

university school of open learning
panjab university, chandigarh

CONTENTS

	Page
(A) USOL, PU : LIST OF COURSES	2
(B) Know your Faculty	3
(C) Who can Seek Admission	5
(D) Important General Instructions	6
(E) Admission under Flexibility System	7
(F) Study Programmes & Support Services	8
(G) Course Details :	
1. SECTION I B.A. I, II, III	14
B.Lib. & Information Science	
2. SECTION II M.A. Courses	19
3. SECTION III COMMERCE : B.Com., M.Com., M.F.C.	28
4. SECTION IV EDUCATION : B.Ed. & M.Ed.	36
5. SECTION V DIPLOMA & CERTIFICATE COURSES	43
(H) Important Instructions Regarding :	
(i) Enrolment Form	49
(ii) Payment of Fee	50
(iii) University Examination	53
(I) Facilities for Ex-students	54
(J) Annexures :	
(I) Personal Contact Programme (Schedule & Dates)	57
(II) Fee Codes	59
(III) Detailed Fee Structure	60
(IV) Fee Structure (PGDIB)	62
(V) Pay-in-Slip	63
(VI) Provisional List of Examination Centres and Categorisation of Divisions	64
(VII) Minimum Pass Marks for Compartment	64
(VIII) Holidays	67

Please address your queries and complaints to :

Professor (Mrs.) Neelam Grover

Chairperson

University School of Open Learning

Panjab University

CHANDIGARH - 160014

E-mail : ch_usol@pu.ac.in

FAX No. : 0172-2541143

Website : www.puchd.ac.in

UNIVERSITY SCHOOL OF OPEN LEARNING, PANJAB UNIVERSITY, CHANDIGARH

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

Since its inception the USOL has grown over the years from an under-graduate to post-graduate institute. Students enrolled for its courses have to undertake same curriculum and same examination.

Housed in the sprawling building on the campus, the USOL offers wide range of courses, both traditional and job oriented, to those who wish to improve and enhance their academic qualifications. The USOL has on its rolls highly qualified faculty which is actively engaged in imparting distance education and in research. The USOL is open on all working days (Monday to Friday) from 9.00 a.m. to 5.00 p.m.

COURSES OFFERED :

- A. Bachelors' Degree Courses
 1. B.A. I, II & III (10 + 2 + 3 Scheme)
 2. B.Com. I, II & III (10 + 2 + 3 Scheme)
 3. Bachelor of Library & Information Science (One Year Course)
 4. Bachelor of Education (B.Ed. I & II) (for in-service teachers only)*
- B. Master's Degree Courses (Annual Examination System)
 5. M.A. I & II

(i) English	(v) Political Science
(ii) Hindi	(vi) History
(iii) Punjabi	(vii) Economics
(iv) Sociology	(viii) Public Administration (Semester System)
 6. Master of Finance & Control (M.F.C.) I & II
 7. Master of Commerce (M.Com.) I & II
 8. Master of Education (M.Ed.) (for in-service teachers only)*
 9. M.B.A. (Off Campus) (Semester System)*
- C. Diplomas/Certificate Courses
 10. Post Graduate Diploma in International Business (Off Campus)
 11. Post Graduate Diploma in Computer Applications
 12. Post Graduate Diploma in Human Rights & Duties
 13. Post Graduate Diploma in Health, Family Welfare and Population Education
 14. Post Graduate Diploma in Library Automation & Networking
 15. Post Graduate Diploma in Mass Communication
 16. Post Graduate Diploma in Statistics
 17. Advance Diploma in Naturopathy & Yoga
 18. Diploma in Photography
 19. Certificate Course in Vivekananda Studies
 20. Certificate Course in Women Studies

**Admission through Entrance Test already conducted for academic session 2010-2011*

KNOW YOUR FACULTY
Chairperson
Professor (Mrs.) Neelam Grover
B.A. (Hons.), M.A., Ph.D.

COMMERCE

Professors

1. Prof. Lalit K.Bansal, M.Com., Ph.D., A.D.T.
Ph. 253-4323
2. Prof. Sushil K. Nayyar, M.Com., M.Phil., LL.B.,
Ph.D. Ph. 253-4998
3. Prof. R.K .Gupta, M.Com., LL.B., Ph.D., A.D.T
Ph. 253-4304

Associate Professor

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

Assistant Professor

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

Re-employed faculty

1. Surinder K. Gopal, M.Com., LL.B.
Ph. 253-4323

DEFENCE STUDIES

Associate Professor

1. Dr. (Ms.) Meena Dutta, M.A., Ph.D.
Ph. 253-6136

ECONOMICS

Professor

1. Dr. (Mrs.) Perminder Khanna, M.A., M.Phil.,
Ph.D. Ph. 253-6128

Associate Professors

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

Asstt. Professors

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

Re-employed faculty

1. Dr. S.B Prasher , M.A., Ph.D. Ph. 253-6131

EDUCATION

Associate Professor

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

Asstt.Professors

1. Dr (Mrs.) Manju Gera Dhingra, M.Sc. (Hons),
M Ed, Ph.D.
2. Dr. (Mrs.) Mamta Garg, M.Sc.(Hons.), M.Ed.,
Ph.D.

3. Dr Ram Mehar, M.A., M.Sc., M.Ed.(Edu. Tech.),
Ph.D.
4. Dr.(Mrs.) Supreet Kaur, M.A., M.Ed., Ph.D.
5. Dr.(Mrs.) Kuljeet Kaur, M.A., M.Ed., Ph.D
6. Dr. Jatinder Grover, M.Sc., M.Ed., Ph.D
7. Mr. Jeesu Jaskanwar Singh, M.Sc.(Hons.),M.Ed.,
M. Mass Comm.
8. Mrs. Upasna Thaplyal, M.Sc., M.Ed.
(for academic session 2010-11)
9. Mrs. Gurpreet Kaur, M.A., M.Ed.
(for academic session 2010-11)

ENGLISH

Associate Professors

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

Re-employed faculty

1. Prof. (Mrs.) Meera Malik, M.A. Ph.D.
Ph. 253-4317
2. Prof. (Mrs.) Veena Singh, M.A., M.Phil., Ph.D.
Ph. 253-6138
3. Mr. Swaran Singh, M.A. Ph. 253-6149
4. Mr. I.S Ghuman, M.A.

GEOGRAPHY

Professor

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

Associate Professor

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

Re-employed faculty

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

HINDI

Associate Professors

1. Dr.(Miss) Yojna Rawat, M.A., Ph.D., LL.B.
Ph. 253-4320
2. Dr.(Mrs.) Neeru, M.A., Ph.D.
Ph. 253-4312

HISTORY

Associate Professors

1. Dr. (Mrs.) Vanita Khosla, B.A.(Hons) M.A.,
Ph.D. Ph. 253-6146
2. Dr. (Mrs.) Manju Malhotra, B.A.(Hons.), M.A.,
Ph.D. Ph. 253-6139
3. Dr Sheena Pall M.A., M.Phil., Ph.D.
Ph. 253-4329

MATHEMATICS

Re-employed faculty

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

PHILOSOPHY

Tutor-cum-Curator

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

POLITICAL SCIENCE

Professor

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

Associate Professors

1. Dr. Emanuel Nahar, M.A., B.Ed., M.Phil., Ph.D.
Ph. 253-4396
2. Dr. (Mrs.) Swarnjit Kaur, M.A., M.Phil., Ph.D.
Ph. 253-4332

Re-employed faculty

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

PSYCHOLOGY

Associate Professor

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

PUNJABI

Professor

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

Re-employed faculty

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

PUBLIC ADMINISTRATION

Professors

1. Prof. Vijay Rattan, M.A.(Pub.Admn.), Ph.D.,
M.Phil (Pub.Admn.), B.J. (Journalism), B.Sc.
(Non-Med.) Dip. in United Nations, Post-
Graduate Diploma in Gandhian Philosophy,
C.I.C., F.I.A.M. Ph. 253-4278
2. Prof. Pawan Kumar Kamra, M.A., Ph.D.
Ph. 253-4311
3. Prof Swinder Singh , M.A., M.Phil., Ph.D.,
M.B.A. Ph. 253-6133

Re-employed faculty

1. Dr B.B. Goel, M.A. (Pub. Admn. & Pol. Sc.),
Ph.D. Ph. 253-6133
2. Dr. R.K Sharma M.A, Ph.D. Ph. 0172-2534342
3. Mr. Ramesh Pal, M.A. Ph. 253-6133

SANSKRIT

Re-employed faculty

1. Prof. (Mrs.) Aruna Goel, M.A., Ph.D.
Ph. 253-4313

SOCIOLOGY

Associate Professor

1. Prof. (Mrs.) Madhurima Mahajan, M.A., Ph.D.
Ph. 253-4279

STATISTICS

Associate Professor

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

ADMINISTRATIVE OFFICERS AT YOUR
SERVICE

Deputy Registrar

1. Sh. Manohar Lal 253-4306

Assistant Registrars

1. Sh. Gurdev Singh Ph. 253-4307
2. Mrs. Krishna Kumari Ph. 253-4305

P.A to Chairperson

1. Mrs. Ranjana nee Shakuntla Rani
Ph. 253-4301

Superintendents

1. Mr. P. N. Gupta Ph. 253-4308
2. Mrs. Indira Rani Ph. 253-4310
3. Mrs. Uma Kumari Ph. 253-4308
4. Mrs Tarsem Kumari Ph. 253-4308
5. Mrs Usha Sehgal Ph. 253-4309

Deputy Librarian

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

Scientific Officer(Electronics)

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

Scientific Officer(Cartography)

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

Production Supervisor & Incharge Computer Lab.

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

Note: For Environmental Education contact:-

Professor

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

Associate Professor

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

Re-employed faculty

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

WHO can SEEK ADMISSION

- (A) Admission to the University School of Open Learning shall be open to any Indian National who resides in any part of India or temporarily stays in a foreign country and who satisfies the admission requirements.
- (B) Foreign Nationals working in the foreign missions in India and their dependents residing with them, subject to the condition that before submitting their admission forms they are required to obtain Eligibility Certificate from the Registrar, Panjab University, Chandigarh - 160014.
- (C) Such foreign students who have already passed B.A. /B.Com. Part-I or II or M.A. Part I Examination from this University as students of the University School of Open Learning, shall be allowed to complete the remaining parts of these integrated courses through the USOL even while staying in their respective countries, subject to the number of chances available in the respective examinations as provided in the Regulations.
- (D) The candidates who have passed First/Second semester of M.A./M.Com. examination (Under Semester System) or have been placed under Re-appear in first/second semester cannot join M.A./ M.Com.II (annual system) in the USOL.
- (E) A candidate of University whose result has been declared late by the Panjab University or clears/gets compartment due to Re-evaluation of Answer books, can seek admission within 10 working days of the communication of the result (For April Examination only).
- (F) A candidate who has passed his/her 1st year or 2nd year examination of B.A./B.Com. course conducted by another University/College affiliated to another University in India under specific authorisation by the University concerned, be allowed to migrate to University School of Open Learning in the 2nd Year/3rd Year class of the respective course on the condition that such a candidate will have to clear the deficient subject/s, if any, within the permissible chances, as prescribed under the university regulations.
- (G) Admission to the various courses offered by the USOL will be provisional subject to confirmation by the Panjab University. If on verification, it is found that a candidate does not fulfil the eligibility conditions, his/her candidature will be cancelled and he/she will have no claim whatsoever against the USOL. The candidates are, therefore, advised in their own interest to go through the eligibility conditions carefully and make sure of their eligibility before submitting their Enrolment / Examination Admission Forms.
- (H) Compartment candidates of other Universities are not eligible to join any class of this University.
- (I) The concession of 5% marks for admission to various courses to S.C./S.T. will not be given to the students who have been placed under compartment in +2 examination conducted by the recognised Board/Body/ Council.

IMPORTANT GENERAL INSTRUCTIONS

1. Whenever a candidate visit USOL for any purpose he/she is required to bring his/her Enrolement-cum-Identity Card issued by the USOL at the beginning of the session.
2. All types of enquiries can be made from the enquiry Counter on the telephone number 0172-2534302 of the USOL. Enquiries can also be made on Help Lines as mentioned in the Prospectus.
3. No student of University School of Open Learning can opt for Physical Education as a subject except for B.Ed. Course.
4. The subjects of Home Science, Computer & Psychology involve practicals. If any student offers one of these subjects, he/she will have to produce certificate of completion of practical work from the Principal of any college affiliated to any university recognised by UGC, by 18th March, 2011 at his / her own level. A student cannot offer two such subjects in which certificates of practical work are required.
5. A student of USOL can offer only one option/subject other than those in which reading materials are provided. He/she shall have to prepare such subject on his/her own because no reading material will be provided by the USOL.
6. The Candidate should mention the option in the Enrolment Form as well as in the Examination Form positively.
7. Change of Subject/Option (for B.A., B.Com., M.A. Courses) : In case a student wants to change his/her subjects/options/exams, he/she will be allowed to do so within one month of his/her joining the USOL. In case his/her application for the same is received after the expiry of that period, he/she will be charged an additional fee of Rs. 150/-. No application for the change of subject/option will be entertained after 19-11-2010 (for annual system) under any circumstances. If any Student does not fillup the option of the paper at the time of Admission, his/her option of that paper may be treated as in which USOL imparts the Instructions in the paper/option.
8. Environment Education is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year or in Second Year/Third Year of the Course, failing which the Degree will not be issued.
9. The Syndicate in its meeting dated 30-4-2004 has decided that the examination conducted by the Bihar Intermediate Education Council be recognised for admission to various courses.
10. The candidates sending their fee through Bank Draft are advised to remit the same drawn on State Bank of India, Sector-14, Chandigarh, in favour of the Registrar, Panjab University, Chandigarh, and not in favour of the Chairperson, University School of Open Learning, P.U., Chandigarh. However, students should send the Enrolment / Examination Form and draft to the Chairperson, University School of Open Learning, P.U., Chandigarh-160014 under Registered Cover / Speed Post.
11. The candidate of USOL will not be issued Roll No. in case he/she is a defaulter of fee which is more than Rs.500/-.
12. The balance of fee, if any, will have to be paid by 17.01.2011 only for Annual Examination Courses after which the candidate would be liable to pay for a late fee of Rs. 965/-, if the balance of fee is more than Rs. 1000/-. No intimation of balance fee will be sent by the USOL.
13. 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 Regulations & Rules etc., the later shall prevail.
14. In case of any dispute, it shall be subject to the jurisdiction of Chandigarh courts only.
15. Please fill up all columns of the form with your own handwriting giving full details with proof thereon. In case of any relevant information withheld, the candidature shall be cancelled.
16. Those students who took admission in B.A. Part I, B.Com. Part I and M.As. Part I under relaxed norms of admission (2009-2010) and whose results have been declared under Open System will continue to be governed by the rules as laid down in the Prospectus of 2009-2010.

ADMISSION UNDER FLEXIBILITY SYSTEM

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

*The Form can also be downloaded from the web site of USOL i.e. www.puchd.ac.in

STUDY PROGRAMMES & support services

I Courses of Study and Examination Pattern.

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

II. Instructional Methodology

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

III. Medium of Instruction will be :

English/Hindi/Punjabi : B.A. Economics, Geography, History, Philosophy, Political Science, Public Administration, Sociology and Environmental Education. B.Com. (except in Paper I of B.Com. I.) M.A. History & Political Science.

English/Hindi : Advance Diploma in Naturopathy and Yoga.

English only : B.A. : Mathematics, Psychology, Defence and Strategic Studies, Applied Statistics, History & Culture of Punjab in B.A. & B. Com.I, Bachelor of Library and Information Science, Bachelor of Education (B.Ed.). M.B.A. (Off Campus) (Semester System), Master of Finance and Control (MFC), M.A. English, Economics, Public Administration, Sociology, Master of Commerce (M.Com.), Master of Education (M.Ed.), All other Diploma Courses.

Language Concerned : Medium of Instruction, for the papers of Languages will be their respective language.

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

V. Modes of Instruction and Continuous Evaluation :

- (a) Lecture Scripts : Once your admission is confirmed the lecture scripts (printed material) will be sent to you at regular intervals under registered postal cover. The students interested to collect it personally can do so by showing their identity card.
- (b) Educational Media Centre : Apart from a good number of audio lessons, EMC section also has 70 video programmes which are generally shown to the students during PCPs by their respective faculties.
- (c) Personal Contact Programme : To give a personal touch to the study programmes, the USOL will organise Personal Contact Programmes at regular intervals. The PCP schedule for various courses is given in this Prospectus. The outstation students are provided boarding and lodging in the University hostels at subsidised rates, subject to availability of seats. Personal Contact Programme will only be held for the subjects in which the study material is provided by the USOL. For B.Ed. PCPs are held at Chandigarh as well as at various Study Centres allotted to candidates at the time of admission at regular intervals, as per schedule.
- (d) Response Sheets : Lesson blocks contain response sheets which the students are required to attempt and mail back under postal certificate to the USOL. It is in the interest of the students to retain a duplicate copy of response sheet with them. A student registered for USOL shall be required to submit these response sheets as per the requirements of the courses by such a date as may be fixed by USOL.
- (e) Assignments : For details pertaining to assignments please refer the respective syllabus of course offered by the candidate. The questions for assignments will be sent to the candidates separately.

VI. Hostel Facilities (Unfurnished on Sharing Basis)

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

- (i) to attend PCP of their respective classes, and
- (ii) to appear in their respective University examinations in a Chandigarh Centre.

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

VII. Library of the USOL : The University School of Open Learning maintains a richly stocked library, meant exclusively for the teachers and students of this institution. Housed on the first floor, it has on its shelves more than 90,000 books of text, reference and of general nature. In addition 75 journals, a large number of magazines and newspapers are being subscribed to.

- (i) Lending Facilities:- The books are issued for a period of one month. For the outstation students, books are sent under 'Postal Library Service' for two months and postal charges for sending are borne by the USOL. The number of books that can be borrowed at one time is as follows :

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

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

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

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

X. Students' Aid Fund

In order to help the needy and deserving students, the USOL maintains a Student Aid Fund out of which financial assistance is given. (This facility is not extended for students of Diploma courses and Certificate courses). The student willing to avail of this assistance, is required to put up his/her application by 14-12-2010 on a prescribed performa obtainable on request from the USOL personally or by sending a self- addressed and duly stamped envelope. The candidate seeking financial assistance shall be required to submit an Affidavit from the Magistrate First Class regarding the income of his/her parents/guardians/family from all sources alongwith the prescribed performa.

XI. Fee Concessions

The following categories of students are given fee concessions :

- (i) University employees (both in service and retired) and their dependants are exempted from the payment of full/half tuition fee only as per rules.
- (ii) Wives, Children and members of the Defence/Para Military forces who are permanently disabled or killed during action are exempted from the payment of tuition fee only, in case they submit a certificate to this effect from the appropriate authority;
- (iii) In case a student's brother/sister is also studying in the USOL and continues to be on its rolls for the full academic session he/she is given half tuition fee concession. The eldest to pay full fees and the younger/s to pay half the tuition fee (P.U.Calander Vol. III 2005 at page 529.)

- (iv) Blind students are exempted from payment of tuition and examination admission fees;
 - (v) Children of the persons killed in November, 1984 riots and terrorist violence in Punjab are entitled for exemption from all the charges as per Punjab Govt. decision;
 - (vi) Govt. of India has now allowed reimbursement of non-refundable fees to the students belonging to scheduled castes/tribes, pursuing their studies through USOL provided they are not in full time employment and monthly family income does not exceed Rs.2000. They will pay full fees, as indicated in the prospectus. Eligible students should apply for reimbursement after their admissions are finalised. The fees would be reimbursed by the respective State Govts., if otherwise permissible under the rules;
 - (vii) There will be no brother-sister Tuition fee concession or any other fee concession for B.Ed., M.Ed., Post Graduate D.C.A., M.F.C. and Post Graduate D.M.C.
- XII. (A) Admission Concessions for the Following Categories
Scheduled Castes/Tribes for B.Com. Part I, B. Lib.Sc., M.A./M. Com. Part I, Post Graduate Diplomas/ Certificate Courses, M.F.C. Part I Courses.
- Members of the Scheduled Castes/Tribes (as defined by the Government from time to time) shall be allowed a concession of 5 per cent marks for admission to the courses in which a certain percentage of minimum marks has been prescribed. He/She has to produce original SC/ST Certificate.
- The concession of 5% marks for admission to various courses to SC/ST will not be given to the students who have been placed under compartment in +2 examination by the recognised Board/Body/ Council.
- (B) For the Wards of Kashmiri Displaced Persons
- (i) If a candidate fulfils the minimum prescribed qualifications (including entrance test) wherever applicable on professional and technical courses of the USOL 5% weightage be given and the merit be determined accordingly, a student has to produce valid certificate.
 - (ii) 5 % increase intake subject to maximum of 3 seats (to be treated as additional seat(s) per course at the entry point be made in all the courses at under-graduate and post-graduate level in all the Arts and Science wherever the reservation policy approved by the University was applicable; and
 - (iii) One additional seat over and above the sanctioned intake in the following professional courses : B.Ed., M.Ed. & B.Lib.
- (C) The Direct Descendents of the Kargil Martyrs :
- The following concessions be given only to those wards of martyrs/permanent disabled (upto 80% leading to incapacitation) of Kargil war who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family :
- (i) 1% seats with minimum of 1 seat in the USOL except in partially financed/self-financing courses;
 - (ii) Exemption in fee; and
 - (iii) Exemption in hostel fee.
- XIII, For Girl Child
- * (i) An additional seat for the single girl child for admission to a given course in the Panjab University provided she is otherwise eligible from all angles. The reservation in favor of the girl child whether A Single Girl for or one amongst two or even more with no male child is extended to one of the girls of a couple.
- *A Format of an affidavit on a stamp paper worth Rs. 20/- duly attested by 1st class Magistrate, to be obtained from the parents of the girls child is enclosed.
- (ii) For Cancer and Aids Patient : The students will submit a certificate with proof from the National Medical Institute like PGI, AIIMS etc.

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

*SPECIMEN OF AFFIDAVIT FOR SINGLE GIRL CHILD CATEGORY

(on non-judicial paper of Rs. 20/- duly attested by 1st Class Magistrate)

I _____ name of father/mother of Miss _____ (full address to be given) resident of _____ do hereby, solemnly declare and affirm as under :-

1. That I am a citizen of India.
2. That Miss _____ born on _____ is girl child of the deponent.
3. That the deponent has no male child.
4. That the deponent has the following children and none else :
 - (i) Name
 - (ii) Sex
 - (iii) Date of Birth
5. That neither the deponent nor the aforementioned girl child of the deponent have obtained/

availed the benefit granted under this category, in this University/Institute including its affiliated colleges.

Place : _____ Deponent

Dated :

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place : _____ Deponent

Dated :

XIV. Co-curricular Activities

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

XV. Magazine

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

Editor in Chief – Prof. (Mrs.) Perminder Khanna

Editorial Board

- | | Section |
|-----------------------------------|---|
| 1. Dr. (Mrs.) Parveen Sharda | : English |
| 2. Prof. (Mrs.) Aruna Goel | : Sanskrit |
| 3. Prof. (Mrs.) Jaspal Kaur Kaang | : Punjabi |
| 4. Dr. (Ms.) Yojna Rawat | : Hindi |
| 5. Mrs. Harveen Pannu | : Health, Family Welfare and Population Education and Environment |
| 6. Dr. (Mrs.) Manju Gera | : Distance Education |
| 7. Dr. Emanuel Nahar | : Planning Forum |

Topics for Essay Competition (English, Hindi, Punjabi & Sanskrit)

1. Role of Distance Education In Rural India
2. Unemployment and Student Unrest in India
3. Significance of ICT in Distance Education
4. Globalisation of the Indian Economy and its Aftermath
5. Ethical Values in the Corporate World : Need of the Hour

6. Relevance of Gandhi in the Contemporary Era
7. Conflicting Roles of the Indian Professional Women
8. Exploring the Self in Today's Competitive World

Hindi

- 1- xzēh.k Hkjr eanjortZ'k{k dh HkfoA
- 2- Hkjr eajortZ'k{k rFk Nk-k vl akS A
- 3- njortZ'k{k eavkbZl h- Vh- dk egUoA
- 4- Hkjr h; vFkZ oLFk dk oSohj.k vS bl dscHkoA
- 5- dkjvS txr eausd evw %le; dh ekA
- 6- orZku ; x eakz dh chl xdrkA
- 7- Hkjr h; m|eh L-h dh lZ'kZkHkoA
- 8- vkt dscfr; ksrkolnh ; x eslo dh [kSA

Punjabi

- 1a rkwD Gkos ftu dptoshf; ifynk gDkbh dh Gfwek.
- 2a Gkos ftu pbf koh ns/ftfdnkoEhnK dh pU Bh.
- 3a dptoshf; fynk ftu nkJha ; ha Nha dk wj zst.
- 4a Gkosh nkofEesk dk ftu heoD ns/fJ; d/gfoDkw.
- 5a tgkoe i rs ftu Bfse ehwsK dk ; eNL ; wAdh bV.
- 6a ; wekbh db ftu rKXhtkd dh ; koEesk.
- 7a Gkosh ew eki h nbs d/nso dtd.
- 8a toswkB wjekpb/d/db ftu ; t?dh gSkD.

Guidelines :

- (i) Pertaining to submission of Articles in USOL Magazine
- (ii) For Entries in Short Story Writing and Poetry Writing Competition.
 1. Essays can be written only on one topic in any language.
 2. The word limit for Essays in Hindi, Punjabi and English is 1000-1200 words while for Essays in Sanskrit it is 350-400 words.
 3. Entries for the competition should be typed or neatly hand-written on one-side of the foolscap papers.
 4. Entries adjudged 1st in the competition (Poems, Short Stories and Essays in Hindi, Punjabi, English and Sanskrit) will be published in the forthcoming issue of the USOL Magazine.
 5. While sending the entries for Essay Competition, students are requested to write 'Entries for Competition' in bold letters on the envelope.
 6. First, second and third prizes will be awarded on all entries in the competition i.e. Poems, Short-stories and Essays in Hindi, Punjabi, English & Sanskrit.
 7. Poems, Short-stories and Essays should not be offensive to religious or caste sensibilities of any community.
 8. The articles should reach the Editor-in-Chief, USOL by 15-1-2011. The articles received after the date mentioned will not be considered for publication.
 9. Students are advised to send the following certificate with each entry/article.

CERTIFICATE

I _____ S/o/D/o _____
 Class _____ Enrolment No. _____ of the University School of Open Learning,
 Panjab University, Chandigarh, hereby certify that this entry for competition session 2010-2011
 entitled _____ is my original
 composition/ effort which has not been published anywhere earlier.

Signature : _____

Name : _____

Class : _____ Enrl.No. _____

Address: _____

XVI. Placement Guidance Cell.

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

The Placement Guidance Cell will :

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

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

Placement Committee :

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

Placement Officer

Dr. R.K. Mahajan

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

ELIGIBILITY FOR ADMISSION

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

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

- (i) B.A./B.Sc./B.Com Part I (Old Scheme), Pre-Medical/Pre-Engg./Intermediate Arts/Science/ Agriculture examination of the Panjab University.
- (ii) The +2 examination under 10 + 2 + 3 system of education of a recognised University/Board/ Council.
- (iii) Any other examination recognised by the University as equivalent to (i) and (ii) above.

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

- (i) He/She should have been placed in compartment in one subject only;
- (ii) (a) He/She should have obtained at least 20% marks in the subject in which he had been placed in compartment and
 - (b) If the candidate placed under compartment in +2 cleared their compartment examination by appearing in the Supplementary Examination of the Board before the last date of admission, they shall be considered for admission to the next higher class provided they were eligible and subject to availability of seats.
 - (c) A candidate who has not qualified English as one of the subjects at the +2 examination, shall be eligible to join B.A. Ist Year class provisionally subject to higher qualifying deficient subject of English from the parent Board/Body/Council/University in two consecutive chances subsequent to his admission, failing which his/her admission to B.A. Ist year class and for examination shall automatically stand cancelled.

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

A person who has passed one of the following examinations shall be eligible to join the Second/Third Year Class of B.A. (General) course as the case may be for the session 2010-2011 :-

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

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

Note : While requesting for change of subject he/she may keep in mind the combination of subjects mentioned in this Prospectus.

SUBJECTS OF STUDY

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

Every student shall offer the following subjects :-

- | | | |
|-----|---|--|
| (1) | Compulsory Subjects | (These papers constitute one subject in each year) |
| | (a) Punjabi-(Two Papers)/History and Culture of Punjab- (One Paper) | 100 marks |
| | (b) English (One Paper) | 100 marks |
| | (c) Environmental Education (One Paper) | 50 marks |
| | Environmental Education is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year or in Second Year/Third Year of the Course, failing which the Degree will not be awarded. | |
| (2) | Elective
Any three subjects out of correct combination mentioned in this Prospectus (including Language) | 200 marks each |

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

- (i) Students who are not domiciled in Punjab and have not studied Punjabi upto Class 10th.
- (ii) Wards of Defence Personnel and Central Government employees/employees who are transferable on all India basis.
- (iii) Foreigners.

Important Note : Candidates are advised to consult syllabus session 2010-2011 regarding the subjects and options before submitting the enrolment cum admission forms for USOL session 2010-2011.

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

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

Every student shall offer the following subjects :

- | | | |
|-----|---|--|
| (1) | Compulsory | (These papers constitute one subject in each year) |
| | (a) Punjabi-(Two Papers)/History and Culture of Punjab-(One Paper) | 100 marks |
| | (b) English-(One Paper) | 100 marks |
| (2) | Elective
Any three subjects out of correct combination mentioned in this Prospectus (including language) | 200 marks each |

The subjects shall be the same as in the First Year.

Note : 1. The following categories of students shall have the option to offer History & Culture of Punjab in lieu of Punjabi (Compulsory) :

- (i) Students who are not domiciled in Punjab and have not studied Punjabi upto Class 10 + 2.
- (ii) Wards of Defence Personnel and Central Government employees/employees who are transferable on all India basis.
- (iii) Foreigners.

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

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

Every student shall offer the following subjects :

- (1) Compulsory
- (These papers constitute one subject in each year.)
- (a) Punjabi — two papers /History and Culture of Punjab .. 100 marks
- (b) English . .. 100 marks
- (2) Elective
- Any three subjects out of correct combination given below ... 200 marks each

Note : 1. For Environmental Education [see Sr. Nos. 20 & 21 at page (vi)]

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

Elective Subjects :

- (a) A student of B.A.Part III can continue studying all the three elective subjects which he had offered in B.A. Part I and II.
- (b) In the subjects having practicals such as Geography, Psychology, Home Science, Computer Science, Music, etc. there shall be one/two theory papers and a practical or practicals as per requirements of the subjects. The theory papers and practicals together shall be of 2 credits value. The candidate will have to obtain pass marks in theory papers and practicals separately as prescribed in the Regulation.

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

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

A student is required to select 3 elective subjects in all, selecting not more than one subject from any of the following sets of combinations : There are two papers in each elective subject.

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

10. Music (Vocal).
11. Indian Classical Dance, Human Right and Duties.

- Notes : (1) *The Students of B.A.I, II and III offering Home Science, Psychology, Computer Science have to submit a Practical Certificate of the completion course from the Principal of an affiliated college upto 18th March, 2011.*
- (2) *Students of B.A.I would offer Mathematics only if he/she has passed that subject in the qualifying examination or qualifies in the subject as a deficient/additional subject from the concerned Board/University/Council in the supplementary examination subsequent to the admission.*
 - (3) *Students can offer statistics only if he/she takes up Mathematics.*
 - (4) *Students can offer Applied Statistics only if he/she takes up other subject excluding mathematics.*
 - (5) *The student of B.A.I shall be eligible to offer the subject of Computer Science if he/she has passed the lower examination with Science/Commerce/Economics/Mathematics as his/her subject.*
 - (6) *A student cannot offer two practical subjects in which certificate of completion of practical course are required.*

USOL only imparts instructions in the subjects of English, Hindi, Punjabi, Public Administration, Political Science, History (including History and Culture of Punjab) Economics, Geography, Sanskrit, Sociology, Defence & Strategic Studies, Psychology, Philosophy, Mathematics, Applied Statistics & Women Studies. In case, the student opts for other subject, he/she will have to prepare of his/her own.

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

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

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

The students of Geography are advised to send their Practical Note-Books and Field Reports in case of B.A. III students to the Co-ordinator of Geography, USOL, P.U., Chandigarh-160014 under registered cover or by hand by 18th March, 2011.

- (2) *For Psychology Students :-*

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

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

Affiliated Colleges and Universities for getting certificates :-

- (i) *Colleges affiliated to the Panjab University and Universities situated in the States of Punjab, Haryana and Himachal Pradesh.*
 - (ii) *Universities of Allahabad, Bombay, Kolkota, Delhi, Jodhpur, Kerala, Madras, Mysore, Osmania, Patna, Poona, Rajasthan, Sagar, Varanasi, Agra and Dayal Bagh (Deemed University).*
- (3) *USOL students opting for the Defence & Strategic Studies are hereby informed :-*
- (i) *That Practicals are compulsory for B.A. I, II and III.*
 - (ii) *That classes for practical will be held alongwith theory classes during Personal Contact Programme (PCP).*
 - (iii) *That practical note books will be prepared in consultation with the co-ordinator and submitted latest by February 16, 2011.*
 - (iv) *That Centre of Examination will be in USOL only.*

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

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

- (a) Bachelor's degree with at least 50 percent marks in the aggregate from this University or from any other University the Bachelor's degree of which has been recognised by the Syndicate; or
 - (b) Master's degree from this University or from any other University the Master's degree of which has been recognised by this University; or
 - (c) B.A. degree of the University through Oriental Title(OT), Modern Indian Language (M.I.L.) and English only examinations, in which case the aggregate of 50 percent marks shall be calculated for taking into account the marks obtained in English and the elective subjects taken together;
- OR
- (d) Any other qualification recognised by the Syndicate as equivalent to (a), (b) or (c)

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

- (a) Atleast 60% attendance in theory papers during the Personal Contact Programme/s;
- (b) Atleast 8 hours of Practicals each in the Library Classification and Library Cataloguing papers.

Scheme of Examination :

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

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

section II : M.A. COURSES

M.A. I

A person who has passed one of the following examinations from this University or from the Panjab University at Lahore before 1948, or from any other University whose examination has been recognised as equivalent to the corresponding examination of this University shall be eligible to join the First Year (Part I) class 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.
(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 at least 45% marks in the elective subject of the postgraduate courses.
(b) or has obtained B.A. Degree through English only, Regulation obtaining at least 45% marks in the subject of Post-graduate Course.
- (iv) Obtained B.A. degree, after passing examination in an Oriental Classical Language or a Modern Indian Language with at least 45 per cent marks (out of the aggregate excluding the additional paper) at the Honours in Oriental Titles or Modern Indian Languages examination, in the subject of Post-Graduate course.
- (v) Master's degree examination in another subject or another faculty.
- (vi) The B.A. examination under Social Service Regulations or under War Regulations and has subsequently passed in the subject concerned at the B.A. examination obtaining at least 45 per cent marks;
 - (a) For Public Administration course : A person, who has passed one of the following shall also be eligible:
 - (i) B.A.(Pass) with 45 percent marks in Public Administration or History or Political Science or Economics or Sociology or Psychology;
 - (ii) Has passed with at least 50 percent marks in the aggregate –
 - (a) LL.B. or (b) B. Com.
 - (iii) M.A. I Pub. Admn. (Annual System) is not eligible.
 - (b) For Economics Course : A person who has passed the B.Com./B.B.A. examination with 45% marks in the subject of Economics, shall also be eligible.
 - (c) For Political Science & History Courses: A person who has passed B.A. with 45% marks in the Public Administration or Sociology shall also be eligible.
 - (d) For M.A. Hindi Part-I examination : 45% marks in Sanskrit (Elective) in B.A. OR Shastri examination (New Course) are also accepted.
 - (e) For Hindi/Punjabi a person who after passing B.A.examination, has passed the Prabhakar/ Gyani examination securing 45 percent marks (out of the aggregate excluding the additional paper), shall also be eligible.
 - (f) A person who has passed Diploma in Adi Granth Acharya/Guru Granth Acharya examinations shall also be eligible to join M.A.course (Part-I) in the subject of Hindi and Punjabi.

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

Miscellaneous (All M.A. Courses)

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

- (i) the subject in which he/she has to re-appear is not offered for the M.A. Examination, and
- (ii) if he/she fails to clear the compartment subject of the B.A. Examination in the next two consecutive chances immediately following the examination in which he/she was placed in compartment, his/her provisional admission to M.A. Part I class as also his/her result of M.A. Part I examination, shall be cancelled.

M. A. II

Persons who have passed one of the following examinations :

- (i) M.A. Part I examination in the subject offered from the Panjab University.
- (ii) M.A. Part I examination in the subject offered from Kurukshetra/Punjabi/Guru Nanak Dev/ Maharishi Daya Nand/Himachal Pradesh University provided he/she offered the same papers as are available at this University.

- Note :*
1. A candidate for M.A. Part II examination must have passed M.A. Part I examination not more than five years previously.
 2. Compartment candidates of other University are not eligible to join M.A. Part I course of this University.
 3. The written examination to be conducted by the University in each paper shall carry 80% marks and internal assesment shall carry 20% marks.
 4. Each student shall offer 4 papers as provided in the courses of study, except in Public Administration.

ENGLISH

M.A. –I

Paper - I	Approaching Literature	(Code : APL)
Paper - II	British Literature upto 1750	(Code : BLI)
Paper - III	British Literature - 1750 - 1900	(Code : EPC)
Paper - IV	British Literature - The Twentieth Century	(Code : BL3)

M.A. –II

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

HINDI

M.A. –I

i = 1	fglñh I kfgR; dk bfrgkI	(Code : HSI)
i = 2	vk/fqd fglñh dforK	(Code : AHK)
i = 3	vk/fqd x I kfgR;	(Code : AGS)
i = 4	I eh{k dk dsfI %kUr	(Code : SKS)

M.A. –II

Compulsory Papers

Paper–I: Macro-economic Theory

Paper–II: Economics of Growth, Development and Planning

Optional Paper

Paper III & IV : Any two from the following :

- Option (i) Econometrics
- Option (ii) Mathematical Economics
- Option (iii) International Economics
- Option (iv) Economics of Public Finance
- Option (v) Economics of Money & Banking

OR

- Economics of Financial Markets and Institutions
- Option (vi) Political Economy
- Option (vii) Computer Applications in Economic and Statistical Analysis
- Option (viii) Economics of Agriculture or Economics of Industry–whichever the student has not offered in M.A.-I. The syllabi in this option will be the same as prescribed in M.A.-I
- Option (ix) Economics of Environment
- Option (x) Dissertation

- Note : 1. Options (i) and (x) pertaining to Paper III & IV are not offered to distance learners.
2. Study material will be offered only for Paper I, II, III & IV options (iii) and (v).*

HISTORY

M.A. –I

Paper–I: The Punjab c. 1450 – c. 1799 A.D. (Code : TPB)

Paper–II: Any one from the following :

- Option (i) The State in Ancient India (Code : TSA)
- Option (ii) The State in Medieval India (Code : TSM)
- Option (iii) Colonial State in India (1750-1947) (Code : CSI)

Paper–III & IV Any two of the following :

- Option (i) The U.S.A. (1860-1973) (Code : USA)
- Option (ii) China and Japan (1800-1965) (Code : CAJ)
- Option (iii) Modern World (1500-1900) (Code : MOW)
- Option (iv) World in the Twentieth Century (Code : WTC)
- Option (v) Evolution of Society in the Ancient World (Code : EOS)
- Option (vi) Capitalism : Rise and Growth in the West (Code : RAG)

- Note : Study material will be offered only for Paper I, Paper II (option ii), Paper III & IV (option i & ii).*

M.A. –II

Paer-I :	The Punjab (1799–1966 A.D.)	(Code : TPB)
	Select one Option each from Paper II, III & IV :	
Paper-II :	Option (i) History of India (1947–1992)	(Code : HOI)
	Option (ii) History of Gender Relations in Modern India	(Code : HRM)
	Option (iii) National Movement in India (1858-1947)	(Code : NMI)
Paper-III :	Option (i) Economic History of India upto 1200 A.D.	(Code : EHA)
	Option (ii) Economic History of India upto c. 1200–1750 A.D.	(Code : EHB)
	Option (iii) Economic History of India upto c. 1750–1947 A.D.	(Code : EHC)
Paper- IV :	Option (i) Social and Cultgural History of India upto 1200 A.D.	(Code : SCA)
	Option (ii) Social Cultural History of India upto c. 1200–1750 A.D.	(Code : SCB)
	Option (iii) Social and Cultural History of India upto c. 1750–1947 A.D.	(Code : SCC)
	Option (iv) Sacred Centres in the Indian Civilization	(Code : SCI)

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

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

POLITICAL SCIENCE

M.A. –I

Paper-I :	Western Political Thought.
Paper-II :	Modern Political Analysis, Concepts and Approaches.
Paper-III :	Indian Political System.
Paper-IV :	International Politics.

M.A. –II

Paper-I :	Indian Political Thought (Compulsory)
Paper –II :	Option (i) Comparative Politics
	OR
	Option (ii) Comparative Political System (USA, UK, China, Japan and Switzerland)
Paper-III & IV :	THESE ARE THREE GROUPS OF PAPERS, CANDIDATES ARE REQUIRED TO OFFER ANY TWO PAPERS FROM ANY ONE OF THE FOLLOWING THREE GROUPS :
GROUP-I :	GOVERNMENT AND POLITICS
	Option (i) Local Self Government in India – Rural and Urban
	Option (ii) Public Administration
	Option (iii) State Government and Politics in India
	Option (iv) Research Methodology
	Option (v) Political Sociology
	Option (vi) Nation Building and Political Development with special reference to India
	Option (vii) Political Parties in India
GROUP-II :	POLITICAL THEORY
	Option (i) Ancient Indian Political Thought and Institution
	Option (ii) Socialist Thought and Movement

- Option (iii) Contemporary Political Thinkers
OR
Comparative Marxism and Revolutionary Theory
- Option (iv) Political Sociology
- Option (v) Political Philosophy
- Option (vi) Gandhi and Sarvodaya Movement
- Option (vii) Research Methodology
- GROUP–III : INTERNATIONAL POLITICS
- Option (i) International Organisations
- Option (ii) Public International Law
- Option (iii)-a Foreign Policy of India
OR
- Option (iii)-b Foreign Policies of India, U.S.A., China and Japan
- Option (iv) Research Methodology
- Option (v) Govt. and Politics of India's Neighbours, Pakistan, Bangladesh, Nepal, Sri Lanka and Bhutan

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

PUBLIC ADMINISTRATION

The M.A. Programme in Public Administration is being run on Semester System. Each paper is of four (4) credits. A candidate must successfully complete 20 credits at the end of 2nd Semester to join the 3rd Semester and 28 credits at the end of the 3rd Semester to enable him to join the 4th Semester.

The specialized group are :

- GROUP–A : Applied Development Administration (with special reference to India)
- GROUP–B : Economic Administration (with special reference to India)
- GROUP–C : Human Resource Management (with special reference to India)
- GROUP–D : Administrative Management (with special reference to India)
(The USOL will provide study material only in Group–A Papers)

Semester I

- Paper–I : Administrative Theory
- Paper–II : Organisational Behaviour
- Paper–III : Public Financial Administration
- Paper–IV : Public Personnel Administration
- Paper–V : Economic and Social Systems

Semester II

- Paper–I : Administrative Thought
- Paper–II : Research Methods
- Paper–III : Public Policy and Administration
- Paper–IV : Administrative Law
- Paper–V : Indian Political and Administrative Systems

Semester III

Note : Students of all the Groups have to take a total of 5 papers including the 2 Compulsory Papers.

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

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

Paper-II : Social Policy and Welfare Administration

Paper-III : Public Health Policy and Administration

Paper-IV : Disaster Management

Paper-V : People's Empowerment and Rural Governance (Compulsory)

Paper-VI : Administration of Non-Government Organisations

Paper-VII : Dissertation

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

Paper-II : Economic Administration (Compulsory)

Paper-III : Financial Management

Paper-IV : Human Resource Management

Paper-V : Company and Cooperative Law

Paper-VI : Administration of Non-Government Organisations

Paper-VII : Dissertation

Paper-VIII : Corporate Governance

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

Paper-II : Social Policy and Welfare Administration

Paper-III : Labour Economics

Paper-IV : Human Resources Management (Compulsory)

Paper-V : Management of Disciplinary Proceedings

Paper-VI : Administration of Non-Government Organisations

Paper-VII : Dissertation

Paper-VIII : Corporate Governance

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

Paper-II : Administrative and Office Management (Compulsory)

Paper-III : Financial Management

Paper-IV : Human Resource Management

Paper-V : Management of Disciplinary Proceedings

Paper-VI : Administration of Non-Government Organisations

Paper-VII : Dissertation

Paper-VIII : Corporate Governance

Note : 1. Study material will be offered only for Paper I, Group–A (Paper II, Paper III, Paper IV, Paper V).

2. Eligibility for Dissertation paper is minimum 50% of the aggregate marks in Semester I & II).

Semester IV

Note : Students of all the Groups have to take a total of 5 papers including the 2 Compulsory Papers.

	Paper-I :	Emerging Areas in Public Administration (Compulsory for all Groups A, B, C , D)
GROUP–A :		Applied Development Administration (with special reference to India)
	Paper-II :	Public Enterprises Management
	Paper-III :	Education Policy and Administration
	Paper-IV :	Police Administration
	Paper-V :	People's Empowerment and Urban Governance (Compulsory)
	Paper-VI :	International Administration
	Paper-VII :	Information Technology and Computer Applications in Public Administration
GROUP–B :		Economic Administration (with special reference to India)
	Paper-II :	Public Enterprises Management (Compulsory)
	Paper-III :	Marketing Management
	Paper-IV :	Industrial Relations
	Paper-V :	Project Management
	Paper-VI :	Labour Policy and Administration
	Paper-VII :	Information Technology and Computer Applications in Public Administration
GROUP–C :		Human Resource Management (with special reference to India)
	Paper-II :	Public Enterprises Management
	Paper-III :	Labour Law (Compulsory)
	Paper-IV :	Industrial Relations
	Paper- V :	Organisational Psychology
	Paper-VI :	Labour Policy and Administration
	Paper-VII :	Information Technology and Computer Applications in Public Administration
GROUP–D :		Administrative Management (with special reference to India)
	Paper-II :	Techniques of Administrative Improvement (Compulsory)
	Paper-III :	Organisational Psychology
	Paper-IV :	Industrial Relations
	Paper-V :	Project Management
	Paper-VI :	Labour Policy and Administration
	Paper-VII :	Information Technology and Computer Applications in Public Administration

Note : 1. Study material will be offered only for Paper I, Group–A (Paper III, Paper IV, Paper V, Paper VII).

SOCIOLOGY

M.A. –I

SOC R (101)	Sociological Thought
SOC R (102)	Research Methodology & Techniques of Social Research
SOC R (103)	Social Stratification - Concepts & Theories
SOC R (104)	Indian Society

M.A. –II

SOC R (201)	Theoretical Perspective in Sociology.
SOC R (202)	Social Development
SOC O (203)	Urban Sociology

SOC O (204) Sociology of Family and Gender

SOC O (205) Dissertation

- Note :
1. *In M.A. Part II Course No. 201 & 202 are compulsory and the students will have to choose any two courses out of the optional paper–O 203, O 204 and O 205.*
 2. *R stand for required compulsory course. O stand for optional course.*
 3. *The students enrolled in USOL can opt for Dissertation (SOC O 205) and the students opting for dissertation (SOC O 205) will be required to take one optional paper out of the remaining two i.e. either SOC O 203 or SOC O 204. Dissertation will be available for first eight students, in order of merit, from among those who will have scored at least 50% in the aggregate in M.A. Part I. Dissertation will be of 100 marks.*

SECTION III : COMMERCE

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

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

- (a) + 2 examination or B.Com. Part I (Old Scheme) of Panjab University with three of the following subjects securing atleast 40 percent marks in aggregate :
- Commerce (or theory of commerce, or foundation course in commerce)
 - Accountancy (or Book keeping and Accountancy)
 - Economics
 - Mathematics (or statistics)
 - Business Organisation or Business Management, or
 - Theory and Practice of Management
 - Insurance (or General Insurance or Life Insurance)
 - Banking and Trade
 - Commercial Geography
 - Office Management and Secretarial Practice (or Office Organisation and Management)
 - Merchantile Law (or Company Law)
 - Auditing
 - Typewriting and Stenography / Computers (for typewriting)
- OR Any +2 examination under Vocational System from Commerce discipline having weightage of three papers.
- (b) + 2 examination or B.A. Part I (Old System) of Panjab University with atleast two of the subjects mentioned in (a) securing atleast 45% (marks in aggregate)
- (c) + 2 examination or B.A. Part I / B.Sc. Part I/Pre-Engineering / Pre-Medical Examination of the Panjab University under the Old Scheme not covered in (b) securing atleast 50% marks.
- (d) Any other examination recognised by the University as equivalent to (a) or (b) or (c) as given above with requisite percentage of marks given under each clause.

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

- (e) Provided further that :
- (a) A candidate who has been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India shall be eligible to seek admission to the First Year of B.Com. course, provided he/she fulfils the following conditions :
- (i) He/She should have been placed in compartment in one subject only;
 - (ii) (a) He/She should have obtained at least 20% marks in the subject in which he/she had been placed in compartment; and
 - (b) If the candidates placed under compartment in +2 cleared their compartment examination by appearing in the Supplementary Examination of the Board before the last date of admission, they shall be considered for admission to the next higher class provided they were eligible and subject to availability of seats.
 - (iii) (a) He/She should have obtained the requisite percentage of marks in the aggregate of the examination as laid down in the relevant regulations.
 - (b) A candidate who has not passed English as one of the subjects at the +2 examination shall be allowed to offer in the B.Com. First Year class English (as Communication Skill) but he/she will have to clear English as a deficient subject, subject to the provision under Regulation.

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

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

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

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

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

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

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

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

Important Notes :

- (i) A student of any other University who is placed in compartment in 1st year/2nd year is not allowed to join the 2nd year/3rd year class of this University.
- (ii) Compartment Candidates of the Panjab University : A student of this University who is placed in compartment is eligible to join the higher class conditionally. In case he/she fails to qualify the compartment subject within two consecutive chances, his/her result for the higher examination will stand cancelled.
- (iii) In case you have been placed in compartment/re-appear in any subject/s in the lower examination of Panjab University, you are required to fill up separate admission form for the compartment/re-appear examination. The candidate will obtain this form from the Controller of Examinations, Panjab University, Chandigarh-160014 by making a special request for the same with a self addressed envelope and alongwith prescribed fee as the cost of form in the shape of Bank Draft in favour of the Registrar, Panjab University, Chandigarh. It may be noted carefully that unless you submit a separate form for the compartment/re-appear examination, you will not be allowed to take the said examination and in the long run you will lose one year by being reverted to the lower class.

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

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

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

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

ADDITIONAL OPTIONAL

Introduction to Computer Science***

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

- (i) Students who are not domiciled in Punjab and have not studied Punjabi upto class 10th.
- (ii) Wards of/and Defence personnel and Central Government employee/employees who are transferable on all India basis.
- (iii) Foreigners.

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

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

B.COM. 2nd Year

1.	Company Law and Auditing	2	100
2.	Corporate Accounting	2	100
3.	Cost Accounting	2	100
4.	Business Economics	2	100
5.	Banking and Insurance	2	100
6.	Indirect Tax Laws	2	100

B.COM. 3rd Year

1.	Functional Management	2	100
2.	Management Accounting and Business Finance	2	100
3.	Direct Tax Laws	2	100
4.	Indian Economy	2	100
5.	Entrepreneurship and Small Business	2	100

- | | | | |
|----|--------------------------------------|---|-----|
| 6. | Any one of the following papers : | 2 | 100 |
| | (i) Computer Application in Business | | |
| | (ii) Operations Research | | |
| | (iii) Organizational Behaviour | | |
| | (iv) Investment Management | | |
| 7. | Viva-voce | | |
| | Each credit is equal to 50 Marks | | |

MASTER OF COMMERCE (PART - I) (Annual System)

Eligibility conditions :

Eligibility conditions for admission to M.Com. I and M.Com. II will be as follows :

- (a) B.Com./BBA with not less than 45 % marks in the aggregate; OR
- (b) B.Com. (Hons.) degree with not less than 45% marks in the aggregate OR
- (c) A graduate with Honours in Economics or Mathematics or Statistics or Commerce with not less than 45% marks in the aggregate OR
- (d) A graduate with 50% marks in the aggregate having offered either Economics, Mathematics, Statistics, Commerce, Computer Applications or Computer Sciences as a subject in the examination :
 Provided that in case of candidates having Bachelor's degree of the University through Modern Indian Languages (Hindi/Urdu/Punjabi (Gurmukhi Script) and/or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognised by the Syndicate; 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together; OR
- (e) An associate of the (i) Institute of Chartered Accountants of India or England or (ii) Institute of Cost and Works Accountants of India or England; OR
- (f) A pass in the final examination conducted by the Institute of Company Secretaries of India; OR
- (g) Graduate from any other stream not covered in (a) to (f) above with not less than 60% marks in the aggregate.

- Note : (a) A candidate who fails to pass Part I examination in three consecutive years shall have to leave the course.*
- (b) The candidates who have been placed under compartment in B.A./B.Sc./B.Com. exam. under +2 + 3 scheme are not eligible for admission to M.Com. I*

MASTER OF COMMERCE (PART - II)

1. Candidates who have passed M.Com. I from USOL
2. Candidates having passed M.Com. I from affiliated colleges/UBS, P.U. only if they have studied in annual system in M.Com. I in special cases with prior permission of Vice-Chancellor only.
3. Candidates having passed M.Com. I from Universities other than Panjab University may be allowed subject to the clearance of deficient subjects in special cases on condition to be decided by the Vice-Chancellor.
4. A candidate who fails in Part-I examination but has secured in not less than 50% of the papers at least 35% marks in the University examination separately as well as jointly with the internal assessment and at least 50% of aggregate marks shall be permitted to continue his studies for Part-II but he will be required to re-appear in the supplementary examination to be held in the month of September/October of the same year and/or in the annual examination to be held in April/May next year in such papers in which he had failed in April/May examination.

MASTER OF COMMERCE (Annual System)

M.Com. 1st Year

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

- M.C. 510 Economic Analysis for Business and Business Environment
Unit - I Economic Analysis for Business
Unit - II Business Environment
- M.C. 511 Advance Business Statistics, Research Methodology & Information Technology
Unit - I Advance Business Statistics and Research Methodology
Unit - II Information Technology
- M.C. 512 Operations Research and Production Management
Unit - I Operations Research
Unit - II Production Management
- M.C. 513 Contemporary Issues in Accounting and Corporate Financial Policy
Unit - I Contemporary Issues in Accounting
Unit - II Corporate Financial Policy
- M.C. 514 Organisational Behaviour, HRM and Marketing Management
Unit - I Organisational Behaviour & HRM
Unit - II Marketing Management
- M.C. 515 Research Project
- M.C. 516 Current Issues in Globalization and Applied Aspects of Financial Services
Unit - I Current Issues in Globalization
Unit - II Applied Aspects of Financial Services

M.Com. 2nd Year

- M.C. 610 Corporate Governance and Corporate Taxation
Unit - I Corporate Governance
Unit - II Corporate Taxation
- M.C. 611 Management Information and Control Systems
Unit - I Management Information Systems
Unit - II Management Control Systems
- M.C. 612 Cost Analysis & Control and Management of Services (Banking & Insurance)
Unit - I Cost Analysis & Control
Unit - II Management of Service (Banking & Insurance)
- Any one of the following groups (option has to be exercised by the end of 1st year).
- M.C. 613 - I Investment and Financial Services Management
Unit - I Investment Management
Unit - II Financial Services Management
- M.C. 613 - II Human Resource Development
Unit - I Organisation Development
Unit - II Labour Laws & Industrial Relations
- M.C. 613 - III Project Planning and Environment Management
Unit - I Project Planning & Analysis
Unit - II Management of Environment
- M.C. 613 - IV Entrepreneurial Development

	Unit - I	Entrepreneurship & Family Business Management
	Unit - II	Small Business Management
M.C. 613 - V		International Business
	Unit - I	Export Import Policy and Procedures
	Unit - II	World Trading and Monetary System
M.C. 613 - VI		Contemporary Issues in Auditing and Management Services (Transport, Tourism & Hospital)
	Unit - I	Contemporary issues in Auditing
	Unit - II	Management of Services (Transport, Tourism & Hospital)
Any one of the following groups (option has to be exercised by the end of 1st Year).		
M.C. 614 - I		Computer Applications
	Unit - I	Computer applications in Accounting
	Unit - II	Computer applications in Costing
M.C. 614 - II		Contemporary Management
	Unit - I	Knowledge Management
	Unit - II	Learning Organisation
M.C. 614 - III		Legal Frame work for Services
	Unit - I	Bank Legislation
	Unit - II	Insurance Legislation
M.C. 614 - IV		Business Economics
	Unit - I	Econometrics
	Unit - II	Quantitative Models for Business Decision
M.C. 614 - V		International Finance
	Unit - I	International Accounting
	Unit - II	International Financial Management
M.C. 614 - VI		E-Commerce
	Unit - I	E-Commerce : Payment System, Technical and Ethical System
	Unit - II	Regulatory Framework for E-Commerce
M.C. 615		VIVA VOCE
M.C. 616		E-Business and Innovative Financial Products
	Unit - I	E-Business I
	Unit - II	Innovative Financial Products

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

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

M. F. C. I

The minimum qualification for admission to Part I of the course through correspondence shall be :

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

OR

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

OR

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

OR

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

OR

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

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

M.F.C. II

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

OR

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

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

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

A candidate who fails in the Part I Examination but has secured in not less than 3 papers at least 35% marks separately as well as jointly with the internal assessment in all the papers but fails to get 50% marks in the aggregate shall have the option to re-appear in not more than three papers in the supplementary examination to be held in the month of September/October of the same year and shall be permitted to continue his studies for Part II.

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

Note : Evaluation of Assignment M.F.C. I & II

1. *The students are required to submit two assignments for each paper for internal assessment during the course of the study.*
2. *The Chairperson, University School of Open Learning/Co-ordinator of Commerce (USOL) has the power not to entertain or reject the assignments submitted after the due date. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.*
3. *No assignment will be accepted after the last date.*
4. *The Roll No. for the Annual examination will be issued only to those students who have submitted all the assignments. In case he/she appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.*
5. *The marks secured by the student in internal assessment will be communicated only through the marks sheet of University examination result.*
6. *There is no provision for re-evaluation of assignments of the marks obtained in the internal assessment.*

MASTER OF FINANCE AND CONTROL (MFC)

Students shall study the following Papers of 100 marks each :

PART I	Course No.	PAPER	Max. Marks : 100
	MFC 101	Management and Organisational Behaviour	80 + 20
	MFC 102	Business Environment	80 + 20
	MFC 103	Accounting for Decision Making	80 + 20
	MFC 104	Managerial Economics and Quantitative Techniques	80 + 20
	MFC 105	Indian Financial System and Services	80 + 20
	MFC 106	Tax Planning and Management	80 + 20
PART II	Course No.	PAPER	Max. Marks : 100
	MFC 201	MIS and Computer Application in Accounting	80 + 20
	MFC 202	Financial Management and Policy	80 + 20
	MFC 203	Security Analysis and Investment Management	80 + 20
	MFC 204	International Finance	80 + 20
	MFC 205	Viva-Voce (Comprehensive)	Max. Marks 100
	MFC 206	Anyone of the following :	
		(i) Training Report and Viva-Voce	—do—
		(ii) Project Report and Viva-Voce	—do—
		(iii) Management of Services (Banking & Insurance)	80 +20
		(iv) Management Control System and Corporate Governance	—do—
		(v) Financial Analysis and Engineering	—do—
		(vi) International Business	—do—

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

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

SECTION IV : EDUCATION

B.Ed.

Scheme of Examination

The duration of the course for the degree of Bachelor of Education (B.Ed.) Correspondence shall be two years. Admission to 800 seats in B.Ed. First Year through Correspondence is done on the basis of Entrance Test. There is a separate Prospectus for Entrance Test.

The syllabi and the curriculum for B.Ed. (through Correspondence) is same as in the face-to-face B.Ed. programme. It is spread over two academic years instead of one.

The details of syllabi and scheme of examination is given in the " Syllabi for B.Ed, General and B.Ed through correspondence Two years course" published by the University.

(B. Ed.) Part-I

ELIGIBILITY FOR ENTRANCE TEST FOR B.ED. 2 YEAR COURSE
(THROUGH CORRESPONDENCE) FOR IN SERVICE TEACHERS ONLY

- (A) (i) For 500 seats : (for Punjab & Chandigarh) :
- The candidate should be a 'teacher' serving in a recognised school +2 level institution (College)* located in the State of Punjab and U.T. Chandigarh and having two years teaching experience** as on 30th May, 2010 shall be eligible for admission to B.Ed. Course.
- (ii) For 300 seats : (for all India including Punjab & Chandigarh) :
- The candidate should be a 'teacher' serving in a recognised school +2 level institution (College)* located any where in all over India including the State of Punjab and U.T. Chandigarh and having two years teaching experience** as on 30th May of year of admission shall be eligible for admission to B.Ed. Course.
- *College teachers are not eligible; however, teachers having experience teaching +1/+2 classes in colleges are eligible.
- **Two years teaching experience should be irrespective of the nature of job : regular/adhoc/contractual basis.
- (iii) In addition to the above, the candidates should have obtained atleast 25% marks in the Entrance Test in the case of SC/ST candidates and 30% marks in the Entrance Test for all other categories.
- (iv) Candidate shall be considered eligible only if he/she produces a teaching experience certificate at the time of counselling. This certificate should be duly attested by the Headmaster/Principal of the school/+2 level institution affiliated/recognized by the Punjab Govt./U.T. Administration, Chandigarh/other State Govt./U.T. Administration of India OR by the Headmaster/Principal of the school/+2 level institution affiliated/recognized by CBSE, ICSE, PSEB, Education Boards of other States/Navodaya Vidyalaya, Army Schools, Central Schools, Public Schools or other like bodies situated in Punjab, Chandigarh or elsewhere in India; and countersigned with seal by the concerned competent authority (such as DEO, Deputy Secretary CBSE, ICSE, PSEB, Education Boards of Other States/Union Territories of India, etc.).
- (B) EDUCATIONAL QUALIFICATIONS FOR ADMISSION TO B.ED. (THROUGH CORRESPONDENCE) :
- (i) Bachelor's degree of this University or any other recognised University with atleast 50 per cent marks in the aggregate, provided the candidate has offered atleast two school subjects at the first degree level.

OR

(ii) M.A. or M.Sc. or M.Sc. (Hons. School) or M.Com. degree of this University or any other recognised University with a minimum of 50 per cent marks in the aggregate, with combination of at least two school subjects at the first degree and postgraduate degree level.

OR

(iii) B.A. degree of the University through modern Indian Languages and English only examinations, in which case the aggregate of 50 per cent marks shall be calculated by taking into account the marks obtained in English and the elective subjects taken together.

OR

(iv) Any other qualification recognised as equivalent to (i), (ii) or (iii) above.

Explanation :

- A candidate who has been awarded B.Sc. Pass Degree on the basis of B.Sc. (Hons. School) examination of the University shall be deemed to have passed with 50% marks in the aggregate.
- For a candidate who passed additional subject/s subsequent to obtaining B.A./B.Sc. degree, 50% marks in the aggregate shall be calculated by taking into account the marks obtained in the compulsory subject/s and three elective or additional elective subjects.

Exception :

- In case of students belonging to Schedule Castes/Tribes the requirement of 50 per cent marks shall be reduced by 5 per cent 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 got 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.*

B.Ed. First Year

- The examination of Four Compulsory theory Papers I, II, III, IV (A&B) and two practical components II and III shall be held in B.Ed. First Year.

PART-I

General Professional Course of Theory Paper :

		Marks				Total
		Ext. Th.	Int. Eval.	Ext. Prac.	Int. Prac.	
Paper-I :	Philosophical and Sociological Basis of Education	80	10	–	10	100
Paper-II :	The Learner – Nature and Development	80	10	–	10	100
Paper-III :	Teaching-Learning Process	80	10	–	10	100
Paper-IV :	(Part-A) School Management	48	06	–	06	60
	(Part-B) Computer Education	20	–	16	04	

PART-II

Component	Marks		Total
	External	Internal	
II Simple Expressional Competencies	30	20	50
III Health & Sports Programme	30	20	50
Total Marks: 50 + 50 = 100			
Aggregate Marks of B.Ed. I: 100 x 4 = 400 + 100 = 500 Marks			

B.Ed. Second Year

The examination of Compulsory Papers V (A&B) and paper VI & VII (Methodology of teaching of any two subjects from available options) and practical components I and IV shall be held in B.Ed. -II.

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

OR

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

PART-I

General Profession Courses of Theory Paper

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

PART-II

Practical Component

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

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

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

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

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

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

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

- Notes :*
- (i) *Teaching subjects finalised at the time of Counselling cannot be changed without permission of the authority at USOL. Otherwise the internal assessment pertaining to teaching subjects will be withheld and this will consequently lead to the non-declaration of the result.*
 - (ii) *Candidate will not be allowed to change the option Paper V (B) in mid session. So it is advised to opt the subject carefully at the time of admission.*
 - (iii) *Request to change of study centre will not be entertained because this leads to mismanagement of records and internal awards resulting into non-declaration of results.*
 - (iv) *Personal Contact Programmes (PCPs) shall be organized at the study centres for duration of 300 hours(150 hours + 150 hours in B.Ed I & II respectively). Two PCPs of 15 days each for B.Ed. I as well as B.Ed. II will be conducted in the year.*
 - (v) *80% attendance will be compulsory in the PCPs failing which the candidate will not be allowed to appear in the final examinations.*
 - (vi) *Candidate will have to submit 2 assignments in each paper during PCP.*
 - (vii) *House Examination are compulsory. These will be conducted for each paper during PCP-II at Study Centres.*
 - (viii) *Assignments & House Examination both will be evaluated for the purpose of calculating internal assessment.*
 - (ix) *Practical work in each theory paper of Part I and Components of Part- II will be undertaken by the candidates during PCPs. This work will also be evaluated for practical marks.*
 - (x) *Since the syllabi and scheme of examination for B.Ed. (Correspondence) is same as of the regular course, any change in the syllabi and scheme of examination in regular course at any later stage will be applicable in USOL also.*

Study Centres for PCP (USOL)

1. University School of Open Learning ,P.U. Chandigarh.
2. Govt. College of Education, Sector-20-D Chandigarh.
3. Malwa Central College of Education for Women, Ludhiana.
4. D.A.V. College of Education, Hoshiarpur.
5. D.A.V College of Education, Abohar.
6. B.C.M. College of Education, Ludhiana.
7. G.H.G. Khalsa College of Education, Gurusar Sudhar (Ludhiana).
8. D.M. College of Education, Moga
9. Dev Samaj College of Education, Ferozepur City.

10. L.L.R.M. College of Education, Dhudike.
11. G.H.G.H. College of Education for Women, Sidhwan Khurd (for Girls only).
12. Dashmesh College of Education for Girls, Badal, Muktsar (for Girls only).

MASTER OF EDUCATION (M.Ed.)
(For Inservice Teachers)
Two Year Course

M.Ed. correspondence course is exactly the same as the M.Ed. regular without compromising the quality, with the only difference that the correspondence course is spread over two years (four semesters) where Foundations Papers will be completed in Semester I & II and optional papers will be completed in M.Ed. Semester III & IV.

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

Sr. No.	Category	% age of seats	Number of Seats
1.	S.C.	15	23
2.	S.T.	7.5	11
3.	Physically Handicapped	3	05
4.	Defence (Ex-servicemen only)	5	08
5.	Riot Victims and Terrorist affected	2	03
6.	Wards of Freedom Fighters	2	03
	Sub-total of Reserved Category	34.5	53
7.	General	65.5	98
	Total	100	151

Eligibility Conditions

- (i) Educational Qualification : a person who possesses at least 55% marks in B.Ed. (50% incase of SC/ST) candidates
 - (a) A degree in any Faculty and also the degree of Bachelor of Education with 55% marks of this University;
 - (b) A degree in any Faculty and also the degree of Bachelor of Teaching with 55% marks of this University;
 - (c) A degree in any Faculty and also the degree of Bachelor of Education (Basic) with 55% marks as equivalent to the degree of this University;
 - (d) A degree in any Faculty and also the degree of Bachelor of Education (Yoga) with 55% marks in aggregate as equivalent to the degree of this University;
 - (e) A degree in any Faculty and also the Post-graduate Senior Basic Trained Teachers Diploma of the Punjab Education before 1956;
 - (f) Any other qualification recognised by the Syndicate as equivalent to (a), (b), (c), (d) or (e) above.
- (ii) Teaching Experience : M. Ed.course shall be open only to the in-service teachers with two years paid work experience who are teaching in a School recognised by a Board of School Education established by Law or in College Affiliated to or Recognised by a University provided that part-time experience shall also be counted towards teaching experience if the teaching was done as paid teaching and the teacher is working at the time of admission, i.e. in service at the time of admission.

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

Semester I

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

	Theory	External	Internal	Practical
I : Foundations of Education–(Philosophical)–I	100	80	20	–
II : Advanced Educational Psychology–I	80	60	20	20
III : Methodology of Educational Research and Statistics–I	100	80	20	–
Aggregate of Semester–I	100x3 = 300			

Semester II

	Theory	External	Internal	Practical
I : Foundations of Education– (Sociological)–II	100	80	20	–
II : Advanced Educational Psychology–II	80	60	20	20
III : Methodology of Educational Research and Statistics–II	100	80	20	–
Aggregate of Semester–II	100x3 = 300			
Grand Total of Semester–I & II	300+300 = 600			

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

Semester III

	Theory	External	Internal	Practical
Guidance and Counselling-I	80	60	20	20
Teacher Education–I	100	80	20	–
Educational Technology–I	80	60	20	20
Measurement and Evaluation–I	100	80	20	–
Educational Administration and Supervision	100	80	20	–
Dissertation*	–	–	–	–
Synopsis submission				

Aggregate of Semester–III

*Those who do not opt for dissertation 100x3 = 300

Those who opt for dissertation 100x2 =200

Semester IV

	Theory	External	Internal	Practical
Guidance and Counselling–II	80	60	20	20
Teacher Education–II	100	80	20	–
Educational Technology–II	80	60	20	20
Measurement and Evaluation–II	100	80	20	–
Educational Adminstration and Supervision–II	100	80	20	–
Dissertation Submission and Viva	200	150	50	–

Aggregate of Semester IV :	
For those who dont opt for dissertation	100 x 3 = 300 Marks
For those who opt for dissertation	100 x 2 = 200+200 = 400 Marks
Total Marks for Semester–III & IV :	
For those who do not opt for dissertation	300 + 300 = 600 Marks
For those who opt for dissertation	200 + 400 = 600 Marks
Grand Total of M.Ed. (I, II, III & IV Semesters)	600 + 600 = 1200 Marks

Dates to Remember

	Last Dates
Submission of 30 copies of Synopsis	November, 30th, 2010
Submission of two copies of dissertation	June 30th, 2011

PERSONAL CONTACT PROGRAMME (P.C.P.)

- (i) The PCP will be laid at the University School of Open Learning Panjab University, Chandigarh only.
 - (ii) 75% attendance will be compulsory in the PCPs failing which the candidate will not be allowed to appear in the final exam.
 - (iii) Candidates will have to submit two assignments in each paper during PCP.
 - (iv) House Examinations are compulsory and these will be conducted during PCP.
 - (v) Internal Assessment will be caculated on the basis of marks of assignment, house test, attendance and classroom interaction.
 - (vi) Practicals will be held during PCPs.
-

SECTION V : DIPLOMA and certificate COURSES

COMMON INFORMATION

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

POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS

(Off Camous)

Course Leader : - Dr. J. S. Rathore

Help Line No:- 2534323

REGULATIONS

Eligibility

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

- (i) A Bachelor's degree in any discipline of the University or a degree of other University which has been recognized by the Syndicate as equivalent thereto with not less than 50% marks in the aggregate;
 Provided that in case of candidates having Bachelor's degree of the University through Modern Indian Languages [Hindi/ Urdu/Punjabi (Gurmukhi Script and/or in a classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate, 50% marks in the aggregate shall be calculated by taking into account full percentage marks in all the papers in Language excluding the additional optional paper English and the elective subject taken together.
- (ii) A pass in the final examination conducted by the (a) Institute of Chartered Accountants of India or England, (b) Institute of Cost and Works accountants of India or England, and (c) Institute of Company Secretaries of India.
- (iii) AMIE examination with 50% marks or more after having passed the diploma examination with 60% marks or above and have at least 5 years research/teaching or professional experience.

Duration

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

Syllabi for Post Graduate Diploma In International Business

(Scheme of the Examination)

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

2. Maximum Marks for external/ written exam is 80 and Internal is 20 marks.

Semester I

PGDIB	01	International Marketing	100
	02	International Accounting	100
	03	International Financial Management	100
	04	Management Information System	100

05	Strategic Management	100
06	Market Research	100
TOTAL MARKS		600

Semester II

PGDIB	07	Managing Technology	100
	08	International HRM practices	100
	09	Business Law	100
	10	International Business Economics	100
	11	Global Trade Environment	100
	12	International Logistics	100
TOTAL MARKS		600	

POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

Coordinator : - Dr. Anu Gupta
Help Line No :- 2534067

Eligibility

The Minimum Qualification for the course shall be -

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

Personal Contact Programme :

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

Study Centre

The study centre shall be at Chandigarh.

Assignments

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

Outline of the Syllabi and Courses

Paper Code	Paper's Name	LTP Hrs./Week		Exam. Marks	Int. Ass. Marks	Total Marks	Exam. Hours
POST GRADUATE D-01	Fundamentals of Information Technology	3	1	80	20	100	3
POST GRADUATE D-02	DBMS Using SOL	3	1	80	20	100	3
POST GRADUATE D-03	Computer Based Accounting	3	1	80	20	100	3
POST GRADUATE D-04	Computer Networks & Data Communications	3	1	80	20	100	3

Paper Code	Paper Name	LTP Hrs./Week		Exam. Marks	Int. Ass. Marks	Total Marks	Exam. Hours
POST GRADUATE D-05	Computer programming & Problem Solving(Using C/C++)	3	1	80	20	100	3
POST GRADUATE D-06	Web application Tools and E-Commerce	3	1	80	20	100	3
POST GRADUATE D-07	Practical Software Lab.	–	5	50	25	75	4
POST GRADUATE D-08	Practical RDBMS Lab.	–	5	50	25	75	4
POST GRADUATE D-09	Practical Programming Lab. in C/C++	–	5	50	25	75	4
POST GRADUATE D-10	Practical Web Programming Lab.	–	5	50	25	75	4
POST GRADUATE D-11	Project Work	–	–	–	–	–	100

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

POST GRADUATE DIPLOMA IN HUMAN RIGHTS AND DUTIES

Coordinator : - Prof. Sherry Sabbarwal & Dr. Swarnjit Kaur
Help Line No:- 2534067

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 recognised as equivalent thereto.

Paper - I : Fundamentals of Human Rights and Duties

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

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

Paper - IV : Project Work

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

POST GRADUATE DIPLOMA IN HEALTH, FAMILY WELFARE AND
POPULATION EDUCATION

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

Eligibility

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

Paper I : Fundamentals of Population Education and Population Dynamics.

Paper II : Health Education Management

Paper III : Reproductive Health and Family Welfare.

Paper IV : Population Problems and Population Policies.

- Notes :*
1. *The course consists of four papers. Each paper is divided in to four units, there shall be nine Questions in all, the candidate shall attempt one question from each unit. The first question shall be compulsory and short answer type containing 15 short questions.*
 2. *He/ she must send atleast 50 percent of the response - sheets to the University School of Open Learning for evaluation.*

POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (PGDLAN)

Coordinator : - Pardeep Kumar
Help Line No:- 2534303

Eligibility

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

Paper-I : (LAN-01) Basics of Computers and Communication

Paper-II : (LAN-02) Library Automation

Paper-III : (LAN-03) Information Systems

Paper-IV : (LAN-04) Networking and Internet Techonology

Paper-V : (LAN -05) Internet Resources and Content Development

Paper-VI : (LAN-06) Project/Dissertation

POST GRADUATE DIPLOMA IN MASS COMMUNICATION

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

Eligibility

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

There will be five papers each carrying 100 marks.

PGDMC101 Introduction to Mass Communication

PGDMC 102 Print Media

PGDMC103 Electronic Media

PGDMC104 Advertising and Public Relations

PGDMC105 Practical Assignments

Note : The assignments are required to be submitted in the form of portfolio within 10 days of the termination of the theory examination. No assignment will be accepted thereafter and the candidates defaulter in this regard will be treated as absent in this paper. A candidate who fails to submit his/her practical assignment within the stipulated period will be declared as fail.

The practical assignment submitted by each candidate must be his/her original work. If any assignment submitted is found to be identical with or similar to an assignment submitted in the same session or in the past will be considered a case of copying. The latter would not only lead to cancellation of his/her practical assignment portfolio but also would lead to the registration of an unfair means case (UMC) against the candidate.

POST- GRADUATE DIPLOMA IN STATISTICS

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

Eligibility

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

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

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

Paper-I : Descriptive Statistics

Paper-II : Probability and Sampling Distributions with Applications.

Paper-III : Basic Business Statistics

Paper-IV : Research Methods

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

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

ADVANCE DIPLOMA IN NATUROPATHY AND YOGA

Coordinator : - Dr. (Ms.) Swaranjit Kaur
Help Line No :- 2536191

Eligibility

1. The candidate must have done three and a half year Diploma Naturopathy and Yoga conducted by Gandhi Smarak Prakritik Chikitsa Samiti, Rajghat, New Delhi, OR by All India Nature Cure Fedration, New Delhi, OR any other equivalent courses of three and half year duration, from a well recognised institutio. Akhil Bhartiya Prakritik Chikitsa Parisad, 15 , Rajghat Colony, New Delhi - 110002.
2. There will be no entrance test for seeking admission to the course. Admission to the course will be done on the basis of merit in the previous qualifying examination mentioned above.

Paper-I : Philosophy of Naturopathy and Environment Studies.

Paper-II : Natural Therapeutics

Paper-III : Management of Diseases in Nathuropathy

Paper-IV : Yoga Therapy

Paper-V : Practical Paper I : It includes Project Report and Viva

Paper-VI : Practical Paper II : It includes Practical and Viva

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

DIPLOMA IN PHOTOGRAPHY

Coordinator : - Dr. Jessu Jaskanwar Singh
Help Line No :- 2534324

Eligibility

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

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

CERTIFICATE COURSE IN VIVEKANANDA STUDIES

Coordinator : - Prof. Dharamanand Sharma
Course Leader : Mr. Sudhir Baweja USOL
Help Line No:- 2534331

Eligibility

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

Paper-I : Life and Works of Swami Vivekananda
Paper-II : Vivekananda and Sages of Modern India

CERTIFICATE COURSE IN WOMEN STUDIES

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

Eligibility

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

(a) +2 examination from Board of School Education, Punjab / Haryana Or Central Board or Secondary Education, Delhi.

OR

(b) An examination of another University / Board / Body recognised by the Syndicate as equivalent to (a) above

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

(i) ENROLMENT FORM

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

ATTACH THE FOLLOWING DOCUMENTS IN ORIGINAL WITH ENROLMENT FORM

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

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

- One photo should be attested and pasted on the Enrolment Form.
- Do not staple the Photographs.
- Write your name and class on the back side of all Photographs.

EXAMINATION ADMISSION FORM :

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

DISPATCH OF ALL DOCUMENTS

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

VERIFICATION OF THE ORIGINAL CERTIFICATES

The original certificates / documents will be returned to the candidates after verification. All admissions will be provisional till the verification of the original certificates and confirmation by the University. 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 under Regulation 1.4 at page 559 of PU Calender Vol II 2005, the fees deposited shall not be refunded. It will be the basic responsibility of the student to submit the required certificates and documents within the stipulated period as and when demanded, failing which his/ her admission shall stand cancelled without any notice.

(ii) PAYMENT OF FEE

- Note : 1. The fee details for various courses are given on next page*
 2. *It is in your own interest to pay the fees in lumpsum.*

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

The defaulters are advised to remit their balance of fee without any late fee upto January 17, 2011. Otherwise after 17.1.2011, the name of defaulters, who owe more than Rs. 1000/- shall be struck off and the despatch of Lessons shall also be discontinued forthwith.

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

Important Notes :

1. Fee once paid at the time of admission to any course shall not be refunded under any circumstances except refundable securities or where explicitly so provided.
 However, fees can be adjusted within the University Teaching Departments, any other course offered by USOL, where the students happen to get admission for that particular academic year.
2. Students are advised in their own interest to get the University Receipt No. and date noted in the Fee Checking Section of the University School of Open Learning when ever they come to deposit the fee with the University Extension Counter, State Bank of India, Administrative Block, Sector-14, Chandigarh.
3. Refund of Fees :
 - (i) If an applicant is not enrolled because he /she has not paid full or part of his/her fee by the prescribed date, the amount paid by him/her, if any, shall not be refunded.
 - (ii) If an applicant is not enrolled because he/she has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his/her fee shall not be refunded.
 - (iii) If a student drops out in the middle of the course, the fees paid by him/her, shall not be refunded.
 - (iv) If an applicant is not enrolled because he/she is found ineligible the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her.
 - (v) Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by USOL or latest by 26th February, 2011 failing which the request will not be entertained.

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

1. Deposit your fee at the extension counter, State Bank of India, Sector 14, Administrative Block, Panjab University, Chandigarh and obtain a receipt for the same and attach it with your Enrolment Form.
2. The candidates can send their fee through Bank Draft. The Bank Draft should be made in favour of Registrar, Panjab University, Chandigarh. The Draft should be drawn on State Bank of India, Sector 14, Chandigarh.
 - (a) The Enrollment/Examination Form and draft should be sent to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 under Registered Cover/Speed Post.
 - (b) You must write your Name, Enrollment No. and Class on the back side of the Draft.
 - (c) Retain a photocopy of the Draft with you.
 - (d) The bank draft must not be enclosed with response sheet or any other document under any circumstances
3. A candidate can deposit the fee at any of the branch of the State Bank of India. under the scheme of Power Jyoti Module of State Bank of India, Sector 14, Chandigarh. Under this scheme, The detail modalities/steps to be followed by candidates are given below :

- (i) The candidate shall fill in all columns of the pay in slip (triplicate) and shall deposit the required fee alongwith bank charges in any of the nearest branch of State Bank of India.
 - (ii) After deposit of the fee, one copy of the pay in slip shall be retained by the banker and balance two copies shall be handed over to the candidate.
 - (iii) The candidate shall ensure that bank has mentioned proper Journal No. on the Pay-in-Slip of the candidate. This Journal No. shall be mentioned by the candidate in payment detail column of the form. See pay slip sample in the prospectus.
 - (iv) The candidate shall then attach one copy of the same with the form and forward to the University.
4. The candidate can download the form and pay in slip from any internet terminal and deposit the fee in the nearest SBI Bank.
 5. The students can also deposit the fee through internet banking. The detailed instructions in this regard are provided on University website.

Class-wise total fee to be paid by the Student

1. B.A./B.Com. I/II/III	Rs. 7737	per annum
2. B.Ed. Part-I/II	Rs. 19712	per annum
3. M.A.I & II	Rs. 7442	per annum
4. M.A.(Pub. Admn.) (Ist & IIIrd Semester System)	Rs. 6387	per sem.
5. M.A.(Pub. Admn.) (IIInd & IVth Semester System)	Rs. 2155	per sem.
6. M.Com. I & II	Rs. 8842	per annum
7. M.F.C. Part I/II	Rs. 13742	per annum
8. M.Ed. Ist & IIIrd Semester	Rs. 9727	per annum
9. M.Ed. Ind & IVth Semester	Rs. 5005	per annum
10. Bachelor of Lib. & Inf. Science	Rs. 8120	per annum
11. P.G. Dip. in Health, Family Welfare & Population Education (P.G.D. H.R.& D)	Rs. 7172	per annum
12. P.G. Dip. in Statistics	Rs. 6227	per annum
13. P.G.D.M.C	Rs. 7372	per annum
14. P.G.D.C.A.	Rs. 18412	per annum
15. P.G.D. in International Business	Rs. 33297	per annum
16. Advance Post Graduate Diploma in Naturopathy & Yoga	Rs. 6120	per annum
17. P.G. Dip. in Library Auto- mation & Networking	Rs. 9120	per annum
18. Dip.in Photography	Rs. 9120	per annum
19. Cert. Course in Vivekananda Studies	Rs. 2100	per annum
20. Certificate Course in Women Studies (One Year)	Rs. 3120	per annum

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

2. Library Security to be paid by all students, except those who were studying in University School of Open Learning during 2010-2011, will be required to pay the difference of Rs. 640/- in case of B.A./B.Com./Post Graduate Diploma in Statistics, and Rs. 730/- in case of M.Ed./MFC/B.Ed., and Rs. 800/- in case of Post Graduate Diploma in Computer Application, Post Graduate Diploma in Mass Communication and Rs. 840/- in case of M.A., M.Com., Post Graduate Diploma in Health, Family Welfare & Population Education & Post Graduate Diploma in Human Rights & Duties provide they have not got the security refund.
3. (a) Students already registered with the Panjab University will not have to pay registration fee of Rs. 65/-.
(b) The students having passed, qualifying 10+2 examination from Boards of School Education, Haryana, Punjab, H.P., C.B.S.E. & I.C.S. E shall not pay migration fee of Rs.220/-.
4. The students who belong to the jurisdiction of the Panjab University i.e. the districts of Hoshiarpur, Ludhiana, Ferozepur, Moga, Muktsar and Union Territory of Chandigarh shall not pay Rs. 275/- as a special examination fee.
5. The students who have passed their qualifying examination from the Panjab University are not required to pay the eligibility fee of Rs. 75/-.
6. Students who have not offered Geography/Defence & Strategic Studies will not be required to pay the practical fee of Rs. 210/-.
7. Students who have not offered Psychology will not pay additional Lab. Charges of Rs. 840/-.
8. Students will pay one time Environment Education fee of Rs. 250/- at the time of admission to B.A. I / B.Com. I. (which is compulsory in 1st year).
9. Students who will collect lessons personally from USOL will not pay the mailing charges of Rs. 535/-.

(iii) UNIVERSITY EXAMINATION

1. SIZE OF THE ANSWER SHEET

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

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

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

3. ROLL NUMBER

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

4. CHANGE OF EXAMINATION CENTRE

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

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

5. COMPARTMENT/RE-APPEAR

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

6. RE-EVALUATION

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

FACILITIES FOR EX-STUDENTS

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

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

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 & B.Lib.Sc. examinations and three years in case of other examinations immediately succeeding the year in which he/she completed the requirement of Regulation 4 on payment of a fee as prescribed by the Syndicate every year and to appear in the University examination as an ex-student of the University School of Open Learning.

BACHELOR OF EDUCATION (B.Ed.)

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

- (i) If the candidate fails in the internal assessment of (Part II), he/she shall have to rejoin the USOL for a period to be determined by the Chairperson, USOL, subject to a minimum of one month, in order to qualify in the internal assessment of Part II. If he/she passes in the internal assessment, he/she shall be deemed to have passed the examination in Part II.
- (ii) If he/she fails only in one paper of Part I, he/she may be permitted to reappear in that paper at the supplementary examination and the next annual examination, provided he/she has obtained at least 20% marks in the paper in which he/she has failed and 40% in the aggregate of all the papers. Such a candidate shall pay a fee as prescribed by the Syndicate from time to time on each occasion. If he/she passes in that paper in either of those examinations, he/she shall be deemed to have passed the examination in Part-I.

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

MASTER OF EDUCATION (M.Ed.)

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

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

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

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

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

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

MASTER OF COMMERCE

- Notes :
- (i) *A candidate who fails to pass Part - I examination in three consecutive years shall have to leave the course.*
 - (ii) *A candidate who fails to pass Part - II examination in three consecutive years but has passed Part I examination may be given a special chance and allowed to appear in the next regular examination without attending the course on the recommendations of the Chairperson of the University School of Open Learning/Principal of the College on payment of the prescribed continuation fee, if any.*
 - (iii) *A candidate who fails to pass Part - II examination even after availing of the special chance shall have to leave the course.*
 - (iv) *For the students of University School of Open Learning the internal assessment awards of a candidate who has submitted assignments but fails in the examination and does not rejoin the University School of Open Learning as a regular student shall be carried forward to the next examination.*
 - (v) *In case a student who had not submitted his/her assignments and wants to appear as an ex-student of University School of Open Learning, he/she will be allowed to do so only after the submission of assignments of the session in which he/she wants to appear.*
 - (vi) *If a candidate fails in Project/Viva-voce he/she will be given one more opportunity to pass that paper within one year.*

Procedure to avail Facilities for Ex-students

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

1. Obtain a University Examination Admission Form prescribed for the private candidates. This is available in the month of June (in the case of Supplementary examination) and late September or early October (in the case of Annual examination) either from the Extension counter, State Bank of India, Sector 14, Administrative Block, P.U., Chandigarh.
2. (See also the instructions printed on University Examination Form).
3. Attach three passport size copies of your latest photograph bearing on the face your name and your father's name.
4. Send all these documents with the form under Registered 'AD' cover to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 for the attestation of the examination form and its onward transmission to the Registrar's Office.
5. Send the Examination Form, complete in all respects, so as to reach the Registrar's office through the Chairperson, by 27th July (in the case of Supplementary examination), and by 3rd November (in the case of Annual examination). However, it can be received even later than this but with late fee as under :
 - (i) Upto one week after the normal date fixed for submission of examination form. Rs 1350/- per exam.
 - (ii) After one week of the normal date fixed for submission of examination forms but not later than two months before the date of commencement of examinations. Rs. 3820/- per exam.

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|-------|---|----------------------|
| (iii) | Not later than one month before the date of commencement of exam. | Rs. 7700/- per exam. |
| (iv) | Not later than 7 working days before the date of commencement of examination. | Rs.15400/- per exam. |

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

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

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

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

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

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

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

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

50% of 5 papers will be taken as 2 and that of 7 papers as 3 for the purpose of these regulations.

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

(I) In case a student appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.

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

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

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

ANNEXURE (I) PERSONAL CONTACT PROGRAMME (PCP) Session 2010-2011 SCHEDULE FOR GRADUATE, POST-GRADUATE AND DIPLOMA & OTHER COURSES		
GRADUATE CLASSES		
MORNING SESSION		
	1st Series	2nd Series
B.A. III	27.09.2010(Mon) to 02.10.2010(Sat.)	13.12.2010(Mon.) to 18.12.2010 (Sat.)
B.A. II	11.10.2010(Mon.) to 16.10.2010(Sat.)	17.01.2011(Mon.) to 22.01.2011(Sat.)
B.A. I	19.10.2010(Tue.) to 24.10.2010(Sun.)	24.01.2011(Mon.) to 30.01.2011(Sat.)*
B.Ed. I & II	To be notified at the time of counselling	To be notified at the time of counselling
B.Ed-II	17.9.2010 (Friday) to 1.10.2010 (Friday)	To be notified at the time of counselling
B.Com. I	08.11.2010(Mon.) to 13.11.2011(Sat.)	31.01.2011(Mon.) to 05.02.2011(Sat.)
B. Com II & III	15.11.2010(Mon.) to 20.11.2010(Sat.)	07.02.2011(Mon.) to 12.02.2011(Sat.)
	Practical (1st Group)	Theory (Single Group)
B. Lib .Sc.	29.11.2010(Mon.) to 06.12.2010(Mon.)	24.01.2011(Mon.) to 30.01.2011(Sun.)*
Evening Session	2nd Group	
	07.12.2010(Tue.) to 14.12.2010(Tue.)	
POST-GRADUATE CLASSES		
M.A. I & II Punjabi and Economics	MORNING SESSION 15.11.2010(Mon.) to 20.11.2010(Sat.)	EVENING SESSION 07.02.2011(Mon.) to 12.02.2011(Sat.)
M.A. I & II English and Hindi	EVENING SESSION 15-11-2010(Mon.) to 20-11-2010(Sat.)	MORNING SESSION 07.02.2011(Mon.) to 12.02.2011(Sat.)
M.A.I & II History	MORNING SESSION 22.11.2010(Mon.) to 27.12.2010(Sat.)	MORNING SESSION 14-02-2011(Mon.) to 19.02.2011(Sat.)
M.A.I & II Sociology	EVENING SESSION 29.11.2010(Mon.) to 27.12.2010(Sat.)	EVENING SESSION 14-02-2011(Mon.) to 19.02.2011(Sat.)
M.A.I & II Pol.Sc.	MORNING SESSION 29.11.2010(Mon.) to 04.12.2010(Sat.)	EVENING SESSION 21.03.2011(Mon.) to 26.03.2011(Sat.)
M.A. (Pub.Admn.) Sem. I & III	19.10.2010(Tue.) to 24.10.2010(Sun.)	–
M.A. (Pub.Admn.) Sem. II & IV	21.03.2011(Mon.) to 26.03.2011(Sat.)	–
	1st Series (MORNING SESSION)	2nd Series (MORNING SESSION)
M.Com.I	22.11.2010(Mon.) to 27.12.2010(Sat.)	14-02-2011(Mon.) to 19.02.2011(Sat.)
M.Com. II	29.11.2010(Mon.) to 04.12.2010(Sat.)	21-02-2011(Mon.) to 26.02.2011(Sat.)
M.F.C.I	06.12.2010(Mon.) to 11.12.2010(Sat.)	–
M.F.C.II	28.02.2011(Mon.) to 05.03.2011(Sat.)	–
M.Ed. I (1st Sem.)	23.10.2010(Sat.) to 03.11.2010(Wed.)	15.04.2011(Fri.) to 26.04.2011(Tue.)
M.Ed. II (3rd Sem.)	30.08.2010(Mon.) to 10.09.2010(Fri.)	01.04.2011(Fri.) to 12.04.2011(Tue.)

DIPLOMAS/OTHER COURSES

	1st Series (MORNING SESSION)	2nd Series (MORNING SESSION)
PGDCA	13.12.2010(Mon.) to 22.12.2010 (Wed.)	14.02.2011(Mon.) to 23.02.2011(Wed.)
Note : The PGDCA Students are requested to report at 9.30 a.m. in the Deptt. of Computer Science and Application, Panjab University, Chandigarh.		
PGDLAN (Theory)	13.12.2010 (Mon.) to 22.12.2010 (Wed.)	04.02.2011 (Fri.) to 09-02-2011(Wed.)
Diploma in Photography	To be notified by the Dept.	To be notified by the Dept.
	1st Series (EVENING SESSION)	2nd Series (EVENING SESSION)
PGDMC	10.01.2011(Mon.) to 15.01.2011(Sat.)	17.01.2011 (Mon.) to 22.01.2011 (Sat.)
EVENING SESSION		-
Post-Graduate Diploma in Statistics		To be notified later
Post-Graduate Diploma in Health, Family Welfare and		To be notified later
Post-Graduate Diploma in International Business		To be notified later
Post-Graduate Diploma in Human Rights & Duties		To be notified later
Certificate Course in Vivekananda Studies		To be notified later
Advance Diploma in Naturopathy & Yoga		To be notified later
Certificate Course in Women Studies		To be notified later

TIMINGS

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

Evening Session : 1.30 p.m. onwards (The students are to report at the USOL reception by 1.00 p.m.)

- Important Note :
1. The dates for the Personal Contact Programme are final. Students are advised to note the P.C.P dates as mentioned against their classes, both for the First and Second Series. No separate letter will be issued with regard to the PCP dates. In case of any change in PCP Schedule, the students will be duly informed.
 2. For students opting the subject of Psychology (B.A. I/II/III), Practical Classes are compulsory to attend alongwith P.C.P., otherwise their result will be declared as R.L.
 3. The exact series in which B.Com. I, II & III and M.Com.-I & II Students have to attend the PCP, will be communicated later through the introductory lessons pertaining to the course.
 4. P.C.P Schedule for B.Ed, I, II & III will be communicated at a later date.
- *Note : Holiday on 26-1-2011 (Republic Day).

ANNEXURE (II)

FEE CODE (UNIVERSITY SCHOOL OF OPEN LEARNING)

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

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

**ANNEXURE (III)
FEE STRUCTURE
SESSION 2010-2011**

Sr. No.	Item	B.A. I/II/III & B.Com. I/II/III	Bachelor of Lib. & Inf. Sc.	B.Ed. VII	MED. I/II	All M.A. I/II	M.A. (Pub. Admn.) (SEM.SYS.)		M.Com. I/II	MFC I/II	P.G. D.C.A.	P.G. Dip. in H.F.W/PE/ Human Rights	P.G.Dip. in Statistics	P.GDip. in Mass Comm.	Ad. P.G. Dip. in Naturopathy & Yoga#	M.Ed. I/II Sem.
							Sem. I/III	Sem. II/IV								
Compulsory Fee																
1.	Tuition Fee	1585	8000	13790	6410	2110	1055	1055	2110	8230	13000	2110	1480	2010	6000	3205
2.	Enrolment Fee	75	-	75	75	75	75	-	75	75	75	75	75	75	-	-
3.	Admission Fee	210	-	280	280	325	325	-	325	280	310	325	210	310	-	-
4.	Magazine Fee	85	-	85	85	85	85	-	85	85	85	85	85	85	-	-
5.	Library Fee	85	-	110	110	125	125	-	125	110	120	125	125	120	-	-
6.	Identity Card Fee	40	-	40	40	40	40	-	40	40	40	40	40	40	-	-
7.	P.C.P. Fee	430	-	430	430	430	430	-	430	430	430	430	430	430	-	-
8.	Student's Aid Fee	50	-	50	50	50	50	-	50	50	50	50	50	40	-	-
9.	Univ.Exam. Fee	900	-	1200	1800	1100	1100	-	2500	1450	1200	830	830	1200	-	1800
10.	Amalgamated fund	65	-	65	65	65	65	-	65	65	65	65	65	65	-	-
11.	Audio-Visual Fee	105	-	105	105	105	105	-	105	105	105	105	105	105	-	-
12.	Building fund	105	-	105	105	105	105	-	105	105	105	105	105	105	-	-
13.	General Development Fee	345	-	345	345	345	345	-	345	345	345	345	345	345	-	-
14.	Environment Edu. Fee	250	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15.	Communication charges	105	-	105	105	105	105	-	105	105	105	105	105	105	-	-
16.	Env.Edu. Exam. Fee	75	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17.	NSS	10	-	10	10	10	10	-	10	10	10	10	10	10	-	-
18.	PU Alumni House & Scholarship Fund	15	-	15	15	15	15	-	15	15	15	15	15	15	-	-
19.	Waste Management Fee	120	-	120	120	120	120	-	120	120	120	120	120	120	-	-
20.	Multipurpose Auditorium Fee	50	-	50	50	50	50	-	50	50	50	50	50	50	-	-
21.	Service Tax & Property Tax	12	-	12	12	12	12	-	12	12	12	12	12	12	-	-
22.	Practical Fee	-	-	660	660	-	-	-	-	-	-	-	-	-	-	-
23.	GIS	120	120	120	120	120	120	-	120	120	120	120	120	120	120	-
Optional Fee																
24.	Library Security*	640	-	730	730	840	840	-	840	730	840	840	640	800	-	-
25.	Continuation Fee**	40	-	40	40	40	40	-	40	40	40	40	40	40	-	-
26.	Mailing Charges***	535	-	535	535	535	535	-	535	535	535	535	535	535	-	-
27.	Special Fee@	275	-	275	275	275	275	-	275	275	275	275	275	275	-	-

Sr. No.	Item	B.A. I/II/III & Inf. Sc. I/II/III	Bachelor of Lib. & Inf. Sc. I/II/III	B.Ed. I/II	M.Ed. I/II/III	All M.A. I/II	M.A. (Pub. Adm.) (SEM.SYS.)		M.Com. I/II	M.F.C. I/II	PG. D.C.A.	PG. Dip. in H.F.W.P.Ed/ Human Rights	Dip. in. Statistics	P.G. Dip. in. Mass Comm.	Ad.PG Dip. in Naturopathy & Yoga#	M.Ed./ II Sem.
							Sem. I/III	Sem. II/IV								
Optional Fee																
28.	Registration Fee+	65	-	65	65	65	65	-	65	65	65	65	65	65	-	-
29.	Eligibility Fee++	75	-	75	75	75	75	-	75	75	75	75	75	75	-	-
30.	Migration Fee+++	220	-	220	220	220	220	-	220	220	220	220	220	220	-	-
31.	Practical Fee for Geography/ Defence & Strategic Studies	210	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32.	Additional Laboratory Charges for Psychology students for B.A./II/III only	840	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total		7737	8120	19712	9227	7442	6387	2155	8842	13742	18412	7172	6227	7372	6120	5005

Certificate course in Vivekananda Studies Total Fee = Rs. 2100

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

* The student who fails in April, 2010 examination and does not want to join this USOL can apply for refund of his/her library security upto April 30th, 2011 otherwise library security will be lapsed. The old students (Session 2009-2010) who had already deposited the library security, need not deposit it again during the session 2010-2011. They are however, required to deposit the difference of amount of old and enhanced security and mention the previous particulars in the relevant columns of the Enrolment form. The student of USOL who fails in an examination in April, 2010 and does not join USOL in July 2010 can withdraw his/her library security within one year i.e. upto 30th April, 2011.

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

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

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

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

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

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

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

ANNEXURE (IV)
Fee Structure P.G.D.I.B (1st Year & IIInd Semester)
SESSION 2010-2011

	Ist Instalment (at the time of admission)	IIInd Instalment (10 th Nov to 30 th Nov.)
1. Admission Fee	Rs. 230.00 P.A.	Rs. 20.00 Per Sem.
2. Continuation Fee	Rs. 20.00 Per Sem.	
3. University Migration Fee*	Rs. –	
4. Registration & Enrolment Fee*	Rs. –	
5. Security Deposit	Rs. 230.00 P.A.	
6. University Sports Fee	Rs. 40.00 p.A.	
7. Youth welfare Fund	Rs. 75.00 P.A.	
8. Student Holiday Home fund	Rs. 60.00 P.A.	
9. Student Aid Fund	Rs. 40.00 P.A.	
10. Medical Fee	Rs. 30.00 P.A.	
11. Student Development Fund	Rs. 1535.00 P.A.	
12. House Examination Fee	Rs. 85.00 Per Sem.	Rs. 85.00 Per Sem.
13. Campus Report Fee	Rs. 115.00 P.A.	
14. Tuition Fee	Rs. 12.500 Per Sem.	Rs. 12.500 Per Sem.
15. Breakage/Lab Charges	Rs. -	
16. Dilapidation Fee (Rs. 20/- P.M.)	Rs. 120.00	Rs. 120.00
17. Amalgamated Fund (Rs. 75/- P.M.)	Rs. 450.00	Rs. 450.00
18. Film Fee	Rs. 30.00 P.A.	
19. Campus Sports Fee	Rs. 275.00 P.A.	
20. Student Scholarship Fund	Rs. 75.00 P.A.	
21. N.S.S./N.C.C. (10+10 P.A.)	Rs. 20.00 P.A.	
22. I. Card/Lamination Card (20+20)	Rs. 40.00 P.A.	
23. World University Services Fund	Rs. 10.00 P.A.	
24. University Sports Dev. Fund	Rs. 50.00 P.A.	
25. Campus Student Council Membership Fund (Rs 10 /- P.M.)	Rs. 60.00	Rs. 60.00
26. Library Dev. Fund	Rs. 115.00 P.A.	
27. Elect. & Water Charges (Rs. 30 /- P.M.)	Rs. 180.00 P.A.	Rs. 180.00
28. Enrollment Fee (Rs 20/- P.M.)	Rs.	
29. Placement Fee	Rs. 145.00 P.A.	
30. P.U. Alumni House & Scholarship Fund	Rs. 10.00 P.A.	
31. Campus Cleanliness (Rs. 10/- P.M.)	Rs. 60.00	Rs. 60.00
32. Service Tax Fee (Rs. 1/- P.M.)	Rs. 12.00 P.A.	
33. Multipurpose Auditorium	Rs. 100.00 P.A.	
34. Foreign Student Welfare Fund (Only for Foreign Student Rs. 520/-P.M.)		
35. Exam Fee	Rs. 1350.00 P.S.	Rs. 1350.00 P.S.
GARAND TOTAL:	Rs. 18062.00/-	Rs. 14825/-

- Note : (i) In addition to above fee the students who are coming from any other University/ Board / Council Rs 410/- extra will be charged from them i.e. (Migration Fee Rs 240/- Enrollment Fee 85/- and Registration Fee Rs 85/-
- (ii) For only those candidates who have passed the lower examination from another University or Board or Council Rs 240/-
- (iii) Computer fees (if computer is an elective subject and not a compulsory subject in a course Rs 75/- per paper if offered in course)
- (iv) Foreign national / PIO / NRI students registration fee US \$620 or US \$ 420 as the case may be payable by the NRI etc. student as per University rules along with other usual charges.

ANNEXURE (V)

<p>PAY IN SLIP</p> <p style="text-align: center;">SBI</p> <p style="text-align: center;">UNIVERSITY'S COPY</p> <p style="text-align: center;">Payable at all Branches of SBI for USOL (DCS) only.</p> <p>For credit to Panjab University A/c No. 30822309578 at SBI, Panjab University, Chandigarh (0742).</p> <p style="text-align: center;">DETAILS TO BE FILLED BY APPLICANT/CANDIDATE</p> <p>Date of deposit.....</p> <p>1. Name of candidate :</p> <p>2. Father's/Husband's Name :</p> <p>Reference No. <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 60px;">Name of course</td> <td style="width: 60px;">Year/Semester</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table></p> <p>In column 3 :- Fill Name of Course as per Prospectus (Use First 15 Digits)</p> <p>In column 4 :- Fill Year/Semester.</p> <p>5. Amount of Fee :</p> <p>6. Bank Charges : Rs.30/-</p> <p>7. Total :</p> <p style="text-align: right;">Signature of Depositor/Candidate</p> <p style="text-align: center;">FOR BRANCH USE ONLY</p> <p>Journal No. :</p> <p>Cashier's Signature :</p> <p>Branch Stamp :</p> <p>NOTE</p> <p>1. Mere deposit of fee don not entitle any student for admission. It will subject to fulfillment of other conditions also.</p> <p>2. For any refund query, the Account Branch of the University may be contacted.</p> <p>3. Fee and other details are available on University Website www.puchd.ac.in</p>	Name of course	Year/Semester	3	4	<p>PAY IN SLIP</p> <p style="text-align: center;">SBI</p> <p style="text-align: center;">CANDIDATE'S COPY</p> <p style="text-align: center;">Payable at all Branches of SBI for USOL (DCS) only.</p> <p>For credit to Panjab University A/c No. 30822309578 at SBI, Panjab University, Chandigarh (0742).</p> <p style="text-align: center;">DETAILS TO BE FILLED BY APPLICANT/CANDIDATE</p> <p>Date of deposit.....</p> <p>1. Name of candidate :</p> <p>2. Father's/Husband's Name :</p> <p>Reference No. <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 60px;">Name of course</td> <td style="width: 60px;">Year/Semester</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table></p> <p>In column 3 :- Fill Name of Course as per Prospectus (Use First 15 Digits)</p> <p>In column 4 :- Fill Year/Semester.</p> <p>5. Amount of Fee :</p> <p>6. Bank Charges : Rs.30/-</p> <p>7. Total :</p> <p style="text-align: right;">Signature of Depositor/Candidate</p> <p style="text-align: center;">FOR BRANCH USE ONLY</p> <p>Journal No. :</p> <p>Cashier's Signature :</p> <p>Branch Stamp :</p> <p>NOTE</p> <p>1. Mere deposit of fee don not entitle any student for admission. It will subject to fulfillment of other conditions also.</p> <p>2. For any refund query, the Account Branch of the University may be contacted.</p> <p>3. Fee and other details are available on University Website www.puchd.ac.in</p>	Name of course	Year/Semester	3	4	<p>PAY IN SLIP</p> <p style="text-align: center;">SBI</p> <p style="text-align: center;">BANK'S COPY</p> <p style="text-align: center;">Payable at all Branches of SBI for USOL (DCS) only.</p> <p>For credit to Panjab University A/c No. 30822309578 at SBI, Panjab University, Chandigarh (0742).</p> <p style="text-align: center;">DETAILS TO BE FILLED BY APPLICANT/CANDIDATE</p> <p>Date of deposit.....</p> <p>1. Name of candidate :</p> <p>2. Father's/Husband's Name :</p> <p>Reference No. <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 60px;">Name of course</td> <td style="width: 60px;">Year/Semester</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table></p> <p>In column 3 :- Fill Name of Course as per Prospectus (Use First 15 Digits)</p> <p>In column 4 :- Fill Year/Semester.</p> <p>5. Amount of Fee :</p> <p>6. Bank Charges : Rs.30/-</p> <p>7. Total :</p> <p style="text-align: right;">Signature of Depositor/Candidate</p> <p style="text-align: center;">FOR BRANCH USE ONLY</p> <p>Journal No. :</p> <p>Cashier's Signature :</p> <p>Branch Stamp :</p> <p>NOTE</p> <p>1. Mere deposit of fee don not entitle any student for admission. It will subject to fulfillment of other conditions also.</p> <p>2. For any refund query, the Account Branch of the University may be contacted.</p> <p>3. Fee and other details are available on University Website www.puchd.ac.in</p>	Name of course	Year/Semester	3	4
Name of course	Year/Semester													
3	4													
Name of course	Year/Semester													
3	4													
Name of course	Year/Semester													
3	4													

ANNEXURE (VI)

PROVISIONAL LIST OF EXAMINATION CENTRES FOR :—

- (a) B.A/B.COM. CLASSES
Abohar, Bulhowal, Chandigarh, Dakha, Dasuya, Dharamkot, Dhudike, Doraha, Fazilka, Ferozepur Cantt., Ferozepur City, Garhdiwala, Garhshankar, Giddarbaha, Gurusar-Sudhar, Guru Teg Bahadur Garh, Haryana (Hoshiarpur), Hoshiarpur, Jagraon, Jalalabad, Kandhala Jattan, Karamsar (Rara Sahib), Khanna, Killianwali, Lupon (Girls), Ludhiana, Mahilpur, Malout Mandi, Miani(HSP), Moga, Mukerian, Muktsar, Narangwal, Pojewal, Raikot (Girls), Samrala, Sidhsar (SDH), Sidhwan Khurd (Girls), Sukhanand (Moga), Talwara (HSR), Tanda Urmar, Zira.
- (b) B.Lib. Science : Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Muktsar.
- (c) Diploma Courses : Chandigarh, Ludhiana.
- (d) M.A. (I) Public Administration : Chandigarh, Ludhiana.
(ii) Other Subjects : Abohar, Chandigarh, Ferozepur City, Gurusar-Sudhar, Hoshiarpur, Jagraon, Karamsar (Rara Sahib), Ludhiana, Muktsar, Sidhwan Khurd (Girls) Tanda Urmar.
- (e) M.Com. Abohar, Chandigarh, Dasuya, Ferozepur, Hoshiarpur, Khanna, Ludhiana, Muktsar, Mukerian, Moga.
- (f) M.F.C. Chandigarh, Ludhiana.
- (g) B.Ed. Abohar, Chandigarh, Ferozepur, Gurusar-Sudhar, Hoshiarpur, Lupon, Ludhiana, Moga, Muktsar, Sidhwan Khurd, Rail Majra, Dhudike.
- (h) M.ED. Abohar, Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Gurusar Sudhar, Sidhwan Khurd.

(B) CATEGORIZATION OF DIVISION OF SUCCESSFUL CANDIDATES :—

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

ANNEXURE (VII)

MINIMUM PASS MARKS AND MINIMUM MARKS FOR PLACEMENT IN COMPARTMENT.

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

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

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

13. B.Lib. Practicals will be conducted at University School of Open Learning, P.U., Chandigarh.
14. All viva-voce if any for MFC and M.Com. exams will be held at the University School of Open Learning.
15. B.Ed. Practical will be held at Study Centre with the Annual Examination.
16. M.Ed. Practical Examination will be held at University School of Open Learning.

ANNEXURE (VIII)

List of holidays for the calendar year 2010 to be observed by the Administrative Office University Teaching Department and Colleges affiliated to the Panjab University, Chandigarh.

Name of Holiday	Date on which fall	Day of the week	Number of holidays
1. Independence Day	15th August	Saturday	1
2. Janam Ashtmi	02th September	Thursday	1
3. Id-UI-Fitar	11th Septembe	Saturday	1
4. Birthday of Mahatma Gandhi Ji	02thOctober	Saturday	1
5. Agarsain Jayanti	08thOctober	Friday	1
6. Dussehra	17th October	Sunday	2
	18thOctober	Monday	
7. Birthday of Maharishi Balmiki Ji	22thOctober	Friday	1
8. Diwali	04th November	Thursday	2
	05th November	Friday	
9. Id-ul-Juha (Bakrid)	7th November	Wednesday	1
10. Birthday of Sri Guru Nanak Dev Ji	21th November	Sunday	1
11. Martydom Day of Sri Guru Teg Bahadur Ji	24th November	Wednesday	1
12. Muharram	17th December	Friday	1
13. Christmas Day	25th December	Saturday	1

Except for Saturday falling in the month of May/June when the office timing are generally changed from 8.00 a.m. to 2.00 P.M without lunch break during this period. Saturday would be observed as full working days under the orders of the competent authority

The Duration of Academic Recess for Teaching Staff

Autumn Recess	4-10-2010 (Monday)	to	7-10-2010 (Thursday)	4 days
Winter Recess	22-12-2010 (Wednesday)	to	14-1-2011 (Friday)	24 days

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

J. Category Code : GEN SC ST BC Marital Status : Married Single Domicile : Rural Urban
 Your Employment Status : Unemployed Employed If yes, mention monthly income :
 Occupation of parents/guardian _____ Monthly income from all sources _____
 No. of Dependents _____ Relationship with guardian _____.

Signature of Parents/Guardian
 Dated _____

Signature of the Applicant

SPECIAL INFORMATION

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

DECLARATION AND UNDERTAKING BY THE APPLICANT

L.

I, _____ son/daughter of _____ seeking admission to Class _____
 for the session 2010-2011 solemnly declare and undertake that :
 - I have gone through the prospectus carefully and shall abide by the rules and regulations contained therein.
 - I understand that my admission is provisional and is subject to the final approval of the Panjab University.
 - I have not been disqualified by any University / Board.
 - I fulfil all the eligibility conditions laid down by the University to appear in the Annual Examinations as mentioned in the Prospectus.
 If I fail to fulfil these conditions, I may be detained from appearing in the University Examination and I shall not make any claim whatever thereof.
 - I shall not participate in any activity detrimental to the interests of the USOL and Panjab University University.

Dated _____

Signature of the Applicant

CHARACTER CERTIFICATE

M.

Certified that applicant _____ son/daughter of Shri _____ bears a good moral character.

 Name of attesting authority
 (in Block Letters)

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

N. C H E C K L I S T **Please tick (✓) the relevent box.**

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

FOR OFFICE USE

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

Clerk

Assistant/A.S.O.

Superintendent

Assistant Registrar

En-2

Sr.No. _____

(For Office Use)**FEE CARD : 1***(To be submitted while remitting the fee at the time of admission)*

1. Name of the student (in capitals) _____
 2. Father's Name _____
Mother's Name _____
 3. Class _____ Enrolment No. _____ Session _____
 4. Amount remitted Rs. _____ S.B.I. Receipt No./Bank Draft
No. _____ Dated _____
- Address _____

Signature of the Student**ACKNOWLEDGEMENT***(To be filled in by the USOL)*

Your application for admission to the Class _____
and fee of Rs. _____
have been received vide receipt No. CS/P/BD _____
Dated _____

Assistant (CS)*for Chairperson*

University School of Open Learning
Panjab University, Chandigarh -160014.

En-2

Sr.No. _____

(For Office Use)**FEE CARD : 2***(To be submitted at the remittance of balance of fee)*

1. Name of the student (In capitals) _____
 2. Father's Name _____
Mother's Name _____
 3. Class _____ Enrolment No. _____ Session _____
 4. Amount remitted Rs. _____ S.B.I. Receipt No./Bank Draft
No. _____ Dated _____
- Address _____

Signature of the Student

ACKNOWLEDGEMENT*(To be filled in by the USOL)*

Your application for admission to the Class _____
and balance of fee of Rs. _____
have been received vide receipt No. CS/P/BD _____
Dated _____

Assistant (CS)*for Chairperson*

University School of Open Learning
Panjab University, Chandigarh -160014.

(FOR OFFICE USE)

Received Rs. _____ vide

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

Total B.F. _____ Total C.O. _____

Prepared by _____

Dealing Official

=====

On India Government Service
(ADDRESS TO BE FILLED IN BY THE STUDENT)



To

From :

Chairperson,
University School of Open Learning
Panjab University,
Chandigarh - 160014 (India)

INSTRUCTIONS

1. This card testifies to the student's status as a student of University School of Open Learning in the Panjab University, subject to confirmation of his/her eligibility for the course.
2. This card is not transferable. The student should carefully keep this card with him/her. It should be available for inspection when demanded by the Chairperson or any other member of the staff authorised by the Chairperson on his/her behalf.
3. This card should be carefully preserved, as no duplicate identity card will ordinarily be issued. In case of loss, it may be replaced on payment of Rs.40/-.
4. This card is valid for session 2010-2011 only. It may be forfeited by the Department if the student is found guilty of misbehaviour or when any disciplinary action is taken against him/her.

Chairperson
University School of Open Learning
Panjab University, Chandigarh

ENROLMENT-CUM - IDENTITY CARD

UNIVERSITY SCHOOL OF
OPEN LEARNING

Session 2010-2011



PANJAB UNIVERSITY
CHANDIGARH

Affix latest
unattested
passport size
photograph
(Do not staple)

(Signature of the Student)

Chairperson
USOL

UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY, CHANDIGARH
SESSION 2010–2011

Enrolment No. _____ Regd. No. _____

Class _____

Name _____

Father's Name _____

Mother's Name _____

Postal Address _____

_____ PIN _____

Subjects Offered

Medium

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Note :

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