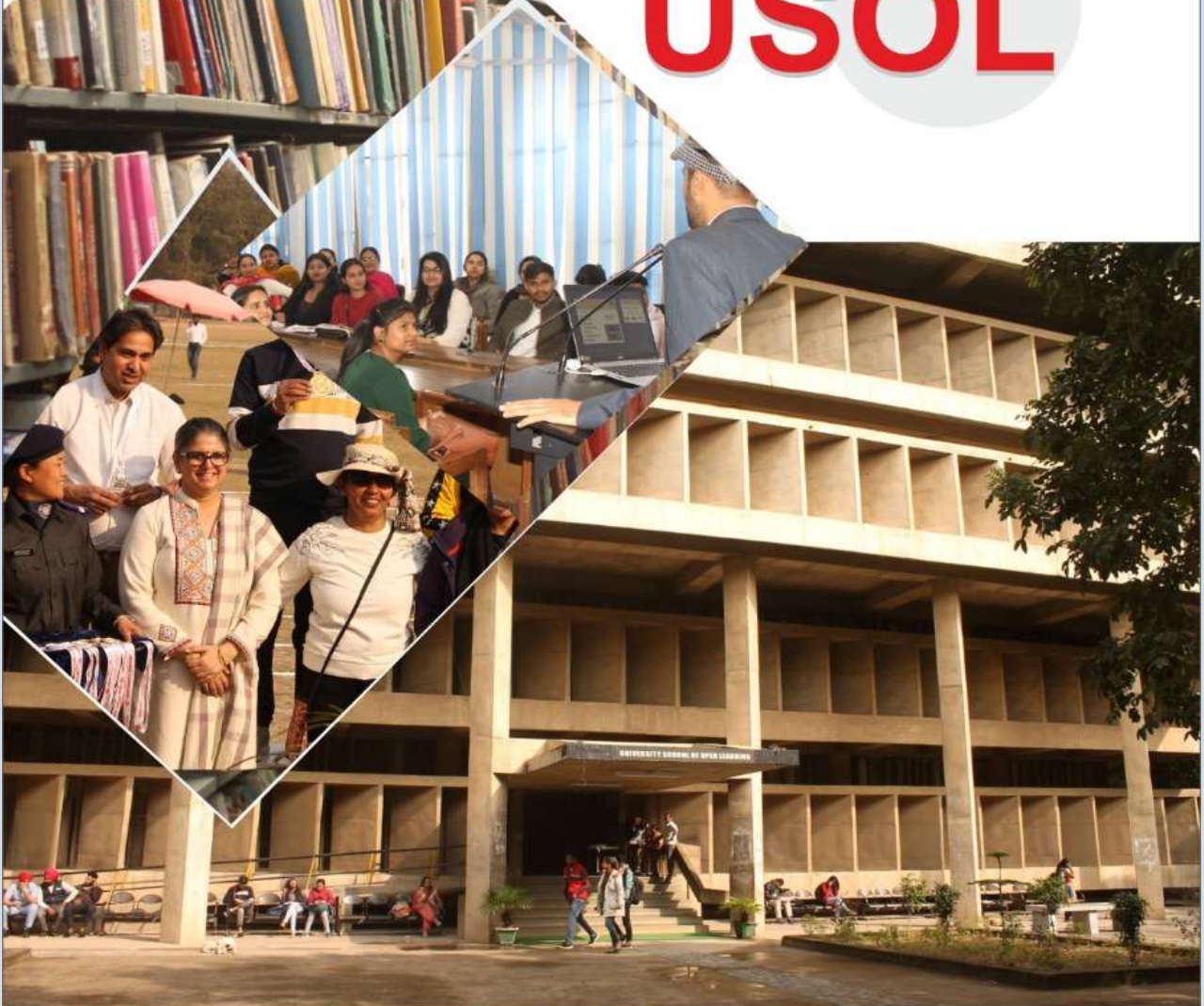




USOL



Prospectus 2020-21

**University School of Open Learning
Panjab University, Chandigarh**

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Website for Admission cum Examination Form: usoladmissions.puchd.ac.in
Date of Start of Online Admission Form: 5th August, 2020
Last Date for Filling up Online Admission Form: 31st December 2020
Last Date for Deposit of Fee: 31st December 2020

Please address your queries to:
Chairperson
University School of Open Learning
Panjab University, CHANDIGARH - 160014

Tel. 0172-2534301, 0172-2541143
E-mail: usol@pu.ac.in
FAX No.: 0172-2541143

Professor Raj Kumar

Vice-Chancellor

Panjab University

Chandigarh



MESSAGE

Dear Students,

It gives me immense pleasure in extending you a warm welcome to University School of Open Learning (USOL) Panjab University, a leading centre of distance education and learning in the country.

Ever since its inception in 1971, USOL has always remained committed to serve the ever growing needs of the evolving distance learners. In consonance with its legacy, USOL is constantly engaged in upgrading its offerings and ameliorating its services especially during COVID-19 times. Committed & dedicated faculty and staff are ready to brace this tough challenge and provide pacifying atmosphere to distant learners in present difficult times.

USOL ensures an all-round academic excellence by providing meticulously prepared printed and digital study material, scheduled personal contact programs (PCPs) in both physical and digital modes, insightful assignments and response sheets.

I am sure your association with USOL will be fulfilling and far-reaching.

“The tradition of excellence is ours, the choice is yours.”

Wishing you all the very best.

A handwritten signature in green ink, with the name 'Raj Kumar' written below it in a smaller font.

Raj Kumar
Vice Chancellor

Professor Madhurima Verma

Chairperson, USOL



MESSAGE

The very concept of education has undergone a paradigm shift. It has overcome the age and time barrier especially in distance learning. University School of Open Learning (USOL) is one such premium institution of distance education in India, benefitting a large section of society for over four decades. With the prime motive to take education beyond the traditional four walls, USOL has fulfilled its responsibility to enable those who due to several reasons (personal, financial constraints or geographical barriers) are unable to access formal education. Currently, we offer both conventional and professional that include degree, diploma and certificate courses. All our programmes are UGC approved and curriculum stays the same as prescribed for regular students of Punjab University, both of teaching departments and affiliated colleges. A significant number of our students are well placed in society.

To deliver quality education to our distance learners, we have highly qualified and dedicated faculty who are keen researchers and enthusiastically enhance their skills by regularly attending workshops, conferences, seminars, webinars etc. Personal Contact Programme (PCP), counselling session, study material in Self learning mode and audio content are some of the ways to impart knowledge at USOL. Adjusting to the new normal due to COVID-19 situation, we have deployed digital platform by providing study material, evaluation of assignments and PCPs. Special lectures by external experts is a regular feature. Additionally, experienced staff is available for administrative support to students.

We have a well-equipped library with approximately one lakh books, journals, encyclopedias etc. Other facilities include an Educational Media Studio for preparing audio-video content, computer laboratory, and subject specific laboratories and auditorium. In addition to academics, we also focus on extra co-curricular activities where students get an opportunity to unveil & explore their hidden talent. USOL has its own magazine where our students brush their creative skills.

I welcome you, to this leading institute of distance education for an enriching learning experience & skill upgradation. I am sure that you will also be equally delighted to join us and pursue your cherished dreams.

Best wishes

Madhurima Verma
Professor & Chairperson

THE FACULTY



Prof. (Dr.) Madhurima Verma Chairperson

COMMERCE AND MANAGEMENT STUDIES

1. Prof. Geeta Mangla Bansal, M.Com., MBA(HR) Ph.D., Coordinator
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Email.:rgmsociology@gmail.com

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P. G. DIPLOMA IN HEALTH, FAMILY WELFARE AND POPULATION EDUCATION

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P. G. DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING

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P. G. DIPLOMA IN GUIDANCE AND COUNSELLING

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P. G. DIPLOMA IN DISASTER MANAGEMENT AND COORPORATE SECURITY

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

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COURSES OFFERED



I. Under Graduate Courses (Semester System)

1. [B.A. \(Under 10 + 2 + 3 Scheme\)](#)
2. [B.Com \(Under 10 + 2 + 3 Scheme\)](#)
3. [Bachelor of Library and Information Science \(B.LIS\) \(one year course\)](#)
4. [Bachelor of Education \(B.Ed\)*](#)

II. Post Graduate Diploma Courses (Semester System)

1. [Post Graduate Diploma in Computer Applications](#)
2. [Post Graduate Diploma in Disaster Management and Corporate Security](#)
3. [Post Graduate Diploma in Guidance and Counselling](#)
4. [Post Graduate Diploma in Health, Family Welfare and Population Education](#)
5. [Post Graduate Diploma in Human Rights & Duties](#)
6. [Post Graduate Diploma in Library Automation & Networking](#)
7. [Post Graduate Diploma in Mass Communication](#)
8. [Post Graduate Diploma in Statistics](#)

III. Certificate Courses

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

IV. Post Graduate Courses (Semester System)

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

* For Admission to B.Ed. Semester-I, visit www.usolbed.pu.ac.in

Note: All Degree Courses (Under Graduate and Post Graduate) are approved by the Distance Education Bureau (UGC) Vide F.No.1-6/2018 (DEB-I), dated 09 August 2018 (www.ugc.ac.in/deb) and all Diplomas and Certificate Courses are approved by Panjab University.

WHO CAN APPLY



USOL admission is open* to:

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

• **New Applicants:-**

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

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

• **Continuing/Old Students: -**

1. Undergraduate Courses:-

- a. Students who have passed 1st year or 2nd year (under old annual system) /semester II or semester IV (under semester system) examination of B.A./B.Com courses **conducted by Panjab University** can seek admission to USOL in the semester -III or semester -V class of the respective course.
- b. Students who have qualified at least 50% of the total number of papers in B.A./B.Com. Semester-I & II examination **conducted by Panjab University** are eligible to seek admission to B.A./B.Com.Semester-III.

Further students who have qualified at least 50% of the total number of papers in B.A./B.Com semester I & II and III & IV examination **conducted by Panjab University** are eligible to seek admission to B.A/B.Com semester V.
- c. Along with these students who have passed 1st year/ semester-I & II or 2nd year/semester- III & IV examination of B.A./B.Com courses conducted by **some other**

University/College affiliated to another University in India under specific authorization by the University concerned, be allowed to migrate to USOL in the semester- III or semester -V class of the respective course on the condition that such a student will have to clear the deficient subject/s, if any, within the permissible chances, as prescribed under the Panjab University Regulations.

2. Postgraduate Courses: -

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

• Reappear/CompartmentCases: -

1. In case of reappear or compartment, if a candidate passes in reevaluation or supplementary examination, he/she shall be eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her. However, no candidate would be granted admission on the basis of re-evaluation result after October 15th of particular academic session or last date of admission (whatever is later).
2. Similarly, if a candidate becomes eligible for the Supplementary Examination after reevaluation he/she may be permitted to appear at the usual supplementary examination or thereafter at the time of the next examination only, Such a candidate will also be eligible to seek provisional admission to the the next higher class, without late fee, within ten working days of the communication of the result of re-evaluation to him/her.
3. Compartment/Reappear Candidates of other Universities are not eligible to join any class of this University except in case of B.A. /B. ComSemester-I.

- **Facilities for old students:** - The candidate of USOL who could not appear or clear examination due to some reason can avail the facility of an ex-student. For this purpose, the candidate may obtained University examination admission Form prescribed for the private candidate duly attested by A.R. (Admn.) and submitted the same to Form Cell, PU by hand. The same may also be submitted by registered post/speed post addressed to the Chairperson, USOL, Panjab Unviersity, Chandigarh-160014 for the attestation of examination form and its onward transmission to the Form Cell, PU, Chandigarh.

A student who has completed the prescribed course of instruction in an affiliated college for First Year (1st & 2nd Semester)/Second Year (3rd & 4th Semester)/Third Year (5th & 6th Semeter) examination, but does not appear in it, or having appeared fails may be allowed to appear in the examination on recommendation of the Principal of the college concerned as a late college student, without attending a fresh course of instruction as follows:

- (a) First Year (1st& 2nd Semester) : Within next two consecutive chances in the Corrospounding Semester.
- (b) Second Year (3rd& 4th Semester) : Within next two consecutive chances in the Corrospounding Semester.
- (c) Third Year (5th& 6th Semeter) : Within next three consecutive chances in the Corrospounding Semester.

For 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 examination immediately succeeding the year in which he/she completed the requirement of Regulation 4, on payment of fee as prescribed by the Syndicate every year and to appear in the University examination as an ex-student of Univerisity 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 enrolment till the completion of the M.A. course on payment of 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 students interested in two courses simultaneously:-**

1. A candidate is allowed to appear in two examinations simultaneously, i.e. one for improvement and other for regular full-time course, in addition to a Certificate/Diploma/Advanced Diploma/Post Graduate Diploma course offered in the evening session, being pursued as a regular student/private student of the University Teaching Department/ 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.
2. A student who is enrolled for Ph.D. degree in Panjab University will be allowed to join any other course in Panjab University after submission of his/her thesis. (Syndicate para 27 dated 26-4-2014).

Important Note

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

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

Students of USOL undertake same curriculum, same examination and eventually get same Diploma/Degree (except MBA(Executive)) as their counterparts in Panjab University's regular departments or colleges.

IMPORTANT DATES



Starting Date of Admission is 5th August, 2020

1. Schedule for Online Admission for odd semesters of all courses in USOL (except for B.Ed. Semester-I, Post Graduate Diploma in Guidance and Counselling and MBA Semester-I) without any late fee

- | | |
|---|-----------------------|
| (i) Last date of filling Online Application form: | 31-12-2020 (Thursday) |
| (ii) Last date of deposit of fee: | 31-12-2020 (Thursday) |
| (iii) Last date for sending hard copy of Application form with
all self-attested supporting documents to USOL: | 04-01-2021 (Monday) |

Schedule for Online Admission for B.Ed. Semester-I without any late fee

- | | |
|--|-----------------------|
| (i) Last date of filling Online Application form: | 20-12-2020 (Sunday) |
| (ii) Last date of Submission of Hard copy of Application form: | 24-12-2020 (Thursday) |
| (iii) Admission cum Allotment of Study Centres | 28-12-2020 (Monday) |
| (iv) Last date for deposit of first installment of fee: | 31-12-2020 (Thursday) |

Note: In case there is delay in result of previous semester and student may apply for admission within 10 days of declaration of result.

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

- | | |
|--|-----------------------|
| (i) Last date of filling up the examination form: | May 2021 (Tentative)* |
| (ii) Last date of deposit of fee for even semester | May 2021 (Tentative)* |

* Exact dates will be notified later on.

(Students must deposit their Even Semesters fee irrespective of the declaration of result their previous Semester)

3. Participation in Extra Curricular Activities

Last date for submitting Articles & Entries for Magazine and Co-Curricular Activities. : 15-02-2021 (Monday)

4. Academic Calendar

- | | | | |
|-------|--|---|-------------------------|
| (i) | Commencement of PCP Classes for Odd Semesters | : | 23 November ,2020 |
| (ii) | Commencement of Semester end Examination (Semester I/III/V) | | March,2021 |
| (iii) | Commencement of Even Semesters | : | To be notified later on |
| (iv) | Commencement of PCP Classes for Even Semesters | : | To be notified later on |
| (v) | Examination of Certificate Courses (Annual System) | : | May, 2021 (Tentative) |
| (vi) | Commencement of Semester end Examination (Semester II/IV/VI) | | To be notified later on |

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IMPORTANT INSTRUCTIONS AND INFORMATION

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

- Read all the instructions given on Admission portal or in this Prospectus carefully
- Check the eligibility condition/s of the course for which you are seeking admission and if you fulfill the eligibility condition/s then only fill the form.
- Fill all the information asked in the online form carefully. In case of any doubt or query, either read the prospectus or call at 0172-2534308 (9 am to 5 pm) or contact helpdesk at USOL.
- While filling up the form please be sure of spellings of your name, names of your father and mother, if you will fill the wrong spellings, the same will be printed on your result card. So check these properly before submitting the form.
- You are advised to provide the correct postal address/correspondence address as well as your own mobile phone number and email id. USOL will not be able to communicate with you if you provide incomplete or incorrect address or email id of some other person.
- Before filling the elective subjects (in case of B.A) or optional subjects (in case of PG), consult the prospectus as there are few elective subjects and options for which study material is available. If you choose a subject for which study material is not available then USOL will not be responsible of providing you learning material.
- Candidate applying for Master courses (PG courses) must mention the optional subjects in the online admission cum examination form carefully. In case student does not fill up the option of the paper at the time of admission, he/she will be given option offered by USOL.
- While filling up the online Admission cum Examination form, candidate should indicate preferences for cities of Examination Centre of his/her choice as mentioned in the prospectus. The University reserves the right to abolish any city for Examination Centre.
- The concession of 5% marks for SC/ST/BC/PWD students in the minimum eligibility criteria for admission in the course is available in USOL as per Panjab University rules. But the same concession will not be given to those who have been placed under compartment/re-appear in qualifying examination. In case any relevant information is not given by the candidate, his candidature may be cancelled.

Instructions related with Fees

- The candidates of USOL have to pay their fee separately for Odd semesters (I or III or V) and Even Semesters (II or IV or VI) in all the courses. However, students of Certificate Courses (being Annual Courses) have to pay fee only once at the time of Admission. The payment for odd semesters (I or III or V) will be made at the time of admission.
- In Case there is balance fee intimated by USOL, only such fee is to be deposited as per following directions:
 - Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh or at any Post Office all over the country.

- Fee can also be deposited through Bank draft. The Bank draft should be made in favor of “Registrar, Panjab University, Chandigarh” payable at State Bank of India, Sector 14, Chandigarh.
- Fee can also be deposited “ONLINE” through Net Banking/Credit Cards/Debit Cards.

Note: The students are advised to keep the photocopy of University Fee Receipt.

- Fee once paid at the time of admission to any course shall not be refunded (except refundable securities):
 - If a candidate is not enrolled because he/she has not submitted the required certificate/documents by last date fixed for the purpose or submit bogus or forged documents, his/her fee shall not be refunded in any case.
 - If a candidate drops out in the middle of the course, the fee paid by him/her, shall not be refunded.
 - However, fee can be adjusted within the University Teaching Departments or any other course offered by USOL, where the candidate happens to get admission for that particular academic year.
- **Refund of Fee (specific provision)**
 - If a candidate is found ineligible by the University, then the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her.
 - Wherever refund is permissible, the candidate must apply for refund to USOL within three months of the date of issue of the letter of ineligibility by USOL, failing which the request for refund will not be entertained.

After getting admission, you should keep in mind that:

You have to fill the Examination Form of Even Semester (II/IV/VI) in the Month of February 2021, failing which you will not be allowed to appear in the even semesters Examination to be held in May, 2021. Examination Form for Even Semester (II/IV/VI) will be available at <http://ugexam.puchd.ac.in> for Under Graduate Courses and <http://pgexam.puchd.ac.in> for Post Graduate Courses.

Verification of the Original Certificates/Documents

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

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 (ii) at page 589 of PU calendar Vol II 2007). In such cases, the fee deposited shall not be refunded.

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

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

Change in Subject/Medium of Instruction

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

- (i) A student may be permitted to change his/her subject/medium of instruction within one month of the commencement of session or within one month of the date of joining whichever is later without paying any fee. For USOL students, the session may be deemed to have commenced with effect from the last date on which the lessons are mailed to the student by USOL. Only such lessons shall be sent to the students as may become due after the change has been permitted.
- (ii) After the specified time-limit of one month, as given above, the student will be required to pay fee for the change of his/her subject/medium of instruction/option up to 30th November, 2020 as under:-
 1. Change of subject/medium of instruction/option Rs. 330/-
 2. Change of Course Rs. 300/-

Note: In Case no study material is provided by USOL in the subject/option to which the change has been permitted, the student shall have to prepare the same on his/her own and USOL shall not provide any guidance or study material to the student on that subject.

In case of [B.A.](#), if a student change an elective subject which is not as per the specified subject combination, USOL will not be responsible for any adverse consequences.

Teaching Learning Process

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

- **Study Material:** Once the admission is granted, the printed study material is provided to the students either through registered postal cover or students may collect it personally from USOL.
- **Assignments:** In Post-graduate courses, the submission of assignments is mandatory on the basis of which internal assessment is awarded. Assignments of respective subjects will be available on USOL noticeboard. Students are required to submit these before the last date otherwise, they will not be awarded internal marks.
- **Personal Contact Programme:** To give a personal touch to the study programmes, USOL organizes Personal Contact Programmes (PCP) at regular interval for different courses. The PCP schedule for various courses is given in this prospectus. PCP will only be held for the papers in which the study material is provided by USOL.
- **Response Sheets:** Response sheets form integral part of instructional process. The Study material contains these response sheets which the students are advised to attempt and mail them back to USOL. Though these response sheets do not carry any marks but it is in the interest of the students to attempt them. The feedback given by the faculty on these evaluated response sheets help the students in preparing for the examination.
- **Feedback:** Feedback is an essential component of teaching learning process at USOL. It helps us improving and further developing our teaching and study material. There are two Performa, one is distributed to students during PCP where they can submit feedback with regard to teaching and second one is enclosed in study material where student has to provide feedback with regard to study material.

Instructions Related with Even Semesters (2nd/4th/6th)

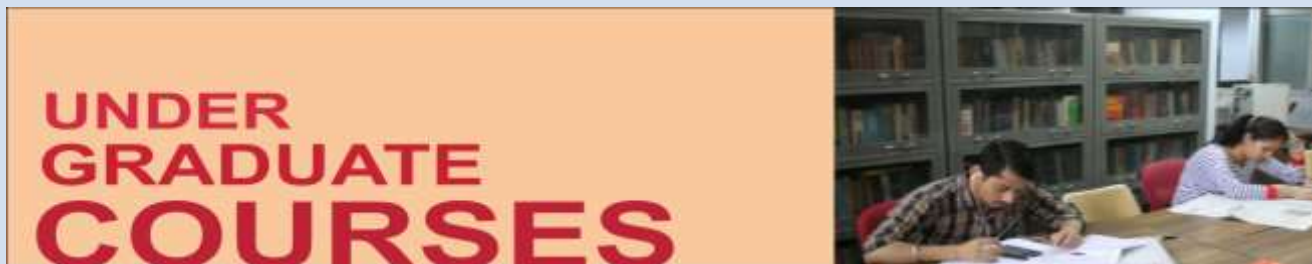
All the students are required to fill the online examination form for even semester (II/IV/VI) in the month of May 2021 (ugexam.puchd.ac.in for Under Graduate Courses and pgexam.puchd.ac.in for Post Graduate Courses) failing which the students will not be allowed to appear in these semester end examination.

All types of enquiries can be made from the Reception/Counter in person or on the telephone at 0172-2534302 or e-mail: usol@pu.ac.in and enquires can also be made on Help lines as mentioned on the last page of this prospectus.

Keep visiting the USOL website (www.usol.pu.ac.in) for all notices and latest updates

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

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- [B.A. Semester-I& II](#)
- [B.A. Semester-III& IV](#)
- [B.A.Semester-V & VI](#)
- [B. Com. Semester I to VI](#)
- [B.LIS Semester-I & II](#)
- [B.Ed.Semester – I to IV](#)

B.A. Semester-I& II **(Under 10 +2+3 scheme)**

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

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

1. A person who has passed one of the following examinations with passing marks in English as one of the subject shall be eligible to join the Semester I of B.A. degree course in USOL. However, a person who has not qualified English as one of the subjects at the +2 examination, shall be eligible to join B.A. Semester - I provisionally subject to his/her qualifying the deficient subject of English from the parent Board/Body/Council/University in two consecutive chances subsequent to his/her admission, failing which his/her admission to B.A. Semester - I and the result for the examination shall automatically stand cancelled.

a) B.A./B.Sc./B.Com.Part-I (OldScheme/Pre-Medical/Pre-engg/Intermediate/Arts/Science/Agriculture Examination of Panjab University

- b) The +2 examination under 10+2+3 system of education of a recognized university/ Board/ Council, provided he/she has secured atleast 33% marks in aggregate of all subjects (including the marks obtained by him/her in the compartment Theory and Practical/s taken together) taken up by him/her at the +2 examination.
- c) Prak Shastri/Vishard examination with compulsory English (Vide Senate Para-LXXVII dated 06.12.2009)
- d) Any other examination recognized by the university as equivalent to (a), (b) and (c) above;

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

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

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

Transitory Regulation

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

Course Structure

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

(a) Compulsory Subjects

- | | | |
|-----------|--|-----------------------------|
| (i) | Punjabi (PBC) | 50 marks (in each semester) |
| OR | | |
| | * History and Culture of Punjab (HCP) | 50 marks (in each semester) |
| (ii) | English (ENG) | 50 marks (in each semester) |

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

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

(b) Elective subjects

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

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

***Special conditions for selecting elective subjects**

- Note:** (a) A student of USOL can opt only one elective subject other than those mentioned above. For selection of such one subject, please visit <http://puchd.ac.in/includes/syllabus/2017/20170807150319-b.a.b.scgeneralfirstsecondsemesterexaminations2018-19.pdf?201701000808>. He/she shall have to prepare such subject on his/her own because no study material will be provided by USOL.
- (b) Students of B.A. Semester-I can opt Mathematics only if he/she has passed that subject in the qualifying examination or qualifies in the subject as a deficient/additional subject from the concerned Board/University/Council in the supplementary examination subsequent to the admission.
- (c) Students can opt Statistics only if he/she takes up Mathematics.
- (d) The students of B.A. Semester-I shall be eligible to opt for the subject of Computer Science if he/she has passed the +2 examination with Science/Commerce/Economics/Mathematics and Computer related subjects like computer/information technology etc. as one of the elective subject or optional subject.
- (e) A student cannot opt for two such subjects in which certificate of practical work is required.

Note: USOL provides study material and PCP facilities only in the above mentioned subjects. However, student can opt one subject other than above mentioned subjects from list available at PU website i.e.

<http://puchd.ac.in/includes/syllabus/2017/20170807150319-b.a.b.scgeneralfirstsecondsemesterexaminations2018-19.pdf?201701000808>

INSTRUCTIONS FOR PRACTICAL SUBJECTS

(1) For Geography Students: -

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

The students of Geography are advised to send/submit their Mapwork Practical Note-Books/Field reports to the Co-Coordinator of Geography, USOL, P.U., Chandigarh-160014 under registered cover or by hand atleast ten days before the start of examination.

(2) For Psychology Students: –

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

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

Theory Paper is of 70 marks and Practical Examination is of 20 marks. The 10 marks are of internal assessment based on practical classes. Therefore, students are advised to start preparing their practical file during P.C.P. and get it checked immediately.

*Affiliated Colleges of Universities for getting completion certificates for Practical: –

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

(3) For Defence & Strategic Studies Students: -

- (i) Practical Examination is compulsory for B.A. Semester-I & II.
- (ii) Classes for practical will be held along with the theory classes during PCP.
- (iii) Practical note books shall be prepared in consultation with the Coordinator of Defence & Strategic Studies and to be submitted at least fifteen days before the start of examination.
- (iv) The Centre of practical examination will be USOL only.

For all the subjects with Practical component such as Psychology, Fine Arts, Computer Science, Music (Vocal), Music (Instrumental), Home Science (except Geography and Defence & Strategic Studies) USOL students will have to produce Certificate of completion of practical work from the Principal of any college affiliated to any university recognised by UGC at least fifteen days before the start of examination at his / her own level.

B.A. Semester-II

(a) Compulsory Papers

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

*This paper of Environment, Road Safety Education and Violence against Women/Children and Drug Abuse is a qualifying paper and students are required to pass with at least 33% marks. **If a student fails to qualify this paper during the 2nd Semester, he/she is allowed to appear/qualify in the same in the 4th or 6th Semester/s** failing which the degree will not be issued.

(b) Elective Papers

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

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

Medium of Study Material

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

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

Evaluation

For B.A. students of USOL there is no internal assessment. The marks obtained by a student in external examination in each paper, shall be increased proportionately.

Response Sheets

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

PCP Dates

To give a feel of classroom learning and establish face to face interaction between teachers and students, USOL organizes Personal Contact Programmes (PCP) at regular intervals. Though it is not mandatory to attend the PCP but it is in the interest of the students as they learn to interact in the classroom and seek answers to their subject related queries during PCPs.

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

Fee & Fee Code: C0010

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

Contact

In case of any academic query, the students are advised to contact their respective subject coordinators as mentioned at page no 2.

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B.A. Semester-III & IV (UNDER 10 + 2 + 3 SCHEME)

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

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

Eligibility

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

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

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

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

Transitory Regulation

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

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

Course Structure

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

(a) Compulsory Papers

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

OR

History and Culture of Punjab (**HCP**)

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

(b) Elective Subjects**

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

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

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

PCP Dates

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

Fee & Fee Code: C0010

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

Contact

In case of any academic query, the students are advised to contact their respective subject coordinators as mentioned at page no 2.

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B.A Semester-V & VI (UNDER 10+2+3 SCHEME)

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

Eligibility

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

Transitory Regulation

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

CourseStructure

(a) Compulsory Papers

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

OR

History and Culture of Punjab (**HCP**)

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

(b) Elective Subjects*

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

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

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

PCP Dates

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

Fee & Fee Code: C0010

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

Contact

In case of any academic query, the students are advised to contact their respective subject coordinators as mentioned page no 2.

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B.Com.(Semester System)

(Under 10+2+3 scheme)

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

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

B. Com. Semester-I & II

Eligibility

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

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

Commerce (or theory of commerce or foundation course in commerce)

Accountancy (or book keeping and accountancy)

Economics

Business Organisation (or Business Management or Theory and Practice of Management).

Insurance (or General Insurance or Life Insurance).

Banking and Trade

Commercial Geography

Office Management and Secretarial Practice (or Office Organization and Management).

Mercantile Law (or any Company Law)

Auditing

Typewriting and Stenography/Computers (for typewriting)

Additional Subjects:

Accountancy/Accounts/Accounting

Accounting for Business

Advance and Foreign Exchange
Advanced Maths & Computer Applications
Auditing
Banking
Book Keeping and Accountancy
Business Economics & Quantitative Methods
Business Mathematics
Business Organization & Management
Business Studies
Business Studies II
Capital Market Operations
Commerce
Computerized Accounting II
Cost Accounting
Derivative Market Operation
Economics Geography
Economics
E-Commerce
Elements of Accounting
Elements of Cost Accounting and Auditing
Elements of Cost Accounting
Entrepreneurship
Factory Organisation/Office Administration
Financial Accounting
Financial Market Management
Fundamental of E-Business
Human Resource Management
Income Tax
Informatics Practices
Insurance
Introduction to Financial Markets
Investment Management
Legal Studies
Management and Marketing of Insurance

Management of Resources
Marketing
Marketing and Salesmanship
Marketing Management and Retail Business
Material Management
Mathematics
Mathematics (B)
Management of Bank Office
Modern Office Practice –II
Office Communication
Office Procedures and Practices
Organization of Commerce
Principles and Practices of Life Insurance
Principle of Management & Economics
Retailing
Retail Management
Salesmanship
Secretarial Practices and Accounting
Shorthand
Statistics
Store Accounting
Type Writing
Theory and Practice of Commerce
Taxation

- (b)** +2 Examinations or B.A. Part-I (Old Scheme) of Panjab University with at least two of the subjects mentioned in (a) securing at least 50% marks in aggregate.
- (c)** +2 Examinations or B.A. Part-I/B.Sc. I Examination of the Panjab University under the Old Scheme not covered in (b) securing at least 55% marks.
- (d)** Any other examination recognized by the University as equivalent to (a) or (b) or (c) as given above with requisite percentage of marks given under each clause.

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

candidate does not clear the relevant subject at any of the two consecutive chances allowed to him subsequent to the date of his admission, his provisional admission to the course shall stand cancelled.

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

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

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

Note:

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

Transitory Regulation

The candidate shall clear all the papers/Re-appear papers within 5 years of the first admission to the first year of the course (Implemented with effect from 2014-15).

B. Com. Semester-III & IV

Eligibility

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

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

Transitory Regulation

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

B. Com. Semester-V & VI

Eligibility

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

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

Transitory Regulation

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

Course Structure

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

There will be 38 theory papers of 3700 marks.

Every candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time where 80 % marks will be based on External theory papers and 20% marks will be based on Internal assessment which will be awarded proportionally on the basis of theory paper marks for USOL students.

The marks of internal assessment are added proportionately to the theory paper marks and are not shown separately in the DMC given to you.

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

Semester-I			Semester- II		
Course Code	Course Title	Max Marks	Course Code	Course Title	Max Marks
BCM 101A	Punjabi	50	BCM.201A	Punjabi	50
	OR			OR	
BCM 101B	History and Culture of Punjab		BCM 201B	History and Culture of Punjab	
BCM 102	English and Business Communication	100	BCM 202	English and Business Communication	100
BCM 103	Interdisciplinary Psychology for Managers	100	BCM 203	Interdisciplinary E-Commerce	100

BCM 104	Business Economics-I	100	BCM 204	Business Economics-II	100
BCM 105	Principles of Financial Accounting	100	BCM 205	Corporate Accounting	100
BCM 106	Commercial Laws	100	BCM 206	Business Laws	100
BCM 107	Principles and Practices of Management	100	BCM 207	Human Resource Management	100

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

*This is a compulsory qualifying paper, which the students have to study in the B.A./B.Sc./B.Com./BBA1st year (2nd Semester). If the student/s failed to qualify the paper during the 2nd Semester, he/she/ they may be allowed to appear/qualify the same in the 4th or 6th Semester/s.

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

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

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

Semester -V			Semester-VI		
Course Code	Course Title	Max Marks	Course Code	Course Title	Max Marks
BCM 501	Income Tax Laws	100	BCM 601	Direct Tax Laws	100
BCM 502	Management Accounting	100	BCM 602	Financial Management	100
BCM 503	Indian Economy	100	BCM 603	Issues in Financial Reporting	100

BCM 504	Production and Operations Management	100	BCM 604	Social and Business Ethics	100
BCM 505	Entrepreneurship and Small Business	100	BCM 605	Operational Research	100
BCM 506	Financial Markets and Services	100	BCM 606	Sectoral Aspects of Indian Economy	100

Syllabus for detailed Syllabus, rules and regulations and other details refer PU website i.e. <http://pu.ac.in/includes/syllabus/2018/20180712130708-bcomsyallabi2017-181.pdf?201902573305>

Teaching - Learning Process

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

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

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

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

The fourth component is the end semester examination in each subject to be conducted by the University.

Medium of Study Material

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

Medium of Examination

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

PCP Dates

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

Fee & Fee Code: C0020

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

Contact

Coordinator: Prof. Geeta Mangla Bansal

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Ph-0172-2534323

Email.: coordcomm@pu.ac.in

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BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIS)

(One Year Course) Semester System

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

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

Eligibility

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

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

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

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

Course Structure

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

Semester- I

- B. LIS- 01** : Foundations of Library and Information Science
B. LIS-02 : Knowledge Organization: Classification (Theory)
B. LIS-03 : Knowledge Organization: Cataloguing (Theory)
B. LIS-04 : Information and Communication Technology: Basics

Semester- II

- B. LIS-05** : Management of Library and Information Centres
- B. LIS-06** : Knowledge Organization: Classification (Practice)
- B. LIS-07** : Knowledge Organization: Cataloguing (Practice)
- B. LIS-08** : Information Sources and Services (Theory)
- b.LIS -09** : Information and Communication Technology: Practical

PCP Dates

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

Fee & Fee Code: C0070

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

Reappear

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

Contact

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

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Bachelor of Education

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

ADMISSION CRITERIA

Admissions to 800 seats in B.Ed.(correspondence) for session 2020-21 will be done on merit prepared on the basis of marks obtained in the qualifying examination only. Eligible candidates will be admitted as per merit. Online counselling schedule will be available on usol website. The students who desire to seek admission in B.Ed. semester I are advised to visit USOL notice board for updates.

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

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

Eligibility Semester-I & II

ELIGIBILITY CONDITIONS AS PER NCTE NORMS 2014:

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

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

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

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

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

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

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

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

Semester-III & IV

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

Course Structure

Semester- III

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

Semester- IV

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

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

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

Total Marks: 1600

Teaching - Learning Process

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

Medium of Study Material and Examination

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

PCP Dates

Those admitted to the course shall be required to attend two personal contact programmes of 15 days each per year i.e. one PCP per Semester at allotted study centers as per NCTE norms.

80% attendance is mandatory during PCPs. **If any of the student fail to attend minimum of 80% classes then the examination roll no will not be issued by the university.**

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

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

Fee & Fee Code: C0080

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

Contact

Course Coordinator: Dr. (Mrs.) Kuljeet kaur Brar

Room No. 408, Third Floor, Department of Education, USOL

Contact No. 0172- 2534317

Email.:coordedu@pu.ac.in, brarkuljeet@gmail.com

Students of USOL undertake same curriculum, same examination (except MBA (Ex)) and eventually get same Diploma/Degree as their counterparts in Panjab University's Regular Departments or Colleges.

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PG DIPLOMA & CERTIFICATE COURSES



- [Post Graduate Diploma in Computer Applications](#)
- [Post Graduate Diploma Course in Disaster Management and Corporate Security](#)
- [Post Graduate Diploma in Guidance and Counselling](#)
- [Post Graduate Diploma in Health, Family Welfare and Population Education](#)
- [Post Graduate Diploma in Human Rights and Duties](#)
- [Post Graduate Diploma in Library Automation And Networking](#)
- [Post Graduate Diploma in Mass Communication](#)
- [Post Graduate Diploma in Statistics](#)
- [Certificate Course in Vivekananda Studies \(Annual System\)](#)
- [Certificate Course in Women Studies \(Annual System\)](#)
- [Certificate Course in Corporate Security, Safety & Fire Protection Management](#)

Post Graduate Diploma in Computer Applications(PGDCA)

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

Eligibility

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

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

Course Structure

Semester- I		Semester- II	
Paper Code	Paper Name	Paper Code	Paper Name
PGD-1101	Computer Fundamentals	PGD-2101	Object Oriented Concepts Using JAVA
PGD-1102	Computer Programming using C	PGD-2102	Web Technologies
PGD-1103	Database Management System	PGD-2103	Software Engineering
PGD-1104	Data Communication & Networks	PGD-2104	Computer Based Accounting
PGD-PR-1105	Lab1 (Based on PGD-1101 & PGD 1102)	PGD-PR-2105	Lab3 (Practical Based on PGD-2101)
PGD-PR-1106	Lab2 (Based on PGD-1103)	PGD-PR-2106	Lab4 (Practical Based on PGD-2102)
		PGD-2107	Project Work: Project will involve Development of Business Application/Website

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

Assignments

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

PCP Dates

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

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

Fee & Fee Code: C0110

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

Contact

Coordinator: Mrs. Jasleen Kaur Bains,
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Email.:chairpersondcsa@gmail.com

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Post Graduate Diploma Course in Disaster Management and Corporate Security

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

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

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

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

Eligibility

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

Course Structure

This course offers 6 papers (5 papers and a project report). The students are supposed to submit two copies of the project report by April end positively and the viva-voce will be held in department of defence studies USOL only.

Subjects

Semester -1

Paper 1- Disaster Management –Conceptual Framework

Paper II- Human Resource Management

Paper III- Disaster Security Planning

Semester -2

Paper IV- Dynamics of Corporate Security

Paper V- Security Awareness Programmes in Corporate

Paper VI- Project Report + Viva-voce

Course Format

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

Duration – One Year

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

Medium of Instruction

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

PCP Dates

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

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

Assignments

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

Fee & Fee Code: C0230

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

Contact

Course Coordinator: Prof. Meena Dutta

Mob no- 91- 09417920594

Office: Defence and Strategic Studies, USOL, P.U, CHD.

Phone No:- 0172-2534334

Email- meenadcs@yahoo.co.in

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Post Graduate Diploma in Guidance and Counselling

- [About the Course](#)
- [Eligibility](#)
- [Admission Procedure](#)
- [Course Structure](#)
- [PCP Dates](#)
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About the Course

Course Objectives

This course aims at

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

Course Duration: One Year

- The duration of the course leading to the Post Graduate Diploma in Guidance & Counseling shall be one year. The course is divided into two semesters. The examinations in first semester and second semester shall be held along with the regular stream.

Number of Seats

100 (One hundred)

Eligibility

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

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

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

- (c) Weightage will be given to the candidates possessing following additional qualification having a minimum score of 50%
1. Master in Arts (M.A.) in Psychology; M.Sc. in Child Development :10%
 2. Master in Arts (M.A.) in Education; M.Ed., M.Ed. (Sp. Edu): 8%
 3. Bachelor of Education (B.Ed.)/B.Ed, Sp. Edu; B.Id.Ed./B.Ed. Yoga :5%

4. Nursery Teacher Training (NTT) or /ETT (with a B.A. Degree) D.EL.ED/D.ED.ED (Sp. Edu) : 3%

Admission Procedure

ADMISSION CRITERIA

Admission to 100 seats in Postgraduate Diploma in Guidance and Counselling will be done on **merit based on marks obtained in the qualifying examination (i.e. Graduation)**. The reservation policy of Panjab University shall be followed.

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

Seat Distribution

General	SC	ST	BC	Defence	Persons with Disability	Riot/Terrorist Victims	Freedom Fighter	Total
58.5%	15%	7.5%	5%	5%	5%	2%	2%	
59	15	8	5	5	5	2	2	101*

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

ADMISSION PROCEDURE

The candidates are required to follow the steps given below:

Step 1: Click on Post Graduate Diploma in Guidance and Counselling at usoladmissions.puchd.ac.in

Step 2: Fill the online Admission Form carefully mentioning the category against which you seek admission.

Step 3: Note down your login id and password.

Step 4: Pay the Registration fee (Rs. 300/-and Rs. 150/- for SC/ST/Person with Disability)

Step 5: Complete your form by uploading your latest passport size photograph and signature latest by September 15, 2020.

Step 6: Download and Print the filled Admission Application form.

Step 7. Send printed copy of Admission Application form along with required documents to The Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 through registered post latest by September 22, 2020.

Step 8. Check the Final Merit list to be displayed on the website on October 3, 2020.

Step 9. Pay the fees for first semester (through internet banking or Debit /Credit Card or Post Office Challan).**Remember that your admission will be confirmed only after you deposit the course fee.**

Course Structure

Course Curriculum

The course curriculum will be the exactly the same as approved by syndicate of Panjab University for PG diploma in Guidance and Counselling in face-to face mode.

Semester - I

Sr. No.	Paper	Course Code	Course Title	Evaluation		
				Internal	External	Total
1	I	PGDGC-I	Introduction to Guidance	25	75	100
2	II	PGDGC-II	Introduction To Counselling	25	75	100
3	III	PGDGC-III	Educational And Psychological Appraisal	25	75	100

Semester - II

Sr. No.	Paper	Course Code	Course Title	Evaluation		
				Internal	External	Total
4	IV	PGDGC-IV	Counseling Children And Adolescents With Different	25	75	100
5	V	PGDGC-V	Career Education	25	75	100
6	VI	PGDGC-VI	Internship/ Work Based Learning	75	25	100

Examination

The student enrolled in PGDGC (through distance mode) shall appear in the same examination as being conducted for PGDGC in face-to-face mode.

PCP Dates

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

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

Fee & Fee Code: C0250

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

Contact

Course Coordinator: Dr. (Mrs.) Kuljeet kaur Brar

Room No. 408, Third Floor, Department of Education, USOL

Contact No. 0172- 2534317

Email.:coordedu@pu.ac.in, brarkuljeet@gmail.com

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Post Graduate Diploma in Health, Family Welfare and Population Education

The Post Graduate Diploma in Health, Family Welfare and Population Education is a diploma course of one year comprising of two semesters. It addresses issues related to health and population. This diploma is helpful in updating knowledge of people working in the Health sector, Education Sector, NGOs and Government projects related to population and health. The course aims to enhance the knowledge of working teachers especially in the field of Population Education and Research. After completing this diploma, the students get better opportunities to work in various Health, Population and Education related sectors and seek higher positions in their career.

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

Eligibility

The admission to the course shall be open to any person who has obtained the Bachelor's degree in any discipline or any other qualification recognized as equivalent by the Syndicate.

Course Structure

The course comprises of two semesters. There shall be four papers in each semester, each carrying 100 marks. 80 marks are for theory and 20 marks for written assignments.

Semester- I

- Paper- I** : Fundamentals of Population Education
Paper- II : Health Education and Health Care
Paper- III : Reproductive Health
Paper- IV : Population Dynamics

Semester- II

- Paper- I** : Environmental Health
Paper- II : Family Welfare
Paper- III : Issues and Problems of Population
Paper- IV : Population Policies

Teaching-Learning Process

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

Assessment

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

Medium of Instruction

The medium of instruction for this course is ENGLISH only. Hence, the lessons scripts will be sent to you only in English medium.

Medium of Examination

The students can write the exams in English, Hindi or Punjabi.

PCP Dates

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

Fee & Fee Code: C0140

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

Contact

Co-Coordinator: Mr. Sucha Singh
Contact No. – 0172-2534327
Room No. – 320, Deptt.of Geography, USOL
E-Mail- coordgeog@pu.ac.in

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Post Graduate Diploma in Human Rights and Duties

Post Graduate Diploma in Human Rights and Duties is a one-year course spread in two semesters. The papers of the course covering the entire syllabus aim to introduce the students to the basics of Human Rights and Duties. The purpose of this diploma is to acquaint the students with the evolutionary and theoretical perspectives of Human Rights and Duties. Dalits, tribals, women and farmer's movements are included in the course to make the students aware about the general problems and to sensitize them towards these Human Rights related issues. Apart from creating awareness of Human Rights and Duties, the diploma opens new avenues for employment in the field of education, research projects, NGOs, Journalism and Human Rights association.

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

Eligibility

The admission to the course shall be open to any person who has passed the Bachelor Degree examination in any faculty from Panjab University or any other University recognized as equivalent thereto.

Course Structure

Human Rights and Duties are universal to the lives of individuals and groups. Imparting knowledge on this subject to the individuals is the exigency of the contemporary period. The course intends to develop the understanding about theoretical and practical aspect of human rights. The Paper on Research methodology is included in the syllabus to equip the students with research techniques. The course further aims to sensitize the students towards human rights issues and prepares them to find out their solutions. Field research work also forms a part of the syllabus. Empirical research work enables the students to experience the realities of the present world.

Note:

1. The one-year Diploma course contains 4 papers in first semester and 4 papers in second semester. Each paper shall be of 100 marks. Paper I -VII shall each consist of written examination of 80 marks and Internal Assessment of 20 marks based on a written assignment.
2. Paper - VIII is project based, comprising a Project Report of 80 marks and Internal Assessment of 20 marks to be awarded on the basis of the viva-voce.
 - (a) Each student is required to take up a project based on fieldwork, for paper VIII.
 - (b) The students have the liberty to select any topic related to Human Rights issues, violations, enforcement etc. and may conduct the research/fieldwork in the geographical area of their choice.
 - (c) For successful completion of the diploma, each student is required to submit a typed project report on a given date in the month of March (3rd Week) and make a presentation of the same before the examiner at the end of the course.

Internal Assessment/ Assignments:

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments for USOL students.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for internal assessment during the course of study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

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

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

The courses are offered according to the following scheme:

Semester- I

All papers are compulsory:

Paper	Subject	Subject Code
Paper- I	Fundamentals of Human Rights and Duties	DHR01
Paper- II	Human Rights Theory and Practice: International Scenario	DHR02
Paper- III	Human Rights Theory and Practice: The Indian Context	DHR03
Paper-IV	Research Methodology	DHR04

Semester- II

All papers are compulsory:

Paper	Subject Name	Subject Code
Paper- V	Human Rights: Development Discourse and Problems	DHR05
Paper- VI	: Human Rights: International and Regional Mechanisms	DHR06
Paper- VII	: Human Rights Movements in India	DHR07
Paper- VII	: Field Based Project Work	DHR08

Note: -Study material will be available in English Medium Only

Teaching - Learning Process

The study material covers almost whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/Punjabi) to write their examination papers but the language of the study material is English only. Along with this, Personal Contact Programs are organized in each of the two semesters. Each PCP is spread over 5 days. During PCPs the teachers interact with students and try to cover whole of the syllabi of the particular semester. Innovative techniques are also used for engaging the students.

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

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

Medium of Study Material: The study material is available in English Medium only. However, during (PCP) classes students are absolutely free to interact in English/Hindi/Punjabi.

PCP Dates

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

Fee & Fee Code: C0120

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

Contact

Course Coordinator: Prof. Emanuel Nahar

Office: Room No. : 417 & 418, 3rd Floor Department of Political Science, USOL, P.U

Contact Number: 01722534332

E-mail: coordpolsci@pu.ac.in

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Post Graduate Diploma in Library Automation and Networking

In keeping with the demand for skill development in Library and Information Science (LIS) with the application of ICT, USOL Panjab University has developed this one-year PG Diploma Programme in Library Automation and Networking.

The programme aims to develop professional competence of the LIS professionals in an automated and networked environment. It provides practical exposure to enhance technological skills of the learners for independently developing and managing a computerized library. The main aim of the course is to equip students to access global electronic information with high precision in a cost-effective manner and organize the content as per the local needs.

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

Eligibility

The admission to course shall be open to persons who have passed Bachelor's of Library Science (B.Lib. & I.Sc.)

OR

Two year integrated course of Master of Library & Information Science (M.Lib. & I.Sc.) From any recognized University (Senate Para XVI dt. 29.03.2015).

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

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

Course Structure

There are six papers in two Semesters of 100 marks each, 80 marks are for theory and 20 marks for internal assessment.

Semester- I

Paper Code	Title of the Paper
(LAN-01)	Basics of Computers and Network Technology
(LAN-02)	Library Automation
(LAN-03)	Computer Practical-1

Semester- II

(LAN-04)	Information Systems
(LAN-05)	Digital Library and Content Management
(LAN-06)	Computer Practical-2

For Reappear Students

A candidate who has been on the rolls of USOL and fails to appear or having appeared, fails in the examination, may be allowed to continue his/her enrolment for the period of two years immediately succeeding the year in which he/she completed the course on payment of continuation fee as prescribed by the Syndicate from time to time every year, in addition payment of the examination fee and to appear in the examination as an ex-student of USOL.

PCP Dates

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

Fee & Fee Code: C0130

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

Contact

**Coordinator: Preeti Mahajan,
Phn No: 253-4769
E-mail: preetidr@pu.ac.in**

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Post Graduate Diploma in Mass Communication

This one-year Post Graduate Diploma in Mass Communication (PGDMC), spread in two semesters, has been designed for persons having a flair for writing, speaking, newsgathering and who are keen on making a career in Mass Communication. PGDMC also aims to serve the requirements of in-service journalist's/photojournalists, freelance journalists, citizen journalists, bloggers and stringers. The course attempts to provide the learners adequate avenues to enhance their domain knowledge, hone relevant practical skills and nurture their professional talent. After the completion of the course the learners gain increased capacity and better confidence to seek higher positions or pursue their personal goals.

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

Eligibility

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

Course Structure

This course comprises of 5 papers of 900 marks during the entire session. In each semester students study four theory papers, each carrying 100 marks, while they have a practical component of 50 marks. Paper I-IV gives a comprehensive overview of Mass Communication, Print Media, Electronic Media, Advertising and Public Relation. Paper-V in both the semesters has a mandatory practical assignment.

Semester- I

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

Semester- II

PGDMC 106	:	Introduction to Mass Communication
PGDMC 107	:	Print Media
PGDMC 108	:	Electronic Media

PGDMC 109 : Advertising and Public Relations

PGDMC 110 : Practical Assignments

Note: The assignments are required to be submitted in the portfolio twenty days before the commencement of the theory exams as mentioned in the Academic Calendar. No assignment will be accepted thereafter and the candidates' defaulters in this regard will not be issued the roll nos. for the theory papers.

Teaching - Learning Process

The engaging instructional components, which are largely based on printed study material presented in SLM, allow learners to derive a rewarding learning experience. While the study material covers the entire theoretical part of the syllabus, the practical assignment provides adequate opportunities to try their hands on creating different genres of journalism like- interviewing personalities, writing articles and conceiving a story board for a TV Commercial. During PCP sessions, students get ample opportunities to interact with experienced faculty and interact with their peers. Students are free to consult their coordinator throughout the session. Medium of instruction shall be English, but students are allowed to take the examination in English/Hindi/Punjabi medium.

PCP Dates

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

Fee & Fee Code: C0100

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

Contact

Coordinator: Prof. Sumedha Singh

Contact No :253-4634

Email.:scs@pu.ac.in

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Post Graduate Diploma in Statistics

The Post Graduate Diploma in Statistics (PGDST) is a one-year program being offered by USOL in the semester's format. The program has been developed in the backdrop of the exigencies of quantification-riddled information age, which has virtually made 'Statistics' the language of the modern world. The program, which thrives on the fundamentals of Research Methodology, aims at preparing its aspirants to harness basic Statistical Techniques, using some Statistical Software as well, to address various issues/questions emanating from real life situations. The program usually attracts the researchers engaged in R&D and in various other fields; such as medicine and market survey, computer professionals, faculty from various universities and colleges, besides others who wish to enhance their employability potential.

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

Eligibility

The admission to course shall be open to any person who fulfills any one of the following conditions:

1. Who has obtained the Bachelor's degree in any discipline or any other qualification from Panjab University or any other University as equivalent.

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

Course Structure

The overall program is divided into eight papers, with four papers in each Semester.

Semester I

Paper-I	Descriptive Statistics I	M.Marks: 100
Paper-II	Probability and Sampling Distributions	M.Marks: 100
Paper-III	Basic Business Statistics	M.Marks: 100
Paper-IV	Research Methods	M.Marks: 100

1. The thrust of the paper is on basic concepts and applications of statistics and not on mathematical derivations.
2. The paper is divided into two sections, namely A and B.
3. The question paper will have 9 questions carrying equal marks. The candidate will be required to attempt five questions including the first compulsory question and two questions from each section, in

three hours' duration. The compulsory question shall consist of short answer type questions covering the whole syllabus with no internal choice.

4. The students are allowed to use electronic calculators with four basic Mathematical operations and up to one memory.
5. The distribution of 100 marks is as follows:

Final Examination : 80 marks
Internal Assessment: 20 marks

Note: *Students are required to submit the assignment for each subject/paper

Semester II

Paper- V	Descriptive Statistics II	M.Marks: 100
Paper- V	Testing of Hypotheses	M.Marks: 100
Paper- V	Time Series Analysis and Design of Experiments	M.Marks: 100
Paper- V	Research Project (Dissertation)	M.Marks: 100

1. The thrust of the paper is on basic concepts and applications of statistics and not on mathematical derivations.
2. The paper is divided into two sections, namely A and B.
3. The question paper will have 9 questions carrying equal marks. The candidate will be required to attempt five questions including the first compulsory question and two questions from each section, in three hours duration. The compulsory question shall consist of short answer type questions covering the whole syllabus with no internal choice.
4. The students are allowed to use electronic calculators with four basic Mathematical operations and up to one memory.
5. The distribution of 100 marks is as follows:

Final Examination : 80 marks
Internal Assessment: 20 marks

Paper - VIII Research Project (Dissertation) (M. Marks: 100)

1. The thrust of the Dissertation-based paper is to give an opportunity to the students to have a firsthand experience of data collection, compilation, analysis and report writing.
2. A list of suggested topics etc. for the Projects shall be provided to the students at the time of enrolment. However, they will be encouraged to undertake Project related to their professional placement.
3. They will execute the Project under the guidance of a member of the Faculty in University/College who is Ph.D. and has at least three research papers to his credit.
4. The project has to be submitted as per the date finalized by USOL in consonance with the University Admission and Examination schedule.
5. The distribution of 100 marks is as follows:

Project Report : 50 marks
Viva : 50 marks

Note: Students are required to submit the assignment for each subject/paper

Teaching-Learning Process

The method of instruction includes Printed Study Material in Self Learning Mode, Personal Contact Programme (PCP) of one-week duration, Assignments, Dissertation/ Projects in Course & Counseling of students on a one to one basis.

Medium of Instruction & Examination

The medium of instruction for this course is English only. Hence, the lessons will be sent to you in English medium only and the examination paper shall only be in English.

PCP Dates

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

Fee & Fee Code: C0160

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

Contact

Course Co-coordinator: Dr. Richa Sharma
Office: Room No. 431 and 433, 3rd Floor, Department of Statistics, USOL, P.U.
Office Contact: 0172-2534316
Email: usolstats@gmail.com

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Certificate Course in Vivekananda Studies (Annual System)

This one-year unique value oriented course is specially designed for mature students, in- service teachers, working professionals and value educators who wish to comprehend the meaning and significance of values in life and learn ways to reinstate them. Through a critical study of life, thought and message of Swami Vivekananda and some other Sages of Modern India, the students are oriented to resolve their value conflicts, counter consumerist forces, awaken to their spiritual strengths and learn to develop an approach of holistic development of life.

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

Eligibility

The admission to the course is open to persons who have passed at least 10 +2 examination from a Board / University / Council recognized by the Panjab University or any other higher examination.

Course Structure

The Course is divided in to two Papers- **I & II of 100 marks each. Paper I** further comprises 4 **units** covering life, background, works, missions, path breaking ideas and central teachings of *Swami Vivekananda*. **Paper-II** comprises of two Parts-**Part A & Part B. Part A** gives an overview of the life sketches and teachings of six modern Indian sages like *Sri Ramakrishna, Ma Sarada* and *Sri Aurobindo*, who have deeply influenced the collective- consciousness of modern India. **Part B** offers three options out of which students choose one. These options aim to prepare students to put their theoretical knowledge to critical introspection and eventually enable them to put their learning to practice.

Subjects/Papers

Course code	Title of Paper	Max. Marks
LWSV	Life and works of Swami Vivekananda Theory: 100	100
SMI	Paper A Sages of Modern India Theory: 50	50
	Paper B Theory/Practical: 50	50
	i) Term Paper and Book review OR ii) Project Work OR iii) Practical sessions on Positive Self Development	100

Teaching - Learning Process

The course is largely based on printed study-material (soft copies are also available on request) developed in **Self Learning Mode**. The dominant interface in face-to face and other forms of communication are quite engaging. While the overall approach is liberal and secular, the students are encouraged to question their foundational assumptions and adopt an approach of critical introspection. *Students who opt for practical sessions on Self Development* get to explore their spiritual strengths, and learn better self-management through yogic practices and meditation. All through the session, learners are free to consult their faculty.

Medium of Instruction: The study material is available in English Medium only. However, during Personal Contact Programme (PCP) sessions students are absolutely free to interact in English or Hindi or Punjabi languages.

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

Personal Contact Programme- Every year a six-day PCP is held in the month of November during which students get ample opportunities to learn from, interact with and connect to their Course Leader, Expert Guest faculty and Spiritual Masters.

Assessment- The Assessment is based on year end *examination pen* tests comprising of 2 papers which are normally held in the month of May/June. Students choosing for different options offered in **Part B of Paper II** are assessed according to their respective requirements. Practical sessions are held during the Personal Contact Programme.

PCP Dates

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

Fee & Fee Code: C0190

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

Contact

Course Coordinator: Mr. Sudhir Baweja
Office: Room No. 429 Third Floor, USOL
Office: 01722534326
Ph: 91-09876621441, 01722534331
Email- sudheerbaweja@rediffmail.com

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Certificate Course in Women Studies (Annual System)

This programme provides a foundation upon which to build a deeper knowledge of issues surrounding feminism, gender and sexuality. It examines issues pertinent to women's lives in the present and the past from an economic, political, social and cultural perspective. It also highlights the efforts taken at national and international level to upgrade the position of women. This Programme is not offered in any other university except Panjab University and that too at USOL only.

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

Eligibility

A person, who has passed one of the following examinations, shall be eligible to join the course:

- (a) +2 examinations from Board of School Education, Punjab / Haryana or Central Board of Secondary Education, Delhi. **OR**
- (b) An examination of another University / Board / Body recognized by the Syndicate as equivalent to (a) above.

Course Structure

The one-year certificate course contains 2 papers. Each paper shall be of 100 marks. Each Paper shall consist of written examination of 80 marks and Internal Assessment of 20 marks based on a written assignment. Each paper is divided into four units. There shall be 9 questions in all. The first question shall be compulsory containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidate is required to attempt any 10 short answer type questions carrying 2 marks each (20 marks). Rest of the paper shall contain 4 units. Each Unit shall have two questions and the candidate shall attempt one question from each unit.

Paper- I : Conceptualising Women Studies

Paper- II : National and International Initiatives for Women

PCP Dates

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

Fee & Fee Code: C0180

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

Contact

Coordinator: Prof. Madhurima Verma,
Room No. 307, Second Floor, USOL
Ph. 0172-253-4279
Email.:-madhurimasoc@pu.ac.in

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Certificate Course in Corporate Security, Safety & Fire Protection Management

The course aims to deepen the student's knowledge and ability to manage safety operations at different level. It will also inculcate the management skill needed in an expanding and increasingly defining corporate security; besides offering avenues to students in their career pursuits of professionalized nature. Corporate security, safety and Fire protection Management have a complimentary role and is becoming most significant in view of changing social fabric in terms of architecture designs, pollution hazards, environment degradation; human and property losses and above all lack of skill and awareness in self-defence and in an event of any contingency.

The course aims at targeting Civilians, serving and retired personnel in Defence Services and Paramilitary forces.

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

Eligibility

The admission to the course shall be open to a candidate who has obtained minimum 45% marks in the higher secondary examination (12th examination) in any discipline.

Course Structure

The participant can complete the Certificate course in 6 Weeks. The course offers 4 papers (3 Papers and Study Report). The examinations and Viva-voca will be held in USOL only.

Subjects/Papers

Paper: I- Industrial Security & Safety: Concept & Important Ingredients

Paper: II- Industrial Security & Safety: Specific Relevance in the Existing Environment encompassing various domains

Paper: III- Fire Protection, Safety & Management

Paper: IV- Study Report

Duration of Course: 6 Weeks

The duration of the course will be for a period of one & half months (6 weeks).

There will be two such planned courses in an academic year depending on the demand.

For further details see USOL noticeboard.

Medium of Instruction

There will be expert lectures from the specialist, faculty members and Defence analyst. The medium of instruction will be English. However students are free to write their answers in English or Hindi or Punjabi in the exams.

Center of Examination

The theory examination and viva voce will be held in department of Defence Studies, University School of Open Learning only. The successful candidates will be awarded with certificates.

Fee & Fee Code: C0240

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

Contact

Course Coordinator: Prof. Meena Dutta

Office: Defence and Strategic Studies, USOL, P.U, CHD.

Phone No: - 0172-2534332

Mob no- 91- 09417920594

Email- meenadcs@yahoo.co.in

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Post GRADUATE COURSES



- [Masters of Arts](#)(Economics, Education, English, Hindi, History, Political Science, Public Administration, Punjabi, Sociology)
- [M.Com.](#)
- [MBA\(Executive\)](#)

MASTERS OF ARTS

USOL OFFERS:

- [M.A. ECONOMICS](#)
- [M.A. EDUCATION](#)
- [M.A. ENGLISH](#)
- [एम.ए. हिन्दी](#)
- [M.A. HISTORY](#)
- [M.A. POLITICAL SCIENCE](#)
- [M.A. PUBLIC ADMINISTRATION](#)
- [ਐਮ.ਏ ਪੰਜਾਬੀ](#)
- [M.A. SOCIOLOGY](#)

General Eligibility

Semester -I & II

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

- (i) B.A. with Honours in the subject of the Postgraduate Course;
- (ii) (a) Bachelor's degree in any faculty with at least 50% marks in the aggregate; **(Not applicable for M.A. Punjabi, M.A. Hindi Course)**
(b) Diploma in Physical Education examination or Post-Graduate Diploma in Library Science after having passed B.A. or B.Sc;

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

Specific Eligibility conditions for different M.A. Courses:

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

- (a) **For M.A. PUBLIC ADMINISTRATION Course:** Bachelor's Degree obtaining 45% marks in Public Administration OR B.A. (Pass) with 45% marks in Political Science or Economics or Sociology or Psychology.
- (b) **For M.A. ECONOMICS Course:** Bachelor's degree obtaining at least 45% marks in the subject Economics.
- (c) **For M.A. POLITICAL SCIENCE Course:** Bachelor's Degree obtaining at least 45% marks in the subject of Political Science, OR B.A. with 45% marks in any social science discipline.
- (d) **For M.A. HISTORY Course:** B.A./B.Sc. pass in full subjects obtaining at least 45% marks in the subject of History.
- (e) **For M.A. HINDI Course:** Bachelor's Degree obtaining 45% marks in Hindi or 50% in the aggregate provided the candidate has passed Hindi as an Elective/ Compulsory Subject. OR Bachelor's Degree obtaining 45% marks Sanskrit (Elective) or Shastri examination (New Course) OR Prabhakar examination Securing 45% marks (out of aggregate excluding the additional paper) OR Master's Degree Examination in any subject provided the candidate has studied Hindi Compulsory and Sanskrit at Graduate level.
- (f) **For M.A. PUNJABI Course:** Bachelor's Degree obtaining at least 45% marks in the subject of Post-Graduate course or 50% marks in aggregate provided the candidate has passed Punjabi as an elective or literature subject OR B.A. with Honours in the subject of Post Graduate Course or B.Sc Hons. School Course OR Master's degree examination in any other subject provided the candidate has studied Punjabi compulsory at Graduate level.
- (g) **For M.A. ENGLISH Course:** Bachelor's Degree obtaining at least 45% marks in English Elective or English Compulsory subject OR Bachelor's Degree in any faculty obtaining 50% marks in the aggregate OR B.A. with (Hons.) in English. OR B.A./B.Sc. with (Hons.) in subject other than English obtaining at least 50% marks in aggregate OR Masters Degree in any other subject with 50% marks in aggregate

(h) **For M.A. SOCIOLOGY Course:** Bachelor's Degree obtaining at least 45% marks in the Sociology or 50% marks in the aggregate. OR B.A. (Hons.) in the subject of Post Graduate Course or B.Sc.(Hons.). OR Masters Degree examination in any other subjects other than in physical Education.

(i) **For M.A. EDUCATION Course:**

A person who has passed one of the following examinations from Panjab University or from any other University whose examination has been recognized as equivalent to the corresponding examination of this university shall be eligible to join the First Semester class of M.A. Education course in USOL:

(a) For Indian Nationals: A Graduate in any discipline/stream with 50% marks from recognized Indian universities with B.Ed.

OR

The student who has studied Education; or Philosophy; or Psychology; or Sociology or Public Administration or History or Economics or Geography or Political Science or Anthropology as elective subject or honors course at first or second degree level with 50% marks.

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

Notes:

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

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

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

Eligibility

Semester -III & IV

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

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

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

M.A. ECONOMICS

Economics is one of the fastest growing disciplines in the world. Economics is an extremely broad field of learning that takes the movements of people, money and material things as its object of study. It is a practical science that connects directly to the lives of individuals and of groups. Master in Economics is a two years Postgraduate academic programme and it is spread over 4 semesters. Its core objectives include imparting a wide conceptual knowledge of the subject, to help learners develop a good perspective on key economic issues and acquire relevant foundational skills including logical reasoning and analysis. The course further aims at developing talented people who possess the knowledge of economics that will equip them to play active roles in today's dynamic society. It helps prepare distance learners for seeking suitable jobs in the Business world, Government services, Economic services, Financial Services, Educational institutions, Research organizations and also prepare them for competitive exams including Civil Services.

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

Course Structure

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

The programme consists of 16 courses/papers comprising **12 Core/compulsory papers** and **4 elective/optional papers** for all students. Each of these courses will carry 100 marks.

Terminal Evaluation : 80

Internal Assessment : 20

It shall not be compulsory to pass in continuous internal Assessment. Thus, whatever marks are secured by a student out of 20% marks, will be carried forward and added to his/her score out of 20% i.e. the remaining marks allocated to the particular subject and, thus he/she shall have to secure pass marks both in the University examination as well as total of Internal Assessment and University examinations.

Internal Assessment/Assignments:

1. **There will be an internal assessment of 20 marks in each paper which is based on written assignments for USOL students.**
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

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

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

The courses are offered according to the following scheme.

Semester- I

All papers are compulsory:

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

Note: - USOL provides Study material in English Medium Only

Semester- II

All papers are compulsory:

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

Note: -USOL provides Study material in English Medium Only

Semester- III

There will be two compulsory papers (Paper I & II) and two optional papers (Paper III & IV):

PAPER	SUB CODE	SUBJECT
Paper- I	MAECO-301	Economics of Growth and Development I
Paper- II	MAECO-302	Indian Economic Issues –I

Note: - Distance learners are to select any two options as Paper III & IV from the following list of papers; USOL provides study material for only two optional papers (Economics of Agriculture- I and Economics of Population) in addition to compulsory papers:

Paper- III	MAECO- 303
Paper- IV	MAECO- 304

Options:

- Option (i) **Economics of Agriculture –I**
- Option (ii) Economics of Industry-I

- Option (iii) Econometrical Economics
- Option (iv) History of Economic Thought
- Option (v) Econometrics - I
- Option (vi) Mathematical Economics I
- Option (vii) Economics of Population

- Notes:**
1. The students who opt for Economics of Agriculture-I, or/and Economics of Industry-I in Semester III will have to opt for Economics of Agriculture-II or/and Economics of Industry-II in the Semester-IV respectively. Also the students who have not studied Economics of Agriculture-I/Economics of Industry-I in Semester III will not be allowed to study Economics of Agriculture-II/ Economics of Industry-II in Semester IV. Similarly, No one can opt for Econometrics – II/Mathematical Economics II in Semester iv without having studied these papers in Semester III.
 2. Please check website of USOL while filling/finalizing options for Sem. III <http://puchd.ac.in>, usol.puchd.ac.in
 3. Study material will be available in English medium only.

Semester- IV

There will be two compulsory papers (Paper I & II) and two optional papers (Paper III & IV):

PAPER	SUB CODE	SUBJECT
Paper- I	MAECO-401	Economics of Growth and Development II
Paper- II	MAECO-402	Indian Economic Issues II

Distance learners are to select any two options as Paper III & IV from the following list of papers, USOL provides study material for only two optional papers* (Economics of Agriculture-I and Economics of Money and Banking) in addition to compulsory papers:

Paper- III	MAECO- 403
Paper- IV	MAECO- 404

Options:

- Option (i) **Economics of Agriculture-II***
- Option (ii) Economics of Industry-II
- Option (iii) Research Methods
- Option (iv) Public Policy
- Option (v) Econometric II
- Option (vi) Mathematical Economics II
- Option (vii) **Economics of Money and Banking***

*** Papers for which study material will be provided (EOA-II & EMB)**

- Notes:**
- 1 USOL provides study material for 4 papers, for 2 compulsory papers i.e. Paper I & II and two options under paper III & IV i.e. Option (i): Economics of Agriculture-II and options (iv): Economics of Money and Banking.
 2. Please check website of USOL while filling/finalizing options for Sem. IV <http://pu.chd.ac.in/includes/syllabus/2017/20170807150448-m.a.economicsemestersystemexaminations2017-18.pdf?201711335908>
 - 3 USOL offers study material in English medium only.

Teaching - Learning Process

A blended approach is followed to deliver the curriculum. The learning material covers almost whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/ Punjabi) to write their examination papers but the language of the study material is English only. Along with this, Personal Contact Programmes are organized in each of the four semesters. Each PCP is spread over 6 days. During PCPs the teachers interact with the students and try to cover whole of the syllabi of the particular semester. Innovative techniques and are also used for the students.

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

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

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

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

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M.A. EDUCATION

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

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

Course Structure

The M.A. (Education) is spread over two years (divided into four semesters). In semester I and II, there will be five papers in all, out of which three papers i.e., Papers I, II and III will be basic and compulsory for all the students and two papers i.e. IV and V will be optional. Students will have to select any two options out of the eight specializations. In semester III and IV, there will be two basic and compulsory for all the students and two optional papers. The two optional papers selected by the students in semester I cannot be changed and the students will study the same specialization in semesters II, III & IV of M.A. Education. In semester III and IV, the students have to take up dissertation work also.

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

Semester- I

All papers are compulsory:

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

Semester- II

All papers are compulsory:

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

Semester- III

All papers are compulsory:

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

Semester- IV

All papers are compulsory:

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

Detailed syllabi are available at:

<http://puchd.ac.in/includes/syllabus/2017/20171106155452-m.a.edu.-2017-19itovsem27.10.pdf?201902502805>

Teaching - Learning Process

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

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

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

PCP Dates

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

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

Fee & Fee Code: C0040

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

Contact

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M.A. ENGLISH

Masters in English is a much sought after programme as students consider both English language and Literature as a window to the world. English is indispensable for higher education and the proficiency in the language is an essential prerequisite for all competitive examinations. The course opens up plenty of avenues for employment. Jobs become more accessible in education, the corporate sector, media and administrative sectors. The course is spread over four semesters and has the objective of acquainting students with the literature written in English and also translated into English from various Indian and foreign languages. Besides, the course prepares distance learners to cultivate a comprehensive understanding of certain core areas such as Literary Criticism, Literary Movements, Indian Writings in English, British Literature, and World Literatures. The Course also offers exposure to specialized areas such as Post-Colonial Studies, Cultural Studies, Linguistics, Shakespeare and American Literature.

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

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

Course Structure

The course is spread over four semesters. There are two compulsory papers in Semester I (Literary Movements- I and Approaches to Literary Criticism-I) and correspondingly in Semester II (Literary Movements-II and Approaches to Literary Criticism-II), whereas in Semester III & IV, there is only one compulsory paper (Critical Theory – I and Critical Theory – II). The entire course of M.A. (English) consists of **18 (eighteen) papers**. Semester I & II shall have four papers each (a total of 8 out of which four shall be compulsory and four optional); Semester III & IV shall also have four papers each (a total of 10 out of which two shall be compulsory and eight optional). One paper (paper XIII) shall be allotted to dissertation-work. If a student does not want to undertake dissertation-work, he/she can opt for a paper named 'Research Methods'. One more paper—'skill Enhancement/Social Outreach' (paper XVIII, Sem IV) based on practical training is to be opted for in the second year. In case a student does not want to take this paper based on practical skills, he/she can opt for a paper named 'Creative Writing and Soft Skills'. The details of these papers (XIII & XVIII) along with their corresponding alternatives appear later in the document.

The USOL students are required to opt for **British Literature-I and British Literature-II in the first semester as optional papers and British Literature-III and British Literature-IV** in the second semester. In the third semester, a student is required to take three optional papers, **Indian Writings (in English)-I, American Literature-I and World Literature-I**. In semester third, the students can only opt for **Dissertation-Work in Paper XIII**. In the fourth semester, a student is required to take three optional papers, **Indian Writings (in Translation)-II, American Literature-II and World Literature-II**. USOL offers study material for the above mentioned options as well as compulsory papers only. However, the department will send assignments for all the optional papers in all the four semesters. **Paper XIII (Dissertation Writing) in Semester III is compulsory for USOL students. For Paper XVIII in semester IV, students can opt for 'Skill Enhancement/Social Outreach' or 'Creative Writing and Soft Skills'.**

Subjects/Papers

Semester I

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

Two compulsory papers

Paper I

Literary Movements-I

Paper II

Approaches to Literary Criticism – I

Two optional papers

Paper III

1. Cultural Studies –I
2. Language and Linguistics –I
3. **British Literature – I (Offered by USOL)**

Paper IV

1. Introduction to Literary Genres –I
2. **British Literature –II (Offered by USOL)**
3. Academic Writing – I

Note: The study material will be provided and PCP will be held only for compulsory papers and other optional papers offered by USOL.

Semester II

Two compulsory papers

Paper V

Literary Movements –II

Paper VI

Approaches to Literary Criticism –II

Two optional papers

Paper VII (Choose any one of the following)

1. Cultural Studies – II
2. Language and Linguistics – II
3. **British Literature – III (Offered by USOL)**

Paper VIII (Choose any one of the following)

1. Introduction to Literary Genres –II
2. **British Literature – IV (Offered by USOL)**
3. Academic Writing – II

NOTE: - Students can only opt for **British Literature –I in Paper III and British Literature – II** in Paper IV from the list of optional papers. Study material and PCP will be held only for two compulsory and two optional papers. In Semester II the same **British Literature III and British Literature IV** are to be taken.

Note: The study material will be provided and PCP will be held only for compulsory papers and other optional papers offered by USOL.

Semester- III

One compulsory paper:

Paper IX

Critical Theory – I

Three optional papers: Choose any three papers from the list of courses.

Paper X

Indian Writings (in English) – I (Offered by USOL)

Cultural Studies – III

Shakespeare –I

Stylistics

Paper XI

Postcolonial Literatures –I

New Media Writing – I

World Literature –I (Offered by USOL)

Literature and Ecology –I

Paper XII

Indian Literary Criticism and Theory -I

Writings from Punjab – I

Introduction to Literary Genres –III

American Literature –I (Offered by USOL)

Paper XIII

Dissertation-Work (USOL Students should opt for only Dissertation –work)

Or

Research Methods

(for private students and those who do not want to undertake dissertation-work)

Note: The study material will be provided and PCP will be held only for compulsory papers and other optional papers offered by USOL.

Semester- IV

One compulsory paper

Paper XIV

Critical Theory – II

Four optional papers: Choose any three papers from the list given below.

Paper XV

Indian Writings (in Translation) – II (Offered by USOL)

Cultural Studies -- IV

Shakespeare –II

English Language Teaching (ELT)

Paper XVI

Postcolonial Literatures –II

New Media Writing – II

World Literature –II (Offered by USOL)

Literature and Ecology –II

Paper XVII

Indian Literary Criticism and Theory –II

Writings from Punjab – II

Introduction to Literary Genres –IV

American Literature –II (Offered by USOL)

Paper XVIII

Skill Enhancement/ Social Outreach (Offered by USOL)

Or

Creative Writing and Soft Skills

(for private students and those who do not want to undertake dissertation-work)

Note: The study material will be provided and PCP will be held only for compulsory papers and other optional papers offered by USOL.

Teaching - Learning Process

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

Assessment: Evaluation is done on the basis of semester terminal examination and internal assessment (See course structure/details). The terminal/external examination is conducted in the month of December for Semester I and III; and in the month of May/June for semester II and IV.

Terminal Evaluation : 80

Internal Assessment : 20

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date

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

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

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एम.ए. हिन्दी

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

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

कोर्स- संरचना

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

सेमेस्टरतीन व सेमेस्टरचार में कुछ पेपर अनिवार्य हैं मगर 'विशेषज्ञता' के लक्ष्य को पाने के लिए यहाँ विद्यार्थी को पेपरतीन में कुछ विकल्प उपलब्ध कराए गए हैं। विद्यार्थी अपनी रुचि व क्षमता के अनुसार इन विकल्पों में से किसी भी एक विकल्प का चयन कर सकता है। यूसोल में पी. सी. पी. के दौरान यद्यपि केवल विकल्प-ii (सूरदास एवं अन्य कृष्ण भक्त कवि) की ही कक्षाएँ लगेंगी तथा विभाग की ओर से पाठ्यसामग्री भी केवल इसी विकल्प की उपलब्ध कराई जाएगी मगर फिर भी, विद्यार्थी किसी भी विकल्प का चयन करने के लिए स्वतंत्र है। इन विकल्पों में से कुछ हिन्दी-साहित्य के आधुनिक काल से सम्बन्धित हैं तथा कुछ भक्ति काल से।

सेमेस्टरतीन और सेमेस्टरचार के अनिवार्य पेपरों का संबंध भाषा-विज्ञान, हिन्दी-भाषा, हिन्दी-काव्य का प्राचीन व मध्यकाल, मीडिया-लेखन और अनुवाद, भारतीय साहित्य आदि के साथ है।

प्रत्येक पेपर 100 अंक का है जिसमें से 80 अंक सेमेस्टर के अंत में ली जाने वाली मुख्य परीक्षा के लिए रखे गए हैं तथा 20 अंक आंतरिक मूल्यांकन (Internal Assessment) के लिए हैं। यूसोल के विद्यार्थियों का आंतरिक मूल्यांकन एक प्रश्नावली (Assignment) के ज़रिए किया जाएगा जो विभाग की ओर से विद्यार्थियों को भेजी जाएगी। विद्यार्थी के लिए इस प्रश्नावली को हल करके वापस विभाग को भेजना अनिवार्य है क्योंकि इसमें प्राप्त अंक ही उसके 'आंतरिक मूल्यांकन के अंक' हैं।

पेपर

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

Semester- I (All papers are Compulsory)

PAPER	SUB CODE	SUBJECT
Paper- I	HSM	हिन्दी साहित्य का आदिकाल व मध्यकाल
Paper- II	AHK	आधुनिक हिन्दी काव्य
Paper- III	AGS	आधुनिक हिन्दी गद्य साहित्य
Paper- IV	BKS	भारतीय काव्यशास्त्र के सिद्धान्त और हिन्दी आलोचक

Semester- II (All papers are Compulsory)

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

Semester- III

नोट:-पाठ्यक्रम के अनुसार सेमेस्टर तीन और सेमेस्टर चार के तीसरे प्रश्न-पत्र में विद्यार्थी को पाँच विकल्प(Options) उपलब्ध कराए गए हैं । विद्यार्थी इन पाँचों विकल्प (Options) में से किसी एक (Option) का चयन कर सकता है । यू-एस- ओ- एल- के विद्यार्थी द्वारा चुने गए विकल्प की assignment विभाग द्वारा ही उसे उपलब्ध कराई जाएगी मगर उसे पाठ्य-सामग्री (study-material)केवल (Option ii) (सूरदास एवं अन्य कृष्ण भक्त कवि) की ही उपलब्ध कराई जाएगी तथा पी-सी-पी- के दौरान केवल विकल्प-दो की ही कक्षाएँ लगेंगी ।

PAPER	SUB CODE	SUBJECT
Paper- I	BHV	भाषा विज्ञान एवं हिन्दीतर भाषाओं का अध्ययन
Paper- II	PMK	प्राचीन एवं मध्यकालीन काव्य
Paper- III		किसी एक विकल्प (Option) का चयन करें :
	TSA	(Option i) तुलसीदास के साहित्य का अध्ययन
	SAK	(Option ii) सूरदास एवं अन्य कृष्ण भक्त कवि(Please see the above note)
	HUP	(Option iii) हिन्दी उपन्यास
	HNK	(Option iv) हिन्दी नाटक
	HPS	(Option v) हिन्दी पत्रकारिता का स्वरूप व विकास
Paper- IV	MLA	मीडिया लेखन और अनुवाद

Semester- IV

PAPER	SUB CODE	SUBJECT
Paper- I	BHV	भाषा विज्ञान एवं हिन्दी भाषा का अध्ययन
Paper- II	PMK	प्राचीन एवं मध्यकालीन काव्य
Paper- III		किसी एक विकल्प (Option) का चयन करें :
	TSA	(Option i) तुलसीदास के साहित्य का अध्ययन
	SAK	(Option ii) सूरदास एवं अन्य कृष्ण भक्त कवि(Please see the above note)
	HUP	(Option iii) हिन्दी उपन्यास
	HNK	(Option iv) हिन्दी नाटक
	VHP	(Option v) व्यावहारिक हिन्दी पत्रकारिता
Paper- IV	BAS	भारतीय साहित्य

अध्ययन- अध्यापन- प्रक्रिया

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

Assignments

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

Syllabus For detailed Syllabus and other details refer PU website i.e. <http://puchd.ac.in/includes/syllabus/2015/20150708154215-m.a.hindi2015-16.pdf?201811041706>

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

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M.A. HISTORY

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

- [Courses structure](#)
- [Teaching - Learning Process](#)
- [PCP and Assignment Dates](#)
- [Fee](#)
- [Contact](#)

Course Structure

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

Semester- I

All Papers are Compulsory

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

Semester- II

PAPER	SUB CODE	TITLE OF PAPER
<u>Group-I</u> Paper I:	HIS 125	Punjab in the Eighteenth Century (Compulsory)
<u>Group- II</u> Paper II:	<u>Any one of the following</u>	
	HIS 713 *Opt. (i)	Agrarian Economy of Ancient India
	HIS 712 Opt. (ii)	Agrarian Economy of Medieval India
	HIS 711 Opt. (iii)	Agrarian Economy of Modern India
	HIS 721 Opt. (iv)	Industry, Trade & Urbanization in Medieval India
	HIS 730 Opt. (v)	Industry and Trade in Modern India

HIS 733 Opt.(vi) Urbanization in Modern India **(In abeyance till further orders)**

Group- III Paper III: Any one of the following

HIS 831 Opt. (i) Modern World (Mid 15th - 19th Century)

HIS 844 *Opt. (ii) China & Japan (1840-1950)

HIS 821 Opt. (iii) History of Canada (In abeyance till further orders)

HIS 811 Opt. (iv) American Imperialism in the Nineteenth and Twentieth Centuries
(In abeyance till further orders)

Group- IV Paper IV: Any one of the following

HIS 812 *Opt. (i) (b) USA (1820-1973)

HIS 832 Opt. (ii) World in the Twentieth Century

Semester- III

PAPER	SUB CODE	SUBJECT
<u>Group- I Paper- I</u>	(HIS 123)	Punjab in the Nineteenth Century <u>(Compulsory)</u>
<u>Group- II Paper II:</u>	<u>Any one of the following</u>	
	(HIS 431)	Opt. (i) Evolution of Ancient Societies
	(HIS 421)	Opt. (ii) Feudal Society in Western Europe
	(HIS 411)	Opt. (iii) History of Capitalism
	(HIS 412)	*Opt. (iv) Rise and Growth of Colonialism in India
	(HIS 602)	Opt. (v) History of Secularism in Modern India (In abeyance till further orders)
<u>Group- III & IV Paper III & IV:</u>	<u>Any two of the following</u>	
	(HIS 432)	Opt. (i) Cultural History of Ancient India
	(HIS 604)	Opt. (ii) Sacred Centres in Indian Civilization
	(HIS 424)	Opt. (iii) Medieval Indian Art and Monuments
	(HIS 601)	*Opt. (iv) Gender Relations in Modern India
	(HIS 455)	Opt.(v) Diaspora in Colonial India (In abeyance till further orders)
	(HIS 603)	Opt. (vi) Science, Technology & Medicine in Colonial India (In abeyance till further orders)
	(HIS 213)	Opt. (vii) Constitutional Development in Modern India, 1773-1947
	(HIS 212)	*Opt. (viii) National Movement in India 1858-1947
	(HIS 214)	Opt. (ix) British Policy and Princely States (In abeyance till further orders)
	(HIS 263)	Opt. (x) Contemporary India 1947- 1992

Semester- IV

PAPER	SUB CODE	SUBJECT
Group- IPaper- I	(HIS 126)	Punjab in the Twentieth Century (<u>Compulsory</u>)
Group –II Paper- II: (Any one of the following)		
	(HIS 911)	Opt. (i) History and Historiography
	(HIS 912)	*Opt. (ii) - History and Historical Method
Group –III & IV Paper- III & IV: Any two of the following		
	(HIS 720)	Opt. (i) Religious and Social Processes in Ancient India
	(HIS 438)	Opt. (ii) Buddhism in India
	(HIS 428)	*Opt. (iii) Religious Developments in Medieval India
	(HIS 426)	Opt. (iv) Islamic Traditions of Medieval India
	(HIS 471)	Opt. (v) Dalit Movements in Modern India
	(HIS 731)	Opt. (vi) Working Class Movements in Modern India
	(HIS 467)	Opt. (vii) Peasant Movements in Modern India
	(HIS 418)	*Opt. (viii) Socio-Religious Reform Movements in Modern India
	(HIS 462)	Opt. (ix) History of Caste and Caste Politics in Modern India

Note:-

Semester –II: USOL provides study material only for following options: HIS 713, HIS 844, HIS 812

Semester –III: USOL provides study material only for following options: HIS 212 HIS-412 HIS- 432

Semester –IV: USOL provides study material only for following Options: HIS 912, HIS 428, HIS 418

Teaching - Learning Process

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

Assignments

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

Medium of Study Material

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

Medium of Examination

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

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

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M.A. POLITICAL SCIENCE

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

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

Course Structure

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

The programme consists of 16 courses/papers comprising of **12 Core/ compulsory papers** and **4 elective/optional papers** for all students. Each of these courses will carry 100 marks, of which 20 marks will be for internal assessment and 80 marks for the end semester examinations.

Terminal Evaluation : 80

Internal Assessment : 20

Internal Assessment/ Assignments:

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments for USOL students.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for internal assessment during the course of study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

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

Subjects/Papers

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

Semester- I

PAPER	SUB CODE	SUBJECT
Course- I	WPT	Western Political Thought-I
Course- II	CPA	Key Concept in Political Analysis
Course- III	IPS	Indian Politics: Institution at Work (Compulsory)
Course- IV	INR	International Relations: An Historical Overview

Semester- II

PAPER	SUB CODE	SUBJECT
Course- V	WPT	Western Political Thought-II
Course- VI	CPO	Comparative Politics-I: Understanding Advanced Industrial Societies
Course- VII	IPR	Indian Politics: Political Processes (Compulsory)

Course- VIII: Select any one option (from I & ii)

TIR	* (i) Theories of International Relations (Compulsory)
AIR	(ii) Approaches to the Study of International Relations (Compulsory)

Note: *USOL provides study material for Option (i) only

Semester- III

PAPER	SUB CODE	SUBJECT
Paper- IX	IPT	Indian Political Thought – I (<u>Compulsory</u>)
Paper- X: Select any one option (from a & b)		
	CPO	*a) Comparative Politics-II: Understanding Developing Societies (Compulsory)

OR

	CPS	b) Comparative Political System with special reference to USA, U.K., China, Japan and Switzerland (Compulsory)
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Note: *USOL provides study material for Option (a)

Paper- XI: Select any one option (from a to g)

INO	(a) International Organization
TAI	(b) Transnational Actors in International Politics
PDI	(c) Politics of Development in India
PCR	(d) Peace and Conflict Resolution
RCP	(e) Rethinking Geopolitics: Critical Perspectives

THD	(f) Theories of Development
PIL	*(g) Public International Law-I

Note: *USOL provides study material for Option (g) only

Paper- XII: Select any one option (from a to h)

DMI	(a) Democracy in India
GPI	(b) Government & Politics of India's Neighbours (Pakistan, Bangladesh, Nepal and Sri Lanka).
WPI	(c) Women and Politics in India
RIM	(d) Rights: Ideas and Movements
NPP	(e) Nationalism: Theory and Context
NPG	(f) New Political Geography in Comparative Perspective
PPI	(g) Policies and Politics of Development in India
PAD	*(h) Public Administration

Note: *USOL provides study material for Option (h) only

Semester- IV

PAPER	SUB CODE	SUBJECT
Paper- XIII	: IPT	Indian Political Thought-II (<u>Compulsory</u>)
Paper- XIV	: FPI	Foreign Policy of India (Compulsory)

Paper- XV: Select any one option (from a to e)

PPI	(a) Parties and Electoral Politics in India
SPI	*(b) State Politics in India
DGI	(c) Decentralized Governance and Local Level Institutions in India
PSS	(d) Political Sociology with special reference to India
RGI	(e) Representing "India": Geopolitical Imaginations
DMI	(f) Dalit Movement and issues in India

Note: *USOL provides study material for Option (b) only

Paper- XVI: Select any one option (from a to f)

FPT	(a) Feminist Political Theory
MPP	(b) Major themes in Recent Political Philosophy
RPL	(c) Readings in the Philosophy of Resistance and Liberation
CDM	(d) Contemporary Debates in 20th Century Marxism
IFD	(e) Introducing Federalism
PIL	*(f) Public International Law-II

Note: *USOL provides study material for Option (f) only

Teaching - Learning Process

The learning material covers almost whole of the syllabus. Though the students are free to take up any of the three languages (English/Hindi/Punjabi) to write their examination papers but the language of the study material is English only. Along with this, Personal Contact Programs (PCP) is organized in each of the four semesters. Each PCP is spread over 6 days. During PCPs the teachers interact with students and try to cover whole of the syllabi of the particular semester. Innovative techniques are also used for engaging the students.

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

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

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

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

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M.A. PUBLIC ADMINISTRATION

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

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

Course Structure

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

Semester- I

Core Papers:

PAPER	SUB CODE	SUBJECT
Paper- I	ADT	Administrative Theory
Paper- II	INA	Indian Administration
Paper- III	CDA	Comparative and Development Administration

Optional Papers:

Paper- IV	CCA	Citizen Centric Administration
Paper- V	AON	Administration of NGOs
Paper-VI	ENA	Environment Administration
Paper-VII	OMG	Office Management
Paper-VIII	EPA	Economic Policy and Administration

Note: USOL will provide study material only for Paper 1-4 and 6.

Semester- II

Core Papers:

PAPER	SUB CODE	SUBJECT
Paper- I	ADT	Administrative Thought

Paper– II	FND	Financial Administration
Paper– III	PPA	Public Personnel Administration
Optional Papers:		
Paper– IV	ORP	Organisational Psychology
Paper– V	POA	Police Administration
Paper-VI	PMG	Project Management
Paper-VII	IAD	International Administration
Paper-VIII	MAG	MIS and E-Governance

Note: USOL will provide study material only for Paper 1-5.

Semester- III

Core Papers

1. Research Methods and Statistics
2. Local Governance in India
3. Social Systems and Welfare Administration

Optional Papers

4. Disaster Management
5. Management of Disciplinary Proceedings
6. Public Health Policy and Administration
7. Corporate Governance
8. Advanced Research Methods with Dissertation
 - (a) Advance research Methods
 - (b) Dissertation

Note: USOL will provide study material only for papers 1 to 4 and 6.

Semester- IV

Core Papers

1. Public Policy and Analysis
2. Administrative Law
3. Organisational Development and Administrative Improvement

Optional Papers

4. Ethics in Governance
5. Education Policy and Administration
6. Labour Policy and Administration
7. Regulatory Governance
8. Public Enterprise Management

Note: USOL will provide study material only for papers 1 to 3, 5 and 8.

Teaching - Learning Process

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

Assignments

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

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

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

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

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ਐਮ.ਏ ਪੰਜਾਬੀ

ਦੋ ਸਾਲਾ ਐਮ.ਏ ਪੰਜਾਬੀ (ਭਾਸ਼ਾ ਤੇ ਸਾਹਿਤ) ਦਾ ਕੋਰਸ ਜਿਥੇ ਬੜਾ ਰੋਚਕ ਤੇ ਗਿਆਨ ਭਰਪੂਰ ਹੈ, ਉਥੇ ਇਹ ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਾਹਿਤ ਲਿਖਣ, ਪੜ੍ਹਨ ਤੇ ਸਮਝਣ ਦੀ ਵੀ ਚੇਟਕ ਲਾਉਂਦਾ ਹੈ। ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਾ ਵਿਸ਼ਵ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਇਕ ਬਹੁਤ ਵੱਡਾ ਮੁਕਾਮ ਹੈ। ਇਸ ਕੋਰਸ ਦੀ ਗਿਆਨ ਪ੍ਰਾਪਤੀ ਉਪਰੰਤ ਰੁਜ਼ਗਾਰ ਹਾਸਲ ਕਰਨ ਲਈ ਦੇਸ਼ ਵਿਦੇਸ਼ ਵਿਚ ਵਿਦਿਆਰਥੀਆਂ ਲਈ ਇਸ ਸਮੇਂ ਬਿਹਤਰ ਸੰਭਾਵਨਾਵਾਂ ਬਣੀਆਂ ਹੋਈਆਂ ਹਨ। ਇਹ ਕੋਰਸ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਜਿਥੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ ਦੀਆਂ ਅਮੀਰ ਪਰੰਪਰਾਵਾਂ ਤੋਂ ਜਾਣੂਕਰਵਾਉਂਦਾ ਹੈ, ਉਥੇ ਜ਼ਿੰਦਗੀ ਦੀਆਂ ਚੁਣੌਤੀਆਂ ਦਾ ਮੁਕਾਬਲਾ ਕਰਨ ਦਾ ਆਤਮਕ ਬਲ ਵੀ ਉਨ੍ਹਾਂ ਨੂੰ ਬਖਸ਼ਦਾ ਹੈ। ਇਸ ਕੋਰਸ ਰਾਹੀਂ ਮਹਾਨ ਤੇ ਅਨੁਭਵੀ ਸਾਹਿਤਕਾਰਾਂ ਦੁਆਰਾ ਰਚੇ ਗਏ ਸਾਹਿਤ ਦੀ ਅਨੁਭਵ ਪੂਜੀ ਪ੍ਰਾਪਤ ਕਰਕੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਸਬਲ ਜੀਵਨ ਜੀਉਣ ਦੀ ਪ੍ਰੇਰਨਾ ਵੀ ਪ੍ਰਾਪਤ ਹੁੰਦੀ ਹੈ।

ਐਮ.ਏ ਪੰਜਾਬੀ ਕੋਰਸ ਦੀ ਇਮਤਿਹਾਨੀ ਵਿਉਂਤ ਮੁਤਾਬਕ ਵਿਦਿਆਰਥੀਆਂ ਨੇ ਦੋ ਸਾਲਾਂ ਦੇ ਦੌਰਾਨ **ਕੁੱਲ 16 ਪੇਪਰਾਂ** ਦਾ ਅਧਿਐਨ ਕਰਨਾ ਹੁੰਦਾ ਹੈ।

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- [PCP and Assignment Dates](#)
- [Fee](#)
- [Contact](#)

ਕੋਰਸ ਦਾ ਸੰਗਠਨ

ਐਮ.ਏ ਪੰਜਾਬੀ ਦੇ ਕੋਰਸ ਨੂੰ ਚਾਰ ਸਮੈਸਟਰਾਂ ਵਿਚ ਵੰਡਿਆ ਗਿਆ ਹੈ। ਹਰ ਸਮੈਸਟਰ ਵਿਚ ਚਾਰ ਪੇਪਰਾਂ ਦੀ ਪ੍ਰੀਖਿਆ ਹੁੰਦੀ ਹੈ। ਕੁੱਲ 16 ਪੇਪਰ ਹਨ। ਕੁਝ ਕੁ ਪੇਪਰਾਂ ਨਾਲ ਆਪਸ਼ਨ ਵੀ ਦਿੱਤੇ ਗਏ ਹਨ। ਵਿਦਿਆਰਥੀ ਆਪਣੀ ਮਰਜ਼ੀ ਦੀ ਆਪਸ਼ਨ ਚੁਣ ਕੇ ਪ੍ਰੀਖਿਆ ਦੀ ਤਿਆਰੀ ਕਰ ਸਕਦਾ ਹੈ। ਹਰ ਪੇਪਰ ਨਾਲ ਸੰਬੰਧਤ ਅਸਾਈਨਮੈਂਟ (ਪ੍ਰਸ਼ਨ ਪੱਤਰ) ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਤੇ ਵਿਦਿਆਰਥੀਆਂ ਵਲੋਂ ਪ੍ਰਾਪਤ ਉੱਤਰ ਪੱਤਰਿਕਾ ਨੂੰ ਸਮੈਸਟਰ ਪ੍ਰੀਖਿਆ ਦਾ ਭਾਗ ਮੰਨ ਕੇ ਚੈਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਹਰ ਅਸਾਈਨਮੈਂਟ ਦੇ 20 ਨੰਬਰ ਹਨ। ਯੂਸੋਲ ਵਲੋਂ ਕੇਵਲ ਪਹਿਲੀ ਆਪਸ਼ਨ ਚੁਣਨ ਵਾਲੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਹੀ ਪਾਠ ਸਮੱਗਰੀ ਭੇਜੀ ਜਾਏਗੀ। ਦੂਜੀ ਜਾਂ ਤੀਜੀ ਆਪਸ਼ਨ ਲੈਣ ਵਾਲੇ ਵਿਦਿਆਰਥੀ ਇਸ ਦੀ ਤਿਆਰੀ ਲਈ ਪਾਠ ਸਮੱਗਰੀ ਆਪ ਤਿਆਰ ਕਰਨਗੇ ਪਰ ਯੂਸੋਲ ਵਲੋਂ ਉਹਨਾਂ ਆਪਸ਼ਨਾਂ ਦੀਆਂ ਅਸਾਈਨਮੈਂਟਾਂ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਭੇਜੀਆ ਜਾਣਗੀਆਂ ਤੇ ਵਿਭਾਗ ਵਲੋਂ ਉਨ੍ਹਾਂ ਦਾ ਮੁਲਾਂਕਣ ਵੀ ਕਰਵਾਇਆ ਜਾਏਗਾ।

Subjects/Papers

ਕੁਲਅੰਕ : 100 (ਲਿਖਤੀਪੇਪਰ :80 ਅਤੇਅਸੈਸਮੈਂਟਅੰਕ :20)

ਨੋਟ:ਐਮ.ਏ. ਪੰਜਾਬੀ ਸਮੈਸਟਰ I ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੇਪਰ III ਤੇ ਪੇਪਰ IV ਵਿਚ ਅਤੇ ਸਮੈਸਟਰ II ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੇਪਰ III ਤੇ IV ਵਿਚ ਆਪਣੀ ਮਰਜ਼ੀ ਦੀ ਆਪਸ਼ਨ ਚੁਣਨ ਦਾ ਮੌਕਾ ਦਿੱਤਾ ਗਿਆ ਹੈ ਪਰ ਯੂਸੋਲ ਵਲੋਂ ਇਨ੍ਹਾਂ ਪੇਪਰਾਂ ਨਾਲ ਸੰਬੰਧਿਤ ਪਾਠ (ਸਟੱਡੀ ਮਟੀਰੀਅਲ) ਕੇਵਲ ਪਹਿਲੀ ਆਪਸ਼ਨ ਦਾ ਹੀ ਭੇਜਿਆ ਜਾਵੇਗਾ। ਨਿਜੀਸਪਰੰਕ (Personal Contact Programme) ਦੀਆਂ ਕਲਾਸਾਂ ਵਿਚ ਵੀ ਪਹਿਲੀ ਆਪਸ਼ਨ ਦਾ ਸਿਲੇਬਸ ਹੀ ਪੜ੍ਹਾਇਆ ਜਾਵੇਗਾ **ਜਦ ਕਿ ਪਹਿਲੀ ਆਪਸ਼ਨ ਤੋਂ ਇਲਾਵਾ ਲਈਆਂ ਗਈਆਂ ਆਪਸ਼ਨਾਂ ਨਾਲ ਸੰਬੰਧਿਤ ਅਸਾਈਨਮੈਂਟ ਲਿਖਣ ਲਈ ਯੂਸੋਲ ਵਲੋਂ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਭੇਜਿਆ ਜਾਵੇਗਾ ਅਤੇ ਉੱਤਰ ਪੱਤਰਕਾਵਾਂ ਦਾ ਵੀ ਮੁਲਾਂਕਣ ਕਰਵਾਇਆ ਜਾਏਗਾ।**

Semester- I

PAPER SUB CODE SUBJECT: PUNJABI

Paper- I (MPS) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ (Compulsory Paper)

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

Paper- III (MPK)(Option i) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ (ਇਸ ਪੇਪਰ ਨਾਲ ਆਪਸ਼ਨ ਗਈ ਹੈ)

OR

(GSK)(Option ii) ਗੁਰਮਤਿ ਅਤੇ ਸੂਫੀ ਕਾਵਿ (Study material will not be offered in this option)

Note: Candidate should choose only one option from the above two options

Paper- IV (PNV) (Option i) ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ

OR

(PKN)(Option ii) ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਅਧਿਐਨ (Study material will not be offered in this option)

Note: Candidate should choose only one option from the above two options

Semester- II

PAPER SUB CODE SUBJECT: PUNJABI

Paper- I (APS) ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ(Compulsory Paper)

Paper- II (APV) ਆਧੁਨਿਕ ਪੱਛਮੀ ਕਾਵਿ ਸ਼ਾਸਤਰ ਅਤੇ ਵਿਹਾਰਕ ਆਲੋਚਨਾ(Compulsory Paper)

Paper- III (MPK) (Option i) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ-II

OR

(SKV)(Option ii) ਸੂਫੀ, ਕਿੱਸਾ ਅਤੇ ਬੀਰ ਕਾਵਿ(Study material will not be offered in this option)

Note: Candidate should choose only one option from the above two options

Paper- IV (PNA)(Option i) ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ

OR

(PPK)(Option ii) ਪੰਜਾਬੀ ਅਤੇ ਪਰਵਾਸੀ ਪੰਜਾਬੀ ਕਹਾਣੀ ਦਾ ਅਧਿਐਨ (Study material will not be offered in this option)

Note: Candidate should choose only one option from the above two options.

ਨੋਟ: ਐਮ.ਏ. ਪੰਜਾਬੀ ਸਮੈਸਟਰ III ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੇਪਰ III ਤੇ ਪੇਪਰ IV ਵਿਚ ਅਤੇ ਸਮੈਸਟਰ IV ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪੇਪਰ III ਤੇ IV ਨਾਲ ਲਗੀਆਂ ਆਪਸ਼ਨਾਂ ਵਿਚੋਂ ਆਪਣੀ ਮਰਜ਼ੀ ਦੀ ਆਪਸ਼ਨ ਚੁਣਨ ਦਾ ਮੌਕਾ ਦਿੱਤਾ ਗਿਆ ਹੈ ਪਰ ਯੂਸੇਲ ਵਲੋਂ ਸਟੱਡੀ ਮਟੀਰੀਅਲ ਇਨ੍ਹਾਂ ਪੇਪਰਾਂ ਨਾਲ ਸੰਬੰਧਿਤ ਕੇਵਲ ਪਹਿਲੀ ਆਪਸ਼ਨ ਦਾ ਹੀ ਭੇਜਿਆ ਜਾਵੇਗਾ ਅਤੇ ਪੀ.ਸੀ.ਪੀ ਦੀਆਂ ਕਲਾਸਾਂ ਵਿਚ ਵੀ ਪਹਿਲੀਆਂ ਆਪਸ਼ਨਾਂ ਦਾ ਸਿਲੇਬਸ ਹੀ ਪੜ੍ਹਾਇਆ ਜਾਵੇਗਾ ਜਦ ਕਿ ਇਨ੍ਹਾਂ ਆਪਸ਼ਨਾਂ ਵਿਚ ਅਸਾਈਨਮੈਂਟ ਲਿਖਣ ਲਈ ਯੂਸੇਲ ਵਲੋਂ ਤੁਹਾਨੂੰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਭੇਜੇ ਜਾਣਗੇ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਦੀਆਂ ਉੱਤਰ ਪੱਤਰਕਾਵਾਂ ਦਾ ਵੀ ਮੁਲਾਂਕਣ ਕੀਤਾ ਜਾਵੇਗਾ।

Semester- III

PAPER SUB CODE SUBJECT

Paper- I (BVP) ਭਾਸ਼ਾ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ (Compulsory Paper)

Paper- II (SLS) ਸਭਿਆਚਾਰ, ਲੋਕਧਾਰਾ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ (Compulsory Paper)

Paper- III (APK) (Option i) ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ-I

OR

(APV) (Option ii) ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਬਿਰਤਾਂਤਕ ਕਵਿਤਾ-I (Study material will not be offered in this paper)

Note: Candidate should choose only one option from the above two options

Paper- IV (PNR) (Option i) ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ ਦਾ ਅਧਿਐਨ-I

OR

(PAV) (Option ii) ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦਿਤ ਵਿਸ਼ਵ ਨਾਟਕ-I (Study material will not be offered in this paper)

Note: Candidate should choose only one option from the above two options

Semester IV

PAPER SUB CODE SUBJECT

Paper- I (BPG) ਭਾਸ਼ਾ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ (**Compulsory Paper**)

Paper- II (PLL) ਪੰਜਾਬੀ ਲੋਕਧਾਰਾ ਅਤੇ ਲੋਕ ਸਾਹਿਤ (**Compulsory Paper**)

Paper- III (APK) (Option i) ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ-II

OR

(APB) (Option ii) ਆਧੁਨਿਕ ਬਿਰਤਾਂਤਕ ਪੰਜਾਬੀ ਕਵਿਤਾ-II (Study material will not be offered)

Note: Candidate should choose only one option from the above two options

Paper- IV (PNR)(Option i) ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ ਦਾ ਅਧਿਐਨ-II

OR

(PAN) (Option ii) ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦਿਤ ਵਿਸ਼ਵ ਨਾਟਕ-II (Study material will not be offered)

OR

(PVK) (Option iii) ਪੰਜਾਬੀ ਵਾਰਤਕ ਦਾ ਅਧਿਐਨ (Study material will not be offered)

Note: Candidate should choose only one option from the above two options.

Assignments

1. **There will be an internal assessment of 20 marks in each paper which is based on written assignments.**
2. *No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.*
3. *The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.*

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

PCP Dates

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

Fee & Fee Code: C0040

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

ਸੰਪਰਕ

ਕੋਰਸ ਕੋਆਰਡੀਨੇਟਰ: ਪ੍ਰੋਫੈਸਰ ਜਸਪਾਲ ਕੌਰ ਕਾਂਗ, ਪੰਜਾਬੀ ਵਿਭਾਗ

ਦਫਤਰ ਫੋਨ : 01722541887

ਈਮੇਲ: jaspalkaurkaang@yahoo.com

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M.A. SOCIOLOGY

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

- [Course Structure](#)
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Course Structure

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

Subjects/Papers

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

Semester- I

All Papers are compulsory:

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

Semester- II

PAPER	SUB CODE	SUBJECT
Paper- I	SOC R 425	Positivistic Sociological Theories (<u>Compulsory</u>)

Paper- II SOC R 426 Methodology of Social Research (Compulsory)

Paper- III & IV : Select any two options:

SOC O 521 Population and Society
SOC O 621 ***Social Dimensions of Development**
SOC O 721 ***Sociology of Urban Settlements**
SOC O 821 Structural Moorings of Gender Oppression
SOC O 921 Peasants and Rural Society In India
SOC O 922 Organizational Theory and Behaviour
SOC O 923 Basic Social Statistics

Note:*USOL provides study material for Options:-SOC O-621 SOC O-721

Semester- III

PAPER	SUB CODE	SUBJECT
Paper- I	SOC R 438	Interpretive Sociological Theories (<u>Compulsory</u>)
Paper- II	SOC R 439	Methods & Techniques in Social Research (<u>Compulsory</u>)

Paper- III & IV : Select any two Options:

SOC O 532 Basic Methods in Population Studies
SOC O 632 ***Social Development in India**
SOC O 633 Rural Development in India
SOC O 732 Problems of Urban India
SOC O 832 Family in Cross Cultural Perspective
SOC O 931 Sociology of Aging
SOC O 932 Organizational Structure and Development
SOC O 933 Sociology of Deviance: Concepts and Theories
SOC O 934 ***Sociology of Crime**
SOC O 935/945 Dissertation (III and IV Semesters)
SOC O 936 Advanced Social Statistics
SOC O 937 Sociology of Education

Note:*USOL provides study material for Options: SOC O-0632 SOC O-0934

Semester- IV

PAPER	SUB CODE	SUBJECT
Paper- I	SOC R 440	Perspectives on Indian Society (<u>Compulsory</u>)

Paper- II,III& IV: Have you opted for Dissertation i.e. SOC O-935 in 3rd semester. ?

If "YES", then select **any two options** from following options:

If “NO” then select any three options:

SOC O 543	Determinants and Consequences of Population Growth
SOC O 544	Sociology of Human Migration
SOC O 644	*Environmental Crisis and Sustainable Development
SOC O 645	Entrepreneurship and Development
SOC O 743	Cities, Urban Planning and Development
SOC O 843	Family Dynamics in Contemporary India
SOC O 844	Gender and Development
SOC O 941	Fundamentals of Industrial Sociology
SOC O 942	*Social Problems
SOC O 943	Political Sociology
SOC O 944	Sociology of Marginalized Communities
SOC O 946	*Media and Culture

Note:*USOL provides study material for Options:-SOC O 644, SOC O-942, SOC O-946

Teaching – Learning Process

Medium of Study Material: Students studying at USOL would be provided study material in English and Hindi. Further there will be six days contact classes per semester. It is in the interest of the students to attend the PCP.

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

Assignments

- 1. There will be an internal assessment of 20 marks in each paper which is based on written assignments.**
- 2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.*
- 3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.*

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

Important Note: - Study Material is provided in English and Hindi Medium.

PCP Dates

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

Fee & Fee Code: C0040

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

Contact

Coordinator: Prof. Madhurima Verma,
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Ph. 253-4279
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M.Com

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

- [Eligibility](#)
- [Course Structure](#)
- [Teaching - Learning Process](#)
- [PCP and Assignment Dates](#)
- [Fee](#)
- [Contact](#)

Eligibility

Semester -I & II

- (a) B.Com./BBA with not less than 45 % marks in the aggregate; **OR**
- (b) B.Com (Hons.) degree with not less than 45% marks in the aggregate **OR**
- (c) A graduate with Honours in Economics or Mathematics or Statistics or Commerce with not less than 45% marks in the aggregate **OR**
- (d) A graduate with 50% marks in the aggregate having offered 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 recognized by the Syndicate; 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together; **OR**
- (e) A 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.
- (g) A candidate who has passed B. Voc (Banking, Insurance & Retailing) and B. Voc (Retail Management) be given admission in the M. Com Course as it has already been approved by the UGC.

Eligibility

Semester -III & IV

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

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

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

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

Course Structure

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

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

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

Subjects/Papers

Semester- I

PAPER	SUB CODE	SUBJECT
Paper- I	MC. 101	Managerial Economics
Paper- II	MC. 102	Quantitative Methods for Business
Paper- III	MC. 103	Modern Accounting Theory & Reporting Practices
Paper- IV	MC. 104	Organisation Theory and Behaviour

*GROUP D	:	ACCOUNTING & FINANCE
	MC. 309	Strategic Cost Management
	MC. 310	International Accounting
GROUP E	:	APPLIED ECONOMICS
	MC. 311	Industrial Economics
	MC. 312	Applied Econometrics
*GROUP F	:	BANKING AND INSURANCE
	MC. 313	Bank Management
	MC. 314	Insurance Management
Paper-VII	MC. 315 A	Financial markets and Instruments (Theory paper for USOL students only)

Note: - *USOL provides study material only for Groups A, B D and F

Semester- IV

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

Every Student Has to Select Any One Group from the Two Groups Selected Inthe Third Semester (Selected Group inthe 4th Semester Will Be Having Three Papers) (Mc. 404 to Mc.421)

<u>*GROUP A</u>	:	MARKETING
	MC. 404	Advertising and Sales Management
	MC. 405	Service Marketing
	MC. 406	Consumer Behavior
*GROUP B	:	HUMAN RESOURCE MANAGEMENT
	MC. 407	Organizational Change and Development
	MC. 408	Training and Development
	MC. 409	Compensation Management
GROUP C	:	INTERNATIONAL BUSINESS
	MC. 410	International Business Environment
	MC. 411	Global Financial Management
	MC. 412	International Marketing Management
*GROUP D	:	ACCOUNTING & FINANCE
	MC. 413	Advanced Corporate Accounting

	MC. 414	Security Analysis and Portfolio Management
	MC. 415	Advanced Auditing
GROUP E	:	APPLIED ECONOMICS
	MC. 416	Macro Economic Analysis and Policy
	MC. 417	Economics of Services
	MC. 418	World Trading System
*GROUP F	:	BANKING AND INSURANCE
	MC. 419	Bank Legislation
	MC. 420	Risk Management
	MC. 421	Actuarial Practice
Paper-VII	MC. 422	Comprehensive VIVA-VOCE

Note: - *USOL provides study material only for Groups A, B D and F

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

Syllabus For detailed Syllabus, rules and regulations and other details refer PU website i.e. <http://puchd.ac.in/syllabus.php?qstrfacid=2>

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

Medium of Examination-English/Hindi/Punjabi

Teaching - Learning Process

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

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

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

*The third component is the written assignment for internal assessment of 20 marks in each paper which would help the students in improving their writing skills on the pattern of the external examination.

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

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

***Internal Assessment based on Written Assignments:**

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

1. There will be an internal assessment of 20 marks in each paper which is based on written assignments.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.
4. The internal assessment awards of a candidate who fails or does not appear in the examination but has submitted the assignments will be carried forward and he will not be required to submit the assignments again, if he appears in that examination.
5. The Roll No. for M. Com semester examination will be issued only to those students who have submitted all the assignments. In case he/she appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.
6. The marks secured by the student in internal assessment will be communicated only through the marks sheet of University examination result. No separate communication in this regard will be entertained by the department
7. There is no provision for re-evaluation of assignments. The marks allotted in internal assignments are final.

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

PCP Dates

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

Fee & Fee Code: C0030

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

Contact

Coordinator: Prof. Geeta Mangla Bansal
Room No. 412, Third Floor, Department of Commerce and Management Studies, USOL
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Special Note:

For regular updates, please check your personal mail-id provided to the department from time to time.

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MBA(Executive)

Programme's Mission & Objectives:

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

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

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

The relevance of the programme lies in its contribution to the larger goals of HEI which aims at providing education to all by enabling the students who are unable to enroll in regular mode, especially the girls, the working students through distance mode by honing the existing skills, knowledge and abilities of the students who intend to obtain post Graduate Degree in management. The goal is to target the eligible individuals who are looking for upgrading their professional qualifications in line with the market needs.

Nature of Prospective target group of learners:

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

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

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

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

This degree never the less helps in boosting their level of confidence apart from equipping them with the requisite managerial skills and helps them in developing a mindset of a global manager.

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

- Admission to MBA(Ex) programme is through Entrance test which is conducted by CET Panjab University Chandigarh. For details visit <http://mbausol.puchd.ac.in>
- Date of Availability of MBA(Ex) prospectus and online entrance test form on the website of Panjab University 17.07.2020
- Date of entrance test 30.10.2020
- Date of Counselling will be notified later.

- [Eligibility](#)
- [Course Structure](#)
- [Teaching - Learning Process](#)
- [PCP and Assignment Dates](#)
- [Fee](#)
- [Contact](#)

Eligibility

Semester -I & II

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

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

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

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

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

The candidate must be employed / self-employed at the time of admission.

Semester -III & IV

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

more papers of MBA 1st and 2nd Semester jointly. The third and fourth Semester examination shall be open to a student who:-

- (i) has been on the rolls of the 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 secured minimum 50% marks in at least 50% of the papers of 1st and 2nd semester jointly.
- (iv) In case a student who has not submitted his/her assignments as per **6.1(ii) Rules and Regulations of MBA(Executive) Programme w.e.f. Admissions from 2014-15 onwards** and wants to appear as an ex-student of University School of Open Learning, he/she shall be allowed to do so only after submission of all the assignment of the semester in which he/she wants to appear.

Provided further that:

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

Course Structure

SCHEME OF EXAMINATION

Note: 1. Examination in each subject will be of 3 hours duration.

2. Maximum marks for external/written examination is 80 marks and internal assessment is 20 marks (on the basis of assignments)

Instructions to the paper setters:

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

The curriculum of MBA through distance mode is relevant to the changing business scenario and caters to the needs of all the aspiring learners especially the working executives. (The detailed curriculum is available on the Panjab University web site <http://puachd.ac.in/syllabus.php>)

The students are given the choice of opting any one Specialization in the third and fourth semesters which are:

Group A: Marketing & International Business

Group B: Finance

Group C: Human Resource Management

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

EVALUATION: Each Semester End Evaluation will be of 100 marks in the proportion of 80:20.

80 Marks for the external examination.

20 Marks for the internal assessment*.

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

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

The Course is divided into four semesters comprising of 20 theory papers examination with the total of 2000 marks.

Each candidate shall be examined in the subjects as laid down in the syllabus prescribed from time to time where 80 % marks will be based on Theory papers and 20% marks will be based on Written Assignments to be submitted by the students by due date.

Subject/Paper

Semester- I

Code	Title	Marks
MBAEX6101	Managerial Economics	100
MBAEX6102	Quantitative Techniques for Managerial Applications	100
MBAEX6103	Organization Behaviour	100
MBAEX6104	Accounting for Managers	100
MBAEX6105	Management for Organizations	100

Semester- II

Code	Title	Marks
MBAEX6201	Business Environment	100
MBAEX6202	Human Resource Management and Industrial Relations	100
MBAEX6203	Financial Management	100
MBAEX6204	Marketing Management	100
MBAEX6205	Information Technology for Managers	100

Note: The students are advised to exercise the option of the specialization to be taken in 3rd & 4th semester by end of 2nd Semester.

Semester- III

Note: A student must exercise the specialization for Optional Groups to be taken in 3rd & 4th semester by the end of 2nd semester. The option is not subject to change, once it has been exercised. Hence it is advised to take up the specialization after thoughtful consideration.

The programme offers specialization in three areas viz. Marketing and International Business, Finance and HRM.

MBAEX7101	Strategic Management	100
MBAEX7102	Managing Across Cultures	100

Select any one group (Specialization):

GROUP A: MARKETING & INTERNATIONAL BUSINESS

MBAEX7103	Services Marketing	100
MBAEX7104	Global Marketing	100
MBAEX7105	Advertising and Consumer Behavior	100

GROUP B: FINANCE

MBAEX7106	Management Control System	100
MBAEX7107	Security Analysis and Portfolio Management	100
MBAEX7108	Strategic Cost Management	100

GROUP C: HUMAN RESOURCE MANAGEMENT

MBAEX7109	Organizational Development	100
MBAEX7110	Executive Compensation	100
MBAEX7111	Managerial Effectiveness	100

Semester- IV

MBAEX7201	Corporate Governance	100
MBAEX7202	Business and Marketing Research	100

Select the group (specialization) already opted in 3rd semester:

GROUP A: MARKETING & INTERNATIONAL BUSINESS

MBAEX7203	International Business Economics	100
MBAEX7204	Strategic Brand Management	100
MBAEX7205*	International Financial Management	100

GROUP B: FINANCE

MBAEX7206	Financial Markets and Services	100
MBAEX7207	Financial Statement Analysis	100
MBAEX7208*	International Financial Management	100

GROUPC:	HUMAN RESOURCE MANAGEMENT	
MBAEX7209	Human Resource Development	100
MBAEX7210	Industrial Psychology	100
MBAEX7211	International Human Resource Management	100

Paper MBAEX7205 & MBAEX7208 (International Financial management is offered in both Group A and Group B)

Teaching - Learning Process

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

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

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

*The third component is the written assignment for internal assessment of 20 marks in each subject which would help the students in improving their writing skills on the pattern of the external examination.

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

****Internal Assessment based on Written Assignments:***

The students are advised to visit USOL noticeboard for assignments which are uploaded on usol.puchd.ac.in. No separate communication in this regard will be sent.

1. There will be an Internal Assessment of 20 marks in each paper which is based on written assignments.
2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study (20 assignments in four semester)
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the due date.
4. The internal assessment awards of a candidate who fails or does not appear in the examination but has submitted the assignments will be carried forward to the next examination, if he appears again.
5. The Roll No. for MBA (Ex) semester examination will be issued only to those students who have submitted all the assignments. In case he/she appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.
6. The marks secured by the student in internal assessment will be communicated only through the detailed marks sheet (DMC) of University examination result.

For detailed rules & regulations, refer to the <http://mbausol.puchd.ac.in>

Medium of Instruction and Examination- English

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

PCP Dates

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

Fee & Fee Code: C0090

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

Contact

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Special Note:

For regular updates, please check your personal mail-id provided to the department from time to time.

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PCP Schedule Online

Personal Contact Programme (PCP) for Session 2020-21 (odd semesters) for the students of undergraduate and post graduate courses, Diplomas and Certificate Courses of USOL is going to start w.e.f. 23.11.2020. Any Change in schedule will be intimated to you on USOL website. The details of Personal Contact Programs are as under:-

UNDER-GRADUATE CLASSES

Classes	Semester-I
B.A	07-12-2020 (Mon) to 12-12-2020 (Sat)
B.Com.	04-01-2021 (Mon) to 09-01-2021 (Sat)
	Semester-III
B.A.	30-11-2020 (Mon) to 05-12-2020 (Sat)
B.Com.	14-12-2020 (Mon) to 19-12-2020 (Sat)
	Semester-V
B.A.	23-11-2020 (Mon) to 28-11-2020 (Sat)
B.Com.	21-12-2020 (Mon) to 26-12-2020 (Sat)
	Semester-I
B.Ed.	01-02-2021 (Mon) to 28-02-2021 (Sun)
	Semester-III
B.Ed.	24-11-2020 (Tue) to 24-12-2020 (Thu)

POST GRADUATE CLASSES

Subject	Semester-I
English	11-01-2021 (Mon) to 16-01-2021 (Sat)
	18-01-2021 (Mon) to 23-01-2021 (Sat)
Education	11-01-2021 (Mon) to 30-01-2021 (Sat)

M.B.A. (Exe.)	11-01-2021 (Mon) to 16-01-2021 (Sat)	
Punjabi, History	18-01-2021 (Mon) to 23-01-2021 (Sat)	
Pol. Sci.	18-01-2021 (Mon) to 23-01-2021 (Sat)	
Sociology, Pub. Adm.	25-01-2021 (Mon) to 31-01-2021 (Sun)*	* 26 th Jan is a Public Holiday
M.Com, Economics	25-01-2021 (Mon) to 31-01-2021 (Sun)*	* 26 th Jan is a Public Holiday
Hindi	25-01-2021 (Mon) to 31-01-2021 (Sun)*	* 26 th Jan is a Public Holiday

Semester-III

Pol. Sci, Pub. Adm.	04-01-2021 (Mon) to 09-01-2021 (Sat)
English	21-12-2020 (Mon) to 26-12-2020 (Sat) 28-12-2020 (Mon) to 02-01-2021 (Sat)
Hindi	11-01-2021 (Mon) to 16-01-2021 (Sat)
Sociology	18-01-2021 (Mon) to 23-01-2021 (Sat)
Punjabi	04-01-2021 (Mon) to 09-01-2021 (Sat)
History	04-01-2021 (Mon) to 09-01-2021 (Sat)
Economics	11-01-2021 (Mon) to 16-01-2021 (Sat)
M.Com	18-01-2021 (Mon) to 23-01-2021 (Sat)
M.B.A. (Exe.)	25-01-2021 (Mon) to 30-01-2021 (Sat)
Education	25-11-2020 (Wed) to 15-12-2021 (Tue)

DIPLOMA/OTHER COURSES

Class	Semester-I
PG Diploma in Computer Applications	23-11-2020 (Wed) to 02-12-2020 (Wed)
B.Lib & Inf. Science	01-02-2021 (Mon) to 06-02-2021 (Sat)
PG Diploma in Library Automation & Networking	Theory & Practical (Single Group) 18-01-2021 (Mon) to 22-01-2021 (Fri)
PG Diploma in Disaster Management & Corporate Safety	18-01-2021 (Mon) to 22-01-2021 (Fri)
PG Diploma in Guidance & Counseling	10-01-2021 (Sun) to 25-01-2021 (Mon)
Certificate Course in Corporate Security, Safety & Fire Protection Management	25-11-2020 (Wed) to 06-01-2021 (Wed)

PG Diploma in Statistics	08-02-2021 (Mon) to 12-02-2021 (Fri)
PG Diploma in Health Family Welfare & Population Education	08-02-2021 (Mon) to 12-02-2021 (Fri)
PG Diploma in Human Rights & Duties	28-12-2020 (Mon) to 01-01-2021 (Fri)
PG Diploma in Mass Communication (Two Batches in each Semester)	04-01-2021 (Mon) to 08-01-2021 (Fri)
Certificate Course in Women Studies	28-12-2020 (Mon) to 01-01-2021 (Fri)
Certificate Course in Vivekananda Studies	04-01-2021 (Mon) to 08-01-2021 (Fri)
<u>Newly Introduced Courses:</u>	
PG Diploma in Educational Management & Leadership	20-01-2021 (Wed) to 30-01-2021 (Thu)
PG Diploma in Photography	03-02-2021 (Wed) to 07-02-2021 (Sat)
PG Diploma in Social Work	11-01-2021 (Mon) to 15-01-2021 (Fri)

Important Note:-

1. All PCP's including practical will be held online only.
2. Students will be intimated about Links to be joined and timings for class before the scheduled PCP.
3. For the students opting the subject of Psychology (B.A.1st to B.A. 4th Sem.) attending practical classes are compulsory which are held during P.C.P., otherwise their result will be declared as R.L.

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FEE STRUCTURE & FEE CODES

3. UNIVERSITY INSTITUTE OF OPEN LEARNING (UIOL)			
S. No.	Fee Code		
1.	C0010	BA-I, II, III	
2.	C0020	B.COM-I, II, III	
3.	C0030	M.COM-I, II	
4.	C0040	MA-I, II	
5.	C0050	M.ED I, II	
6.	C0060	MFC-I, II	
7.	C0070	B.LIB	
8.	C0080	B.ED I, II	
9.	C0090	MBA (OFF-CAMPUS/EXECUTIVE)	

The detail of fee for various courses is as follows:

Sr. No.	Name of the Course	Semester-I/III/IV	Semester-II/IV/VI	Fee Code
		(Amt. in Rs.)	(Amt. in Rs.)	
1.	B.A. (I & II Semester)	10015	3725	C0010
2.	B.A. (III & IV Semester)	7910	3850	C0010
3.	B.A. (V & VI Semester)	7760	3700	C0010
4.	B.Com (I & II Semester)	11015	4675	C0020
5.	B.Com (III & IV Semester)	8910	4800	C0020
6.	B.Com (V & VI Semester)	8760	4650	C0020
7.	B.LIS. (I & II Semester)	9405	8280	C0070
8.	B.Ed. (I & II Semester)	19286	12735	C0080
9.	B.Ed. (III & IV Semester)	18185	13285	C0080
10.	PGDCA (I & II Semester)	18494	12435	C0110
11.	PGDDM&CS (I & II Semester)	12235	3955	C0230
12.	PGDGC (I & II Semester)	12235	3955	C0250
13.	PGDLAN (I & II Semester)	12235	3955	C0130
14.	PGDHRD (I & II Semester)	10970	5145	C0120
15.	PGDHFWE (I & II Semester)	10970	5145	C0140
16.	PGDMC (I & II Semester)	10598	5090	C0100
17.	PGDST (I & II Semester)	10510	4760	C0160
18.	Certificate Courses in Women Studies	8725	-	C0180
19.	Certificate Courses in Vivekananda Studies	5285	-	C0190
20.	Certificate Courses in Corporate Security, Safety & Fire Protection Management	5500	-	C0240
21.	M.A. (I & II Semester)	11300	5475	C0040
22.	M.A. (III & IV Semester)	9900	5675	C0040
23.	M.Com (I & II Semester)	11300	5475	C0030

24.	M.Com (III & IV Semester)	9900	5675	C0030
25.	M.B.A. (Executive) (I & II Sem.)	28232	21755	C0090
26.	M.B.A. (Executive) (III & IV Sem.)	26675	22705	C0090

Note: The Students are required to pay the following fee as applicable to them along with above-mentioned fee:

- 1) Continuation Charges= Rs. 100/- (To be paid by only those candidates who are already registered with this University).
- 2) Registration Fee= Rs. 200/- (To be paid by those candidates who are not already registered with Panjab University).
- 3) Eligibility Fees= Rs. 75/- (To be paid by those candidates who have passed the lower examination from the University/Board other than Panjab University).
- 4) Migration Fees= Rs. 400/- (To be paid by those candidates who have passed lower examination from other University and Boards except CBSE, ICSE, PANJAB, HARYANA & HIMACHAL BOARD).
- 5) Special Fees = Rs. 275/- (To be paid only by those candidates who apply for admission from a place outside the jurisdiction of PU (i.e. Distt. Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur, and Chandigarh are in jurisdiction of Panjab University).
- 6) **Practical Fees for those who opt for the following subjects in B.A.**
 - i) Psychology= Rs. 1240/-
 - ii) Defence and Strategic Studies= Rs. 840/-
 - iii) Geography= Rs. 420/-
 - iv) Fine Arts= Rs. 400/-
 - v) Computer Science= Rs. 400/-
 - vi) Music Vocal= Rs. 400/-
 - vii) Music Instrumental= Rs. 400/-
 - viii) Home Science= Rs. 400/-
- 7) Rs. 300/- will be charged from each student as online admission fee except for SC/ST/PWD, for these candidate's fee is Rs. 150/-.
- 8) Admission form fee of Rs. 75/- to be charged only for the courses, if any, the admission to which is not online.
- 9) Rs. 500/- will be charge as counselling fee in cash from M.B.A.and B.Ed Students.

Detail of Fee Structure is available at <https://usol.puchd.ac.in/show-noticeboard.php?nbid=1>

Mode of Payment Only for Balance fee, if any:

In case there is any balance fee intimated by USOL only, such fee is to be deposited as per following directions:

- Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh or at any Post Office all over the Country.
- Fee can also be deposited through Bank Draft. The Bank Draft should be made in favour "**Registrar, Panjab University, Chandigarh**" payable at State Bank of India, Sector 14, Chandigarh.
- Fee can also be deposited "ONLINE" through Net Banking/Debit/Credit Cards/Post Office.**

- Fee can also be deposited through online Fee Payment website (<https://payonline.puchd.ac.in/>)

To Pay Balance, Fee Online ,if any, Following Steps Are Given Below:

Log on to <https://www.onlinesbi.com/>

- Click on “**State Bank Collect**” Link in home page
- Read Disclaimer Clause and click on check box to proceed for payment.
- Select **State** of Corporate/Institution: “**Chandigarh**” from the drop down menu.
- Select **Type** of Corporate/Institution: “**Educational Institution**” from the drop down menu and Click on ‘**Go**’ button
- Select Educational institution name “**USOL**” from the drop down menu and Click ‘**Submit**’ button.
- Select Payment Category “**USOL**” from the drop down menu and Click ‘**Submit**’ button
- The State Bank Collect Payment page of USOL will appear, **fill the particulars (Input details in the page Example - Name, Father’s Name, Course, Fee amount, Date of Birth, mobile number etc.)** and Click ‘**Submit**’ button.
- The State Bank Collect payment verification page will appear. Click on the ‘**Confirm**’ button after verifying the payment details to proceed further.

Submit the e-Receipt of transaction Code of Bank.

- The State Bank Multiple Option Payment System page is displayed with following options:

<p>(a) Net Banking</p> <ul style="list-style-type: none">o State Bank of India.o Other Banks including Associate Banks.	<p>(b) Card Payments</p> <ul style="list-style-type: none">o State Bank ATM-cum- Debit Cardo State Bank ATM-cum- Debit Cardo Other Banks Debit Cardso Credit Cards
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Important Note:

- The students are advised to keep the photocopy of University Fee Receipt.
- 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.

Refund of Fee (specific provisions):

- If a student is not enrolled because he /she has not paid full or part of his/her fee by the prescribed date, the amount paid by him/her, if any, shall not be refunded.
- If a student is not enrolled because he/she has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his/her fee shall not be refunded.
- If a student drops out in the middle of the course, the fees paid by him/her, shall not be refunded.
- If a student is found ineligible the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her.
- Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by USOL in this behalf failing which the request will not be entertained.

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FEE CONCESSIONS & RESERVATIONS IN ADMISSIONS



- [Fee Concessions](#)
- [Students Aid Fund](#)
- [Freeship for SC/ST](#)
- [National E-Scholarship](#)

FEE CONCESSIONS

The following categories of students are given fee concessions:

- **University employees** (both in service and retired) or one child is exempted from the payment of full tuition fee, 2nd Child and others exempted for half tuition fee as per rules (except self-financing courses).
- **University employees (both in service and retired) and their wards** are exempted from the payment of 25% of tuition fee in self-financing courses.
- **Wives, children and members of the Defence/Para Military forces** who are permanently disabled or killed during action are exempted from the payment of tuition fee only, in case they submit a certificate to this effect from the appropriate authority.
- **Brother-sister fee concession** is given to younger sibling. Elder sibling pays his/her full fees while his/her younger sibling is offered half tuition fee concession. (P.U.Calendar Vol. III 2016 at page 657). There will be no brother-sister Tuition fee concession for self-supporting/ financing courses like MBA(Ex), B.Ed., PGDCA and PGDMC.
- **Blind students** and Person with Disability (PWD) are exempted from payment of tuition fee and admission fee in respect of all examinations.
- **Children of the persons killed in November 1984 riots** and terrorist violence in Punjab are entitled for exemption from all the charges as per Punjab Government decision. (except for self-financing courses). For detail visit link : http://dcdc.puchd.ac.in/downloads/NewsAndEvents/_90770623-.pdf
- **Exemption in fee for wards of martyrs/permanent disabled** (up to 80% leading to incapacitation) **of Kargil war** who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family. (Except for self-financing courses).

Students under Kashiri Migrants, 1984 riot victims and Rural and Border area visit link given below:
http://dcdc.puchd.ac.in/downloads/NewsAndEvents/_90770623-.pdf

STUDENTS AID FUND

For deserving and needy students, financial assistance is available from Student Aid Fund, maintained by the University.

1. Income certificate from a competent authority, which shall mean the Executive Magistrate, Tehsildar or the employer as the case may be, is must for availing Student Aid Fund.
2. Those students would be eligible for student aid fund second time, if her/she secure at least 50% marks in the previous examination.
3. Full fee will be charged from the Economically Weaker Students (EWS) at the time of admission and financial assistance will be provided to such students as per income slab.
4. Students covered under Self-Finance courses are not entitled for availing Student Aid Fund.

Slab of Annual Family Income from all sources All Teaching Departments-

All Teaching Departments- USOL / VVBIS & IS Hoshiarpur	1. Nil Income	Amount to be disbursed to a student as approved by the Vice-Chancellor on the recommendation of the Committee depending upon the number of applicants and available funds for each academic year.
	2. Up to 1,00,000/-	
	3. 1,00,001 to 3,00,000/-	
	4. 2,00,001/- to 4,00,000/-	

The amount of help given to a student under this scheme in an academic year shall be decided by the Syndicate from time to time. (Vide Syndicate Para 44 1/15/28/29-05-2016)

The **Specimen** of Form is appended in the prospectus (Form- A) and available in specimens at usoladmissions.puchd.ac.in

Note: -Students covered under Self-Financing courses are not entitled for availing Student Aid Fund.

FREESHIP FOR SC/ST

A. PMS Norms/Guidelines for SC students of Punjab State only:

- (i) **For Normal courses:-**Tuition fee and other non-refundable charges have not been charged, except refundable component such as Library security etc. from the SC students belonging to Punjab State studying or taking admission in normal courses, at the time of admission (having annual family income not more than Rs. 2.50 lac are eligible for Post Matric Scholarship Scheme)
- (ii) **For Self-Financing Courses:-**Such Students must deposit only 25% of the fee of the respective semester (excluding examination fee) at the time of admission.

Note: - It is pertinent to mention here that the eligible students, getting the benefit of fee exemption, are required to fill the Post Matric Scholarship application form. The Chairperson/Directors of all the Teaching Departments are requested to get all the formalities completed by eligible SC students, belonging to Punjab State and their Post Matric Scholarship forms along with supporting documents duly checked, verified and countersigned (with office seal) may be sent to the office of SC/ST Cell by 30.09.2020 for onwards submission to the District Welfare Department Punjab at Chandigarh, before due date, Related filling up and submission of Post Matric Scholarship form from the concerned students may be taken at the departmental level at the time of admission along with undertaking (Annexure-

l).Respective department is fully responsible and accountable to ensure that such students must submit PMS form along with undertaking before due date.

B. For Other states :(SC/ST/BC/OBC Students of Other students belonging to states other than Punjab i.e. Haryana, Chandigarh, H.P., J.& K, UP, Bihar etc.)

SC/ST/BC/OBC categories of students belonging to other states (except Punjab) , studying or taking admission in normal as well as self-financing courses of the Teaching departments of Panjab University and its Regional Centres belonging to States other than Punjab (i.e. Chandigarh, Haryana, Himachal Pradesh, J&K, Bihar, Rajasthan. etc.) who are eligible and applied for Post Matric Scholarship (PMS) through online , **such students are required to pay essentially the full fee at the time of admission.** Their fee would be reimbursed by their respective states welfare departments directly into such students bank account through online banking management system after duly submission through departments and further processing of their PMS scholarship form on time (i.e. before due date) by the respective state welfare division.

Important Note: They are also required to fill up the Post Matric Scholarship application form before due date which is mandatory for such students who want to take the benefit of reimbursement of claim of fee paid by them at the time of admission. The Chairperson/H.O.D. of all the Teaching Department are requested to get all the formalities completed by eligible students, belonging to states other than Punjab and hard copies of their Post Matric Scholarship forms along with supporting documents duly checked, verified and countersigned (with office seal) may be sent to the office of SC/ST Cell by 30.09.2020 for onwards submission to the District Welfare Officer of the concerned state. The fee will be reimbursed by the respective/concerned state government directly into the bank account of students through Online Banking Management System. Individual student is fully responsible to ensure to submit the same to the office of SC/ST Cell before due date.

C. Documents/ Certificates which are compulsory required to be attached with the the Post Matric Scholarship application form for the Session 2020-21

- Original Income Certificate.
- Photocopy of SC/ST/BC certificate. (Self-attested)
- Photocopy of Punjab Domicile/Permanant Residence certificate (Self-attested)
- Photocopy of last examination passed Certificate. (Self-attested)
- Photocopy of Bank Accounts Pass book showing clearly Bank Account No. and IFSC Code in the name of concerned student (Self-attested)
- Photocopy of Aadhaar Card (Self attested)
- Undertaking/affidavit

*** Bank Account Number of the students must be seeded/linked with the Aadhaar Number.**

IMPORTANT NOTE:-Students availing the freeship for SC/ST category will be required to pay the **Online Prospectus Charges** (Rs. 200) and **Refundable Library security** (Rs. 880/- for Under Graduate, Rs.1100/-for Post Graduate Courses, (if already not paid) Rs. 1100/- for PG Diploma Courses)

INCOMPLETE APPLICATION FORM AND INFORMATION WILL NOT BE ENTERTAINED.

Scheme of Post Matric Scholarship for OBC Students by the Government of India/State Government/U.T. Administration:

Those candidates belonging to OBCs so specified isn relation to the State/Union Territory to which the applicant actually belongs, i.e. is permanently settled, who have passed the Matriculation or higher

secondary or any higher examination of a recognized university or Board of Secondary Education and who belong to a family having income not exceeding Rs. 1 lac per annum are eligible for Post Matric Scholarship for OBC Students. Students have to apply for this scholarship by filing up the application form available at the respective websites of the State governments and process it through the Chairperson of University department.

Important: In case a candidate is not found to be eligible for Freeship/Fee concession after verification of document by USOL, the candidate has to pay the full fee.

If the candidate does not pay the fee, his/her candidature will be cancelled and cannot claim refund in any case.

NATIONAL E-SCHOLARSHIPS

National Scholarships

At present, the current list of On Board Scholarship Schemes is available at Website www.scholarship.gov.in under National Scholarship Portal. Students are required to register themselves and upload the required documents with the help of their own unique login ID and password.

The students may avail the following scholarships from various Government bodies. For this they have to download the scholarship form from the concerned website and fill it properly and get it countersigned from the Chairperson of USOL.

A. Ministry of Minor Affairs

1. Post-Matric Scholarship Scheme for Minorities.
2. Merit-Cum-Means Scholarship For Professional and Technical Courses CS

B. Department of Empowerment of Persons with Disabilities

3. Post-Matric Scholarships for Students with Disabilities

C. Ministry of Labour and Employment

4. Financial Assistance for Education of the wards of Beedi/Cine/IOMC/LSDM Workers- Post Matric

D. Department of Higher Education

5. Central Sector Scheme of Scholarship for college and University Students.

E. WARB, Ministry of Home Affairs

6. Prime Minister's Scholarship Scheme for Central Armed Police forces & Assam rifles.

F. RPF/RP SF, Ministry of Railway

7. Prime Minister's Scholarship Scheme for RPF/RPSF

Students from Departments/Institutions/ Centres/ Constituent Colleges of Panjab University may register themselves at this site to apply for the scholarship scheme, according to their eligibility. Students will get their application Id from the site and upload the required data and their supporting documents with the help of their own application Id and password.

The following documents are mandatory required to be uploaded along with the online applications for any of the above said scholarship schemes:

1. Printout of Scholarship Application, completed in all respect.
2. Passport size photo of the student
3. Institutional Verification Form
4. Self-attested photocopy of Residential Certificate
5. Annual Family Income Certificate
6. **In case of Fresh Scholarship Applicant:** Copy of self-attested certificate of 'Previous Academic Mark sheet' as filled in the form
In case of Renewal Scholarship Applicant: Copy of self-attested certificate of 'Previous year Mark sheet' as filled in the form
7. Self-attested copy of the fee receipt of current course, deposited by the student in the department at the time of admission
8. Annual fee detail for both the semesters of current academic year (to be provided by department)
9. Self-attested photocopy of AADHAAR Card
10. Self-attested photocopy of Bank Account passbook in the name of student linked with Aadhaar Card

Students will submit the hard copy of scholarship application form along with their supporting documents to their respective teaching departments/Institutions/ Centres/ Constituent Colleges of Panjab University and the Chairperson/HOD of the respective teaching departments/Institutions/ Centres/ Constituent Colleges are required to verify the student's Scholarship Application Form i.e. (Institutional Verification, Annual Course Fee, Previous Class percentage and other supporting documents etc.) and send the same to National E-Scholarship Section of SC/ST Cell, Aruna Chandra Hall, 1st Floor, Room No. 2016 for approval and further processing.

It is also advised to visit regularly on the website <http://scholarships.gov.in> for other new scholarship introduced by the Govt. of India from time to time, so that maximum number of students of the university can avail the benefit by applying for scholarship/s according to their eligibility.

Cash Reward for the children of Safai Karamchari of Chandigarh Administration

To encourage the children of Safai Karamchari for higher studies and as incentive to such children who performed well in Matriculate or Secondary level in 2020, application are hereby invited under scheme called "Cash Award for Children of Safai Karamcharis" from the eligible candidates as per following eligibility criteria.

Eligibility Criteria

Applicants/Students fulfilling the following criteria shall be eligible for benefit under the scheme:

1. The parents of the applicant should belong to Scheduled caste category and should be residing in Chandigarh for last 3 years.
2. Either both parents of the applicant should be Safai Karamcharor an employee of the Department/Board/Corporation of Chandigarh Administration/other Governments/Private Sectors on regular/temporary/on daily wages/adhoc/on DC Rates/on outsourced or through contractor or Private Safai Karamcharis.
3. Total Annual Family Income of Parents should not exceed 2, 50,000/-.

4. The Applicant should have passed 10th or 12th in first attempt from any school having 50% marks or above.
5. The Applicant must have taken admission into the Higher Class/Course in any of the Government/ Government aided/ Professional Educational Institutions/ Colleges/ Schools.
6. Application for benefit under the Scheme must be supported by requisite documentary proof such as the Employer's Certificate from the Department where his/her parents are employed to the effect that his/her parents is/are Safai Karamchari in office/Board/Corporation of the Chandigarh Administration/Other Governments/Private sectors at least for the last 1 year, the copy of 10th or 12th Pass Certificate, copy of Birth Certificate etc. The authenticity of Employer's Certificate is subject to verification by Chandigarh Scheduled Castes, Backward Classes and Min. Fin. Dev. Corpn.Ltd from the concerned issuing authority.
7. In case of Private Safai Karamcharis, a Certificate should be issued by the Managing Director, Chandigarh Scheduled Castes, Backward Classes and Min. Fin. Dev. Corpn. Ltd on the basis of the Self-Declaration by the Applicant with supporting documents which should be verified by the Field Officer/ Committee of the Corporation or recommended by the area Councilor.
8. The award will be given to the eligible students applicants on the basis of performance of 12th class as under:

Sr. No.	Marks obtained by the child	Award
1.	50% or above	Rs. 30,000/-

Procedure for applying

- The applicant should apply in the prescribed format along with the required documents latest by 10.10.2020 .The application received after 10.10.2020 shall not be entertained.
- The Chandigarh administration can at any time relax or change any of the conditions of the scheme.
- Benefit applied and obtained under the scheme on the basis of false information/documents by the applicant shall make the applicant liable for criminal action without prejudice to other remedies.
- The applicant form can be obtained Free of cost from the Office of Corporation on any working day between 9 am to 5 pm.

Check list of the required documents

- Attested application form recommended from school/institution.
- Detailed marks sheet of 10th or 12th standard.
- Residence proof (last 3 years)
- Caste certificate
- Photograph duly pasted on the application form.
- Declaration/Recommendation (Part –II form) the school/institution where the candidate has taken admission after 10th or 12th.
- Declaration of the Head of the department/Office (Part –III form)
- Birth certificate of the applicant
- Proof that the student has cleared the exam in first attempt (Certificate from school as per specimen attached)

It is therefore requested that the application form of students duly checked, verified and countersigned by the chairperson/H.O.D. of the department/Institute/Centre (with office seal) along with required documents may be sent to the office of SC/ST cell before 30.9.2020, so that the same could be sent to the quarter concerned well in time.

PART -II
RECOMMENDATIONS OF THE HEAD OF INSTITUTION

Certified that Sh. _____ S/o Sh./Smt _____ has
been admitted in _____ class/course in this institution on
_____. This institution is affiliated to the Board/University of
_____ and/or is approved/recognized by the Govt. of

Signature of head of the School/Institution

Name _____

(In block letters)

PART -III
DECLARATION FROM EMPLOYER

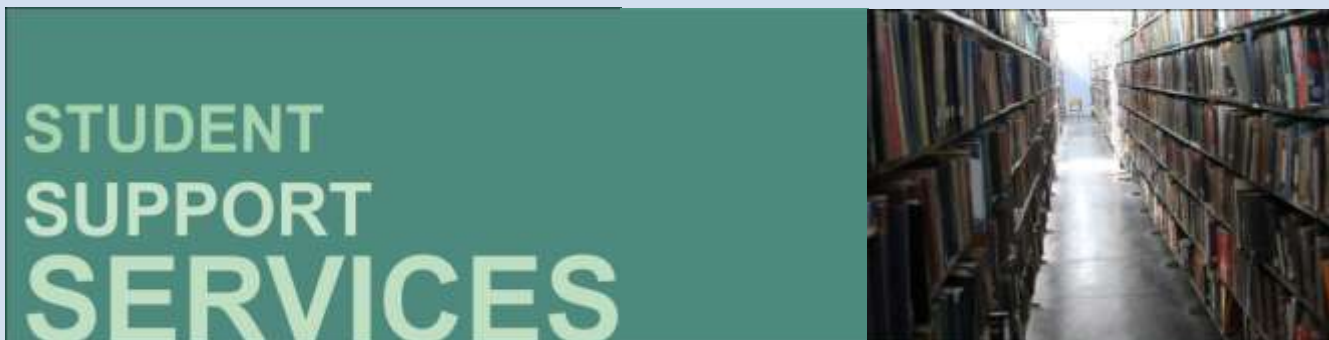
Certified that Sh./smt. _____ S/o, W/o. Sh. _____ is
working as _____ on regular/temporary/on daily wages/adhoc/on DC Rates/on outsourced
or through contractor in the office/board/Corporation of _____ Chandigarh Administration
since _____ and drawing total salary of Rs. _____ per month.

Dated _____

Signature Head of the department/Office

(With Complete address)

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- [Library Facility](#)
- [Educational Media Centre\(EMC\)](#)
- [Placement and Guidance Cell](#)
- [Grievance Cell](#)
- [SC/ST Cell](#)
- [Students Support Services Cell](#)

Library Facility

USOL maintains a richly stocked library, meant exclusively for the teachers and students of this institution. Housed on the first floor of USOL building, it has on its shelves more than 1, 00,000 books of text, reference and of general nature. In addition, good number of journals, magazines and newspapers are subscribed to.

(i) **Lending Facilities:-**The books are issued for a period of one month. For the outstation students, books are sent under 'Postal Library Service' for two months and postal charges for sending are borne by USOL. The number of books that can be borrowed by a student at one time is as follows:

P.G. Classes.....	4 books
U.G. Classes	3 books
Diploma/Certificate Courses.....	3 books

(ii) **Book Bank:** USOL library also maintains richly stocked book bank mainly comprising of text books for students. Poor students of USOL whose total family income from all sources is less than Rs. 10,000/- per month can borrow two books for the entire session from the Book-Bank. For details, students can write directly to the Assistant Librarian, USOL.

(iii) **Membership:** Students can take membership of USOL library by bringing enrolment card and one stamp size photograph.

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

(v) **Refund of Library Security:** For the session 2019-20 last date for the library security refund form submission will be 30.4.2021 and for the current session i.e. 2020-21 last date for the submission of library security refund form will be 30.4.2022. (Form will be available in appendix as well as on the notice

board of USOL).The Library security refund form should accompany the photocopy of Bank Account Passbook showing A/C No., Name of Bank and IFSC Code as the refund amount will be transferred to the Bank A/C directly.

Contact:

Email- librarianusol@pu.ac.in

Ph no.0172-2534303

Asstt Librarian: 9815090214

Educational Media Centre (EMC)

With a vision of widening access to learning and enhancing the quality of education to an increasing population of distance learners, Educational Media Centre (EMC) was set up in the year 1988 at DCC (now USOL). Mandated to integrate evolving distance education techniques and latest communication technologies, the EMC still continues striving to augment the learning experience of distance learners and strengthening the student instructional process through its in-house wing and its activities. Besides providing infrastructural and technical support for facilitating multimedia learning, the EMC has produced 8 video programmes and 325 audio programmes of its own. Faculty of USOL is facilitated with teaching-learning material and equipments such as overhead projector, slide projector, LCD projector, Episcopes, Sound system and Laptops during PCPs and events. USOL students benefit from over 200 audio programmes available for free duplication.

The EMC is also handling Post Graduate Diploma in Mass communication (PGDMC) through its resources and is also contributing in FDP activities by organizing Audio-content Development workshops. In the last three years, two such workshops have been organized. The EMC facilities and services are liberally utilized by USOL faculty and students.

Contact:

Mr. Sunil Dutt,

EMC Room No. L2, First Floor, USOL

Ph no.9467053963,

Email.:sunil@pu.ac.in

Placement and Guidance Cell

USOL has set up a Placement and Guidance Cell for its students with an aim to facilitate the process of placement for its beneficiaries by providing Guidance and Counseling. Students can download the "Placement Guidance Form" and visit at P.U., USOL website <http://usol.puchd.ac.in/>

The Placement and Guidance Cell has been created in USOL with the following members:

1. Prof. Harsh Gandhar (**Convener**) Ph.- 2536131 Email.:hgandhar@gmail.com
2. Prof. Geeta Bansal
3. Dr. Reena Rani Chaudhary
5. Sh. Harmail Singh
6. Dr. Kamla
7. Mrs. Sangeeta Malhotra

Placement and Guidance Cell makes efforts to:

- (i) Organize personality development programs for its registered beneficiaries;
- (ii) 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
- (iii) Organize an Annual Educational Fair.

The students enrolling in the terminal classes B.A. /B. Com (IIIrd year) M.A./M.Com./MBA and Diploma Courses in USOL may get themselves registered with the Placement and Guidance Cell.

Grievance Cell

Grievance Cell comprising of the following members has been created in USOL with an aim to address and resolve any complaints/grievances lodged by the students. Students are free to send their Grievances to the convener of the cell. They can also drop their complaints in to the Complaint drop box placed near the reception of USOL.

- | | | |
|--------------------------------|---|-------------------|
| 1. Dr. Neeru (Convener) | Ph.- 2534312 Email.:neeru.pu@gmail.com | |
| 2. Dr. Sheena Pall | 3. Prof. Kuldip Puri | 4. Dr. Manju Gera |

SC/ST Cell

SC/ST Cell comprising the following members has been created in USOL with an aim to resolve the issues of SC/ST students, if any:

- | | | |
|--------------------------------|------------------------|--------------------------------------|
| 1. Dr. Rajni (Convener) | Ph.- 2534279 | Email.:rgmsociology@gmail.com |
| 2. Mrs. Ravinder Kaur | 3. Dr. Anil Kumar | 4. Dr. Parveen Kumar |
| 5. Prof. Sheena Pall | 6. Prof. Swinder Singh | 7. Dr. Manju Gera |
| 8. Mr. Sucha Singh | | |

Students Support Services Cell

- | | | |
|--|----------------------|---------------------------------------|
| 1. Dr. Kamla(Convener) Ph.- 2534330 | | Email.: kamlasadhu15@gmail.com |
| 2. Dr. Manju Gera | 3. Mr. Sucha Singh | 4. Mrs. Ravinder Kaur |
| 5. Dr. Kuljeet Kaur | 6. Mr. Harmail Singh | 7. Richa Sharma |

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EXTRA CURRICULAR ACTIVITIES



- [Creative Writing Competition](#)
- [USOL Magazine](#)
- [Hunar](#)
- [Sports Meet](#)
- [Workshops](#)

USOL provides its distance learners some good opportunities to tap their creative potential. Talent in various forms is an integral part of every individual and USOL gives suitable platform to its students to showcase their talent. USOL has always believed that our distance learners are equally endowed with unique potentials and they must get adequate opportunities at befitting extra-curricular platforms to showcase their prowess and creative talents.

Creative Writing Competition

In order to hunt and chisel the writing skills of students, USOL organizes three competitions every year. Their details are as follows:-

A. Essay Writing Competition

The topics for this year's contest are as follows:

English

1. Labour Migration at the time of COVID-19
2. Changing Modes of Teaching-Learning in the times of COVID-19
3. India's Struggle with Cyclones, Earthquakes, and Locust Swarm
4. Death Sentence: Ethical or Unethical/Right or Wrong
5. The Uncensored Language of Web-Series: Right or Wrong
6. Renewable Energy: Necessity and Importance
7. Changing Roles of Women in Indian Cinema
8. Struggles of Transgender People in India
9. "Old age hath yet his honour and his toil": Comment
10. Child Rights in the Indian Family Structure

Hindi

1. कोरोना-काल में श्रमिक पलायन
2. अध्ययन-अध्यापन के बदलते रंग : कोरोना के संग
3. चक्रवाती तूफानों, भूकंपों और टिड्डी दलों से जूझता भारत
4. मृत्युदंड : कितना उचित, कितना अनुचित
5. वेब धारावाहिकों (वेब सीरीज़) की भाषा : कितनी उचित, कितनी अनुचित

6. अक्षय ऊर्जा : सहता और आवश्यकता
7. हिंदी-सिनेमा में स्त्री की बदलती छवि
8. तीसरे लिंग की संघर्ष-यात्रा
9. उम्र कोई बंधन नहीं
10. भारतीय परिवार-व्यवस्था और बाल-अधिकार

Punjabi

- 1 ਕਰੋਨਾ ਕਾਲ ਵਿਚ ਮਜ਼ਦੂਰਾਂ ਦਾ ਪਲਾਇਨ
- 2 ਕਰੋਨਾ ਨੇ ਬਦਲੀ ਅਧਿਆਪਨ ਅਧਿਪਨ ਦੀ ਪ੍ਰਕਿਰਿਆ
ਜਾਂ
ਅਧਿਐਨ ਅਧਿਆਪਨ ਦੇ ਰੰਗ : ਕਰੋਨਾ ਦੇ ਸੰਗ
- 3 ਚੱਕਰਵਾਤੀ ਤੂਫਾਨਾਂ; ਭੂਚਾਲ ਅਤੇ ਟਿੱਡੀ ਦਲ ਦੇ ਹਮਲਿਆਂ ਨਾਲ ਜੁਝਦਾ ਭਾਰਤ
- 4 ਮੌਤ ਦੀ ਸਜ਼ਾ : ਉਚਿਤ ਜਾਂ ਅਣਉਚਿਤ
- 5 ਵੈਬ ਸੀਰੀਜ਼ ਦੀ ਭਾਸ਼ਾ : ਕਿੰਨੀ ਉਚਿਤ; ਕਿੰਨੀ ਅਣਉਚਿਤ
- 6 ਨਵਿਉਣਯੋਗ ਊਰਜਾ (Renewable Energy) : ਮਹੱਤਵ ਅਤੇ ਲੋੜ
- 7 ਹਿੰਦੀ ਸਿਨੇਮਾ ਵਿੱਚ ਐਰਤ ਦੀ ਬਦਲਦੀ ਪੇਸ਼ਕਾਰੀ
- 8 ਤੀਜੇ ਲਿੰਗ ਦੀ ਸੰਘਰਸ਼ ਯਾਤਰਾ
- 9 ਉਮਰ ਕੋਈ ਬੰਧਨ ਨਹੀਂ
- 10 ਭਾਰਤੀ ਪਰਿਵਾਰ ਵਿਵਸਥਾ ਅਤੇ ਬਾਲ ਅਧਿਕਾਰ

B. Story Writing Competition

Students can submit a self-composed story on a topic of their choice pertaining to their experience.

C. Poetry Writing Competition

Students can give any (self-composed) poem on a topic of their choice.

Note: Declaration Form is available at Page No. 142 (Form- C)

Guidelines for Essay, Story and Poetry Writing Competitions:

1. A student may submit only one entry each in essay, poetry and story writing in one language. The Student can choose to write in English, Hindi or Punjabi.
2. The word limit for essays in Hindi, Punjabi or English is 1200 words
3. Entries for the competition should be type-set or neatly hand-written on one-side of the foolscap papers.
4. Entries adjudged 1st, 2nd and 3rd may be published in USOL Magazine.
5. While sending the entries for the Competition, students are requested to write 'Entries for Competition' in Capital Letters on the envelope containing the entry and the same must be accompanied by a certificate of originality. Soft copies of entries be sent via **e-mail: usol@pu.ac.in** or by POST addressed to the Chairperson, USOL, P.U. Chandigarh mentioning Entry in a particular competition.
6. Poems, Short-stories and Essays should not be offensive to religious or caste sentiments of any community.
7. The entries should reach the Chairperson, USOL by 15-02-2021.

8. Decision of the judges regarding results of the said competitions will be final.
9. Entries submitted in each competition must be original. Students should send declaration form along with their entries.

USOL Magazine

USOL brings out a magazine every year for the students. It provides a forum for the distance learners for self-expression and helps them in promoting their talent for creative writing. USOL Magazine Invites Poems, Short Stories, Essay and informative pieces. All entries sent must be original.

Students can also participate in two new features, i.e. **Interviews** and **Title cover**.

Interviews

Interested students can interview any eminent personality, compose a write up and submit their entry in English, Hindi or Punjabi language for each interview limit is 1500 words only. Participant should also submit 2 photographs with the interviewed personality.

Title cover contest

Creative and aesthetically appealing Title Cover Design entries for USOL Magazine: 2020-21 are invited from interested students of USOL. The best design entry will be awarded a prize and adopted as the official Title Cover of USOL Magazine for Session 2020-21. Two more commendable entries will also be duly awarded for their valuable contribution.

Size: 7"x9"

Colour: 4 colour

Submission: All entries (Hard Copies) should reach the Editor-in-Chief positively by Feb 15, 2021. Soft copy of all entries should also be mailed to ***email:usol@pu.ac.in***

Editorial Board:

Patron	:	Prof. Madhurima Verma
Editor in Chief	:	Prof. Neeru
Editor	:	Section
1. Dr.Rajesh Jaiswal	:	English
2. Dr.Parveen Kumar	:	Punjabi
3. Prof. Harsh Gandhar	:	Social Science

Important Note: -

Last date for submitting All Entries : 15 February, 2021(Monday)

HUNAR

Every year USOL organizes a Multi-format cultural event- HUNAR, offering its distance learners an excellent opportunity and a generous platform to showcase their performative skills and oratorical excellence. The event features open contests for USOL students in different genres: a) Poetry Recitation b) Declamation c) Poster making d) Photography and e) Rangoli making f) Extempore etc. The pageant of creativity- HUNAR is ordinarily held in the month of February every year but the registration for participation in various contests commences a few weeks before usol.puchd.ac.in is the website to check for all updates. Like in the past, in the future also new genres could be added to the existing assortment of contests. Eminent artists, veteran authors and seasoned

creative professionals who grace various events share their creative accomplishments and provide useful tips to the participants.

Sports Meet

Every year USOL organizes an annual sports meet in the month of March. In this day-long event, sport enthusiast distance learners, staff and faculty members participate with great fervor. While there are serious contenders who participate in regular Athletic-contests such as 400 mt. race, 100 mt. sprint, long jump and high jump; fun-games like tug-of-war, three legged race, backward-walk and sack race draw maximum participation.

Workshops

The Placement and Guidance Cell organizes workshops for Distance Learners for enhancing their employability skills. Students also benefit from Industrial visits and Industry-Academia interfaces.

Motivational functions such as the prize distribution function and convocation are regular features of student activities held at USOL. Schedule of all such activities will be notified on USOL Website i.e. usol.puchd.ac.in.

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EXAMINATION CENTERS & CITY CODES



PROVISIONAL LIST OF EXAMINATION CENTRES

B.A/BCOM: 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 Urmr, Zira.

B.Lib. Science: Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Muktsar.

Diploma/Certificate Courses: Chandigarh, Ludhiana.

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

M.A.: (i) **Public Administration:** Chandigarh, Ludhiana.

(ii) **Other Subjects:** Abohar, Chandigarh, Ferozepur City, Gurusar- Sudhar, Hoshiarpur, Jagraon, Karamsar (Rara Sahib), Ludhiana, Muktsar, Sidhwan Khurd (Girls) Tanda Urmr.

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

M.B.A.: Chandigarh, Ludhiana, Hoshiarpur, Moga, Muktsar, Ferozpur

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CITY CODES OF EXAMINATION CENTRE

Dear Students, please use the following city codes while filling the Examination Form.

<u>City's Code</u>	<u>City's Name</u>	<u>City's Code</u>	<u>City's Name</u>
ABH	Abohar	KHA	Khanna
BAD	Badal	KIL	Killianwali
BUL	Bulhowal	KOT	Kottan
CHD	Chandigarh	LDH	Ludhiana
DAK	Dakha	LOP	Lopon
DAS	Dasuya	MAH	Mahilpur
DHU	Dhudike	MAL	Malout
DMK	Dharamkot	MIA	Miani
DOR	Doraha	MKT	Muktsar
FAZ	Fazilka	MOG	Moga
FER	Ferozepur City	MUK	Mukerian
FZR	Ferozepur Cantt.	NAR	Narangwal
GAR	Garhshanker	POJ	Pujewal
GID	Giddarbaha	RAI	Raikot
GRD	Gardhiwala	RAM	Ramgarh
GTB	GTB-Garh	RAT	Rattewal
GUR	Gursar Sudhar	SAM	Samrala
HAR	Haryana	SDG	Sardargarh
HSP	Hoshiarpur	SDK	Sidhwankhurd
JAG	Jagraon	SID	Sidhsar
JAL	Jalalabad	SUK	Sukhanand
JHA	Jhar Sahib	TAL	Talwara
KAM	Kamalpura	TAN	Tanda
KAN	Kandhala Jattan	ZIR	Zira
KAR	Karamsar		

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STEPS TO FOLLOW



Steps to Follow for Submission of Admission-cum-Examination Form **(Except MBA Executive Semester -I and B.Ed Semester-I)**

Before registering yourself, please go through the following schedule of admission process and read the relevant information provided in the prospectus for course eligibility, subjects etc.

1. Select the Course of your Choice and completely fill the Admission-cum Examination Form.
2. Submit the Form and note down your Login Id and Password.
3. Login with your username/password at <http://usoladmissions.puchd.ac.in/>
4. Pay Fee online by Debit Card, Credit Card or Net Banking. Fee can also be paid through Post Office in any Branch, after your generated post office Fee Challan. Important Note:- Fees submitted through any other mode e.g. Bank Draft , Cash Counter Receipt, Online Transaction, Pay order will not be adjusted/accepted.
5. If you pay online fee, login again immediately to complete the online process admission process. In case you pay fee through Post office generated challan, login after two days of depositing Fee at <http://usoladmissions.puchd.ac.in>.
6. Complete your admission process by uploading your scanned photograph and signature.
7. Take a printout of your complete admission cum examination form and send it to USOL along with self attested documents.

*If you pay the fee through online mode i.e. Net-banking/ Credit Card/ Debit Card, then your admission process will be completed immediately and you have to take the print out of the complete form then and there. In case the print of your form is not generated, this means your online transaction has failed and your payment will be refunded by concerned bank in your account within 7 days of transaction. In such a case either retry or pay the fee through fee Challan in Post Office.

If you want to pay fee through fee Challan in Post Office, then generate the fee Challan from your admission account and after 24 hours of generating this Challan, deposit the requisite fee mentioned in the fee challan in any Branch of Post Office.

Note: - Fees submitted through any other mode e.g. Bank Draft, Cash Counter Receipt, pay order will not be adjusted/accepted.

Important Note: After completing the online admission process, take the print out of the online form and immediately send the complete Admission-cum-Examination Form and Enrollment Card along with the Self-attested copies of required documents to the University School of Open Learning through Registered Post at the following address:

**The Chairperson,
University School of Open Learning,
Panjab University, Sector 14,
Chandigarh -160014**

Note: The documents should reach to USOL within 7 days of your online admission. USOL does not take the responsibility for any postal delay. Please retain the receipt issued by postal department while dispatching these documents.

Following Self-attested copies of Documents/ Certificates are required to be sent to USOL with the print out of Admission-cum-Examination Form:

- **Detailed Marks Card** of the qualifying examination on the basis of which you are seeking admission. (The original documents will be returned/sent back to you when all the formalities are completed).
- **Original Migration Certificate** if +2 Examination passed from any Board other than PSEB, HSEB, HPSEB, CBSE and ICSE New Delhi (in case of students seeking admission to B.A. /BCM Semester I)
- **Original Migration Certificate** Migration Certificate (Only for Students who have passed the lower examinations from any other University than Panjab University)
- **Character Certificate** from the Principal of the School / College last attended if it is first time admission in USOL)
- **Reserve Category Certificate**, if claiming admission against any reserve category.
- **SC/ST Certificates:** Students who availed PMS or want to avail freeship, have to attach the required documents as listed with Scholarships/freeship in this prospectus.
- **USOL Copy of generated Fee-Challan** of the Bank/Post Office.
- **Other documents in support of claim for fee concession or relaxation of minimum marks of eligibility** in case of special category etc.

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List of Holidays

List of Holidays for the Calendar Year 2020 to be observed by USOL:

1. Id-ul-Zuha (Bakrid)	August 1	Saturday
2. Janam Ashtami	August 12	Wednesday
3. Independence Day	August 15	Saturday
4. Muharram	August 30	Sunday
5. Mahatma Gandhi Jayanti	October 2	Friday
6. Agarsain Jayanti	October 17	Saturday
7. Dusshera	October 25	Sunday
	October 26	Monday
8. Birthday of Maharishi Balmiki Ji	October 31	Saturday
9. Birthday of Sri Guru Ram Dass Ji	Saturday 2	Monday
10. Diwali	November 13	Friday
	November 14	Saturday
11. Birthday of Sri Guru Nanak Dev Ji	November 30	Monday
12. Martyrdom of Sri Guru Teg Bahadur Ji	December 19	Saturday
13. Christmas Day	December 25	Friday

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UNIVERSITIES DECLARED FAKE BY UGC

Note: The candidates who have passed/appeared in the qualifying examination from any of the following universities (declared as fake by the UGC) are ineligible, as these institutions have been derecognized by the Panjab University.

1. Commercial University Ltd., Daryaganj, Delhi.
2. United Nations University, Delhi.
3. Vocational University, Delhi.
4. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110008.
5. Indian Institute of Science and Engineering, New Delhi.
6. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
7. Adhyatmik Vishwavidyalaya (Spiritual University), 351-351, Phase –I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085
8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.
9. St. John's University, Kishanattam, Kerala.
10. Raja Arabic University, Nagpur, Maharashtra.
11. Indian Institute of Alternative Medicine, Kolkatta.
12. Institute of Alternative Medicine and Research,8-A, Diamond Harbour Road, BUILTtech inn, 2nd Floor, Thakurpurkur, Kolkatta - 700063
13. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
14. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
15. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
16. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
18. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
19. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
20. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makaanpur, Noida Phase-II, Uttar Pradesh.
21. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
22. North Orissa University of Agriculture & Technology, Odisha.
23. Sree Bodhi Academy of Higher Education No. 186, Thilaspeta, Vazhuthavoor Road, Puducherry-605009
24. Christ New Testament Deemed University, #32-32-2003,7th Lane, kakumanuvarithoto, Guntur, Andhra Pradesh-5220022 and another address of Christ New Testament Deemed University,Fit No. 301,Grace Villa Apts, 7/5, Srinagar, Guntur, Andhra Pradesh-522002

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

Note: For updated list, please visit UGC website. (<https://www.ugc.ac.in/page/Fake-Universities.aspx>)

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“RAGGING IS COGNIZABLE AND IS BANNED IN ANY FORM INSIDE & OUTSIDE THE PANJAB UNIVERSITY CAMPUS”

Ingredients/forms of Ragging

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;-Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

Punishments

- Cancellation of admission.
- Suspension from attending classes and academic privileges;
- Withholding/withdrawing scholarship/fellowship and other benefits;
- Debarring from appearing in any test/examination or other evaluation process;
- Withholding Results;
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.;
- Suspension/expulsion from the hostel;- Cancellation of admission;
- Rustication from the Institution for period ranging from 1 to 4 semesters;
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period;
- Fine ranging between Rs. 25,000/- toRs. 1 Lakh;
- Rigorous imprisonment up to 3 years;
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

Student becoming a victim of ragging should immediately inform to the concerned Authority.

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Panjab University Committee Against Sexual Harassment (PUCASH)

PUCASH is constituted for a period of two years consisting of at least six members for redressal of complaints of sexual harassment of women employees/female students. The Committee is headed by a woman professor as its Chairperson and has 50% of its members as women employees. Its members include a woman counsellor and a person with legal background.

The Vice-Chancellor in anticipation of approval of the Syndicate has allowed that the following PUCASH Committee will continue to work till further orders as the new PUCASH Committee is required to be got approved from the Syndicate and the process is lengthy one and time consuming:-

1. Professor Manvinder Kaur **(Chairperson)**
Department-cum-Centre for Women's Studies & Development.
2. Professor Rajat Sandhir, Department of Bio-Chemistry.
3. Professor Yojna Rawat, USOL
4. Mrs. Poonam Chopra, Deputy Registrar (Estt.).
5. Mr. Inder Mohan , Special officer to vice Chancellor.
6. Dr. Navneet Kaur, Department of Geography.
7. Ms. Rita Kohli, Additional Advocate General, Pb. & Hry. High Court, #3008, Sector 39-D, Chandigarh.
8. Ms. Subreet Kaur, Advocate, House No. 9, Sector-9, Chandigarh.
9. Mrs. Sunita Dhariwal, #1286 C, Sector-4, Panchkula.
10. Professor Promila Pathak, Department of Botany.
11. Dr. Ameer Sultana **(Convener)**
Department-cum-Centre for Women's Studies & Development.

Details are available at <http://puchd.ac.in/pucash.php>

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FORM- A

(FORM OF APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE OUT OF THE STUDENTS AID FUND)

IMPORTANT NOTES:

The Candidate must read the following instructions before submitting the 'Student Aid Fund' form at the time of admission for the session 2020-21:

- A The affidavit duly attested by the Notary is not to be acceptable. Income Certificate from a competent authority which shall mean the Executive Magistrate, Tehsildar or the employer as the case may be is must for availing Student Aid Fund and Photocopy of Bank Passbook of the candidate.
- B Those students who got re-appear in previous examination are not eligible for getting the financial assistance out of Student Aid Fund and charged the required fee from such students.
- C These Students would be eligible for the Student Aid Fund **second time**, if he/she secure at least 50% marks in the previous examination.
- D All those students who have not filled/ submitted the examination form for the session 2020-21 and who left the course in the session are not eligible for getting the financial assistance under 'Student Aid Fund'.
- E Full fee will be charged from the Economically Weaker Students (EWS) at the time of admission and financial assistance will be provided to such students as per income slab.

1. Students covered under self-finance courses are not entitled for availing Student Aid Fund

- 2. Have you got the benefit of Economically Weaker Section, Yes/No _____ If Yes, Mention Amount _____ Receipt No _____ date _____
- 3. Name of Applicant _____ Man/Woman _____ Class _____
Enrl.No. _____ Previous Rollno and Marks (Sem I/III) _____
Out of _____ Session _____ Previous Rollno and Marks (Sem II/IV) _____
Out of _____ Session _____
- 4. a) Father's Name _____ Occupation _____
b) Name of Guardian, if father not alive/self-dependent _____
- 5. Father's/guardian monthly income from all sources _____
- 6. Total Number of dependents on applicant/father/guardian (including oneself) _____
- 7. Details of the Members of Family including the applicant.

Name	Age	Relationship with the applicant	Monthly income if employed	Dependent

Total family income _____

8. a) Is the applicant drawing any scholarship/financial aid or assistance/stipend from any Other source, Mention _____
- b) If so indicate the amount being received, name the sanctioning authority and period up to which tenable: _____
9. Has the applicant applied for financial assistance /fee concession in the capacity of
- i) Brother/sister (if both studying in this department _____)
 - ii) Dependent son/daughter or University employee _____
 - iii) Husband/Father permanently disabled or killed during action being member of (strike out which is not applicable).
 - a) Defence Forces
 - b) Para Military Forces
 - iv) Any other capacity _____
10. Mention self-Bank Account No _____, IFSC Code _____ and PassBook/self Account Photocopy along with form.

(Signature and address of the applicant)

Date _____ Mobile No. _____

FOR ADMISSION BRANCH USOL FOR VERIFICATION OF FEE AND RESULT

Before the disbursement of Student Aid Fund an UNDERTAKING be obtained from each student of the department that he/she is not availing any scholarship/stipend financial Assistance from the concerned department or any other sources moreover the same is to be certified by the Head of the department.

Name of Applicant _____ Man/Woman _____ Class _____

Enrl. No. _____ Session _____

Result: Previous Class _____ Roll No _____

Marks _____ Out of _____ Session _____

Dealing Clerk Assistant Superintendent A.R. (Admission)

Fee: University Receipt No _____ Dated _____ Amount _____

Dealing Clerk Assistant Superintendent

FOR OFFICE USE ONLY

Certified that the above Sr. No. 1 to 10 particulars have been verified and found correct.

i) Total number of dependents _____ ii) Total family members _____ iii) Eligible/not Eligible _____

Dealing Clerk Assistant Superintendent

Asstt.Registrar Chairperson, USOL

FORM- B

A Format of an affidavit on a stamp paper worth Rs. 20/- duly attested by 1st class Magistrate, to be obtained from the parents of the girl child. Specimen of affidavit for single girl child category is as under:

***SPECIMEN OF AFFIDAVIT BY PARENTS FOR ONLY GIRL CHILD CATEGORY**

I _____ (name) father/mother of Miss _____ (full address to be given) resident of _____ do hereby, solemnly declare and affirm as under:-

1. That I am a citizen of India.
2. That Miss _____ born on _____ is girl child of the deponent.
3. That the deponent has no male child.
4. That the deponent has the following children and none else:
(i) Name (ii) Sex (iii) Date of Birth
5. That neither the deponent nor the a forenamed girl child of the deponent have obtained/availed the benefit granted under this category, in this University/Institute including its affiliated colleges.

Place: _____ Deponent
Dated: _____

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 : _____

FORM- C

Very Important Note:

Students are advised to send the following certificate with each entry/article for various contests and USOL Magazine.

CERTIFICATE OF ORIGINALITY

I _____ S/o/D/o _____ Student of
Class _____ Enrolment No. _____ of the University School of Open Learning,
Panjab University, Chandigarh, hereby certify that this entry for Competition/Magazine for 2019-20 entitled
_____ is my original
composition which has not been published anywhere earlier.

Signature: _____

Name: _____

Class: _____ Enrl.No. _____

Date : _____ Address: _____

Place: _____

FORM- D

CHARACTER CERTIFICATE

Certified that student _____ son/daughter of
Shri _____ bears a good moral character.

Name of attesting authority Signature of Gazetted Officer/Sarpanch/Head of the
(in Block Letters) Institution last attended with date and office seal

**UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH**

Application for refund of Tuition/Examination Fee/Excess Amount, if any

A. Particulars of the Applicant:

1. Name.....2. Father's Name.....(In Capitals)
3. Class.....4. Session.....5. Enrollment No.....
6. University Receipt No (Attach Fee Slip)..... Dated..... Amount.....
(with which the amount was deposited)
7. Applicant Bank A/C No.IFSC Code
(Attach Passbook page bearing Account No and IFSC Code)
8. Amount of refund claim: Rs.....(Rupees.....)
9. Reason for claiming refund
.....
.....

Address of the Applicant /Candidate

.....
.....

Signature of the Applicant

Dated.....

Phone /Mobile No.....

B. (For use by the Department)

- | | |
|---|---|
| <p>I. 1. The particular at 'A' above have been Checked and found correct.</p> <p>2. The claim is in order.</p> <p>3. Remarks regarding admissibility of the Refund Claimed</p> <p>4. The refund of Rs..... may be allowed.</p> | <p>II. 1. The library membership No..... of the applicant has been cancelled.</p> <p>2. Nothing is due from the Applicant.</p> |
|---|---|

Fee Clerk/Asstt.	Supdt.	A.R.C.S./Chairperson	Library Clerk	Librarian
------------------	--------	----------------------	---------------	-----------

C. Remarks by the fee checking Section (USOL)

Fee Rs.....received vide Receipt No.....

Dated..... against enrollment No..... has been verified.

Tuition fee verification Clerk Assistant Accounts

D. Pay order by Accounts Branch

Pay Rs.....

Budget Head.....

Refund.

Budget Provision Exists.....

Clerk Asstt. Supdt.

Pay order by Audit

**UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH
SESSION – _____**

Application for refund of Library Security

A. Particulars of the application:

1. Name.....2. Father's Name.....
(In Capitals)
 3. Class.....4. Session.....5. Enrolment No.....
 6. University Receipt No.....Dated..... Amount.....
(with which the amount was deposited)
 7. Amount of refund claim: Rs..... (Rupees.....)
 8. Reason for claiming refund
.....
.....
 9. Bank A/C No.Name of the Bank
- IFSC Code(Attach the photocopy of first page of Bank Passbook)
- Address of the Applicant
-
-
-
- Phone /Mobile No.....

Signature of the applicant

Dated.....

B. (For use by the Department)

- I**
1. The particular at 'A' above have been Checked and found correct.
 2. The claim is in order.
 3. Remarks regarding admissibility of the refund Claimed.....
.....
 4. The refund of Rs..... may be allowed.

- II**
1. The Library Membership No..... of the applicant has been cancelled
 2. Nothing is due from the Applicant.

Asstt.Suptd.A.R.(USOL) Chairperson

Sr.Asstt./Library Clerk Asstt. Librarian

C. Pay order by Accounts Branch

Pay Rs.....
Budget Head ...“Library Security”.....
Budget Provision Exists.....” Yes”

Clerk Asstt, Suptd,

Pay order by Audit

Pay Order Verified

2019-2020
**APPLICATION FORM FOR GETTING AWARD UNDER THE SCHEME OF
"CASH AWARD TO THE CHILDREN OF SAFAI KARAMCHARIS"**

PART - 1

(To be filled by the applicant)

- Name of the applicant _____
- Residential Address
(Attach proof at least 3 years) _____
- Date of Birth
(Attach Proof) _____
- To which caste do you belong
(Attach proof) _____
- Have you passed 10th or 12th class in first attempt _____
- Have you obtained 50% marks or above in the class mentioned at Sr. No. V _____
- Date of passing the Class mentioned at (v) _____
- Name of the School with complete address from which you have passed the class mentioned at (v) _____
- Whether you have taken admission into the higher course/ class in any of the Govt./Govt. aided/professional Educational Institution where admitted) _____
- Name of the office/Board/ Corporation of Chandigarh Administration where you parent(S) are working. _____

Dated: _____

Signature of the applicant

DECLARATION

Certified that, I _____ S/o, D/o Sh. _____ resident of _____ do hereby solemnly affirm and declare that the information/particulars given above are correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated: _____

Signature of the applicant

(Attestation by Executive Magistrate/ Gazetted Officer/Notary Public/ Oath Commissioner)

APPLICATION FORMAT

**CASH AWARD FOR THE CHILDREN
OF
SAFAI KARAMCHARIS**

- Name in full (Block Letters) _____
- Father's Name _____
- Date of Birth _____
- Sex (indicate Male/Female) _____
- Permanent Address _____
- Correspondence Address _____
- Nationality _____
- Caste _____
- Contact No. _____
- Educational Qualification _____

Fix passport size photographs duly attested

Sr. No.	Education qualifications	Year of passing	University/ Board	Maximum Marks	Marks obtained	%age

- Annual family Income _____
- Documents attached/required:-
 - I. Proof of caste and SafaiKaramchari of Parents
 - II. Proof of annual family income.
 - III. Proof of study 10th or 12th class in first attempt having 50% or above and admission taken into higher study.
 - IV. Proof of 3 years residence.

Signature of the candidate

DECLARATION

I _____ S/o _____ R/o _____
_____ hereby declare that all the above information furnished by my Son/Daughter is true/correct to the best of my knowledge and belief & nothing has been concealed therein.

**Sign/Thumb Impression
of the Parents**

AFFIDAVIT/UNDERTAKING FOR SC/ST

I _____ S/o, D/o Smt./Sh. _____
R/o _____ do

hereby solemnly affirm and declare as under:-

- i. That I want to take admission in _____ (Class) vide Registration No. _____, Enrolment No. _____ in the Institute/Deptt. Of _____ Panjab University, Chandigarh for the Session 2020-21.
- ii. That I belong to Scheduled Caste category of Punjab State.
- iii. That I have not taken admission in other course in 2020-21.
- iv. That I have not applied for Post Matric Scholarship in other course in 2020-21.
- v. That the annual family income of my parents /guardian from all sources is less than Rs. 2.5 lac.
- vi. That I want to avail the benefit of Post Matric Scholarship Scheme of Govt. of Punjab as per norms.
- vii. That I am not availing any other scholarship for the same course.
- viii. That I shall submit the prescribed Post Matric Scholarship duly filled form along with supporting documents before due date as per my eligibility in the _____ course.
- ix. **For students studying in Self Finance Courses:** that I shall deposit the balance fee of Rs. _____ (figure) and _____ (in words) (to be filled in by the concerned department)to my department immediately within 15 days after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Govt failing which I shall be liable to pay balance fee with late fee charges as per University norms.

OR

For students studying in Normal Courses: that I shall deposit the entire admission fee including Examination Fee. of Rs. _____ (in figure) and _____ (in words) (to be filled in by the concerned department) to my department after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Govt. within 15 Days, failing which I shall be liable to pay balance fee with late fee charges as per University norms.

Deponent

Signature of Parents/Guardian

DECLARATION /VERIFICATION

Certified that, I _____ S/o,D/o Sh./Smt. _____
resident of _____ do hereby solemnly affirm and declare that the information /particulars given above are correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated: _____

Deponent

SPECIMEN

I. No.280

SCHOLARSHIP FORM NO. 1

HISTORY SHEET OF THE APPLICANT FOR POST-MATRIC/SCHOLARSHIP TO:—

Person not
eligible
should be
excluded
the applicant

*SCHEDULED CASTES
*SCHEDULED TRIBES
*DENOTIFIED TRIBES
*NOMADIC TRIBES
*SEMI-NOMADIC TRIBES

Note.— The applicant should fill in correctly the entries from 1 to 5 only. The remaining entries will be filled by the authority which awards scholarship.

Full name of the applicant
(IN BLOCK LETTERS) Shri/Shrimati/Kumari _____

Applicant belongs to— State _____
District _____
Permanent _____
Address _____

- (a)(i) Whether Scheduled Castes, Scheduled Tribes, Denotified, Nomadic and Semi Nomadic Tribes
- (c) Whether employed or not
- (a) Course of Study for which scholarship desired
- (b) Class and Course studying

Name of the institution where studying and its complete postal address

(To be filled in by the Awarding Authority)

Year of applying

Application/Folder File Number

Whether awarded scholarship

Monthly rate of maintenance charges fixed at the rate of—

Hosteller rate Rs. _____
Day Scholar rate Rs. _____

Total period for which the scholarship will be required for the completion of the course From _____ To _____

Date from which scholarship payable

Progress Chart—(This may be filled up from the year of selection onwards making thereof the renewals made till the applicant completes the course).

FRESH

APPLICATION FOR GOVERNMENT OF INDIA SCHEME OF POST-MATRIC
SCHOLARSHIP TO SCHEDULED CASTES, SCHEDULED TRIBES,
DENOTIFIED, NOMADIC AND SEMI-NOMADIC
TRIBES STUDENTS FOR STUDIES IN INDIA

(Instructions for the Applicants)

1. Before filling in the application form the applicant must carefully read the regulation of the scheme. These scholarships are for Post-Matriculation/Post-Secondary studies only.
2. This form is intended for FRESH applicants and for those who were in receipt of scholarship in the previous year but have completed a stage of education (e.g. Intermediate/Pre-University/Pre-Professional/Pre-Medical/Pre-Engineering etc.) and desire to apply for scholarship during the current year for studying a higher course of study (like Pre-University/Intermediate or M.A. after passing B.A. or M.B.B.S. after passing Pre-Medical Intermediate).
3. The applicant must submit this application duly completed to the authority prescribed for this purpose by the Government of the State/Union Territory to which he/she actually belongs/permanently settled, before the last date prescribed by that authority for receipt of these applications. Incomplete applications received after last date of receipt of applications is over are liable to be rejected. The applications should NOT be sent to the Government of India.
4. APPLICANT IS WARNED THAT IF HE/SHE SUBMITS THE APPLICATION BY GIVING FALSE STATEMENT, WRONG DECLARATION OF CASTES, INCOME ETC. OR OTHERWISE OBTAINS SCHOLARSHIP, THROUGH FRAUDULENT MEANS HE/SHE WILL BE BLACK LISTED AND DEBARRED FOR SCHOLARSHIP FOR EVER UNDER THIS OR ANY OTHER SCHOLARSHIP SCHEME, THE SCHOLARSHIP PAID WILL ALSO BE RECOVERED.

PART (A)

(Entries to be filled in by the applicant in neat and clean handwriting)

*Applicant must affix
his/her Passport
size photograph
with his/her
signature
thereon*

To

The Director of Public Instruction,
Punjab, Chandigarh.

Sir,

I wish to offer myself as a candidate for the award of a scholarship for the year 20 _____
20 _____ under the above-noted scheme.

I belong to _____ and the other particulars given below :—

(**The applicant should state whether he/she belongs to Scheduled Castes, Scheduled Tribes,
Denotified Nomadic, Semi-Nomadic Tribe or

Scheduled Castes, Scheduled Tribes, Denotified Nomadic and Semi-Nomadic Tribes candidate should also
indicate Sub-caste);

1. Name of the applicant in full _____
BLOCK LETTERS (Women candidate should also indicate whether Miss/Mrs.)

2. Date of Birth _____

3. (i) Nationality _____

(ii) State to which the applicant Actually belongs permanently settled—

State _____

District _____

Full Permanent address _____

4. Present address _____

5. Whether married or single _____

6. State whether your father _____ husband is alive _____

7. Give full name, occupation and complete postal address of your father/mother/husband/guardian

Name _____

Occupation _____

Present address _____

Permanent address _____

8. Who supports you in your studies, i.e., father/mother/guardian/husband or are you supporting yourself.

9. If your father/mother/guardian/husband/ supports you, please state :—

The total annual income of your parents (father and mother/guardian/husband) from all sources in the preceeding year ending 31st March, 20—

Rs.

10. Number of children receiving post-matric education in the current year including in the applicant

Give their full particulars :

Name	Age	Class and course in which studying	Full address of the Institution where studying	Whether applied for a Scholarship under this scheme is already in receipt of a Scholarship

11. if you are supporting yourself please indicate :-

- (a) Your present occupation
- (b) Name and address of your employer
- (c) Total monthly income
- (d) Whether the applicant has to support a family or not
- (e) The total annual income from all sources of the family, including your own in the preceeding year ending on 31st March

12. (i) Were you in receipt of scholarship under this Scheme in the previous academic year

(ii) If yes, indicate the course of study-

The Class

The Institution

13. Give particulars of all examinations taken and Colleges/Universities attended commencing with the Matriculation or equivalent examination. Attested copies of the certificates, diplomas, degree should be attached. Any break in the educational carrier and how that was spent should be indicated in the remarks column. Where it is not possible to attach copy of the certificate, one attested copy of the Marks-Sheet be sent.

Serial No.	Name of High School/ College/University/ Board, etc., from which examination was taken	Date of entering and leaving	Name of examination taken	Roll No. and year	Whether passed or not, if passed, state division	Subjects taken	Remarks

14. (i) Course of study for which scholarship is now desired by the applicant

(ii) Name and full address of the educational institution where the applicant is studying the above course.

(iii) Class to which admitted

(iv) Exact date of joining that class

(v) Subject taken

From To

(vi) Total number of years required for the completion of the entire course referred to at (i)

- (vi) Likely date, month and year in which the final examination will be held and the name of the University/Board which will award the final degree/diploma/certificate
- (vii) Whether the course of study is a regular day time/evening time course ?
- (ix) In case you are studying a regular evening time course indicate how your day time is utilised
15. Are you residing in the hostel of the institution on an approved hostel ?
(If yes, full particulars of the hostel and the hostel dues)
16. (i) If you belong to Scheduled Tribe, have you attached Caste and Citizenship Certificate along with this application
- (ii) If you belong to Scheduled Caste, Denotified, Nomadic and Semi-Nomadic Tribes, have you attached along with this application the Caste and Citizenship Certificate and income declaration
- (iii) If you belong to Lower income Group, have you attached Citizenship and Income Certificate along with this application
- (iv) Have you attached (a) receipt in acknowledgement of the Scholarship amount for the previous academic year, (b) Parent's/ Guardian's Declaration and (c) part "V" from the head of your institution with this application

I hereby declare that I have read the regulations of the Scheme and the Statement made by me on this application form are correct. I further agree to abide by the terms and conditions of the award, if I am selected for the scholarship applied for.

I undertake that if any statement made by me is found incorrect by the Government whose decision will be final and binding on my scholarship amount received by me or overpaid to me will be refunded by me and failing which the authority awarding the scholarship will recover the amount through whatever means it deems proper.

I fully understand the declaration of false statements will debar me for scholarship for ever under this or any other scholarship scheme.

Place:

Signature of the

Applicant _____

Date :

PARENTS/GUARDIANS DECLARATION

(This declaration has to be given by father/mother/husband/guardian as the case may be of the applicant).

I certify that particulars given in the application are correct and if any of them is found to be incorrect, the Government's decision on whether the declaration of particulars is false shall be final and binding on me. I undertake to refund to the Government on demand the entire amount of Scholarship, etc. that may be paid to my son/daughter/wife/ward failing which the Government may recover the amount from me through whatever means it deems proper.

Place :

Signature _____

Left/Right hand thumb impression in
case he/she is illiterate

Date:

PART (B)

(To be filled in by Head of the institution where the applicant is studying)

- (i) The statement made by the applicant in part (A) are correct to the best of my knowledge
- (ii) Character, conduct and attendance of the applicant (general review)
- (iii) Whether you recommend the applicant for the award of a scholarship
- (iv) Date of commencement of the current academic session of the course the applicant is studying in your Institution
 1. Date _____
 2. Course _____
- (v) Exact date on which the applicant joined the class
- (vi) Likely date, month and year on which the annual examination in the current session will be over
- (vii) (a) is the applicant exempt from payment of tuition fees
 (b) If yes, please indicate whether exemption is for full or half tuition fee
- (viii) Details of the non-refundable compulsory fees (excluding hostel rent and other incidental charges payable by the applicant during the current year to the institution)

The applicant is required to pay compulsory fees (excluding hostel rent and other incidental charges) amounting to Rs. _____ to this institution for the current year from _____ to _____ as per details given below :—

Particulars of all non-refundable compulsory fees payable by the applicant to the institution and University	Amount paid		Amount paid	
	Rs.	P.	Rs.	P.
1. Tuition			6. _____	
2. University Examination			7. _____	
3. Admission			8. _____	
4. _____			9. _____	
5. _____			10. _____	
_____			11. _____	

Total			Grand Total Rs.	

**Any other compulsory non-refundable fee payable by the applicant to the institution be indicated here,

- (ix) Whether the applicant is residing in the hostel or not

IF YES, please indicate—

- (a) the date on which the applicant joined the hostel

- (b) Whether the applicant is entitled to free board and Lodging/free board/free lodging
- (c) average monthly charges payable by the applicant
- (i) Boarding, i.e., mess charges
- (ii) Lodging, i.e.; hostel rent etc.
- (x) Designation and full postal address of the authority/ head of the institution to which the scholarship amount, etc., will be sent for disbursement to the applicant
- (xi) Name of the nearest branch of the State Bank of India or the Government Treasury through which the payment of scholarship is desired

certified that—

- (1) the fees charged from the applicant are compulsory payable by all the students studying in the class and there is no exemption possible. No fees shown herein are reimbursed by the Government or from any other source.
- (2) this institution is affiliated to _____ University/Board and is recognised by the Government of India/State Government of _____. The applicant is studying _____ course in this institution and the minimum qualification required for admission to that course is a pass in the _____ examination.
- (3) the applicant is receiving monthly payment at the rate of Rs. _____ per month from the month of _____ our of the *ad hoc* amount placed at my disposal by the Government.
- ad hoc* grant-scholarship has been paid/is being paid to the students as he has failed or been detained in the class and his case has been referred to the awarding authority for decision to avoid wrong payment.
- (4) the accounts in respect of the application will be regularly rendered to the Government and in case the applicant leaves the institution or otherwise discontinues studies or accepts any other scholarship/ stipend, the fact will immediately be reported to the authority awarding the scholarship and the payment of scholarship to the applicant will also be discontinued. The undisbursed amount/lying with the institution on account of scholarship, fees, etc. will also be refunded into the Government account.

ice :

te :

STAMPED SIGNATURES
WILL NOT BE ACCEPTED

**Signature of the Head of the

Institution _____

Name in block letter _____

Designation _____

ADDRESS _____

Seal of Institution _____

The following documents may please be attached with this form :—

1. Income Certificate of Parents from Executive Megistrate appointed by Punjab Govt. for attestation purposes.
2. Casts and Domicile Certificate may be attached with this form.

SPECIMEN

(SCHOLARSHIP FORM NO. 2)

Renewal

APPLICATIONS FOR GOVERNMENT OF INDIA SCHEME OF POST MATRIC SCHOLARSHIPS TO SCHEDULED CASTES, SCHEDULED TRIBES, DENOTIFIED NOMADIC AND SEMI-NOMADIC TRIBES STUDENT'S FOR STUDIES IN INDIA

Instructions: 1. This form is meant for those scholars who were in receipt of scholarships under the above noted scheme in the previous year and who desire to apply for the "Renewal" of their scholarships during the current year for the completion of a continuous course of study at a same stage of education (e.g. B.A. II year on passing the B.A. I year, B.A.III year on passing the B.A. II year, intership/housemanship on passing the M.B.B.S. etc.)

Those who have completed a stage education (e.g. Pre-University/Pre-Engineering, Pre-Medical, Intermediate, Degree course) and who desire to apply for higher course of study (e.g. B.A. after passing Pre-University, M.B.B.S. after passing inter Science Pre-Medical, B.A. after passing Inter Pre. eng. Etc), should send their application on the prescribed form meant for B.A. SH. Candidate. Such candidates should not use this form.

2. This application duly completed must be sent before the last date of receipt of application is over to the authority who awarded scholarships in the previous year immediately after the annual examination result is known. The application should not be sent to the Government of India. Incomplete application will also be rejected.

APPLICANT IS WARNED THAT IF HE/SHE SUBMITS THE APPLICATION BY GIVING FALSE STATEMENT, WRONG INFORMATION OR OTHERWISE OBTAINS SCHOLARSHIP THROUGH FRAUDULLNI MEANS HE/SHE WILL BE BLACKLISED AND DEBARRED FOR SCHOLARSHIP EVEN UNDER THIS OR ANY OTHER SCHOLARSHIP SCHEME THE SCHOLARSHIP AMOUNT PAID WILL ALSO BE RECOVERED.

PART-(A)

(To be filled by the applicant in neat and clear handwriting)

Sir,

I was in receipt of a scholarships under the above noted scholarship scheme last year for the study on _____ (Name of course of study and class) at _____ (Name of institution) and I am studying the year in the _____ class of that continuous course in that institution.

I request that my scholarship may be renewed for the current year
20____20____

Yours faithfully,

(Signature of the applicant)

Full Name in Capital letters
SH/KUMARI/SMT. _____

Father's/Husband's name

Caste/Tribe _____ and _____ sub-caste/sub-tribe

State where permanently settled State _____

District

Full permanent address _____

PART-B

(To be filled in by Head of Institution where the applicant is studying)

(i) (a) The statement made by the applicant in Part (A) correct _____

(b) Reference of the sanction letter which awarded scholarship No. _____
Date _____

(ii) Character, conduct and attendance of the applicant (General review) _____

(iii) (a) Result of the annual examination of class attendant in the
previous Year i.e. whether he/she has been promoted to the next
class of Failed/detained. _____

(b) If the applicant, has been promoted to the next higher
Class, please indicate:-

(1) Class to which promoted _____

(2) Date of Promotion _____

(3) Date of joining _____

(c) In case the applicant failed or was otherwise detained please indicate:-

(1) Reason of failure/detention _____

(2) Whether this is his/her first failure or more than one
failure in the entire course? _____

(d) Likely date, month and year in which the annual examination
in the current session will be over (including practicals) _____

(iv) (a) Is the applicant exempt from payment of tuition fee _____

(b) If yes, please indicate whether exemption is for full
or half tuition fee? _____

(v) Name of the dearest branch of the State Bank of India
or the Government Treasury through which the payment of
Scholarship is desired? _____

(vi) The designation and full address of head of the institution
to whom the Scholarship amount in respect of this student
may be sent

(vii) The applicant is required to pay compulsory fees (including hostel rent) and other incidental charges to this institution

for the current _____ year from _____ to _____ as per details given below:-

(viii)(a) Was the applicant residing in the hostel in the preceding year ?

(b) Whether the applicant is residing in the hostel of the institution _____ Or an approved hostel this year?

(c) If yes, please furnish-

(1) Name of the Hostel _____

(2) Date of admission in the hostel _____

(d) Whether the applicant is entitled to free board and loading or free board or fee lodging? _____

Particulars of all non-refundable compulsory fees payable by the applicant to the institution and University during current academic year	Rate	Amount payable by the applicant to the institution		Remarks	
		Rs.	P.	Rs.	P.
1. Tuition					
2. Uni-Examination					
3. Admiss.					
4. Other Charges					
5. With detail					
	Total				

Certified that the institution is affiliated to _____ University/ Board and is recognized by the Government of India, State Government of _____ the applicant was awarded scholarship for studying _____ course in this institution and receipt in the prescribed form him/her to effect that he/she was paid scholarship in the preceding year is annexed.

I undertake that the scholarship amount in respect of the applicant if and when placed at my disposal will be disbursed by me for the specific purposes for which it is given and the account will be regularly rendered to the authority which awarded the Scholarship. In case the applicant leaves the institution or otherwise discontinues the study or accept any other regularly scholarship/stipend the fact will be immediately reported to paid authority and the payment of scholarship to the applicant will also be discontinued. The undisbursed amount lying with the institution on account of maintenance charge fee etc. will also be refunded of the Government amount.

Signature of the Head of the

Institution _____

No. _____ Name _____

Place: _____ Designation _____ Date: _____

Address _____

(seal of institution)

ANNEXURE-1

Receipt in acknowledgement of the scholarship amount for
20 _____ 20 _____

Reference of sanction letter No. and date by which awarded
No. _____

a scholarship in the previous year Date _____

period upto which maintenance charges paid

Received from _____

(indicate the authority who awarded the scholarship)

A sum of Rs. _____ (Rupees _____ only)

in full/part payment of the Government of India Scholarship sanctioned to me for the year.

20 _____ 20 _____ (for study in _____ class or

_____ under the scheme of Post Matric Scholarship to Scheduled Castes

students through the

Principal/Dean/Registrar _____ College/

University.

Signature of the student _____

Full name in BLOCK letters _____

Class _____

Date _____

ANNEXURE -B

Particulars of last University/Final/Examination in respect of
Shri/Smt/Kumari _____

Name of Institution/ examination Board	University	Year in which taken	Marks Aggregated % of Total marks obtained to obtained aggregate

COUNTERSIGNED

_____ Signature of the Head of the
Institution

_____ Designation

_____ Institution

**CALL****ACADEMIC WING****SUBJECT / COURSE COORDINATORS**

Commerce & Mgt. Studies	0172 253-4323	Mass Communication	0172 253-4303
Defence & Strategic Studies	0172 253-4313	Mathematics	0172 253-4330
Economics	0172-2534326	Philosophy & Vivekananda Studies	0172 253-4331
Education	0172 253-4317	Political Science	
English	0172 253-4325	& Human Right and Duties	0172 253-4330
Geography, Env. & Road		Psychology	0172 253-4333
Safety & Health,	0172 253-4327	Public Admn.	0172 253-4311
Family Welfare & Pop. Edu.		Punjabi	0172 253-4334
Welfare and Population	0172 253-4327	Sanskrit	0172 253-4379
Hindi	0172 253-4328	Sociology & Women Studies	0172 253-4279
History	0172 253-4329	Statistics	0172 253-4316
Library Science	0172 253-4303		

STUDENT SUPPORT & SERVICES

DESIGNATION	SECTION	PHONE
Assistant Registrar	Admission & Fee	0172 253-4305
Assistant Registrar	Establishment/Printing & Mailing	0172 253-4306
Superintendent	Chairperson's Office	0172 253-4301
Superintendent	Establishment	0172 253-4309
Superintendent	Printing & Mailing	0172 253-4310
Superintendent I,II,III	Admission & Fee	0172 253-4308
Technical Officer	Production	0172 253-4151
Deputy Librarian	Library	0172 253-4303
Sr. Scientific Officer	EMC	0172 253-4303
Sr. Scientific Officer	Cartography	0172 253-4327
RECEPTION & ENQUIRY 0172 253-4302		P.A to Chairperson 0172 253-4301

**Useful email Addresses**

For:

Eligibility, Fee, Submission of documents, Results, and DMC & Degree

admusol@pu.ac.in

Study Material:
printingusol@pu.ac.in**Financial Assistance and Refunds:**
esttusol@pu.ac.in

usol@pu.ac.in



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