II	International Financial Management
M.C. 614 - VI	E-Commerce	
	Unit - I	E-Commerce : Payment System, Technical and Ethical System
	Unit - II	Regulatory Framework for E-Commerce
M.C. 615	VIVA VOCE	
M.C. 616	E-Business and Innovative Financial Products	
	Unit - I	E-Business I
	Unit - II	Innovative Financial Products

Note *:*

1. *Each candidate shall be examined in the papers (including Project and Viva-Voce) as laid down in the syllabus prescribed from time to time.*
2. *A candidate of M.Com. of the University School of Open Learning who fails to submit at least 80% of all the assignments of the session shall not be eligible to appear in the University examination.*
3. *Option for optional Groups(M.C.613 and M.C.614) in M.Com.II year be given by the end of Second Semester Each paper except M.C. 515 and M.C. 615 will be of 100 marks but for computation of result its weightage will be of 200 marks. For papers M.C.515 and M.C. 615 weightage of marks will be of 100 marks only.*

Evaluation of Assignments

1. The students are required to submit two assignments for each paper for Internal Assessment during the ourse of the study.
2. No assignment will be accepted after the last date. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.
3. The Roll No. for the Annual 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.
4. The marks secured by the student in internal assessment will be communicated only through the marks sheet of University examination result.
5. There is on provision for re-evaluation of assignments of the marks obtained in the internal assessment.

MASTER OF FINANCE AND CONTROL (M. F. C.) (Two year Course)

M. F. C. (Semester System)

The minimum qualification for admission to Ist Semester of the course through correspondence shall be :

(a) A graduate in Commerce or Business Administration with not less than 45% marks in the aggregate.

OR

(b) A graduate other than mentioned in (a) above with not less than 50% marks in the aagregate.

OR

(c) A post-graduate in any discipline with not less than 45 % marks

OR

(d) A pass in the final examination conducted by the (i) Institute of Chartered Accountants of India or Institute of Chartered Accountants in England & Wales, or (ii) Institute of Costs and Works Accountants of India or Institute of Cost and Management Accountants incorporated by Royal Charter London, or (iii) Institute of Company Secretaries of India

OR

(e) AMIE examination with not less than 50% marks.

Note : *The candidates who have been placed under compartment in B.A./B.Sc./B.Com. examination under 10+2+3 scheme are not eligible for admission to M.F.C. First Semester.*

M.F.C. II (Annual System)

The Part II examination shall be open to a candidate who either has been on the rolls of the University School of Open Learning during one academic year preceding the Part II examination after passing Second Semester examination.

OR

A candidate who has been on the rolls of the University School of Open Learning during any of the two previous academic years provided he/she is covered under the Re-appear Regulation 9 and has paid the prescribed continuation fee every year as an ex-student of the University School of Open Learning.

A candidate who fails in the Part I examination but has secured in not less than 3 papers at least 35% marks separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be permitted to continue his studies for Part II but he will be required to re-appear in the supplementary examination held in the month of September/October of the same year in such papers in which he had failed in the April/May Examination.

If a candidate failes to clear the reappear paper in the supplementary examination in the month of September/October, he shall be given one more chance to clear the reappear paper in the annual examination to be held in April/May.

A candidate who fails in the Part I Examination but has secured in not less than 3 papers at least 35% marks separately as well as jointly with the internal assessment in all the papers but fails to get 50% marks in the aggregate

shall have the option to re-appear in not more than three papers in the supplementary examination to be held in the month of September/October of the same year and shall be permitted to continue his studies for Part II.

If a candidate fails to clear the reappear paper in the supplementary examination in the month of September/October, he shall be given one more chance to clear the reappear paper in the annual examination to be held in April/May.

MFC. (Semester System)

Ist SEMESTER

		MARKS	
		Th.	**Int.**
MFC 101	Mangement for Organisations	80	20
MFC 102	Business Environment.	80	20
MFC 103	Accounting for managers.	80	20
MFC 104	Economic Analysis for Business.	80	20
MFC 105	Financial Services.	80	20
		400	100

IInd SEMESTER

MFC 201	Organisation Behavior.	80	20
MFC 202	Regulatory Framework For Busines.	80	20
MFC 203	Financial Management & Policy.	80	20
MFC 204	Quantitave Techniques.	80	20
MFC 205	E- Commerce.	80	20
		400	100

***Note* :-** Evaluation of Assignments

1. The students are required to submit one assignments for each paper for Internal Assessment during the course of the study.
2. No assignment will be accepted after the last date. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.
3. The Roll No. for the semester end 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.
4. The marks secured by the student in internal assessment will be communicated only through the marks sheet of University examination result.
5. There is on provision for re-evaluation of assignments of the marks obtained in the internal assessment.

MASTER OF FINANCE AND CONTROL (MFC II Annual System)

Students shall study the following Papers of 100 marks each :

PART II	Course No.	PAPER	Max. Marks : 100
	MFC 201	MIS and Computer Application in Accounting	80 + 20
	MFC 202	Financial Management and Policy	80 + 20
	MFC 203	Security Analysis and Investment Management	80 + 20
	MFC 204	International Finance	80 + 20
	MFC 205	Viva-Voce (Comprehensive)	Max. Marks 100

MFC 206	Anyone of the following :		Max. Marks 100
	(i)	Training Report and Viva-Voce	—do—
	(ii)	Project Report and Viva-Voce	—do—
	(iii)	Management of Services (Banking & Insurance)	80 +20
	(iv)	Management Control System and Corporate Governance	—do—
	(v)	Financial Analysis and Engineering	—do—
	(vi)	International Business	—do—

Note 1 : *There will be 10 questions in each paper. (Examiners will be instructed to set two or three questions from each unit). Students will be required to answer five questions selecting atleast one question from each part.*

1. *For units where numerical problems can be incorporated, at least one numerical problem can be asked.*
2. *Non-programmable scientific pocket calculator is allowed.*
3. *Max. marks for written examination in each paper is 80.*
4. *There will be an Internal assessment of 20 marks in each paper.*

Note 2 **:** Evaluation of Assignments M.F.C. II

1. The students are required to submit one assignments for each paper for Internal Assessment during the course of the study.
2. No assignment will be accepted after the last date. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.
3. The Roll No. for the semester and 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.
4. The marks secured by the student in internal assessment will be communicated only through the marks sheet of University examination result.
5. There is on provision for re-evaluation of assignments of the marks obtained in the internal assessment.

MBA III & IV SEMESTER

Admission to MBA (Off Campus) IIIrd & IVthe Semester is open to the candidates who have passed 50% of the prescribed papers of Ist and 2nd Semester jointly of MBA (Off Campus)

The third and fourth semester examinations shall be open to a student who -

(i) has been on the rolls of the University School of Open Learning during third and fourth semester respectively; and

(ii) has submitted all of the written assignments of third and fourth semester respectively; and

(iii) has passed 50% of the prescribed papers of 1st and 2nd semester jointly;

(iv) In case a student who has not submitted his required assignments and wants to appear as an ex- student of University School of Open Learning, he will be allowed to do so only after the submission of all the assignment of the semester in which he wants to appear.

MBA (Off campus)

Scheme of Examination

THIRD SEMESTER

		500 MARKS
MBA 0311	STRATEGIC MANAGEMENT	100
MBA 0312	RESEARCH METHODOLOGY	100
	Any one of the groups with three papers:	
GROUP A :	**MARKETING MANAGEMENT**	
MBA 0314	SALES AND DISTRIBUTION MANAGEMENT	100
MBA 0315	PRODUCT & RETAIL MANAGEMENT	100
MBA 0316	ADVERTISING AND CONSUMER BEHAVIOUR	100
GROUP B :	**FINANCIAL MANAGEMENT**	
MBA 0317	MANAGEMENT CONTROL SYSTEM	100
MBA 0318	STRATEGIC FINANCIAL MANAGEMENT	100
MBA 0319	STRATEGIC COST MANAGEMENT	100
GROUP C :	**HUMAN RESOURCE MANAGEMENT**	
MBA 0320	ORGANIZATION DEVELOPMENT	100
MBA 0321	MANPOWR PLANNING & PERFORMANCE APPRAISAL	100
MBA 0322	TRAINING AND DEVELOPMENT	100
GROUP D :	**PRODUCTION & TECHNOLOGY MANAGEMENT**	
MBA 0323	ADVANCED OPERATIONS RESEARCH	100
MBA 0324	TOTAL QUALITY MANAGEMENT	100
MBA 0325	TECHNOLOGY MANAGEMENT	100
GROUP E :	**INTERNATIONAL BUSINESS**	
MBA 0326	INTERNATIONAL MARKETING	100
MBA 0327	INTERNATIONAL ACCOUNTING	100
MBA 0328	INTERNATIONAL FINANCIAL MANAGEMENT	100

FOURTH SEMESTER

		500 MARKS
MBA 0329	CORPORATE GOVERNANCE	100
MBA 0330	MANAGING TECHNOLOGY (E-commerce)	100
GROUP OFFERED IN THIRD SEMESTER WITH THREE PAPERS		**300**
GROUP A :	**MARKETING MANAGEMENT**	
MBA 0333	INTERNATIONAL MARKETING	100
MBA 0334	MARKETING OF SERVICES	100
MBA 0335	INTERNATIONAL (TRADE) LOGISTIC	100

GROUP B :	**FINANCIAL MANAGEMENT**	
MBA 0336	MANAGEMENT OF FINANCIAL SERVICES	100
MBA 0337	INVESTMENT MANAGEMENT	100
MBA 0338	FINANCIAL STATEMENT ANALYSIS	100
GROUP C :	**HUMAN RESOURCE MANAGEMENT**	
MBA 0339	EXECUTIVE COMPENSATION	100
MBA 0340	LABOUR ECONOMICS & LABOUR POLICY	100
MBA 0341	INDUSTRIAL PSYCHOLOGY	100
GROUP D :	**PRODUCTION AND TECHNOLOGY MANAGEMENT**	
MBA 0342	PRODUCTIVITY MANAGEMENT	100
MBA 0343	BUSINESS PROCESS RE- ENGINERRING	100
MBA 0344	ENTERPRISE RESOURCE PLANNING	100
GROUP E :	**INTERNATIONAL BUSINESS**	
MBA 0345	INTERNATIONAL HRM PRACTICES	100
MBA 0346	INTERNATIONAL BUSINESS ECONOMICS	100
MBA 0347	INTERNATIONAL TRADE LOGISTICS	100

Dates for Submission of Assignments Synopsis/Project Report

Assignment (upto 4.00 p.m.)

M.Com-1st Semester	30th Sep. 2011 (Friday)
MFC-Ist Semester	10th Oct. 2011 (Monday)
MBA (OC)- Ist Semester	31sr Oct. 2011 (Monday)
MBA (OC) - 3rd Semester	24th Oct. 2011 (Monday)

M.Com-2nd Semester	19th March 2012 (Monday)
MFC-2nd Semester	26th March 2012 (Monday)
MBA (OC)- 2nd Semester	22nd March 2012 (Thursday)
MBA (OC) - 4th Semester	30th March 2012 (Friday)
M.Com-1st Semester	30th Sep. 2011 (Friday)
MFC-Ist Semester	10th Oct. 2011 (Monday)
MBA (OC)- Ist Semester	31sr Oct. 2011 (Monday)
MBA (OC) - 3rd Semester	24th Oct. 2011 (Monday)

M.Com-2nd Semester	19th March 2012 (Monday)
MFC-2nd Semester	26th March 2012 (Monday)
MBA (OC)- 2nd Semester	22nd March 2012 (Thursday)
MBA (OC) - 4th Semester	30th March 2012 (Friday)
M.Com-II (Anual System)	9th January 2012 (Monday)
MFC-II (Annual System)	12th january 2012 (Thursday)

Submission of Synopsis

M.Com- II Semester	30th November 2011 (Wednesday)

(Please submit your synopsis for paper MC 515-II of 2nd semester before appearing in Semester end examination of M.Com 1st semester)

MFC-II (Annual System)	13th February 2012 (Monday)

Submission of Project Report

M.Com-II Semester	30th March 2012 (Friday)
MFC (Annual System)	16th July 2012 (Monday)

SECTION IV : EDUCATION

Admission to B.Ed (Through Correspondence) First Year

B.Ed (Correspondence) course run by USOL is recognized by NCTE (letter no. F.NRC/NCTE/F-7/CH-24/10216).

The syllabi and the curriculum of B.Ed (Correspondence) is exactly same as of B.Ed (Regular) of Panjab University .The only difference is that it is spread over two academic years instead of one.

Note : There are separate application forms for admission to B.Ed. First Year (Correspondence)

Admission to B.E.d (correspondence) session 2011-12 is to be done on the basis of merit prepared by taking into account the marks obtained in qualifying examination.

Admission to B.Ed. Second Year

The minimum qualification for admission to the B.Ed. (Correspondence) Second Year shall be that a candidate has passed B.Ed. First Year (through Correspondence) from Panjab University, Chandigarh.

OR

has been placed for a Re-appear/Compartment in any of the papers either under Part-I or in any of the components of Part-II of the syllabus of First Year of B.Ed. (Correspondence).

Scheme of Examination of B.Ed. Second Year

The examination of three Compulsory Papers i.e V (A&B) and paper VI & VII (Methodology of teaching) and two practical components I and IV shall be held in B.Ed. -II.

General Profession Courses of Theory Paper

	Ext. Th.	*Int. Eval.*	*Ext. Prac.*	*Int. Prac.*	*Total*
Paper–V (A) : Guidance and Counselling	48	06	-	06	60
(B) : Any One of the following options*	32	04	-	04	40
Paper–VI & VII	90	10	-	-	100
Methodology of teaching of any Two subjects**	90	10	-	-	100
	Total				300

PART–II

Practical Component

		Marks		
		External	*Internal*	*Total*
I :	School Experience Programme	60+60=120	40+40=80	200 (For two teaching subjects)
IV :	(A) Work Experience Programme	30	20	50
	(B) Co-curricular, Cultural & Community Activities	30	20	50
		Total		300

Aggregate Marks of B.Ed. II : 300 + 300= 600 Marks

Grand Total of B.Ed. I & II = 500 + 600 = 1100 Marks

Options for Paper V (B) : Students are free to opt any of the following options for Paper (V) B, however learning material will be provided only in the Health and Physical Education and Environmental Education.

(i) School Library Services
(ii) Health and Physical Education
(iii) Education of Children with special needs

(iv) Environmental Education

Option of Paper VI & VII (Methodology of teaching) are –

1. Teaching of English
2. Teaching of Social Studies
3. Teaching of Music
4. Teaching of Hindi
5. Teaching of Commerce
6. Teaching of Physical Education
7. Teaching of Punjabi
8. Teaching of Mathematics
9. Teaching of Computer Education
10. Teaching of Sanskrit
11. Teaching of Science
12. Teaching of Geography
13. Teaching of Economics
14. Teaching of Fine Arts
15. Teaching of Home Science
16. Teaching of History
17. Teaching of Life Science
18. Teaching of Physical Science
19. Teaching of Political Science

Notes : *(i) Personal Contact Programmes (PCPs) shall be organized at the study centres alloted at time of counselling for duration of 300 hours(150 hours each in B.Ed I & II). Two PCPs of 15 days each for B.Ed. I as well as B.Ed. II are conducted in a year.*

(ii) 80% attendance is compulsory in the PCPs failing which the candidate is not be allowed to appear in the final examinations.

(iii) Practical work in each theory paper of Part I and Components of Part- II is to be undertaken by the candidates during PCPs. This work is evaluated for the purpose of awarding marks in practicals.

(iv) Candidate has to submit 2 assignments in each paper during PCP.

(v) House Examination are compulsory. These are conducted for each paper during second series of PCP at the Study Centres.

(vi) The marks of internal assessment is calculated on the basis of Assignments, House Examination,attendence and classroom interaction.

(vii) Since the syllabi and scheme of examination for B.Ed. (Correspondence) is same as of the regular course, any change in the syllabi and scheme of examination in regular course at any later stage will be applicable to the B.Ed.(Correspondence) of USOL also.

(viii) Teaching subjects alloted at the time of admission Counselling cannot be changed without permission of the authority at USOL. Otherwise the internal assessment pertaining to teaching subjects will be withheld and this will consequently lead to the non-declaration of the result.

(ix) Candidate will not be allowed to change the option Paper V (B) in mid session. So it is advised to opt the subject carefully at the time of admission.

(x) Request to change of study centre will not be entertained because this leads to mismanagement of records and internal awards resulting into non-declaration of results.

Study Centres for PCP (USOL)

1. University School of Open Learning ,P.U. Chandigarh.
2. Govt. College of Education, Sector-20-D Chandigarh.
3. Malwa Central College of Education for Women, Ludhiana.
4. D.A.V. College of Education, Hoshiarpur.
5. D.A.V College of Education, Abohar.
6. B.C.M. College of Education, Ludhiana.
7. G.H.G. Khalsa College of Education, Gurusar Sudhar (Ludhiana).
8. D.M. College of Education, Moga
9. Dev Samaj College of Education, Ferozepur City.
10. L.L.R.M. College of Education, Dhudike.
11. G.H.G.H. College of Education for Women, Sidhwan Khurd (for Girls only).
12. Dashmesh College of Education for Girls, Badal, Muktsar (for Girls only).

MASTER OF EDUCATION (M.Ed.) (Semester system)

(For In- service Teachers only)

Recognized by NCTE**: F. NRC/NCTE/F-3/PB-85/2002/7668-7675**

Duration :Two Year Course

Total Number of seats :150

M.Ed. correspondence course is exactly the same as the M.Ed. regular without compromising the quality, with the only difference that the M.Ed. correspondence course is spread over two years (four semesters).

Admission to 150 seats in M.Ed. (two year course) through correspondence is done on the basis of Entrance Test. The merit is computed by taking into account 50% marks of entrance test and 50% of the marks obtained in qualifying exam. Category-wise distribution of 150 seats as per University regulations is as under :

Sr. No.	Category	% age of seats	Number of Seats
1.	S.C.	15	23
2.	S.T.	7.5	11
3.	BC	5	8
4.	Physically Handicapped	3	05
5.	Defence (Ex-servicemen only)	5	08
6.	Riot Victims and Terrorist affected	2	03
7.	Wards of Freedom Fighters	2	03
	Sub-total of Reserved Category	39.5	61
8.	General	60.5	90
	Total	100	151

ELIGIBILITY CRITERIA: A Person who passess one of the following qualification shall be eligible to join the course:-

(i) **Educational Qualification :** a person who possesses at least 55% marks in B.Ed. (50% incase of SC/ ST) candidates

(a) A **degree** in any Faculty and also the degree of Bachelor of Education with 55% marks of this University;

(b) A degree in any Faculty and also the degree of Bachelor of Teaching with 55% marks of this University;

(c) A degree in any Faculty and also the degree of Bachelor of Education (Basic) with 55% marks as equivalent to the degree of this University;

(d) A degree in any Faculty and also the degree of Bachelor of Education (Yoga) with 55% marks in aggregate as equivalent to the degree of this University;

(e) A degree in any Faculty and also the Post-graduate Senior Basic Trained Teachers Diploma of the Punjab Education before 1956;

(f) Any other qualification recognised by the Syndicate as equivalent to (a), (b), (c), (d) or (e) above.

(ii) **Teaching Experience :** M. Ed.course shall be open only to the in-service teachers having two years paid work experience of teaching in a School recognised by a Board of School Education established by Law or in College Affiliated to or Recognised by a University. The part-time experience shall also be counted towards teaching experience if the teaching was done as paid teaching and the teacher is working at the time of admission, i.e. in service at the time of admission.

Note : *There is separate prospectus for Entrance Test. Those who intend to take admission in M.Ed. Semester I (through correspondence) have to apply through Entrance Test Form for M.Ed.*

Scheme of Examination of M.Ed.

M.Ed (Correspondence) course is divided into four semesters. In semester I & II, there are three foundation papers and in semester III & IV, optional papers are to be completed.

Semester I

In the Semester I & II of M.Ed. (Correspondence) there will be three foundation papers :

	Course Code	Theory	External	Internal	Practical	Credits
I : Foundations of Education–(Philosophical)–I	C01-PSE-1	100	60	20	20	5
II:Advanced Educational Psychology–I	C01-AEP-1	80	60	20	20	5
III:Methodology of Educational Research and Statistics–I	C03-ERS-1	100	80	20	–	5

Aggregate of Semester–I *100x3 = 300+15 Credits*

Semester II

	Course Code	Theory	External	Internal	Practical	Credits
I :Foundations of Education– (Sociological)–II	C01-PSE-II	100	60	20	20	5
II :Advanced Educational Psychology–II	C02-AEP-II	80	60	20	20	5
III:Methodology of Educational Research and Statistics–II	C03-ERS-II	100	80	20	–	5

Aggregate of Semester–II *100x3 = 300 + 15 Credits*

Grand Total of Semester–I & II *300+300 = 600 + 30 Credits*

Semester III

Optional Papers

In Semester–III, the students have to take for **two** *options out of following five. They have to study the same selected papers in Semester–IV also.*

	Course Code	Theory	External	Internal	Practical	Credits
Guidance and Counselling-I	E01-GNC-1	80	60	20	20	5
Teacher Education–I	E05-TED-1	100	80	20	–	5
Educational Technology–I	E07-EDT-1	80	60	20	20	5
Measurement and Evaluation–I	E08-MEV-1	100	80	20	–	5
Educational Administration and Management–I	E12-EAM-1	100	80	20	–	5

Aggregate of Semester–III *100x2 =200 + 10 Credits*

Compulsory Components:

1. Dissertation

2. Field Based Experiences

Importnat Note: Dissertation and field based experience is complusory component in semester III & IV. The synopsis of dissertation is to be submitted in M.ED semester III. *The evaluation of both the dissertation and Field based experience is to be done in M.Ed. semester IV.*

Semester IV

	Course Code	Theory	External	Internal	Practical	Credits
Guidance and Counselling–II	E01-GNC-II	80	60	20	20	5
Teacher Education–II	E05-TED-II	100	80	20	–	5
Educational Technology–II	E07-EDT-II	80	60	20	20	5

	Course Code	Theory	External	Internal	Practical	Credits
Measurement and Evaluation–II	E08-MEV-II	100	80	20	–	5
Educational Adminstration and Management –II	E12-EAM-II	100	80	20	–	5

Evaluation of Compulsory Components

	External	Internal	Total	Credits
Dissertation (C04-DIS)	100	50	150	7.5
Field Based Experience (C05-FBE)	25	25	50	2.5

Aggregate of semester IV: 100x2=200+150+50 = 400 Marks+20 credits

Aggregate of semester III & IV: 200+400= 600 Marks+ 30 credits

Grand Total of M.Ed. (I, II, III & IV Semesters) *600 + 600 = 1200 Marks + 60 creddits*

Dates to Remember

	Last Dates
Submission of 30 copies of Synoposis	November, 30th, 2011 (M.Ed semester III)
Submission of two copies of dissertation	May 31st, 2012 (M.Ed semester IV)

PERSONAL CONTACT PROGRAMME (P.C.P.)

(i) The PCP will be conducted at the University School of Open Learning Panjab University, Chandigarh only.

(ii) 75% attendance will be compulsory in the PCPs failing which the candidate will not be allowed to appear in the final exam.

(iii) Candidates will have to submit two assignment in each paper during PCP.

(iv) House Examinations are compulsory and these will be conducted during PCP.

(v) Internal Assessment will be caculated on the basis of marks of assignment, house test, attendance and classroom interaction.

(vi) Practicals will be held during PCPs.

LIST OF SUBJECT CODES FOR B.ED. II

SUBJECT	CODE
Guidance and Counselling	GAC
Paper V B	
Environment Education	EED
Health and Physical Education	HPE
Education for children with special needs	EEC
School Library Services	SLS
Teaching Subjects	
English	ENG
Hindi	HIN
Punjabi	PBI
Sanskrit	SKT
Math	MAT
Physical Science	PSC
Computer Science	TCE
Science	SCI
LIfe Science	LSC
Social Studies	SST
Commerce	COM
Economics	ECO

SUBJECT	CODE
History	HIS
Political Science	POL
Sociolgy	SOC
Music	MUS
Fine Arts	ART
Physical Education	PED
Geography	GEO
Public Administration	PUB
Home Science	HSC

List of Subject Codes for B.Ed. I

SUBJECT	CODE
Paper-I: Phylosfical & Sociological basis of Education	PSE
Paper-II: The Learner- Nature & Development	LND
Paper-III: Teaching Learning Process	TLP
Paper-IVA: School Management	SMG
Paper-IVB: Computer education	COE

SECTION V : DIPLOMA AND CERTIFICATE COURSES

COMMON INFORMATION

- **The candidates who have been placed under compartment in lower examination are not eligible for admission for all diploma courses.**
- The Duration of diploma courses is one year.
- The medium of reading material is English.
- The reading material for Advance Diploma in Naturopathy & Yoga will be both in English & Hindi.
- PCP will be held as per the schedule given in the Prospectus.

POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS (Off Camous)

REGULATIONS

Eligibility

The minimum qualification for admission to the First Semester of the course shall be-

(i) A Bachelor's degree in any discipline of the University or a degree of 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 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 marks in all the papers in Language excluding the additional optional paper English and the elective subject taken together.

(ii) A pass in the 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.

(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 or professional experience.

Duration

The duration of the course shall be one academic year divided into two semesters.

Syllabi for Post Graduate Diploma In International Business
(Scheme of the Examination)

Note : *1. Examination in each subject will be of 3 hrs, duration.*
2. Maximum Marks for external/ written exam is 80 and Internal is 20 marks.

Semester I

PGDIB	01	International Marketing	100
	02	International Accounting	100
	03	International Financial Management	100
	04	Management Information System	100
	05	Strategic Management	100
	06	Market Research	100
		TOTAL MARKS	600

Semester II

PGDIB	07	Managing Technology	100
	08	International HRM practices	100
	09	Business Law	100

10	International Business Economics	100
11	Global Trade Environment	100
12	Intenational Logistics	100
	TOTAL MARKS	**600**

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

Coordinator : - Dr. Anu Gupta
Helpline No. 2534067

Eligiblity

The Minimum Qualification for the course shall be -

1. Bachelor's Degree of Panjab University Under 10 +2 +3 system of examination with the least 50 % marks in any descipline OR
2. B.Tech / B.E. OR
3. Any other Examination Recognised by the Syndicate as equivalent to 1. and 2. above.

Personal Contact Programme :

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

Study Centre

The study centre shall be at Chandigarh.

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.

Outline of the Syllabi and Courses

Paper Code	Paper's Name	LTP Hrs./Week		Exam. Marks	Int. Ass. Marks	Total Marks	Exam. Hours
POST GRADUATE D-01	Fundamentals of Information Technology	3	1	80	20	100	3
POST GRADUATE D-02	DBMS Using SOL	3	1	80	20	100	3
POST GRADUATE D-03	Computer Based Accounting	3	1	80	20	100	3
POST GRADUATE D-04	Computer Networks & Data Communications	3	1	80	20	100	3
POST GRADUATE D-05	Computer programming & Problem Solving(Using C/C++)	3	1	80	20	100	3
POST GRADUATE D-06	Web application Tools and E-Commerce	3	1	80	20	100	3
POST GRADUATE D-07	Practical Software Lab.	_	5	50	25	75	4
POST GRADUATE D-08	Practical RDBMS Lab.	_	5	50	25	75	4
POST GRADUATE D-09	Practical Programming Lab. in C/C++	_	5	50	25	75	4
POST GRADUATE D-10	Practical Web Programming Lab.	–	5	50	25	75	4
POST GRADUATE D-11	Project Work	–	–	–	–	–	100

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.

POST GRADUATE DIPLOMA IN HUMAN RIGHTS AND DUTIES

Coordinator : - Dr.Emanual Nahar
Help Line No:- 2534396,2534332

Eligiblity

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 recognised as equivalent thereto.

Paper - I : Fundamentals of Human Rights and Duties

Paper - II : Human Rights Theory and Practice : International Scenario

Paper - III : Human Rights Theory and Practice : The Indian Context

Paper - IV : Project Work

Notes : *1. The one year Diploma course contains 4 papers. Each paper shall be of 100 marks. Paper I , II, III shall each consist of written examination of 80 marks and Internal Assessment of 20 marks based on a written assignment.*

2. Paper - IV 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 candidate is required to take up a project based on fieldwork, for paper IV.

(b) The candidates 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 candidate 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.

POST GRADUATE DIPLOMA IN HEALTH FAMILY WELFARE AND POPULATION EDUCATION

Coordinator : - Mrs. Harveen Pannu
Help Line No :- 2534327

Eligibility

Admission to the course shall be open to any person who has obtained the Bachelor's degree or BAMS degree of the Panjab University or any other qualification recognised as equivalent by the Syndicate.

Paper I : Fundamentals of Population Education and Population Dynamics.

Paper II : Health Education Management

Paper III : Reproductive Health and Family Welfare.

Paper IV : Population Problems and Population Policies.

Note : *The course consists of four papers. Each paper is divided in to four units, there shall be nine Questions in all, the candidate shall attempt one question from each unit. The first question shall be compulsory and short answer type containing 15 short questions.*

POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (PGDLAN)

Assistant Coordinator : - Mr. Pardeep Kumar
Help Line No:- 2534303

Eligibility

Admission to course shall be open to persons who have passed Bachelor's of Library Science.

Paper-I : (LAN-01) Basics of Computers and Communication
Paper-II : (LAN-02) Library Automation
Paper-III : (LAN-03) Information Systems
Paper-IV : (LAN-04) Networking and Internet Techonology
Paper-V : (LAN -05) Internet Resources and Content Development
Paper-VI : (LAN-06) Project/Dissertation

Note: For the purpose of Internal Assesment compulsory Assignments each of 10 marks will be submitted by the students

POST GRADUATE DIPLOMA IN MASS COMMUNICATION

Asstt. Coordinator : - Mr. Sunil Dutt
Help Line No:- 2534303

Eligibility

Admission to the course shall be open to any person who has passed Bachelor's Degree examination in any faculty from Panjab University or other University recognised as equivalent thereto.

There will be five papers each carrying 100 marks.

PGDMC	101	Introduction to Mass Communication
PGDMC	102	Print Media
PGDMC	103	Electronic Media
PGDMC	104	Advertising and Public Relations
PGDMC	105	Practical Assignments

Note : *The assignments are required to be submitted in the form of portfolio within 10 days of the termination of the theory examination. No assignment will be accepted thereafter and the candidates defaulter in this regard will be treated as absent in this paper. Submission of the assignment after the expiry of the stipulated period will be counted towards the next subsequent examination.*

POST- GRADUATE DIPLOMA IN STATISTICS

Coordinator : - Dr. R. K. Mahajan
Help Line No :- 2534316

Eligibility

Admission to course shall be open to any person who has obtained any one of the following two :

1. The Bachelor's Degree of Panjab University with not less than 40 % marks in the aggregate or any other qualification recognised as quivalent therto
2. A Master's Degree in any subject of Panjab University or of any other University recognised as equivalent thereto.

Note : *The candidate who has been placed under compartment in lower examination is not eligible for Admission.*

Paper-I : Descriptive Statistics
Paper-II : Probability and Sampling Distributions with Applications.
Paper-III : Basic Business Statistics
Paper-IV : Research Methods

Note : *(i) In each Paper 10 marks shall be assigned for internal assessment and 90 marks for the University Examinations.*

(ii) Each student will be sent two response-sheet assignments per paper which should be submitted for evaluation to the Chairperson, University School of Open Learning within one month of the despatch (grace period of 14 days will be allowed to the students residing abroad).

ADVANCE DIPLOMA IN NATUROPATHY AND YOGA

Coordinator : -Prof.Surinder K.Shukla
Help Line No :- 2534330

Eligibility

The candidate must have done three or more years Diploma in Naturopathy and Yoga (NDDY) conducted by Gandhi Samark Prakritik Chikitsa Samiti.
Rajghat, New Delhi or by All India Nature Cure Federation, New Delhi or any other equivalent course of three or more years duration, form a well recognized Institution.
Admission to the course will be done on the basis of merit in the previous qualifying examination mentioned above

Paper-I : Philosophy of Naturopathy and Environment Studies.
Paper-II : Natural Therapeutics
Paper-III : Management of Diseases in Nathuropathy
Paper-IV : Yoga Therapy
Paper-V : Practical Paper I : It includes Project Report and Viva
Paper-VI : Practical Paper II : It includes Practical and Viva

Note : *Original Migration Certificate should be produced from University/Institute from which last Examination passed.*

DIPLOMA IN PHOTOGRAPHY

Coordinator : - Prof. Swinder Singh
Co-Coordinator :- Mr.Sudhir Baweja
Mr. Sunil Dutt

Eligibility

Admission to the course shall be open to persons who has passed at least 10 +2 examination from a Board / University / Council recognised by the Panjab University or higher examination.

Paper-I : Introduction to Photography
Paper-II : Fundamentals of Photography and Photographic Equipment
Paper-III : Practical Studio & Field work

CERTIFICATE COURSE IN VIVEKANANDA STUDIES

Coordinator : -Mr. Sudhir Baweja USOL
Help Line No:- 2534331, 9876621441

Eligibility

Addmission to the course shall be open to persons who have passed at least 10 +2 examination from a Board / University / Council recognised by the Panjab University or any other higher examination. The students and teachers of the Colleges and the Universities shall also be eligible for admission.

Paper-I : Life and Works of Swami Vivekananda

Paper-II : Vivekananda and Sages of Modern India

CERTIFICATE COURSE IN WOMEN STUDIES

Coordinator : - Prof. (Mrs.) Surinder K. Shukla
Help Line No :- 2534330

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 recognised by the Syndicate as equivalent to (a) above

Paper-I : Conceptualising Women Studies
Paper-II : National and International Initiatives for Women

(i) ENROLMENT FORM

- You must check your eligibilty before filling the Enrolment Form.
- Your candidature can be cancelled if found ineligible on verification at any later stage during the academic session of the course
- You should offer the combination of subjects mentioned in the Prospectus as per the University Regulations
- Fill all the columns of all the Forms appended at the end of the Prospectus.
- You must clearly mention your options of each paper in the Enrolment Form.

ATTACH THE FOLLOWING DOCUMENTS IN ORIGINAL WITH ENROLMENT FORM

(a) Examination Admission Form
(b) Original Certificate of the qualifying examination on the basis of which you are seeking admission.
(c) Original Detailed marks certificate of the above mentioned examination. The original certificate will be sent back to you once all the formalities are completed in USOL.
(d) The students who have passed the lower examinations from the Universities / Boards except the Panjab University and the School Education Boards of Punjab / Haryana/ Himachal Pradesh /CBSE New Delhi are required to submit the migration certificates.
(e) Fill up the Enrolment -cum - Identity Card and Fee Card attached at the end of this Prospectus.
(f) Character Certificate from the Principal of the School / College last attended
(g) Bank Draft No. ..... Dated..... Rs.....
(h) University Receipt No..... Dated..... Rs.....
(i) Original pay-in-slip of the Bank along with Enrolment Form (do keep a photocopy of the pay in slip with you).

PHOTOGRAPHS :- In all you will be needing six photographs for your Enrolment/Examintion Forms.

- One photo should be attested and pasted on the Enrolment Form.
- Do not staple the Photographs.
- **Write your Name and Class/Course at the back of all Photographs.**

EXAMINATION ADMISSION FORM :

- You will also fill up along with the Enrolment Form, the University Examination Admission Form (available in the Prospectus itself). Your Enrolment Form will not be entertained, if, duly filled Examination Admission Form is not attached.
- Fill up the exact option of each paper in the examination form.
- While filling up the Examination Admission Form, you will select one of the Examination Centres of your choice as mentioned in the Prospectus where you will like to take your examination. The University reserves the right to abolish any center if the number of candidates falls short of the required number.
- In case you are placed in **Compartment/ Re-appear** in any subject in the lower Examination, you will be required to fill up a separate Examination Admission Form for the said subject.

DISPATCH OF ALL DOCUMENTS :

- Please send all the above stated documents by registerd post to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014.
- USOL does not take the responsibility for any Postal Delay.
- In case you belong to Chandigarh or nearby areas you may submit the Admission Form at the Reception/ Enquiry Desk of the University School of Open Learning and obtain a receipt from the Counter Clerk for the same.

VERIFICATION OF THE ORIGINAL CERTIFICATE S

The original certificates / documents will be returned to the candidates after verification. All admissions will be provisional till the verification of the original certificates and confirmation by the Univervsity. USOL 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 at page 559 of PU Calander Vol II 2005). The fees deposited shall not be refunded. It will be the basic responsibility of the student to submit the required certificates and documents within the stipulated period as and when demanded, failing which his/ her admission shall stand cancelled without any notice.

(ii) PAYMENT OF FEE

Note : *1. The fee details for various courses are given on next page*

2. It is in your own interest to pay the fee in lumpsum, for it will absolve you not only from the payment of late fee but also from a number of other administrative difficulties. however you can seek admission on a payment of Rs.4000/- (Four Thousand Rs.) in case of under- graduate, Post Graduate Diploma in Human Rights and Duties, Post Graduate, Diploma course Rs.6000/- (Six thousand) in case of B.Lib. M.F.C Part I & II, M.Ed Part I & II Rs.11000/- (Elevan thousand) for B.Ed Part I & II and Post graduate DCA.

Re-admission facility for those students who fail to pay the balance amount.

The defaulters are advised to remit their balance of fee without any late fee upto January 16, 2012. Otherwise after 16.1.2012, the name of defaulters, who owe more than Rs. 1000/- shall be struck off and the despatch of lessons shall also be discontinued forthwith.

The student will however be readmitted provided he/she puts an application for the same atleast 30 days before the commencement of the examination and remit the additional late fee of Rs. 965/- alongwith balance fee.

Important Notes :

1. 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 USOL, where the students happen to get admission for that particular academic year.

2. Students are advised in their own interest to get the University Receipt No. and date noted in the Fee Checking Section of the University School of Open Learning when ever they come to deposit the fee with the University Extension Counter, (State Bank of India) Administrative Block, Sector-14, Chandigarh.

3. Refund of Fees :

   (i) If an applicant 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 an applicant 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, the fees paid by him/her, shall not be refunded.

   (iv) If an applicant is not enrolled because he/she 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.

   (v) Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by USOL or latest by 25th February, 2012 failing which the request will not be entertained.

The fees can be deposited by three methods. Fee codes are mentioned in the Prospectus.

1. Deposit your fee at the University Extension Counter (State Bank of India), Administrative Block, Panjab University Sector 14, Chandigarh and obtain a receipt for the same and attach it with your Enrolment Form.

2. The candidates can send their fee through Bank Draft. The Bank Draft should be made in favour of Registrar, Panjab University, Chandigarh. The Draft should be drawn on State Bank of India, Sector 14, Chandigarh.

   (a) The Enrollment/Examination Form and draft should be sent to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 under Registered Cover/Speed Post.

   (b) You must write your Name, Enrollment No., Class and name of the course on the back side of the Draft.

   (c) Retain a photocopy of the Draft with you.

   (d) The bank draft must not be enclosed with response sheet or any other document under any circumstances

3. A candidate can deposit the fee at any of the branches of the State Bank of India. under the scheme of Power Jyoti Module of State Bank of India, Sector 14, Chandigarh. Under this scheme, The detailed modalities/steps to be followed by candidates are given below :

(i) The candidate shall fill in all columns of the pay in slip (triplicate) and shall deposit the required fee alongwith bank charges in any of the nearest branch of State Bank of India.

(ii) After deposit of the fee, one copy of the pay in slip shall be retained by the banker and balance two copies shall be handed over to the candidate.

(iii) The candidate shall ensure that bank has mentioned proper Journal No. on the Pay-in-Slip of the candidate. This Journal No. shall be mentioned by the candidate in payment detail column of the form. See pay slip sample in the prospectus.

(iv) The candidate shall then attach one copy of the same with the form and forward to the University.

4. The candidate can download the form and pay in slip from any internet terminal and deposit the fee in the nearest SBI Bank.

5. The students can also deposit the fee through internet banking. The detailed instructions in this regard are provided on University website.

Class-wise total fee to be paid by the Student

1.	B.A./B.Com. I/II/III	₹	7992	per annum
2.	B.Ed. Part-I/II	₹	20017	per annum
3.	Bachelor of Lib. & Inf. Science	₹	8170	per annum
4.	M.A. Ist & IInd Semester	₹	8747	per annum
5.	M.A. IIIrd & IVth Semester	₹	8747	per annum
6.	M.A. II (Annual System)	₹	7547	per annum
7.	M.Com.Ist & IInd Semester	₹	11747	per annum
8.	M.Com.II (Annual System)	₹	9047	per annum
9.	M.F.C. Ist & IInd Semester	₹	15697	per annum
10.	M.F.C. II (Annual System)	₹	13997	per annum
11.	M.Ed. Ist & IInd Semester	₹	15337	per annum
12.	M.Ed. IIIrd & IVth Semester	₹	15337	per annum
13.	M.B.A. (Off Campus) Ist & IInd Sem.	₹	38547	per annum
14.	M.B.A. (Off Campus) IIIrd & IVth Sem.	₹	38147	per annum
15.	P.G. Dip. in Health, Family Welfare & Population Education (P.G.D. H.F.W.P.E.)	₹	7847	per annum
16.	P.G. Dip. in Statistics	₹	6902	per annum
17.	P.G.D.M.C	₹	7637	per annum
18.	P.G.D.C.A.	₹	18667	per annum
19.	P.G.D. in International Business	₹	33327	per annum
20.	P.G.D.Human Rights & Duties	₹	7847	per annum
21.	P.G. Dip. in Library Automation & Networking	₹	9795	per annum
22.	Advance Diploma in Naturopathy & Yoga	₹	6795	per annum
23.	Diploma in Photography	₹	9795	per annum
24.	Certificate Course in Vivekananda Studies	₹	2775	per annum
25.	Certificate Course in Women Studies	₹	3795	per annum

Note : *1. Candidate who have passed, qualifying examination from other University/Boards/Bodies are not required to pay the continuation fee of Rs. 40/-.*

2. Library Security to be paid by all students, except those who were studying in University School of Open Learning during 2011-2012, will be required to pay the difference of Rs. 640/- in case of B.A./ B.Com./Post Graduate Diploma in Statistics, and Rs. 730/- in case of M.Ed./ MFC/B.Ed., and Rs. 800/- in case of Post Graduate Diploma in Computer Application, Post Graduate Diploma in Mass Communication and Rs. 840/- in case of M.A., M.Com., Post Graduate Diploma in Health, Family Welfare & Population Education & Post Graduate Diploma in Human Rights & Duties provide they have not got the security refund.

3. (a) *Students already registered with the Panjab University will not have to pay registration fee of Rs. 65/-.*

   (b) *The students having passed, qualifying 10+2 examination from Boards of School Education, Haryana, Punjab, H.P., C.B.S.E. & I.C.S. E shall not pay migration fee of Rs.220/-.*

4. *The students who belong to the jurisdiction of the Panjab University i.e. the districts of Hoshiarpur, Ludhiana, Ferozepur, Moga, Muktsar and Union Territory of Chandigarh shall not pay Rs. 275/- as a special examination fee.*

5. *The students who have passed their qualifying examination from the Panjab University are not required to pay the eligibility fee of Rs. 75/-.*

6. *Students who have not offered Geography/Defence & Strategic Studies will not be required to pay the practical fee of Rs. 210/-.*

7. *Students who have not offered Psychology will not pay additional Lab. Charges of Rs. 840/-.*

8. *Students will pay one time Environment Education fee of Rs. 250/- at the time of admission to B.A. I / B.Com. I. (which is compulsory in Ist year).*

9. *Students who will collect lessons personally from USOL will not pay the mailing charges of Rs. 535/-.*

10. *The increase of fee to be paid by the candidate shall be as prescribed by the Syndicate from time to time.*

(iii) UNIVERSITY EXAMINATION

1. SIZE OF THE ANSWER SHEET

All graduate students will get an answer sheet containing 36 pages only in the University Examination whereas the students of Master Degree will get an answer sheet of 40 pages only. This will include title cover also. Count pages before writing anything in it. No supplementary sheet is provided in the examination.

2. POINTS TO BE KEPT IN MIND WHILE ATTEMPTING THE PAPER

1. While answering the questions in the Answer Sheet ensure that the question number given by you is the same as is on the question paper.
2. Leave gap of a few lines when a question is over.
3. Leave margin on left and right side of the page.
4. Do not leave any part(s) of a question.
5. Divide your time in such a way that you attempt the required questions properly.
6. Your answers for essay type questions may contain headings and sub-headings and do underline them.
7. Give only relevant matter in the answers.
8. For short questions you need not write the statement of the questions thereby save your time for other questions. Leave one line after each such answer.

3. ROLL NUMBER

1. Ensure that you have received your examination Roll number and date sheet well in time.
2. Always carry your roll number in examination centre.
3. Your examination Roll number-cum-identity card and dat e sheet will be sent to you 15 days before the commencement of the examination. If you do not receive it at least a week before the commencement of examination, please contact at helpline Nos. 2534305 & 2534308.
4. The candidate of USOL will not be issued Roll No. in case of default of fee of more than Rs. 500/-.

4. CHANGE OF EXAMINATION CENTRE

If you want to change your examination centre you can do so by submitting an application on the prescribed form and send alongwith requisite fee at least one month before the commencement of the Examination. The change of Centre Form will be available from the University Extension Counter, State Bank of India, Panjab University, Chandigarh on payment of Rs. 40/- at the Bank Counter or on remittance of Rs. 65/- if required by Regd. post. The fee for change of centre is Rs. 890/- within the jurisdiction of Panjab University and Rs. 2220/- out of the jurisdiction of Panjab University.

Note : *The University has the discretion to create/abolish any Centre at any time. There will be no centre in any foreign country.*

5. COMPARTMENT/RE-APPEAR

In case you have been placed in Compartment/Re-appear in any subject/s in the lower examination of Panjab University, you are required to fill up a separate Examination Admission Form for the Compartment/Re-appear examination. You will obtain this Form from the Controller of Examinations, Panjab University, Chandigarh-160014 by making a special request for the same with a self addressed envelope alongwith Rs. 30/- as the cost of Form, payable through Bank Draft drawn in favour of the Registrar, Panjab University, Chandigarh. It may be noted carefully that unless you submit a separate form for the Compartment/Re-appear Examination, you will not be allowed to take the said examination and in the long run you will lose one year by being reverted to the lower class.

6. RE-EVALUATION

The Panjab University provides the facility of re-evaluation of answer-books to those candidates who are not satisfied with their original awards. Those candidates who desire to avail themselves of this facility are required to submit their applications on the prescribed form to the Controller of Examinations, Panjab University, Chandigarh, within 30 days from the date of dispatch of the Result Card/Certificate by the University Office to this Department. Prescribed application form containing complete instructions can be had from some book-sellers in various towns and also from the Extention Counter, State Bank of India, Panjab University, Chandigarh, on cash payment of Rs. 80/-at the counter or by Regd. post on remittance of Rs. 110/- through Bank Draft drawn in favour of the Registrar, Panjab University, Chandigarh, immediately on receipt of the result card/certificate.

FACILITIES FOR EX-STUDENTS

The University School of Open Learning takes due regard of the difficulties of those students who fail in various examinations and are thus treated as ex-students. It provides the following facilities to them.

B.A./ B.COM./M.A./DIPLOMA/CERTIFICATE COURSES

A student on the rolls of the University School of Open Learning 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 examinations immediately succeeding the year in which he/she completed the requirement of Regulation 4, on payment of a fee as presribed by the Syndicate every year and to appear in the University examination as an ex-student of the University School of Open Learning.

Provided that a student on the rolls of the USOL who appears in the M.A. (Semester System) Examination and is eligible to repeat a course may be allowed to continue his/her enralment till the completion of the M.A course on payment of a fee as prescribed by the syndicate to the Department everytime when he/she applied for admission to the examination in the course/s as an ex- student.

For Bachelor of Library Science

If the candidate fails to qualify in any paper/s, he/she may be allowed to appear twice subsequently(one chance in supplementary examination and one in annual examination in which he/she has failed to qualify).If he/she has fails to qualify in these papers witih this period, his/her result shall stand cancelled. Such a candidate shall not be allowed to appear in the Bachelor of Library and Information Science examination without repeating as a student of the USOL.

BACHELOR OF EDUCATION (B.Ed.)

A. A candidate who fails may be permitted to take the examination in part or parts in which he/she fails. He shall pay admission fee as prescribed by the Syndicate from time to time per part subject to a maximum fee as fixed by the Syndicate from time to time on each occasion. The permission shall be subject to the following conditions :

(i) If the candidate fails in the internal assessment of (Part II), he/she shall have to rejoin the USOL for a period to be determined by the Chairperson, USOL, subject to a minimum of one month, in order to qualify in the internal assessment of Part II. If he/she passes in the internal assessment, he/she shall be deemed to have passed the examination in Part II.

(ii) If he/she fails only in one paper of Part I, he/she may be permitted to reappear in that paper at the supplementary examination and the next annual examination, provided he/she has obtained at least 20% marks in the paper in which he/she has failed and 40% in the aggregate of all the papers. Such a candidates shall pay a fee as prescribed by the Syndicate from time to time on each occasion. If he/she passes in that paper in either of those examinations, he/she shall be deemed to have passed the examination in Part-I.

B. (i) A candidate who passes in part II (Practical) but fails in part I (theory) shall be required to appear in only Part-I.

(ii) A candidate who passes in part-I but fails in any component or subcomponent of part-II, which is assessed externally, he/she will be required to reappear only in that component or sub-component in which he/she has failed.

MASTER OF EDUCATION (M.Ed.)

(A) A student enrolled in the University School of Open Learning who has not been able to appear in the examination or has appeared but has failed; may be allowed to continue his/her enrolment with the University School of Open Learning for a period of three years immediately after the academic session, during which he/she was first enrolled. Such a candidate shall be allowed to appear in the examination for the next three consecutive years as an ex-student of the University School of Open Learning.

(B) A candidate can avail maximum four consecutive chances of examination in the capacity of an enrolled student/ex-student of USOL.

(C) A candidate who has passed the M.Ed. examination of this University may appear in one or more additional paper in which he/she has not already passed. The examination fee for appearing in each additional paper shall be as fixed by the Syndicate from time to time subject to the maximum of the full examination fee prescribed for the whole examination.

(D) A candidate appearing in one or more additional papers under Regulation C shall be required to secure at least 40% marks to pass in that/those paper/papers.

(E) A candidate who has qualified for the award of M.Ed. degree from the Panjab University may be allowed to appear as a private candidate in the paper/s in which he/she wants to improve his/her previous performance. For this purpose, he/she may be given two chances within a period of five years from the date of his/her passing M.Ed. examination. Improvement will not, however, be allowed in dissertation/thesis, viva voce and practicals. The result of improvement shall not affect the medal awarded or the merit determined on the basis of the original result. The candidate will be charged the fee as prescribed by the University from time to time.

(F) A person who has passed M.Ed. examination in the Third/Second Division may be allowed to appear as a private candidate for purpose of improving his/her previous performance. For this purpose he/she may be given two chances to improve his/her previous performance if he/she had not availed of any chances, provided that persons covered under Regulation D shall not be eligible for the award of any medal/prize for standing first in the examination.

MASTER OF COMMERCE

Notes : *(i) A candidate who fails to pass Part - I examination in three consecutive years shall have to leave the course.*

(ii) A candidate who fails to pass Part - II examination in three consecutive years but has passed Part I examination may be given a special chance and allowed to appear in the next regular examination without attending the course on the recommendations of the Chairperson of the University School of Open Learning/Principal of the College on payment of the prescribed continuation fee, if any.

(iii) A candidate who fails to pass Part - II examination even after availing of the special chance shall have to leave the course.

(iv) For the students of University School of Open Learning the internal assessment awards of a candidate who has submitted assignments but fails in the examination and does not rejoin the University School of Open Learning as a regular student shall be carried forward to the next examination.

(v) In case a student who had not submitted his/her assignments and wants to appear as an ex-student of University School of Open Learning, he/she will be allowed to do so only after the submission of assignments of the session in which he/she wants to appear.

(vi) If a candidate fails in Project/Viva-voce he/she will be given one more opportunity to pass that paper within one year.

Procedure to avail Facilities for Ex-students

In case you are one of the ex-students and want to avail of these facilities, do the following things :

1. Obtain a University Examination Admission Form prescribed for the private candidates. This is available in the month of June (in the case of Supplementary examination) and late September or early October (in the case of Annual examination) either from the Extension counter, State Bank of India, Sector 14, Administrative Block, P.U., Chandigarh.
2. (See also the instructions printed on University Examination Form).
3. Attach three passport size copies of your latest photograph bearing on the face your name and your father's name.
4. Send all these documents with the form under Registered 'AD' cover to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 for the attestation of the examination form and its onward transmission to the Registrar's Office.

5. Send the Examination Form, complete in all respects, so as to reach the Registrar's office through the Chairperson, by 27th July (in the case of Supplementary examination), and by 3rd November (in the case of Annual examination). However, it can be received even later than this but with late fee as under :

(i)	Upto one week after the normal date fixed for submission of examination form.	Rs 1550/- per exam.
(ii)	After one week of the normal date fixed for submission of examination forms but not later than two months before the date of commencement of examinations.	Rs. 4350/- per exam.
(iii)	Not later than one month before the date of commencement of exam.	Rs. 8550/- per exam.
(iv)	Not later than 7 working days before the date of commencement of examination.	Rs.17500/- per exam.

MASTER OF FINANCE AND CONTROL (M.F.C.)

(A) A candidate who has been on the rolls of the University School of Open Learning but is unable to appear in the examination or is unable to pass, may be admitted to the examination, on the recommendation of the Chairperson of the USOL during the next two consecutive years, without attending the course again;

(B) The internal assessment awards of a candidate who fails in the examination shall be carried forward to the next examination.

(C) Such a student shall have to continue his/her Enrolment for a period of two years immediately succeeding the year in which he/she completed the course and to appear in the examination as an Ex-student of the University School of Open Learnings.

(D) A candidate who fails in Part I examination but has secured in not less than 50% of the papers at least 35% marks in the University examination separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be permitted to continue his/her studies for Part-II but he/she will be required to re-appear in the supplementary examination to be held in the month of September/October of the same year and/or the annual examination to be held in April/May next year in such papers in which he had failed in April/ May examination in previous year.

(E) A candidate who fails in the University part I examination but has secured at least 35% marks separately as well as jointly with the internal assessment in all the papers but fails to get 50% marks in the aggregate shall have the option to re-appear in not more than 50% of the papers in the supplementary examination to be held in the month of September/October of the same year and/or in the annual examination to be held in April/May next year and shall be permitted to continue his/her studies for Part II in previous year.

(F) A candidate who fails in the Part II examination but has secured in not less than 50% of the papers at least 35% marks in the University examination separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be allowed to re-appear in the supplementary examination to be held in the month of September/October of the same year and/or in the annual examination to be held in the month of April/May next year in such papers in which he/she had failed in April/May examination.

(G) A candidate who fails in the Part II examination but has secured at least 35% marks separately as well as jointly with the internal assessment in all the papers but fails to get 50% marks in the aggregate shall have the option to re-appear in not more than 50% of the papers in the supplementary examination to be held in the month of September/October of the same year, and in the annual examination to be held in April/May next year. 50% of 5 papers will be taken as 2 and that of 7 papers as 3 for the purpose of these regulations.

(H) The internal assessment awards of a candidate who fails in the examination, shall be carried forward to the next examination.

(I) In case a student 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.

Notes : *(i) A candidate who fails to pass Part I examination in three consecutive years shall be required to leave the course.*

(ii) A candidate who fails to pass Part II examination in three consecutive years but has passed Part I examination may be given a special chance and allowed to appear in the next regular examination without attending the course on the recommendations of the Chairperson of the University School of Open Learning and on payment of prescribed continuation fee.

(iii) A candidate who fails to pass Part II examination even after availing the special chance shall be required to leave the course.

ANNEXURE (I)

FEE CODE

The students are required to fill in the appropriate fee code, as per their classes, in the State Bank of India fee slip if fee is being deposited in cash at SBI extension counter of Panjab University, Chandigarh.

1.	B.A.	C0010
2.	B.COM.	C0020
3.	M.COM.	C0030
4.	M.A.	C0040
5.	M.ED.	C0050
6.	MASTER OF FINANCE AND CONTROL	C0060
7.	B.LIB. SC.	C0070
8.	(i) POST GRADUATE DIPLOMA IN STATISTICS	C0080
	(ii) POST GRADUATE DIPLOMA IN HEALTH, FAMILY WELFARE & POPULATION EDUCATION	
9.	POST GRADUATE DIPLOMA IN MASS COMMUNICATION	C0180
10.	B.ED.	C0190
11	CERTIFICATE COURSE IN VIVEKANANDA STUDIES	C0200
12.	POST GRADUATE DIPLOMA IN COMPUTER APPLICATION	C0210
13.	POST GRADUATE DIPLOMA IN HUMAN RIGHTS AND DUTIES	C0220
14.	POST GRADUATE ADVANCE DIPLOMA IN NATUROPATHY & YOGA	C0240
15.	POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION & NETWORKING	C0250
16.	POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS (OFF CAMPUS)	C0300
17.	M.B.A. (OFF CAMPUS)	C0280
18.	DIPLOMA IN CREATIVE PHOTOGRAPHY	C0260
19.	FOUNDATION COURSE IN NATUROPATHY & YOGA	C0270
20.	CERTIFICATE COURSE IN WOMEN STUDIES	C0290

ANNEXURE (II)
PERSONAL CONTACT PROGRAMME (PCP)
SESSION 2011-12
SCHEDULE FOR GRADUATE□POST GRADUATE AND DIPLOMA & OTHER COURSES
GRADUATE CLASSES
Morning Session

	1st Series	2nd Series
B.A III	26-9-2011 (Mon) to 1-10-2011 (Sat)	16-1-2012 (Mon) to 21-1-2012(Sat)
B.A II	31-10-2011 (Mon) to 5-11-2011 (Sat)	23-1-2012 (Mon) to 29-1-2012 (Sun)**
B.A I	7-11-2011 (Mon) to 13-11-2011 (Sun)*	30-1-2012 (Mon) to 4-2-2012 (Sat)
B.Ed I & II	14-11-2011 (Mon) to 28-11-2011 (Mon)	14-2-2012 (Tue) to 28-2-2012 (Tue)
B.Com I	14-11-2011 (Mon) to 19-11-2011 (Sat)	6-2-2012 (Mon) to 11-2-2012 (Sat)
B.Com II & III	21-11-2011 (Mon) to 26-11-2011 (Sat)	13-2-2012 (Mon) to 18-2-2012 (Sat)
	Practical (1st Group)	Theory (Single Group)
B.Lib. Sc.	14-11-2011 (Mon to 21-11-2011 (Mon)	6-2-2012 (Mon) to 11-2-2012 (Sat)
Evening Session	2nd Group	–
	-Do-	–

*10 Nov. 2011 being holiday on account of birthday of Guru Nanak Dev Ji

* *26th Jan. 2012 being holiday on account of Republic Day

POST GRADUATE CLASSES (M.A)/ MFC/M.Com(Semester System)	
1st Semester	
Punjabi, Economics, History	Morning Session10-10-2011 (Mon) to 15-10-2011 (Sat)
MFC, Sociology	Evening Session10-10-2011 (Mon) to 15-10-2011 (Sat)
M. Com, Pol.Sc., English	Morning Session17-10-2011 (Mon) to 22-10-2011 (Sat)
Pub. Adm, (1st & 3rd Sem) Hindi	Evening Session17-10-2011 (Mon) to 22-10-2011 (Sat)
M.Ed (1st Sem)	Morning Session10-10-2011 (Mon) to 21-10-2011 (Fri)
M.Ed (3rd Sem.)	10-9-2011 (Sat) to 21-9-2011 (Wed)
2nd Semester	
Hindi, Economics, History	Morning Session12-3-2012 (Mon) to 17-3-2012 (Sat)
M.Com, Sociology	Evening Session12-3-2012 (Mon) to 17-3-2012 (Sat)
Pub. Admn (2nd sem. 4th Sem.), English	Morning Session19-3-2012 (Mon) to 24-3-2012 (Sat)
Pol.Sc, Punjabi	Evening Session19-3-2012 (Mon) to 24-3-2012 (Sat)
MFC	Morning Session26-3-2012 (Mon) to 31-3-2012 (Sat)
M.Ed (2nd Sem.)	15-4-2012 (Sun) to 26-4-2012 (Thur)
MEd (4th Sem.)	20-3-2012 (Tue) to 31-3-2012(Sat)

M.A/MFC/M.Com-Part-2 (Annual System)

1st Series		
Pol. Sc., Economics, History	Morning Session28-11-2011 (Mon) to 3-12-2011 (Sat)	
Sociology, MFC	Evening Session28-11-2011 (Mon) to 3-12-2011 (Sat)	
Punjabi, English	Morning Session5-12-2011 (Mon) to 10-12-2011 (Sat)	
Hindi, M.Com	Evening Session5-12-2011 (Mon) to 10-12-2011 (Sat)	
2nd Series		
Economics, History	Morning Session21-2-2012 (Tue.) to 26-2-2012 (Sun)	
Punjabi, Sociology	Evening Session21-2-2012 (Tue.) to 26-2-2012 (Sun)	
Hindi, M.Com	Morning Session27-2-2012 (Mon) to 3-3-2012 (Sat)	
English, Pol. Sc.	Evening Session27-2-2012 (Mon) to 3-3-2012 (Sat)	
DIPLOMA/ OTHER COURSES		
	1st Series (Morning Session)	**2nd Series (Morning Session)**
PGDCA	5-12-2011 (Mon) to 14-12-2011 (Wed)	20-2-2012 (Mon) to 29-2-2012 (Wed)
Note : The PGDCA Students are requested to report at 9.30 a.m in The Dept. of Computer Science and Application, Panjab University, Chandigarh		
PGDLAN	15-12-2011 (Thur) to 24-12-2011 (Sat)	To be decided
Diploma in Photography (To be decided by the Deptt.)		
	Evening Session	Evening Session
PGDMC	16-1-2012 (Mon) to 21-1-2012 (Sat)	23-1-2012 (Mon) to 29-1-2012 (Sun) **
Post-Graduate Diploma in Statistics		9-1-2012 (Mon) to 14-1-2012(Sat)
Post-Graduate Diploma in Health,		9-1-2012 (Mon) to 14-1-2012(Sat)
Family Welfare and Population Education		
Post-Graduate Diploma in Human Rights & Duties		9-1-2012 (Mon) to 14-1-2012(Sat)
Certificate Course in Vivekananda Studies		9-1-2012 (Mon) to 14-1-2012(Sat)
Advance Diploma in Naturopathy & Yoga		9-1-2012 (Mon) to 14-1-2012(Sat)
Post-Graduate Diploma in International Business		9-1-2012 (Mon) to 14-1-2012(Sat)
Certificate Course in women studies	Morning Session9-1-2012 (Mon) to 14-1-2012 (Sat)	

TIMINGS

Morning Session : 9.00 a.m. onwards (The students are to report at the USOL Reception by 8.30 a.m.)
Evening Session: 1.30 p.m. onwards (The students are to report at the USOL Reception by 1.00 p.m.)

Important Note: 1. The dates for the Personal Contact Programme are final. Students are advised to note the P.C.P dates as mentioned against their classes, both for the first and second Series- Semesters No separate letter will be issued with regard to the PCP dates. In case of any change in PCP Schedule, the students will be duly informed.

2. **For students opting the subject of psychology (B.A. I/II/III) Practical Classes are compulsory to attend alongwith P.C.P. otherwise their result will be declared as R.L**

ANNEXURE (III)

FEE STRUCTURE

SESSION 2011-2012

Sr. No.	Item	B.A. I/II/III & B.Com. I/II/III	Bachelor of Lib. & Inf. Sc.	B.Ed. I/II	M.Ed. I/III Sem.	M.A-II Annual System	All M.A.. (SEM. SYS.)		M.Com. - II Annual System	M.F.C. II Annual System	P.G. D.C.A.	P.G. Dip. in H.F.W.P.Ed/ Human Rights	P.G. Dip. in Statistics	P.G. Dip. in Mass Comm.	Ad. P.G. Dip. in Naturopathy & Yoga#	M.Ed. II / IV Sem.	M.Com. Semester System		M.F.C Semester System	
	Optional Fee						Sem. I	Sem. II									Sem. I	Sem. II	Sem. I	Sem. II
	Compulsory Fee																			
1.	Tuition Fee	1585	8050	13790	3205	2110	1055	1055	2110	8230	13000	2110	1480	2010	6675	3205	1055	1055	4115	4115
2.	Enrolment Fee	75	–	75	75	75	75	–	75	75	75	75	75	75	–	–	75	–	75	–
3.	Admission Fee	210	–	280	280	325	325	–	325	280	310	325	210	310	–	–	325	–	280	–
4.	Magazine Fee	85	–	85	85	85	85	–	85	85	85	85	85	85	–	–	85	–	85	–
5.	Library Fee	85	–	110	110	125	125	–	125	110	120	125	125	120	–	–	125	–	110	–
6.	Identity Card Fee	40	–	40	40	40	40	–	40	40	40	40	40	40	–	–	40	–	40	–
7.	P.C.P. Fee	430	–	430	430	430	430	–	430	430	430	430	430	430	–	–	430	–	430	–
8.	Student's Aid Fee	50	–	50	50	50	50	–	50	50	50	50	50	50	–	–	50	–	50	–
9.	**Univ. Exam. Fee**	**1100**	**–**	**1500**	**2100**	**1200**	**1200**	**1200**	**2700**	**1700**	**1450**	**1500**	**1500**	**1450**	**–**	**2100**	**2700**	**2700**	**1700**	**1700**
10.	Amalgamated fund	65	–	65	65	65	65	–	65	65	65	65	65	65	–	–	**65**	**–**	**65**	**–**
11.	Audio-Visual Fee	105	–	105	105	105	105	–	105	105	105	105	105	105	–	–	105	–	105	–
12.	Building fund	105	–	105	105	105	105	–	105	105	105	105	105	105	–	–	105	–	105	–
13.	General Development Fee	345	–	345	345	345	345	–	345	345	345	345	345	345	–	–	345	–	345	–
14.	Environment Edu. Fee	300	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
15.	Communication charges	105	–	105	105	105	105	–	105	105	105	105	105	105	–	–	105	–	105	–
16.	Env.Edu. Exam. Fee	75	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–		
17.	NSS	10	–	10	10	10	10	–	10	10	10	10	10	10	–	–	10	–	10	–
18.	PU Alumni House & Scholarship Fund	20	–	20	20	20	20	–	20	20	20	20	20	20	–	–	20	–	20	–
19.	Waste Management Fee	120	–	120	120	120	120	–	120	120	120	120	120	120	–	–	120	–	120	–
20.	Multipurpose Auditorium Fee	50	–	50	50	50	50	–	50	50	50	50	50	50	–	–	50	–	50	–
21.	Service Tax & Property Tax	12	–	12	12	12	12	–	12	12	12	12	12	12	–	–	12	–	12	–
22.	Practical Fee	–	–	660	660	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
23.	GIS	120	120	120	120	120	120	–	120	120	120	120	120	120	120	–	120	–	120	–
	Optional Fee Sr. No. 24-32																			
24.	Library Security*	640	–	730	730	840	840	–	840	730	840	840	640	800	–	–	840	–	730	–
25.	Continuation Fee**	40	–	40	40	40	40	–	40	40	40	40	40	40	–	–	40	–	40	–
26.	Mailing Charges***	535	–	535	535	535	535	–	535	535	535	535	535	535	–	–	535	–	535	–
27.	Special Fee@	275	–	275	275	275	275	–	275	275	275	275	275	275	–	–	275	–	275	–

P.TO.

Sr. No.	Item B.Com. Optional Fee	B.A. I/II/III & Inf. Sc. I/II/III	Bachelor of Lib. &	B.Ed. I/II	M.Ed. I/III Sem.	M.A-II Annual System	All M.A.. (SEM. SYS.) Sem. I	Sem. II	M.Com. - II Annual System	M.F.C. II Annual System	P.G. D.C.A.	P.G. Dip. in H.F.W.P.Ed/ Human Rights	P.G. Dip. in Statistics	P.G. Dip. in Mass Comm.	Ad. P.G. Dip. in Naturopathy & Yoga#	M.Ed. II / IV Sem.	M.Com. Semester System Sem. I	Sem. II	M.F.C Semester System Sem. I	Sem. II
28.	Registration Fee+	65	–	65	65	65	65	–	65	65	65	65	65	65	–	–	65	–	65	–
29.	Eligibility Fee++	75	–	75	75	75	75	–	75	75	75	75	75	75	–	–	75	–	75	–
30.	Migration Fee+++	220	–	220	220	220	220	–	220	220	220	220	220	220	–	–	220	–	220	–
31.	Practical Fee for Geography/ Defence & Strategic Studies	210	—	—	—	—	—	—	—	—	—	—	–	–	–	–	–	–	–	
32.	Additional Laboratory Charges for Psychology students for B.A.I/II/III only	840	—	—	—	—	—	—	—	—	—	—	—	–	–	–	–	–	–	
	Grand Total	**7992**	**8170**	**20017**	**10032**	**7547**	**6492**	**2255**	**9047**	**13997**	**18667**	**7847**	**6902**	**7637**	**6795**	**5305**	**7992**	**3755**	**9882**	**5815**

- **P.G. Dip. in Library Automation & Networking** ₹ **9795** **per annum**
- **Diploma in Photography** ₹ **9795** **per annum**
- **Certificate Course in Women Studies** ₹ **3795** **per annum**
- **Certificate course in Vivekananda Studies** ₹ **2775**

Note: Columns No. 14 & 16 are compulsory for B.A.I & B.Com.I only, not for B.A/B.Com. II & III.

* *The student who fails in April, 2011 examination and does not want to join this USOL can apply for refund of his/her library security upto April 30th, 2012 otherwise library security will be lapsed. The old students (Session 2010-2011) who had already deposited the library security, need not deposit it again during the session 2011-2012. They are however, required to deposit the difference of amount of old and enhanced security and mention the previous particulars in the relevant columns of the Enrolment form. The student of USOL who fails in an examination in April, 2011 and does not join USOL in July 2011 can withdraw his/her library security within one year i.e. upto 30th April, 2011.*

** *It will be paid only by those students who are already registered with this University.*

*** *Any student who wants to take personal delivery of lessons-packets at the counter of the deptt. should not pay the mailing charges.*

@ *The students who belong beyond the jurisdiction of the Panjab University i.e. the districts of Hoshiarpur, Ludhiana, Ferozepur, Moga, Muktsar and Union Territory of Chandigarh shall pay Rs.275/- as a special examination Fee separately for each examination even if they offer their centre of examination within the jurisdiction of the University.*

\+ *To be paid by those students who have not already been Registered with this University.*

++ *To be paid by the students who have passed the lower examination from the University / Board other than Panjab University.*

+++ *For those students who have passed their lower examination from another University/Board of School Education except the School Board of Haryana, Punjab, Himachal Pradesh and Central Board of Secondary Education, and ICSE, New Delhi.*

\# *Other Miscellaneous Fee Charges of this Diploma will be conveyed later on.*

Fee Structure
Session 2011-12
MBA (Off Campus) – III & IV Sem

	III Sem	IVSem
1. Admission Fee	-	
2. Continuation Fee	Rs.20 PS	Rs.20P.S.
3. University Migration Fee*	-	-
4. Registration &Enrl.Fee**	-	-
5. Library Security Deposited	-	-
6. University Sports Fee	Rs.50 PA	-
7. Youth Welfare Fund	Rs.75 PA	-
8. Student Holiday Home Fund	Rs.60 PA	-
9. Student Aid Fund	Rs.50 PA	-
10. Medical Fee	Rs.50 PA	-
11. Student/Development fund	Rs1535 PA	-
12. House Examination Fee	Rs.85 PS	Rs.85 PS
13. Magzine Campus Reporter Fee	Rs115 PA	-
14. Tution Fee	Rs.12500 PS	Rs.12500 PS
15. Breakage/Lab.Charges	-	-
16. Dilpidation Fee(Rs.20/-P.M.)	Rs.120/-	Rs.120/-
17. Amalgamated Fund(Rs.75/-P.M.)	Rs.450/-	Rs.450/-
18. Film Fee	Rs.30 PA	-
19. Campus Sports Fee	Rs.275 PA	-
20. Student Scholarship Fund	Rs.75 PA	-
21. N.S.S./N.C.C.(10+10P.A.)	Rs.20 PA	-
22. I Card/Lamination Card(20+20)	Rs.40 PA.	-
23. World University Service Fund	Rs10 PA	-
24. University Sports Dev. Fund	Rs.50 PA	-
25. Campus Student Council Membership Fund(Rs.10/-P.M.)	Rs.60/-	Rs.60/-
26. Lib. Development Fund	Rs.115 PS	Rs.115 PS
27. Elecricity &Water Charges (Rs.30/-P.M.)	Rs.180/-	Rs.180/-
28. Environment Fee(20/-P.M.)	-	-
29. Placement Fee	Rs.145 PA	-
30. P.U.Alumni House &Schloarship Fund	Rs.20 PA	-
31. Campus Cleanliness(Rs.10/-P.M.)	Rs.60/-	Rs.60/-
32 Service Tax Fee(Rs.1/-P.M.)	Rs.12 PA.	-
33. Multipurpose Auditorium Fee	Rs.100 PA	-
34. Group Insurance Scheme	Rs.120 PA	-
35. Foreign Student Welfare Fund	-	-
(Only for Foreign student Rs.545/-)	-	-
36. Cost of Admission Form	-	-
37. University Exam. Fee	Rs.3500 PS	Rs.3500 PS
38. Mailing Charges (Optional)	Rs.535 PA	
Grand Total:	**Rs.20457/-**	**Rs.17090/-**

ANNEXURE (IV)
Fee Structure P.G.D.I.B (Ist Year & IInd Semester)
SESSION 2011-2012

		Ist Instalment (at the time of admission)	IInd Instalment (10th Nov to 30th Nov.)
1.	Admission Fee	Rs. 230.00 P.A.	Rs. 20.00 Per Sem.
2.	Continuation Fee	Rs. 20.00 Per Sem.	
3.	University Migration Fee*	Rs. –	
4.	Registration & Enrolment Fee*	Rs. _	
5.	Security Deposit	Rs. 230.00 P.A.	
6.	University Sports Fee	Rs. 40.00 p.A.	
7.	Youth welfare Fund	Rs. 75.00P.A.	
8.	Student Holiday Home fund	Rs. 60.00 P.A.	
9.	Student Aid Fund	Rs. 40.00P.A.	
10.	Medical Fee	Rs. 50.00 P.A.	
11.	Student Development Fund	Rs. 1535.00 P.A.	
12.	House Examination Fee	Rs. 85.00 Per Sem.	Rs. 85.00 Per Sem.
13.	Campus Report Fee	Rs. 115.00 P.A.	
14.	Tuition Fee	Rs. 12.500 Per Sem.	Rs. 12.500 Per Sem.
15.	Breakage/Lab Charges	Rs. -	
16.	Dilapidation Fee (Rs. 20/- P.M.)	Rs. 120.00	Rs. 120.00
17.	Amalgamated Fund (Rs. 75/- P.M.)	Rs. 450.00	Rs. 450.00
18.	Film Fee	Rs. 30.00 P.A	
19.	Campus Sports Fee	Rs. 275.00 P.A.	
20.	Student Scholarship Fund	Rs. 75.00 P.A.	
21.	N.S.S./N.C.C. (10+10 P.A.)	Rs. 20.00 P.A.	
22.	I. Card/Lamination Card (20+20)	Rs. 40.00 P.A.	
23.	World University Services Fund	Rs. 10.00 P.A.	
24.	University Sports Dev. Fund	Rs. 50.00 P.A.	
25.	Campus Student Council Membership Fund (Rs 10 /- P.M.)	Rs. 60.00	Rs. 60.00
26.	Library Dev. Fund	Rs. 115.00 P.A.	
27.	Elect. & Water Charges (Rs. 30 /- P.M.)	Rs. 180.00 P.A	Rs. 180.00
28.	Enrolment Fee (Rs 20/- P.M.)	Rs.	
29.	Placement Fee	Rs 145.00 P.A.	
30.	P.U. Alumni House & Scholarship Fund	Rs. 20.00 P.A	
31.	Campus Cleanliness (Rs. 10/- P.M.)	Rs. 60.00	Rs. 60.00
32.	Service Tax Fee (Rs. 1/- P.M.)	Rs. 12.00 P.A.	
33.	Multipurpose Auditorium	Rs. 100.00 P.A.	
34.	Foreign Student Welfare Fund (Only for Foreign Student Rs. 520/-P.M.)		
35.	Exam Fee	Rs. 1350.00 P.S.	Rs. 1350.00 P.S.
	GRAND TOTAL:	**Rs. 18092.00/-**	**Rs. 14825/-**

Note : *(i) In addition to above fee the students who are coming from any other University/ Board / Council Rs 410/- extra will be charged from them i.e. (Migration Fee Rs 240/- Enrollment Fee 85/- and Regisrtration Fee Rs 85/-*

(ii) For only those candidates who have passed the lower examination from another University or Board or Council Rs 240/-

(iii) Computer fees (if computer is an elective subject and not a compulsory subject in a course Rs 75/- per paper if offered in course)

(iv) Foreign national / PIO / NRI students registration fee US $620 or US $ 420 as the case may be payable by the NRI etc. student as per University rules along with other usual charges.

ANNEXURE (V)

SBI

PAY IN SLIP **BANK'S COPY**

Payable at all Branches of SBI for USOL (DCS) only.

For credit to Panjab University A/c No. 30822309578 at SBI, Panjab University, Chandigarh (0742).

DETAILS TO BE FILLED BY APPLICANT/CANDIDATE

Date of deposit.....

1. Name of candidate : .....
2. Father's/Husband's Name : .....

Reference No.	3 Name of course	4 Year/Semester

In column 3 :- **Fill Name of Course as per Prospectus (Use First 15 Digits)**

In column 4 :- **Fill Year/Semester.**

5. Amount of Fee : .....
6. Bank Charges : Rs.30/-
7. Total : .....

Signature of Depositor/Candidate

FOR BRANCH USE ONLY

Journal No. :

Cashier's Signature :

Branch Stamp :

NOTE

1. Mere deposit of fee don not entitle any student for admission. It will subject to fulfillment of other conditions also.
2. For any refund query, the Account Branch of the Universtiy may be contacted.
3. Fee and other details are available on **University Website** **www.puchd.ac.in**

SBI

PAY IN SLIP **CANDIDATE'S COPY**

Payable at all Branches of SBI for USOL (DCS) only.

For credit to Panjab University A/c No. 30822309578 at SBI, Panjab University, Chandigarh (0742).

DETAILS TO BE FILLED BY APPLICANT/CANDIDATE

Date of deposit.....

1. Name of candidate : .....
2. Father's/Husband's Name : .....

Reference No.	3 Name of course	4 Year/Semester

In column 3 :- **Fill Name of Course as per Prospectus (Use First 15 Digits)**

In column 4 :- **Fill Year/Semester.**

5. Amount of Fee : .....
6. Bank Charges : Rs.30/-
7. Total : .....

Signature of Depositor/Candidate

FOR BRANCH USE ONLY

Journal No. :

Cashier's Signature :

Branch Stamp :

NOTE

1. Mere deposit of fee don not entitle any student for admission. It will subject to fulfillment of other conditions also.
2. For any refund query, the Account Branch of the Universtiy may be contacted.
3. Fee and other details are available on **University Website** **www.puchd.ac.in**

SBI

PAY IN SLIP **UNIVERSITY'S COPY**

Payable at all Branches of SBI for USOL (DCS) only.

For credit to Panjab University A/c No. 30822309578 at SBI, Panjab University, Chandigarh (0742).

DETAILS TO BE FILLED BY APPLICANT/CANDIDATE

Date of deposit.....

1. Name of candidate : .....
2. Father's/Husband's Name : .....

Reference No.	3 Name of course	4 Year/Semester

In column3 :- **Fill Name of Course as per Prospectus (Use First 15 Digits)**

In column 4 :- **Fill Year/Semester.**

5. Amount of Fee : .....
6. Bank Charges : Rs.30/-
7. Total : .....

Signature of Depositor/Candidate

FOR BRANCH USE ONLY

Journal No. :

Cashier's Signature :

Branch Stamp :

NOTE

1. Mere deposit of fee don not entitle any student for admission. It will subject to fulfillment of other conditions also.
2. For any refund query, the Account Branch of the Universtiy may be contacted.
3. Fee and other details are available on **University Website** **www.puchd.ac.in**

ANNEXURE (VI)

PROVISIONAL LIST OF EXAMINATION CENTRES FOR :–

(a) B.A/B.COM. CLASSES

Abohar, Bulhowal, Chandigarh, Dakha, Dasuya, Dharamkot, Dhudike, Doraha, Fazilka, Ferozepur Cantt., Ferozepur City, Garhdiwala, Garhshankar,Giddarbaha, Gurusar-Sudhar, Guru Teg Bahadur Garh, Hariana (Hoshiarpur), Hoshiarpur, Jagraon, Jalalabad, Kandhala Jattan, Karamsar (Rara Sahib), Khanna, Killianwali, Lopon (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 Urmar, Zira.

(b) B.Lib. Science : Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Muktsar.

(c) Diploma Courses : Chandigarh, Ludhiana.

(d) 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 Urmar.

(e) M.Com. Abohar, Chandigarh, Dasuya, Ferozepur, Hoshiarpur, Khanna, Ludhiana,Muktsar, Mukerian, Moga.

(f) M.F.C. Chandigarh, Ludhiana.

(g) B.Ed. Abohar, Chandigarh, Ferozepur, Gurusar-Sudhar, Hoshiarpur, Lopon, Ludhiana, Moga, Muktsar, Sidhwan Khurd, Rail Majra, Dhudike.

(h) M.ED. Abohar, Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Gurusar Sudhar,Sidhwan Khurd.

(B) CATEGORIZATION OF DIVISION OF SUCCESSFUL CANDIDATES :–

Examination	First Division with Distinction	First Division	Second Division	Third Division
B.A. / B.Com.	–	60 % or more	50 % or more but less than 60%	Below 50 %
B.Lib. & Information Science	75% or more	60% or more	50 % or more but less than 60%	———
M.A.	–	60% or more	50% or more but less than 60%	Below 50%
B.Ed./M.Ed.	–	60% or more	50 % or more but less than 60%	Below 50%
M.F.C./M.Com.	75% or more	60% or more but less than 75%	50% or more but less than 60%	——
Diploma/Certificate Courses	–	60 % or more	50% or more but less than 60%	Below 50%
POST-GRADUATE Diploma in Mass Communication	70% or more	60 % or more but less than 70%	50% or more but less than 60%	Below 50%
POST GRADUATE Diploma in Human Rights & Duties	–	60 % or more but less than 70%	50% or more but less than 60%	Below 50%

ANNEXURE (VII)

MINIMUM PASS MARKS AND MINIMUM MARKS FOR PLACEMENT IN COMPARTMENT.

Examination	Minimum Pass Marks	Minimum marks for being placed in Compartment/reappear
B.A./B.Com.	35% in each subject/paper	35% in the aggregate and 20% in the subject in which failed.
B.Lib. & Information Science (Annual System)	The minimum marks required to pass the examination shall be 40% in each paper (i.e. 40% in Theory/External and 40% in Practical/Internal) and the total aggregate of pass percentage would be 50%.	If a candidate fails to qualify in any paper/s of B.Lib. Sc. (Annual System through Correspondence), he/she may be allowed to appear for two years subsequently as a "Late College Students", in the paper/papers in which he/she failed to qualify. The period of two years be counted 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 the Bachelor of Library and Information Science examination without repeating the whole course as a regular student of the University School of Open Learning.
Diploma/POST GRADUATE DCA Courses	35% in each paper and 40% in aggregate	40% in aggregate and 25% in the paper in which failed.
Certificate Course	35% in each paper and 40% in aggregate	N.A.
M.A. (Annual System)	33% in each written paper and 40% in aggregate of each part.	Partial Re-examination M.A. I (Annual system) A candidate shall be allowed to take partial re-examination in not more than 33%* papers of M.A. I / II if he obtains an aggregate of 45% marks in the remaining papers. For the purpose of clearing papers in which he failed or could not appear he shall be given two consecutive chances. A candidate shall be required to obtain 33% marks in order to clear the papers of partial re-examination and 40% marks in aggregate in all 4 papers
M.Com. (Annual System)	(i) 35% in each paper in the university examination separately as well as jointly with Internal assessment : (ii) 35% in project. (iii) 35% in Viva-voce (iv) 50% in aggregate of (i) ,(ii) and (iii) above	A candidate who fails in Part I examination but has secured in not less than 50% of the papers at least 35% marks in the University examination separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be permitted to continue his studies for Part II but he will be required to re-appear in the supplementary examination to be held in the month of September/October of the same year and / or in the annual examination to be held in April/May next year in such papers in which he had failed in April/May examination. A candidate who fails in the university Part I examination but has secured at least 35% marks separately as well as jointly with the internal assessment in all the papers but fails to get 50% marks in the aggregate shall have the option to re-appear in not more than 50% of the papers in the supplementary examination to be held in the month of September/October of the same year and / or in the annual examination to be held in April/May next year and shall be permitted to continue his studies for Part II. A candidate who fails in the Part II examination but has secured in not less than 50% of the papers at least 35% marks in the University examination separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be allowed to re-appear in the supplementary examination to be held in the month of Sept./Oct. of the same year and / or in the annual examination to be held in of April/May next year in such papers in which he had failed in April/May examination.

**Explanation for the purpose of this Regulation: 33% of four papers shall be taken as two.*

Examination	Minimum Pass Marks	Minimum marks for being placed in Compartment/reappear
M.Com. (Annual System)		A candidate who fails in the Part II examination but has secured at least 35% marks separately as well as jointly with the internal assessment in all the papers but fails to get 50% marks in the aggregate shall have the option to re-appear in not more than 50% of the papers in the supplementary examination to be held in the month of Sept./ Oct. of the same year, and in the annual examination to be heald in April/May next year. 50% of 5 papers will be taken as 2 and that of 7 papers as 3 for the purpose of these regulations.
M.F.C. Part I & II	35% in each paper separately as well as jointly with Internal Assessment and 50% in the aggregate.	M.F.C. Part I & II (Reappear) : (1) 35% marks in not less than three papers separately as well as jointly with Internal Assessment and atleast 50% of aggregate marks. (2) 35% marks separately as well as jointly with internal assessment in all papers but fails to get 50% marks in aggregate shall have the option to reappear in not more than three papers in the supplementary examination to be held in Sept./Oct. as well as April next year.
B.Ed. Part I & II	Part-I theory 40% in each paper Part-II Practical 40%.	–
M.Ed. Part-I & II	40% in each paper, 40% in dissertation & 40% in aggregate.	–
I. One Year Post-Graduate Diploma in Mass Communication II. POST GRADUATE Diploma in Human Rights & Duties	35% in each paper and 40% in aggregate	A candidate who obtains 40 percent of the aggregate number of marks in all the papers but fails in not more than two papers, obtaining not less than 25% of the marks each in these papers, may be admitted to the supplementary examination in these papers to be held in the month of Sept./October of the same year, or if he/she fails to pass or present himself/herself for that examination, then at the next annual examination. If he/she obtains 35% marks in these papers in the University Examination, he/she shall be declared to have passed the examination.

ANNEXURE (VIII)

List of holidays for the calendar year 2011 to be observed by the Administrative Office University Teaching Department and Colleges affiliated to the Panjab University, Chandigarh.

	Name of Holiday	Date on which fall	Day of the week	Number of holidays
1.	Independence Day	15th August	Monday	1
2.	Janam Ashtmi	22nd August	Monday	1
3.	Id-Ul-Fitar	31st August	Wednesday	1
4.	Agarsain Jayanti	28th September	Wednesday	1
5.	Birthday of Mahatma Gandhi Ji	2nd October	Sunday	1
6.	Dussehra	6th October	Thursday	2
		7th October	Friday	
7.	Birthday of Maharishi Balmiki Ji	11th October	Tuesday	1
8.	Diwali	25th October	Tuesday	2
		26th October	Wednesday	
9.	Id-ul-Juha (Bakrid)	7th November	Monday	1
10.	Birthday of Sri Guru Nanak Dev Ji	10th November	Thursday	1
11.	Martydom Day of Sri Guru Teg Bahadur Ji	24th November	Thursday	1
12.	Muharram	6th December	Tuesday	1
13.	Christmas Day	25th December	Sunday	1

<u>The Duration of Academic Recess for Teaching Staff</u>

Autumn Recess	03-10-2011 (Monday)	to	05-10-2011 (Wednesday)	3 days
Summer Recess	31-05-2012 *(Thursday)*	to	08-07-2012 *(Sunday)*	38 days

Note : The USOL is open on all working days (Monday to Friday) from 9.00 a.m. to 5.00 p.m. (Lunch Break 1.30 p.m. to 2.00 p.m.)

Sr. No. .....

Form No. A-I

Enr. No. ☐☐☐☐☐☐☐ (for office use)

UNIVERSITY SCHOOL OF OPEN LEARNING

PANJAB UNIVERSITY, CHANDIGARH

ENROLMENT FORM : SESSION 2011-12

(To be filled in by the applicant in his/her own hand)

Affix latest unattested passport size photograph (Do not staple)

Important instructions

(i) Read the instructions carefully before filling the Enrolment Form.
(ii) Use only Black or Blue ball point pen. Use white correction ink to make changes.
(iii) LEAVE ONE BOX BLANK AFTER EVERY NEW WORD UNIT OF INFORMATION LIKE FIRST NAME MIDDLE NAME HOUSE NO. STREET NAME ETC.
(iv) PLEASE WRITE IN CAPITAL LETTERS ONLY.

A. Application for Admission to Class ☐☐☐☐☐☐☐☐☐ Preferred Centre of Examination (mention centre code) 1. ☐☐☐ 2. ☐☐☐

B. If old student give your previous Enrl. No. ☐☐☐☐☐☐ Class ☐☐☐☐☐☐ Session ☐☐☐☐–☐☐

Regd. No./Pupin No. (if any) ☐☐☐☐☐☐☐☐☐☐☐

C. Name :

Father's Name :

Mother's Name :

Date of Birth : DD ☐☐ MM ☐☐ YY ☐☐☐☐ Sex : M ☐ F ☐ State : ☐☐☐☐☐☐☐☐☐

Nationality : _____ e.mail ID : _____

Phone (with code) ☐☐☐☐☐☐☐☐☐☐☐ Mobile No. : ☐☐☐☐☐☐☐☐☐☐

Address :

Pin Code ☐☐☐☐☐☐

D. Fee remitted Rs._____ Draft No./SBI, P.U. Counter Receipt No. _____ Date_____
Details of Demand Draft : Bank _____ Branch_____ (attach original Receipt/D.D.).

E. Option for receiving Study Material : Personal Collection ☐ By Registered Post ☐

F. Have you passed the Environment Edu. Exam. ? If Yes mention, Roll No._____ Month _____ Session_____

G

Subjects Offered	Subject Code	Subjects Offered	Subject Code
1. _____	☐☐☐	4. _____	☐☐☐
2. _____	☐☐☐	5. _____	☐☐☐
3. _____	☐☐☐	6. _____	☐☐☐

H. Medium :
English ☐
Hind ☐
Punjabi ☐

I. Previous Examination Details :

Exam./ Class Passed	Subjects Studied	Max. Marks	Marks Obtained	%age	Session & Year	Roll No.	Uni./Board	Name of School/College

J. Category Code : GEN ☐ SC ☐ ST ☐ BC ☐ Marital Status : Married ☐ Single ☐ Domicile : Rural ☐ Urban ☐

Your Employment Status : Unemployed ☐ Employed ☐ If yes, mention monthly income : ☐☐☐☐☐☐☐

Occupation of parents/guardian_____Monthly income from all sources _____

No. of Dependents _____Relationship with guardian _____.

_____ Signature of Parents/Guardian

Dated _____

_____ Signature of the Applicant

SPECIAL INFORMATION

K.

1. If member of Scheduled Caste/Tribe/BC attach original certificate from Revenue Officer of the District concerned not below the rank of Tehsildar to become eligible for admission to the course by getting concession in marks on the basis of caste etc.
2. In case of a blind candidate/permanently disabled candidate for writing appropriate certificate issued by the competent authority must be submitted.

L. **DECLARATION AND UNDERTAKING BY THE APPLICANT**

I, _____ son/daughter of _____seeking admission to Class _____ for the session 2011-2012 solemnly declare and undertake that :

- I have gone through the prospectus carefully and shall abide by the rules and regulations contained therein.
- I understand that my admission is provisional and is subject to the final approval of the Panjab Universiy.
- I have not been disqualified by any University / Board.
- I fulfil all the eligibility conditions laid down by the University to appear in the Annual Examinations as mentioned in the Prospectus. If I fail to fulfil these conditions, I may be detained from appearing in the University Examination and I shall not make any claim whatever thereof.
- I shall not participate in any activity detrimental to the interests of the USOL and Panjab University University.

Dated _____

_____ Signature of the Applicant

M. **CHARACTER CERTIFICATE**

Certified that applicant _____son/daughter of Shri_____bears a good moral character.

_____ Name of attesting authority (in Block Letters)

_____ Signature of Gazetted Officer/Sarpanch/Head of the Institution last attended with date and office seal

N.CHECK LIST : Please tick (√) the relevent box.

☐ 1. Affixed attested Photograph on the Enrolment Form and attached duly filled in Enrolment-cum-Identity Card.
☐ 2. Attached duly filled in Examination Admission Form (Form B-I) & Roll No. Card.
☐ 3. Attached D.M.C (in original) of 10+2,/B.A./ B.Com.I/II/III, B.Ed. I/II, M.A./M.Com./M.F.C.I/II.
☐ 4. Attached Migration Certificate (in original).
☐ 5. Attached 6 passport size latest photographs.
☐ 6. Bank Draft No _____/SBI Receipt No_____(Original).
☐ 7. Attached SC/ST certificate if required.
☐ 8. Any other document/s_____

FOR OFFICE USE

1. Relevant particulars checked from Result Gazette/Certificates and found eligible for admission to _____
2. Not found eligible (give reasons) _____

Clerk **Assistant/A.S.O.** **Superintendent** **Assistant Registrar**

P

Sr. No. ..... Enr. No. ☐☐☐☐☐☐☐

UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH
ENROLMENT FORM FOR
GUIDANCE & PLACEMENT CELL

(To be filled -in by the applicant in his/her own hand)

Affix latest unattested passport size photograph (Do not staple)

Important Instructions

(i) ***Read the instructions carefully before filling the Enrolment Form.***
(ii) ***Use only Black or Blue ball point pen. Use white ink to cover the mistakes.***
(iii) ***Leave a box blank in different parts of theName and Subject Code.***

A. Application for Admission to Class ☐☐☐☐☐☐

B. 1. Name (in Capitals) (Leave a box blank in different parts of the name)

2. Father's Name (in Capitals)

3. Mother's Name (in Capitals)

4. Date of Birth : DD ☐☐ MM ☐☐ YY ☐☐☐☐ 5. Nationality .....

6. Category Code GEN/SC/ST/BC ☐☐☐ 7. Domicile : Rural/Urban ☐☐☐☐☐ 8. Sex Code ☐ M/F

9. Address for Correspondence(in capital letters)

10. Pin Code ☐☐☐☐☐☐ 11. Phone/Mobile No. (with code) ☐☐☐☐☐☐☐☐☐☐☐

12. e-mail id (Compulsory) :_____

C. Fee remitted Rs. .....Receipt No. .....

D

Previous Exam. Passed Name of Exam./Class	Subjects Studied	Max. Marks	Marks Obtained	%age	Session & Year	Roll No.	Uni./Board	Name of School/College
10th								
+2								
B.A./B.Com.								
M.A./M.Com. etc.								

F. Achievements/Participation in Extra Curricular Activities :

_____

_____

G. Hobbies :

_____

_____

H. Job Preference for Placement :

_____

_____

I. Declaration :

I shall abide by the Guidelines of the Placement Guidance Cell of USOL will facilitate.

_____
Signature of the Student

University School of Open Learning
Panjab University Chandigarh

PROVISIONAL ROLL NO. CARD

Issued subject to Final Confirmation of Eligibility

Centre _____

..... EXAMINATION

SESSION 2011-2012

Enrolment No. _____

Roll No. _____

Regd.No. _____

ADMIT (Name) _____

_____

Father's Name _____

_____

Mother's Name _____

_____

Affix latest unattested passport size photograph (Do not staple)

Controller of Exams. **Signature of the Candidate**

Note : This card is to be preserved by the candidate and shown on demand on any day of the examination. It is to be returned to the Centre Supdt. after termination of your last paper.

En-1

Sr.No.____________

(For Office Use)

FEE CARD : 1

(To be submitted while remitting the fee at the time of admission)

1. Name of the student (In capitals)_________________________________
2. Father's Name ____

   Mother's Name ____
3. Class ____________ Enrolment No.______________ Session ____________
4. Amount remitted Rs. __________________________S.B.I. Receipt No./Bank Draft No. __________________________ Dated ____________________

   Address ____

   ____

Signature of the Student

- -

ACKNOWLEDGEMENT

(To be filled in by the USOL)

Your application for admission to the Class___________________________________
and fee of Rs. ____have
been received vide receipt No. CS/P/BD_________________________________
Dated _____________

Assistant (CS)
for ***Chairperson***
University School of Open Learning
Panjab University, Chandigarh -160014.

En-2

Sr.No.____________

(For Office Use)

FEE CARD : 2

(To be submitted while remitting the balance fee)

1. Name of the student (In capitals)________________________________
2. Father's Name ____

   Mother's Name ____
3. Class ____________ Enrolment No.____________ Session ____________
4. Amount remitted Rs. ________________________S.B.I. Receipt No./Bank Draft No. ________________________ Dated ____________________

   Address ____

   ____

Signature of the Student

- -

ACKNOWLEDGEMENT

(To be filled in by the USOL)

Your application for admission to the Class________________________________

and fee of Rs. ____have been received vide receipt No. CS/P/BD________________________________

Dated _____________

Assistant (CS)

for ***Chairperson***

University School of Open Learning

Panjab University, Chandigarh -160014.

(FOR OFFICE USE)

Received Rs._____vide

S.B.I. Receipt No./Bank Draft No. _____ Dated_____

Total B.F._____Total C.O._____

Prepared by_____

Dealing Official

On India Government Service

(ADDRESS TO BE FILLED IN BY THE STUDENT)

To

_____

_____

_____

From :

Chairperson,

University School of Open Learning

Panjab University

Chandigarh - 160014 (India)

INSTRUCTIONS

1. This card testifies to the student's status as a student of University School of Open Learning in the Panjab University, subject to confirmation of his/her eligibility for the course.
2. This card is not transferable. The student should carefully keep this card with him/her. It should be available for inspection when demanded by the Chairperson or any other member of the staff authorised by the Chairperson on his/her behalf.
3. This card should be carefully preserved, as no duplicate identity card will ordinarily be issued. In case of loss, it may be replaced on payment of Rs.40/-.
4. This card is valid for session 2011-2012 only. It may be forefeited by the Department if the student is found guilty of misbehaviour or when any disciplinary action is taken against him/her.

Chairperson
University School of Open Learning
Panjab University, Chandigarh

ENROLMENT-CUM - IDENTITY CARD

UNIVERSITY SCHOOL OF OPEN LEARNING

Session 2011-2012

PANJAB UNIVERSITY
CHANDIGARH

Affix latest unattested passport size photograph (Do not staple)

(Signature of the Student)

Chairperson
USOL

UNIVERSITY SCHOOL OF OPEN LEARNING

PANJAB UNIVERSITY, CHANDIGARH

SESSION 2011–2012

Enrolment No._____ **Regd. No.**_____

Class _____

Name _____

Father's Name _____

Mother's Name _____

Postal Address _____

_____

_____ **PIN** _____

Subjects Offered	Medium
1.	
2.	
3.	
4.	
5.	
6.	

Note:

1. Student should fill in all the above particulars except Enrolment No.
2. This I-Card is being issued provisionally as your eligibility is yet to be decided.

Form B-I

PANJAB UNIVERSITY, CHANDIGARH
University School of Open Learning
EXAMINATION ADMISSION FORM

Roll No.(To be assigned by the office)

Session 2011-2012

Enrolment No. ☐☐☐☐☐☐☐☐☐ ☐☐☐☐☐☐☐☐☐☐

Name of the Centre ☐☐☐☐☐☐☐☐☐☐☐☐ City Code ☐☐☐ - ☐☐

Paste with gum your latest photograph (Do not staple) Attach Two Additional Unattested photographs

Important Instructions

(i) Read the instructions carefully before filling the examination form.

(ii) The candidate must fill the examination form in his/her own hand.

(iii) Use only Black or Blue ball point pen. Use white ink to cover the mistakes.

(iv) If the qualifying examination passed from other Board/ University/Council etc, attach the original Detailed Marks Card and Migration Certificates.

v. Leave a box blank in different parts of the name and Subject Code.

(A) Examination Detail

(1) **Exam Code** ☐☐☐☐☐ (2) **APR /MAY** ☐☐☐ (3) **Year** ☐☐☐☐

(4).**Category Code SC/ST** ☐☐

(5) **State** (to Which Belong) ☐☐

(6) **Registration No./PUPIN No** (Allotted from PU only) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(B) Personal Detail

(1) Candidate's Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(2) Father's Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(3) Mother's Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(4) Sex Code ☐ [M/F] (5) Medium English [ENG]/Hindi [HIN]/Punjabi [PBI] ☐☐☐

(6) Subjects Offered ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(Code wise) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(7) Mailing Address ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(8) City Code ☐ (9) Pin Code ☐☐☐☐☐☐ (10) E-mail Address_____

(11) Mobile/ Telephone No With Code ☐☐☐☐☐☐☐☐☐☐☐☐

(C) (1) Have you already qualified the Environment Edu./Exam.? If Yes Name of the Exams/Class ☐☐☐☐☐

(2) Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐ (3) APR/SEP ☐☐☐ Year ☐☐☐☐

(D) Previous Examination Detail

(1) Exam Code ☐☐☐☐☐ (2) Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐ (3) APR /SEP ☐☐☐

(4) Year ☐☐☐☐ (5) Marks Obtained ☐☐☐☐ (6) Compt.-Sub ☐☐☐ (7) Result Awaited/ Fail ☐ [A/F]

(8) Date of Result ☐☐ ☐☐ ☐☐☐☐ (9) University/Board ☐☐☐☐☐☐☐☐☐☐☐☐

(E) If Simultaneously appearing

(1) Exam Code ☐☐☐☐☐ (2) Roll No ☐☐☐☐☐☐☐☐☐☐☐☐ (3) APR /SEP ☐☐☐

(4) Year ☐☐☐☐

(F) If re-evaluation applied

(1) Exam Code ☐☐☐☐☐ (2) Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐ (3) APR /SEP ☐☐☐

(4) Year ☐☐☐☐ (5) Marks Obtained ☐☐☐☐ (6) Compt.-Sub ☐☐☐ (7) Result Awaited/ Fail ☐ [A/F]

(8) Date of Result ☐☐ ☐☐ ☐☐☐☐ (9) University/Board ☐☐☐☐☐☐☐☐☐☐☐☐

FORM B-II

SPECIAL INFORMATION

(i) Member of Scheduled Caste / Tribe/Backward class.....

(ii) Blind/permanently disabled for writing.....

(iii) Indicate, if any disqualification was incurred in any University Examination or if any enquiry is pending in a case of alleged use of unfair means etc. say : Yes/No.....If Yes, mention University/ Board.....Year/ Session.....Roll No.....Action taken.....

SOLEMN DECLARATIONS

(1) I have not passed this or any other equivalent examination from this or any other university.

(2) I have filled in the form in my own hand after careful study of the instructions and the U.S.O.L. Prospectus/Syllabus pertaining to the year and session of the examination.

(3) The statements made by me in this Examination Admission Form are correct and true.

(4) I have submitted the examination form and fee for my re-appear examination / deficient/compartment/ additional subject of lower examination separately (as a private candidate) .

(5) I accept liability for action under the rules and regulations of the University for any mis-statement or concealment of facts.

(6) I have not been disqualified by any University/Board.

Dated.....

_____

Signature of the Applicant

CERTIFICATES

(To be signed by the Chairperson, Deptt. of Correspondence Studies)

Certified that the Candidate :

— has passed, not less than one academic year previously, the _____ examination of the Panjab University or any other examination recognised equivalent there to of any other University/Board.

— is appearing simultaneously in lower examination in the Compartment/Deficient Subject of _____.

— has remained on the rolls of the Department for the academic year preceding examination.

— has satisfied the Department by producing authentic documents that the statement made by him/her in this application are correct.

— bears a good moral character.

Dated_____

Assistant Registrar
for Chairperson
University School of Open Learning
Panjab University, Chandigarh

CLASS AND SUBJECT CODE

Dear Students before filling the Examination Form please see the Class, Centre and Subject code in the Prospectus carefully.

Class Code	Sub Code	Subject Name
BA 1 2 & 3	ENG	English(C)
BA 1 2 & 3	PBC	Punjabi (C)
BA 1 2 & 3	DEF	Def. Studies
BA 1 2 & 3	HCP	His. & Cul. of Pb.
BA 1 2 & 3	ECO	Economics
BA 1 2 & 3	ENO	English(E)
BA 1 2 & 3	ENV	Env.Edu.
BA 1 2 & 3	GEO	Geography
BA 1 2 & 3	HIN	Hindi(E)
BA 1 2 & 3	HIS	History
BA 1 2 & 3	MAT	Mathematics
BA 1 2 & 3	PBI	Punjabi(E)
BA 1 2 & 3	PHI	Philosophy
BA 1 2 & 3	POL	Pol. Sc.
BA 1 2 & 3	PSY	Psychology
BA 1 2 & 3	PUB	Pub. Admn.
BA 1 2 & 3	SKT	Sanskrit (E)
BA 1 2 & 3	SOC	Sociology
BCOM 1	ENG	English and Communication Skills
BCOM 1	HCP	His. & Cul. of Pb.
BCOM 1	PBC	Punjabi
BCOM 1	CLL	Commercial & Labour Laws
BCOM 1	BFA	Financial Accounting
BCOM 1	BOM	Business Organisation and Mgt.
BCOM 1	BMS	Business Math. and Stats.
BCOM 1	ENV	Environment Education
BCOM 2	CLA	Company Law and Auditing
BCOM 2	COA	Corporate Accounting
BCOM 2	CAC	Cost Accounting
BCOM 2	BEC	Business Economics
BCOM 2	BAI	Banking and Insurance
BCOM 2	ITL	Indirect Tax Laws
BCOM 3	FMG	Functional Management
BCOM 3	MAB	Management Accounting and Business Financé
BCOM 3	DTL	Direct Tax Laws
BCOM 3	IEC	Indian Economy
BCOM 3	ESB	Entrepreneurship and Small Business
Any one of the following paper-VI		
BCOM 3	CAB (Opt. i)	Computer Application in Business
BCOM 3	OPR (Opt. ii)	Operations Reserch
BCOM 3	ORB (Opt. iii)	Organizational Behaviour
BCOM 3	INV (Opt. iv)	Investment Management
BCOM 3	VIV	Viva Voce
BLS	FLS	Foundations of Library & Information Science
BLS	KCT	Knowledge Organization : Classification Theory
BLS	KOT	Knowledge Organization : Cataloguing Theory
BLS	ITB	Information Technology : Basis
BLS	MLI	Management of Library & Information Centers
BLS	KCP	Knowledge Organization : Classification Practice
BLS	KOP	Knowledge Organization : Cataloguing Practice
BLS	ISS	Information Sources and Services

M.A. English Ist Semester

Subj Code	Paper	Subject Name
LCI	Paper –I	Literary Criticism-I
BPI	Paper – II	British Poetry-I
BDI	Paper – III	British Drama-I
BFI	Paper – IV	British Fiction-I

M.A. English 2nd Semester

Sub Code	Paper	Subject Name
LC2	Paper – I	Literary Criticism-II
BP2	Paper – II	British Poetry-II
BD2	Paper – III	British Drama-II
BF2	Paper – IV	British Fiction-II

M.A. II English Annual System

Class Code	Sub Code	Subject Name
MENG 2	CCT	Contemporary Critical Theory; Paper-I
MENG 2	IWE	Indian Writing in English; Paper-II
MENG 2	ALE	American Literature; Paper-III (ii)
MENG 2	TCBF	Twentieth Century British Fiction ;Paper-IV(iii)

M.A. Hindi 1st Semester

Sub Code	Paper	Subject Name
	Paper – I	Hindi Sahitya Ka Adi Kal Avem Madhiyakal
	Paper – II	Adhunik HIndi Kavya
	Paper – III	Adhunik Hindi Gadhya Sahitya
	Paper – IV	Bharatya Kava Shastra Ke Sidhant Avem Hindi Aloachak

M.A. Hindi 2nd Semester

	Paper - I	Hindi Sahitya ka Adhunik Kal (3050)
	Paper - II	Adhunik Hindi Kavya (3051)
	Paper - III	Adhunik Hindi Gadhya Sahitya (3052)
	Paper - IV	Pashchatya Kavya Shastra Avem Samkalin Alochna Sidhant (3053)

M.A. II Hindi Annual System

Class Code	Sub Code	Subject Name
MHIN 2	BHV	Paper-I
MHIN 2	MHK	Paper-II
MHIN 2	SSA	Paper-III
MHIN 2	NBN	Paper-IV

M.A. Punjabi 1st Semester

Sub Code	Paper	Subject Name
MPS	Paper – I	Madhkali Punjabi Sahit Da Itihas
SSP	Paper – II	Sahit Sidhant Sanatni Kavi Shastar ate Punjabi Alochna
MPK	Paper – III (Opt.-i)	Madhkali Punjabi Kav-I
GSK	Paper – III (Opt.-ii)	Gurmat ate Sufi Kav
PBN	Paper – IV (Opt.-i)	Punjabi Novel
PBK	Paper – IV (Opt.-ii)	Punjabi Kahani

M.A. Punjabi 2nd Semester

APS	Paper – V	Adhunik Punjabi Sahit Da Itihas
APV	Paper – VI	Adhunik Pachhmi Kavi Shastra ate Viharak Alochna
MPK	Paper – VII (Opt.-i)	Madhkali Punjabi Kav-II
SKB	Paper – VII (Opt.-ii)	Sufi Kissa ate Bir Kav
PNA	Paper – VIII (Opt.-i)	Punjabi Novel da Adhyan
PKA	Paper – VIII (Opt.-ii)	Punjab ate Parvasi Kahani da Adhyan

M.A. II Punjabi Annual System

Class Code	Sub Code	Subject Name
MPBI 2	BVP	Paper-I Bhasha Vigyan ate Punjabi Bhasha
MPBI 2	PSL	Paper-II Punjabi Sabhiyachar□Lokdhara ate Lok Sahit
MPBI 2	APK	Paper-III (i) Adhunik Punjabi Kavita
MPBI 2	PNR	Paper-IV (i) Punjabi Natak ate Rangmanch

M.A. Economics 1st Semester

Sub Code	Paper	Subject Name
MEC	Paper – I	Micro Economics-I
CIE	Paper – II	Contemporary Issues in Indian Economy-I
QTM	Paper – III	Quantitative Methods
HET	Paper – IV	History of Economic Thought

M.A. Economics 2nd Semester

MEC	Paper – I	Micro Economics-II [MEC]
CIE	Paper – II	Contemporary Issues in Indian Economy-I
BEC	Paper – III	Basic Econometrics [BEC]
INE	Paper – IV	International Economics [INE]

M.A. II Economics Annual System

Class Code	Sub Code	Subject Name
MECO2	MET	Micro Economic Theory; Paper-I
MECO2	EDP	Economic of Growth□Development and Planning
MECO2	INE	Paper-III & IV(iii) International Economics
MECO2	EPF	Paper-III & IV(iv) Economics of Public Finance

M.A. Political Science Ist Semester

Sub Code	Paper	Subject Name

WPT	Course – I	Western Political Thought – I
CPA	Course – II	Key Concepts In Political Analysis
IPS	Course – III	Indian Political System [IPS]
INR	Course – IV	International Relations: An Historical Overview

M.A. Political Science 2nd Semester

WPT	Course – V	Western Political Thought-II
CPO	Course – VI	Comparative Politics-I : Understanding Advanced Industrial Societies
IPO	Course – VII	Indian Politics
AIR	Course – VIII	Approaches to the Studies of International Relations

M.A. II Political Science Annual System

Class Code	Sub Code	Subject Name
MPOL2	IPT	Indian Political Thought Paper-I
MPOL2	COP	Comparative Politics; Paper-II
MPOL2	PIL	Gr. 3 P-III & IV (iii) Public International Law
MPOL2	FPU	Gr. 3 P-III & IV (iv) Foreign Policy of India USA China and Japan

M.A. History 1st Semester

Sub Code	Paper	Subject Name
AIO	Paper – I	Ancient Indian: An Overview
MIP	Paper – II	Medieval Indian: Political Processes
MPP	Paper – III	Modern Indian: Political Process
THP	Paper – IV	The Punjab Mid- fifteenth to seventeenth centuries HIS 111
MWC	Paper – IV (i)	Opt. (i) Modern world (Mid 15th-19th Century)
WTC	Paper – IV (ii)	Opt. (ii) World in the Twentieth Century

M.A. History 2nd Semester

MIP	Paper – I	Medieval India: Political Processes
MPP	Paper – II	Modern India: Political Process
AAI	Paper – III (i)	Agrarian Economy of Ancient India
AEM	Paper – III (ii)	Agrarian Economy of Medieval India
AMI	Paper – III (iii)	Agrarian Economy of Modern India [AMI]
PEC	Paper – IV (i)	Punjab in Eighteenth Century [PEC]
PNC	Paper – IV (ii)	Punjab in the early Nineteenth Century [PNC]

M.A. II History Annual System

Class Code	Sub Code	Subject Name
MHIS2	TPB	Paper-I
MHIS2	HRM	Paper-II (ii)
MHIS2	EHA	Paper-III (i)
MHIS2	SCC	Paper-IV (iii)

M.A. Sociology 1st Smester

Sub Code	Paper	Subject Name
SOC R 411	Paper – I	History of Social Thought
SOC R 412	Paper – II	Sociology of Family and Gender
SOC R 413	Paper – III	Sociology of Development
SOC R 414	Paper – IV	Social Stratification : Concepts & Theories

M.A. Sociology 2nd Smester

SOC R 425	Positivistic Sociological Theories
SOC R 426	Methodology of Social Research
SOC O 521	Population and Society
SOC O 621 (Compulsory Paper)	Social Dimension of Development
SOC O 721 (Compulsory Paper)	Sociology of Urban Setgtlements
SOC O 821	Structural Moorings of Gender Oppression
SOC O 921	Persons and Rural Society in India
SOC O 922	Organizational Theory and Behaviour
SOC O 923	Basic Social Statistics

M.A. II Sociology Annual System

Class Code	Sub Code	Subject Name
MSOC2	TPS	Theory Perspective in Soc. ;Paper-I
MSOC2	SDE	Social Development; Paper-II
MSOC2	USO	Urban Sociology; Paper-III
MSOC2	SFG	Soc. of Family & Gender; Paper-IV
MSOC2	DIS	Dissertation; Paper-I

M.A. Public Administration (1st & 2nd Semester)

MPBS1	ADT	Paper-I Administrative Theory
MPBS1	ORB	Paper-II Organizational Behaviour
MPBS1	PFA	Paper-III Public Financial Administration
MPBS1	PPA	Paper-IV Public Personnel Administration
MPBS1	IES	Paper-V Indian Economic System

MPBS1	ISS	Paper-VI Indian Social System
MPBS2	ATH	Paper-I Administrative Thought
MPBS2	RMT	Paper-II Research Method
MPBS2	PBA	Paper-III Public Policy and Administration
MPBS2	ADL	Paper-IV Administrative Law
MPBS2	IPS	Paper-V Indian Political System
MPBS2	IAS	Paper-VI Indian Administrative Systems

M.A. Public Administration (3rd & 4th Semester)

MPBS3	DAD	Development Administration
MPBS3	SPA	Social Policy & Welfarre Administration
MPBS3	PHP	Public Health Policy and Administration
MPBS3	DMA	Disaster Management
MPBS3	PRG	People's Employment and Rural Governance (Compulsory)
MPBS3	NGO	Administration of Non-Government Orginistions
MPBS3	DST	Dissertation
MPBS4	EAP	Emerging Areas In Public Administration
MPBS4	EPA	Education Policy and Administration
MPBS4	PA	Police Administration
MPBS4	PUG	People's Employment and Urban Governance (Compulsary)
MPBS4	IA	International Administration
MPBS4	ITA	Information Technology and Computer Applications in Public Adm.

Master of Commerce 1st Semester

Sub Code	Paper	Subject Name
EAB	Paper Code : MC 510-I	Economic Analysis for Busines.
ABS	Paper Code : MC 511-I	Advance Business Statistics□Research Methology
ORP	Paper Code : MC 512-I	Operations Research
CIA	Paper Code : MC 513-I	Contemporary Issue in Accounting
OBM	Paper Code : MC 514-I	Organisational Behaviou & HRM
CRG	Paper Code : MC 516-I	Current Issues Related to Globalization

Master of Commerce 2nd Semester

BEV	Paper Code : MC 510-II	Budiness Environment
ITF	Paper Code : MC 511-II	Information Technology
PMG	Paper Code : MC 512-II	Production Management
CFP	Paper Code : MC 513-II	Corporate Financial Policy
MMG	Paper Code : MC 514-II	Marketing Management
RPR	Paper Code : MC 515-II	Research Project
WKS	Paper Code : MC 516-II	Workshop on Applied Aspects on Financial Services

Master of Commerce-II Annual System

Class Code	Sub Code	Subject Name
M.COM-2	CGT	Corporate Governance and Taxation Corporate Taxation
M.COM-2	MIC	Management Information and Control System
M.COM-2	MOS	Cost Analysis and Control and Management of Services (Banking & Insurance)
M.COM-2	IFS	Investment and Financial Services Management
M.COM-2	HRD	Human Resources Development
M.COM-2	PPEEND	Project Planning and Environment ManagementEntrepreneurial Development
M.COM-2	INB	International Business
M.COM-2	CIA	

Contemporary Issues in Auditing and Management Services (Transport□Tourism and Hospitality)

M.COM-2	CAP	Computer Application
M.COM-2	CMG	Contemporary Management
M.COM-2	LFW	Legal Frame work for Services
M.COM-2	BEC	Business Economics
M.COM-2	IFM	International Finance
M.COM-2	VIB	Viva-Voce
M.COM-2	EBS	E-Business and Inovative Financial Products
M.COM-3	COG	Corporate Governance
M.COM-3	MIS	Management Information System
M.COM-3	CAC	Cost Analysis & Control
M.COM-3	SIF	Seminar on Inovative Financial Products
M.COM-3	IMG	Investment Management
M.COM-3	ORD	Organisation Development
M.COM-3	PPA	Project Planning and Analysis
M.COM-3	EFM	Enterpreneurship & Family Business Management
M.COM-3	EIP	Export Importy Policy and Procedures

M.COM-3	CIA	
Contemporary Issues in Auditing		
M.COM-3	CAA	Computer Applications in Auditing
M.COM-3	KMG	Knowledge Management
M.COM-3	BLG	Bank Legislation
M.COM-3	ECM	Econometrics
M.COM-3	IAC	Internationa Accounting
M.COM-3	EPC	Payment System Technical System and Ethical System
Master of Finance & Control (M.F.C.) 1st Semester		
M.F.C.	101	Management and Organisation
M.F.C.	102	Business Environment
M.F.C.	103	Accounting for Managers
M.F.C.	104	Economic Analysis for Business
M.F.C.	105	Financial Services
Master of Finance & Control (M.F.C.) 2nd Semester		
M.F.C.	201	Organisation Behaviour
M.F.C.	202	Regulatory Framework for Business
M.F.C.	203	Financial Management & Policy
M.F.C.	204	Quantative Techniques
M.F.C.	205	E-Commerce
Master of Finance & Control (M.F.C.)-2 (Annual System)		
M.FC-2	MAA	MIS and Computer Application Accounting
M.FC-2	FMG	Financial Management and Policy
M.FC-2	SAI	Security Analysis and Investment Management
M.FC-2	IFN	International Finance
M.FC-2	VIV	Viva-Voce (Comprehancive)
M.FC-2	TRV	Training Report and Viva –Voce
M.FC-2	PRV	Project Report and Viva-Voce
M.FC-2	MOS	Management of Services (Banking and Insurance)
M.FC-2	MCG	Management Control System and Corporate Goverance
M.FC-2	FAE	Financial Analysis and Engineering
M.FC-2	INB	International Business
Bacholer of Education		
B.ED-1	PSE	Philosophical and Sociological Basis of Education
B.ED-1	LND	Learner Nature and Development
B.ED-1	TLP	Teaching Learning process
B.ED-1	SMG	School Management
B.ED-1	COE	Computer Education
B.ED-2	SLS	School Library Science
B.ED-2	ECS	Education for Children with Special Needs
B.ED-2	SAN	Teaching of Sanskrit
B.ED-2	MAT	Teaching of mathematics
B.ED-2	COM	Teaching of Commerce
B.ED-2	ECO	Teaching of Economics
B.ED-2	CSA	Teaching of Computer Science & Application
B.ED-2	FAS	Teaching of Fine Art
B.ED-2	PHE	Teaching of Physical Education
B.ED-2	HSC	Teaching of Home Science
B.ED-2	PSC	Teaching of Physical Science
B.ED-2	LSC	Teaching of Life Science
B.ED-2	HIS	Teaching of History
B.ED-2	GEO	Teaching of Geography
B.ED-2	MUS	Teaching of Music
B.ED-2	POL	Teaching of Political Science
B.ED-2	AGR	Teaching of Agriculture
B.ED-2	PAD	Teaching of Public Administration
B.ED-2	SOC	Teaching of Sociology
Master of Education		
M.ED.S-1	FOE-I	Foundations of Education- I
M.ED.S-1	AEP-I	Advanced Educational Psychology-I
M.ED.S-1	ERS-I	Methodology of Educational Research and Statistics-I
M.ED.S-2	FOE-II	Foundations of Education(Sociological)-II
M.ED.S-2	AEP-II	Advanced Educational Psychology-II
M.ED.S-2	ERS.II	Methodology of Educational Research and Statistics-II
M.ED.S-3	GAC-1	Guidance & Counseling -1
M.ED.S-3	ET	Education Technology -1
M.ED.S-3	ME-1	Measurement and Evaluation-1

M.ED.S-3	TE-1	Teacher Education -1
M.ED.S-3	EAS -1	Education Administration & Supervision -1
M.ED.S -3	DIS	DISSERTATION
M.ED.S-4	GAC -2	Guidance & Counseling -2
M.ED.S-4	ET -2	Education Technology -2
M.ED.S-4	ME -2	Measurement and Evaluation-2
M.ED.S-4	TE -2	Teacher Education -2
M.ED.S-4	EAS -2	Education Administration & Supervision
M.ED.S-4	DIS	DISSERTATION
		DIPLOMA COURSE
PGDHF	FED	Fundamentals of Population Education and Population Dynamics
PGDHF	HEM	Health Education and Management
PGDHF	RFW	Reproductive Health and Family Welfare
PGDHF	PPP	Population Problems and Population Policies
DIST	STM	Statistical Methods
DIST	PSD	Probability and Sampling Distributions with Applications
DIST	SAQ	Sampling Analysis of Variance and Quality Control
DIST	RCT	Regression Correlation and time Series Analysis
PGDMC	IMC	Introduction to MASS Communication
PGDMC	PRM	Print Media
PGDMC	ELM	Electronic Media
PGDMC	APR	Advertising and Public Relations
PGDMD	PRA	Practical Assignments
PGDMD	FHD	Fundamentals of Human Rights and Duties
PGDMD	HRI	Human Rights Theory and Practice : International Scenario
PGDMD	HIC	Human Rights Theory and Practice : The Indian Context
PGDMD	PRW	Project Work
CCSSI	LWS	Life and Works of Swami Vivekananda
CCSSI	VSI	Vivekananda and Sages of Modern India
PGDCA-01	FIT	Fundamental of Informational Technology
PGDCA-02	RDB	RDBMS
PGDCA-03	CBA	Computer Based Accounting
PGDCA-04	CND	Computer Networks Data Communications
PGDCA-05	CPP	Computer Programming and Problem Solving (Using C /C++)
PGDCA-06	WAT	Web Application Tools and E-Commerce
PGDCA-07	PSL	Practical Software Lab
PGDCA-08	PRD	Practical RDBMS Lab
PGDCA-09	PPL	Practical Programming Lab in C/C++
PGDCA-10	PWP	Practical Web Programming Lab
PGDCA-11	PRJ	Project Work : Project Will involve Development of Business and Scientific Applications /Tools

Dear Students before filling the Examination From please see the City Code

Sr. No.	City's Code	City's Name
1.	ABH	Abohar
2.	BAD	Badal
3.	BUL	Bulhowal
4.	CHD	Chandigarh
5.	DAK	Dakha
6.	DAS	Dasuya
7.	DHU	Dhudike
8.	DMK	Dharamkot
9.	DOR	Doraha
10.	FAZ	Fazilka
11.	FER	Ferozepur City
12.	FZR	Ferozepur Cantt.
13.	GAR	Garhshanker
14.	GID	Giddarbaha
15.	GRD	Gardhiwala
16.	GTB	GTB-Garh
17.	GUR	Gursar Sudhar
18.	HAR	Hariana
19	HSP	Hoshiarpur
20.	JAG	Jagraon
21.	JAL	Jalalabad
22.	JHA	Jhar Sahib
23.	KAM	Kamalpura
24.	KAN	Kandhala Jattan
25.	KAR	Karamsar
26.	KHA	Khanna
27.	KIL	Killianwali
28.	KOT	Kottan
29.	LDH	Ludhiana
30.	LOP	Lopon
31.	MAH	Mahilpur
32.	MAL	Malout
33.	MIA	Miani
34.	MKT	Muktsar
35.	MOG	Moga
36.	MUK	Mukerian
37.	NAR	Narangwal
38.	POJ	Pujewal
39.	RAI	Raikot
40.	RAM	Ramgarh
41.	RAT	Rattewal
42	SAM	Samrala
43.	SDG	Sardargarh
44.	SDK	Sidhwankhurd
45.	SID	Sidhsar
46.	SUK	Sukhanand
47.	TAL	Talwara
48.	TAN	Tanda
49.	ZIR	Zira