



CDOE

PROSPECTUS 2025-26

NAAC Grade A++

All UG/PG Programmes Recognized by UGC-DEB



Contact US: 0172-2534301, 4302,4308

Email: cdoe@pu.ac.in

Our Inspiration



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

Our Guiding Force



Prof. Renu Vig
Hon'ble Vice-Chancellor, Panjab University, Chandigarh



Vision and Mission of CDCE

Vision

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

Mission

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

Professor Renu Vig
Vice-Chancellor



PANJAB UNIVERSITY
CHANDIGARH, India 160 014



FROM THE VICE CHANCELLOR'S DESK

Dear Distant Learners,

Warm greetings and welcome to the Centre for Distance and Online Education (CDOE), Panjab University – a beacon of inclusive, learner-centric education in Northern India. Rooted in a rich legacy since 1971, our centre has been instrumental in democratizing knowledge, and extending the University's intellectual and academic resources to aspiring students across geographical and socio-economic boundaries.

It gives me immense pleasure to share that Panjab University, a Category-I institution with NAAC A++ accreditation and ranked among India's top 25 universities by NIRF, is implementing the National Education Policy (NEP) 2020 for our undergraduate programmes (B.A. and B.Com.) from the academic session 2025–26. This transformative shift promises a more holistic, flexible, and multidisciplinary learning experience designed to equip learners with essential skills, critical thinking, and lifelong learning capabilities.

Our focus is not merely on widening access to university education, but on nurturing self-directed learners capable of thriving in an increasingly complex and interconnected world. The curriculum at CDOE is carefully designed to be holistic, inclusive, and interdisciplinary, integrating local and global perspectives across disciplines such as humanities, social sciences, commerce, and management. Emphasis is laid on foundational skills, ethical reasoning, environmental awareness, and digital literacy – competencies that are indispensable in the 21st century. Students are encouraged to engage actively with their coursework, pursue research-based assignments, and participate in virtual seminars and collaborative learning initiatives that mirror the academic rigor of conventional classroom settings.

We invite you to be a part of this intellectual journey where your voice matters, your context is acknowledged, and your future is prepared with care and commitment.

Best wishes to all the learners on their educational journey at CDOE!


(Renu Vig)

Prof Harsh Gandhar

**Director, CDOE (formerly USOL)
Panjab University, Chandigarh**



Dear Learners,

Welcome to the Centre for Distance and Online Education (CDOE) at Panjab University, a space where innovation, academic integrity, and student inclusivity converge to shape the future of higher education. As the educational landscape continues to evolve, CDOE remains at the forefront of this transformation, offering a dynamic and multidisciplinary platform that not only addresses the needs of learners who are geographically distant or socioeconomically marginalized, but also empowers them to become critical thinkers and engaged citizens.

With the National Education Policy (NEP) 2020 setting the tone for a more flexible, learner-centric model, CDOE is poised to implement its undergraduate programmes from the academic session 2025–2026 in alignment with these transformative guidelines. The centre also promotes dual degree options and offers opportunities to students enrolled in regular mode to supplement their education through distance programmes, thus enabling an integrated and flexible academic experience.

Recognizing the varied life contexts and aspirations of distance learners, CDOE adopts a learner-sensitive pedagogy supported by high-quality study material, modular teaching, responsive mentorship, and consistent academic support through hybrid platforms. Our dedicated faculty, enriched by interdisciplinary knowledge, remains committed to guiding students on their intellectual and personal journeys. Technology-enabled platforms ensure seamless access to learning resources, timely academic support, and meaningful peer interactions.

Our dynamic ecosystem fosters a balanced integration of academic excellence and co-curricular engagement. From academic counselling, workshops, and expert lectures to value-based activities like NSS initiatives and social awareness drives, we ensure learners receive a well-rounded experience.

CDOE ensure that learners are not passive recipients of knowledge but are encouraged to develop critical insight and build resilience against challenges of employment, market precarity, technology disruption, and societal change. To support career-readiness, CDOE organizes periodic placement camps and skill enhancement sessions in collaboration with industry and employment agencies. Notably, our students benefit from participation in AVSAR, Panjab University's flagship placement initiative, which offers curated opportunities aligned with evolving market needs. We also emphasize the importance of alumni engagement, creating avenues for mentoring and professional networking through a robust alumni association.

Your decision to join CDOE is not just an academic pursuit—it is a commitment to growth, empowerment, and a future anchored in equity, innovation, and excellence. I welcome you to embark on this transformative journey with us.

*With best wishes,
Harsh Gandhar
Professor in Economics*

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SCHEDULE FOR ONLINE ADMISSIONS

Website for CDOE Online Admissions	https://cdoeadmissions.puexam.in/
Date of Start of Admissions for Ongoing Batches	1 st July, 2025
Date of Start of Admissions for New Batches	17 th July, 2025
Last Date for Registration	20 th August, 2025
Last Date for Generating of Fee Challan and Deposit of Fee	26 th August, 2025
Last Date for completing Online Admission Process	29 th August, 2025
Last Date for submission of Hard copy of Admission cum Examination Form to CDOE	5 th September, 2025
Note: For Admission Schedule of Advance Diploma in Guidance and Counselling, Click on ADGC	



प्रो. रजनीश जैन
सचिव
Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

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

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

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

PUBLIC NOTICE

August, 2022

02 SEP 2022

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

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

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

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

(Rajnish Jain)

About Centre for Distance and Online Education (CDOE) P.U., Chandigarh

- Situated in the beautiful campus of Panjab University, Chandigarh, CDOE extends its excellent facilities and renders effective support services. These include a well-equipped Library with more than one lac books, journals, magazines; Educational Media Centre; Laboratories; Computer Lab etc.
- Centre for Distance and Online Education (CDOE), Panjab University Chandigarh previously known as 'USOL- University School of Open Learning' started its journey in 1971 as Directorate of Correspondence Courses to embrace the mission to take the quality higher education to the door steps of those who cannot reach to university. With its 54 years of dedicated service in distance education, we have come a long way in becoming one of the pioneer institutes of distance education in India. Today CDOE is fully equipped to cater to the ever evolving needs and expectations of 21st Century learners.
- CDOE, Panjab University, has introduced a curriculum and credit framework for Undergraduate programmes.
- We offer a wide range of programmes which includes Traditional Undergraduate programmes (B.A./ B.Com and Postgraduate programmes (M.A. in Economics, Education, English, Hindi, History, Political Science, Public Administration, Punjabi, and Sociology), M.Com, Professional programmes (B.Ed., B.LIS. & MBA) along with a large number of Job-oriented & Skill-based Advanced Diplomas and Certificate Courses. Students of CDOE undertake the same syllabi, and appear in the same examination as of regular students of Panjab University. The degrees offered by CDOE are recognised by the UGC's Distance Education Bureau and equivalent to the degrees offered by regular departments of the Universities in India.
- At CDOE, the method of instruction includes printed study material as well as e-SLM, Video and Audio content on selected topics and direct teaching during Personal Contact Programme (PCPs). Having effectively integrated ICT in its curriculum, CDOE is fully equipped to disseminate quality education through online mode besides the traditional face to face mode of teaching. Faculty at CDOE is highly qualified, experienced and committed. They cater to the needs of learners in all possible manners.
- We place strong emphasis on the holistic development of our learners by integrating academic enrichment, employability enhancement, and creativity nurturing into every aspect of our curriculum delivery. To support academic growth, we regularly organize expert lectures, seminars, conferences, and workshops. To encourage self-expression and uncover hidden talents, we host a variety of cultural events, creative writing competitions, talent shows, and sports days. Additionally, we conduct specialized workshops and training programmes aimed at equipping our distance learners with essential employability skills.
- We invest in our students consequently they make us proud by their significant achievements in university examinations, competitive examinations and other professional domains. Employed learners from prestigious position such as Engineers, Bureaucrats, Educationists, Executives etc. give us a rich alumni base.

Programmes Offered

I. Postgraduate Programmes (Semester System)

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

II. Undergraduate Programmes (Semester System)

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

III. Advanced Diploma Courses (Semester System) (1 Year Programme)

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

IV. Certificate Courses

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

Note: All Degree programmes (Postgraduate and Undergraduate) are approved by the Distance Education Bureau (UGC-DEB) <https://cdoe.puchd.ac.in/includes/noticeboard/2023/20231129090657-ugcrecognitionlist2023-24.pdf?2024> and all Certificate Courses as well as Advanced Diploma are approved from the statutory bodies of Panjab University. <https://cdoe.puchd.ac.in/includes/noticeboard/2024/20240702125918-approvalletterfordiploma.pdf?2024>

*For admission to MBA Semester-I, visit <https://mbacdoe.puchd.ac.in/>

For admission to M.A./M.Com. Semester-I, **SAMARTH PORTAL link will be shared soon

***For admission to B.Ed. Semester-I, visit <https://cdoebed.puchd.ac.in/>

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Director CDOE



Name: Dr. Harsh Gandhar

Designation: Director & Professor

Academic Qualification: Ph.D., M.A.(Eco) (Gold Medalist), UGC-NET JRF

Area of Specialization: Economics of Public Finance, Micro Economics, Economics of Education, Health Economics, Energy Economics

Teaching Experience: 31 Years (Regular)

Research Experience: 14 Years

Faculty of CDOE

COMMERCE AND MANAGEMENT STUDIES



Name: Dr. Geeta Bansal

Designation: Professor

Academic Qualification: Ph.D., MBA(HR), M.Com (Gold Medalist), UGC-NET JRF, Advanced Graduate Diploma in Photography, CDOE

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

Teaching Experience: 28 Years (Regular)

Research Experience: 30 Years

ECONOMICS



Name: Mrs. Sangeeta Malhotra

Designation: Associate Professor

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

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

Teaching Experience: 33 Years (Regular)

Research Experience: Nil

EDUCATION



Name: Dr. Manju Gera

Designation: Professor

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

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

Teaching Experience: 20 Years (Regular)

Research Experience: 20 Years



Name: Dr. Mamta Garg

Designation: Professor

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

Area of Specialization: Guidance and Counselling, School Education

Teaching Experience: 25 Years

Research Experience: 22 Years



Name: Dr. Ram Mehar

Designation: Professor

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

Area of Specialization: Educational Technonlogy and Educational Research & Statistics

Teaching Experience: 20 Years (Regular)

Research Experience: 23 Years



Name: Dr. Supreet Kaur

Designation: Professor

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

Area of Specialization: Guidance and Counselling, Educational Technology

Teaching Experience: 21 Years (Regular)

Research Experience: 21 Years



Name: Dr. Kuljeet Kaur Brar

Designation: Professor

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

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

Teaching Experience: 23 Years (Regular)

Research Experience: 23 Years



Name: Dr. Jessu Jaskanwar Singh

Designation: Assistant Professor

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

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

Teaching Experience: 14 Years

Research Experience: 6 Years

ENGLISH



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



Name: Dr. Ravinder Kaur
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET
Area of Specialization: Feminism, Cultural Studies, New Media Studies, Dalit Studies and Non-Fictional Prose
Teaching Experience: 10 Years (Regular)
Research Experience: 10 Years

GEOGRAPHY



Name: Dr. Sucha Singh
Designation: Assistant Professor
Academic Qualification: Ph.D., UGC-NET/JRF
Area of Specialization: Agricultural Geography and Population Geography and Geo-Politics
Teaching Experience: 12 Years (Regular)
Research Experience: 12 Years

HINDI



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

HISTORY



Name: Dr. Sheena Pall
Designation: Professor
Academic Qualification: Ph.D., M.Phil, M.A., SLET, UGC-NET
Area of Specialization: Socio-Cultural History of Modern Punjab and India
Teaching Experience: 28 Years (Regular)
Research Experience: 29 Years



Name: Dr. Mritunjay Kumar
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Phil, M.A., UGC-NET, Diploma in Archival Studies from National Archives of India
Area of Specialization: Economic/Business History, Modern/Contemporary History
Teaching Experience: 15 Years
Research Experience: 18 Years

POLITICAL SCIENCE



Name: Dr. Swarnjit Kaur
Designation: Professor
Academic Qualification: Ph.D., M.Phil, M.A.
Area of Specialization: Globalization, Human Rights and International Relations
Teaching Experience: 28+ Years (Regular)
Research Experience: 29 Years



Name: Dr. Kamla
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Phil, UGC-NET
Area of Specialization: Human Rights and Indian Politics
Teaching Experience: 25 Years (Regular)
Research Experience: 20 Years

PUBLIC ADMINISTRATION



Name: Dr. Purva Mishra
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Phil (Gold Medalist), M.A. (Pub Adm), UGC-NET
Area of Specialization: Urban Governance, E-Governance Environment Administration
Teaching Experience: 25 Years
Research Experience: 15 Years



Name: Dr. Anil Kumar
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Phil, M.Sc., M.A., UGC-NET-JRF
Area of Specialization: New Public Management, Personnel Administration
Teaching Experience: 12 Years (Regular)
Research Experience: 14 Years

PUNJABI



Name: Dr. Bhupinder Singh
Designation: Professor
Academic Qualification: Ph.D., M.Phil, M.A
Area of Specialization: Art of Drama and Theatre and Punjabi Drama and Theatre
Teaching Experience: 35 Years (Regular)
Research Experience: 20 Years



Name: Dr. Praveen Kumar
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Phil
Area of Specialization: Modern Poetry Punjabi, Past theories in Literary and Cultural Studies
Teaching Experience: 11 Years (Regular)
Research Experience: 17 Years



Name: Dr. Harmail Singh
Designation: Assistant Professor
Academic Qualification: Ph.D., M.Ed, M.A. (Punjabi), M.A. (History), UGC-NET
Area of Specialization: Contemporary Punjabi Poetry and Ecocriticism, Disability Studies and Translation Studies
Teaching Experience: 10 Years 6 Months (Regular)
Research Experience: 9 Years

SOCIOLOGY



Name: Dr. Madhurima Verma
Designation: Professor
Academic Qualification: Ph.D., Post doctorate (UGC-Research Awardee)
Area of Specialization: Research Methodology, Gender Studies, Gerontology, Disability Studies
Teaching Experience: 33 Years (Regular)
Research Experience: 33 Years 8 Months



Name: Dr. Reena Chaudhary
 Designation: Assistant Professor
 Academic Qualification: Ph.D., UGC-NET
 Area of Specialization: Sexual Harassment at Workplace, Gender Studies, Research Methodology, Sociology of Development
 Teaching Experience: 16+ Years (Regular)
 Research Experience: 16+ Years



Name: Dr. Rajni
 Designation: Assistant Professor
 Academic Qualification: Ph.D., UGC-NET
 Area of Specialization: Sociology of Education, Sociology of Development, Urban Studies, Social Exclusion
 Teaching Experience: More than 17 Years (Regular)
 Research Experience: 17 Years

STATISTICS



Name: Dr. Richa Sharma
 Designation: Assistant Professor
 Academic Qualification: Ph.D.(Statistics), ARS-NET, M.Sc, B.Ed., BCA
 Area of Specialization: Survival Analysis, Frailty Models, Econometrics
 Teaching Experience: 16 Years (Regular)
 Research Experience: 16+ Years

OTHER FACULTY / CO-COORDINATORS

COMMERCE AND MANAGEMENT STUDIES	ECONOMICS
1. Dr. Monika Bedi Designation: Professor Academic Qualification: Ph.D, MBA, UGC-NET 2. Dr. Ajay Dogra Designation: Assistant Professor Academic Qualification: Ph.D, MBA, UGC-NET 3. Dr. Lipika K. Guliani Designation: Assistant Professor Academic Qualification: Ph.D, M.Com, UGC NET	Dr. Suman Makkar Designation: Professor Academic Qualification: Ph.D, M.Phil, M.A., JPT

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PROGRAMME COORDINATORS AND OFFICE INCHARGES

COORDINATORS of PG PROGRAMMES

MBA AND M.COM Prof. Geeta Bansal Coordinator Ph. 9779131972 Email.: coordcomm@pu.ac.in Office Incharge: Ms. Aruna Ph 0172-2534323, 9803771716 Ms. Neha Ph 9888438385	M.A. History Prof. Sheena Pall Coordinator Ph. 9815574028 Email.: coordhist@pu.ac.in Office Incharge: Ms. Prerna Ph 0172-2534329, 8146943162
M.A. Education Prof. Manju Gera Coordinator Ph. 9463103711 Email.: coordedu@pu.ac.in Office Incharge: Ms. Ruchika Ph 0172-2534317, 9888133308	M.A. Political Science Dr. Kamla Co-coordinator Ph. 9781277101 Email.: coordpolsc@pu.ac.in Office Incharge: Ms. Simpal Ph 0172-2534332, 7986749096
M.A. Economics Mrs. Sangeeta Malhotra Co-coordinator Ph. 9914324100 Email.: coordeco@pu.ac.in Office Incharge: Ms. Princee Ph 0172-2534326, 9855554146	M.A. Public Administration Dr. Anil Kumar Coordinator Ph. 7529872616 Email.: coordpubadm@pu.ac.in Office Incharge: Ms. Parvesh Ph 0172-2534311, 7696492189
M.A. English Dr. Rajesh Kumar Jaiswal Coordinator Ph. 9888487525 Email.: coordeng@pu.ac.in Office Incharge: Ms. Poonam Ph 0172-2534325, 9915935987	M.A. Punjabi Dr. Harmail Singh Coordinator Ph. 9876225201 Email.: coordpbi@pu.ac.in Office Incharge: Mr. Surjit Yadav Ph 0172-2534334, 8427610540
M.A. Hindi Prof. Yojna Rawat Coordinator Ph. 9023746633 Email.: coordhin@pu.ac.in Office Incharge: Ms. Meenu Dogra Ph 0172-2534328, 9888245573	M.A. Sociology Dr. Rajni Coordinator Ph. 9417100614 Email.: coordsoc@pu.ac.in Office Incharge: Ms. Reeta Ph 0172-2534279, 7589355022

COORDINATORS/CONVENERS of UG PROGRAMMES

B.A. Semester I Dr. Anil Kumar and Dr. Purva Mishra Conveners Ph. 7529872616 & 9872996900 (only curriculum query) Email.: os3usol@gmail.com Office Incharge: Ms. Reshma 9876691769 Ms. Sunita 7889295498 (admission/exam queries)	B.A. Semester VI Dr. Ravinder Kaur and Dr. Parveen Kumar Conveners Ph. 9780333818 & 9888250732 (only curriculum query) Email.: os3usol@gmail.com Ph 0172-2534391 Office Incharge: Ms. Sarika 9814202456 (admission/exam queries)
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B.A. Semester V Dr. Harmail Singh and Dr. Richa Sharma Conveners Ph. 9876225201 & 8284878822(only curriculum query) Email.: os3usol@gmail.com Ph 0172-2534391 Office Incharge: Ms. Sarika 9814202456 (admission/exam queries)	

COORDINATORS OF ADVANCED DIPLOMAS

Advanced Diploma in Computer Applications Dr. Anuj Sharma Coordinator Ph. 253-4075,9872999225 Email.:chairpersondcsa@pu.ac.in Dr. Richa Sharma Co-Coordinator Email.: richa.atray@gmail.com Office Incharge: Ms. Prerna Ph 0172-2534329,8146943162	Advanced Diploma in Library Automation and Networking Dr. Rupak Chakravarty Coordinator Ph. 253-4769, 7696602011 Email.:rupak@pu.ac.in Mr. Gautam Bahl Asstt. Coordinator Ph. 9815090214 Email.: libraryusol@pu.ac.in Office Incharge: Ms. Satinder Ph 0172-2534303,9855521819
Advanced Diploma in Disaster Management and Corporate Security Dr. Jaskaran Singh Waraich Coordinator Ph. 253-4398,9815853650 Email.:waraichkaran@pu.ac.in Dr. Kamla Co-Coordinator Email.: kamlasandhu15@gmail.com Office Incharge: Ms. Meenu Dogra Ph 0172-2534328, 98888245573	Advanced Diploma in Mass Communication Dr. Bhavneet Bhatti Coordinator Ph. 253-4364, 9988406615 Email.:scs@pu.ac.in Dr. Anil Kumar Co-Coordinator Email.: anilbnv@gmail.com Office Incharge: Ms. Parvesh Ph 0172-2534328,7696492189
Advanced Diploma in Educational Management and Leadership Prof. Manju Gera Coordinator Ph. 9463103711 Email.: coordedu@pu.ac.in Office Incharge: Ms. Ruchika Ph 0172-2534317,9888133308	Advanced Diploma in Photography Dr. Jessu Jaskanwar Singh Coordinator Ph.9872580200 Email.: coordedu@pu.ac.in Office Incharge: Ms. Ruchika Ph 0172-2534317,9888133308
Advanced Diploma in Guidance and Counselling Prof. Manju Gera Coordinator Ph. 9463103711 Email.: coordedu@pu.ac.in Office Incharge: Ms. Ruchika Ph 0172-2534317,9888133308	Advanced Diploma in Social Work Prof. Madhurima Verma Coordinator Ph. 9815200764 Email.:coordsw@pu.ac.in Office Incharge: Ms. Reeta Ph. 0172-2534279, 7589355022
Advanced Diploma in Health, Family Welfare and Population Education Dr. Sucha Singh Coordinator Ph.8427756064 Email.:coordgeog@pu.ac.in Office Incharge: Ms. Pooja Ph 0172-2534327,9465712725	Advanced Diploma in Statistics Dr. Richa Sharma Coordinator Ph. 8284878822 Email.:coordstats22@gmail.com Office Incharge: Ms. Princee Ph 0172-2534326, 9855554146
Advanced Diploma in Human Rights and Duties Dr. Kamla Co-Coordinator Ph. 9781277101 Email.:coordpolsc@pu.ac.in Office Incharge: Ms. Simpal Ph 0172-2534332,7986749096	

COORDINATORS OF CERTIFICATE COURSES

Certificate Course in Women Studies Prof. Madhurima Verma Coordinator Ph. 253-4279 Email.: coordsw@pu.ac.in Office Incharge: Ms. Reeta Ph. 0172-2534279, 7589355022	Certificate Course in Vivekananda Studies Dr. Shivani Sharma Coordinator Ph. 253-4326 Email.: dakshinaangiras@gmail.com Dr. Reena Chaudhary Co-Coordinator Email.: reena_chd12@gmail.com Office Incharge: Ms. Princee Ph 0172-2534326, 9855554146
Certificate Course in Corporate Security, Safety and Fire Protection Management Dr. Jaskaran Singh Waraich Coordinator Ph. 253-4398 Email.:waraichkaran@pu.ac.in Dr. Kamla Co-Coordinator Email.: kamlasandhu15@gmail.com Office Incharge: Ms. Meenu Dogra Ph 0172-2534328, 98888245573	

COORDINATORS OF UG COURSES (PAPERS)

Mathematics Dr. Viney Kanwar Coordinator from PU Ph.9878369981 Email.:vkanwar1969@gmail.com,coordmath@pu.ac.in Dr. Richa Sharma Co-Coordinator, CDOE Email.: coordstats22@ gmail.com Office Incharge: Ms. Meenu Dogra Ph 0172-2534311, 98888245573	Psychology Prof. Seema Vinayak Coordinator from PU Ph. 9814211641 Email.:svpsy.pu@pu.ac.in,coordpsy@pu.ac.in Prof. Kuljeet Kaur Brar Co-Coordinator, CDOE Email.: brarkuljeet@gmail.com Office Incharge: Ms. Pooja Ph 0172-2534317,9465712725
Philosophy Dr. Lallan Singh Bhagel Coordinator from PU Ph. 2534781 Email.: lallan@pu.ac.in, coordphil@pu.ac.in Dr. Purva Mishra Co-Coordinator, CDOE Email.: mishrapurvadr@gmail.com Office Incharge: Ms. Princee Ph 0172-2534326, 9855554146	Sanskrit Dr. Sunita Devi Coordinator from PU Ph. 2534646 Email.:coordskt@pu.ac.in Dr. Parveen Kumar Co-Coordinator, CDOE E-mail: parveensheron111@gmail.com Office Incharge: Mr. Surjit Yadav Ph 0172-2534312,8427610540

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Important Dates

Starting Date of Admission for Ongoing Batches is 1st July, 2025

Starting Date of Admission for New Batches is 17th July, 2025

1. Schedule of ONLINE ADMISSION for odd Semesters (1st/3rd/5th) of all programmes in CDOE (except for B.Ed. Semester-I, MBA Semester-I and ADGC Semester -I)

- (a) Last date of registration for admission : 20th August, 2025 (Wednesday)
- (b) Last date of Generating fee Challan and deposit of fee:-
(For Fee Details click on [Fee Structure](#))
 - (i) Through Post-Office : 26th August, 2025 (Tuesday)
 - (ii) Net banking/Debit/Credit Cards : 26th August, 2025 (Tuesday)
- (c) Last date of completing online admission process : 29th August, 2025 (Friday)
- (d) Last date of sending hard copy of Online Admission

Cum Examination Form (along with documents) to CDOE: 5th September, 2025 (Friday)

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

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

- (i) Tentative Time Period for deposit of fee : February/March 2026

(Important Note: *Students must deposit their Even Semesters fee irrespective of the declaration of result of their previous Semester. Hard Copy of Examination Form for Even Semesters needs not to be submitted to CDOE. Exact schedule for filling up even semester examination form and depositing fee will be announced in January/February 2026 on CDOE Noticeboard <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=1>)

3. Participation in Co- Curricular Activities

- Last date for submitting Articles & Entries for Magazine and Hunar : 17th November, 2025 (Monday)

4. Academic Calendar

- (i) Commencement of PCP/Classes for Odd Semesters ([PCP Schedule](#)) : 1st September, 2025
- (ii) Commencement of End Semester Examination (Semester I/III/V) : December, 2025
- (iii) Commencement of Even Semesters : February, 2026
- (iv) Commencement of PCP/Classes for Even Semesters ([PCP Schedule](#)) : 2nd February, 2026
- (v) Examination of Certificate Courses (Annual System) : May, 2026
- (vi) Commencement of End Semester Examination (Semester II/IV/VI) : May, 2026
(Same Date sheet as for PU and affiliated Colleges)

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Who Can Apply?

CDOE admission is open to:

- New Applicants
 - For students interested in two degrees simultaneously
 - Continuing/old students from PU and its affiliated colleges/centres and other universities
 - Reappear/Compartment Cases
 - Gap Year Students
 - For students who appear for improvement
-
- **New Applicants:-**
 - Admission shall be open to any Indian National who resides in any part of India, temporarily stays in a foreign country and who satisfies the admission requirements.
 - Foreign Nationals/ residing in India and working in the foreign missions in India and their dependents residing with them may also apply for admission, subject to the condition that before submitting their Admission cum Examination Form, they are required to obtain **Eligibility Certificate** from the Registrar, Panjab University Chandigarh. Admission of foreign students will be confirmed only after the approval of Syndicate/Dean International Students, Panjab University.
 - **For students interested in two degrees simultaneously:-**
 - Students interested in pursuing two degrees (one regular and one distance mode or both in distance mode) or one degree programme and one Advanced diploma/ certificate together to save their precious years, have opportunity at Centre for Distance and Online Education of Panjab University, Chandigarh. CDOE offers 11 Post Graduate Programmes, and 11 Advanced Diplomas, 4 Undergraduate Programmes and 3 Certificate courses which students may pursue with their regular UG/PG degree programmes during session 2025-26 (**as per PU guidelines on Dual Degree**).
 - Dual Degree provision is not available to PhD Students, as per UGC notifications.
 - **Continuing/Old Students from PU and its affiliated Colleges/Centres and Other Universities:**
 -
 - **Undergraduate Programmes:-**
 - a. (i) Students who have qualified at least **50% (i.e. half) of the total number of papers** in B.A./B.Com. Semester-I & II examination **conducted by Panjab University** are eligible to seek admission to B.A./B.Com. Semester-III.

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

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

- **Postgraduate Programmes: -**

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

- **Reappear/Compartment Cases: -**

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

- **Gap Year Students**

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

- **For students who appear for Improvement:-**
 - A candidate is allowed to appear in two examinations simultaneously, i.e. one for improvement and other for regular full-time course, in addition to a Certificate/Diploma/Advanced Diploma/Post Graduate Diploma course offered in the evening session, being pursued as a regular student/private student of the University Teaching Department/ CDOE/Affiliated Colleges of the University/in private capacity, as the case may be. Appearance at the improvement examination will be allowed only after completion of the entire course as per the existing regulations/ rules.

Important Note:

Eligibility Clause

1. **Admission to various courses offered by CDOE will be provisional subject to confirmation by the Panjab University.** If on verification, it is found that a student does not fulfill the eligibility conditions, his/her candidature will be cancelled with no claim whatsoever against CDOE. Further, in such case the fee paid by him/her shall be refunded after a deduction of 25 percent of the fee paid by him/her. The students are therefore, advised in their own interest to go through the eligibility conditions carefully and make sure of their eligibility before submitting their Admission-cum-Examination Form.
2. In the Even semester, the students must pay Examination Fee and fill the form otherwise Roll Numbers will not be issued to sit in the end semester examination.
3. Revision of rules and conditions under NEP guidelines of PU.

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

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Steps For Online Admission Process

(Except M.A-I./M.Com.-I/M.B.A-I/B.Ed.-I and ADGC-I semester)

Before registering yourself for online admission, please read the prospectus carefully for the relevant information related with eligibility, optional/elective subjects for which study material is available at CDOE, PCP schedule and other important information.

After that, follow the following steps for filling up the Online Admission-cum-Examination Form:

1. ***For newly Enrolled students, it is compulsory to Create UGC-DEB (Distance Education Bureau) Unique ID from DEB Portal and ABC ID using your own Email, Phone Number and Aadhaar Number as the data will be sent to DEB after final submission of the Admission Form for Verification. Creation/Submission of Unique IDs using other's Email Address, Phone Number and Aadhaar Number may lead to the cancellation of registration.***
2. ***DEB ID can also be created using ABC ID.***
3. ***After the creation of DEB ID, go to <https://cdoeadmissions.puexam.in/>***
4. ***Insert DEB Unique ID.***
5. ***Select the Programme (UG/PG) and fill the complete Admission-cum Examination Form.***
6. ***Submit the Form and Note down your Login Id and Password.***
7. ***Login with your username/password again at <https://cdoeadmissions.puexam.in/>***
8. ***Pay the Fee either through online mode i.e. by Debit Card, Credit Card or Net Banking* or fee can also be paid in any branch of Post Office all over India, after generating the post office Fee Challan**.***

Important Note:-

- a. ***Fee submitted through any other mode e.g. Bank Draft, Cash Counter Receipt, Online Transaction, Pay order will not be adjusted/accepted.***
 - b. ***Students are requested NOT to pay fee online through any UPI or Amazon Pay or any other online Payment Apps. These portals are showing some fee confirmation issues. If payments paid by these modes are not confirmed, then Department will not be responsible for it.***
9. ***If you pay the fee through ONLINE MODE i.e. Net-banking/ Credit Card/ Debit Card, then your admission process will be completed immediately and you have to take the print out of the complete form then and there.***

Final Step:

After paying online fee, login again immediately to complete the online admission process by uploading your scanned photograph and signature.

If fee paid through online mode is not confirmed, please click on **Confirm My Fee Link** and then **click on Continue.**

Failed Transaction:

In case the print of your form is not generated, after paying online fee, means your online transaction has failed and your payment will be refunded by concerned bank in your account within 7 days of transaction. In such a case either retry or pay the fee through fee Challan in Post Office. CDOE has no role in it.

10. ***If you want to pay fee through fee Challan in Post Office, then generate the fee Challan from your admission account and after 24 hours of generating this Challan, deposit the requisite fee mentioned in the fee challan in any Branch of Post Office. In case you pay fee through Post office generated challan,***

then login again at <https://cdoeadmissions.puexam.in/> after two days of depositing the fee in the Post office and then complete the process by uploading your scanned photograph and signature.

11. **Take a printout** of your complete **Admission cum Examination Form**.

12. Verification of the documents

An appointment letter will be generated along with the admission form. Students have to come to CDOE on the given date along with print-out of admission cum examination form and original documents for verification and confirmation of admission. In case you are not able to come personally for document verification, you have to send the copy of 'Admission cum examination form' with all original documents and self-attested supporting documents by registered post immediately after taking out the print-out of Admission cum Examination Form to CDOE at the following address by 5th September, 2025:

OR

You may visit CDOE Building during Admission Camp, assistance will be provided to complete the process the same day except emergency.

**A.R. Admission
Room No. 107
Centre for Distance and Online Education
Panjab University, Sector 14, Chandigarh-160014**

Following Self-attested copies of Documents/ Certificates are required to bring/send to CDOE with the print out of Admission-cum-Examination Form:

Checklist

- Detailed Marks Card of the qualifying examination on the basis of which you are seeking admission. (The original documents will be returned back immediately after verifications are done).
- Original Migration Certificate (for admission in B.A./B.Com semester-I): If +2 Examination passed from any Board other than PSEB, HSEB, HPSEB, CBSE and ICSE New Delhi.
- Original Migration Certificate Migration Certificate (Only for Students who have passed the lower examinations from any other University than Panjab University).
- Character Certificate from the Principal of the School/ College last attended if it is first time admission in CDOE.
- Reserve Category Certificate, if claiming admission against any reserve category.
- SC/ST Certificates: Students who availed PMS or want to avail freeship, have to attach the required documents at listed with Scholarships/freeship in this prospectus.
- Other documents in support of claim for fee Concession or relaxation of minimum marks of eligibility in case of special category etc.

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Important Instructions and Information

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

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

Migration/Deficient Subject

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

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

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

A penalty of Rs. 100/- will be imposed for the cancellation of a second registration number. Students have been clearly informed of this policy.

Instructions related with Fee

- The candidates of CDOE have to pay their fee separately for Odd semesters (I or III or V) and Even Semesters (II or IV or VI) in all the courses. However, students of Certificate Courses (being Annual Courses) have to pay fee only once at the time of Admission.
- The payment of fee for odd semesters (I or III or V) will be made at the time of online admission.
- Fee for even semesters along with examination forms is to be deposited in the month of February/March, 2025 as intimated.
- In case there is balance fee intimated by CDOE, only such fee is to be deposited as per following directions:
 1. Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh
 2. Fee can also be deposited online on the given website (<https://payonline.puchd.ac.in/>)

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

• Refund of Fee (specific provision)

- If a student withdraws his/her admission before prescribed date, then the refund of fee will be done as per the Panjab University norms.
- If a candidate is not enrolled because he/she has not submitted the required certificate/documents by last date fixed for the purpose or submitted bogus or forged documents, his/her fee shall not be refunded in any case.
- If a candidate drops out in the middle of the course (i.e. II/IV/VI Semester), the fee paid by him/her, shall not be refunded except refundable library security.
- However, fee can be adjusted within the University Teaching Departments or any other course offered by CDOE, where the candidate happens to get admission for that particular academic year.
- If a candidate is found ineligible by the University, then the fee paid by him/her shall be refunded after a deduction of 25 percent & 18% GST of the fee paid by him/her. In this case, the candidate must apply for refund to CDOE within three months of the date of issue of the letter of ineligibility by CDOE, failing which the request for refund will not be entertained.
- Refund wherever permissible, will be made in due course of time.

FEE REFUND RULES

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

<u>Sr. No</u>	<u>Percentage of Refund of Aggregate fees*</u>	<u>Point of time when notice of withdrawal of admission is out</u>
1.	100%	15 days or more before the formally-notified last date of admission
2.	90%	Less than 15 days before the formally-notified last date of admission
3.	80%	15 days or less after the formally notified last date of admission
4.	50%	30 days or less, but more that 15 days after formally-notified last date of admission
5.	00%	More than 30 days after formally notified last date of admission

Note: 1. Caution money and security deposit which are not part of the fee chargeable, shall be refunded in full.

2. In case of (1) in the table above, the HEI concern shall deduct an amount not more than 5% of the fee paid by the student, subject to a maximum of Rs. 5000/- as processing charges from the refundable amount. Refund forms will be available at the P.U. Website i.e. <http://forms.puchd.ac.in> **(the photocopy of bank passbook of the candidate only be attached)**.

3. UGC Fee Refund Policy 2024-25

https://www.ugc.gov.in/pdfnews/1654477_Fee-Refund-Policy-2024-25.pdf

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

After getting admission, you should keep in mind that:

Verification of the Original Certificates/Documents is mandatory

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

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

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

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

Change in Subject/Medium of Instruction

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

(i) **A student may be permitted to change his/her subject/medium of instruction within one month of the commencement of session or within one month of the date of admission.**

(ii) After the specified time-limit of one month, as given above, the student will be required to pay fee for the change of his/her subject/medium of instruction/option

- | | |
|---|-----------|
| 1. Change of subject option/medium of instruction | Rs. 330/- |
| 2. Change of Programme | Rs. 300/- |

Teaching Learning Process

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

- **Study Material:** Once the admission is granted, the printed study material is provided to the students either through registered post or students may collect it personally from CDOE. Study material is also uploaded at CDOE website. For study material of undergraduate programme, click <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=20> and for study material of postgraduate programme, click <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=19>

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

IMPORTANT

Keep visiting the CDOE website (www.cdoe.puchd.ac.in) for all notices and latest updates

Instructions related to Even Semesters (2nd/4th/6th)

All the students are required to fill the online examination form for all even semester (II/IV/VI) in the month of February/March 2026 (ugexam.puexam.in for Undergraduate and <http://pgexam.puexam.in> for Postgraduate classes) failing which the students will not be allowed to appear in these semester end examinations.

You have to fill the Examination Form of Even Semester (II/IV/VI) in the Month of February/March 2026, failing which you will not be allowed to appear in the even semester Examination to be held in May, 2026. Examination Form for Even Semesters (II/IV/VI) will be available at <http://ugexam.puexam.in> for Undergraduate Programmes and <http://pgexam.puexam.in> for Postgraduate Programmes.

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

• Subject to Changes in Rules and Regulations

There may be change/addition/deletion in the above said rules due to Statutory or Regulatory Bodies or as per their applicability on the programmes offered.

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Postgraduate Programmes

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

MBA

Programme's Mission & Objectives:

The MBA Programme's Mission is to facilitate the sharing of knowledge and information in management for individuals aspiring to become managers. This programme is designed to offer education to those who are unable to attend traditional classes, particularly addressing the needs of working professionals who wish to learn while continuing their careers.

The programme's Objective is to enhance the academic qualifications and career opportunities of its participants, as an MBA is one of the most sought-after degrees in today's business environment. It provides learners with a competitive advantage and broadens their knowledge base. The objective is to create a platform where theory and practice intersect, thereby improving career prospects and aiding in professional advancement.

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

MBA Degree in both conventional and Distance modes are equivalent as per ugc notification dated August, 2022 F. No.3-5/2022(DEB-II). The programme is significant as it aligns with the broader objectives of the Higher Education Institution (HEI), which strives to make education accessible to everyone. It particularly supports students who cannot participate in traditional programmes, including women and working professionals, by enhancing their current skills, knowledge, and capabilities. This programme is especially pertinent for individuals seeking to elevate their professional qualifications in accordance with market demands.

Nature of Prospective Target Group of Learners:

The target audience for this programme includes both emerging managers and seasoned professionals in the corporate sector who aspire to assume greater responsibilities and leadership roles within their organizations. The programme addresses the self-improvement aspirations of individuals seeking to enhance their professional qualifications in line with current market demands. It is also beneficial for students pursuing CA/CS or preparing for various competitive examinations (such as Civil Services, SSC, UGC, etc.). Additionally, the programme qualifies students for enrolment in other master's degree programmes and Ph.D. studies.

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

The MBA programme delivered through open and distance learning is particularly suitable given the limited availability of seats in many universities, which restricts the opportunities for countless students aspiring to obtain a professional degree in business administration. Distance learning serves as a valuable solution to this issue. There is a significant demand for master's degrees in business administration among individuals who lack a formal management qualification. This programme is designed to cater to working professionals

who cannot attend traditional classes due to their job commitments but are eager to enhance their educational qualifications for career advancement. Furthermore, this degree not only boosts their confidence but also equips them with essential managerial skills, fostering a mindset aligned with global management practices.

- **Eligibility**
- **Scheme of Entrance Test**
- **Course Structure**
- **Scheme of Examination**
- **Teaching - Learning Process**
- **PCP**
- **Fee & Fee Code**
- **Contact**

Eligibility

Semester -I & II

Admission to MBA programme is through Entrance test which is conducted by CET Panjab University Chandigarh. For details visit <https://mbacdoe.puchd.ac.in/>

Date of Availability of MBA prospectus and online entrance test form for session 2025-26 on the Website of Panjab University is 12.06.2025 and the entrance test would be held on 27.07.2025 (Sunday)

- (i) A Bachelor's or Master Degree in any discipline of Panjab University or a degree of any other University which has been recognized by Syndicate as equivalent to with not less than 50% marks in aggregate;

Provided that: In case of candidates having Bachelor's degree of 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 Institute of Chartered Accountants of India or England / Institute of Cost and Works Accountants of India or England, and / Institute of Company Secretaries of India. **OR**

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

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

Semester -III & IV

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

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

Provided further that:

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

Scheme of Entrance Test

The Entrance Test will carry 100% weightage and will be of two hours duration consisting of 100 questions. It will consist of multiple choice questions having four responses A, B, C & D.

The components of the test will include:

- (i) Data Interpretation and problem solving;
- (ii) Numerical Ability;
- (iii) Verbal Ability/ Reasoning; and
- (iv) General English & Comprehension.

There will be 25 questions in each section. There shall be no negative marking for wrong answers.

Course Structure

MBA 2025-27

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

EVALUATION: End Semester Evaluation will be of 100 marks for each paper in the proportion of 70:30.

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

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

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

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

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

The Course is divided into four semesters comprising of the total of 2600 marks, as given below:

21 Theory Papers	100 Marks each	2100
04 Workshop Papers	50 Marks each	200
01 Summer Training	100 Marks each	100
02 Comprehensive Viva	100 Marks each	200
Total Marks		2600

SCHEME OF EXAMINATION

- ❖ **Examination in each subject will be of 03 hours duration, except strategic management in III semester, which is of 04 hrs duration.**
- ❖ **Maximum marks for external/written examination is 50 marks** (Weightage 70% for CDOE Students) **and internal assessment is 50 marks** (Weightage 30% for CDOE Students) **(on the basis of assignments)**

Syllabus of MBA: https://drive.google.com/drive/folders/1j0k1uiruq_RZVdHzqt3SjSZ8z7A0cflp

Instructions to the paper setters:

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

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

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

First Semester

CODE	TITLE	MARKS 600
MBA6101	Business Economics	100
MBA6102	Business Statistics	100
MBA6103	Management Accounting	100
MBA6104	Organizational Behaviour	100

MBA6105	Marketing Management	100
MBA6106*	Workshop on Business Computing	50
MBA6108*	Workshop on Business Research	50

*Workshop Papers: MBA6106 and MBA6108 are evaluated on the basis of assessment only (MCQ based online)

Second Semester

CODE	TITLE	MARKS 800
MBA6201	Business Environment	100
MBA6202	Human Resource Management	100
MBA6203	Operations Management	100
MBA6204	Financial Management	100
MBA6205	Legal Aspects of Business	100
MBA6207	Summer Training Report and Viva-Voce*	100
MBA6208	Comprehensive Viva-Voce**	100
MBA6209*	Workshop on Business Communication	50
MBA6210*	Workshop on Multivariate Statistical Techniques	50

*Workshop Papers: MBA6209 and MBA6210 are evaluated on the basis of internal assessment only (MCQ based online)

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

At the end of the examination of 2nd Semester the students will undergo compulsory summer training for a period of 6-8 weeks starting 29 April 2026 till 31th July 2026. Every student will submit the Summer Training Report within two weeks from the start of teaching for 3rd Semester. Those who are already working can submit their summer training report of the company in which they are working.

Link for detailed Summer Training Manual:

<https://drive.google.com/drive/folders/1xsgowBi2EJR4d4tKPrkZID4ZTDqhFsby?usp=sharing>

Instructions for Summer Training

Please note

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

Comprehensive VIVA-VOCE (Online)**

Comprehensive Viva-Voce of 2nd Semester would be based on papers taught in 1st and 2nd Semester.

The students are advised to exercise the options of the specialization (major and minor) to be taken in 3rd & 4th semester by the end of 2nd semester on coordcomm@pu.ac.in as and when called for through Google form.

THIRD SEMESTER**Semester- III**

CODE	TITLE	MARKS
MBA7101	Strategic Management	100
➤ STUDENTS ARE TO OPT FOR TWO GROUPS. (One as Major and other as Minor) ➤ One group Major, in which they have to select three papers and the second group Minor, where they have to select two papers. (total 5 papers)		
GROUP A: Entrepreneurship and General Management		
GROUP B: Finance		
GROUP C: Information Technology and Operations Management		
GROUP D: Marketing		
GROUP E: Human Resource Management		
GROUP A: ENTREPRENEURSHIP AND GENERAL MANAGEMENT		
MBA7111	Entrepreneurial Development and New Enterprise Management	100
MBA7112	Entrepreneurial Finance	100
MBA7114	Tax Planning for Entrepreneurs	100
(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7111, MBA7112, and MBA7114) only.		
GROUP B: FINANCE		
MBA7121	Financial Statement Analysis	100
MBA7123	Management of Financial Services	100
MBA7125	Management Control Systems	100
(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA 7121, 7123 and 7125) only.		
GROUP C: INFORMATION TECHNOLOGY & OPERATIONS MANAGEMENT		
MBA7132	Product Innovation in Technology Business	100
MBA7133	Business Process Re-Engineering	100
MBA7136	Management Information System	100
(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA 7132, MBA7133 and MBA7136 for these options only)		
GROUP D: MARKETING		
MBA7141	Advertising and Consumer Behaviour	100
MBA7142	Global Marketing Management	100
MBA7143	Marketing Research and Product Management	100
(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7141, MBA7142, and MBA7143 only.)		

GROUP E: HUMAN RESOURCEMANAGEMENT

MBA7151	Labour Legislation-I	100
MBA7153	Performance and Compensation Management	100
MBA7154	Organization Development	100

(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7151, MBA7153, and MBA7154 only.)

TOTAL 600**FOURTH SEMESTER**

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

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

GROUP A: ENTREPRENEURSHIP AND GENERAL MANAGEMENT

MBA7213	Managing Global Enterprise	100
MBA7214	Organization Structure and Design	100

(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7213 & MBA7214 only)

GROUP B: FINANCE

MBA7222	International Financial Management	100
MBA7224	Corporate Governance	100

(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7222, and MBA7224 only)

GROUP C: INFORMATION TECHNOLOGY AND OPERATIONS MANAGEMENT

MBA7231	Knowledge Management	100
MBA7234	Total Quality Management	100

(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7231, and MBA7234 only)

GROUP D: MARKETING

MBA7241	Marketing of Services	100
MBA7242	Workshop on Foreign Trade Documentation and Trade FINANCE	100

(CDOE will provide Study Material, Conduct PCP classes & Upload assignments of MBA7241 and MBA7242 only)

GROUP E: HUMAN RESOURCE MANAGEMENT

MBA7251	Human Resource Information System	100
MBA7254	Labour Legislation-Ii	100

(CDOE will provide Study Material, Conduct PCP classes & Upload assignments for MBA7251 and MBA7254 only)

TOTAL 600

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

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

<https://puachd.ac.in/includes/syllabus/2015/20150715151333-mbageneral2015-16.pdf?2025>

Teaching - Learning Process

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

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

- **STUDY MATERIAL**: The first component of the programme would be the Study Material prepared by an expert faculty in Self Learning Mode (SLM) in each subject. Both hard copy and soft copy will be provided.
- **PCP'S**: The second component would be the Personal Contact Programme (PCP) of six days duration for the students whereby lectures in all the subjects are delivered by the expert faculty in each semester.
- **ONLINE ASSIGNMENTS**: The third component is the written assignment for internal assessment of 50 marks in each subject which would help the students in improving their writing skills on the pattern of the external examination.
- **TERM END EXAMINATION**: The fourth component is the theory paper examination in each subject to be conducted by the University.
- **SUMMER TRAINING**: The fifth component is Summer Internship, which you will undergo during the summer break which will impart experiential learning to you in understanding the application of management concepts.
- **COMPERHENSIVE VIVA VOCE**: The sixth component is comprehensive viva voce which will be conducted after 2nd and 4th semester to evaluate the learner learning understanding of the subjects taught during the academic sessions. The students are also evaluated through comprehensive viva in second and fourth semesters to gauge their understanding of the various concepts learnt during the course schedule, which are conducted in online mode.
- **WORKSHOP**: on Business computing, Business research, Business Communication and multivariate Statistical techniques. The curriculum has been strengthened by incorporating 02 workshop papers each in first and second semester via workshop on business computing, business research, business communication and multivariate statistical techniques to give detailed comprehension of these subjects which are extensively used in the organization these days for rational decision making at all times.

Assessment

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

The students are advised to visit CDOE notice board for assignment schedule which are uploaded on cdoe.puchd.ac.in.

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

For detailed rules & regulations, refer to the <https://docs.google.com/document/d/1XSDtLC3A4imsQCFbToE5uPLknq30axSFfIycWjEcGTM/edit?pli=1>

Medium of Instruction and Examination- ENGLISH ONLY

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

PCP Dates

Class	Convener	PCP DATES
1. MBA Semester-I	Prof Geeta Bansal	13-10-2025(Mon) to 18-10-2025(Sat)
2. MBA Semester-III	Prof Geeta Bansal	06-10-2025(Mon) to 11-10-2025(Sat) 13-10-2025 (Mon) to 18-10-2025(Sat)
Class	Convener	PCP DATES
3. MBA Semester-II	Prof Geeta Bansal	30-03-2026(Mon) to 04-04-2026(Sat)
4. MBA Semester-IV	Prof Geeta Bansal	16-03-2026(Mon) to 21-03-2026(Sat) 23-03-2026(Mon) to 28-03-2026(Sat)

Fee & Fee Code: C0090

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

Coordinator: Prof. Geeta Bansal

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

Ph.: 9779131972

Email.:coordcomm@pu.ac.in

Office Incharge: Ms. Aruna Ph.: 9803771716; Ms. Neha Ph.: 9888438385
Ph: 0172-2534323,

Special Note:

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

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Master of Commerce (M.Com.)

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

- **Eligibility**
- **Course Structure**
- **Teaching - Learning Process**
- **Internal Assessment**
- **PCP Dates**
- **Fee & Fee Code**
- **Contact**

Eligibility

Semester -I & II

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

Provided that in case of candidates having Bachelor's degree of the University through Modern Indian Languages (Hindi/Urdu/Punjabi (Gurmukhi Script) and/or in a Classical Language (Sanskrit/Persian/Arabic) or degree of any other University obtained in the same manner recognized by the Syndicate; 50% marks in the aggregate shall be calculated by taking into account full percentage of marks in all the papers in Language excluding the additional optional paper, English and the elective subject taken together; **OR**
- (e) A candidate who has passed B. Voc (Banking, Insurance & Retailing) and B. Voc (Retail Management) shall be eligible to get admission in the course with not less than 45% marks.
- (f) An associate of the (i) the Institute of Chartered Accountants of India or England or (ii) The Institute of Cost and Works Accountants of India or England; **OR**
- (g) A Pass in the final examination conducted by the Institute of Company secretaries of India; **OR**
- (h) A graduate from any other stream not covered in (a) to (g) above with not less than 60% marks in aggregate.

Eligibility

Semester -III & IV

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

- (i) has passed M.Com. 1st and 2nd semester from CDOE and has been on the rolls of CDOE/College during the academic year preceding M.Com. 3rd⁹⁸ and 4th Semester examination.
- (ii) has passed 50% of the prescribed papers of 1st and 2nd semesters jointly.
- (iii) A Candidate, who having passed the second semester examination discontinues his studies, may be permitted to join the 3rd Semester within two years of his passing the second semester examination (as per P.U. Col. Vol. 2007 Page 348(ii)).

Note: 1. *The duration of the examination in each subject will be 3 hours.*

2. *Maximum marks for external/written examination are 80 marks and Internal Assessment is 20 marks.*

3. ***Internal Assessment will be based on online assignment (MCQs) (Compulsory).***

4. *Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University.*

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

Course Structure

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

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

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

Subjects/Papers

Semester- I

PAPER	SUB CODE	SUBJECT
Paper- I	MC. 101	Managerial Economics
Paper- II	MC. 102	Quantitative Methods for Business
Paper- III	MC. 103	Modern Accounting Theory & Reporting Practices
Paper- IV	MC. 104	Organization Theory and Behaviour
Paper- V	MC. 105	Marketing Management
Paper- VI	MC. 106	Management Information System

Paper- VII MC. 107 A I. T. Applications in Commerce **(For CDOE Students Only)**

Semester II

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

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

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

OR

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

Note: *CDOE provides study material for both the Options

Semester III

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

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

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

***GROUP A: MARKETING**

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

***GROUP B: HUMAN RESOURCE MANAGEMENT**

MC. 305	Human Resource Development
MC. 306	Industrial Relations

***GROUP D: ACCOUNTING & FINANCE**

MC. 309	Strategic Cost Management
MC. 310	International Accounting

***GROUP F: BANKING AND INSURANCE**

MC. 313	Bank Management
MC. 314	Insurance Management

Paper-VII MC. 315A Financial markets and Instruments

(Theory paper for CDOE students only)

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

Semester- IV

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

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

***GROUP A : MARKETING**

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

***GROUP B: HUMAN RESOURCE MANAGEMENT**

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

***GROUP D: ACCOUNTING & FINANCE**

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

***GROUP F: BANKING AND INSURANCE**

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

Paper-VII	MC. 422	Comprehensive VIVA-VOCE (online)
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Note: - *CDOE provides study material & conduct PCP and assignments for only four Groups A, B, D and F.

- Note:**
1. Each student shall be examined in the papers (including Project and Viva-Voce) as laid down in the syllabus prescribed from time to time.
 2. A student of M.Com of the Centre for Distance and Online Education who fails to submit all the assignments of the session by the due date shall not be eligible to appear in the University examination.

3. The students are advised to give their chosen optional papers in the Examination form for M.Com Semester-III and IV respectively at the time of filling of examination form and appear in the assignments of chosen options accordingly.

Syllabus: For detailed Syllabus, rules and regulations and other details refer PU website i.e.

<https://puhcd.ac.in/includes/syllabus/2017/20170905103952-m.com2017-18.pdf?2025>

Note: Study material is provided in English Medium only.

Medium of Examination-English/Hindi/Punjabi

Teaching - Learning Process

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

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

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

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

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

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

Internal Assessment

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

The students are advised to visit CDOE noticeboard for assignments.

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

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

[PCP Dates](#)

For PCP dates Programme wise, Click on [PCP Schedule](#)

[Fee & Fee Code: C0030](#)

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

[Contact](#)

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Ph 0172-2534323,

Special Note:

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

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Masters of Arts (M.A.)

CDOE OFFERS:

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

A. General Eligibility For M.A. Programmes

(Common to all M.A. Programmes)

Semester -I & II

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

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

(vii) B.Sc. Honours School;

B. Specific Eligibility for M.A. Programmes:-

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

(1) M.A. PUBLIC ADMINISTRATION: (Any one of the following)

- i) B.A. with Honours in the subject of the Postgraduate course
- ii) A Bachelor's Degree obtaining at least 45% marks in the subject of Post Graduate Course, or 50% marks in the aggregate.
- iii) The B.A. (Pass)/B.SC. (Pass) Examination in full subjects, obtaining at least 45% marks in the elective subjects of the Post Graduate Course;
- iv) Master's Degree Examination in another subject;
- v) B.A. (Pass) with 45% marks in the Political Science or Economics or Sociology or Psychology.

(2) M.A. ECONOMICS: (Any one of the following):-

- i) B.A. with Honours in the subject of the Economics course or B.Sc Honours
- ii) A Bachelor's Degree obtaining at least 45% marks in the subject of Post Graduate Course, or 50% marks in the aggregate.
- iii) Master's Degree Examination in another subject;

(3) M.A. POLITICAL SCIENCE: (Any one of the following)

- (i) A Bachelor's Degree obtaining at least 45% marks in the subject of Post Graduate Course, or 50% marks in the aggregate.
- (ii) B.A. with Honours in the subject of the Postgraduate course or B.Sc. Hons. School Course
- (iii) Masters' degree examination in any other subject,

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

(4) M.A. HINDI:

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

OR

Bachelor's degree or equivalent Exam from a recognized University obtaining 50% marks in the aggregate with the condition that the admission to the Non-Hindi students (who have not studied Hindi/Sanskrit at graduate Level)

(5) **M.A. PUNJABI:**

- (i) Bachelor's Degree obtaining at least 45% marks in the subject of Post Graduate course or 50% marks in the aggregate B.A./B.Sc/B.Sc.(Hons).
OR
- (ii) Master's degree examination in any other subject provided the candidate must have studied Punjabi as a compulsory subject at graduate level.

(6) **M.A. ENGLISH:** (Any one of the following):

- i) A Bachelor's Degree obtaining at least 45% marks in the English Elective
- ii) A Bachelor's Degree obtaining at least 45% marks in the English Compulsory.
- iii) Bachelor's Degree in any faculty obtaining at least 50% marks in the aggregate.
- iv) B.A. with Honours in English.
- v) B.A./B.Sc with Honours in Subject other than English obtaining at least 50% marks in the aggregate.
- vi) Master's Degree Examination in any subject obtaining at least 50% marks in the aggregate.

(7) **M.A. SOCIOLOGY:** (Any one of the following):

- (i) A Bachelor's Degree obtaining at least 45% marks in the subject of Postgraduate course, or 50% marks in the aggregate.
- (ii) B.A. with Honours in the subject of Post Graduate Course or B.Sc.(Hons.). School.
- (iii) Master's Degree examination in any other subjects other than in physical Education.

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

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

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

(9) **M.A. HISTORY:** (Any one of the following)

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

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

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

For Reappear Candidates:

1. A Candidate who has appeared under semester system for undergraduate courses should be allowed to take admission under semester system in M.A. if he/she has two reappears in 1-6 Semesters. The candidate will not be allowed to take admission in M.A. if he/she has reappears in the subject in undergraduate classes in which he/she wants to take admission in M.A. Course.
2. The candidate shall not be admitted in 3rd semester of M.A. if he/she does not clear the reappear paper of undergraduate classes. Postgraduate diploma will be awarded only after the candidate clears all papers of B.A.

Eligibility

Semester -III & IV

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

- (i) Students who have qualified at least 50% (i.e. Half 4 out of 8, 5 out of 10 etc.) of the total number of papers jointly in M.A. Semester-I & II are eligible to seek admission to M.A. 3rd Semester.
- (ii) Students who have qualified at least 50% (i.e. Half 6 out of 12, 8 out of 15 etc.) of the total number of papers jointly in M.A. Semester-I, II & III are eligible to seek admission to M.A. 4th Semester.
- (iii) Semester-I & II examination in the subject offered from Kurukshetra/Punjabi/Guru Nanak Dev/Maharishi Daya Nand/Himachal Pradesh University provided he/she offered the same papers as are available at this University.

Notes:

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

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M.A. Economics

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

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

Programme Outcomes

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

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

Course Structure

M.A. (Economics) is spread over two years (divided into four semesters).

Coursework includes Compulsory papers like Micro Economics, Macro Economics, International Economics, Quantitative Methods, Money and Banking, Economics of Public Finance and few optional papers etc. Each Paper is of 4 credits. The course intends to develop understanding of issues of national and international significance like poverty, unemployment, trade, growth, money, income depression, prices and monopoly etc.

The aim of the course is to foster students who gain the ability to deal flexibly with the diversity of the subject of Economics and new changes that take place in the field.

Semester Wise Papers/Courses Scheme

Semester- I

There are four Papers. All papers are compulsory:

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

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

The department offers assignments for internal assessment of the above mentioned papers.

Semester- II

There are four Papers. All papers are compulsory:

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

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

The department offers assignments for internal assessment of the above mentioned papers.

Semester- III

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

PAPER	SUB CODE	SUBJECT
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Compulsory Papers

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

Optional Papers

Paper- III	MAECO- 303	Economics of Agriculture-I
Paper- IV	MAECO- 304	Economics of Population

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

Semester- IV

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

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

Optional Papers

Paper- III	MAECO- 403	Economics of Agriculture-II
Paper- IV	MAECO- 404	Economics of Money and Banking

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

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

<https://puhcd.ac.in/includes/syllabus/2023/20230720164850-m.a.economicsitoivsemester2023-24.pdf?2024>

Teaching - Learning Process

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

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

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

Assessment

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

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

Internal Assessment/Assignments:

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

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

The courses are offered according to the following scheme.

Evaluation

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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M.A. Education

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

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

Programme Outcomes

The overall objective of the programme is to develop capacities of students for the academic study of education with a view to facilitating their active immersion and self-reflexive involvement at the ground level whether as teachers, teacher educators, textbook writers or policy makers or in a range of other roles and capacities associated with the field of education.

The Master of Arts (Education) programme will enable students to develop a sustained and critical engagement with the discipline of Education especially as it has emerged and expanded in India. It will ensure an understanding of how Education has been shaped by subjects such as Philosophy, Sociology, History and Psychology, which are regarded as its foundational disciplines. The programme will equip students to specialize in areas of their interest with regard to different levels of education ranging from preschool, elementary or secondary schooling to higher education and develop the skill set and competency to engage comprehensively with various aspects of education policies and programmes. All the core objectives of the Masters programme are essentially located within a commitment to promoting the values of democracy, equality and equity

Course Structure

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

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

Semester- I

All papers are compulsory:

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

Semester- II

All papers are compulsory:

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

Semester- III

All papers are compulsory:

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

Semester- IV

All papers are compulsory:

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

Syllabus: For detailed Syllabus, rules and regulations and other details refer PU website i.e.

<https://puchd.ac.in/includes/syllabus/2019/20190828111929-m.aeducation-2019-2021.pdf?2025>

Teaching - Learning Process

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

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

Assessment

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

PCP Dates

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

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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M.A. English

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

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

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

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

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

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

Course Structure

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

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

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

Subjects/Papers

Semester-I

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

Paper I	Literary Movements-I
Paper II	Approaches to Literary Criticism – I
Paper III	British Literature – I
Paper IV	British Literature –II

Semester II

Paper V	Literary Movements –II
Paper VI	Approaches to Literary Criticism –II
Paper VII	British Literature – III
Paper VIII	British Literature – IV

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

Semester- III

Paper IX	Critical Theory – I
Paper X	Indian Literature (in English) – I
Paper XI	World Literature –I
Paper XII	American Literature –I
Paper XIII	Dissertation-Work or Research Methods

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

Semester- IV

One compulsory paper

Paper XIV	Critical Theory – II
Paper XV	Indian Literature (in Translation) – II
Paper XVI	World Literature –II
Paper XVII	American Literature –II
Paper XVIII	Skill Enhancement/ Social Outreach Or Creative Writing and Soft Skills

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

Note: It is to be noted that the students opting for 'Dissertation – Works' in Semester –III, Paper XIII, will have to take 'Skill Enhancement/Social Outreach' in Semester IV, Paper XVIII. Likewise, the Paper 'Research Methods' in Semester–III has to be concurred with the Paper 'Creative Writing and soft Skill' in the Semester –IV. The students are also to note that the study material will be provided regarding the papers offered by CDOE only, and PCPs, too, will be held concerning these papers only.

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

<https://puhcd.ac.in/includes/syllabus/2023/20230809122643-syllabusm.a.english.pdf?2025>

Teaching - Learning Process

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

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

Terminal Evaluation: 80

Internal Assessment: 20

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

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एम.ए. हिन्दी

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

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

कोर्स- संरचना

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

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

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

पेपर

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

Semester- I (All papers are Compulsory)

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

Semester- II (All papers are Compulsory)

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

Semester- III

नोट:- सी.डी.ओ.ई. के विद्यार्थी केवल सूरदास एवं अन्य कृष्ण भक्त कवि विकल्प का चयन कर सकते हैं ।
पाठ्य-सामग्री assignment केवल इसी विषय की ही उपलब्ध कराई जाएगी ।

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

Semester- IV

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

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

<https://puhcd.ac.in/includes/syllabus/2023/20230809122303-m.a.hindi2023-24compressed.pdf?2025>

अध्ययन-अध्यापन-प्रक्रिया

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

Assignments

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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M.A. History

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

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

Course Structure

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

Semester- I

All papers are Compulsory

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

Semester- II

All papers are Compulsory

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

Semester- III

All papers are Compulsory

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

Semester- IV

All papers are Compulsory

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

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

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

<https://puachd.ac.in/includes/syllabus/2020/20200813145025-m.ahistory2020-21.pdf?2025>

Teaching - Learning Process

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

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

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

Assignments

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

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M.A. Political Science

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

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

Course Structure

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

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

Terminal Evaluation : 80

Internal Assessment : 20

Internal Assessment/ Assignments:

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

Subjects/Papers

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

Semester- I

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

Semester- II

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

Semester- III

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

Semester- IV

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

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

<https://pu.ac.in/includes/syllabus/2023/20230724111607-m.a.politicalsciencesem.sem.2023-2.pdf?2025>

Teaching - Learning Process

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

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

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

Assessment

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

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M.A. Public Administration

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

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

Course Structure

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

Semester- I

Core Papers:

PAPER	SUB CODE	SUBJECT
Paper- 1	ADT	Administrative Theory
Paper- 2	INA	Indian Administration
Paper- 3	CDA	Comparative and Development Administration

Optional Papers:

Paper- 4	CCA	Citizen Centric Administration
Paper- 5	ENA	Environment Administration

Semester- II

Core Papers:

PAPER	SUB CODE	SUBJECT
Paper- 1	AMT	Administrative Thought
Paper- 2	PFA	Public Finance and Financial Administration
Paper- 3	PUP	Public Personnel Administration

Optional Papers:

Paper- 4	ORP	Organizational Psychology
Paper- 5	PAD	Police Administration

Semester- III

Core Papers

Paper- 1	RMS	Research Methods and Statistics
Paper- 2	LGI	Local Governance in India
Paper- 3	SSA	Social Systems and Welfare Administration

Optional Papers

Paper-4	DMG	Disaster Management
Paper-5	PHA	Public Health Policy and Administration

Semester- IV

Core Papers

Paper– 1	PPA	Public Policy and Analysis
Paper– 2	ADL	Administrative Law
Paper– 3	ODA	Organizational Development and Administrative Improvement

Optional Papers

Paper– 4	EAD	Education Policy and Administration
Paper– 5	PMG	Public Enterprise Management

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

<https://pu.chd.ac.in/includes/syllabus/2023/20230731131115-m.a.publicadministrationsem.sys.202.pdf?2025>

Teaching - Learning Process

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

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

Assignments

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

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ਐਮ.ਏ ਪੰਜਾਬੀ

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

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

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

ਕੋਰਸ ਦੀ ਸੰਰਚਨਾ

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

Subjects/Papers

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

Semester- I

PAPER SUB CODE SUBJECT: PUNJABI

Paper- I (MPI) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ

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

Paper- III (MPK) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ

Paper- IV (PNA) ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ

Semester- II

PAPER SUB CODE SUBJECT: PUNJABI

Paper- I (API) ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ

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

Paper- III (MPK) ਮੱਧਕਾਲੀ ਪੰਜਾਬੀ ਕਾਵਿ- II

Paper- IV (PNA) ਪੰਜਾਬੀ ਨਾਵਲ ਦਾ ਅਧਿਐਨ

Semester- III

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

Semester IV

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

Syllabus: For detailed Syllabus and other details refer PU website i.e.
<https://pu.ac.in/includes/syllabus/2021/20211005105648-mapunjabisemestersystem2021-2022upd.pdf?2025>

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

ਸੰਪਰਕ

ਕੋਆਰਡੀਨੇਟਰ ਡਾ. ਹਰਮੇਲ ਸਿੰਘ

ਪੰਜਾਬੀ ਵਿਭਾਗ

ਫੋਨ: 9876225201

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Office Incharge: Mr. Surjit Yadav

Ph 0172-2534334, 8427610540

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M.A. Sociology

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

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

Course Structure

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

Subjects/Papers

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

Semester- I

There are four papers and all are compulsory:

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

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

Semester- II

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

PAPER	SUB CODE	SUBJECT
Paper- I	SOC R 425	Positivistic Sociological Theories
Paper- II	SOC R 439	Methods & Techniques in Social Research
Paper- III	SOC O 621	Social Dimensions of Development
Paper- IV	SOC O 721	Sociology of Urban Settlements

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

Semester- III

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

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

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

Semester- IV

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

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

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

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

<https://puchd.ac.in/includes/syllabus/2022/20220823163156-m.a.sociologysemestersystem2022-23.pdf?2025>

Teaching – Learning Process

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

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

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

Assignments

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0040

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

Coordinator: Dr. Rajni
Room No.324, Second Floor, Department of Sociology, CDOE
Ph. 9417100614
Email.: coordsoc@pu.ac.in
Office Incharge: Ms. Reeta
Ph 0172-2534279, 7589355022

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Undergraduate Programmes

(B.A/B.Com/B.Lis and B.Ed)

1. BACHELOR OF ARTS

- Bachelor of Arts Semester-I & II (Information will be uploaded soon)
- Bachelor of Arts Semester-III & IV
- Bachelor of Arts Semester-V & VI

2. BACHELOR OF COMMERCE

- Bachelor of Commerce Semester I to II (Information will be uploaded soon)
- Bachelor of Commerce Semester III to VI

3. BACHELOR OF LIBRARY AND INFORMATION SCIENCE

- Bachelor of Library and Information Science Semester-I & II

4. BACHELOR OF EDUCATION

- Bachelor of Education Semester – I to IV

BACHELOR OF ARTS Semester-I & II

This section will be updated soon.

B.A. Semester-III & IV

- **ELIGIBILITY**
- **COURSE STRUCTURE**
- **PCP DATES**
- **FEE**
- **CONTACT**

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

ELIGIBILITY

B.A. Semester-III & IV

- Students who have qualified at least 50% (i.e. Half) of the total number of papers in B.A. Semester-I & II are eligible to seek admission to B.A. Semester-III.**
- A person who has passed B.A. Semester-I & II or B.A.-1st year examination under 10+2+3 scheme from any other university in India recognized by the Panjab University as equivalent to its B.A. Semester-I, II examination.

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

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

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

Special Note:

If a candidate fails to clear 50% (i.e. Half) of the total number of Papers in B.A. 1st Year i.e. (Semester I and II), he will not be eligible for seeking admission in CDOE B.A. Semester III.

COURSE STRUCTURE

Every student shall take the same subjects which he/she had chosen in B.A. 1st & 2nd Semester. In case a student passed his/her qualifying examination from any other College/University with combination of subjects which are not available in CDOE he/she will have to pass the deficient subject according to the combination of subjects being provided in CDOE.

(a) Compulsory Papers

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

OR

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

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

(b) Elective Subjects**

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

Note: A student is allowed to change a subject in any circumstances in the odd/even semester examination (under consideration of Admission Branch) whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree.

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

Medium of Study Material

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

English/Hindi/Punjabi: **B.A. - Economics, Geography, History, Philosophy, Political Science, Public Administration, Sociology and Environment, Road Safety Education and Violence against Women/Children and Drug Abuse**

English only: **B.A. - Mathematics, Psychology, Defence and Strategic Studies, Women Studies, Statistics, History & Culture of Punjab, Human Rights and Duties**

Note:- Students who opt Hindi and Punjabi as Medium of Instruction and examination are advised to select subjects keeping in mind the Medium of Study Material available at CDOE.

Evaluation

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

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

PCP DATES

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

For PCP dates Programme wise, Click on [PCP Schedule](#)

FEE & FEE CODE: C0010

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

CONTACT

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

CONVENERS

B.A. Semester III: Dr. Reena Rani and Dr. Rajni

Ph. 9888186855 & 9417100614 (only curriculum query)

B.A. Semester IV: Dr. Kamla and Dr. Rajesh Jaiswal

Ph. 9781277101 & 9888487525 (only curriculum query)

Email.: os3usol@gmail.com

Office Incharge: Ms. Dilpreet Kaur 7973720618
(Admission/Exam Queries)

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B.A Semester-V & VI

- **ELIGIBILITY**
- **COURSE STRUCTURE**
- **PCP DATES**
- **FEE**
- **CONTACT**

B.A. Semester-V & VI

ELIGIBILITY

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

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

COURSE STRUCTURE

(a) Compulsory Papers

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

OR

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

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

(b) Elective Subjects*

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

** **Note:** A student is allowed to change a subject in any circumstances in the odd/even semester (under consideration of Admission Branch) examination whereas he/she will have to clear that subject as deficient in lower semesters examination which he/she has changed in the higher semester for qualifying the award of Bachelor's Degree.*

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

Special Note: If a candidate fails to clear 50% (i.e. Half) of the total number of Papers in B.A. Ist and IInd Year i.e. (from Semester I to IV), he will not be eligible for seeking admission in CDOE B.A. Semester V.

Medium of Study Material

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

English/Hindi/Punjabi: **B.A. - Economics, Geography, History, Philosophy, Political Science, Public Administration, Sociology and Environment, Road Safety Education and Violence against Women/Children and Drug Abuse**

English only: **B.A. - Mathematics, Psychology, Defence and Strategic Studies, Women Studies, Statistics, History & Culture of Punjab, Human Rights and Duties**

Note:- Students who opt Hindi and Punjabi as Medium of Instruction and examination are advised to select subjects keeping in mind the Medium of Study Material available at CDOE.

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

<https://puhcd.ac.in/includes/syllabus/2024/20240723152456-b.a.b.sc.general56semesterse.pdf?2025>

Evaluation

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

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

PCP Dates

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

For PCP dates Programme wise, Click on [PCP Schedule](#)

FEE & FEE CODE: C0010

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

CONTACT

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

CONVENERS

B.A. Semester V: Dr. Harmail Singh and Dr. Richa Sharma

Ph. 9876225201 & 8284878822 (only curriculum query)

B.A. Semester VI: Dr. Ravinder Kaur and Dr. Parveen Kumar

Ph. 9780333818 & 9888250732 (only curriculum query)

Email.: os3usol@gmail.com

Office Incharge: Ms. Sunita 9914880130

(Admission/Exam Queries)

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Bachelor of Commerce Semester-I & II

[This section will be updated soon.](#)

Bachelor of Commerce Semester-III to VI

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

Eligibility

B.Com Semester-III & IV

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

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

Transitory Regulation

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

B.Com Semester-V & VI

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

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

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

Course Structure of B.Com Semester III to VI

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

There will be 38 theory papers of 3700 marks.

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

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

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

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

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

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

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

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

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

<https://puachd.ac.in/includes/syllabus/2020/20200826213622-b.com.pdf?2025>

Teaching - Learning Process

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

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

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

The third component is **Internal assessment** which is done through MCQ's based assignments in all semester (20% weightage).

The fourth component is the **Internship** which every student has to undergo as per requirement of the semester.

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

Medium of Study Material

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

Medium of Examination

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0020

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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(Admission/Exam Queries)

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Bachelor of Library and Information Science (B.LIS)

(One Year Course) Semester System

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

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

[Eligibility](#)

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

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

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

- (a) At least 75% attendance in theory as well as practical papers during the Personal Contact Programmes;
- (b) The medium of instructions shall be English and the question paper shall also be set in English only.
- (c) For students of CDOE, the medium of examination shall be English/ Hindi / Punjabi.
- (d) For internal assessment 2 assignments of 20 marks in each papers will be compulsory.

[Course Structure](#)

Note: There are four papers in 1st Semester and five Papers in 2nd semester of 100 marks each, 80 marks are for theory and 20 marks for internal assessment.

Semester- I

- | | | |
|----------------|---|--|
| BLIS 01 | : | Foundations of Library and Information Science |
| BLIS 02 | : | Knowledge Organization: Classification (Theory) |
| BLIS 03 | : | Knowledge Organization: Cataloguing (Theory) |
| BLIS 04 | : | Information and Communication Technology: Basics |

Semester- II

BLIS 05	:	Management of Library and Information Centres
BLIS 06	:	Knowledge Organization: Classification (Practice)
BLIS 07	:	Knowledge Organization: Cataloguing (Practice)
BLIS 08	:	Information Sources and Services (Theory)
BLIS 09	:	Information and Communication Technology: Practical

Syllabus: For detailed Syllabus and other details refer PU website i.e.
<https://pu.ac.in/includes/syllabus/2023/20230720164943-bacheloroflibraryandinf.sciencese.pdf?2025>

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0070

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Reappear

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

Contact

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Asstt. Coordinator: Mr. Gautam Bahl
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Office Incharge: Ms. Pritam
Ph. 9872003570
(admission/exam queries)

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Bachelor of Education (B.Ed.)

(NCTE Approved)

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

Admission Criteria

Admissions to 800 seats in B.Ed. (correspondence) for session 2025-26 will be done on merit prepared on the basis of marks obtained in the qualifying examination only. Eligible candidates will be admitted as per merit. Counselling schedule will be available on CDOE website. The counselling is mandatory to attend by the candidate for Admission of B.Ed Programme. The students who desire to seek admission in B.Ed. semester-I are advised to visit CDOE noticeboard for updates.

Visit [https:// https://cdoebed.puchd.ac.in/](https://cdoebed.puchd.ac.in/) for Admission in B.Ed. semester-I for session 2025-26.

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

Eligibility

Semester-I

Eligibility conditions as per NCTE norms 2014:

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

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

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

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

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

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

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

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

Course Structure

Semester-I & II

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

Semester I

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

Semester II

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

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

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

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

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

Semester- III

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

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

Semester- IV

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

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

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

Total Marks: 1600

Syllabus: For detailed Syllabus and other details refer PU website i.e. <https://puuchd.ac.in/includes/syllabus/2021/20210826112611-b.ed.semestersystem.pdf?2025>

Teaching - Learning Process

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

Medium of Study Material and Examination

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

PCP Dates

The admitted students shall be required to attend personal contact programmes in each semester at allotted study centres. 80% attendance is mandatory during PCPs. **If any student fails to attend minimum of 80% classes then the examination roll number will not be issued by the university.**

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

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0080

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma

CDOE offers following 11 Advanced Diplomas duly approved by the statutory bodies of Panjab University, Chandigarh.

(<https://cdoe.puchd.ac.in/includes/noticeboard/2024/20240702125918-approvalletterfordiploma.pdf?2024>).

The Advanced Diplomas are of one year duration divided into two semesters.

The list is as follows:-

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

Advanced Diploma in Computer Applications (ADCA)

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

Eligibility

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

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

Course Structure

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

Notes:

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

Syllabus: For detailed Syllabus and other details refer PU website i.e. <https://puhcd.ac.in/includes/syllabus/2023/20230814153801-advanceddiplomaincomputerapplicationsthroughcdoe2023-24.pdf?2025>

Teaching Learning Process

The course content is provided in printed form, which is in Self Learning Mode. On the basis of the material sent to the students, they are required to prepare assignments for internal assessment of 15 marks in each paper. In addition, Personal Contact Program (PCP) is held once per semester as per PCP schedule given below. Also, on any working day students may visit the department for interaction/ consultation with the concerned teachers. Students may also contact the teachers telephonically during University working hours.

Medium of Instruction:

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

Project Report:

There is one paper of Project Report in the second semester. Student will submit Project form which will be evaluated by the external examiner and viva exam will be held for the same.

Medium of Examination:

The students can write the exams in English Medium

Assignments

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

PCP Dates

1. Total 120 contact classes will be provided including 60 for theory and 60 for practical to the students.
2. Two PCPs shall be conducted during the academic session for duration of 10 days each for 6 hours daily.

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0110

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Disaster Management and Corporate Security

The aim of this course is to raise the level of awareness and preparedness as well to enhance analytical skills and professional competence of different key stakeholders in the discipline of 'Disaster Management and Corporate Security'. The course will address all stages of Disaster Management and Corporate Security in a comprehensive and holistic manner; including (i) Pre-Disaster Preparedness and Mitigation, (ii) Rescue and Relief in the context of Disaster, (iii) Post Disaster Rehabilitation, Reconstruction and Recovery and, (iv) Corporate Security Training course to teach concepts of Security Management, Administration and Security Planning. The course further aims to deepen the student's knowledge and enhance their ability to manage safety operations. Besides focusing on developing management skills and knowledge that a student will need in an expanding and constantly changing Corporate Security.

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

Eligibility

The admission to the course shall be open to any person who has passed the Bachelor's degree examination in any faculty from Panjab University or any other University recognized as equivalent thereto. Re-appear candidates (in graduation) are not eligible.

Course Structure

This course offers six papers (5 papers and a project report). The students are supposed to submit two copies of the project report by April end positively and the viva-voce will be held in department of defence studies CDOE only. The duration of the course will be for a period of one year spread into two semesters

Subjects

Semester -1

Paper 1- Disaster Management –Conceptual Framework

Paper II- Human Resource Management

Paper III- Disaster Security Planning

Semester -2

Paper IV- Dynamics of Corporate Security

Paper V- Security Awareness Programmes in Corporate

Paper VI- Project Report + Viva-voce

Syllabus: For detailed Syllabus and other details refer PU website i.e.
<https://pu.ac.in/includes/syllabus/2023/20230814114414-adv.diplomaindisastermanagementandc.pdf?2025>

Teaching Learning Process

The course consists of Study material, Personal Contact Programme (PCP), Assignments and Project Report.

Medium of Study material:

The learning materials shall be provided in the form of lesson scripts based on printed study-material developed in Self Learning Mode (SLM) to each candidate by the department. The study material will be provided in English only. The learning material covers the whole syllabus. The Assignments for theory papers are compulsory. Online objective type assignment per paper will be given to students.

Project Report:

There is one paper of Project Report in the second semester. Student will submit Project reporting printed bound form which will be evaluated by the external examiner and viva exam will be held for the same.

Medium of Examination:

Students can write their examination in English only.

Medium of Instruction:

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

Assessment

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

PCP Dates

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

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0230

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Educational Management and Leadership

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

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

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

Eligibility

Bachelor's degree in any discipline of the University or a degree of any other university which has been recognized by the PU Syndicate as equivalent.

Course Structure

- Duration : One Year (Two Semesters)
- Admission Procedure: (i) Admission will be based on marks obtained at graduation level.
(ii) PU Reservation policy will be followed.

Curricular Outline

Semester-I

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

Semester-II

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

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

Syllabus: For detailed Syllabus and other details refer PU website i.e. <https://puhcd.ac.in/includes/syllabus/2024/20241016165156-educationalmanagement-2.pdf?2025>

Teaching Learning Process

The diploma consists of mandatory Personal Contact Programme (PCP), Assignments, Sessional work and Project. 75% attendance is mandatory during PCPs. The learning materials shall be provided in **Self Learning Mode (SLM)** format. The students are required to complete the assignments as well as sessional work by the stipulated time period and submit the same to department.

Project Report

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

Project report shall be submitted at least 30 days before the commencement of examination.

Medium of Instruction

The medium of instructions will be English.

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0280

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Guidance and Counselling

Advanced Diploma in Guidance and Counselling aims at

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

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

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

Eligibility

Bachelor's degree in any discipline of the university or a degree of any other university which has been recognized by the PU Syndicate as equivalent.

Admission Procedure

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

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

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

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

Other Additional seats will be available as per PU norms.

Admission Schedule

Start Date of Online registration	17th July, 2025
Last Date of submission of Hardcopy of application form and documents	4th August, 2025
Display of Provisional Merit List	8th August, 2025
First Counselling and Last date for Payment Fee (through Post Office only) Admission will be confirmed only after you deposit the prescribed fee on the spot	14th August, 2025
Display of the waiting list if seats remain vacant	18th August, 2025
Second Counselling and Last date for Payment Fee (through Post office only) Admission will be confirmed only after you deposit the prescribed fee on the spot	28th August, 2025

Note: In case any seats are left vacant the Third Counselling will be held and the details will be shared on the notice board of CDOE.

Course Structure

Course Curriculum

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

SEMESTER I						
Sr. No.	Paper	Course code	Course Title	Evaluation		
				Internal	External	Total
1	I	GC-I	Understanding Human Nature	30	70	100
2	II	GC- II	Basics of Guidance and Counselling	30	70	100
3	III	GC-III	Theories and Practices in Counselling	30	70	100
SEMESTER II						
4	IV	GC- IV	Appraisal and Evaluation	30	70	100
5	V	GC-V	Career Guidance and Counselling	30	70	100
6	VI	GC-VI	Internship	50	50	100
Total				200	400	600

Syllabus: For detailed Syllabus and other details refer PU website i.e. <https://puchd.ac.in/includes/syllabus/2021/20211111121311-advanceddiplomainguidancecounselling.pdf?2025>

Teaching Learning Process

The interactive teaching methodology is adopted to deliver the curriculum. The learning material is provided to the students. Along with this, mandatory Personal Contact Programmes are organized in each of the two semesters. Each PCP is spread over 6 days. During PCPs the teachers interact with the students and try to cover whole of the syllabi of the particular semester. Various innovative techniques and technologies are used to teach during PCPs. Various innovative techniques and technologies are used to teach during PCPs. Equal emphasis is given on both theory and practical parts. Besides, these students are given opportunity to sharpen their counselling skills by organizing internship programmes at institutes.

Assessment

In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct one house test during Mandatory Personal Contact Programme (PCPs) (for each paper and other activities as quantified below:

- | | | |
|------------------------|-------------------------|-----------------------------|
| 1. House Test- 7 marks | 2. Assignments- 8 marks | 3. Sessional Work- 15 marks |
|------------------------|-------------------------|-----------------------------|

Internship

The course has an input of one month (four weeks) internship programme. Trainees are required to have an attachment with a school or an institution or an agency under an experienced onsite counsellor for the stipulated period. During the period of internship, the trainees would plan and undertake work related to planning and execution of guidance and counselling activities including counselling casework.

PCP Dates

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

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0250

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Health, Family Welfare and Population Education

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

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

[Eligibility](#)

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

[Course Structure](#)

The course comprises of two semesters. There shall be four papers in each semester, each carrying 100 marks. 80 marks are for theory and 20 marks for assignments given in the form of MCQ's (online mode).

Semester- I

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

Semester- II

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

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

<https://puachd.ac.in/includes/syllabus/2023/20230720165252-adv.dipinhealthfamilywelfarandpop.pdf?2025>

Teaching-Learning Process

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

Medium of Instruction

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

Medium of Examination

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

Assessment

Each paper of this course is of 100 marks, of which 20 marks are for internal assessment based on the assignments given in the form of MCQ's (online mode) and 80 marks are for the term end written examination.

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0140

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Human Rights and Duties

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

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

Eligibility

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

Course Structure

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

The courses are offered according to the following scheme:

Semester- I

All papers are compulsory:

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

Semester- II

All papers are compulsory:

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

MAXIMUM MARKS EACH PAPER: 100 (Theory Paper: 80 & Internal Assessment: 20)

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

Notes:

1. The one-year Diploma course contains 4 papers in first semester and 3 papers and one field based project in second semester. Each paper shall be of 100 marks. Paper I –VII each shall consist of written examination of 80 marks and Internal Assessment of 20 marks based on the MCQ's (online mode).
2. Paper - VIII will be one 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) The student is required to take up a project based on the fieldwork, for paper VIII.
 - (b) Students have the liberty to select any topic related to Human Rights issues, Human Rights violations and implementation of the Acts related to Human Rights. and may conduct the research/fieldwork in the geographical area of their choice.
 - (c) For successful completion of the diploma, each student is required to submit a typed project report on the given date and make a presentation of the same before the examiner at the end of the course.

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

<https://puchd.ac.in/includes/syllabus/2023/20230814114735-adv.diplomahumanrightsdutiessemes.pdf?2025>

Teaching - Learning Process

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

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

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

Assessment

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

Internal Assessment/ Assignments:

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0120

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Library Automation and Networking **(ADLAN)**

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

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

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

Eligibility

The admission to course shall be open to any person who has passed Bachelors of Library and Information Science (B.Lib. & I.Sc.)

OR

Two year integrated course of Master of Library & Information Science (M.Lib. & I.Sc.) from any UGC recognized University.

Course Structure

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

Semester- I

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

Semester- II

(LAN-04)	Web-based Resources
(LAN-05)	Digital Library and Content Management
(LAN-06)	Computer Practical-2

For Reappear Students

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

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

<https://pu.chd.ac.in/includes/syllabus/2023/20230720165110-advanceddiplomainlibraryautomationand.pdf?2025>

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0130

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Coordinator

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Advanced Diploma in Mass Communication

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

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

Eligibility

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

Course Structure

This course comprises of 10 papers of 900 marks during the entire session. In each semester students study four theory papers, each carrying 100 marks, while they have a practical component of 50 marks. Paper I-IV gives a comprehensive overview of Mass Communication, Print Media, Electronic Media, Advertising and Public Relation. Paper-V in both the semesters has a mandatory practical assignment.

Semester- I

- ADMC 101 :** Introduction to Communication
ADMC 102 : Basics of Print Journalism
ADMC 103 : Radio & TV Communication-I
ADMC 104 : Advertising and Public Relations-I
ADMC 105 : Practical Assignments-I

Semester- II

- ADMC 106 :** Communication Theory
ADMC 107 : Print Journalism
ADMC 108 : Radio & TV Communication-II
ADMC 109 : Advertising and Public Relations-II

ADMC 110 : Practical Assignments-II

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

Syllabus: For detailed Syllabus and other details refer PU website i.e..
<https://pu.ac.in/includes/syllabus/2023/20230814115441-adv.diplomainmasscommunicationcdoe.pdf?2025>

Teaching - Learning Process

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0100

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Photography

Photography is an artistic means of expression. It is rightly said that a single picture can sometimes be much more eloquent than a thousand words. Few vocations offer a larger variety of prospects than does photography. It is also known as the hobby course. Lately it is emerging as a popular career choice among all the age groups. The popularity of the photography can be judged from the fact that more than 250 billion photos have been uploaded to Facebook. Such a scenario indicates there are many job avenues for a modern-day photographer such as Press Photographers/photojournalists, Portrait and Wedding Photographers, Fashion Photographers, Scientific Photographer, Freelance Photographer etc.

Students who are passionate about photography can choose this course as it will help the students to get their dream jobs in photography. This professional diploma course will provide clarity about the concepts and aspects relevant in the world of photography. There will be a significant focus on approaching the subject in a practical manner while also imparting necessary theoretical knowledge. The students will get an opportunity to interact with professional photographers active in the field and learn through their insights and experiences.

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

Eligibility

Bachelor's degree in any discipline of the University or a degree of any other University which has been recognized by the PU Syndicate as equivalent.

Course Structure

This course is ideally suited for people who want their career in photography. The students of Advanced Diploma in Photography will gain mastery in various aspects of Photography.

Advanced Diploma in Photography (ADP) is one year course comprising of 2 (two) semesters. There are 10 papers (8 theory papers and 2 practical papers), five papers per semester. The Practical assignments (Paper-105) are required to be submitted in the portfolio twenty days before the commencement of theory exams as mentioned in the academic calendar. No assignment will be accepted thereafter and the candidates' defaulting in this regard will not be issued the roll number for the theory exams.

Details are given below:

Semester-I		
Papers		Marks
Paper 101- Introduction to Photography		100
Paper 102- Introduction to Photography equipment		100

Paper 103- Photography as a profession-I: Photojournalism	100
Paper 104- Photography as a profession-II	100
Paper 105- Practical Assignments	100

Semester -II	Marks
Paper 106- Basics of ICT	100
Paper 107- New Media and Photography	100
Paper 108- Digital Photo Editing	100
Paper 109- Exhibiting your work	100
Paper 110- Practical Assignments	100

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

<https://pu.ac.in/includes/syllabus/2023/20230814120924-advanceddiplomainphotography2023-2024.pdf?2025>

Teaching Learning Process

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

Medium of Instruction: The medium of instructions will be English only. However, the medium of examination shall be English/Hindi/Punjabi.

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0270

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Social Work

Social work is the applied stream of the social sciences. It is suitable for individuals who aspire to bring about positive changes in society and assist the less fortunate by contributing their part. This course is particularly job-oriented, especially in social sectors, and proves highly beneficial for those working in NGOs and similar agencies. Moreover, it opens up opportunities for self-employment in welfare, development, and related sectors. The curriculum offered is of vital significance in the overall learning process of the students. The expected outcome of this course is to produce well-trained and skilled professional social workers aligned with national and international work ethics.

In the first semester, students will delve into the Origin and Development of Social Work, as well as grasp basic concepts in the field. Moving on to the second semester, students are required to complete a project report related to their field of interest.

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

Eligibility

The admission to the course shall be open to any candidate who has obtained 45% marks in the Bachelor's degree in any discipline. Reappear candidates (in Graduation) are not eligible.

Course Structure

The ADSW course is a one year programme divided into two semesters. There are four papers in each semester. In all there are total eight papers. All of these papers are compulsory. The students are required to take up four papers only in each semester. Theory paper shall be of 100 marks (80 marks for written examination and 20 marks for internal assessment), Project Report examination shall be of 100 marks (75 marks for field work report and 25 marks for viva-voce) in 2nd semester.

Semester I

Paper I - Origin and Development of Social Work

Paper II - Social Work: Basic Concepts

Paper III - Research Methods in Social Work

Paper IV - Social Work Practicum and Supervision

Semester II

Paper I - Social Case Work and Group

Work Paper II - Social Work Interventions -I

Paper III - Social Work Interventions -

II Paper IV - Project Report

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

<https://puachd.ac.in/includes/syllabus/2023/20230814115158-adv.dip.insocialworkforcdoe.pdf?2025>

Teaching Learning Process

The course consists of Study material, Personal Contact Programme (PCP), Assignments and Project Report.

Medium of Study material

The learning materials shall be provided in the form of lesson scripts to each student by the department. The study material will be provided in English only. The learning material covers the whole of the syllabus.

The Assignments for theory papers are compulsory. Online objective type assignment per paper will be given to students.

Project Report

There is one paper of Project Report in the second semester. Student will submit Project reporting printed bound form which will be evaluated by the external examiner and viva exam will be held for the same.

Medium of Examination

Students can write their examination in any of the three medium i.e. English/Hindi/Punjabi.

PCP Dates

Personal Contact Programme (PCP) is held once per semester as per PCP schedule. Each PCP is spread over 5 days. It is mandatory to have 75 percent attendance during PCP. During PCP sessions; students get ample opportunities to interact with experienced faculty and interact with their peers. Students are free to consult their coordinator throughout the session via email or telephonically.

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0260

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

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Advanced Diploma in Statistics

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

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

Eligibility

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

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

Course Structure

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

Semester I

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

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

Final Examination : 80 marks

Internal Assessment: 20 marks*

Note:*Students are required to submit the assignment (MCQ's (online mode) for each subject/paper (online mode).

Semester II

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

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

Final Examination : 80 marks
Internal Assessment : 20 marks*

Note:*Students are required to submit the assignment (MCQ's (online mode)) for each subject/paper (online mode).

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

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

Project Report : 50 marks
Viva : 50 marks

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

<https://pucho.ac.in/includes/syllabus/2023/20230814153831-advanceddiplomainstatisticsthroughcdoe2023-24.pdf?2025>

Teaching-Learning Process

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

Medium of Instruction & Examination

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

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0160

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

Coordinator: Dr. Richa Sharma

Coordinator Office: Room No. 415, 3rd Floor, Department of Statistics, CDOE, P.U.

Office Contact: 0172-253-4316, 8284878822

Email.: coordstats22@gmail.com

Office Incharge: Ms. Princee,

Department Office: Room No. 424, 3rd Floor, Department of Statistics, CDOE, P.U.

Ph. 9855554146

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Certificate Courses

CDOE offers following 3 Certificate Courses:-

- [Certificate Course in Vivekananda Studies \(Annual System\)](#)
- [Certificate Course in Women Studies \(Annual System\)](#)
- [Certificate Course in Corporate Security, Safety & Fire Protection Management \(6 Weeks\)](#)

Certificate Course in Vivekananda Studies (Annual System)

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

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

Eligibility

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

Course Structure

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

Subjects/Papers

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

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

<https://puvchd.ac.in/includes/syllabus/2020/20200817120945-certificatecourseinvivekanandastudiesregularmode2020-21.pdf?2025>

Teaching - Learning Process

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

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

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

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

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

[PCP Dates](#)

For PCP dates Programme wise, Click on [PCP Schedule](#)

[Fee & Fee Code: C0190](#)

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

[Contact](#)

Course Coordinator: Dr. Shivani Sharma

Office: Room No. 429 Third Floor, CDOE

Office: 0172-253-4326

Email- dakshinaangiras@gmail.com

Co-Coordinator: Dr. Reena Chaudhary

Email- reena_ch12@gmail.com

Office Incharge: Ms. Princee

Ph 0172-2534326, 9855554146

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Certificate Course in Women Studies (Annual System)

This programme establishes the groundwork for developing a more profound understanding of topics related to feminism, gender, and sexuality. It explores issues relevant to women's experiences in historical and contemporary contexts, encompassing economic, political, social, and cultural dimensions. Additionally, it sheds light on endeavors made at both national and international levels to enhance the status of women. It's noteworthy that this programme is exclusively available at Panjab University, specifically at CDOE, with no similar offerings in other universities.

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

Eligibility

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

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

Course Structure

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

Paper- I : Conceptualizing Women Studies

Paper- II : National and International Initiatives for Women

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

<https://puvchd.ac.in/includes/syllabus/2024/20240725122341-certificatecourseinwomensstudies202.pdf?2025>

Teaching – Learning Process

Medium of Study Material: Students opting for Certificate course will be provided study material in English only.

Medium of Examination Students can write their examination in any of the three medium i.e. English/Hindi/Punjabi.

Assignments

1. *There will be an internal assessment of 20 marks in each paper which is based on assignment.*
2. *The students are required to submit one assignment per paper during the course of the study.*

PCP Dates

There will be Five days PCP twice a year.

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0180

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession/PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

Coordinator: Prof. Madhurima Verma
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Email:- coordsw@pu.ac.in
Office Incharge: Ms. Reeta
Ph. 0172-2534279, 7589355022

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Certificate Course in Corporate Security, Safety & Fire Protection Management

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

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

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

Eligibility

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

Course Structure

The participant can complete the Certificate course in 6 Weeks. The course offers 4 papers (3 Papers and 1 Study Report). The examinations and Viva-voce will be held in CDOE only.

Subjects/Papers

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

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

Paper: III- Fire Protection, Safety & Management

Paper: IV- Study Report

Duration of Course: 6 Weeks

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

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

For further details see CDOE noticeboard.

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

<https://puhcd.ac.in/includes/syllabus/2024/20240712152730-cert.courseincorporatesecuritysafe.pdf?2025>

Teaching Learning Process

Medium of Instruction

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

Centre of Examination

The theory examination and Viva-voce will be held in Department of Defence & Strategic Studies, Centre for Distance and Online Education only. The successful candidate will be awarded with certificate.

PCP Dates

For PCP dates Programme wise, Click on [PCP Schedule](#)

Fee & Fee Code: C0240

For Programme wise Fee Details, Click on [Fee structure](#)

For Fee Concession, PMS/Scholarship, Click on [Fee Concession and Reservation](#)

Contact

Coordinator: Dr. Jaskaran Singh Waraich

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

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Schedule of Personal Contact Programme

Personal Contact Programme (PCP) for Session 2025-26 for the students of Undergraduate and Postgraduate courses of CDOE is going to start w.e.f 01.09.2025 for other than B.Ed. Classes. Any change in schedule will be intimated to you on CDOE website. The details of Personal Contact Programme are as under:-

<u>B.A.</u>	<u>Semester -V</u>	<u>Semester -VI</u>
	08-09-2025(Mon) to 13-09-2025(Sat)	09-02-2026(Mon) to 14-02-2026(Sat)
	<u>Semester -III</u>	<u>Semester -IV</u>
	01-09-2025(Mon) to 06-09-2025(Sat)	16-02-2026(Mon) to 21-02-2026(Sat)
<u>B.Lib.</u>	<u>Semester -I</u>	<u>Semester -II</u>
	10-11-2025(Mon) to 15-11-2025(Sat)	02-02-2026(Mon) to 09-02-2026(Mon)
	Group:1 (Evening Session)	10-02-2026(Tues) to 17-02-2026(Tues)
	16-11-2025(Sun) to 21-11-2025(Fri)	18-02-2026(Wed) to 25-02-2026(Wed)
	Group:2 (Evening Session)	09-03-2026(Mon) to 16-03-2026(Mon)

COMMERCE

<u>B.Com.</u>	<u>Semester -V</u>	<u>Semester -VI</u>
	01-09-2025(Mon) to 06-09-2025(Sat)	02-02-2026(Mon) to 07-02-2026(Sat)
	<u>Semester -III</u>	<u>Semester -IV</u>
	08-09-2025(Mon) to 13-09-2025(Sat)	09-02-2026(Mon) to 14-02-2026(Sat)
<u>M.Com</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	15-09-2025(Mon) to 20-09-2025(Sat)	02-03-2026(Mon) to 08-03-2026(Sun)
	22-09-2025(Mon) to 27-09-2025(Sat)	*Holiday on Account of Holi on 04-03-2026
		09-03-2026(Mon) to 14-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	10-11-2025(Mon) to 15-11-2025(Sat)	23-02-2026(Mon) to 28-02-2026(Sat)
<u>M.B.A.</u>	<u>Semester -I</u>	<u>Semester -II</u>
	06-10-20025(Mon) to 11-10-2025(Sat)	16-03-2026(Mon) to 21-03-2026(Sat)
	13-10-2025 (Mon) to 18-10-2025(Sat)	23-03-2026(Mon) to 28-03-2026(Sat)
	<u>Semester -III</u>	<u>Semester -IV</u>
	13-10-20025(Mon) to 18-10-2025(Sat)	30-03-2026(Mon) to 04-04-2026(Sat)

EDUCATION

<u>B.ED.</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	14-07-2025(Mon) to 23-07-2025(Wed)	17-02-2026(Tue) to 26-02-2026(Thur)

	<u>Semester -I</u>	<u>Semester -II</u>
	09-10-2025(Tue) to 18-10-2025(Sat)	03-03-2026(Tue) to 12-03-2026(Thur)
<u>M.A. Education</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	02-09-2025(Thur) to 11-09-2025(Thur)	17-03-2026(Tue) to 26-03-2026(Thur)
	<u>Semester -I</u>	<u>Semester -II</u>
	27-10-2025(Mon) to 06-11-2025(Thur) *Holiday on Account of Guru Nanak Jayanti on 05-11-2025	25-03-2026(Wed) to 03-04-2026(Fri)
Note: PCP will be held in physical mode.		

<u>M.A. English</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	15-09-2025(Mon) to 20-09--2025(Sat) 22-09-2025(Mon) to 27-09-2025(Sat)	09-03-2026(Mon) to 14-03-2026(Sat) 16-03-2026(Mon) to 21-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	27-10-2025(Mon) to 01-11-2025(Sat) 03-11-2025(Mon) to 09-11-2025(Sun) *Holiday on Account of Guru Nanak Jayanti on 05-11-2025	23-03-2026(Mon) to 29-03-2026(Sun) *Holiday on Account of Ram Navami on 26-03-2026 30-03-2026(Mon) to 04-04-2026(Sat)
<u>M.A. Economics</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	15-09-2025(Mon) to 20-09--2025(Sat)	09-03-2026(Mon) to 14-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	27-10-2025(Mon) to 01-11-2025(Sat)	23-03-2026(Mon) to 29-03-2026(Sat) *Holiday on Account of Ram Navami on 26-03-2026
<u>M.A. Hindi</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	22-09-2025(Mon) to 27-09--2025(Sat)	09-03-2026(Mon) to 14-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	27-10-2025(Mon) to 01-11-2025(Sat)	23-03-2026(Mon) to 29-03-2026(Sun) *Holiday on Account of Ram Navami on 26-03-2026
<u>M.A. History</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	22-09-2025(Mon) to 27-09-2025(Sat)	16-03-2026(Mon) to 21-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	27-10-2025(Mon) to 01-11-2025(Sat)	30-03-2026(Mon) to 04-04-2026(Sat)
<u>M.A. Political Science</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	22-09-2025(Mon) to 27-09--2025(Sat)	09-03-2026(Mon) to 14-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	03-11-2025(Mon) to 09-11-2025(Sat)	23-03-2026(Mon) to 29-03-2026(Sun)

	*Holiday on Account of Guru Nanak Jayanti on 05-11-2025	*Holiday on Account of Ram Navami on 26-03-2026
<u>M.A. Public Adm.</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	15-09-2025(Mon) to 20-09-2025(Sat)	16-03-2026(Mon) to 21-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	03-11-2025(Mon) to 09-11-2025(Sun) *Holiday on Account of Guru Nanak Jayanti on 05-11-2025	30-03-2026(Mon) to 04-04-2026(Sat)
<u>M.A.Punjabi</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	15-09-2025(Mon) to 20-09-2025(Sat)	16-03-2026(Mon) to 21-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	03-11-2025(Mon) to 09-11-2025(Sun) *Holiday on Account of Guru Nanak Jayanti on 05-11-2025	30-03-2026(Mon) to 04-04-2026(Sat)
<u>M.A. Sociology</u>	<u>Semester -III</u>	<u>Semester -IV</u>
	22-09-2025(Mon) to 27-09-2025(Sat)	16-03-2026(Mon) to 21-03-2026(Sat)
	<u>Semester -I</u>	<u>Semester -II</u>
	03-11-2025(Mon) to 09-11-2025(Sun) *Holiday on Account of Guru Nanak Jayanti on 05-11-2025	30-03-2026(Mon) to 04-04-2026(Sat)

ADVANCED DIPLOMA/CERTIFICATE COURSES

<u>ADCA</u>	<u>Semester -I</u>	<u>Semester -II</u>
	17-11-2025(Mon) to 26-11-2025(Wed)	15-04-2026(Wed) to 24-04-2026(Fri)
<u>ADDMCS</u>	<u>Semester -I</u>	<u>Semester -II</u>
	10-11-2025(Mon) to 14-11-2025(Fri)	06-04-2026(Mon) to 10-04-2026(Fri)
<u>ADEML</u>	<u>Semester -I</u>	<u>Semester -II</u>
	10-11-2025(Mon) to 15-11-2025(Sat)	02-02-2026(Mon) to 07-02-2026(Sat)
<u>ADGC</u>	<u>Semester -I</u>	<u>Semester -II</u>
	17-09-2025(Wed) to 22-09-2025(Mon)	27-01-2026(Tue) to 01-02-2026(Sun)
<u>ADHFWPE</u>	<u>Semester -I</u>	<u>Semester -II</u>
	10-11-2025(Mon) to 14-11-2025(Fri)	06-04-2026(Mon) to 10-04-2026(Fri)
<u>ADHRD</u>	<u>Semester -I</u>	<u>Semester -II</u>
	10-11-2025(Mon) to 14-11-2025(Fri)	06-04-2026(Mon) to 10-04-2026(Fri)
<u>ADLAN</u>	<u>Semester -I</u>	<u>Semester -II</u>
	22-11-2025(Sat) to 26-11-2025(Wed)	17-03-2026(Tues) to 21-03-2026(Sat)
<u>ADMC</u>	<u>Semester -I</u>	<u>Semester -II</u>
	03-11-2025(Mon) to 08-11-2025(Sat) *Holiday on Account of Guru Nanak Jayanti on 05-11-2025	06-04-2026(Mon) to 10-04-2026(Fri)

<u>ADP</u>	<u>Semester -I</u>	<u>Semester -II</u>
	01-11-2025(Sat) to 06-11-2025(Thur)	11-04-2026(Sat) to 16-04-2026(Thur)
<u>ADST</u>	<u>Semester -I</u>	<u>Semester -II</u>
	17-11-2025(Mon) to 21-11-2025(Fri)	06-04-2026(Mon) to 10-04-2026(Fri)
<u>ADSW</u>	<u>Semester -I</u>	<u>Semester -II</u>
	17-11-2025(Mon) to 21-11-2025(Fri)	06-04-2026(Mon) to 10-04-2026(Fri)

<u>CCWS</u>	17-11-2025(Mon) to 21-11-2025(Fri)	06-04-2026(Mon) to 10-04-2026(Fri)
<u>CCVS</u>	17-11-2025(Mon) to 21-11-2025(Fri)	
<u>CCCS</u>	10-11-2025(Mon) to 22-12-2025(Mon)	

Important Note:-

1. All Theory and Practical classes will be held online/offline.
2. As per DEB guidelines, minimum attendance of 75% is compulsory.
3. For the subject of Psychology and Defence & Strategic Studies (B.A.1st to B.A. 6th Sem.) attending practical classes that will be held during P.C.P. is mandatory.
4. As regard PCP Classes of B.Ed. & M.A. Education, minimum attendance in theory as well as practical classes is mandatory; otherwise the roll no for end semester examination will not be issued.
5. Minimum attendance for B.Ed PCP Classes is 80% as per NCTE norms.
6. Teachers are always available on all working days for academic counselling in CDOE Building.
7. Information about links to be joined and classrooms/timings will be uploaded on the CDOE e-Noticeboard well before time.
8. In case there is any change/revision in the PCP Schedule, information will be available on CDOE e-Noticeboard i.e. <https://cdoe.puchd.ac.in/show-noticeboard.php?nbid=1>

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Fee Structure and Fee Code

The detail of fee for various courses is as follows:

Sr. No.	Name of the Course	Semester-I/III/V (Amt. in Rs.)	Semester-II/IV/VI (Amt. in Rs.)	Fee Code
1.	B.A. (I & II Semester)	16046	5571	C0010
2.	B.A. (III & IV Semester)	12295	4460	C0010
3.	B.A. (V & VI Semester)	12045	4460	C0010
4.	B.Com (I & II Semester)	16046	5571	C0020
5.	B.Com (III & IV Semester)	12295	4460	C0020
6.	B.Com (V & VI Semester)	12145	4460	C0020
7.	B.LIS. (I & II Semester)	13700	9200	C0070
8.	B.Ed. (I & II Semester)	28591	13655	C0080
9.	B.Ed. (III & IV Semester)	27111	14205	C0080
10.	M.A. (I & II Semester)	16095	6395	C0040
11.	M.A. (III & IV Semester)	14595	6595	C0040
12.	M.Com (I & II Semester)	16095	6395	C0030
13.	M.Com (III & IV Semester)	14595	6595	C0030
14.	M.B.A. (I & II Semester)	38942	25740	C0090
15.	M.B.A. (III & IV Semester)	37842	25375	C0090
16.	Certificate Courses in Women Studies	13520	-	C0180
17.	Certificate Courses in Vivekananda Studies	9410	-	C0190
18.	Certificate Courses in Corporate Security, Safety & Fire Protection Management	7500	-	C0240
19.	Advanced Diploma in Computer Applications	26459	14355	C0110
20.	Advanced Diploma in Human Rights & Duties	15765	6065	C0120
21.	Advanced Diploma in Health, Family Welfare and Population Education	15765	6065	C0140
22.	Advanced Diploma in Library Automation & Networking	17030	4875	C0130
23.	Advanced Diploma in Mass Communication	15693	6010	C0100
24.	Advanced Diploma in Statistics	15305	5680	C0160
25.	Advanced Diploma in Disaster Management and Corporate Security	17030	4875	C0230
26.	Advanced Diploma in Guidance and Counseling	17030	4875	C0250
27.	Advanced Diploma in Social Work	17155	5125	C0260
28.	Advanced Diploma in Educational Management and Leadership	17155	5125	C0280
29.	Advanced Diploma in Photography	17155	5125	C0270

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

- 1) Continuation Charges= Rs. 100/- (To be paid by only those candidates who are already registered with this University).
- 2) Registration Fee= Rs. 1100/- (To be paid by those candidates who are not already registered with Panjab University).
- 3) Eligibility Fees= Rs. 75/- (To be paid by those candidates who have passed the lower examination from the University/Board other than Panjab University).
- 4) Migration Fees= Rs. 1100/- (To be paid by those candidates who have passed lower examination from other University and Boards except CBSE, ICSE, PANJAB, HARYANA & HIMACHAL BOARD).
- 5) Special Fees = Rs. 275/- (To be paid only by those candidates who apply for admission from a place outside the jurisdiction of PU (i.e. Dist. Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur, and Chandigarh are in jurisdiction of Panjab University).
- 6) Rs. 300/- will be charged from each student as online admission fee except for SC/ST/PWD, for these candidate's fee is Rs. 150/-.
- 7) Admission form fee of Rs. 75/- to be charged only for the courses, if any, the admission to which is not online.

Practical Fee for those who opt for the following subjects in B.A.

- i) Psychology= Rs. 1240/-
- ii) Defence and Strategic Studies= Rs. 840/-
- iii) Geography= Rs. 420/-

Practical Fee for Advanced Diploma Courses

- Advanced Diploma in Social Work Rs 1500/-
 Advanced Diploma in Photography Rs 1500/-
 Advanced Diploma in Educational Management Rs 1500/-

Mode of Payment Only for Balance fee, if any:

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

- ☐ Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh or at any Post Office all over the Country.
- ☐ Fee can also be deposited through online on website <https://payonline.puchd.ac.in/>

Important Note:

1. The students are advised to keep the photocopy of University Fee Receipt.
2. Fee once paid at the time of admission to any course shall not be refunded under any circumstances except refundable securities or where explicitly so provided.

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

Refund of Fee (specific provisions):

- (i) If a student is not enrolled because he /she has not paid full or part of his/her fee by the prescribed date, the amount paid by him/her, if any, shall not be refunded.
- (ii) If a student is not enrolled because he/she has not submitted the required certificates by last date fixed for the purpose or submits bogus or forged documents, his/her fee shall not be refunded.
- (iii) If a student drops out in the middle of the course i.e. 2nd Semester and thereafter, the fees paid by him/her, shall not be refunded.
- (iv) If a student is found ineligible the fee paid by him/her shall be refunded after a deduction of 25 percent and 18% GST of the fee paid by him/her.

Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by CDOE in this behalf failing which the request will not be entertained.

FEE REFUND RULES

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

<u>Sr. No</u>	<u>Percentage of Refund of Aggregate fees*</u>	<u>Point of time when notice of withdrawal of admission is out</u>
1.	100%	15 days or more before the formally-notified last date of admission
2.	90%	Less than 15 days before the formally-notified last date of admission
3.	80%	15 days or less after the formally notified last date of admission
4.	50%	30 days or less, but more than 15 days after formally-notified last date of admission
5.	00%	More than 30 days after formally notified last date of admission

Note: 1. Caution money and security deposit which are not part of the fee chargeable, shall be refunded in full.

2. In case of (1) in the table above, the HEI concern shall deduct an amount not more than 5% of the fee paid by the student, subject to a maximum of Rs 5000/- as processing charges from the refundable amount.

3. UGC Fee Refund Policy 2024-25

https://www.ugc.gov.in/pdfnews/1654477_Fee-Refund-Policy-2024-25.pdf

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

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Fee Concession and Reservation in Admission

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Fee Concessions

The following categories of students are given fee concessions:

- **University employees** (both in service and retired) or one child are exempted from the payment of full tuition fee; 2nd Child and others are exempted for half tuition fee as per rules (except self-financing courses).
- **University employees (both in service and retired) and their wards** are exempted from the payment of 25% of tuition fee in self-financing courses.
- **Brother-sister fee concession** is given to younger sibling. Elder sibling pays his/her full fees while his/her younger sibling is offered half tuition fee concession. (P.U. Calendar Vol. III 2016 at page 657). There will be no brother-sister Tuition fee concession for self-supporting/ financing courses like MBA, B.Ed., ADCA and ADMC.
- **Exemption in fee for wards of martyrs/permanently disabled** (up to 80% leading to incapacitation) **of Kargil war** who have a valid certificate from the Ministry of Defence to this effect and the same is entered in the Pension Book of the family (Except for self-financing courses).

Students Aid Fund

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

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

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

All Teaching Departments- CDOE / VVBIS & IS Hoshiarpur	1. Nil Income 2. Up to 1,00,000/- 3. 1,00,001 to 3,00,000/- 4. 3,00,001/- to 4,00,000/-	Amount to be disbursed to a student as approved by the Vice-Chancellor on the recommendation of the Committee, depending upon the number of applicants and available funds for each academic year.
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The amount of help given to a student under this scheme in an academic year shall be decided by the Syndicate from time to time. (Vide Syndicate Para 44 1/15/28/29-05-2016)

The **Specimen** of Form is appended in the prospectus (Form- A) and available in specimens at <https://cdoeadmissions.puexam.in/>

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

Freeship for SC

A. Post Matric Scholarship Norms/Guidelines for SC students of Punjab State only (Subjects to change as per PU Rules):

- (i) **For Normal Courses:-** Tuition fee and other non-refundable charges have not been charged, except refundable component such as Library security etc. from the SC students belonging to Punjab State studying or taking admission in normal programmes at the time of admission (having annual family income equal to or less than Rs 2.50 lac and eligible for Post Matric Scholarship Scheme). Eligible PMS SC students shall give an undertaking on affidavit as per **(Annexure-I)** at the time of admission.
- (ii) **For Self-Financing Courses:-** Such Students shall only deposit only 25% of the fee of the first semester (excluding Examination Fee) at the time of admission with undertaking **(Annexure-I)** and 25% of the fee at start of second semester (excluding Examination Fee) preferably before the last date decided by competent body of the University.

Eligibility Criteria:

1. The Student must belong to SC Category.
2. He/She belongs to Punjab State.
3. The Annual income of the family is not above 2.50 lac per annum.
4. Should have freeship card or registered for freeship card before last date.

Important Note:-As per this undertaking, students are required to deposit the fee to CDOE immediately within 15 days after receiving Post Matric Scholarship Amount in their Bank Account reimbursed by the Punjab Govt., failing which students are liable to pay balance fee with late fee charges as University norms.

Following points need to be taken care by SC Students at the time of Admission or before submission of hard copies of the PMS forms:

1. The Bank account of student is in active mode. Dormant bank or parent bank account should not be used.
2. Bank account number of the student must be linked with the Aadhaar Number.
3. Correct mobile number of the student be quoted and should not be used or attached to other bank account.
4. In case of merger of banks, the updated/corrected IFSC code must be mentioned on the Ambedkar Portal.

Following documents are to be deposited to avail the facility of Post Matric Scholarship as per instructions of DPI Colleges (Pb.). The documents shall be submitted along with the hard copy of Online Application-cum-Examination Form”

1. Register Freeship card online through website <https://scholarships.punjab.gov.in/> compulsory by Social Welfare Dept. Punjab.
2. Copy of Filled Scholarship form along with passport size photographs.
3. Original Income Certificate of duly issued by 1st Class Magistrate/Tehsildar (Latest and of Current Academic session, i.e. not older than July 2026)
4. Photocopy of Punjab Residence Certificate of the candidate (Self-attested)
(Aadhaar card, pan card, ration card etc. will not be accepted as residence proof)
5. Photocopy of Caste certificate of the Candidate (Self-attested)
6. Photocopy of Last examination passed by the Candidate (Self-attested)
7. Photocopy of Passbook of Bank Account No. of the Candidate with IFSC Code (Self-attested)
8. Photocopy of Aadhaar Card of the Candidate (Self attested)
9. Punjabi Undertaking through <https://scholarships.punjab.gov.in/>
10. Gap year affidavit (Required if gap is more than 3 years).
11. Photocopy of Matric Certificate.

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

Note: In case you not send the above required documents well in time, **you have to pay the CDOE full fee** and will not be entitled for **Post Matric Scholarship**.

IMPORTANT NOTE:-Students availing the freeship for SC/ST/PWD/Blind category will be required to pay the **Online Prospectus Charges** (Rs. 150) and **Refundable Library security** (Rs. 880/- for Undergraduate, Rs.1100/-for Postgraduate Courses, (if already not paid)

Incomplete application form and information will not be entertained.

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

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

Important Note: The SC students of Punjab have to apply on the Dr. Ambedkar Scholarship Portal <https://scholarships.punjab.gov.in/> for freeship card. Thereafter, fill online Post Matric Scholarship form before due date on the above said Portal, which is mandatory for all such students who wish to avail the benefit of reimbursement of claim of fee paid by them at the time of admission in respective academic session.

The Chairperson/H.O.D. of all the Teaching Department are requested to get all the formalities completed by eligible students and hard copies of their Post Matric Scholarship forms along with supporting documents duly

checked, online verified and countersigned (with office seal) and list of the SC students before due date as announced by the respective state, for onwards submission to the District Welfare Officer of the Punjab state.

Any SC students of Punjab who availed PMS benefit during admission but failed to submit PMS on time or whose PMS Scholarship has been rejected by welfare department of Punjab due to any reason must pay the entire fee to continue the respective course.

The fee would be reimbursed by the Welfare Department of Punjab State Government directly into the bank account of the eligible SC students. It is the duty of students to deposit receipt of the fee paid by the students to their respective department within in a stipulated time as per undertaking given by candidate, failing which late fee would be charged as per University norms.

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

Those candidates belonging to OBCs so specified in relation to the State/Union Territory to which the applicant actually belongs, i.e. is permanently settled, who have passed the Matriculation or higher secondary or any higher examination of a recognized university or Board of Secondary Education and who belong to a family having income not exceeding Rs. 1 lac per annum are eligible for Post Matric Scholarship for OBC Students. Students have to apply for this scholarship by filing up the application form available at the respective websites of the State governments and process it through the Chairperson of University department.

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

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

Concession to Blind Student

Blind students who join a regular degree/Postgraduate degree/self-financial courses at the P.U. would be allowed exemption from payment of tuition fee only for progressive courses and not for parallel courses and rules as applicable to other, students would be applicable to the blind students.

The free education, including examination fee, be provided to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course/self-financing courses, only for progressive courses and not for parallel courses in the University and its affiliated Colleges, subject to the student being otherwise eligible.

- a) The total family income from all sources does not exceed Rs. 2.5 lacs per annum and the income certificate shall be accepted when issued by the competent authority which shall mean the Executive Magistrate/ Tehsildar/Naib Tehsildar/SDM.
- b) The candidate has to submit an affidavit to this effect by 1st Class Magistrate. A limited number of course books (one per paper) may also be provided, which would be returnable after the completion of the course. (Vide Syndicate Para-19, dated 18-5-2014).

The fee concession and Financial Assistance be also given to the person with Physical Disability (PWD) as is available to the blind students (Vide Syndicate Para-10, dated 16-03-2019).

Concession to Transgender Student

Guidelines for grant of concession to the Transgender students

Following documents/information shall be submitted by the students and verified by the Department.

1. Aadhaar Card/Voter ID Card/Passport/Driving License/PAN card/RC/Ration card/Bank Passbook, if any, be submitted by the students showing the candidate belongs to Transgender Category.
2. Students should not involve in criminal cases, ragging or any other misconduct/violation of University Rules.
3. Students must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 75%.
4. Those students who are residing with their parents or separately from their parents needs to submit their affidavit duly attested by the Executive Magistrate/Tehsildar/SDM certifying that:-
 - i) Not getting any fellowship/scholarship/concession from any source
 - ii) Total income from all sources not exceeds Rs.2.5 lacs per year.
5. Full fee concession shall be counted in the subsequent year only if:-
The students must have passed the examination in first attempt i.e. should not have are appear or compartment or drop the examination.
6. The application of such students be duly recommended by the Chairperson/Director/Co-coordinator of the irrespective department.

Fee Concession to Students Whose Parents Are Not Surviving

(A) Guidelines for grant of fee concession to the students whose father has expired and mother is not able to bear his/her expenditure towards studies.

(Vide Syndicate Para 27 dated 29-2-2012).

Following documents/Information shall be submitted by the student and verified by the Department:

1. Concession is applicable for tuition fee only.
2. Proof of Death is submitted by the candidate.
3. There should be no academic arrears in the year of getting the benefit.
4. 10% of tuition fee plus admissible funds be taken from such students at the time of admission in the 1st year. After confirming the claim of the students, the concerned Chairperson/Director will recommend the refund of 10% tuition fee paid by the student.
5. For subsequent years, no tuition fee is charged from the eligible students those who fulfill the conditions. However, fee towards funds shall be paid by the student.
6. Student should not involve in ragging or any other misconduct/violation of University Rules.
7. Student must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 75%.
8. Family income of student does not exceed Rs.2,50,000/- p.a. (Syndicate Para 47R (xxxvi dated 27.11.2016))
9. Student must submit evidence in the form of affidavit duly attested by the Executive Magistrate/Tehsildar/Naib Tehsildar /SDM certifying that:-
 - i) The income of the surviving mother or guardian /is not more than 2,50,000/-per annum from all sources.
 - ii) Not getting any fellowship/scholarship from any source. If getting any fellowship/scholarship, the student will have to refund the amount of fellowship/scholarship to the University to get the benefit of 100% exemption intuition fee under this category.

Fee Concession for Orphan Children

Regarding full fee concession for the Additional seats created for Orphan Children (one male and one female)

Guidelines for grant of full fee concession to the students whose both parents are not surviving and there is no source of income.

The students who wish to seek admission to the orphan quota shall have to submit/upload Certificate from a Govt. recognized Orphanage/Charitable Home or death certificate of both the parent.(As per PU Guidelines)

<https://accounts.puchd.ac.in/includes/noticeboard/2024/20240812130845-regfullfeeconcessionfortheadditionalseatscreatedfororphanchildernonemaleandonefemale.pdf?2025>

National E-Scholarships

National Scholarships

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

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

A. Ministry of Minority Affairs

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

B. Department of Empowerment of Persons with Disabilities

3. Post-Matric Scholarships for Students with Disabilities

C. Ministry of Labour and Employment

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

D. Department of Higher Education

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

E. WARB, Ministry of Home Affairs

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

F. RPF/RP SF, Ministry of Railway

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

Students from Departments/Institutions/ Centres/ Constituent Colleges of Panjab University may register themselves at this site to apply for the scholarship scheme, according to their eligibility. Students will get their application Id from the site and upload the required data and their supporting documents with the help of their own application ID and password.

The following documents are mandatory required to be uploaded along with the online applications for any of the above said scholarship schemes:

1. Printout of Scholarship Application, completed in all respect.
2. Passport size photo of the student
3. Institutional Verification Form
4. Self-attested photocopy of Residential Certificate
5. Annual Family Income Certificate
6. **In case of Fresh Scholarship Applicant:** Copy of self-attested certificate of 'Previous Academic Mark sheet' as filled in the form
In case of Renewal Scholarship Applicant: Copy of self-attested certificate of 'Previous year Mark sheet' as filled in the form
7. Self-attested copy of the fee receipt of current course, deposited by the student in the department at the time of admission
8. Annual fee detail for both the semesters of current academic year (to be provided by department)
9. Self-attested photocopy of AADHAAR Card
10. Self-attested photocopy of Bank Account passbook in the name of student linked with Aadhaar Card

Students will submit the hard copy of scholarship application form along with their supporting documents to their respective teaching departments/Institutions/ Centres/ Constituent Colleges of Panjab University and the Chairperson/HOD of the respective teaching departments/Institutions/ Centres/ Constituent Colleges are required to verify the student's Scholarship Application Form i.e. (Institutional Verification, Annual Course Fee, Previous Class percentage and other supporting documents etc.) and send the same to National E-Scholarship Section of SC/ST Cell, Aruna Chandra Hall, 1st Floor, Room No. 2016 for approval and further processing.

It is also advised to visit regularly on the website <http://scholarships.gov.in> for other new scholarship introduced by the Govt. of India from time to time, so that maximum number of students of the university can avail the benefit by applying for scholarship/s according to their eligibility.

Contact Us

(Admission/Eligibility/Examination/Queries)

Students can contact the below mentioned dealing officials (Class wise) for enquiry regarding admission, eligibility criteria, examination, result, any objections etc. during working hours (9.00 am to 5.00 pm) and working days only (Monday to Friday).

Director

Centre for Distance and Online Education

Tel. 0172-2534301, 0172-2534302

E-mail: cdoe@pu.ac.in

FAX No.: 0172-2541143

A.R. Admission Mr. Santosh Kumar 7837123006

SET-I

Mrs. Rekha Sharma (Supdt.) 9872860120, Intercom No. 0172-253-4331

Class	Dealing Official	Contact No.
ADCA, ADDM&CS, ADEML, ADHRD, ADSW, ADMC	Mrs. Reshma	8283822169
	Mrs. Kanchan Thakur	9872757099
	Mrs. Poonam Naryal	9915915756
	Mr. Pawan Kumar	9464062515

Class	Dealing Official	Contact No.
M.B.A. 1 to 4 Sem	Mrs. Reshma	8283822169
M.A. (Economics) 1 to 4 Sem		
M.A. (Sociology) 1 to 4 Sem	Mrs. Kanchan Thakur	9872757099
M.A. (Punjabi) 1 to 4 Sem		
M.A. (Education) 1 to 4 Sem		
M.A. (Public Adm) 1 to 4 Sem	Mrs. Poonam Naryal	9915915756
M.A. (Hindi) 1 to 4 Sem		
M.A. English 1 to 4 Sem		
M.A. (Pol Sci) 1 to 4 Sem	Mr. Pawan Kumar	9464062515
M.A. (History) 1 to 4 Sem		

SET-II

Mrs. Rita Devi (Supdt.) 9872707920, Intercom No. 0172-253-4308

Class	Dealing Official	Contact No.
ADGC, ADHFWPE, ADST, CCWS, CCCS, CCVS	Ms. Jenny	7508883449
	Ms. Poonam	9988090789
	Mrs. Sanju Bala	8054261589
	Mrs. Jenny	7508883449

	Mrs. Beena	9888310192
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Class	Dealing Official	Contact No.
B.Com 1 & 2 Sem	Ms. Jenny	7508883449
B.Com 3 & 4 Sem	Ms. Poonam	9988090789
B.Com 5 & 6 Sem	Mrs. Sanju Bala	8054261589
M.Com 1 & 2 Sem	Mrs. Jenny	7508883449
M.Com 3 & 4 Sem	Mrs. Beena	9888310192

SET-III

Mr. Ram Parsad Sharma (Supdt.) 8283825423, Intercom No. 0172-253-4391

Class	Dealing Official	Contact No.
B.Lib, ADLAN, ADP	Mrs. Reshma	9876691769
	Mrs. Dilpreet Kaur	7973720618
	Mrs. Rukmani	9914362768
	Mrs. Sunita	7889295498
	Mrs. Sarika	9814202456

Class	Dealing Official	Contact No.
B.A. 1 & 2 Sem (Chandigarh Boys)	Mrs. Reshma	9876691769
B.A. 3 & 4 Sem	Mrs. Dilpreet Kaur	7973720618
B.Ed. 1 to 4 Sem	Mrs. Rukmani	9914362768
B.A. 1 & 2 Sem (Chandigarh Girls & Other centres)	Mrs. Sunita	7889295498
B.A. 5 & 6 Sem	Mrs. Sarika	9814202456

Enquiry regarding Study Material Dispatch

Name of Course	Name of Official	Mobile No.
B.A.I, B.Com. III	Ms. Urmila Devi	9915802058
B.A.V, B.Com. I	Mr. Anil Kumar	9855841786
B.A.III, B.Com V, B.Ed. I,III	Mrs. Ravinder Kaur	9780956716 7696492189

Convener SC/ST Cell Dr. Ravinder Kaur 9780333818

Co-Convener SC/ST Cell Dr. Kamla 9781277101

<u>Fee related Queries and SC Student for Post Matric Scholarship Forms</u>	Mrs. Poonam	9463491919
	Mrs. Meena	9915068363

Online Admission cum Examination Form & Technical issues related queries	Mrs. Sheenam	9855663584
	Mr. Ajay	9988179991
	Ms. Jenny	7508883449
	Ms. Pooja	9465712725
	Ms. Reeta	7589355022
	Ms. Poonam Naryal	9915915756
	Ms. Dilpreet Kaur	7973720618
	Ms. Sunita	7889295498

	Ms. Sarika	9814202456
	Ms. Poonam Sethi	9988090789

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CONTACT US

(Academic/Study Material/PCP/Assignments)

Students can contact the below mentioned dealing officials (Class wise) for enquiry regarding academics, study material, personal contact programme, assignments etc. during working hours (9.00 am to 5.00 pm) and working days only (Monday to Friday).

S. No.	Name of Course	Name of Official	Mobile No.
1.	M.A. (Economics), B.A. , ADST and CCVS	Ms. Princee	9855554146
2.	M.A.(English) and B.A.	Ms. Poonam	9915935987
3.	M.A.(Education), ADEML, ADP, ADGC and B.Ed.	Ms. Ruchika	9888133308
4.	M.A.(History), B.A. and ADCA	Ms. Perna	8146943162
5.	M.A.(Hindi), B.A. , ADDMCS, CCCS, B.A. Math	Ms. Meenu Dogra	9888245573
6.	M.A.(Punjabi) and B.A.	Mr. Surjit Yadav	8427610540
7.	M.A. (Pol Science) and ADHRD	Ms. Simpal	7986749096
8.	M.A. (Pub. Adm.) and B.A, ADMC	Ms. Parvesh	7696492189
9.	M.A.(Sociology), B.A., CCWS, ADSW	Ms. Reeta Bains	7589355022
10.	MBA, M.Com	Ms. Aruna Ms. Neha	9803771716 9888438385
11.	ADHFWPE and B.A.	Ms. Pooja	9465712725
12.	B. Lib- I, ADLAN	Ms. Satinder Kaur	9855521819

For submission of Queries/Complaints, click on link below:-

<https://forms.gle/iqUGxq7UAU964GVp8>

Student Support Services

- [Library Facility](#)
- [Educational Media Centre\(EMC\)](#)
- [Placement and Guidance Cell](#)
- [Grievance Cell](#)
- [SC/ST Cell](#)
- [Students Support Services Committee](#)
- [Alumni Cell](#)

Library Facility

CDOE maintains a richly stocked library, meant exclusively for the teachers and students of this institution. Housed on the first floor of the CDOE building, it has on its shelves more than 1, 00,000 books of text, reference and of general nature. In addition, good number of magazines, newspapers and e-journals through PU Intranet are subscribed to.

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

P.G. Classes.....	4 books
U.G. Classes	3 books
Certificate Courses.....	3 books

- (ii) **Book Bank:** CDOE library also maintains richly stocked book bank mainly consisting of text books for students. The Students from economically weaker section, whose total family income from all sources is less than Rs. 10,000/- per month can borrow two books for the entire session from the Book-Bank. For details, students can write directly to the Assistant Librarian, CDOE.
- (iii) **Membership:** Students can take membership of CDOE library by bringing enrolment card and one stamp size photograph.
- (iv) **Panjab University Extension Library, Ludhiana:** The students of CDOE residing at Ludhiana or nearby places may also avail library facilities of the Panjab University Extension Library. Copy of the rules and membership form can be collected from the Librarian, Panjab University Extension Library, Civil Lines, Ludhiana.
- (v) **Refund of Library Security:** For the session 2024-25, last date for the library security refund form submission will be 30.04.2026 and for the current session i.e. 2025-26, the last date for the submission of library security refund form will be 30.04.2027. (Form will be available in appendix as well as on the notice board of CDOE).The Library security refund form should accompany the photocopy of Bank Account Passbook of the candidate showing A/C No., Name of Bank and IFSC Code as the refund amount will be transferred to the Bank A/C directly.

Contact:

Email- librarianusol@pu.ac.in

Ph no.0172-253-4303; Asstt Librarian: 9815090214

Educational Media Centre (EMC)

With a vision of widening access to learning and enhancing the quality of education for an increasing population of distance learners, Educational Media Centre (EMC) was set up in the year 1988 at DCC (now CDOE). Mandated to integrate evolving distance education techniques and latest communication technologies, the EMC still continues to strive to augment the learning experience of distance learners and to strengthen the student instructional process through its in-house wing and its activities. Besides providing infrastructural and technical support for facilitating multimedia learning, the EMC has produced 8 video programmes and 325 audio programmes of its own. Faculty of CDOE is facilitated with teaching-learning material and equipments such as overhead projector, slide projector, LCD projector, Episcopes, Sound system and Laptops during PCPs and events. CDOE students benefit from over 200 audio programmes available for free duplication.

The EMC is also contributing to Faculty Development Programmes activities by organizing Audio-content Development workshops. The EMC facilities and services are liberally utilized by CDOE faculty and students.

1. Jeesu Jaskanwar Singh (Convener) Ph.- 0172-2534317 Email : coordedu@pu.ac.in

2. Prof. Sheena Pall
5. Dr. Anil Kumar

3. Prof. Mamta Garg
6. Mrityunjay Kumar

4. Prof. Bhupinder Singh
7. Dr. Kamla

Placement and Guidance Cell

CDOE has set up a Placement and Guidance Cell (P&GC) for its students with an aim to facilitate the process of placement for its beneficiaries. Placement and Guidance Cell, CDOE has been instrumental in sensitizing its learners for enhancing their potential for job readiness and market acceptability. For capacity building of its students, lectures and workshops are organized on preparing CVs, sharpening communication skills and personality development. It is well connected with DBEE Mohali, CPC Panjab University and few Banking Institutions.

Members of Placement and Guidance Cell at CDOE:

1. Mrs. Sangeeta Malhotra (**Convener**) Ph.- 0172-253-4326 Email.: sangeetamalhotrapu@gmail.com
2. Dr. Ravinder Kaur (**Convener**) (**Placement Lectures during PCP**)
3. Dr. Sucha Singh
4. Prof. Supreet Kaur
5. Dr. Purva Mishra

Placement and Guidance Cell makes efforts to:

- organize personality development programmes for its registered beneficiaries;
- provide regular inputs on key developments on the National and International Scenario from general studies and current affairs points of view through e-mails, and
- provide platform like Annual Employment Fair of PU, AVSAR.

The students enrolling in the terminal classes B.A./B.Com (IIIrd year) and M.A./M.Com./MBA in CDOE may get themselves registered with the Placement and Guidance Cell. The broad categorization is as follows:

- (A) Graduate (on going B.A./B.Com/Certificate & Diplomas)
- (B) Above Graduate (i.e. Masters, Adv. Diplomas , B.Ed.& B.Lib)

Activities:- Resource persons from academia, industry, private and public organizations addressed the students during the sessions 2020-21 and 2021-22 regarding job opportunities of relevance in Banking sector, Hotel Management sector and field of Data Analysis, mentionable are Joint Director NIELT Ropar Mrs. Anita and Prof Shaad from Oman. Through Special Lecture Series, we connected to experienced faculty, like Prof. Gurmail Singh VC, Akal University of Bhatinda universities Prof. NVM Rao from BITS Pilani, Professor V.K.Malhotra President IEA, Professor D.K. Madan Sectary IEA etc . The achievements of students are showcased on social media platforms i.e. CDOE Facebook page. The successful students addressed the ongoing batches in the Alumni Online Meet 2021-22 and 2022-23 to encourage the students. The Chairperson Prof. Madhurima and Prof. Harsh Gandhar Convener of the CDOE Cell made special efforts in connecting with the Central Placement Cell (CPC), PU in 2021-22. Henceforth, interested students of CDOE get connected with mainstream activities of PU like soft skills workshop, communication skills etc and annual placement programme AVSAR on regular basis .CDOE'S 10 MBA students were selected during AVSAR in 2021-22. Academia Industry Interface of MBA programme is now open for learners from all subjects. The Employment Officer Mrs. Minakshi Goyal Joint Director, Directorate of Bureau of Employment Exchange, Mohali and her colleagues Mrs. Dimple and Mrs. Sukhman addressed the students and helped them register with the Employment exchange in online and offline sessions during the PCP programmes every year since July 2019.The passing out batches were given offers from ICICI Bank, HDFC bank, Tech Mahindra and other offers directly through Directorate of Employment Mohali.

During the session 2022-23 under the leadership of Chairperson Prof. Neeru several activities have been conducted. Recently 11 students have got placed in various banks during the academic session 2022-23 during Placement drive by DBEE Mohali in collaboration with banks. Information is provided online through CDOE e-Noticeboard regularly. The District Bureau of Employment Exchange Mohali, regularly shares. The job offers with CDOE mainly from the banking sector at short notice of few hours or one day and is immediately shared on the E-notice board and/or through emails.

During the session 2023-24, under the able guidance and dynamic leadership of CDOE Director Prof. Harsh Gandhar, Placement and guidance Cell has conducted various activities. Online/Offline Lectures were conducted to equip students with essential skills and insight to enhance their employability. Notable speakers like Nanda Kishore, Abihijit Das Patnaik from NSE Academy, Mr. Harpreet Singh, Deputy Director, DBEE, Ms. Sukhman Bath and Ms. Nabiha, career counselors, DBEE shared a practical understanding of current job market. During PCPs, online Group Counselling session was conducted to explain 'How to register in employment App'. A lecture-cum-personal counselling session was organized for P.G. students. The registration links and mails sent by different companies like CULTFIT, Fast track competition with Accenture and Tata campus for TAS managers were put up on CDOE E-Noticeboard. Information regarding walk-in-interviews and job fair conducted by DBEE, SAS Nagar, even at the short notice of few hours and one day, was immediately put up on CDOE e-Noticeboard or shared through e-mails.

During the session 2024-25, the Centre for Distance and Online Education (CDOE) actively facilitated various employability and placement initiatives for its UG and PG students. On October 6, 2023, a lecture on "Employability Opportunities for UG and PG Students" was organized, featuring Major Harpreet Singh Manshayia, Deputy Director of DBEE Mohali, and Ms. Nabiha, Career Counsellor, with participation from around 100 students. Furthering its commitment, a placement drive was conducted by HIKE Education on March 5, 2024, targeting candidates with excellent communication skills and involving multiple selection rounds including pre-placement discussion, group discussion, and interviews. On May 31, 2024, CDOE shared placement opportunities via its e-notice board for a Telecom Company in Chandigarh and for the role of Sales Officer at Axis Bank. Additionally, on June 27, 2024, a job fair and walk-in interview were promoted, organized by the

District Bureau of Employment Exchange Mohali and Punjab Skill Development Mission at SAS Nagar, with participation from companies such as Dixon Technologies Pvt. Ltd., SBI Credit Card Sales Team, V5 Global, and Axis Bank. Most recently, on October 24, 2024, another informative session on employability opportunities was conducted in hybrid mode by Major Harpreet Singh Manshayia and Ms. Nabiha, attracting around 400 students.

Continued efforts through workshop/lectures/in-house job fairs are planned to further enhance placement outcomes in the upcoming year.

Note: 1. All interested students are required to give their consent to be added to the data base of the students interested in forwarding their name and mail id for employment offers received by CDOE.

2. Check notice board on regular basis and also your mailbox.

Note:-For AVSAR, students are asked to share details on podcast. Due to applications from 80 Department of PU, forms are considered proportionately and on first come first serve basis. CDOE students may miss due to delay on their part and offers from companies or CPU at short notice of few hours.

Grievance Cell

Grievance Cell comprising of the following members has been created in CDOE with an aim to address and resolve any complaints/grievances lodged by CDOE students. The students are free to send their grievances to the convener of the cell. They can also drop their complaints in to the complaint drop box placed near the reception of CDOE.

1. Dr. Parveen Kumar (Convener) Ph.- 0172-253-4334 Email.:parveensheron111@gmail.com

2. Prof. Madhurima Verma

3. Prof. Emanuel Nahar

4. Dr. Kamla

5. Mr. Mritunjay Kumar

SC/ST Cell

SC/ST Cell comprising the following members has been created in CDOE with an aim to resolve the issues of SC/ST students, if any:

1. Dr. Ravinder Kaur (Convener) Ph.-0172-254-2534325 Email.:ravinderdaliwal10@gmail.com

2. Dr. Kamla

3. Prof. Sheena Pall

4. Prof. Manju Gera

Students Support Services Committee

The Students Support Services Committee has been constituted in CDOE with the objective of assisting students in their academic and personal development by providing timely support and guidance. The committee is committed for enhancing the student experience through various support initiatives. Students can contact the convener of the committee directly or approach the help desk located near the CDOE reception.

1. Dr. Harmail Singh (Convener) Ph.- 0172-253-4334

Email.:harmails@pu.ac.in

2. Dr. Sucha Singh

3. Prof. Kuljeet Kaur

4. Dr. Richa Sharma

5. Dr. Parveen Kumar

6. Dr. Kamla

7. Dr. Rajni

8. Dr. Ravinder Kaur

Alumni Cell

Centre for Distance and Online Education Alumni Association (CDOEAA)

The centre has a dedicated Alumni cell which works in association with Panjab University Alumni Association (PUAA). You can become a life member of the association by paying Rs 1500 only.

For registration click on the link below:-

https://docs.google.com/forms/d/e/1FAIpQLSfz_aYUARf1_BHVzDTibrZYffldDV_Hp-3n4Zs9e-qyEvZQgA/viewform?pli=1

You will be given provisional membership if you are currently pursuing any degree from CDOE, which will be converted into life membership on the completion of your degree. Annual Alumni Meets are organized at the Centre and Global Alumni meets are organized annually by the Panjab University Chandigarh.

It is nevertheless a place to create lifetime memories and friendships. A great place to weave great network of working and like-minded professionals.

Click on the link below to have a glimpse of our alumni meets so far.....

<https://drive.google.com/drive/folders/12s7VUqasEr6KkQYuC9mVVOD-8A8h60ZS>

Click on the link of the E coffee table book to know our distinguished alumnus. (150 plus members)

You can also be there:-

<https://drive.google.com/file/d/1xXr0aDbnpX4sApe-7tZbBZCyv56q5sV7/view?usp=drivesdk>

Please find attached the brochure for the same.

<https://cdoe.puchd.ac.in/includes/noticeboard/2023/20231115143012-alumnibrochure2023-24-copy.pdf?2025>

1. Dr. Kamla (Convener)

Ph.-0172-253-4332

Email.: kamlasandhu15@gmail.com

2. Prof. Geeta Bansal

3. Dr. Purva Mishra

4. Prof. Swarnjit Kaur

5. Prof. Sheena Pall

6. Mrs. Sangeeta Malhotra

7. Dr. Parveen Kumar

8. Dr. Sucha Singh

9. Dr. Richa Sharma

Co-Curricular Activities

- [Creative Writing Competition](#)
- [CDOE Magazine](#)
- [Hunar](#)
- [Sports Meet](#)
- [Workshops](#)

CDOE provides its distance learners some good opportunities to tap their creative potential. Talent in various forms is an integral part of every individual and CDOE gives suitable platform to its students to showcase their talent. CDOE has always believed that our distance learners are equally endowed with unique potentials and they must get adequate opportunities at befitting extra-curricular platforms to showcase their prowess and creative talents.

Creative Writing Competition

(Date of Submission: - 17th November 2025)

In order to hunt and chisel the writing skills of students, CDOE organizes three competitions every year. Their details are as follows:-

A. Essay Writing Competition

The topics for this year's contest are as follows:

English

1. The Role of Art in Healing.
2. The Future of Space Tourism.
3. The Future of Urban Living.
4. Women's Participation in Politics.
5. Screens vs. Scenes: Are We Forgetting to Live Offline?
6. The Role of Youth in Nation Building.
7. India as an Emerging Global Power.
8. Rural Development in India.

Hindi

1. उपचार में कला की भूमिका |
2. अंतरिक्ष पर्यटन का भविष्य |
3. शहरी जीवन का भविष्य |
4. राजनीति में महिलाओं की भागीदारी |
5. स्क्रीन बनाम दृश्य: क्या हम ऑफ़लाइन जीना भूल चुके हैं?
6. राष्ट्र निर्माण में युवाओं की भूमिका |
7. भारत एक उभरती वैश्विक शक्ति के रूप में |

8. ਖਾਰਤ ਮੋਂ ਗਰਾਮੀਯ ਵਿਕਾਸ |

Punjabi

1. ਸਿਹਤਮੰਦ ਹੋਣ ਵਿੱਚ ਕਲਾ ਦੀ ਭੂਮਿਕਾ |
2. ਅੰਤਰਿਕਸ਼ ਸੈਰ-ਸਪਾਟੇ ਦਾ ਭਵਿੱਖ |
3. ਸ਼ਹਿਰੀ-ਜੀਵਨ ਦਾ ਭਵਿੱਖ |
4. ਰਾਜਨੀਤੀ ਵਿੱਚ ਔਰਤਾਂ ਦੀ ਭਾਗੀਦਾਰੀ |
5. ਸਕਰੀਨ ਬਨਾਮ ਦ੍ਰਿਸ਼: ਕੀ ਅਸੀਂ ਆਫਲਾਈਨ ਜੀਣਾ ਭੁੱਲ ਗਏ ਹਾਂ?
6. ਰਾਸ਼ਟਰ ਨਿਰਮਾਣ ਵਿੱਚ ਨੌਜਵਾਨਾਂ ਦੀ ਭੂਮਿਕਾ |
7. ਭਾਰਤ ਇੱਕ ਉੱਭਰਦੀ ਵਿਸ਼ਵ ਸ਼ਕਤੀ ਵਜੋਂ |
8. ਭਾਰਤ ਵਿੱਚ ਪੇਂਡੂ ਵਿਕਾਸ |

B. Story Writing Competition

Students can submit a self-composed story on a topic of their choice pertaining to their experience.

C. Poetry Writing Competition

Students can give any (self-composed) poem on a topic of their choice.

Note: Declaration Form is available as Form- C in Specimen

Guidelines for Essay, Story and Poetry Writing Competitions:

1. A student may submit only one entry each in essay, poetry and story writing in one language. No entry will be considered if send more than one entry in any case. The Student can choose to write in English, Hindi or Punjabi.
2. The word limit for essays in Hindi, Punjabi or English is 1200 words
3. Entries adjudged 1st, 2nd and 3rd may be published in CDOE Magazine.
4. Entries for the competition should be type-set in MS Word and the given Fonts are to be applied according to languages used i.e. English (Arial), Hindi (Unicode) and Punjabi (Anmol).
5. Only soft copies of entries are to be sent via **e-mail: supportcdoe@pu.ac.in** mentioning Entry in a particular competition.
6. Poems, Short-stories and Essays should not be offensive to religious or caste sentiments of any community.
7. The entries should reach the Director, CDOE (via e-mail) by 17-11-2025.
8. Decision of the judges regarding results of the said competitions will be final.
9. Entries submitted in each competition must be original. Students should send declaration form along with their entries. **FAILURE TO DO SO WILL LEAD TO CANCELLATION OF THE ENTRIES.**

CDOE Magazine

(Date of Submission: - 17th November 2025)

CDOE brings out a magazine every year for its students. It provides a forum for distance learners for self-expression and helps in promoting their talent for creative writing. The magazine invites poems, short-stories, essays, and informative pieces. All entries sent must be original.

Entries for CDOE should be type-set in MS Word and the given Fonts are to be applied according to languages used i.e. English (Arial), Hindi (Unicode), Punjabi (Anmol). The word limit for Essays is 2000 words (max) and word limit for short-stories is 1500 words (max).

CDOE has also introduced two new features this year: i.e. **Interviews** and **Title cover**.

Interviews

The interested students can interview any eminent personality, compose a write-up, and submit their entries in English, Hindi, or Punjabi language. The word limit for each interview is 1500 words only.

The participants are required to submit two photographs with the interviewed personality.

Title Cover Contest

The entries for the CDOE magazine title cover should be creative and aesthetically appealing. The interested students can submit their entries for the session 2025-26. The best design entry will be awarded and will be adopted as the official title cover of the magazine for the session 2025-26. Two more commendable entries will also be duly awarded for their valuable contribution.

Size: 7"x9"

Colour: 4 colour

Submission: All the entries (Hard Copies) should reach the Editor-in-Chief positively by November 17, 2025. The soft copy of all the entries should also be mailed to **email: supportcdoe@pu.ac.in**

Editorial Board:

Patron-in-chief (Chief Patron)	:	Prof. Renu Vig (Hon'ble Vice-Chancellor)
Patron	:	Prof. Harsh Gandhar
Editor-in-chief	:	Prof. Mamta Garg

Editors:

1. Prof. Yojna Rawat (Hindi)
2. Dr. Rajesh Kumar (English)
3. Prof. Supreet Kaur (Social Sciences/Planning)
4. Dr. Parveen Kumar (Punjabi)
5. Dr. Jeesu Jaskanwar Singh (Photography)

Important Note: -

Last date for submitting the entries : 17th November, 2025 (Monday)

HUNAR

CDOE organizes a Multi-format cultural event- HUNAR every year, offering its distance learners an excellent opportunity and a generous platform to showcase their performative skills and oratorical excellence. The event features open contests for CDOE students in different genres:

- 1) Poetry Recitation, 2) Declamation, 3) Poster Making, 4) Photography, 5) Rangoli making,
6) Extempore, 7) Poetry Writing, 8) Essay Writing, 9) Dance, 10) Singing, etc.

Besides, each year new contests and categories are added taking care of the interest and demand of the students. Eminent artists, veteran authors and seasoned creative professionals who grace various events share their creative accomplishments and provide useful tips to the participants. The pageant of creativity HUNAR is ordinarily held in the month of February/March each year but the registration for participation in the various contests commences a few weeks before. The students are informed about the event through the CDOE notice board, WhatsApp, and the Facebook page. The students are requested to check the CDOE e-Noticeboard for all updates at <http://cdoe.puchd.ac.in/>

Sports Meet

An Annual Sports event is organized by CDOE each year in the month of February/March. In this day-long event, sports enthusiast distance learners, staff, and faculty members participate with great fervor. While there are serious contenders who participate in regular athletic contests such as 400 mt. race, 100 mt. sprint, long jump, and high jump; fun games like tug-of-war, three-legged race, backward-walk, and sack race draw maximum participation. The students are informed about the event through the CDOE e-notice board, WhatsApp, and the Facebook page. The students are requested to check the CDOE e-notice board for all updates on this link <http://cdoe.puchd.ac.in/>

WORKSHOPS

The Placement and Guidance Cell of CDOE organizes workshops for distance learners for enhancing their employability skills. The students also benefit from Industrial visits and Industry-Academia interfaces.

Moreover, motivational functions such as the Annual Prize Distribution Function and Annual Convocation are regular features of student activities held at CDOE. The schedule of all such activities is notified on the CDOE e-Notice board i.e. <http://cdoe.puchd.ac.in/>

Achievements of CDOE Students

Name	Class	Achievements
Tanvi Gupta	M.A. Economics	AIR 187 in UPSC CSE 2024,UGC-NET, National level Bharatnatyam dancer
Amit Bhardwaj	ADGC	Selected as Youth Icon to represent Chandigarh in an International Conference on Youth Icon organized by Ministry of Youth Affairs and Sports India.
Vishal Kumar	B.Com	Punjab Government Job (Inspector Audit)
Dr. Harpreet Kaur	MBA	Awarded National Clinical Research Fellowship by Indian Council of Medical Research from 2019-2021
Arya Bhinta	MBA	National Level Powerlifting Competition
Yashan	B.Com	National Level Basketball Tournament
Laakshi	M.Com	National Level Hockey
Rohit Kumar	MBA	Appreciation by PCRA (Painting & Essay Competition)
Arshia	B.Com	Cleared CA Inter and branch level 1 st prize in Chess Competition at Amritsar
Dilkush	B.A.	2 time won first position Republic Day parade at State level through (PU CDOE NSS), 2 time won best volunteer award through NSS
Manjesh	B.A.	National level Kho-Kho Player
Monika	B.A.	1 st prize State level parade, 7 days camp- best volunteer, RJNYD (Youth Development Training)
Sonika	B.A.	1 st prize State level parade, 7 days camp- best volunteer, RJNYD (Youth Development Training)
Jasmeet	B.A.	State level Parade, 2021 Independence day parade, 2022 republic day parade with 1 st division, 2022 Independence day parade, New RDC Holder 2023
Avleen Arora	B.Com	Fitness aerobics- state level, 2017- Punjab state-bronze, CBSE Nationals participation, 2018- Punjab state gold, 2019- Punjab state silver, CBSE Nationals participation, petite category of Punjab state gold in 2017 and 2019
Rhythm Singh Randhawa	MBA	Femina Miss India Shining Star 2018, India Face of Exquisite Model and Talent Management Worldwide 2019, The world book publishing, UK 2020, International Certification: Star Award 2020, Certification of Excellence, Universal Helping Club, 2022
Dr. Anil Kumar Yadav	ADGC	Entered the 2023 edition of Limca Book of Records of Most Number of Qualifications from Most Number Universities. GM with Reserve Bank of India Cleared UGC NET in Education in December 2022.
Dr. Neelu Sharma	B.Ed.	CTET, Assistant Professor of Hindi in Guru Nanak Bhai Lalo Ramgarhia College for Women Phagwara, Punjab
Michaelangelo Francis	M.A. Education	International Cycling Coach Certified by UCI & CFI in 2022
Keshav Gupta	M.A. Economics	439 Rank in UPSC CSE 2021
Kirti	M.A. Economics	Exams Cleared : 1. Punjab Public Service Commission PPSC SDO 2. Ministry of Home Affairs-Assistant Central Intelligence

		Officer-1 CAT 2021: Got Admission Offers from MDI Gurgaon, IIM Kozikhode, IIM Trichy, IIM Udaipur IIM Ranchi, SPJIMR, IIFT Delhi and 8 other new IIM's for PFPM (MBA)
Abhinav Miglani	M.A. Economics	Manager Deloitte B.Tech in Electronics & Comm Engg, IIT Roorkee PGDM,IIM Lucknow
Amarjit Singh	M.A. Punjabi	Assistant Professor at Malwa Central College of Education for Women , Ludhiana Book published Pedagogy of Music for B.Ed Classes Qualified UGC-NET(Education) in December 2021 and UGC-NET (PUNJABI) in June 2022
Diksha Walia	ADHFWPE	Two Academic Publications one in International Journal of Scientific Research :-“ TRENDS OF VECTOR BORNE DISEASES IN DISTRICT PANCHKULA, HARYANA FROM 2011 TO 2021”, “A Retrospective study” and the second is Indian Journal of Health Research :-“A Cross Sectional Study among students of Panjab University to assess their Mental Health during the Ongoing Pandemic COVID-19”
Simran Kumari	M.A. History	First Prize in Photography in District Level Yuva Ustav-India@2047
Manvir Kaur	M.A. Sociology	A Youtuber, a political commentator and an opinion maker who share videos on social and political issues including problems in governance in Punjab through her YouTube channel 'Social Post by Manvir Kaur'
Vishal Kumar	ADLAN	UGC-NET December 2021, December 2022

EVENTS@CDOE 2024-25

Sports Meet

CDOE event underscores the vital importance of physical health for the distance learners, going beyond the academics, and thus aiming at a holistic development of theirs. In his inaugural address, the Chief Guest, Prof Y. P. Verma, Registrar of the University, highlighted that involvement in sports activities can lead to improved mental and physical well-being, leadership qualities and a valuable asset in job opportunities and careers. Guest of Honour, Prof Amit Chauhan, the Dean Student Welfare, wished everyone present a day filled with joy, appreciated the initiative of the Department and exhorted the students to embrace the spirit of friendly competition. Guest of Honour Prof Simrit Kahlon, DSW (Women), spoke on the relevance of sports, involving strenuous physical activities and mental resilience, in the present times of sedentary lifestyle and prolonged and extensive use of technology. Prof Harsh Gandhar, Director, CDOE, welcomed and introduced the Dignitaries and stressed that lessons learned from wins and loses alike contribute to personal growth and character development of the student participants. Prof Madhurima Verma added that success is not solely measured by the score but by the values embodied in the pursuit of excellence. Convener of the event Dr Purva Mishra and many faculty members including Dr Kamla, Dr Sucha Singh, Dr Anil, Dr Harmail Singh put their best to make the event a success. As many as one hundred and twenty students took part in the meet in several sports. The major events of the sport meet included 100 meters (men/women), 4x100 relay (men/women), long jump (men/women), 3 legged race (men/women), lemon and spoon race (men/women) and tug of war.



Hunar 2025 at CDOE Panjab University

The annual cultural and talent showcase, Hunar 2025, was successfully organized on March 5, 2025, at the Centre for Distance and Online Education (CDOE), Panjab University. The event witnessed enthusiastic participation from 150 students across various disciplines, providing a vibrant platform for them to exhibit their talents in diverse categories, thereby fostering creativity, confidence, and camaraderie among participants. The inaugural session commenced with a warm welcome to the dignitaries, faculty members, and students, followed by the lighting of the ceremonial lamp and the PU anthem. The event was graced by esteemed speakers, including Prof. Harsh Gandhar, Prof. Amit Chauhan, and Prof. Simrit Kahlon, who shared their insights on the significance of cultural and artistic expression in academic and personal growth. Students showcased their skills in multiple segments, including music, dance, drama, fine arts, literary events, and innovative performances, making the competition highly engaging. The highlight of the event was the overwhelming enthusiasm displayed by participants, demonstrating the rich pool of talent within the institution. The event concluded with a vote of thanks, acknowledging the efforts of the organizing committee, faculty members, and students whose dedication ensured the seamless execution of Hunar 2025. Winners were honored with certificates and trophies presented by Prof. Harsh Gandhar, Director of the Centre for Distance and Online Education (CDOE), in recognition of their exceptional performances. The success of the event reaffirmed the institution's commitment to fostering holistic development and encouraging students to explore their creative potential.



Vigilance Awareness Week observed at CDOE

The Centre for Distance and Online Education (CDOE), Panjab University, Chandigarh in collaboration with the Vigilance Cell, Panjab University organized two days programme during the "Vigilance Awareness Week" on October 28, 2024 and October 29, 2024 under the theme "Culture of Integrity for Nation's Prosperity". On the first day, the department conducted two sessions by Cyber Cell, Police Station, Sector-17, Chandigarh and Advocate Abhikaran Sharma on cyber safety, fostering a culture of cyber security awareness. . On the second day of Vigilance Awareness Week from October 28 to November 3, 2024, the Centre for Distance and Online Education (CDOE) at Panjab University, Chandigarh, continued its celebration under the theme "Culture of Integrity for Nation's Prosperity." The day's events included expert lecture, declamation contest, and poster-making competition, all aimed at fostering a spirit of vigilance and integrity. Prof. Harsh Gandhar, Director CDOE encouraged staff members to embrace values of discipline, punctuality, and accountability. Highlighting CDOE's role in supporting over twelve thousand distance learners, she likened the center to a "mini-university" in terms of its responsibilities. Addressing the audience, Prof. Geeta Bansal, the Chief Vigilance Officer of the university, emphasized the importance of "walking the talk" and appealed to CDOE staff to work with both dedication and transparency, especially in financial matters. The keynote speaker, Dr. Bhawana Gupta from the Department of Public Administration, Panjab University spoke on the significance of work ethics, stressing values like honesty, integrity, confidentiality, commitment, and adaptability. The students also displayed their enthusiasm and creativity through active participation in competitions such as declamation and poster-making. Prof. Supreet conducted the stage, while Dr. Kamala gave a vote of thanks. Dr. Purva Mishra, convener of the Students' Support Committee, coordinated the two day long event.



Rendezvous 2024: CDOE Alumni Meet Celebrates Achievements and Connections

The Centre for Distance and Online Education (CDOE), Panjab University, Chandigarh, hosted its annual Alumni Meet 2024 in its auditorium. The event brought together alumni from diverse fields such as poetry, dance, singing, filmmaking, business, administration, and academia. It was a vibrant celebration of achievements and connections, attended by superannuated faculty members, current students, and distinguished guests. The youngest Chief Guest, Mrs. Preeti Sabharwal, an IAS officer and Deputy Commissioner of Kaithal, Haryana, earned her master's degree in Economics from CDOE in 2024. She emphasized the significance of discipline for success and commended the role of teachers in nurturing this quality. Sharing her inspiring journey, she encouraged students to strive for excellence. Guest of Honour, Prof. R.K. Gupta, Vice-Chancellor of Maharaja Agrasen University, Baddi, reflected on his transformation from a former CDOE faculty member to a successful Vice-Chancellor. Other notable guests included Prof. Sanjay Kaushik, Dean of College Development Council; Prof. Latika Sharma, Dean of Alumni Relations; and Prof. Yojna Rawat, Director of the Research and Development Cell. They applauded the event as a bridge between generations. Prof. Harsh Gandhar, Director of CDOE, welcomed the dignitaries and highlighted the resilience and community-building values of CDOE students. Her visionary leadership and meticulous planning ensured the success of the event. The event also featured celebrated alumni such as film director Ojaswhee Sharma and Mr. Lokesh Sharma, Additional Director at O.P. Jindal University. Celebrity, Photographer and Astrologer, Dr. Maneeshwar Singh Kondal, an Engineer by profession, also graced the occasion and shared his illuminating experience with the audience. Former Chairpersons of CDOE and other eminent personalities also graced the occasion. The program included felicitation of young achievers, poetic recitations, musical performances, and inspiring speeches. The success of the event was attributed to the dedicated efforts of conveners Dr. Kamla, Dr. Parveen Kumar, Dr. Ravinder Kaur, Dr. Richa Sharma and PRO Dr. Purva Mishra, along with the non-teaching staff. Prof. Sheena Pall conducted the stage and Prof. Supreet Kaur delivered the vote of thanks.



CHASSCONG 2025



One-Day National Seminar On “Regional Realities And National Aspirations: Development Goals, Challenges, And Opportunities,”• With A Special Focus On North-Western India

Prof. R.S. Ghuman delivered the keynote address, offering an in-depth analysis of regional divisions at national and international levels. He emphasized the significance of equitable and balanced regional development in fostering national progress and mitigating the adverse effects of regionalism on a heterogeneous society. Prof. Yojna Rawat underscored the role of unity and integrity in national development, while Ms. Bhawna Gupta, IAS, highlighted the need to maintain a balance between nationalism and regionalism.

The seminar featured five technical sessions- two online and three offline-where approximately 80 research papers were presented. The discussions covered a wide range of issues, including development goals, NEP 2020, the marginalization of women, and Article 370.



CDOE, Panjab University, Hosts First-Ever Massive Job Placement Drive for Distance Learners

The Centre for Distance and Online Education (CDOE), Panjab University, Chandigarh, in collaboration with the District Bureau of Employment & Enterprises (DBEE), Mohali, organized its first-ever large-scale job placement drive and workshop for distance learners. The event catered to students from various disciplines, including BA, B.Com., MA, M.Com. and MBA, offering them employment opportunities across multiple sectors. A total of 14 companies participated in the drive, recruiting for industries such as banking, IT, BPO, Airlines and Tourism, Hospitality, Automobiles, and Human Resources. Some companies also offered work from-home options, with salary packages ranging from Rs.15,000 to Rs.35,000 per month. Out of 900 registered students, around 284 were shortlisted for interviews, with 143 securing immediate placement. The results of six companies will be announced after the second technical session. Under the visionary leadership of Prof. Harsh Gandhar, Director of CDOE, the event was meticulously planned and executed over several months. Prof. Rumina Sethi, Dean University Instruction (DUI), attended the event as the Chief Guest and lauded the department's efforts in generating employment opportunities for distance learners. Prof. Yojna Rawat, Director of the Research and Development Cell, was present as the Guest of Honour. Other Distinguished Guests included Prof. Meena Sharma, Director of the Central Placement Cell, Panjab University; Dr. Vineet Punia, Director of Public Relations; Mrs. Minakshi Goyal, Deputy Director, EGSC&T, Chandigarh; and Mr. Harpreet Singh Mansahia, Deputy Director, DBEE, SAS Nagar. Dr. Ravinder Kaur, Convener of the Placement Cell, played a crucial role in organizing the drive, supported by Prof. Sangeeta Malhotra, Prof. Geeta Bansal, Prof. Supreet Kaur, Dr. Kamla, Dr. Purva Mishra, Dr. Rajesh Kumar Jaiswal, Dr. Mritunjay Kumar and Mr. Gautam Behl. The dedicated efforts of the entire teaching and non-teaching staff ensured the smooth execution of the event. This successful placement drive marks a significant milestone for CDOE, strengthening its commitment to bridging the gap between academic learning and employability for distance learners. The initiative sets a strong precedent for future career oriented events, enhancing industry-academia collaboration at Panjab University.



Examination Centres and Codes

PROVISIONAL LIST OF EXAMINATION CENTRES

B.A./B.COM: Abohar, Bulhowal, Chandigarh, Dakha, Dasuya, Dharamkot, Dhudike, Doraha, Fazilka, Ferozepur Cantt., Ferozepur City, Garhdiwala, Garhshankar, Giddarbaha, Gurusar-Sudhar, Guru Teg Bahadur Garh, Haryana (Hoshiarpur), Hoshiarpur, Jagraon, Jalalabad, Kandhala Jattan, Karamsar (Rara Sahib), Khanna, Killianwali, 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 Urmr, Zira.

B.Lib. Science: Chandigarh, Ferozepur, Hoshiarpur, Ludhiana, Muktsar.

Advanced Diploma/Certificate Courses: Chandigarh, Ludhiana.

B.Ed.: Abohar, Chandigarh, Ferozepur, Gurusar-Sudhar, Hoshiarpur, Lapon, Ludhiana, Moga, Muktsar, Sidhwan Khurd, Rail Majra, Dhudike.

M.A.: (i) **Public Administration:** Chandigarh, Ludhiana.

(ii) **Other Subjects:** Abohar, Chandigarh, Ferozepur City, Gurusar- Sudhar, Hoshiarpur, Jagraon, Karamsar (Rara Sahib), Ludhiana, Muktsar, Sidhwan Khurd (Girls) Tanda Urmr.

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

M.B.A.: Chandigarh, Ludhiana, Hoshiarpur, Moga, Muktsar, Ferozepur

City Codes of Examination Centre

Dear Students, please use the following city codes while filling the Examination Form.

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

Universities Declared Fake by UGC

Note: The candidates who have passed/appeared in the qualifying examination from any of the following universities (declared as fake by the UGC) are ineligible, as these institutions have been derecognized by the Panjab University.

1. Christ New Testament Deemed University, #32-32-2003, 7th Lane, Kakumanuvarithoto, Guntur, Andhra Pradesh-522002 and another address of Christ New Testament Deemed University, Fit No. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh-522002
2. Bible Open University of India, H.No. 49-35-26, N.G.O's Colony, Visakhapatnam, Andhra Pradesh-530016.
3. All India Institute of Public & Physical Health Sciences (AIIPHS), State Government University, Office Kh. No. 608-609, 1st Floor, Sant Kripal Singh Public Trust Building, Near BDO Office, Alipur, Delhi-110036
4. Commercial University Ltd., Daryaganj, Delhi.
5. United Nations University, Delhi.
6. Vocational University, Delhi.
7. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, New Delhi - 110 008.
8. Indian Institute of Science and Engineering, New Delhi.
9. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, Delhi-110033.
10. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085
11. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.
12. St. John's University, Kishanattam, Kerala.
13. International Islamic University of Prophetic Medicine (IIUPM), Kunnamangalam Kozhikode, Kerala-673571
14. Raja Arabic University, Nagpur, Maharashtra.
15. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry-605009
16. Gandhi Hindi Vidyapith, Prayag, Allahabad, Uttar Pradesh.
17. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
18. Bhartiya Shiksha Parishad, Bharat Bhawan, Matiyari Chhat, Faizabad Road, Lucknow, Uttar Pradesh – 227 105
19. Mahamaya Technical University, PO-Maharishi Nagar, Distt. Gb Nagar, Opp. Sec 110, Sector 110, Noida - 201304
20. Indian Institute of Alternative Medicine, Kolkata.
21. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Builttech inn, 2nd Floor, Thakurpurkur, Kolkatta - 700063

Note: For updated list, please visit UGC website. (<https://www.ugc.gov.in/universitydetails/Fakeuniversity>)

Important Committees of HEI

The following are the important committees of Panjab University, Chandigarh:

1. Student Grievances Redressal Committee (SGRC)

<https://sgrc.puchd.ac.in/>

2. Anti Ragging Committee

<https://puchd.ac.in/anti-ragging.php>

3. Internal Complaints Committee

<https://puchd.ac.in/pucash.php?x>

The Students may approach for their grievances to these committees.

List of Holidays

List of Holidays for the Calendar Year 2025 to be observed by CDOE:

1. Muharram	July 06	Sunday
2. Independence Day	August 15	Friday
3. Janam Ashtami	August 16	Saturday
4. Agarsain Jayanti	September 22	Monday
5. Mahatma Gandhi Jayanti	October 02	Thursday
6. Dusshera	October 02	Thursday
	October 03	Friday
7. Birthday of Maharishi Balmiki Ji	October 07	Tuesday
8. Birthday of Sri Guru Ram Dass Ji	October 08	Wednesday
9. Diwali	October 20	Monday
	October 21	Tuesday
10. Birthday of Sri Guru Nanak Dev Ji	November 05	Wednesday
11. Martyrdom of Sri Guru Teg Bahadur Ji	November 25	Tuesday
12. Christmas Day	December 25	Thursday

Specimen for Certificates and Forms

Form of Application for Grant of Financial Assistance out of the Students Aid Fund

FORM- A

IMPORTANT NOTES:

The candidate must read the following instructions before submitting the 'Student Aid Fund' form at the time of admission for the session 2025-26

- A Students covered under self-finance courses are not entitled for availing Student Aid Fund**
- B** An affidavit duly attested by the Notary is not to be acceptable. Income Certificate from a competent authority which shall mean the Executive Magistrate, Tehsildar or the employer as the case may be is must for availing Student Aid Fund and Photocopy of Bank Passbook of the candidate.
- C** Those students who got re-appear in previous examination are not eligible for getting the financial assistance out of Student Aid Fund and will be charged the required fee from such students.
- D** These Students would be eligible for the Student Aid Fund **second time**, if he/she secured at least 50% marks in the previous examination.
- E** All those students who have not filled/ submitted the examination form for the session 2025-26 and who left the course in the session are not eligible for getting the financial assistance under 'Student Aid Fund'.
- F** Full fee will be charged from the Student Aid Fund at the time of admission and financial assistance will be provided to such students as per income slab.

ADMISSION BRANCH CDOE FOR VERIFICATION OF ADMISSION AND RESULT

Before the disbursement of Student Aid Fund an UNDERTAKING be obtained from each student of the department that he/she is not availing any scholarship/stipend financial assistance from the concerned department or any other sources. Moreover the same is to be certified by the Head of the department.

Name of Applicant _____ Man/Woman _____ Class _____

Enrl. No. _____ Session _____

Result: Previous Class _____ Roll No _____

Marks _____ Out of _____ Session _____

Dealing Clerk _____ Assistant _____ Superintendent _____ A.R. (Admission)

1. Have you got the benefit of Student Aid Fund, Yes/No _____ If Yes, Mention Amount _____
Receipt No _____ date _____

2. Name of Applicant _____ Man/Woman _____ Class _____
Enrl.No. _____ Previous Rollno and Marks (Sem I/III) _____
Out of _____ Session _____ Previous Rollno and Marks (Sem II/IV) _____
Out of _____ Session _____

3. a) Father's Name _____ Occupation _____

- b) Name of Guardian, if father not alive/self-dependent _____
4. Father's/guardian's monthly income from all sources _____
5. Total Number of dependents on applicant's/father/guardian (including oneself) _____
- 6 Details of the members of family including the applicant.

Name	Age	Relationship with the applicant	Monthly income if employed	Dependent

7. Total family income _____
8. a) Is the applicant drawing any scholarship/financial aid or assistance/stipend from any other source, mention _____
- b) If so indicate the amount being received, name the sanctioning authority and period up to which tenable: _____
9. Has the applicant applied for financial assistance /fee concession in the capacity of
- i) Brother/sister (if both studying in this department _____
- ii) Dependent son/daughter or University employee _____
- iii) Husband/Father permanently disabled or killed during action being member of (strike out which is not applicable).
- a) Defence Forces
- b) Para Military Forces
- iv) Any other capacity _____
10. Mention self-Bank Account No _____, IFSC Code _____ and PassBook/self Account Photocopy along with form.

(Signature and address of the applicant)

Date _____

Mobile No. _____

FOR OFFICE USE ONLY

Certified that the above Sr. No. 1 to 10 particulars have been verified and found correct.

i) Total number of dependents _____ ii) Total family members _____ iii) Eligible/not Eligible _____

Dealing Clerk

Assistant

Superintendent

Asstt. Registrar

Director, CDOE

FORM- B

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

*SPECIMEN OF AFFIDAVIT BY PARENTS FOR ONLY GIRL CHILD CATEGORY	
I _____ (name) father/mother of Miss _____ (full address to be given) resident of _____ do hereby, solemnly declare and affirm as under:—	
1. That I am a citizen of India.	
2. That Miss _____ born on _____ is girl child of the deponent.	
3. That the deponent has no male child.	
4. That the deponent has the following children and none else:	
(i) Name	(ii) Sex (iii) Date of Birth
5. That neither the deponent nor a fore named girl child of the deponent has obtained/availed the benefit granted under this category, in this University/Institute including its affiliated colleges.	
Place:	Deponent
Dated:	
<u>VERIFICATION</u>	
Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.	
Place :	Deponent
Dated :	

FORM- C

Very Important Note:

Students are advised to send the following certificate with each entry/article for various contests anecdote Magazine.

CERTIFICATE OF ORIGINALITY

I _____ S/o/D/o _____ Student of
Class _____ Enrolment No. _____ of the Centre for Distance and Online
Education, Panjab University, Chandigarh, hereby certify that this entry for Competition/Magazine for 2025-
26 entitled _____ is my original
composition which has not been published anywhere earlier.

Signature: _____

Name: _____

Class: _____ Enrl.No. _____

Address: _____

Date :

Place:

FORM- D

CHARACTER CERTIFICATE

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

Name of attesting authority
(in Block Letters)

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

**AT THE TIME OF ADMISSION, AFFIDAVIT/UNDERTAKING TO BE SUBMITTED BY THE SC
STUDENTS OF PUNJAB STATE, WHO APPLIED FOR POST MATRIC SCHOLARSHIP SCHEME
FOR THE SESSION 2025-26**

I _____ Son of/Daughter
_____ Sh. _____ Smt. _____
_____ R/o _____ do
hereby solemnly affirms and declares as under:-

- i. That I have taken admission in _____ (Class) vide Registration No. _____, Enrolment No. _____ in the Institute/Dept. of _____ Panjab University, Chandigarh for the Session 2025-26.
- ii. That I belong to Scheduled Caste category of Punjab State.
- iii. That I have not taken admission in any other course in the session 2025-26.
- iv. That I have not applied for Post Matric Scholarship in other course in 2025-26.
- v. That the annual family income of my parents /guardian from all sources is less than Rs. 2.5 lac.
- vi. That I want to avail the benefit of Post Matric Scholarship Scheme of Govt. of Punjab as per norms.
- vii. That I am not availing/availed any PMS for the same course or any other course of this University or any other University/Institute earlier. If availed PMS, the details is given below:-

For Old PMS	For New PMS
a. Old PMS ID: _____	a. New PMS ID: _____
b. Course: _____	b. Course: _____
c. Department _____	c. Department _____
d. University/ Institute _____	d. University/Institute _____
e. Session : _____	e. Session : _____

- viii. That I shall submit the prescribed Post Matric Scholarship form duly filled along with supporting documents before the due date.
- ix. That if I am unable to submit PMS on time form has been rejected by Welfare department of Punjab due to any reason, must pay the entire fee to the respective course.

FOR STUDENTS STUDYING IN SELF FINANCE COURSES:

that I shall deposit the balance fee of Rs. _____ (figure) and _____ (in words) (to be filled in by the concerned department) to my department immediately within 10 days after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Government, **failing which I shall be liable to pay balance fee with late fee charges as per University norms.**

FOR STUDENTS STUDYING IN NORMAL COURSES:

that I shall deposit the entire admission fee including Examination Fee. of Rs. _____ (in figure) and _____ (in words) (to be filled in by the concerned department) to my department after receiving Post Matric Scholarship amount in my Bank Account reimbursed by the Punjab Government within 10 Days, **failing which I shall be liable to pay balance fee with late fee charges as per University norms.**

Deponent

Signature of Parents/Guardian

DECLARATION /VERIFICATION

Certified that, I _____ Son/Daughter of
Sh. _____ Smt. _____ resident of
_____ do hereby solemnly affirm and declare that the information
/particulars given above are correct to the best of my knowledge and belief and nothing has been
concealed therein.

Signature of Parents/Guardian

Deponent

Mobile No: _____

Mobile No: _____

Undertaking to be submitted by students covered under Post Matric Scholarship (PMS) scheme

This undertaking must be submitted by the students before the start of examination of each semester and the concerned Head of the Department shall release the roll numbers of concerned students only after the submission of this undertaking.

I _____, S/o, D/o _____, a student of Department of _____, Course _____, Admission no _____ do hereby declare and undertake as under:-

1. I, being and eligible student for the PMS Scheme, has applied for the same vide application no. _____ year _____

2. That till the making of this declaration, I have received following amounts of scholarship under the PMS Scheme by way of direct credit to my Bank Account.

Sr. No.	Amount	Date of Credit	Whether Pb. Govt. Share or Centre Govt. Share

Note: i) if no amount has been received, the amount may be mentioned as NIL.

ii) In each successive undertaking the upto date status of receipt of scholarship (including those pertaining to earlier semester) shall be given.

3. That the amount so credit to my account has been deposited with the University towards my course fee, as per the following details:-

Sr. No.	Amount deposited with the University	University Receipt No. & date

That I undertake that as & when, any subsequent instalment is credited to my account, I shall deposit the same in the University Account towards my course fee within 7 days from the date of credit of account. I confirm that the above statement is true and nothing material has been concealed.

Signatures

(Name of the Student)

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
PANJAB UNIVERSITY, CHANDIGARH**

Application for refund of Tuition/Examination Fee/Excess Amount, if any

A. Particulars of the Applicant:

1. Name.....2. Father's Name.....(In Capitals)
3. Class.....4. Session.....5. Enrollment No.....
6. University Receipt No (Attach Fee Slip).....Dated..... Amount.....
(With which the amount was deposited)
7. Applicant Bank A/C No.IFSC Code
(Attach Passbook page bearing Account No and IFSC Code)
8. Amount of refund claim: Rs.....(Rupees.....)
9. Reason for claiming refund
.....
.....

Address of the Applicant /Candidate
.....
.....

Signature of the Applicant

Dated.....

Phone /Mobile No.....

B. (For use by the Department)

- I. 1. The particular at 'A' above have been Checked and found correct.
2. Nothing is due from the Applicant.
3. Remarks regarding admissibility of the Refund Claimed and put up once only.
.....
4. The refund of Rs..... may be allowed.

Sanction

D&C

IR

Fee Clerk

Asstt.

Supdt.

A.R

Director

C. Remarks by the fee checking Section (CDOE)

Fee Rs.....received vide Receipt No.....

Dated..... against enrollment No..... has been verified.

Tuition fee verification Clerk

Assistant Accounts

D. Pay order by Accounts Branch

Pay order by Audit

Pay Rs.....

In words

Budget Head.....

Refund Budget Provision Exists.....

Clerk

Asstt.

Supdt.

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
PANJAB UNIVERSITY, CHANDIGARH**

SESSION – _____

Application for refund of Library Security

A. Particulars of the application:

1. Name.....2. Father's Name..... (In Capitals)
3. Class.....4. Session.....5. Enrolment No.....
6. University Receipt No.....Dated..... Amount.....
(With which the amount was deposited)
7. Amount of refund claim: Rs..... (Rupees.....)
8. Reason for claiming refund
.....
.....

9. Bank A/C No.Name of the Bank

IFSC Code **(Attach the photocopy of first page of Bank Passbook)**

(The S/B Account should be in the name of the candidate)

Address of the Applicant
.....
.....

Signature of the applicant

Dated.....

Phone /Mobile No.....

B. (For use by the Department)

I

1. The particular at 'A' above have been
Checked and found correct.
2. The claim is in order.
3. Remarks regarding admissibility of the refund
Claimed.....
.....
4. The refund of Rs.....
may be allowed.

II

1. The Library Membership No.....
of the applicant has been cancelled
2. Nothing is due from the Applicant.

Asstt. Supdt. A.R.(CDOE) Director

Sr.Asstt./Library Clerk Asstt. Librarian

C. Pay order by Accounts Branch

Pay order by Audit

Pay Rs.....

Budget Head ...“Library Security”.....

Budget Provision Exists.....” **Yes**”

Clerk

Asstt,

Supdt,

Pay Order Verified

**CENTRE FOR DISTANCE AND ONLINE EDUCATION
PANJAB UNIVERSITY, CHANDIGARH
AFFIDAVIT/UNDERTAKING**

(on stamp paper worth Rs. 5/- duly attested by Oath Commissioner/Notary)

I _____ Son of/Daughter of _____ Age _____ years (having Aadhaar No. _____ Mobile No. _____ and email _____) am resident of _____ seeking admission in

Class/ Course / Department _____ of Panjab University, do hereby solemnly affirm and declare as under:-

1. That I would seek prior permission from the concerned authority of the University for organizing any protest, dharna or rally etc at the designated area for settlement of my genuine and justifiable grievances from the competent authority.
2. That I would organize the protest, dharna or rally etc for settlement of my genuine and justifiable grievances within the designated area i.e. Ground by the side of Police Chowki/Health Centre/Dispensary near market in the University Campus as notified by the Registrar vide notice bearing No. 122/R/DS dated 29.04.2022.
3. That I would not organize any protest, dharna or rally etc in the residential areas on both the campuses i.e. Sector-14 and 25 of the Panjab University, Chandigarh or any of the campuses of Institution/Centre etc or any on the constituent colleges/regional centres under the control of the Panjab University and would respect the residents of neighbourhood adjacent to the University campuses also.
4. That while raising slogans during demonstration etc, I would not create noise pollution and would follow the decibel standards prescribed by the administration, municipal corporation, police or any other prescribed authority so as to avoid any complaint by the other residents or employees etc present on the campus.
5. That I would not block any street, drive way or path way on and around the University Campus creating any hindrance in egress and ingress of students, employees, visitors etc in the University Campus as also various departments, offices, institutions etc located on any of the campuses under the control of Panjab University.
6. That I would not allow any outsider or stranger in the protests, dharnas or rallies in order to avoid any illegal activities or ugly scenes on the campuses under the control of Panjab University. If any, outsider or stranger is found in any protest, dharna or rally in which I am a participant, the University authorities would be free to hand over these outsiders and strangers to the police or any other authority as the case may be.
7. That I would not deface or cause damage to any of the properties of the Panjab University by pasting/erecting any stickers/banners/posters etc in any manner and if any such stickers/banners/posters etc of any party, students union, organization of which I am member, is found to be there, the Panjab University would be free to get the same removed at the cost and expense of the union/organization concerned.
8. That I will always wear my original identity card and on completion of my studies from the University I undertake to deposit my identity card with my department.
9. I will always use the vehicle which I have been authorized regarding which the University has issued parking sticker. The parking sticker will be affixed on that authorized vehicle.
10. I will not carry any fire arm, baseball bat, sword, knife, rod and any other such material which can be harmful for others.
11. That in case I am found to be violating any of the above conditions, or will fully participating in any act/demonstration/dharna/rally etc. by any student union or organization which is in violation of any of the above conditions, the Panjab University would be free and competent to debar me from appearing in any examination and on repeating the violation, my admission shall be liable to be cancelled. On further repeating the violation, my entry in any of the campuses under the control of the Panjab University would be banned and/or

I shall be derecognized by the University and ineligible to contest or participate in any election etc of the University.

Place:

Deponent

Date:

VERIFICATION:

Verified that the contents of my above affidavit/undertaking are true and correct to my knowledge and I hereby undertake to comply all the above conditions and violation of any or all conditions may invite the action against me by the competent authority of Panjab University.

Place:

Deponent

Date:

FEE CONCESSION FOR UNIVERSITY EMPLOYEE/WARDS/DEFENCE PERSONNEL/WARDS/BLIND PERSON/KILLED IN 1984 RIOTS & TERRORISTS VIOLENCE VICTIMS IN PUNJAB STATE

Name of the Candidate

Father's Name

Weather (1) University Confirmed employee (2) Defence Forces or Para Military Forces permanently disabled /killed in 1984 RIOTS (3) Blind Student (4) Terrorist Violence Victims in Punjab State ☐

Name of Employee

Designation

Deptt./Branch

Name of the Dependent/wife/son/ daughter/minor brother/sister of University Confirmed Employee

His/Her Enrolment No. Class Session

Total pay per mensum (for PU employee only)

If brother/sister is also studying in the Department : (Yes/No) Y/N ☐

Name

His/Her Enrolment No. Class Session

Para Military/Defence Unit

Signature Head of the Branch/Deptt./Officer Commanding of Unit
/C.M.O./Deputy Commissioner(with stamp and seal)

Signature of Employee

Date

DISQUALIFICATION

Candidate, if any disqualification was on in any University Examination or if any enquiry is pending in case of alleged use of unfair means etc say (Yes/No) Y/N ☐ if yes, mention

Name of Exam/Class Name of the University/Board

Year/Session Roll No.

Disqualification Period Years