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# Prospectus

2012-13



University School of Open Learning  
Panjab University, Chandigarh



## PU ANTHEM

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पंजाब विश्वविद्यालय  
तेरी ज्ञान – ओ शोकल सदा रहे  
मन में तेरा आदर मान  
और मोहब्बत सदा रहे  
पंजाब विश्वविद्यालय  
तेरी ज्ञान – ओ शोकल सदा रहे  
तू है अपना भविष्य विध्वला  
फसल बिना फरवाज़ सिखाता  
जीवन पुस्तक रोज़ पढ़ा कर  
सही गलत की समझ बढ़ाता  
जीवन पुस्तक रोज़ पढ़ा कर  
सही गलत की समझ बढ़ाता  
तेरी जय का शंख बजायें  
रोशन तारे इन जायें  
चखरी तेरी मोहरत  
तेरी मोहरत सदा सदा रहे  
पंजाब विश्वविद्यालय  
तेरी ज्ञान – ओ शोकल सदा रहे  
पंजाब विश्वविद्यालय  
तेरी ज्ञान – ओ शोकल सदा रहे  
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## CONTENTS

The Vice-Chancellor's Message	i
From the Chairperson's Desk	ii
About USOL	iv
Important Information for Immediate Attention	1
List of courses offered	2
Know your faculty	3
Who can seek admission?	5
Admission under Flexibility System	5-6
Important Instructions	6-7
Study Programmes & Support Services	8
Eligibility for Admission (UG & PG Courses)	13
Subjects (UG & PG Courses)	25
Guidelines for Submission of Forms	40
Personal Contact Programme (PCP)	49
Examination	51

*Please address your queries and complaints to :*

**Professor Lalit K. Bansal**

Chairperson

University School of Open Learning

Panjab University CHANDIGARH - 160014

FAX No. : 0172-2541143 E-mail: [usol@pu.ac.in](mailto:usol@pu.ac.in)

Website : <http://usol.pu.ac.in>





## The Vice-Chancellor's Message

With an aim to realize the dream of creating a Knowledge Society the educational scenario is changing at a very fast pace. There is a paradigm shift in higher education from an instruction centred institution model to a learner centred integrated network model where learner's own initiative matters most. The role of distance education in transforming the present society to the knowledge society needs no eulogization. The strength of the distance education system indeed lies in its potential to make education accessible, affordable and learner centric, where learner could study at his/her convenience with flexibility in course selection and completion. The Distance Education System, well established and celebrating its Golden Jubilee in India during the current year, is already centre stage. The dichotomy between distance and formal education is fast fading away for better learning. The University School of Open Learning (USOL) Panjab University is one of the pro-active providers of distance education in the country.

I am delighted to learn that the University School of Open Learning (USOL) of Panjab University is making conscientious efforts to take munificence of higher education beyond the four walls of the University through its model of in built flexibility of pace and place. Since its inception in 1971, USOL (formerly known as Department of Correspondence Studies) has not merely grown from a undergraduate to postgraduate institute but has also adapted emerging technologies to reach out to

beneficiaries more effectively and efficiently by providing non-traditional, market driven, value based and professional courses besides traditional courses.

I am happy to note that USOL has already successfully experimented with audio-video lessons besides giving to its learners an 'online learning experience' along with 'online study material'. I am sure that in years to come it will strengthen its 'online component'. It provides the learners liberty of performing their chores and pursuing their study at the same time through its model of in-built flexibility.

I extend best wishes and blessings to all who aspire to pursue their higher studies at USOL to be empowered to face the future and hope that our learner will benefit from the academically rich and congenial environment that USOL offers to them at their doorsteps. May their journey be a rewarding one, taking them on to higher and still higher pinnacles of success.

**A.K. Grover**  
Vice-Chancellor



# WELCOME TO USOL



## From Chairperson's Desk

Dear Learner,

I feel immensely pleased in extending a warm welcome to you. This crisp prospectus you are holding in your hands is aimed at providing you a complete view of the spectrum of services we offer and the guidelines to draw the best out of them.

While India celebrates the Golden Jubilee year of Distance Education in the country, we feel proud in sharing with you that University School of Open Learning (USOL) which had been one of the frontrunners, for over four decades, is taking higher education to the door steps of learners like you.

Distance Learning is essentially a learner centric system and at USOL, our expert and committed faculty, efficient para-academic staff and friendly support services together create a stimulating learning environment where distance learners, drawn from diverse backgrounds pursue their distinct career development goals and enrich their lives.

At USOL, we are committed to create more and better opportunities and prepare the distance learners to face the ever growing challenges of the fast accelerating world of tomorrow. USOL offers

various most sought after Undergraduate/Postgraduate Degree and Diploma Courses besides some value oriented, innovative and industry relevant professional courses.

The admission process for various courses in the school is governed by the norms established by Panjab University. The examination is also conducted by Panjab University. Generally there is no differentiation in the course curriculum followed by USOL and other affiliated colleges of our university. Efforts have been made to provide you all important information in a quite a simple form, however, clarification for any specific case for which you are unable to find information herein, you may contact USOL office.

Wishing you all a bright and purposeful academic session.

**Lalit K. Bansal**  
Professor & Chairperson





ABOUT USOL overleaf

 USOL PROSPECTUS 2019



## University School of Open Learning

The Panjab University established the University School of Open Learning (formerly Department of Correspondence Studies) in 1971 to take the munificence of higher education beyond the four walls of the University. Since its inception, the USOL has grown, from an under-graduate to post-graduate institute pursuing excellence in distance education and research. Students enrolled for its courses have to undertake same curriculum and same examination as is provided by the other Departments of Panjab University. Housed in a sprawling building on the campus, besides it offers some courses which are available through

distance learning mode only. The USOL offers wide range of courses, both traditional and job oriented, to those who wish to improve and enhance their academic qualifications and job prospects. 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.



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

University is Smoke Free Campus. SMOKING and DRUG abuse is Prohibited

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





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ਲਾਨਾ ਸਮਾਰੋਹ ਦੌਰਾਨ ਉਪ ਕੁਲਪਤੀ ਪ੍ਰੋ. ਆਰ.ਸੀ.ਸੋਬਤੀ  
ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਇਨਾਮ ਵੰਡਦੇ ਹੋਏ।

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# Conclave to mark 50 year challenges in distance educ

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## SERVICES

### RECEPTION & ENQUIRY

#### Assistant Registrars

Mrs. Ravneet Kaur	Mailing, Dispatch and Printing	253-4307
Mrs. Sarvada Sharma	PCP, Fee and Admission	253-4305
Mr. Rajinder Kumar Agnihotri	Establishment	253-4306

#### P.A to Chairperson

Mrs. Ranjana		253-4301
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#### Superintendents

Mrs. Jitan	Adm. & Exam.	253-4308
Mrs. Indira Rani	Mailing & Ptg.	253-4310
Mr. Ratti Ram	Estt.	253-4309
Mr. Vijay Singh	Adm. & Exam.	253-4308
Mrs. Swaranjeet Kaur	Adm. & Exam.	253-4308
Mr. Vinod K. Singla	Chairperson's Office	253-4301

#### Deputy Librarian

Mr. Pradeep Kumar		253-4303
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Mr. Sunil Dutt

EMC	253-4303
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#### Scientific Officer(Cartography)

Mr. Jagan Nath Dhiman	253-4327
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## ACADEMIC WING

## Phone

### Subject Co-ordinators

Commerce	253-4323
Economics	253-4326
Education	253-4324
English	253-4314
Defence Studies	253-4279
Geography	253-4327
Hindi	253-4328
History	253-4329
Library Science	253-4303
Mass-Communication	253-4303
Mathematics	253-4330
Philosophy	253-4331
Political Science	253-4332
Psychology	253-4333
Public Admn.	253-4311
Punjabi	253-4334
Sanskrit	253-4313
Sociology	253-4279
Statistics	253-4316

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## IMPORTANT INFORMATION FOR IMMEDIATE ATTENTION

- I. (i) **ANNUAL SYSTEM: LAST DATE FOR RECEIPT OF ENROLMENT FORM FOR UNDER GRADUATE CLASSES AND DIPLOMA/CERTIFICATE COURSES ( EXCEPT B.Ed. I )**
- (a) Without late fee : 7th September, 2012 (Friday)
  - (b) With late fee of Rs.500/- : 5th October, 2012 (Friday)
  - (c) With late fee of Rs.1500/- : 7th December, 2012 (Friday)  
(with the permission of the Chairperson)
  - (d) With late fee of Rs. 15000/- : 28th December, 2012 (Friday)  
& late examination fee as per University rules  
(with the permission of the Vice-Chancellor)
- (ii) **SEMESTER SYSTEM : LAST DATE FOR RECEIPT OF ENROLMENT FORM FOR POST-GRADUATE CLASSES [EXCEPT M.Ed. I and M.B.A. I (Off Campus)]**
- (a) Without late fee : 31st August, 2012 (Friday)
  - (b) With late fee of Rs.500/- : 28th September, 2012 (Friday)
  - (c) With late fee of Rs.1500/- : 12th October, 2012 (Friday)
  - (d) With late fee of Rs. 15000/- : 30th October, 2012 (Tuesday)  
(with the permission of the Vice-Chancellor)
- II. **Students' Support Services**
- (a) Last date for receipt of application for fee concession : 23rd November, 2012 (Friday)
  - (b) Last date for receipt of applications for assistance out of Students Aid Fund. : 14th December, 2012 (Friday)
- III. **Schedule for the Academic Calender for USOL, Panjab University for Annual/Semester System of Examination for the session 2012-2013.**
- i) Autumn Break : 24-10-2012 to 31-10-2012
  - ii) End Semester Examination (1st and 3rd Semester) : 07-12-2012 to 22-12-2012
  - iii) Semester Vacation (Winter Break) : 23-12-2012 to 08-01-2013
  - iv) Annual Examination starts from
    - B.A./B.Com. I, II, III : 02-04-2013
    - Diploma/B.Lib.Sc. : 16-04-2013
  - v) End Semester Examination (2nd and 4th Semester) : 21-05-2013 to 31-05-2013
  - vi) Summer Vacation (Tentative) : 01-06-2013 to 08-07-2013
- IV. It is in your own interest to pay the fee in lumpsum, as it will absolve you not only from the payment of late fee but also from a number of other administrative difficulties. However, you can seek admission on payment of prescribed minimum fee as specified in the Prospectus. Balance of fee if any has to be paid by **7th Nov., 2012 for courses in Semester System (1st and 3rd Semester) and 16th January, 2013 for courses in Annual System. No intimation of balance fee will be sent by the USOL separately**
- V. **Co-curricular Activities :**
- Last date for submitting Articles/entries for Magazine : 15th January, 2013 (Tuesday)

## LIST OF COURSES OFFERED

### A. Bachelor's Degree Courses

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

### B. Master's Degree Courses (Semester System)

1. M.A. English
2. M.A. Hindi
3. M.A. Punjabi
4. M.A. Economics
5. M.A. History
6. M.A. Political Science
7. M.A. Public Administration
8. M.A. Sociology
9. Master of Finance & Control (M.F.C.)
10. Master of Commerce (M.Com. )
11. Master of Education (M.Ed.) 1st\* & 3rd Semester, (for in-service teachers only).
12. M.B.A. (Off Campus) 1st\* & 3rd Semester,

### C. Post Graduate Diplomas/Diplomas/Certificate Courses.

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

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*\*Applications for these courses have already been invited for the session 2012-13 through University web site : [www.puchd.ac.in](http://www.puchd.ac.in)*

**KNOW YOUR FACULTY**  
*Professor Lalit K. Bansal*  
Chairperson

**COMMERCE**

1. Prof. Lalit K. Bansal, M.Com., Ph.D., A.D.T.  
Ph. 253-4323
2. Prof. R.K. Gupta, M.Com., LL.B., Ph.D., A.D.T.  
Ph. 253-4304
3. Dr. (Mrs.) Geeta Mangla Bansal, M.Com.,  
Ph.D. Ph. 253-4985
4. Sh. J. S. Rathor M.Com., M.A. Pub. Admn.  
Admn.(Panjab), PGDMM, PGDHRM(IGNOU),  
SRF(UGC), ADLI(IRDA). Ph. 253-4998
5. Prof. Sushil K. Nayyar M.Com., M.Phil., LL.B.,  
Ph.D., (Re-employed), Ph. 253-4998

**DEFENCE STUDIES**

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

**ECONOMICS**

1. Prof. (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
3. Mrs. Sangeeta Malhotra, M.A., M.Phil.  
Ph. 253-6131
4. Dr.(Mrs.) Harsh Gandhar, M.A, Ph.D.  
Ph. 253-6131
5. Prof. (Mrs.) Perminder Khanna, M.A., M.Phil.,  
Ph.D., (Re-employed), Ph. 253-6128

**EDUCATION**

1. Dr. Kuldip Puri, M.A., M.Ed., Ph.D.  
Ph. 253-4314
2. Dr (Mrs.) Manju Gera Dhingra, M.Sc. (Hons),  
M Ed, Ph.D.
3. Dr. (Mrs.) Mamta Garg, M.Sc.(Hons.), M.Ed.,  
Ph.D.
4. Dr Ram Mehar, M.A., M.Sc., M.Ed.(Edu. Tech.),  
Ph.D.
5. Dr.(Mrs.) Supreet Kaur, M.A., M.Ed., Ph.D.
6. Dr.(Mrs.) Kuljeet Kaur, M.A., M.Ed., Ph.D
7. Dr. Jatinder Grover, M.Sc., M.Ed., Ph.D
8. Mr. Jeesu Jaskanwar Singh, M.Sc.(Hons.),  
M.Ed., M. Mass Comm.

9. Mrs. Upasna Thapiyal, M.Sc., M.Ed.
10. Mrs. Gurpreet Kaur, M.A., M.Ed.

**ENGLISH**

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

**GEOGRAPHY**

1. Prof.(Mrs.) Neelam Grover, B.A.(Hons.), M.A.,  
Ph.D. Ph. 253-4327
2. Mrs. Harveen Pannu, B.A.(Hons.),M.A., M.Phil.  
Ph. 253-4327
3. Mr. S.S. Rana, M.A., (Re-employed),  
Ph. 253-6139

**HINDI**

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

**HISTORY**

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

**MATHEMATICS**

1. Dr. Ram Avtar Yadav, M.A., Ph.D., (Re-employed),  
Ph. 253-6174

**PHILOSOPHY**

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

**POLITICAL SCIENCE**

1. Prof. (Mrs.) Surinder Kler Shukla, M.A., Ph.D.  
Ph. 253-4396
2. Dr. Emanuel Nahar, M.A., B.Ed., M.Phil., Ph.D.  
Ph. 253-4396

### **PUBLIC ADMINISTRATION**

1. Prof. Vijay Rattan, M.A., Ph.D., M.Phil., B.J., B.Sc. (Non-Med.) Dip. in United Nations, P.G. Diploma in Gandhian Philosophy, C.I.C., F.I.A.M. Ph. 253-4278
2. Prof. Swinder Singh, M.A., M.Phil., Ph.D., M.B.A. Ph. 253-4311
3. Prof. Pawan Kumar Kamra M.A., Ph.D., (Re-employed), Ph. 253-6133
4. Prof. R.K Sharma M.A, Ph.D., (Re-employed), Ph. 0172-2534342
5. Mr. Ramesh Paul, M.A., (Re-employed), Ph. 253-6133

### **PSYCHOLOGY**

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

### **PUNJABI**

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

### **SOCIOLOGY**

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

### **STATISTICS**

1. Prof. Ravi K. Mahajan, M.Sc., M.Phil., Ph.D., P.G.D.D.E. Ph. 253-4316

## **Contact Persons for Diploma / Certificate Courses**

### **P. G. DIPLOMA IN COMPUTER APPLICATION**

1. Dr. Indu Chhabra, Ph. 253-4067

### **P. G. DIPLOMA IN STATISTICS**

1. Prof. Ravi K. Mahajan, Ph. 253-4316

### **P. G. DIPLOMA IN HUMAN RIGHTS AND DUTIES**

1. Dr. Emanuel Nahar, Ph. 253-4396, 253-4332

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

1. Prof.(Mrs.) Neelam Grover, B.A.(Hons.), M.A., Ph.D. Ph. 253-4327
2. Mrs. Harveen Pannu, Ph. 243-4327
3. Mr. S.S. Rana, M.A., Ph. 253-6139

### **P. G. DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING**

1. Mr. Pardeep Kumar, Ph. 253-4303

### **P. G. DIPLOMA IN MASS COMMUNICATION**

1. Mr. Sunil Dutt, Ph. 253-4303

### **ADVANCE DIPLOMA IN NATUROPATHY AND YOGA**

1. Prof. (Mrs.) Surinder K. Shukla, Ph. 253-4330

### **DIPLOMA IN CREATIVE PHOTOGRAPHY**

1. Prof. Swinder Singh, Ph. 253-4311
2. Mr. Sunil Dutt, Ph. 253-4303

### **CERTIFICATE COURSE IN VIVEKANANDA STUDIES**

1. Mr. Sudhir Baweja, Ph. 253-4331, 9876621441

### **CERTIFICATE COURSE IN WOMEN STUDIES**

1. Prof. (Mrs.) Surinder K. Shukla, Ph. 253-4330

### **ENVIRONMENTAL EDUCATION AND ROAD SAFETY**

1. Prof.(Mrs.) Neelam Grover, B.A.(Hons.), M.A., Ph.D. Ph. 253-4327
2. Mrs. Harveen Pannu, B.A.(Hons.), M.A., M.Phil. Ph. 253-4327
3. Mr. S.S. Rana, M.A., Ph. 253-6139

## 1. WHO CAN SEEK ADMISSION ?

- 1.1 Admission to the University School of Open Learning (USOL) is 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.
- 1.2 **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,
- 1.3 **Foreign students** who have passed B.A. /B.Com. Part-I or II or M.A. Part I Examination from this University, 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.
- 1.4 A candidate whose result has been declared late by the Panjab University or clears/gets compartment after Re-evaluation, can seek admission within 10 working days of the communication of the result.
- 1.5 A candidate who has passed 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 USOL 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.

### Important Note

- **Compartment candidates of other Universities are not eligible to join any class of this University.**
- **Admission to 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 with 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 and Examination Admission Forms.
- A candidate is allowed to appear in two examinations simultaneously, i.e. one for improvement and other for regular full-time course, in addition to a Certificate/Diploma/Advanced Diploma course offered in the evening session, being pursued as a regular student/private candidate of the University Teaching Department/ USOL/Affiliated Colleges of the University/in private capacity, as the case may be. Appearance at the improvement examination will be allowed only after completion of the entire course as per the existing regulations/ rules.
- No student of USOL can opt for Physical Education as a subject except for B.Ed. course.

## 2. ADMISSION UNDER FLEXIBILITY SYSTEM

- 2.1 The admission in USOL under Flexibility System **is not open for professional courses.**
- 2.2 The admission under Flexibility System 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.
- 2.3 The students unable to complete their degree in any undergraduate and postgraduate course can seek admission after atleast a gap of one academic year (in Annual System) and six months (in Semester System) from the last examination passed.
- 2.4 **Separate form for admission under Flexibility System can be downloaded from the web site : <http://usol.pu.ac>**
- 2.5 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.
- 2.6 Once the student gets admission in a course he/she will be governed by the Panjab University Rules and Regulations (except the number of chances) pertaining to the Faculty within which that course falls. As such he/she will be required to qualify as per the University Rules and Regulations pertaining to the particular Faculty.

- 2.7 Students seeking admission in USOL under Flexibility System will have to appear in the concerned examinations as per the current course/syllabus prescribed by the University.
- 2.8 Any student who is admitted in USOL Flexibility System in any Under-graduate/Post-graduate Courses but is unable to pass all subjects/papers will be allowed to clear the remaining subjects in its subsequent **five** years for which a fee as prescribed by the Syndicate from time to time will have to be paid in addition to examination fee.
- 2.9 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.
- 2.10 No study material will be provided to the students taking admission under the Flexibility System. 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.
- 2.11 Admission under Flexibility System will not be made to the courses which have been discontinued by the University.

### 3. IMPORTANT INSTRUCTIONS

- 3.1 A candidate visiting USOL for any purpose is required to bring his/her Enrolment-cum-Identity Card issued by the USOL at the beginning of the Academic Session.
- 3.2 All types of enquiries can be made from the Reception/ Enquiry Counter or on the telephone number 0172-2534302 or the USOL e-mail. Enquiries can also be made on Help Lines as mentioned in the Prospectus.
- 3.3 The examination for all the courses shall be open to a student who has passed not less than one academic year previously to the qualifying examination.**
- 3.4 The subjects of Home Science, Computer Science and Psychology involve practicals. If any student offers either of these subjects he/she will have to produce certificate of completion of practical work from the Principal of any college affiliated to any university recognised by UGC latest by 15th March, 2013 at his / her own level. A student cannot offer two such subjects in which certificate of practical work are required. For Psychology a student has to attend practical classes in the Department of Psychology, USOL. Those who can not attend Psychology practical classes in the Deptt. of Psychology, USOL can produce practical classes attended certificate from any college affiliated to any university recognised by UGC.
- 3.5 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 study material will be provided by the USOL.
- 3.6 A candidate should mention the option in the Enrolment Form as well as in the Examination Forms positively. If any candidate 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.
- 3.7 **Change in Subject/Medium of Instruction/Option/Faculty**
- (i) A student may be permitted to change his/her subject/medium of instruction within one month of the commencement of session or within one month of the date of joining whichever is later. For USOL students, the session may be deemed to have commenced with effect from the last date on which the introductory lesson is mailed to the student by the USOL. Only such lessons shall be sent to the candidate as may become due after the change has been permitted.
- (ii) (a) After the specified time-limit of one month, as given above, the student will be required to pay fee for the change of his/her subject/medium of instruction/option/faculty up to 30th Nov., 2012 as under :-
- |  |               |
|--|---------------|
| 1. Change of subject/medium of instruction/option. | ..... ₹ 200/- |
| 2. Change of faculty (Arts or Commerce)            | ..... ₹ 200/- |
- (b) In case no instruction is provided by this Department in the subject/option to which the change has been permitted, the student shall have to prepare the same on his/her own and the USOL shall not provide any guidance or study material to the student on that subject/option.

### (iii) Special Provision for Post-Graduate Classes

- (a) With the prior sanction of the Chairperson, USOL a student may be allowed within one month of the commencement of the session or within one month of the date of joining whichever is later, at his own risk and responsibility, to prepare one option on his/her own, instructions in which will not be imparted by the USOL
- (b) 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 ₹ 200/-. No application for the change of subject/option will be entertained after 16-11-2012 for annual system and after 8 Oct., 2012 for semester system under any circumstances.
- 3.8 Environment Education and Road Safety is a compulsory paper, in B.A./B.Com. which the candidates are required to pass with at least 33% marks either in the First Year, Second Year or in Third Year of the Course, failing which the Degree will not be issued.
- 3.9 The candidates must fill up all columns of the form with his/her own handwriting giving full details with proof thereon. In case any relevant information is withheld, the candidature may be cancelled.
- 3.10 The candidate will not be issued Roll No. in case he/she is a defaulter of fee exceeding ₹ 1000/-.
- 3.11 The balance of fee, if any, will have to be paid by 7th Nov., 2012 for Semester System and 16th Jan., 2013 for Annual Examination after which the candidate would be liable to pay a late fee of ₹ 965/-, if the balance of fee is more than ₹ 1000/-. **No intimation of balance fee will be sent by the USOL.**
- 3.12 The students who took admission in B.A. Part I, B.Com. Part I and M.A. Part I under relaxed norms of admission (2009-2010) and whose results have been declared under Open System will continue to be governed by the same set of rules viz. 2009-2010.**
- 3.13 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 University Regulations & Rules etc., the latter shall prevail.
- 3.14 **In case of any dispute, it shall be subject to the jurisdiction of Chandigarh courts only.**
- 3.15 No student of USOL can opt for Physical Education as a subject except for B.Ed. Course.
- 3.16 The candidates sending their fee through Bank Draft are advised to prepare a draft of fee in favour of **Registrar, Panjab University, Chandigarh** and drawn on **State Bank of India, Sector-14, Chandigarh**.  
Students can send such draft alongwith the duly filled Enrolment Form and Examination Form/s to the **Chairperson, University School of Open Learning, Panjab University., Chandigarh-160014** under Registered Post Cover / Speed Post.
- 3.17 The candidates must submit duly filled University Examination Form/s alongwith the Enrolment Form.**  
➤ **For 2nd and 4th Semester Examination Form-B is also to be filled at the time of admission.**  
➤ **The Enrolment Form without duly filled Examination Form/s will not be entertained.**
- 3.18 The candidates must mention their desirable option of each paper in the Examination Form.
- 3.19 While filling up the Examination Form/s, the students should indicate preference for one Examination Centre of his/her choice as mentioned in the Prospectus. The University reserves the right to abolish any center if the number of candidates falls short of the required number.
- 3.20 In case a student is placed in **Compartment/ Re-appear** in any subject in the lower Examination, he/she will be required to fill up a separate Examination Form for the said subject.
- 3.21 In case a candidate do not receive his/her assignment fifteen days before the last date of submission, he/she should contact the concerned department immediately.**
- 3.22 Concession of 5% marks for SC/ST/BC in admission.

## 4. STUDY PROGRAMMES & SUPPORT SERVICES

### 4.1 Courses of Study and Examination Pattern.

The Courses of study, the syllabi and the mode of examination for University School of Open Learning (USOL) students are as prescribed by the Panjab University.

### 4.2 Instructional Methodology

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

#### A. Medium of Instruction :

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), Master of Finance and Control (MFC), M.A. English, Economics, History, Public Administration, Political Science (IIIrd & IVth Semester) Sociology, Master of Commerce (M.Com.), Master of Education (M.Ed.), All other Diploma Courses.
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. Political Science (Ist & IInd Semester).

#### B. Modes of Instruction and Continuous Evaluation :

- (i) **Lecture Scripts** : Once the admission is confirmed, the printed lecture scripts will be provided to the students as per their option of collection : through registered postal cover or personal collection.
- (ii) **Educational Media Centre** : Apart from a good number of audio lessons, EMC also has 70 video programmes which are generally shown to the students during PCPs by their respective Faculties. EMC also offers services like — duplication of Audio Cassettes/Writing of C.Ds.
- (iii) **Personal Contact Programme** : To give a personal touch to the study programmes, the USOL organises Personal Contact Programmes (PCP) at regular intervals. The PCP schedule for various courses is given in this Prospectus. Personal Contact Programme will only be held for the papers 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.
- (iv) **Response Sheets** : Lesson blocks contain response sheets which the students are required to attempt and mail back 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.
- (v) **Assignments** : For details pertaining to assignments the students can refer the respective syllabus of the course offered by the candidate. The questions for assignments will be sent to the candidates separately.

### 4.3 Medium of Examination

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

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

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



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

- (ii) **Book Bank** : Poor students of University School of Open Learning whose total family income from all sources is less than Rs. 5000/- per month can borrow two books for the entire session from the Book-Bank. For details, students can write directly to the USOL Librarian, or can contact him on Helpline No. 01722534303.
- (iii) **Panjab University Extension Library, Ludhiana** : The students of the USOL residing at Ludhiana or nearby places may also avail library facilities of the Panjab University Extension Library. Copy of the rules and membership form may be had from the Librarian, Panjab University Extension Library, Civil Lines, Ludhiana.

**4.5 Study Centres** : A number of Centres have been setup to conduct the PCPs for B.Ed.

**Study Centres for PCPs (B.Ed.) :**

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).

**4.6 Students Aid Fund**

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

**4.7 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. (Not applicable to Diploma/Professional Courses).
- (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) Under the rules the elder sibling pays his/her full fees while his/her younger sibling is offered half-fee concession. (P.U.Calender 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 Government decision.
- (vi) Government of India has now allowed reimbursement of non-refundable fees to the students belonging to scheduled castes/tribes, pursuing their studies through USOL provided they are not in full time employment and their monthly family income does not exceed Rs.2000. They will pay full fees, as mentioned in the Prospectus. Eligible students should apply for reimbursement after their admissions are finalised. The fees would be reimbursed by the respective State Government., if otherwise permissible under the rules.
- (vii) There will be no brother-sister Tuition fee concession or any other fee concession for B.Ed., M.Ed., PGDCA, M.F.C., PGDMC and MBA (Off Campus) courses.

#### 4.8 Admission Concessions for the Following Categories

- (A) *For candidates belonging to Scheduled Castes/Tribes applying for B.Com. Part I, B. Lib.Sc., M.A./M. Com. Part I, Post Graduate Diplomas/Certificate Courses, M.F.C. Part I Courses.*

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

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

- (B) For the Wards of Displaced Kashmiri Persons :

- (i) If a candidate fulfils the minimum prescribed qualifications (including entrance test) wherever applicable on professional and technical courses of the USOL, 5 percent weightage will be given and accordingly the merit will be determined, a student has to produce a valid certificate.
- (ii) 5 percent increase intake, subject to maximum of 3 seats (to be treated as additional seat(s) per course at the entry point be made in all the courses at under-graduate and post-graduate level in all the Arts and Science wherever the reservation policy approved by the University was applicable; and
- (iii) One additional seat over and above the sanctioned intake in the following professional courses : B.Ed., M.Ed. & B.Lib.

- (C) For 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.

- (D) For Girl Child

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

A Format of an affidavit on a stamp paper worth ₹. 20/- duly attested by 1st class Magistrate, to be obtained from the parents of the girl child. Specimen of affidavit for single girl child category is as under :

<p><b>*SPECIMEN OF AFFIDAVIT FOR SINGLE GIRL CHILD CATEGORY</b> (on non-judicial paper of Rs. 20/- duly attested by 1st Class Magistrate)</p>	
I _____	(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 :	
<b>VERIFICATION</b>	
Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.	
Place :	Deponent
Dated :	

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

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

#### 4.9 Co-curricular Activities

In addition to catering the academic needs of the students, USOL 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. Students interested in participating in Essay/Story/Poetry Writing Competitions are welcomed.

Topics for Essay Competition (English, Hindi & Punjabi)

- |   |   |
|---|---|
| 1. Is India ready for Presidential Form of Government ? | 1. क्या भारत राष्ट्रपति शासन पद्धति के लिए तैयार है ? |
| 2. Honour Killing                                       | 2. सम्मान के लिए हत्या ।                              |
| 3. Corruption – Is this cancer curable ?                | 3. भ्रष्टाचार : है कोई इस कैंसर का उपचार ?            |
| 4. Water – Preserve or perich ?                         | 4. जल : संरक्षा या सर्वनाश !                          |
| 5. Growing economies, falling morals.                   | 5. फैलती अर्थ व्यवस्थाएँ, फिसलती नैतिकता ।            |
- 
- |   |
|---|
| 1. ਕੀ ਭਾਰਤ ਰਾ ਟਪਤੀ ਸਾਨ ਲਈ ਤਿਆਰ ਹੈ ?         |
| 2. ਇਜ਼ਤ ਲਈ ਹਤਿਆ ।                           |
| 3. ਭ੍ਰਿ ਟਾਚਾਰ – ਕੀ ਹੈਕਫਈ ਇਸ ਕੈਂਸਰ ਦਾ ਇਲਾਜ ? |
| 4. ਜਲ – ਸੰਭਾਲ ਜਾਂ ਸਰਬਨਾ ?                   |
| 5. ਚੜ੍ਹਦੇ ਅਰਥਪ੍ਰਬੰਧ, ਡਿਗਦੇ ਨੈਤਿਕ ਮੁੱਲ !     |

#### Guidelines :

- Essays can be written only on one topic in any language and one student can send only one entry. Similarly a student may also sent only one entry each in poetry competition and story writing.
- The word limit for essays in Hindi, Punjabi and English is 1000-1200 words
- Entries for the competition should be typed or neatly hand-written on one-side of the foolscap papers.

4. Entries adjudged 1st, 2nd and 3rd may be published in USOL Magazine.
5. While sending the entries for Competition, students are requested to write 'Entries for Competition' in bold letters on the envelope containing entry.
6. Poems, Short-stories and Essays should not be offensive to religious or caste sensibilities of any community.
7. The articles should reach the Editor-in-Chief, USOL Magazine by 15-1-2013. The articles received after the last date of submission will not be considered for publication.
8. Decision of the judges regarding results of the said competitions will be final.

#### 4.10 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 :

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

**Students are advised to send the following certificate with each entry/article**

<b>CERTIFICATE</b>	
I _____ S/o/D/o _____	Student of
Class _____ Enrolment No. _____	of the University School of Open Learning,
Panjab University, Chandigarh, hereby certify that this entry for competition session 2012-2013 entitled _____ is my original	
composition/ effort which has not been published anywhere earlier.	
	Signature : _____
	Name : _____
	Class : _____ Enrl.No. _____
Date :	Address: _____
Place :	_____

#### 4.11 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 Counselling.

The Placement Guidance Cell will :

- (i) organise personality development programs for its registered beneficiaries;
- (ii) provide regular inputs on key developments on the National and International scenario from general studies and current affairs point of view through e-mails, and
- (iii) will organize an Annual Educational Fair.

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

Placement Guidance Officer : Prof. R.K. Mahajan

Placement Guidance Committee : 1. Mrs. Harveen Pannu, 2. Dr. Geeta Bansal, 3. Dr. Meena Dutta and 4. Dr. Jatinder Grover

#### 4.12 Grievances Cell

Grievance Cell has been created in USOL with an aim to facilitate removing of grievances of its students.

1. Prof. (Mrs.) Neelam Grover , 2. Prof. R.K. Gupta, 3. Dr. (Mrs.) Geeta Bansal (*Convener*),
4. Dr. (Mrs.) Mamta Garg and 5. Mr. Sudhir Baweja

## 5. ELIGIBILITY FOR ADMISSION (UG & PG COURSES)

### 5.1 UNDER GRADUATE COURSES

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

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

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

B. A candidate who has been placed compartment at +2 level examination through PSEB, Mohali/any other Board/Body/Council/University in India under (semester system) shall be eligible to seek admission to the First Year of B.A. Course, provided he/she fulfils the following conditions :-

- (i) That a candidate who has been placed under compartment / re-appear in one subject only with at least 20% marks in the subject in which he /she has been placed in compartment in the +2 examination conducted by the Open School Board in India shall be eligible to seek admission to the 1st year B.A. course under 10+2+3 system of education, if otherwise eligible, provided he/she passed all the subjects in one attempt except the one in which he/she was placed under compartment/re-appear and also he/she fulfills the condition as are applicable in the case of students who have been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India. This be given effect to w.e.f. the academic session 2009-2010. (Vide Syndicate Para-10, dated 18-4-2009).
- (ii) He/She should have been placed in compartment in one subject only i.e. either in first semester or second semester;
- (iii) He/She should have obtained at least 20% marks (theory+practical+internal assessment) in the subject in which he/she has been placed in compartment;
- (iv) He/She should have obtained the requisite percentage of marks in the aggregate (theory+practical+internal assessment) of examination as laid down in relevant regulations; and
- (v) The candidate securing less than 20% marks in the subject in which he/she has been placed in compartment at the +2 examination under semester system shall not be eligible to seek admission to the first year of B.A. course.
- (vi) 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 are eligible and subject to availability of seats.
- (vii) A candidate who has not qualified English as one of the subjects at the +2 examination, shall be eligible to join B.A. 1st Year class provisionally subject to his/her qualifying the deficient subject of English from the parent Board/Body/Council/University in two consecutive chances subsequent to his/her admission, failing which his/her admission to B.A. 1st year class and the result for the examination shall automatically stand cancelled.

- Note :**
- (i) *The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.A. Part-I course., if they cleared their compartment subject/s in supplementary examinations in July/August, on or before last date for admission with late fee with the permission of the Vice-Chancellor (Syndicate meeting held on 31-8-2010).*
  - (ii) *According to Syndicate Para 40 dated 29-8-2011 the eligibility of the candidate to be determined on the basis of DMC of Marks examination (i.e. 20% marks in compartment in one subject only). As the examination of the 1st semester conduct by the PSEB in September every year and those candidates who placed under compartment appear in the March examination alongwith 2nd semester and according to March DMC, candidate to be declared according to Regulation.*

- (iii) *Special chance benefit given only those candidates whose earlier eligible for admission i.e. he/she obtained the 20% marks in the compartment subject & he/she placed under compartment in one subject only according to DMC of March examination.*

- Further Note :** (i) *A student of B.A. First Year Examination who fails to qualify the compartment subject in two consecutive chances but stands passed in B.A. Second Year Examination shall be given two additional chances immediately next to the second chance availed of by him. In case he fails to qualify in the compartment subject even in the addition chances, he shall be declared fail and his result for B.A. Second Year Examination shall be cancelled forthwith. Such a candidate shall not be allowed to join/appear in B.A.-III unless he passed B.A. Part-I Examination.*
- (ii) *While requesting for change of subject/she may keep in mind the combination of subjects mentioned in the prospectus (see page-16).*

### **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 in the same stream as the case may be for the session 2012-2013 :-

- (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 :** (i) *A student of B.A. III must quote option for Math subject in the enrolment/admission form.*
- (ii) *While requesting for change of subject he/she may keep in mind the combination of subjects mentioned in the Prospectus (see page No. 16).*

### **5.1.2 COMMERCE**

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

5.1.2.1 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.

- (i) + 2 examination or B.Com. Part I (Old Scheme) of Panjab University with three of the following subjects securing atleast 40 percent marks in the aggregate :
- Commerce (or theory of commerce, or foundation course in commerce)
  - Accountancy (or Book keeping and Accountancy)
  - Economics
  - Mathematics or (statistics)
  - Business Organisation (or Business Management, or Theory and Practice of Management)
  - Insurance (or General Insurance or Life Insurance)
  - Banking and Trade
  - Commercial Geography
  - Office Management and Secretarial Practice (or Office Organisation and Management)
  - Mercantile Law (or any Company Law)
  - Auditing

- Typewriting and Stenography / Computers (for typewriting)  
+2 examination under Vocational Stream having at least three Commerce papers.
- (ii) + 2 examination or B.A. Part I (Old Scheme) of Panjab University with atleast two of the subjects mentioned in (a) securing atleast 45% (marks in aggregate)
  - (iii) + 2 examination or B.A. Part I / B.Sc. Part I/Pre-Engineering / Pre-Medical Examination of the Panjab University under the Old Scheme not covered (b) securing atleast 50% marks.
  - (iv) 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 further that :

- (v) A candidate who has been placed compartment at +2 level examination through PSEB, Mohali/any other Board/Body/Council/University in India under (semester system) shall be eligible to seek admission to the First Year of B.Com. Course, provided he/she fulfils the following conditions :-
  - (a) That a candidate who has been placed under compartment / re-appear in one subject only with at least 20% marks in the subject in which he /she has been placed in compartment in the +2 examination conducted by the Open School Board in India shall be eligible to seek admission to the 1st year B.Com. course under 10+2+3 system of education, if otherwise eligible, provided he/she passed all the subjects in one attempt except the one in which he/she was placed under compartment/re-appear and also he/she fulfills the condition as are applicable in the case of students who have been placed under compartment in the +2 examination conducted by a Board/Body/Council/University in India. This be given effect to w.e.f. the academic session 2009-2010. (Vide Syndicate Para-10, dated 18-4-2009).
  - (b) He/She should has been placed in compartment in one subject only i.e. either in first semester or second semester;
  - (c) He/She should have obtained at least 20% marks (theory+practical+internal assessment) in the subject in which he/she has been placed in compartment;
  - (d) He/She should have obtained the requisite percentage of marks in the agreegate (theory+practical+internal assessment) of examination as laid down in relevent regulations; and
  - (e) The candidate securing less 20% marks in the subject in which he/she has been placed in compartment at the +2 examination under semester system **shall not be eligible** to seek admission to the first year of B.Com. course.
  - (f) 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.
  - (g) A candidate who has not passed English as one of the subjects at the 10+2 examination, shall be allowed to offer in the B.Com. 1st Year class English (as communication skill) but he/she will offer to clear English as a deficient subject, subject to the provision under regulation.

In case a candidate does not clear the relevants subject at any of the two consecutive chances offered to him/her subsequent to the date of admission, his/her provisional admission to B.Com. 1st year examination shall stand cancelled.

- Note :**
- (i) *The candidates securing less than 20% marks in the subject of compartment at the +2 examination be made eligible to join B.Com. I course., if they cleared their compartment subject/s in supplementary examinations in July/August, on or before last date for admission with late fee with the permission of the Vice-Chancellor (Syndicate meeting held on 31-8-2010).*
  - (ii) *According to Syndicate Para 40 dated 29-8-2011 the eligibility of the candidate to be destetermined on the basis of DMC of Marks examination (i.e. 20% marks in compartment in one subject only). As the examination of the 1st semester conduct by the PSEB in September every year and those candidates who placed under compartment appear in the March examination alongwith 2nd semester and according to March DMC, candidate to be declared according to Regulation.*

- (iii) *Special chance benefit given only those candidates whose earlier eligible for admission i.e. he/she obtained the 20% marks in the compartment subject & he/she placed under compartment in one subject only according to DMC of March examination.*

**Further Note :** (i) *A student of B.Com. First Year Examination who fails to qualify the compartment subject in two consecutive chances but stands passed in B.Com. Second Year Examination shall be given two additional chances immediately next to the second chance availed of by him. In case he fails to qualify in the compartment subject even in the addition chances, he shall be declared fail and his result for B.Com. Second Year Examination shall be cancelled forthwith. Such a candidate shall not be allowed to join/appear in B.Com.-IIIrd year examination unless he passed B.Com. Part-I Examination.*

### **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 :-

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

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

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

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

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

### **Important Notes :**

- (i) *A student of any other University who is placed in compartment in 1st year/2nd year is not allowed to join the 2nd year/3rd year class of this University.*
- (ii) **Compartment Candidates of the Panjab University :** *A student of this University who is placed in compartment is eligible to join the higher class conditionally. In case he/she fails to qualify the compartment subject within two consecutive chances, his/her result for the higher examination will stand cancelled.*
- (iii) *In case a candidate has been placed in compartment/re-appear in any subject/s in the lower examination of Panjab University, he/she is required to fill up separate admission form for the compartment/reappear examination. The candidate will obtain this form from the Controller of Examinations,*



*Panjab University, Chandigarh-160014 by making a special request for the same with a self addressed envelope and alongwith prescribed fee as the cost of form in the shape of Bank Draft in favour of the Registrar, Panjab University, Chandigarh. It may be noted carefully that unless you submit a separate form for the compartment/re-appear examination, you will not be allowed to take the said examination and in the long run you will lose one year by being reverted to the lower class.*

### **5.1.3 BACHELOR OF LIBRARY AND INFORMATION SCIENCE (One Year Course)**

5.1.3.1 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.*

### **5.1.4 B.ED (CORRESPONDENCE) TWO YEAR COURSE ONLY FOR INSERVICE TEACHERS**

#### **A. Teaching Experience**

##### **(i) For 500 seats: (for Punjab & Chandigarh)**

*"The candidate should be 'teacher' serving in a recognized school/+2 level institution (College)\* located in the State of Punjab and U.T., Chandigarh and having **two years teaching experience**\*\* as on 30<sup>th</sup> April 2012 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 recognized school/ +2 level institution (College)\* located **all over India** including the State of Punjab and U.T., Chandigarh and having **two years teaching experience**\*\* as on 30<sup>th</sup> April 2012, shall be eligible for admission to B.Ed. Course.*

**Please Note :** *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**

- (i) Bachelor's degree of this University or any other recognized University with at least **50 per cent marks** in the aggregate, provided the candidate has offered at least two school subjects at the first degree level.  
OR

*\*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/ad-hoc/contractual basis.*

- (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.

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

For details visit website of [www.http://usol.pu.ac.in](http://usol.pu.ac.in)

### **Admission to B.Ed. (Correspondence) Second Year**

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

**OR**

A candidate 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).

## **5.2 POST GRADUATE COURSES**

### **5.2.1 M.A. COURSES (Semester System)**

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

- (i) B.A. with Honours in the subject of the Postgraduate Course;
- (ii) (a) Bachelor's degree in any faculty with atleast 50% marks in the aggregate.  
(b) Diploma in Physical Education examination or Post-graduate Diploma in Library Science after having passed B.A. or B.Sc.
- (iii) (a) The B.A. (Pass) examination in full subjects obtaining at least 45% marks in the elective subject of the postgraduate courses.  
(b) or has obtained B.A. Degree through English only, regulations obtaining at least 45% marks in the subject of Post-graduate Course.
- (iv) Obtained B.A. degree, after passing examination in an Oriental Classical Language or a Modern Indian Language with at least 45 per cent marks (out of the aggregate excluding the additional paper) at the Honours in Oriental Titles or Modern Indian Languages examination, in the subject of Post-Graduate course.
- (v) Master's degree examination in another subject or another faculty.
- (vi) The B.A. examination under Social Service Regulations or under War Regulations and has subsequently passed in the subject concerned at the B.A. examination obtaining at least 45 per cent marks;
- (vii) B.Sc. Honours School
- (a) **Special provision 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.
- (b) **For Economics Course** : A person who has passed the B.Com. examination with 5% 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 eligible.
- (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/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.*

### 5.2.1.2 M. A. 3rd & 4th Semester

Persons who have passed one of the following examinations :

- (i) Semester Ist & IInd examination in the subject offered from the Panjab University.
- (ii) Semester Ist & IInd 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 Semester IIIrd & IVth examination must have passed Semester Ist & IInd examination not more than five years previously.
  2. Compartment candidates of other University are not eligible to join M.A. Semester IIIrd of this University.
  3. The written examination to be conducted by the University in each paper shall carry 80% marks and internal assessment shall carry 20% marks.
  4. Each student shall offer 4 papers as provided in the each courses semester of study.

### 5.2.1.3 Miscellaneous (All M.A. Courses)

A candidate who is placed under compartment in one subject in B.A. Third Year Examination of this University shall be allowed to join M.A. (Semester System) 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,
- (ii) if he/she fails to clear the compartment subject of the B.A. Third year Examination in the next two consecutive chances immediately following the examination in which he/she was placed under compartment, his/her provisional admission to M.A. first year class as also his/her result of M.A. examination, shall be cancelled.

## 5.2.2 MASTER OF COMMERCE (M.COM.)

### 5.2.2.1 M.Com. Ist and 2nd Semester :

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

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

- (e) A pass in the final examination conducted by the Institute of Chartered Accountants of India or The Institute of Cost and Works Accountants of India or England or The Institute of Company Secretaries of India; OR

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

**Note :** *The candidates who have been placed under compartment in B.A./B.Sc./B.Com. exam. under +2 + 3 scheme are not eligible for admission to M.Com. 1st semester.*

#### **5.2.2.2 M.Com. 3rd and 4th Semester :**

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

- (i) has been on the rolls of the University School of Open Learning during 3rd and 4th semester respectively, and has submitted all the written assignments of 3rd and 4th semester respectively;
- (ii) has passed 50% of the prescribed papers of 1st and 2nd semester jointly.

#### **5.2.3 MASTER OF FINANCE AND CONTROL (MFC)**

##### **5.2.3.1 M.F.C. 1st and 2nd Semester :**

- (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. First Semester.*

##### **5.2.3.2 M.F.C. 3rd and 4th Semester :**

- (i) student has been on the rolls of the University School of Open Learning during 3rd and 4th semester respectively, and has submitted all the written assignments of 3rd and 4th semester respectively;
- (ii) student has passed 50% of the prescribed papers of 1st and 2nd semester jointly.

#### **5.2.4 MASTER OF BUSINESS ADMINISTRATION [MBA (OFF Campus)]**

##### **5.2.4.1 MBA (Off Campus) 1st and 2nd Semester :**

- (i) A Bachelor's or Master Degree in any discipline of Panjab University or a degree of any other University which has been recognised by Panjab University as equivalent thereto with at least 50% marks in aggregate;
- Provided that in case of candidates having Bachelor's degree of the University through Modern Indian Language [Hindi/Urdu/Punjabi (Gurmukhi Script)] and/or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate, 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together.
- Or
- (ii) A pass in final examination conducted by the (a) Institute of Chartered Accountants of India or England. (b) Institute of Cost and Works Accountants of India or England, and (c) Institute of Company Secretaries of India.  
Or
- (iii) AMIE examination with 50% marks or more after having passed the diploma examination with 60% marks or above and have at least 5 years research/teaching of professional experience.

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

#### 5.2.4.2 MBA (Off Campus) 3rd and 4th Semester :

- (i) student has been on the rolls of the University School of Open Learning during 3rd and 4th semester respectively, and has submitted all the written assignments of 3rd and 4th semester respectively;
- (ii) student has passed 50% of the prescribed papers of 1st and 2nd semester jointly.

#### 5.2.5 MASTER OF EDUCATION [(M.Ed.) (For In-service Teachers only)]

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

5.2.5.2 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.

5.2.5.3 A person who passes one of the following qualifications shall be eligible to join the course:-

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

**Note** : There is a separate prospectus for Entrance Test.

### 5.3 DIPLOMA AND CERTIFICATE COURSES

#### General 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.

#### 5.3.1 POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

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
D-01	Fundamentals of Information Technology	3	1	80	20	100	3
D-02	DBMS Using SOL	3	1	80	20	100	3
D-03	Computer Based Accounting	3	1	80	20	100	3
D-04	Computer Networks & Data Communications	3	1	80	20	100	3
D-05	Computer programming & Problem Solving(Using C/C++)1	3	1	80	20	100	3
D-06	Web application Tools and E-Commerce	3	1	80	20	100	3
D-07	Practical Software Lab.	—	5	50	25	75	4
D-08	Practical RDBMS Lab.	—	5	50	25	75	4
D-09	Practical Programming Lab. in C/C++	—	5	50	25	75	4
D-10	Practical Web Programming Lab.	—	5	50	25	75	4
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.

**5.3.2 POST GRADUATE DIPLOMA IN HUMAN RIGHTS AND DUTIES**

**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.

**Outline of the Syllabi and Courses**

Paper - I : Fundamentals of Human Rights and Duties

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

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

Paper - IV : Project Work

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

### **5.3.3 POST GRADUATE DIPLOMA IN HEALTH, FAMILY WELFARE AND POPULATION EDUCATION**

#### **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.

#### **Outline of the Syllabi and Courses**

Paper I : Fundamentals of Population Education and Population Dynamics.

Paper II : Health Education Management

Paper III : Reproductive Health and Family Welfare.

Paper IV : Population Problems and Population Policies.

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

### **5.3.4 POST GRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING**

#### **Eligibility**

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

#### **Outline of the Syllabi and Courses**

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) Computer Practical

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

### **5.3.5 POST GRADUATE DIPLOMA IN MASS COMMUNICATION**

#### **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.

#### **Outline of the Syllabi and Courses**

PGDMC 101 Introduction to Mass Communication

PGDMC	102	Print Media
PGDMC	103	Electronic Media
PGDMC	104	Advertising and Public Relations
PGDMC	105	Practical Assignments

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

### **5.3.6 POST- GRADUATE DIPLOMA IN STATISTICS**

#### **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.*

#### **Outline of the Syllabi and Courses**

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).*

### **5.3.7 ADVANCE DIPLOMA IN NATUROPATHY AND YOGA**

#### **Eligibility**

The candidate must have done three or more years Diploma in Naturopathy and Yoga (NDDY) conducted by Gandhi Samark Prakritik Chikitsa Samiti.

Rajghat, New Delhi or by All India Nature Cure Federation, New Delhi or any other equivalent course of three or more years duration, from a well recognized Institution.

Admission to the course will be done on the basis of merit in the previous qualifying examination mentioned above.

#### **Outline of the Syllabi and Courses**

Paper-I : Philosophy of Naturopathy and Environment Studies.

Paper-II : Natural Therapeutics

Paper-III : Management of Diseases in Naturopathy

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

### **5.3.8 DIPLOMA IN CREATIVE PHOTOGRAPHY**

#### **Eligibility**

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

#### **Outline of the Syllabi and Courses**

Paper-I : Introduction to Photography

Paper-II : Fundamentals of Photography and Photographic Equipment

Paper-III : Practical Studio & Field work



### **5.3.9 CERTIFICATE COURSE IN VIVEKANANDA STUDIES**

#### **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.

#### **Outline of the Syllabi and Courses**

Paper-I : Life and Works of Swami Vivekananda

Paper-II (Part-A) : Sages of Modern India

(Paart-B) : Candidates can select any one out of the following three options available :

- (i) Term Paper OR
- (ii) Project Work OR
- (iii) Practical Sessions on Positive Self Development

### **5.3.10 CERTIFICATE COURSE IN WOMEN STUDIES**

#### **Eligibility**

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

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

#### **Outline of the Syllabi and Courses**

Paper-I : Conceptualising Women Studies

Paper-II : National and International Initiatives for Women

## **6. SUBJECTS (UG & PG COURSES)**

### **6.1 UNDER GRADUATE COURSES**

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

**Every student shall offer the following subjects :-**

- (a) Compulsory Subjects (These papers constitute one subject in each year)
  - (i) Punjabi-(Two Papers)/History and Culture of Punjab- (One Paper) ..... 100 marks
  - (ii) English (One Paper) ..... 100 marks
  - (iii) Environmental Education and Road Safety (One Paper) ..... 50 marks

Environmental Education and Road Safety is a compulsory paper, which the candidates are required to pass with at least 33% marks either in the First Year, Second Year or in Third Year of the Course, failing which the Degree will not be awarded.
- (b) Elective Subjects  
Any three subjects out of the combinations mentioned in this Prospectus ..... 200 marks each (including Languages) (see page No. 26)

**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 2012-2013 regarding the subjects and options before submitting the Enrolment cum Admission form for USOL session 2012-2013.*

#### **B . A . II GENERAL (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 :-**

(a)	Compulsory	(These papers constitute one subject in each year)
	(i) Punjabi-(Two Papers)/History and Culture of Punjab-(One Paper)	.... 100 marks
	(ii) English-(One Paper)	.... 100 marks
(b)	Elective Subjects Any three subjects out of the combinations mentioned below (including languages)	.... 200 marks each

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

**B. A. III GENERAL (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 :

(a)	Compulsory	(These papers constitute one subject in each year.)
	(i) Punjabi — (Two papers) /History and Culture of Punjab-(One Paper)	.... 100 marks
	(ii) English	.... 100 marks
(b)	Elective Subjects Any three subjects out of the combinations mentioned in this Prospectus (including languages) (see page No. 26)	.... 200 marks each

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

**Elective Subjects**

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

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

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

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

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

- Notes :** (1) *The Students of B.A.I, II and III offering Home Science, Psychology, Computer Science have to submit a Practical Certificate of the completion course from the Principal of an affiliated college upto 15th March, 2013.*
- (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. USOL provides study material for Applied Statistics B.A. I only.*
- (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 imparts instructions only 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, a student opts for other subject, he/she will have to prepare of his/her own.

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

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

- Note :** (1) *In the case of students of the USOL offering Geography as one of their subjects there is no Practical Examination. But they are required to prepare their Map Work Note-Book with the help of exercises given at the end of the lecture-scripts sent by this Department. This Note-Book (for the students of B.A. I, II) carries 20 marks. B.A.III students in addition to a Map Work Note-book (15 marks) are required to submit a Field Report as well, which also carries 15 marks.*  
*The students of Geography are advised to send their Practical Note-Books and Field Reports in case of B.A. III students to the Co-ordinator of Geography, USOL, P.U., Chandigarh-160014 under registered cover or by hand by 15th March, 2013.*
- (2) *For Psychology Students :-*  
*Students of USOL offering Psychology as one of the elective subjects in B.A.Part I, II & III examination will have to submit a completion certificate of practical course from the Principal/Head of an Affiliated College/University if they do not attend practical classes in the USOL during both Personal Contact Programmes as per schedule.*  
*The subject of Psychology in B.A.I, II & III is open to be offered by the students, but they will have to appear in practical and theory examination at the centre created by University. The completion of practical course is compulsory in which A student has to conduct eight (8) practicals and make a practical file. File will be checked during P.C.P. days only. Therefore students are requested to start preparing their practical file during first P.C.P. and get it checked during second P.C.P.*  
*Affiliated Colleges and Universities for getting certificates :-*
- (i) *Colleges affiliated to the Panjab University and Universities situated in the States of Punjab, Haryana and Himachal Pradesh.*
- (ii) *Universities of Allahabad, Bombay, Kolkata, 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 15th February, 2013.*
- (iv) *That Centre of Examination will be in USOL only.*

**6.1.2 B. COM. I, II AND III YEAR EXAMINATION**

- Notes :**
- Examination in each subject for B.Com. will be of 3 hours duration.*
  - There will be no objective type questions.*
  - Students are required to have the knowledge of the developments in the subject upto 6 months before the examination.*
  - 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.*

### **B.COM. 1st Year**

Sr.No.	Subjects	Credits
1.	English and Business Communication Skills	2
2.	Punjabi/ HCP*	1
3.	Commercial & Labour Laws	2
4.	Financial Accounting	2
5.	Business Organisation and Management	2
6.	Business Math. and Stats.	2
7.	Environmental Education and Road Safety	0

6.1.2.2 ADDITIONAL OPTION  
Introduction to Computer Science

### **B.COM. 2nd Year**

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

### **B.COM. 3rd Year**

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

Each credit is equal to 50 Marks

### **6.1.3 Subjects of Library Science**

Paper Code	Title of the paper
(CC) 01	Foundations of Library and Information Science
(CC) 02	Knowledge Organisation : Classification Theory
(CC) 03	Knowledge Organisation : Cataloguing Theory
(CC) 04	Information Technology : Basics
(CC) 05	Management of Library and Information Centres
(CC) 06	Knowledge Organisation : Classification Practice
(CC) 07	Knowledge Organisation : Cataloguing Practice
(CC) 08	Information Sources and Services

**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.

\* 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.

### 6.1.4 Subjects of of B.Ed.

#### List of Subject Codes for B.Ed. I

SUBJECT	CODE	SUBJECT	CODE
Paper-I: Philosophical & Sociological basis of Education	PSE	Math	MAT
Paper-II: The Learner- Nature & Development	LND	Physical Science	PSC
Paper-III: Teaching Learning Process	TLP	Computer Science	TCE
Paper-IVA: School Management	SMG	Science	SCI
Paper-IVB: Computer Education	COE	Llife Science	LSC
<b>List of Subject Codes for B.Ed. II</b>			
<b>Paper V A</b> Guidance and Counselling	GAC	Social Studies	SST
<b>Paper V B*</b>		Commerce	COM
Environment Education and Road Safety*	EED	Economics	ECO
Health and Physical Education	HPE	History	HIS
Education for children with special needs	EEC	Political Science	POL
School Library Services	SLS	Sociology	SOC
<b>Teaching Subjects Paper VI &amp; VIII)**</b>			
English	ENG	Music	MUS
Hindi	HIN	Fine Arts	ART
Punjabi	PBI	Physical Education	PED
Sanskrit	SKT	Geography	GEO
		Public Administration	PUB
		Home Science	HSC

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

- Notes :**
- Personal Contact Programmes (PCPs) shall be organized at the study centres allotted at time of counselling for duration of 300 hours(150 hours each in B.Ed I & II ). Two PCPs of 15 days each for B.Ed. I as well as B.Ed. II are conducted in a year.*
  - 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.*
  - 80% attendance is compulsory in the PCPs failing which the candidate is not be allowed to appear in the final examinations.*
  - Teaching subjects allotted at the time of admission Counselling cannot be changed without permission of the authority at USOL. Otherwise the internal assessment pertaining to teaching subjects will be withheld and this will consequently lead to the non-declaration of the result.*
  - 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.*
  - Practical work in each theory paper of Part I and Components of Part- II is to be undertaken by the candidates during PCPs. This work is evaluated for the purpose of awarding marks in practicals.*
  - Candidate has to submit 2 assignments in each paper during PCP.*
  - House Examinations are compulsory. These are conducted for each paper during second series of PCP at the Study Centres.*
  - The marks of internal assessment are calculated on the basis of Assignments, House Examinations, attendance and classroom interaction.*
  - Since the syllabi and scheme of examination for B.Ed. (Correspondence) is same as of the regular course, any change in the syllabi and scheme of examination in regular course at any later stage will be applicable to the B.Ed.(Correspondence) of USOL also.*

\* Environmental Education and Road Safety 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. **Options for Paper V (B) :** Students are free to opt any of the following options for Paper (V) provided its availability at their study centres the learning material will be provided only in the Health and Physical Education and Environmental Education.

\*\* 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. and paper VI & VII, the candidates have to take up only those two teaching subject that were allotted to them at the time of admission counselling.

- School Library Services
- Health and Physical Education
- Education of Children with special needs
- Environmental Education

## **6.2 POST-GRADUATE COURSES**

### **Assignments**

- 1. There will be an internal assessment of 20 marks in each paper which is based on assignments.**
- 2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for Internal Assessment during the course of the study.*
- 3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.*
- 4. The Roll No. for the semester and examination will be issued only to those students who have submitted all the assignments. In case he/she appears as an ex-student in the next year, he/she will be allowed to appear only after the submission of assignments of that session.*
- 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.*

### **6.2.1 M.A. ENGLISH**

#### **6.2.1.1 SEMESTER – I**

<b><u>Paper</u></b>	<b><u>Code</u></b>
Paper I Literary Criticism	(LCI)
Paper II British Poetry	(BPI)
Paper III British Drama	(BDI)
Paper IV British Fiction	(BFI)

#### **6.2.1.2 SEMESTER – II**

Paper I Literary Criticism	(LCII)
Paper II British Poetry	(BP II)
Paper III British Drama	(BDII)
Paper IV British Fiction	(BFII)

#### **6.2.1.3 SEMESTER – III**

Paper I Literary Theory –I	(LIT I)
Paper II Indian Writing in English	(IWE I)
Paper III Postcolonial Studies –I (Option-i)	(PCS I)
Linguistics –I (Option- ii)	(LIN I)
<b>American Literature –I (Option- iii)</b>	<b>(AML I)</b>
Paper IV Cultural Studies –I (Option- i)	(CLS I)
Applied Linguistics –I (Option- ii)	(APL I)
<b>World Poetry, Novel in Translation (Option –iii)</b>	<b>(WLT I)</b>

#### **6.2.1.4 SEMESTER – IV**

Paper I Literary Theory –II	(LIT II)
Paper II Indian Writing in English	(IWE II)
Paper III Postcolonial Studies –II (Option-i)	(PCS II)
Linguistics –II (Option- ii)	(LIN II)
<b>American Literature –II (Option- iii)</b>	<b>(AML II)</b>
Paper IV Cultural Studies –II (Option- i)	(CLS II)
Applied Linguistics –II (Option- ii)	(APL II)
<b>World Drama in Translation (Option –iii)</b>	<b>(WDT)</b>

**Note : In Semester III & IV Study material will be provided only for Paper I, II, III (iii) & IV (iii).**

### 6.2.2 M.A. ECONOMICS

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

#### 6.2.2.1 Semester I

#### Code

##### **All Compulsory Papers :**

Paper I Micro Economics-I	MEC-1
Paper II Contemporary Issues in Indian Economics-I	CIE-1
Paper III Quantitative Methods	QTM
Paper IV History of Economics Thoughts	HET

#### 6.2.2.2 Semester II

##### **All Compulsory Papers :**

Paper I Micro Economics-II	MEC-II
Paper II Contemporary Issues in Indian Economics-II	CIE-II
Paper III Economics of Public Finance	INE
Paper IV International Economics	EPF

#### 6.2.2.3 Semester III

##### **There will be two Compulsory Papers :**

Paper-I Macro-Economics-I	MEC-I
Paper-II Economics of Growth and Development-I	EGD-I
Paper III & IV : Any <b>two</b> of the following options :	
(i) Economics of Agriculture-I	EAG-I
(ii) Economics of Industry-I	EOI-I
(iii) Basic Econometrics	BAE
(iv) Economics of Population	EOP

#### **OR**

Economics of Human Resource Development	EHR
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**Note :** Study material will be offered only for Paper I, II, options (i) Economics of Agriculture and options (iv) Economics of Population under Paper III & IV.

#### 6.2.2.4 Semester IV

#### Code of Paper

##### **There will be two Compulsory Papers :**

Paper-I Macro-Economic-II	MEC-II
Paper-II Economics of Growth and Development-II	EGD-II
Paper III & IV : Any <b>two</b> of the following options :	
(i) Economics of Agriculture-II	EAG-II
(ii) Economics of Industry-II	EOI-II
(iii) Mathematical Economics	MAE
(iv) Economics of Money and Banking	EMB

#### **OR**

Economics of Financial Markets & Institutions	EFI
(v) Advanced Econometrics	ADE

**Note :** Study material will be offered only for Paper I, II, options (i) Economics of Agriculture and options (iv) Economics of Money and Banking under Paper III & IV.

### **6.2.3 हिन्दी एम.ए.**

#### **6.2.3.1 सेमेस्टर – एक**

पेपर I-	हिन्दी साहित्य का आदिकाल व मध्यकाल
पेपर II-	आधुनिक हिन्दी काव्य
पेपर III	आधुनिक हिंदी गद्य साहित्य
पेपर IV-	भारतीय काव्यशास्त्र के सिद्धान्त और हिन्दी आलोचक

#### **6.2.3.2 सेमेस्टर – दो**

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

#### **6.2.3.3 सेमेस्टर – तीन**

पेपर I-	भाषा विज्ञान एवं हिन्दीत्तर भाषाओं का अध्ययन
पेपर II-	प्राचीन एवं मध्यकालीन काव्य
पेपर III-	सूरदास एवं अन्य कृष्ण भक्त कवि
पेपर IV-	व्यवहारिक पत्रकारिता

#### **6.2.3.4 सेमेस्टर – चार**

पेपर I-	भाषा विज्ञान एवं हिन्दीत्तर भाषाओं का अध्ययन
पेपर II-	प्राचीन एवं मध्यकालीन काव्य
पेपर III-	सूरदास एवं अन्य कृष्ण भक्त कवि (विकल्प - 2)
पेपर IV-	व्यवाहारिक हिन्दी पत्रकारिता

### **6.2.4 M.A. HISTORY**

#### **6.2.4.1 Semester I**

<b>Paper / Code</b>	<b>Title of Paper</b>
Paper-I (HIS 231) :	Ancient India: An Overview
Paper-II (HIS 221) :	Medieval India: Political Processes
Paper-III (HIS 211) :	Modern India: Political Processes
Paper-IV (HIS 111) :	The Punjab (mid-fifteen to seventeenth centuries)

#### **6.2.4.2 Semester II**

Paper-I (HIS 713): Opt. (i)	Agrarian Economy of Ancient India
Paper-II (HIS 126): Opt. (ii)	Punjab in the Early 19th Century
Paper-III & IV (HIS 112): Opt. (i)	USA (1820-1973)
Paper-III & IV (HIS 844): Opt. (ii)	China & Japan (1840-1950)

#### **6.2.4.3 Semester III**

Paper-I (HIS 212): Opt. (i)	National Movement in India 1858-1947
Paper-II (HIS 126): Opt. (ii)	The Punjab 1901-1966
Paper-III (HIS 412): Opt. (iv)	Rise and Growth of the Colonialism in India
Paper-IV (HIS 601): Opt. (i)	Gender Relations in Modern India

#### **6.2.4.4 Semester IV**

Paper-I (HIS 912): Opt. (ii)	History and Historical Method
Paper-II (HIS 731): Opt. (iii)	Working Class Movements and Modern India
Paper-III (HIS 467): Opt. (iv)	Peasant Movements in Modern India
Paper-IV (HIS 438): Opt. (i)	Buddhism in India



## **6.2.5 M.A. POLITICAL SCIENCE**

### **6.2.5.1 Semester I**

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

### **6.2.5.2 Semester II**

- Course V : Western Political Thought-II  
Course VI : Comparative Politics-I: Understanding Advanced Industrial Societies  
Course VII : Indian Politics  
Course VIII : Approaches to the Study of International Relations.

### **6.2.5.3 Semester III**

- Course IX : Indian Political Thought – I (Compulsory)  
Course X : Comparative Politics – II: Understanding Developing Societies (Compulsory)  
Course XI : *The candidates are required to offer any one of the following courses:*  
Option (a) International Organization  
Option (b) Transnational Actors in International Politics  
Option (c) Politics of Development in India  
Option (d) Peace and Conflict Resolution  
Option (e) Rethinking Geopolitics: Critical Perspectives  
Option (f) Theories of Development  
Option (g) Public International Law-I  
Course XII : *The candidates are required to offer any one of the following courses:*  
Option (a) Democracy in India  
Option (b) Government & Politics of India's Neighbours (Pakistan, Bangladesh, Nepal and Sri Lanka).  
Option (c) Women and Politics in India  
Option (d) Rights: Ideas and Movements  
Option (e) Nationalism: Past and Present  
Option (f) New Political Geography in Comparative Perspective  
Option (g) Policies and Politics of Development in India  
Option (h) Public Administration

### **6.2.5.4 Semester IV**

- Course XIII : Indian Political Thought-II (Compulsory)  
Course XIV : Foreign Policy of India (Compulsory)  
Course XV : *The candidates are required to offer any one of the following courses:*  
Option (a) Parties and Electoral Politics in India  
Option (b) State Politics in India  
Option (c) Decentralized Governance and Local Level Institutions in India  
Option (d) Political Sociology with special reference to India  
Option (e) Representing "India": Geopolitical Imaginations  
Course XVI : *The candidates are required to offer any one of the following courses :*  
Option (a) Feminist Political Theory  
Option (b) Major themes in Recent Political Philosophy  
Option (c) Readings in the Philosophy of Resistance and Liberation  
Option (d) Contemporary Debates in 20<sup>th</sup> Century Marxism  
Option (e) Introducing Federalism  
Option (f) Public International Law-II

### 6.2.6 ਪੰਜਾਬੀ ਐਮ.ਏ.

#### 6.2.6.1 ਸਿਮੈਸਟਰ ਪਹਿਲਾ

ਪਰਚਾ ਪਹਿਲਾ-	ਮਧਕਾਲੀ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ
ਪਰਚਾ ਦੂਜਾ-	ਸਾਹਿਤ ਸਿਧਾਂਤ, ਸਨਾਤਨੀ ਕਾਵਿ ਸ਼ਤਰ ਅਤੇ ਪੰਜਾਬੀ ਆਲੋਚਨਾ
ਪਰਚਾ ਤੀਜਾ-	ਆਪਨ (i)- ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ ਆਪਨ (ii)- ਗੁਰਮਤਿ ਅਤੇ ਸੁੱਚੀ ਕਾਵਿ (Study material will not be offered)
ਪਰਚਾ ਚੌਥਾ-	ਆਪਨ (i)- ਪੰਜਾਬੀ ਨਾਵਲ ਆਪਨ (ii)- ਪੰਜਾਬੀ ਕਹਾਣੀ (Study material will not be offered)

#### 6.2.6.2 ਸਿਮੈਸਟਰ ਦੂਜਾ

ਪਰਚਾ ਪੰਜਵਾਂ-	ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ
ਪਰਚਾ ਛੇਵਾਂ-	ਆਧੁਨਿਕ ਪੱਛਮੀ ਕਾਵਿ ਸ਼ਤਰ ਅਤੇ ਵਿਹਾਰਕ ਅਲੋਚਨਾ
ਪਰਚਾ ਸੱਤਵਾਂ-	ਆਪਨ (i) - ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ-I ਆਪਨ (ii) - ਸੂਫੀ, ਕਿੱਸਾ ਅਤੇ ਬੀਰ ਕਾਵਿ (Study material will not be offered)
ਪਰਚਾ ਅੱਠਵਾਂ-	ਆਪਨ (i) - ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ ਆਪਨ (ii)- ਪੰਜਾਬੀ ਅਤੇ ਪਰਵਾਸੀ ਕਹਾਣੀ ਦਾ ਅਧਿਐਨ (Study material will not be offered)

#### 6.2.6.3 ਸਿਮੈਸਟਰ ਤੀਜਾ

ਪਰਚਾ ਨੌਵਾਂ-	ਭਾਗ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਗ
ਪਰਚਾ ਦਸਵਾਂ-	ਸਭਿਆਚਾਰ, ਲੋਕਧਾਰਾ ਅਤੇ ਪੰਜਾਬੀ ਸਭਿਆਚਾਰ
ਪਰਚਾ ਗਿਆਰਵਾਂ-	ਆਪਨ (i) :ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ -1 ਆਪਨ (ii) : ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਬਿਰਤਾਂਤਕ ਕਵਿਤਾ-1 (Study material will not be offered)
ਪਰਚਾ ਬਾਰ੍ਹਵਾਂ -	ਆਪਨ (i) :ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ ਦਾ ਅਧਿਐਨ-1 ਆਪਨ (ii) :ਵਿਵ ਦਾ ਅਨੁਵਾਦਕ ਨਾਟਕ-1 (Study material will not be offered)

#### 6.2.6.4 ਸਿਮੈਸਟਰ ਚੌਥਾ

ਪਰਚਾ ਤੇਰਵਾਂ-	ਭਾਗ ਵਿਗਿਆਨ, ਪੰਜਾਬੀ ਭਾਗ ਅਤੇ ਗੁਰਮੁਖੀ ਲਿਪੀ
ਪਰਚਾ ਚੜ੍ਹਵਾਂ-	ਪੰਜਾਬੀ ਲਫ਼ਧਾਰਾ ਅਤੇ ਲਫ਼ ਸਾਹਿਤ
ਪਰਚਾ ਪੰਦਰਵਾਂ-	ਆਪਨ (i) : ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਵਿਤਾ -II ਆਪਨ (ii) : ਆਧੁਨਿਕ ਬਿਰਤਾਂਤਕ ਪੰਜਾਬੀ ਕਵਿਤਾ-II (Study material will not be offered)
ਪਰਚਾ ਸੱਠਵਾਂ -	ਆਪਨ (i) : ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ ਦਾ ਅਧਿਐਨ-II ਆਪਨ (ii) : ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦਿਤ ਵਿਵ ਨਾਟਕ (Study material will not be offered)

### 6.2.7 M.A. PUBLIC ADMINISTRATION

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

#### The specialized group are :

GROUP-A :	Applied Development Administration (with special reference to India)
GROUP-B :	Economic Administration (with special reference to India)
GROUP-C :	Human Resource Management (with special reference to India)
GROUP-D :	Administrative Management (with special reference to India)

(Student can opt any of these groups in semester IIIrd & IVth but USOL provides material only for Group A).

#### 6.2.7.1 Semester I

##### All Compulsory Papers :

Paper-I :	Administrative Theory	4 Credit
Paper-II :	Organisational Behaviour	4 Credit
Paper-III :	Public Financial Administration	4 Credit

Paper-IV :	Public Personnel Administration	4 Credit
Paper-V :	Indian Economic System	2 Credit
Paper-VI :	Indian Social System	2 Credit

#### 6.2.7.2 Semester II

##### **All Compulsory Papers :**

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

#### 6.2.7.3 Semester III

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

	Paper-I :	Development Administration (Compulsory for all Groups A, B, C, D)
GROUP-A :	<b>Applied Development Administration (with special reference to India)</b>	
	Paper-II :	Social Policy and Welfare Administration (Compulsory)
	Paper-III :	People's Empowerment and Rural Governance (Compulsory)
	Paper-IV :	Disaster Management
	Paper-V :	Administration of Non-Government Organisations
	Paper-VI :	Public Health Policy and Administration
	Paper-VII :	Dissertation

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

#### 6.2.7.4 Semester IV

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

	Paper-I :	Emerging Areas in Public Administration (Compulsory for all Groups A, B, C, D)
GROUP-A :	<b>Applied Development Administration (with special reference to India)</b>	
	Paper-II :	Education Policy and Administration (Compulsory)
	Paper-III :	People's Empowerment and Urban Governance (Compulsory)
	Paper-IV :	Police Administration
	Paper-V :	International Administration
	Paper-VI :	Information Technology and Computer Applications in Public Administration

### **6.2.8 M.A. SOCIOLOGY**

#### 6.2.8.1 Semester I

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

#### 6.2.8.2 Semester II

SOC R-425	Positivistic Sociological Theories
SOC R-426	Methodology Social Research
SOC O-621	Social Dimension of Development
SOC O-721	Sociology of Urban Settlement

### 6.2.8.3 Semester III

SOC R-438	Interpretive Sociological Theories
SOC R-439	Methods and Techniques in Social Research
SOC O-632	Social Developments in India
SOC O-934	Sociology of Crime

### 6.2.8.4 Semester IV

SOC R-440	Perspectives on Indian Society
SOC O-644	Environment Crisis and Sustainable Development
SOC O-946	Media and Culture
SOC O-992	Social Problem

#### **Note :-**

1. Study material will be offered only for the papers offered in USOL.
2. R-Stands for required Compulsory course and O stands for optional course. Students can opt for other options from the syllabus.
3. Each paper will be of 80 marks and 20 marks are of assignments which student has to submit in the department.

### 6.2.9 M.Com.

- Note :**
1. The duration of the examination in each subject will be 3 hours.
  2. **Each paper is of 100 marks 80 for external paper and 20 for internal assessment.**
  3. Use of non-programmable calculators by the students in the examination hall is allowed. The calculators will not be provided by the Univers.

#### 6.2.9.1 Semester I

MC. 101	Managerial Economics
MC. 102	Quantitative Methods for Business
MC. 103	Modern Accounting Theory & Reporting Practices
MC. 104	Organisation Theory and Behaviour
MC. 105	Marketing Management
MC. 106	Management Information System
MC. 107a	I. T. Applications in Commerce

#### 6.2.9.2 Semester II

MC. 201	Business Environment
MC. 202	Research Methodology in Commerce
MC. 203	Financial Management and Policy
MC. 204	Production and Materials Management
MC. 205	Operations Research
MC. 206	Business Policy & Strategic Management
MC. 207a	Entrepreneurship Development and Project Management

#### 6.2.9.3 Semester III

M.C.610-I	Corporate Governance
M.C.611-I	Management Information Systems
M.C.612-I	Cost Analysis & Control
M.C.613-I	Innovative Financial Products

**Any one of the following papers :**

M.C.613-Ia	Investment Management
M.C.613-IIa	Organization Development
M.C.613-IIIa	Project Planning & Analysis
M.C.613-IVa	Entrepreneurship & Family Business Management
M.C.613-Va	Export Import Policy and Procedures
M.C.613-VIa	Contemporary Issues in Auditing

**Any one of the following papers :**

M.C.614-Ia	Computer Application in Accounting
M.C.614-IIa	Knowledge Management
M.C.614-IIIa	Bank Legislation
M.C.614-IVa	Econometrics
M.C.614-Va	International Accounting
M.C.614-VIa	E- Commerce: Payment System, Technical System and Ethical System

**Students selecting any group (each for M.C.613 and 614) in third Semester have to continue with the same group in 4<sup>th</sup> Semester. For example if one selects 'International Business Group in 3<sup>rd</sup> Semester, he has to appear in Paper M.C. 613-Va 3<sup>rd</sup> Semester and M.C. 613-Vb in 4<sup>th</sup> Semester. Study Material will be provided only for M.C. 613-I (a) and M.C. 614- III (a).**

**6.2.9.4 Semester IV**

M.C.610-II	Corporate Taxation
M.C.611-II	Management Control System
M.C.612-II	Management of Services (Banking & Insurance)
M.C.613-II	E-Business

**One paper of the already opted Group in 3<sup>rd</sup> Semester**

M.C.613-Ib	Financial Services Management
M.C.613-IIb	Labour Laws & Industrial Relation
M.C.613-IIIb	Management of Environment
M.C.613-IVb	Small Business Management
M.C.613-Vb	World Trading and Monetary System
M.C.613-VIb	Management of Services (Transport Tourism and Hospital)

**One paper of the already opted Group in 3<sup>rd</sup> Semester**

**Any one of the following papers :**

M.C.614-Ib	Computer Application in Costing
M.C.614-IIb	Learning Organisation
M.C.614-IIIb	Insurance Legislation
M.C.614-IVb	Quantitative models for Business Decisions
M.C.614-Vb	International Financial Management
M.C.614-VIb	Regulatory Frame work for E- Commerce

**615 Viva-Voce (Comprehensive viva-voce based on all the four semesters)**

**Study Material will be given only for M.C. 613-I (b) and M.C. 614- III (b) by USOL.**

- 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. 3rd semester be given by the end of Second Semester.

**6.2.10 M.F.C.**

**6.2.10.1 Semester I**

MFC 101	Management for Organisations
MFC 102	Business Environment.
MFC 103	Accounting for managers.
MFC 104	Economic Analysis for Business.
MFC 105	Financial Services.

### 6.2.10.2 Semester II

MFC 201	Organisation Behavior.
MFC 202	Regulatory Framework For Busines.
MFC 203	Financial Management & Policy.
MFC 204	Quantitative Techniques.
MFC 205	E- Commerce.

### 6.2.10.3 Semester III

MFC 301	Management Information System
MFC 302	Cost Analysis & Control
MFC 303	Security Analysis and investment Management
MFC 304	Corporate Governance
MFC 305	Tax Planning & Management

### 6.2.10.4 Semester IV

MFC 401	Management Control System
MFC 402	International Finance.
MFC 403	Management of Services- Insurance and Banking
MFC 404	Strategic Management.
MFC 405	Optional Paper ( <b>opt for one</b> ):
	I. Financial Engineering
	II. Computer Application in Accounting
	III. Project Planning & Analysis

**Note 1 :** There will be 10 questions in each paper with 4 Units. (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.

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

### 6.2.11 M.B.A. (Off Campus)

#### 6.2.11.1 Semester I

MBA O-301	Managerial Economics
MBA O-302	Quantitative Techniques for Managerial Applications
MBA O-303	Accounting for Managers
MBA O-304	Organization Behaviour
MBA O-305	Management for Organizations

#### 6.2.11.2 Semester II

MBA O-306	Business Environment
MBA O-307	Human Resource Management and Industrial Relations
MBA O-308	Financial Management
MBA O-309	Marketing Management
MBA O-310	Information Technology for Managers

#### 6.2.11.3 Semester III

MBA 0311	Strategic Management
MBA 0312	Research Methodology

**Any one of the Groups with three papers :**

<b><u>GROUP A :</u></b>	<b><u>MARKETING MANAGEMENT</u></b>
MBA 0314	Sales and Distribution Management
MBA 0315	Product & Retail Management
MBA 0316	Advertising and Consumer Behaviour

**GROUP B :**

MBA 0317  
MBA 0318  
MBA 0319

**FINANCIAL MANAGEMENT**

Management Control System  
Strategic Financial Management  
Strategic Cost Management

**GROUP C :**

MBA 0320  
MBA 0321  
MBA 0322

**HUMAN RESOURCE MANAGEMENT**

Organization Development  
Manpowr Planning & Performance Appraisal  
Training and Development

**GROUP D :**

MBA 0323  
MBA 0324  
MBA 0325

**PRODUCTION & TECHNOLOGY MANAGEMENT**

Advanced Operations Research  
Total Quality Management  
Technology Management

**GROUP E :**

MBA 0326  
MBA 0327  
MBA 0328

**INTERNATIONAL BUSINESS**

International Marketing  
International Accounting  
International Financial Management

**6.2.11.4 Semester IV**

MBA 0329  
MBA 0330

Corporate Governance  
Managing Technology (E-commerce)

**GROUP OFFERED IN THIRD SEMESTER WITH THREE PAPERS :**

**GROUP A :**

MBA 0333  
MBA 0334  
MBA 0335

**MARKETING MANAGEMENT**

International Marketing  
Marketing of Services  
International (Trade) Logistic

**GROUP B :**

MBA 0336  
MBA 0337  
MBA 0338

**FINANCIAL MANAGEMENT**

Management of Financial Services  
Investment Management  
Financial Statement Analysis

**GROUP C :**

MBA 0339  
MBA 0340  
MBA 0341

**HUMAN RESOURCE MANAGEMENT**

Executive Compensation  
Labour Economics & Labour Policy  
Industrial Psychology

**GROUP D :**

MBA 0342  
MBA 0343  
MBA 0344

**PRODUCTION AND TECHNOLOGY MANAGEMENT**

Productivity Management  
Business Process Re- Enginerring  
Enterprise Resource Planning

**GROUP E :**

MBA 0345  
MBA 0346  
MBA 0347

**INTERNATIONAL BUSINESS**

International HRM Practices  
International Business Economics  
International Trade Logistics

## 7. GUIDELINES FOR SUBMISSION OF FORMS

### 7.1 ENROLMENT FORM

- You must check your eligibility before filling the Enrolment Form.
- Your candidature shall be cancelled if found ineligible on verification at any later stage during the academic session of the course.
- B.A. student select the subjects for B.A. out of combinations mentioned in the Prospectus at page 27 as per the University Regulations.
- Fill all the columns of all the Forms appended at the end of the Prospectus.
- You must clearly mention your options of each paper in the Enrolment Form.

### ATTACH THE FOLLOWING DOCUMENTS IN ORIGINAL WITH ENROLMENT FORM

- (a) Duly filled Examination Form (s). (Both the Forms 'A' and 'B' in case of Semester System)
- (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 documents will be sent back to you once all the formalities are completed*).
- (d) The students who have passed the lower examinations from the Universities / Boards other than the Panjab University and the School Education Boards of Punjab / Haryana/ Himachal Pradesh /CBSE New Delhi are required to submit the migration certificates.
- (e) Duly filled Enrolment -cum - Identity Card and Fee Card attached at the end of this Prospectus.
- (f) Character Certificate from the Principal of the School / College last attended.
- (g) Bank Draft No./Cash Receipt No. .... Dated..... Rs.....
- (h) Original pay-in-slip of the Bank along with Enrolment Form (do keep a photocopy of the pay in slip with you).
- (i) **PHOTOGRAPHS** : In total six photographs are required. Four photographs are to be pasted at the appropriate places and two photographs be enclosed in envelope writing your name & class.

### DISPATCH OF ALL DOCUMENTS

- The Enrolment Form and other documents can also be sent by Regd. Post/Speed Post, however, USOL does not take the responsibility for any Postal Delay.
- The Enrolment Form can be submitted at the Reception/ Enquiry Desk of the University School of Open Learning and obtain a receipt from the Counter Clerk for the same.

### VERIFICATION OF THE ORIGINAL 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 (Regulation 1.4 at page 559 of PU Calander Vol II 2005). The fees deposited shall not be refunded. It will be the basic responsibility of the student to submit the required certificates and documents within the stipulated period as and when demanded, failing which his/ her admission shall stand cancelled without any notice.



## 7.2 PAYMENT OF FEE

- Note :**
1. The fee details for various courses are given on page No. 43.
  2. It is in your own interest to pay the fee in lumpsum, for it will absolve you not only from the payment of late fee but also from a number of other administrative difficulties. However you can seek admission on a payment of Rs.4000/- (Four Thousand Rs.) in case of Under- Graduate/M.A./M.Com./Diploma/ Post Graduate Diplomas courses (except PGDCA), Rs.6000/- (Six thousand) in case of B.Lib. M.F.C Part I/II, M.Ed Part I/II and Rs.11000/- (Eleven thousand) for B.Ed Part I/II & Post Graduate Diploma in Computer Application.

### 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 16th Jan., 2013 for annual and 7 Nov., 2012 for semester. Otherwise after 16th Jan., 2013 and 7 Nov., 2012, the name of defaulters, who owe more than Rs.1000/- shall be struck off and the despatch of lessons shall also be discontinued forthwith.

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

### Important Notes :

1. 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 whenever they come to deposit the fee with the University Extension Counter, (State Bank of India) Administrative Block, Sector-14, Chandigarh.
2. Fee once paid at the time of admission to any course shall not be refunded under any circumstances except refundable securities or where explicitly so provided.

However, fees can be adjusted within the University Teaching Departments, any other course offered by USOL, where the students happen to get admission for that particular academic year.

Refund of Fees (specific provisions) :

- (i) If an applicant is not enrolled because he /she has not paid full or part of his/her fee by the prescribed date, the amount paid by him/her, if any, shall not be refunded.
- (ii) If an applicant is not enrolled because he/she has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his/her fee shall not be refunded.
- (iii) If a student drops out in the middle of the course, the fees paid by him/her, shall not be refunded.
- (iv) If an applicant is not enrolled because he/she is found ineligible the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her.
- (v) Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by USOL or latest by 25th February, 2013 failing which the request will not be entertained.

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

1. Deposit your fee at the University Extension Counter (State Bank of India), Administrative Block, Panjab University Sector 14, Chandigarh and obtain a receipt for the same and attach it with your Enrolment Form.
2. The candidates can send their fee through Bank Draft. The Bank Draft should be made in favour of Registrar, Panjab University, Chandigarh. The Draft should be drawn on State Bank of India, Sector 14, Chandigarh.
  - (a) The Enrollment/Examination Form and draft should be sent to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 under Registered Cover/Speed Post.
  - (b) You must write your Name, Enrollment No., Class and name of the course on the back side of the Draft.
  - (c) Retain a photocopy of the Draft with you.
  - (d) The bank draft must not be enclosed with response sheet or any other document under any circumstances

3. A candidate can deposit the fee at any branch of the State Bank of India any where under the scheme of Power Jyoti Module of State Bank of India, Sector 14, Chandigarh. Under this scheme, the detailed modalities/ steps to be followed by candidates are given below :
  - (i) The candidate shall fill in all columns of the pay in slip (triplicate) and shall deposit the required fee alongwith bank charges in any of the nearest branch of State Bank of India.
  - (ii) After deposit of the fee, one copy of the pay in slip shall be retained by the banker and balance two copies shall be handed over to the candidate.
  - (iii) The candidate shall ensure that bank has mentioned proper **Journal No. on the Pay-in-Slip** of the candidate. This Journal No. shall be mentioned by the candidate in payment detail column of the form. See pay slip sample in the prospectus on page No. 44.
  - (iv) The candidate shall then attach one copy of the same with the form and forward to the University.
4. The students can also deposit the fee through internet banking. The detailed instructions in this regard are provided on University website.

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.

#### **FEE CODE**

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

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

## 7.2.1 FEE STRUCTURE

SESSION 2012-2013

(Amount in ₹)

Item	B.A. I & B.Com. I	B.A. II/III & B.Com. II/III	Bachelor of Lib. & Inf. Sc.	B.Ed.		M.Ed.		M.A.		M.Com.		M.F.C.		P.G. D.C.A.	P.G.Dip. in H.E.W./P.Ed/ Human Rights	P.G.Dip. in Statistics	P.G.Dip. in Mass Comm.	Ad. P.G. Dip. in Naturopathy & Yoga #
				Sem. I/II	Sem. I/III	Sem. II/IV	Sem. I/III	Sem. II/IV	Sem. I/III	Sem. II/IV	Sem. I/III	Sem. II/IV	Sem. I/III					
<b>Compulsory Fee (including Tuton Fee)</b>	5092	4717	8170	18077	8092	5305	4442	2255	4442	2255	7942	5815	16617	5722	5052	5627	6795	
<b>Optional Fee</b>																		
Library Security*	640	640	-	730	730	-	840	-	840	-	730	-	840	840	640	800	-	-
Continuation Fee**	40	40	-	40	40	-	40	-	40	-	40	-	40	40	40	40	-	-
Mailing Charges***	535	535	-	535	535	-	535	-	535	-	535	-	535	535	535	535	-	-
Special Fee @	275	275	-	275	275	-	275	-	275	-	275	-	275	275	275	275	-	-
Registration Fee +	65	65	-	65	65	-	65	-	65	-	65	-	65	65	65	65	-	-
Eligibility Fee ++	75	75	-	75	75	-	75	-	75	-	75	-	75	75	75	75	-	-
Migration Fee +++	220	220	-	220	220	-	220	-	220	-	220	-	220	220	220	220	-	-
Practical Fee for Geography/ Defence & Strategic Studies	210	210	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Additional Laboratory Charges for Psychology students for B.A./II/III only	840	840	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

■ P.Dip. in Library Automation & Networking

■ Diploma in Creative Photography

■ Certificate Course in Women Studies

■ Certificate course in Vivekananda Studies

₹ 9795

₹ 9795

₹ 3120

₹ 2775

\*Library Security need not to be paid by students who were on rolls during 2011-12, but have not withdrawn it. They are, however, to deposit the difference of amount of old and new security, it current year's course has higher library security

\*\*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 are belong from 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 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.

■ MBA IIIRD Semester : Compulsory Fee

₹ 19922

■ Mailing Charges\*\*\*\*

₹ 535

■ MBA IVth Semester Compulsory Fee :

₹ 17090



## 7.3 UNIVERSITY EXAMINATION

### 7.3.1 ROLL NUMBER

- (i) Your examination Roll number-cum-identity card and date sheet will be sent to you generally 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.
- (ii) The candidate of USOL will not be issued Roll No. in case of default of fee of more than Rs. 1000/-.
- (iii) Always carry your roll number in examination centre.

### 7.3.2 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.*

### 7.3.3 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 should download this Form from the **P.U. website : [www.puchd.ac.in](http://www.puchd.ac.in)** (on Home Page click Examination Forms, next click menu - Examination April/May).

It may be noted carefully that unless you submit a separate form for the Compartment/Re-appear Examination alongwith required fee, 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.

### 7.3.4 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 application form for re-evaluation. This application form can be download from the **P.U. website : [www.puchd.ac.in](http://www.puchd.ac.in)** (**on Home Page click Examination Forms, next click menu - Examination Forms**). within 30 days from the date of dispatch of the Result Card/Certificate by the University Office to this Department. Prescribed application form alongwith the prescribed fee (through Bank Draft drawn in favour of the Registrar, Panjab University, Chandigarh) be sent to the Registrar, Panjab University, Chandigarh immediately on receipt of the result card/certificate. Ensured that the form reaches well in time.

### 7.3.5 Examination Forms

- (i) For Annual System and Semester I & III fill only Examination Form 'A'. and submit it alongwith Enrolment Form.
- (ii) For Semester II & IV **both Examinations Forms A & B** are to be filled and submit these alongwith Enrolment Form.

## 7.4 FACILITIES FOR EX-STUDENTS

The University School of Open Learning takes due regard of the difficulties of those students who could not appear or clear examination due to some reasons and are treated as ex-students. It provides the following facilities to them.

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

A student on the rolls of the University School of Open Learning who fails to appear or having appeared fails in the concerned University examination may be allowed to continue his/her enrolment for a period of one year in case of B.Com. examination, two years in case of Diploma & examinations and three years in case of other examinations immediately succeeding the year in which he/she completed the requirement of Regulation 4, on payment of a fee as prescribed by the Syndicate every year and to appear in the University examination as an ex-student of the University School of Open Learning.

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

### 7.4.2 For Bachelor of Library Science

If the candidate fails to qualify in any paper/s, he/she may be allowed to appear twice subsequently (one chance in supplementary examination and one in annual examination in which he/she has failed to qualify). If he/she fails to qualify in 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 as a student of the USOL.

### 7.4.3 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 sub-component 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.

### 7.4.4 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.

#### 7.4.5 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.*

#### 7.4.6 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.*

#### **7.4.7 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 of 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 photographs bearing your name and your father's name on the photographs.
4. Send all these documents with the form under Registered 'AD' cover to the Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 for the attestation of the examination form and its onward transmission to the Registrar's Office.
5. Send the Examination Form, complete in all respects, so as to reach the Registrar's office through the Chairperson, by 27th July (in the case of Supplementary examination), and by 3rd November (in the case of Annual examination). However, it can be received even later than this but with late fee as under :
  - (i) Upto one week after the normal date fixed for submission of examination form. Rs 1550/- per exam.
  - (ii) After one week of the normal date fixed for submission of examination forms but not later than two months before the date of commencement of examinations. Rs. 4350/- per exam.
  - (iii) Not later than one month before the date of commencement of exam. Rs. 8550/- per exam.
  - (iv) Not later than 7 working days before the date of commencement of examination. Rs.17500/- per exam.



## 8. PERSONAL CONTACT PROGRAMME (PCP)

SESSION 2012-13

### 8.1 SCHEDULE FOR GRADUATE, POST GRADUATE, DIPLOMA & OTHER COURSES

#### GRADUATE CLASSES

##### Morning Session

	1 <sup>st</sup> Series	2 <sup>nd</sup> Series
B.A III	24-9-2012 (Mon) to 29-9-2012 (Sat)	14-1-2013 (Mon) to 19-1-2013(Sat)
B.A II	15-10-2012 (Mon) to 20-10-2012 (Sat)	21-1-2013 (Mon) to 27-1-2013 (Sun)**
B.A I	5-11-2012 (Mon) to 10-11-2012 (Sat)	28-1-2013 (Mon) to 2-2-2013 (Sst)
B.Ed I & II	14-11-2012 (Wed) to 28-11-2012 (Wed)	17-2-2013 (Sun) to 3-3-2013 (Sun)
B.Com I	5-11-2012 (Mon) to 10-11-2012 (Sat)	4-2-2013 (Mon) to 9-2-2013 (Sat)
B.Com II & III	19-11-2012 (Mon) to 24-11-2012 (Sat)	11-2-2013 (Mon) to 16-2-2013 (Sat)
	Practical 1st Group	Theory (Single Group)
B.Lib. Sc.	26-11-2012 to 3-12-2012 (Evening Session)	4-2-2013 (Mon) to 9-2-2013 (Sat)
	Practical 2nd Group	
	5-12-2012 to 12-12-2012 (Evening Session)	

#### POST GRADUATE CLASSES (M.A/MFC/M.Com.M.Ed.)

Subjects	Semester I	Semester II
Punjabi, Economics, History, Pub.Adm.	1-10-2012 (Mon)* to 7-10-2012 (Sun) <b>(Morning)</b>	25-2-2013 to 2-3-2013 <b>(Morning)</b>
M.F.C.,Hindi	1-10-2012 (Mon)* to 7-10-2012 (Sun) <b>(Evening)</b>	25-2-2013 to 2-3-2013 <b>(Evening)</b>
Pol.Sc., English	8-10-2012 (Mon) to 13-10-2012 (Sat) <b>(Morning)</b>	4-3-2013 to 9-3-2012 <b>(Morning)</b>
Sociology	8-10-2012 (Mon) to 13-10-2012 (Sat) <b>(Evening)</b>	4-3-2013 to 9-3-2012 <b>(Evening)</b>
M.Com.	15-10-2012 to 20-10-2012 <b>(Evening)</b>	18-2-2013 to 23-2-2013 <b>(Evening)</b>
M.Ed	9-10-2012 to 20-10-2012 (9.30 am-5 pm)	8-4-2013 to 19-4-2013 (9.30 am-5 pm)
Subjects	Semester III	Semester IV
Punjabi, Economics, History, Pub.Adm.	1-10-2012 (Mon) to 7-10-2012 (Sat) <b>(Morning)</b>	11-3-2013 to 16-3-2013 <b>(Morning)</b>
Sociology	1-10-2012 (Mon) to 7-10-2012 (Sat) <b>(Evening)</b>	11-3-2013 to 16-3-2013 <b>(Evening)</b>
M.F.C.	24-9-2012 to 30-9-2012 <b>(Evening)</b>	14-1-2013 to 19-1-2012 <b>(Evening)</b>
M. Com, Pol.Sc., English	8-10-2012 (Mon) to 13-10-2012 (Sat) <b>(Morning)</b>	18-3-2013 to 23-3-2013 <b>(Morning)</b>
Hindi	8-10-2012 to 13-10-2012 <b>(Evening)</b>	25-3-2013 to 30-3-2013 <b>(Evening)</b>
M.Ed.	9-9-2012 to 20-9-2012 (9.30 am-5 pm)	18-3-2013 to 29-3-2013 (9.30 am-5 pm)

\*2nd Oct. 2012 is holiday

\*\*26<sup>th</sup> Jan. 2013 being holiday on account of Republic Day

## **DIPLOMA/ OTHER COURSES**

<b>Courses</b>	<b>1<sup>st</sup> Series</b>	<b>2<sup>nd</sup> Series</b>
PGDCA	3-12-2012 to 8-12-2012 <b>(Morning Session)</b>	18-2-2013 to 23-2-2013 <b>(Morning Session)</b>

**Note :** The PGDCA Students are requested to report at 9.30 a.m. in The Dept. of Computer Science and Application, Panjab University, Chandigarh

PGDLAN	5-11-2012 to 8-12-2012 <b>(Evening Session)</b>	On Sundays during Feb.-March 2013
PGDMC	3-12-2012 to 8-12-2012 <b>(Evening Session)</b>	4-2-2013 to 9-2-2013 <b>(Evening Session)</b>
Diploma in Photography	10-12-2012 to 15-12-2012	18-2-2013 to 21-2-2013
<b>Courses</b>	<b>Evening Session</b>	
Post-Graduate Diploma in Statistics	3-12-2012 to 8-12-2012	
Post-Graduate Diploma in Health, Family Welfare and Population Education	10-12-2012 to 15-12-2012	
Post-Graduate Diploma in Human Rights & Duties	10-12-2012 to 15-12-2012	
Certificate Course in Vivekananda Studies	10-12-2012 to 15-12-2012	Will communicate later on
Advance Diploma in Naturopathy & Yoga	10-12-2012 to 15-12-2012	Will communicate later on
Certificate Course in Women Studies	10-12-2012 to 15-12-2012	

### **8.2 PERSONAL CONTRACT PROGRAMME TIMINGS :**

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

Evening Session: 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 the second series-Semester. 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) attending Practical Classes are compulsory which are hold during P.C.P., otherwise their result will be declared as R.L**

## 9. EXAMINATION

### 9.1 PROVISIONAL LIST OF EXAMINATION CENTRES

<b>B.A/B.Com. :</b>		Abohar, Bulhowal, Chandigarh, Dakha, Dasuya, Dharamkot, Dhudike, Doraha, Fazilka, Ferozepur Cantt., Ferozepur City, Garhdiwala, Garhshankar, Giddarbaha, Gurusar-Sudhar, Guru Teg Bahadur Garh, Hariana (Hoshiarpur), Hoshiarpur, Jagraon, Jalalabad, Kandhala Jattan, Karamsar (Rara Sahib), Khanna, Killianwali, Lapon (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 :</b>		Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Muktsar.
<b>Diploma/Certificate Courses :</b>		Chandigarh, Ludhiana.
<b>M.A. :</b>	(i)	<b>Public Administration :</b> Chandigarh, Ludhiana.
	(ii)	<b>Other Subjects :</b> Abohar, Chandigarh, Ferozepur City, Gurusar- Sudhar, Hoshiarpur, Jagraon, Karamsar (Rara Sahib), Ludhiana, Muktsar, Sidhwan Khurd (Girls) Tanda Urmar.
<b>M.Com. :</b>		Abohar, Chandigarh, Dasuya, Ferozepur, Hoshiarpur, Khanna, Ludhiana, Muktsar, Mukerian, Moga.
<b>M.F.C. :</b>		Chandigarh, Ludhiana.
<b>B.Ed. :</b>		Abohar, Chandigarh, Ferozepur, Gurusar-Sudhar, Hoshiarpur, Lapon, Ludhiana, Moga, Muktsar, Sidhwan Khurd, Rail Majra, Dhudike.
<b>M.Ed. :</b>		Abohar, Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Gurusar Sudhar, Sidhwan Khurd.
<b>M.B.A. :</b>		Chandigarh, Ludhiana.

### 9.2 CATEGORIZATION 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./M.B.A.	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%

### 9.3 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 Dip. C. A. 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.	40% in aggregate and 20% in the paper in which failed.
M.A. (Semester System)	A candidate shall be deemed to have passed the examination if he/she obtains 35% marks in each paper. Each candidate shall be required to obtain pass marks in each course of theory and practical separately for each semester.	Partial Re-examination M.A. I 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. (Semester System)	(i) 35% in each paper in the university examination separately as well as jointly with Internal assessment :  (ii) 35% in project and Viva-Voce (iii) 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.

<b>Examination</b>	<b>Minimum Pass Marks</b>	<b>Minimum marks for being placed in Compartment/reappear</b>
M.Com. (Semester System)	35% in each paper separately as well as jointly with Internal Assessment and 50% in the aggregate in all the papers.	(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 Nov./Dec. as well as April 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 (Semester System)	35% in each paper separately as well as jointly with Internal Assessment and 50% in the aggregate in all the papers.	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 Nov./Dec. as well as April next year.
B.Ed. Part I & II	Part-I theory 40% in each paper Part-II Practical 40%.	If a candidate 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 paper.
M.Ed. Part-I & II (Semester System)	40% in each theory paper, 40% in each practical/sessional work & 40% in internal assessment.	A candidate who fails in any part of the examination shall be permitted to appear in any subsequent examination in the part in which he failed on payment on each occasion the same fee as prescribed for the whole examination without being required to attend the course again.
I. One Year Post-Graduate Diploma in Mass Communication  II. Post Graduate Diploma in Human Rights & Duties	35% in each paper and 40% in aggregate.	A candidate who obtains 40 percent of the aggregate number of marks in all the papers but fails in not more than two papers, obtaining not less than 25% of the marks each in these papers, may be admitted to the supplementary examination in these papers to be held in the month of Sept./October of the same year, or if he/she fails to pass or present himself/herself for that examination, then at the next annual examination. If he/she obtains 35% marks in these papers in the University Examination, he/she shall be declared to have passed the examination.
III. M.B.A. (Off-Campus)	35% in each papers and 50% in aggregate in all the papers (alongwith internal assessment).	(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 Nov./Dec. as well as April next year.

## 9.4 CLASS AND SUBJECT CODES

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

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

## **Bachelor of Library & Information Science**

<b><u>Class Code</u></b>	<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
BLS	ITB	Information Technology : Basis
BLS	MLI	Management of Library & Information Centers
BLS	KCP	Knowledge Organization : Classification Practice
BLS	KOP	Knowledge Organization : Cataloguing Practice
BLS	ISS	Information Sources and Services

## **Bachelor of Education**

<b><u>Class Code</u></b>	<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
B.ED-1	PSE	Philosophical and Sociological Basis of Education
B.ED-1	LND	Learner Nature and Development
B.ED-1	TLP	Teaching Learning process
B.ED-1	SMG	School Management
B.ED-1	COE	Computer Education
B.ED-2	SLS	School Library Science
B.ED-2	ECS	Education for Children with Special Needs
B.ED-2	SAN	Teaching of Sanskrit
B.ED-2	MAT	Teaching of mathematics
B.ED-2	COM	Teaching of Commerce
B.ED-2	ECO	Teaching of Economics
B.ED-2	CSA	Teaching of Computer Science & Application
B.ED-2	FAS	Teaching of Fine Art
B.ED-2	PHE	Teaching of Physical Education
B.ED-2	HSC	Teaching of Home Science
B.ED-2	PSC	Teaching of Physical Science
B.ED-2	LSC	Teaching of Life Science
B.ED-2	HIS	Teaching of History
B.ED-2	GEO	Teaching of Geography
B.ED-2	MUS	Teaching of Music
B.ED-2	POL	Teaching of Political Science
B.ED-2	AGR	Teaching of Agriculture
B.ED-2	PAD	Teaching of Public Administration
B.ED-2	SOC	Teaching of Sociology

## **M.A. English**

### **1st Semester**

<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
(LCI)	Literary Criticism-I
(BPI)	British Poetry-I
(BDI)	British Drama-I
(BFI)	British Fiction-I

### **2nd Semester**

(LCII)	Literary Criticism-II
(BPII)	British Poetry-II
(BDII)	British Drama-II
(BFII)	British Fiction-II

### **3rd Semester**

Paper I (LIT I)	Literary Theory –I
Paper II (IWE I)	Indian Writing in English
Paper III (PCS I)	Postcolonial Studies –I (Option-i)
(LIN I)	Linguistics –I (Option- ii)
(AML I)	American Literature –I (Option- iii)
Paper IV (CLS I)	Cultural Studies –I (Option- i)
(APL I)	Applied Linguistics –I (Option- ii)
(WLT I)	World Poetry, Novel in Translation (Option –iii)

## **M.A. English**

### **4th Semester**

#### **Sub Code**

#### **Subject Name**

Paper I (LIT II)	Literary Theory –II
Paper II (IWT II)	Indian Writing in Translation
Paper III (PCS II)	Postcolonial Studies –II (Option-i)
(LIN II)	Linguistics –II (Option- ii)
(AML II)	American Literature –II (Option- iii)
Paper IV (CLS II)	Cultural Studies –II (Option- i)
(APL II)	Applied Linguistics –II (Option- ii)
(WDT)	World Drama in Translation (Option –iii)

**Note : In 3rd & 4th Semester study material will be provided only for paper I, II, III(iii) & IV (iii)**

## **M.A. Hindi**

### **1st Semester**

HSM	Hindi Sahitya ka Adi Kaal Avam Madhiyakal
AHK	Adhunik Hindi Kavya
AGS	Adhunik Hindi Gadhya Sahitya
BKS	Bhartiya Kav Shashtra Ke Sidhant Avam Hindi Alochak

### **2nd Semester**

HSK	Hindi Sahitya Ka Adhunik Kaal (3050)
AHK	Adhunik Hindi Kavya (3051)
AGS	Adhunik Hindi Gadhya Sahitya (3052)
PKS	Pashchatya Kavya Shashtra

### **3rd Semester**

BHV	Paper- I	Bhasha Vigyan Evam Hinditar Bhashaon Ka Adhiyan
PMK	Paper- II	Pracheen Evam Madhyakaleen Kayva
SAK	Paper- III	Surdas Evam Anya Krishan Bhagat Kavi
VPK	Paper- IV	Vyavaharik Patar Karita

### **4th Semester**

BHV	Paper- I	Bhasha Vigyan Evam Hindi Bhasha Ka Adhayayan
PMK	Paper- II	Pracheen Evam Madhya Kaleen Kayva
SAK	Paper- III	Surdas Evam Anya Krishan Bhagat Kavi
VPK	Paper- IV	Vyavaharik Hindi Patar Karita

## **M.A. Punjabi**

### **1st Semester**

MPS	Paper –I	Madhkali Punjabi Sahit Da Itihas
SSP	Paper –II	Sahit Sidhant Sanatni Kav Shastar ate Punjabi Alochna
MPK	Paper –III (Opt.-i)	Madhkali Punjabi Kav-I
GSK	Paper –III (Opt.-ii)	Gurmat ate sufi Kav *
		* (Study material will not be provided)
PN	Paper –IV (Opt.-i)	Punjabi Novel
PK	Paper –IV (Opt.-ii)	Punjabi Kahani *
		* (Study material will not be provided)

### **2nd Semester**

APS	Paper –V	Adhunik Punjabi Sahit Da Itihas
APV	Paper –VI	Adhunik Pachhmi Kav Shastar ate Viharak Alochna
MPK	Paper –VII (Opt.-i)	Madhkali Punjabi Kavi-II
SKV	Paper –VII (Opt.-ii)	Sufi Kissa ate Vir Kav *
		* (Study material will not be provided)
PNA	Paper –VIII (Opt.-i)	Punjabi Novel da Adhiyan
PPK	Paper –VIII (Opt.-ii)	Punjabi ate Parvasi Kahani da Adhiyan *
		* (Study material will not be provided)



## **M.A. Punjabi**

### **3rd Semester**

<b><u>Sub Code</u></b>		<b><u>Subject Name</u></b>
BVP	X	Bhasha Vigyan Ate Punjabi Bhasha
SLS	X	Sabhyachar, Lokdhara Ate Punjabi Sabhyachar
APK	XI (Opt. i)	Adhunik Punjabi Kavita-I
APB	XI (Opt. ii)	Adhunik Punjabi Birtantak Kavita-I * * (Study material will not be provided)
PNR	XII (Opt. i)	Panjabi Natak Ate Rangmanch da Adhiyan- I
VAN	XII (Opt. ii)	Vishav De Anuvadak Natak * * (Study material will not be provided)

### **4th Semester**

BPG	XIII	Bhasha Vigyan, Punjabi Bhasha Ate Gurumukhi Lipi
PLL	XIV	Punjabi Lokdhara ate Lok Sahit
APK	XV (Opt. i)	Adhunik Punjabi Kavita-II
ABP	XV (Opt.ii)	Adhunik Birtantak Punjabi Kavita-II * * (Study material will not be provided)
PNR	XVI (Opt. i)	Punjabi Natak Ate Rangmunch Da Adhiyan-II
PAVN	XVI (Opt. ii)	Punjabi Vich Anuwadit Vishv Natak* * (Study material will not be provided)
PV	XVI (Opt. iii)	Punjabi Vaartak * * (Study material will not be provided)

## **M.A. Economics**

### **1st Semester**

<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
MEC-I	Micro Economics-I
CIE-I	Contemporary Issues in Indian Economy-I
QTM	Quantitative Methods
HET	History of Economic Thought

### **2nd Semester**

MEC- II	Micro Economics-II (MEC)
CIE- II	Contemporary Issues in Indian Economy-I
INE	International Economics (INE)
EPF	Economics of Public Finance

### **3rd Semester**

MEC- I	Macro Economics-I
EGD- I	Economics of Growth and Development
EAG- I	Opt (i): Economics of Agriculture-I
EOI	Opt (ii): Economics of Industry-I
BAE	Opt (iii): Basic Econometrics
EOP	Opt (iv) Economics of Population or
EHR	Economics of Human Resource Development

### **4th Semester**

MEC- II	Macro Economics-II
EGD- II	Economics of Growth and Development-II
EAG- II	Opt (i): Economics of Agriculture-II
EOI	Opt (ii): Economics of Industry-II
MAE	Opt (iii): Mathematical Economics
EMB	Opt (iv): Economics of Money & Banking or
EFI	Economics of Financial Markets & Institutions
ADE	Opt (v): Advanced Econometrics

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

### **Ist Semester**

<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
WPT	Western Political Thought-I
CPA	Key Concepts in Political Analysis
IPS	Indian Political System [IPS]
INR	International Relations: An Historical Overview

### **2nd Semester**

WPT	Western Political Thought-II
CPO	Comparative Politics-I: Understanding Advanced Industrial Societies
IPO	Indian Politics
AIR	Approaches to the Studies of International Relations.

### **3rd Semester**

IPT	Indian Political Thought – I (Compulsory)
CPO	Comparative Politics – II: Understanding Developing Societies (Compulsory)
PIL	Public International Law-I (Option –g)
PAD	Public Administration (Option-h)

### **4th Semester**

(IPT)	Indian Political Thought –II (Compulsory)
(FPI)	Foreign Policy of India (Compulsory)
(SPI)	State Politics in India
(PIL)	Public International Law-II

## **M.A. History**

### **Ist Semester**

<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
AIO	Ancient India : An Overview
MIP	Medieval India : Political Processes
MPP	Modern India : Political Processes
THP	The Punjab Mid-fifteenth to Seventeenth Centuries

### **2nd Semester**

AEA	Opt. (i) Agrarian Economy of Ancient India
PEN	Opt. (ii) Punjab in the Early Nineteenth Century
USA	Opt. (i) (b) USA (1820-1973) (HIS 812)
CAJ	Opt. (ii) China & Japan (1840-1950) (HIS 844)

### **3rd Semester**

NMI	Opt. (i): National Movement in India (1858-1947)
MMP	Opt. (i): Making of the Modern Punjab (1849-1901)
RGC	Opt. (iv) Rise and Growth of the Colonialism in India
GRM	Opt. (i) Gender Relations in Modern India

### **4th Semester**

HHM	Opt. (ii) History and Historical Method
WCM	Opt. (iii) Working Class Movements in Modern India (HIS 731)
PMM	Opt. (iv) Peasant Movements in Modern India
BIA	Opt. (i) Buddhism in India (HIS 438)

## **M.A. Sociology**

### **Ist Semester (all papers are compulsory).**

<b><u>Sub Code</u></b>	<b><u>Subject Name</u></b>
SOC R-411	History of Social Thought
SOC R-412	Sociology of Family and Gender
SOC R-413	Sociology of Development
SOC R-414	Social Stratification: Concepts & Theories

## **M.A. Sociology**

**2nd Semester** (SOC R-425, SOC R-426 are compulsory. USOL will provide notes for 0621 and 0721 in addition to compulsory papers).

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
SOC R-425	Positivistic Sociological Theories
SOC R-426	Methodology of Social Research
SOC O-521	Population and Society
SOC O-621	Social Dimension of Development
SOC O-721	Sociology of Urban Settlements
SOC O-821	Structural Moorings of Gender Oppression
SOC O-921	Persons/Peasants and Rural Society in India
SOC O-922	Organizational theory and Behaviour
SOC O-923	Basic Social Statistics

**3rd Semester** (SOC R-438, SOC R-439 are compulsory. USOL will provide notes for 0632 and 0934 in addition to compulsory papers).

SOC R-438	Interpretive Sociological Theories
SOC R-439	Methods and Techniques in Social Research
SOC O-532	Basic Methods in Population Studies
SOC O-632	Social Development in India
SOC O-633	Rural Development in India
SOC O-732	Problems of Urban India
SOC O-832	Family in Cross Cultural Perspective
SOC O-931	Sociology of Aging
SOC O-932	Organizational Structure and Development
SOC O-933	Sociology of Deviance: Concepts and Theories
SOC O-934	Sociology of Crime
SOC O-935/945	Dissertation (III and IV Semesters)*
SOC O-936	Advanced Social Statistics

**4th Semester** (SOC R-440 is compulsory. USOL will provide notes for 0644, 0942 and 0946 in addition to compulsory papers).

SOC R-440	Perspectives on Indian Society
SOC O-543	Determinants and Consequences of Population Growth
SOC O-544	Sociology of Human Migration
SOC O-644	Environmental Crisis and Sustainable Development
SOC O-645	Entrepreneurship and Development
SOC O-743	Cities, Urban Planning and Development
SOC O-843	Family Dynamics in Contemporary India
SOC O-844	Gender and Development
SOC O-941	Fundamentals of Industrial Sociology
SOC O-942	Social Problems
SOC O-943	Political Sociology
SOC O-944	Sociology of Marginalized Communities
SOC O-945/935	Dissertation (IIIrd and IVth semesters)*
SOC O-946	Media and Culture

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

**1st Semester**

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
ADT	Administrative Theory
ORB	Organizational Behaviour
PFA	Public Financial Administration
PPA	Public Personnel Administration
IES	Indian Economic System
ISS	Indian Social System

**2nd Semester**

ATH	Administrative Thought
RMT	Research Method

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

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
PBA	Public Policy and Administration
ADL	Administrative Law
IPS	Indian Political System
IAS	Indian Administrative System

### **3rd Semester**

DAD	Development Administration
SPA	Social Policy & Welfare Administration
PRG	People's Employment and Rural Governance
DMA	Disaster Management
PRG	People's Employment and Rural Governance (Compulsory)
NGO	Administration of Non-Government Organizations
PHP	Public Health Policy and Administration
DST	Dissertation

### **4th Semester**

EAP	Emerging Areas in Public Administration
EPA	Education Policy and Administration
PA	Police Administration
PUG	People's Empowerment and Urban Governance
IA	International Administration
ITA	Information Technology and Computer Applications in Public Administration

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

### **1st Semester**

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
EAB	Economic Analysis for Business
ABS	Advance Business Statistics, Research Methodology
ORP	Operations Research
CIA	Contemporary Issue in Accounting
OBM	Organizational Behaviour & HRM
CRG	Current Issues Related to Globalization

### **2nd Semester**

BEV	Business Environment
ITF	Information Technology
PMG	Production Management
CPF	Corporate Financial Policy
MMG	Marketing Management
RPR	Research Project
WKS	Workshop on Applied Aspects on Financial Services

### **3rd Semester**

COG	MC 610-I : Corporate Governance [COG]
MIS	MC 611-I : Management Information Systems [MIS]
CAC	MC 612-I : Cost Analysis & Control [CAC]
SIF	MC 613-I : Innovative Financial Products [SIF]
IMG	MC 613-Ia* : Investment Management [IMG]
ORD	MC 613-IIa : Organization Development [ORD]
PPA	MC 613-IIIa* : Project Planning & Analysis [PPA]
EFM	MC 613-IVa : Entrepreneurship & Family Business Management
EIP	MC 613-Va : Export Import Policy and Procedures [EIP]
CIA	MC 613-VIa : Contemporary Issues in Auditing [CIA]
CAA	MC 614-Ia : Computer Application in Auditing [CAA]
KMG	MC 614-IIa : Knowledge Management [KMG]

*\*Study material of MC 613-Ia and MC 614-IIIa will be provided.*

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

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
BLG	MC 614-IIIa : Bank Legislation [BLG]
ECM	MC 614-IVa : Econometrics [ECM]
IAC	MC 614-Va : International Accounting [IAC]
EPC	MC 614-VIa : E-Commerce: Payment System, Technical System and Ethical 38System.[EPC]

### **4th Semester**

CTN	MC 610-II : Corporate Taxation [CTN]
MCS	MC 611-II : Management Control System [MCS]
MBI	MC 612-II : Management of Services (Banking & Insurance) [MBI]
WEB	MC 613-II : E-Business [WEB]
FSM	MC 613-Ib : Financial Services Management [FSM]
LIR	MC 613-IIIb : Labour Laws & Industrial Relation (LIR)
MOE	MC 613-IIIb : Management of Environment (MOE)
SBM	MC 613-IVb: Small Business Management (SBM)
WTM	MC 613-Vb : World Trading and Monetary System (WTM)
MST	MC 613-VIb : Management of Services (Transport, Tourism and Hospital) (MST)
CAC	MC 614-Ib : Computer Application in Costing [CAC]
LON	MC 614-IIIb : Learning Organization [LON]
ILN	MC 614-IIIb : Insurance Legislation [ILN]
QBD	MC 614-IVb : Quantitative Models for Business Decisions [QBD]
IFN	MC 614-Vb : International Financial Management [IFN]
ECM	MC 614-VIb : Regulatory Frame work E-Commerce [ECM]
VIV	MC 615: Viva Voce [VIV]

## **Master of Finance & Control (M.F.C.)**

### **1st Semester**

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
101	Management for Organisation
\102	Business Environment.
103	Accounting for Managers
104	Economic Analysis for Business
105	Financial Services.

### **2nd Semester**

201	Organisation Behaviour
202	Regulatory Framework for Business
203	Financial Management & Policy
204	Quantitative Techniques
205	E- commerce

### **rd Semester**

301	Management Information System
302	Cost Analysis & Control
303	Security Analysis and investment Management
304	Corporate Governance
305	Tax Planning & Management

### **4th Semester**

401	Management Control System
402	International Finance.
403	Management of Services- Insurance and Banking
404	Strategic Management.
405	Optional Paper (opt for one) :
	I. Financial Engineering
	II. Computer Application in Accounting
	III. Project Planning & Analysis

## **Master of Education (M.Ed.)**

### **1st Semester**

<b><u>Sub. Code</u></b>	<b><u>Subject Name</u></b>
C01-PSE-1	Foundations of Education-(Philosophical)-I
C01-AEP-1	Advanced Educational Psychology-I
C03-ERS-1	Methodology of Educational Research and Statistics-I

### **2nd Semester**

C01-PSE-II	Foundations of Education-(Sociological)-II
C02-AEP-II	Advanced Educational Psychology-II
C03-ERS-II	Methodology of Educational research and Statistics-II

### **3rd Semester**

E01-GNC-1	Guidance and Counselling-I
E05-TED-1	Teacher Education-I
E07-EDT-1	Educational Technology-I
E08-MEV-1	Measurement and Evaluation-I
E12-EAM-1	Educational Administration and Management-I

### **4th Semester**

E01-GNC-II	Guidance and Counselling-II
E05-TED-II	Teacher Education-II
E07-EDT-II	Educational Technology-II
E08-MEV-II	Measurement and Evaluation-II
E12-EAM-II	Educational Administration and Management-II
C04-DIS	Dissertation
C05-FBE	Field Based Experience

## **DIPLOMA COURSE**

PGDHF	FED	Fundamentals of Population Education and Population Dynamics
PGDHF	HEM	Health Education and Management
PGDHF	RFW	Reproductive Health and Family Welfare
PGDHF	PPP	Population Problems and Population Policies
DIST	STM	Statistical Methods
DIST	PSD	Probability and Sampling Distributions with Applications
DIST	SAQ	Sampling, Analysis of Variance and Quality Control
DIST	RCT	Regression, Correlation and time Series Analysis
PGDMC	IMC	Introduction to MASS Communication
PGDMC	PRM	Print Media
PGDMC	ELM	Electronic Media
PGDMC	APR	Advertising and Public Relations
PGDMD	PRA	Practical Assignments
PGDMD	FHD	Fundamentals of Human Rights and Duties
PGDMD	HRI	Human Rights Theory and Practice : International Scenario
PGDMD	HIC	Human Rights Theory and Practice : The Indian Context
PGDMD	PRW	Project Work
CCSSI	LWS	Life and Works of Swami Vivekananda
CCSSI	VSI	Vivekananda and Sages of Modern India
PGDCA-01	FIT	Fundamental of Informational Technology
PGDCA-02	RDB	RDBMS
PGDCA-03	CBA	Computer Based Accounting
PGDCA-04	CND	Computer Networks Data Communications
PGDCA-05	CPP	Computer Programming and Problem Solving (Using C /C++)
PGDCA-06	WAT	Web Application Tools and E-Commerce
PGDCA-07	PSL	Practical Software Lab
PGDCA-08	PRD	Practical RDBMS Lab
PGDCA-09	PPL	Practical Programming Lab in C/C++
PGDCA-10	PWP	Practical Web Programming Lab
PGDCA-11	PRJ	Project Work : Project Will involve Development of Business and Scientific Applications /Tools

## 9.5 CITY CODES OF EXAMINATION CENTRE

Dear Students, before filling the Examination Form please consult the following city codes :

<u>City's Code</u>	<u>City's Name</u>	<u>City's Code</u>	<u>City's Name</u>
ABH	Abohar	KAR	Karamsar
BAD	Badal	KHA	Khanna
BUL	Bulhowal	KIL	Killianwali
CHD	Chandigarh	KOT	Kottan
DAK	Dakha	LDH	Ludhiana
DAS	Dasuya	LOP	Lopon
DHU	Dhudike	MAH	Mahilpur
DMK	Dharamkot	MAL	Malout
DOR	Doraha	MIA	Miani
FAZ	Fazilka	MKT	Muktsar
FER	Ferozpur City	MOG	Moga
FZR	Ferozpur Cantt.	MUK	Mukerian
GAR	Garhshanker	NAR	Narangwal
GID	Giddarbaha	POJ	Pujewal
GRD	Gardhiwala	RAI	Raikot
GTB	GTB-Garh	RAM	Ramgarh
GUR	Gursar Sudhar	RAT	Rattewal
HAR	Haryana	SAM	Samrala
HSP	Hoshiarpur	SDG	Sardargarh
JAG	Jagraon	SDK	Sidhwankhurd
JAL	Jalalabad	SID	Sidhsar
JHA	Jhar Sahib	SUK	Sukhanand
KAM	Kamalpura	TAL	Talwara
KAN	Kandhala Jattan	TAN	Tanda
		ZIR	Zira

## List of Holidays

List of holidays for the calendar year 2012 to be observed by the Administrative Office University Teaching Departments and Colleges affiliated to the Panjab University, Chandigarh.

<b>Holiday</b>	<b>Date</b>	<b>Day</b>
1. Janam Ashtami	August 10	Friday
2. Independence Day	August 15	Wednesday
3. Id-UI-Fitar	August 20	Monday
4. Birthday of Mahatama Gandhi Ji	October 02	Tuesday
5. Agarsain Jayanti	October 16	Tuesday
6. Dussehra	October 24	Wednesday
	October 25	Thursday
7. Id-ul-Zuha (Bakrid)	October 27	Saturday
8. Birthday of Maharishi Balmiki Ji	October 29	Monday
9. Diwali	November 12	Monday
	November 13	Tuesday
10. Martydom Day of Sri Guru Teg Bahadur Ji	November 24	Saturday
11. Muharram	November 25	Sunday
12. Birthday of Sri Guru Nanak Dev Ji	November 28	Wednesday
13. Christmas Day	December 25	Tuesday

### **Academic Recess for Teaching Staff**

Autumn Break	24-10-2012 (Wednesday)	to	31-10-2012 (Wednesday)
Winter Break	23-12-2012 (Sunday)	to	08-01-2013 (Tuesday)
Summer Vacation	01-06-2013 (Saturday)	to	08-07-2013 (Monday)

**Note:** *The office of 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.

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

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

- I have gone through the prospectus carefully and shall abide by the rules and regulations contained therein.
- I understand that my admission is provisional and is subject to the final approval of the Panjab 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 /Semester System Examinations as mentioned in the Prospectus.

If I fail to fulfil these conditions, I may be detained from appearing in the University Examination and I shall not make any claim whatever thereof.

- I shall not participate in any activity detrimental to the interests of the USOL and Panjab University University. \_\_\_\_\_

Dated \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

**M. CHARACTER CERTIFICATE**

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

\_\_\_\_\_  
 Name of attesting authority  
 (in Block Letters)

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

**N. ATTACHED CHECK LIST : Please tick (✓) the relevent box.**

- 1. Duly filled Enrolment Form (Form A-I), Enrolment-cum-identity Card and Fee Card.
- 2. Duly filled Examination Admission Form (Form B-I) and Roll Number Card.
- 3. Original D.M.C. of the qualifying examination on the basis of which you are seeking admission
- 4. Migration Certificate (in original).
- 5. SC/ST/BC certificate if required. (in original).
- 6. Character Certificate from the Principal of the School/College last attended (only for fresh admission).
- 7. Bank Draft No./Cash Receipt No. .... Dated..... Rs.....
- 8. Original-pay-in slip of the Bank along with Enrolment Form (Mandatory).
- 9. In total six photographs are required. Four photographs are to be pasted at the appropriate placed and two photographs be enclosed in envelope writing your name & class.
- 10. 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



**SPECIAL INFORMATION**

- (i) Member of Scheduled Caste / Tribe/Backward class.....
- (ii) Blind/permanently disabled for writing.....
- (iii) Indicate, if any disqualification was incurred in any University Examination or if any enquiry is pending in a case of alleged use of unfair means etc. say : Yes/No.....If Yes, mention University/ Board.....Year/ Session.....Roll No.....Action taken.....

**SOLEMN DECLARATIONS**

- (1) I have not passed this or any other equivalent examination from this or any other university.
- (2) I have filled in the form in my own hand after careful study of the instructions and the U.S.O.L. Prospectus/Syllabus pertaining to the year and session of the examination.
- (3) The statements made by me in this Examination Admission Form are correct and true.
- (4) I have submitted the examination form and fee for my re-appear examination / deficient/compartment/ additional subject of lower examination separately (as a private candidate) .
- (5) I accept liability for action under the rules and regulations of the University for any mis-statement or concealment of facts.
- (6) I have not been disqualified by any University/Board.

Dated.....

\_\_\_\_\_  
**Signature of the Applicant****CERTIFICATES**

(To be signed by the Chairperson, USOL )

Certified that the Candidate :

- has passed, not less than one academic year previously, the \_\_\_\_\_ examination of the Panjab University or any other examination recognised equivalent there to of any other University/Board.
- is appearing simultaneously in lower examination in the Compartment/Deficient Subject of \_\_\_\_\_.
- has remained on the rolls of the Department for the academic year preceding examination.
- has satisfied the Department by producing authentic documents that the statement made by him/her in this application are correct.
- bears a good moral character.

Dated\_\_\_\_\_

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



**University School of Open Learning  
Panjab University, Chandigarh  
Examination Form-B**

**Form B-I**

**Note : Submit this Form alongwith  
Examination Form-A in case of  
Semester System Course**

**M.A./M.Com./M.Ed./M.F.C./M.B.A. [(Off-campus) (2nd & 4th Semester)]  
Session 2012-2013**

Roll No. (To be assigned by the office)

**Enrolment No.**

Mention City Code for preference of Examination Centre

**Important Instructions**

- (i) Read the instructions carefully before filling the examination form.
- (ii) The candidate must fill the examination form in his/her own hand in Capital Letters.
- (iii) Use only Black or Blue ball point pen. Use white ink to cover the mistakes.
- (iv) If the qualifying examination passed from other Board/ University/Council etc, attach the original Detailed Marks Card and Migration Certificate.
- (v) Leave a box blank in different parts of the name and Subject Code.

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

**(A) Examination Detail :**

(1) Class  (2).Category Code SC/ST/BC

(3) **M A Y** for Semester System Year  (4) State

(5) Registration No./PUPIN No (Allotted from PU only)

**(B) Personal Detail :** (1) Sex Code  [M/F]

(2) Candidate's Name:

(3) Father's Name:

(4) Mother's Name:

(5) Subjects Offered	Subject Code	Subjects Offered	Subject Code	(6) Medium :
1. _____	<input type="text"/>	2. _____	<input type="text"/>	English <input type="checkbox"/>
3. _____	<input type="text"/>	4. _____	<input type="text"/>	Hindi <input type="checkbox"/>
5. _____	<input type="text"/>	6. _____	<input type="text"/>	Punjabi <input type="checkbox"/>

(7) Mailing Address:

(8) City Code  (9) Pin Code  (10) E-mail Address

(11) Mobile/ Telephone No With Code

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

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

**(D) Previous Examination Detail**

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

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

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

**(E) If Simultaneously appearing**

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

(4) Year

**(F) If re-evaluation applied**

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

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

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

**SPECIAL INFORMATION**

- (i) Member of Scheduled Caste / Tribe/Backward class.....
- (ii) Blind/permanently disabled for writing.....
- (iii) Indicate, if any disqualification was incurred in any University Examination or if any enquiry is pending in a case of alleged use of unfair means etc. say : Yes/No.....If Yes, mention University/ Board.....Year/ Session.....Roll No.....Action taken.....

**SOLEMN DECLARATIONS**

- (1) I have not passed this or any other equivalent examination from this or any other university.
- (2) I have filled in the form in my own hand after careful study of the instructions and the U.S.O.L. Prospectus/Syllabus pertaining to the year and session of the examination.
- (3) The statements made by me in this Examination Admission Form are correct and true.
- (4) I have submitted the examination form and fee for my re-appear examination / deficient/compartments/ additional subject of lower examination separately (as a private candidate) .
- (5) I accept liability for action under the rules and regulations of the University for any mis-statement or concealment of facts.
- (6) I have not been disqualified by any University/Board.

Dated.....

\_\_\_\_\_  
**Signature of the Applicant****CERTIFICATES**

(To be signed by the Chairperson, USOL)

Certified that the Candidate :

- has passed, not less than one academic year previously, the \_\_\_\_\_ examination of the Panjab University or any other examination recognised equivalent there to of any other University/Board.
- is appearing simultaneously in lower examination in the Compartment/Deficient Subject of \_\_\_\_\_.
- has remained on the rolls of the Department for the academic year preceding examination.
- has satisfied the Department by producing authentic documents that the statement made by him/her in this application are correct.
- bears a good moral character.

Dated \_\_\_\_\_

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





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

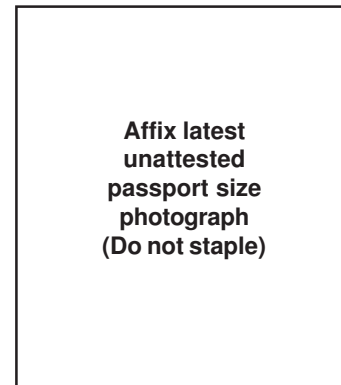
**PROVISIONAL ROLL NO. CARD**

Issued subject to Final Confirmation of Eligibility

Centre \_\_\_\_\_  
..... EXAMINATION

**SESSION 2012-2013**

Enrolment No. \_\_\_\_\_  
Roll No. \_\_\_\_\_  
Regd.No. \_\_\_\_\_  
ADMIT (Name) \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_



**Affix latest  
unattested  
passport size  
photograph  
(Do not staple)**

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

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



*En-1*

Sr.No. \_\_\_\_\_

**(For Office Use)**

**FEE CARD : 1**

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

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

**Signature of the Student**

-----

**ACKNOWLEDGEMENT**

*(To be filled in by the USOL)*

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

**Assistant (CS)**

*for Chairperson*

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

En-2

Sr.No. \_\_\_\_\_

**(For Office Use)**

**FEE CARD : 2**

*(To be submitted while remitting the balance fee )*

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

**Signature of the Student**

-----  
**ACKNOWLEDGEMENT**

*(To be filled in by the USOL)*

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

**Assistant (CS)**  
*for Chairperson*

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

**(FOR OFFICE USE)**

Received Rs. \_\_\_\_\_ vide

S.B.I. Receipt No./Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Total B.F. \_\_\_\_\_ Total C.O. \_\_\_\_\_

Prepared by \_\_\_\_\_

**Dealing Official**

=====

**On India Government Service**

(ADDRESS TO BE FILLED IN BY THE STUDENT)

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**From :**

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

### INSTRUCTIONS

1. This card testifies to the student's status as a student of University School of Open Learning in the Panjab University, subject to confirmation of his/her eligibility for the course.
2. This card is not transferable. The student should carefully keep this card with him/her. It should be available for inspection when demanded by the Chairperson or any other member of the staff authorised by the Chairperson on his/her behalf.
3. This card should be carefully preserved, as no duplicate identity card will ordinarily be issued. In case of loss, it may be replaced on payment of Rs.40/-.
4. This card is valid for session 2012-2013 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 2012-2013**



**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 2012-2013**

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.