

University School of Open Learning Panjab University, Chandigarh



Celebrating 50 years of Academic Excellence

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Note: Please read the [Main USOL Prospectus-2021](#) carefully for rules and regulations and all the other important information

Website for Online Admission:	www.usoladmissions.puchd.ac.in
Date of Start of Online Admission:	11th September, 2021
Last Date for Deposit of Fee through Post office:	15th November, 2021
Last Date for Deposit of Fee through Online mode:	15th November, 2021
Last Date for completing Online Admission process:	18th November, 2021

Please address your queries to:

Chairperson
University School of Open Learning
Panjab University, CHANDIGARH - 160014

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

The Faculty

Prof. (Dr.) Madhurima Verma
Chairperson

COORDINATORS FOR ADVANCE DIPLOMA COURSES

ADV. DIPLOMA IN COMPUTER APPLICATIONS

1. Mrs. Rohini Sharma,
Coordinator
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Email.:chairpersondcsa@pu.ac.in

ADV. DIPLOMA IN STATISTICS

1. Dr. Richa Sharma
Co-coordinator
Ph. 253-4316
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ADV. DIPLOMA IN HUMAN RIGHTS AND DUTIES

1. Prof. Emanuel Nahar,
Coordinator
Ph. 253-4396
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ADV. DIPLOMA IN HEALTH, FAMILY WELFARE AND POPULATION EDUCATION

1. Mr. Sucha Singh,
Coordinator
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ADV. DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING

1. Dr. Shiv Kumar,
Coordinator
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ADV. DIPLOMA IN GUIDANCE AND COUNSELLING

1. Dr. (Mrs.) Kuljeet Kaur Brar, M.A., M.Ed., Ph.D.
Coordinator
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Email.:brarkuljeet@gmail.com

ADV. DIPLOMA IN MASS COMMUNICATION

1. Prof. Sumedha Singh
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2. Mr. Sunil Dutt,
Assistant Coordinator
Ph. 253-4303
Email.:sunil@pu.ac.in

ADV. DIPLOMA IN DISASTER MANAGEMENT AND COORPORATE SECURITY

1. Prof. Meena Dutta, M.A. Pol Science, Defence Studies, Gandhian & Peace Studies, Ph.D.
Coordinator
Ph. 253-4313
Email.:meenadcs@yahoo.co.in

ADV. DIPLOMA IN PHOTOGRAPHY

1. Mr. Jeesu Jaskanwar Singh
Coordinator
Ph. 253-4317
Email.:jeesu.education@gmail.com

ADV. DIPLOMA IN SOCIAL WORK

1. Prof. Madhurima Verma
Coordinator
Ph. 253-4279
Email.: madhurimasoc@pu.ac.in

ADV. DIPLOMA IN EDUCATIONAL MANAGEMENT AND LEADERSHIP

1. Dr. (Mrs.) Kuljeet Kaur Brar,
Coordinator
Ph. 253-4317
Email.:brarkuljeet@gmail.com

Important Dates

Starting Date of Admission is 10th September, 2021

1. Schedule for Online Admission for advance diploma courses in USOL (except for advance diploma in guidance and counselling) without any late fee

- (a) Last date of generating fee challan for Post office : 15th November, 2021(Monday)
- (b) Last date of deposit of fee:-
 - (i) Through Post-Office : 15th November, 2021(Monday)
 - (ii) Netbanking/Debit/Credit Cards : 15th November, 2021(Monday)
- (c) Last date of completing online admission process : 18th November, 2021(Thursday)
- (d) Last date of sending hard copy of Online Admission cum Examination Form (along with documents) to USOL : 22nd November, 2021(Monday)

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

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

- (i) Last date of filling up the examination form: March 2022 (Tentative)*
- (ii) Last date of deposit of fee for even semester March 2022 (Tentative)*

* Exact dates will be notified later on.

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

Advance Diploma in Computer Applications (ADCA)

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

Eligibility

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

1. Bachelor's Degree of Panjab University Under 10 +2 +3 system of examination with at least 50% marks in any discipline. **OR**
2. B. Tech / B.E. **OR**
3. B.Voc (Software Development, B.Voc (Hardware and Networking) & B.Voc Multimedia (Graphic & Animation) course **OR**
4. Any other Examination recognized by the Syndicate as equivalent to 1 and 2 above.

Course Structure

Semester- I		Semester- II	
Paper Code	Paper Name	Paper Code	Paper Name
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.

Assignments

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

PCP Dates

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

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

Fee & Fee Code: C0110

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

Contact

**Coordinator: Mrs. Rohini Sharma,
Dept. of Computer Science and Applications, Panjab University,
Ph. 253-4075
Email.:chairpersondcsa@gmail.com**

Advance Diploma Course in Disaster Management and Corporate Security

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

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

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

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Eligibility

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

Course Structure

This course offers 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-voca will be held in department of defence studies USOL only.

Subjects

Semester -1

Paper 1- Disaster Management –Conceptual Framework

Paper II- Human Resource Management

Paper III- Disaster Security Planning

Semester -2

Paper IV- Dynamics of Corporate Security

Paper V- Security Awareness Programmes in Corporate

Paper VI- Project Report + Viva-voca

Course Format

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

Duration – One Year

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

Medium of Instruction

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

PCP Dates

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

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

Assignments

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

Fee & Fee Code: C0230

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

Contact

Course Coordinator: Prof. Meena Dutta
Mob no- 91- 09417920594
Office: Defence and Strategic Studies, USOL, P.U, CHD.
Phone No:- 0172-2534334
Email- meenadcs@yahoo.co.in

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Advance 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 Advance 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.

- [Objectives](#)
- [Course Modalities](#)
- [Eligibility](#)
- [Course Structure](#)
- [Teaching Learning Process](#)
- [PCP](#)
- [Fee](#)
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Objectives

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.

Course Modalities

Duration of the Course: One Year (Two semesters)

Eligibility

Graduation in any stream with minimum of 50% marks or any other equivalent examination recognized by Panjab University, Chandigarh.

Course Structure

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)

Teaching Learning Process

The course consists of mandatory Personal Contact Programme (PCP), Assignments and Project. The learning materials shall be provided in **Self Learning Mode (SLM)** format. The Assignments for theory papers are compulsory. The students are required to complete the assignments and submit the same within the stipulated period.

Project Report

Students are required to submit Project which will be evaluated in second semester and viva exam will be conducted for the same.

Medium of Instruction

The medium of instructions will be English.

Personal Contact Programme (PCP)

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

Fee & Fee Code: C0280

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

Practical Fee: - 1500/-

Contact

Course Coordinator: Dr. (Mrs.) Kuljeet kaur Brar
Room No. 406, Third Floor, Department of Education, USOL
Contact No. 0172- 2534317
Email.: coordedu@pu.ac.in, brarkuljeet@gmail.com

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Advance Diploma in Guidance and Counselling

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About the Course

Course Objectives

This course aims at

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

Course Duration: One Year

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

Number of Seats

75

Eligibility

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

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

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

Admission Procedure

ADMISSION CRITERIA

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

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

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

ADMISSION PROCEDURE

The candidates are required to follow the steps given below:

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

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

Step 3: Note down your login id and password.

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

Step 5: Complete your form by uploading your latest passport size photograph and signature latest by October 11, 2021.

Step 6: Download and Print the filled Application form.

Step 7: Send printed copy of Application form along with required documents to The Chairperson, University School of Open Learning, Panjab University, Chandigarh-160014 through registered post latest by October 13, 2021.

Step 8: Check the Provisional Merit list to be displayed on the website on October 19, 2021.

Step 9: Check the Final Merit list to be displayed on the website on October 21, 2021.

Step 10: Pay the fees for first semester. **Remember that your admission will be confirmed only after you deposit the course fee.**

Course Structure

Course Curriculum

The course curriculum will be the exactly the same as approved by syndicate of Panjab University for Advance 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

Examination

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

PCP Dates

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

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

Fee & Fee Code: C0250

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

Contact

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

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

Contact No. 0172- 2534317

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

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Advance Diploma in Health, Family Welfare and Population Education

The Advance 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.

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- [Teaching - Learning Process](#)
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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

Teaching-Learning Process

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

Assessment

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

Medium of Instruction

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

Medium of Examination

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

PCP Dates

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

Fee & Fee Code: C0140

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

Contact

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

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Advance Diploma in Human Rights and Duties

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

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Eligibility

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

Course Structure

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

Note:

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

Internal Assessment/ Assignments:

1. **There will be an internal assessment of 20 marks in each paper, which is based on MCQ's (online mode) for USOL students.**

2. No assignment will be accepted after the last date. The students are required to submit one assignment for each paper for internal assessment during the course of study.
3. The students are, therefore, advised in their own interest to submit all the assignments positively by the respective due date.

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

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

The courses are offered according to the following scheme:

Semester- I

All papers are compulsory:

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

Semester- II

All papers are compulsory:

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

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

Teaching - Learning Process

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

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

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

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

PCP Dates

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

Fee & Fee Code: C0120

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

Contact

Course Coordinator: Prof. Emanuel Nahar

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

Contact Number: 01722534332

E-mail: coordpolsci@pu.ac.in

Advance Diploma in Library Automation and Networking

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

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Eligibility

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

OR

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

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

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

Course Structure

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

Semester- I

Paper Code Title of the Paper

(LAN-01)	Basics of Computers and Network Technology
(LAN-02)	Library Automation

(LAN-03) Computer Practical-1

Semester- II

(LAN-04) Information Systems

(LAN-05) Digital Library and Content Management

(LAN-06) Computer Practical-2

For Reappear Students

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

PCP Dates

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

Fee & Fee Code: C0130

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

Contact

Coordinator: Dr. Shiv Kumar,

Contact No: 253-4769

E-mail: shivpuchd@pu.ac.in

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Advance Diploma in Mass Communication

This one-year Advance 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.

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Eligibility

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

Course Structure

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

Semester- I

- 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.

Teaching - Learning Process

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

PCP Dates

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

Fee & Fee Code: C0100

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

Contact

Coordinator: Prof. Sumedha Singh

Contact No :253-4634

Email.:scs@pu.ac.in

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Advance 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, Free 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 real 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.

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

Course Duration

The participant can complete the Advance Diploma in Photography (AGDP) in one year with semester system (two semesters).

Objectives

This course is ideally suited for people who want their career in photography. The students of Advance Diploma in Photography will gain mastery in various aspects of Photography. The programme objectives are given below:

a) Technological Knowhow:

The students will gain mastery in using camera equipment, studio lighting, display of photographs, and role of; composition, exposure, shutter speed, aperture, etc.

b) Visual Awareness:

The students will develop visual sensibility and appreciation for visual language of photographs by capturing aesthetic compositions.

c) Historical Background:

The programme will empower the students with knowledge of the history and correlation of the photography and of the other fine arts.

d) Creative Pursuits:

The programme will provide highest level of education in Photography to produce competent, creative and imaginative Photographers who follow their creative pursuits.

e) Vocational Skills:

The programme will provide the students with basic vocational skills and help them in getting a job as a professional photographer.

f) Skilled Technical Manpower:

The programme will provide skilled technical manpower and an intellectual pool to fulfil the rising demands of the nation.

g) Inculcate Values:

The programme will inculcate in the student courage and integrity, and understanding of the requirements and aspirations of the society.

Eligibility

The minimum qualification for the admission in this course shall be

1. Bachelor's Degree with at least 50% marks in any discipline from a recognized University.
2. Who appeared under semester system for undergraduate courses and has up to two re-appears in Semester- III, IV, V & VI is also allowed to take admission under semester system in ADP.

Course Structure

Advance Diploma in Photography (AGDP) 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:

Subjects

Semester -1	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

Teaching Learning Process

The course consists of Personal Contact Programme (PCP), Assignments and two Practical. 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.

Personal Contact Programme (PCP)

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

Fee & Fee Code: C0270

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

Practical Fee: - 1500/-

Contact

Course Coordinator: Mr.Jeesu Jaskanwar Singh
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Advance Diploma in Social Work

The main purpose of this Programme in Social Work is to develop and disseminate knowledge, skills and values through education, field training and research necessary for promoting, maintaining and improving the functioning of individuals, families, groups, and communities existing in the society. Since, social work is a practice based profession; hence, the courses offered are of vital significance in overall learning process of the students. Under this programme, students will be studying three papers central to social work profession, one based on the field work practicum in social work.

The programme in social work help the students in developing their skill base for getting employment or initiating self-employed opportunities in welfare, development and allied sectors. Basically, social work is the applied stream of social science, which provides its students planned opportunities to apply theory in actual field situations, which in turn enhances their learning. Hence, these applied courses are value addition to the students of social work in strengthening their knowledge and skills and bringing high quality standards in practice learning. Thus, the expected outcome of this programme is to produce well trained and skilled professional social workers aligned with national and international work ethos.

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

Course Duration

The participant can complete the Advance Diploma in Social work (ADSW) in one year with semester system (two semesters). This course offers 4 papers (3 theory papers and 1 Dissertation paper).

Eligibility

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

1. Bachelor's Degree with at least 50 % marks in any discipline from a recognized University.
2. Who appeared under semester system for undergraduate courses and has up to two re-appears in Semester- III, IV, V & VI is also allowed to take admission under semester system in ADSW.

Course Structure

The ADSW course has eight papers and will be offered during the first and second Semesters of the program. All of these courses are compulsory for all the students. 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), while 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

Teaching Learning Process

The course consists of Personal Contact Programme (PCP), Assignments and two Practical. 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.

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

Dissertation

There is one paper of dissertation. Student will submit dissertation which will be evaluated and viva exam will be there.

Medium of Instruction

The medium of instructions will be English.

Personal Contact Programme (PCP)

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

Fee & Fee Code: C0260

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

Practical Fee: - 1500/-

Contact

Coordinator: Prof. Madhurima Verma,

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Email:-*madhurimasoc@pu.ac.in*

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Advance Diploma in Statistics

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

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

Eligibility

The admission to course shall be open to any person

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

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

Course Structure

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

Semester I

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

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

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

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

Final Examination : 80 marks

Internal Assessment: 20 marks

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

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

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

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

Project Report : 50 marks
Viva : 50 marks

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

Teaching-Learning Process

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

Medium of Instruction & Examination

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

PCP Dates

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

Fee & Fee Code: C0160

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

Contact

Course Coordinator: Dr. Richa Sharma
Office: Room No. 431 and 433, 3rd Floor, Department of Statistics, USOL, P.U.
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PERSONAL CONTACT PROGRAMME

Personal Contact Programme (PCP) for Session 2021-22 for the students of Advance Diploma courses of USOL is going to start w.e.f 08.11.2021. Any change in schedule will be intimated to you on USOL website. The details of Personal Contact Programme are as under:-

Keep visiting USOL website www.usol.pu.ac.in for PCP schedule and other updates.

Course	Semester –I	Semester -II
Advance diploma in Computer Application	16-11-2021(Tue) to 25-11-2021(Thu)	19-04-2022(Tue) to 28-04-2022(Thu)
Advance Diploma in Disaster Management & Corporate Safety	08-11-2021(Mon) to 12-11-2021(Fri)	11-04-2022(Mon) to 15-04-2022(Fri)
Advance Diploma in Educational Management & Leadership	21-12-2021(Tue) to 30-12-2021(Thu)	21-03-2022(Mon) to 30-03-2022(Wed)
Advance Diploma in Guidance & Counseling	14-12-2021(Tue) to 23-12-2021(Thu)	14-03-2022(Mon) to 23-03-2022(Wed)
Advance Diploma in Health Family Welfare & Population Education	08-11-2021(Mon) to 12-11-2021(Fri)	25-04-2022(Mon) to 29-04-2022(Fri)
Advance Diploma in Human Rights & Duties	25-11-2021(Thu) to 29-11-2021(Mon)	21-03-2022(Mon) to 25-03-2022(Fri)
Advance Diploma in Library Automation & Networking	08-11-2021(Mon) to 12-11-2021(Fri)	21-03-2022(Mon) to 25-03-2022(Fri)
Advance Diploma in Mass Communication	08-11-2021(Mon) to 12-11-2021(Fri)	04-04-2022(Mon) to 08-04-2022(Fri)
Advance Diploma in Photography	22-11-2021(Mon) to 06-12-2021(Sun)	07-02-2022(Mon) to 21-02-2022(Mon)
Advance Diploma in Social Work	13-12-2021(Mon) to 17-12-2021(Fri)	25-04-2022(Mon) to 29-04-2022(Fri)
Advance Diploma in Statistics	08-11-2021(Mon) to 12-11-2021(Sun)	11-04-2022(Mon) to 15-04-2022(Fri)

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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	Semester-II	Fee Code
		(Amt. in Rs.)	(Amt. in Rs.)	
1.	ADCA (I & II Semester)	18494	12435	C0110
2.	ADDM&CS (I & II Semester)	12235	3955	C0230
3.	ADEM&L (I & II Semester)	12360/-	4205/-	C0280
4.	ADGC (I & II Semester)	12235	3955	C0250
5.	ADHFWPE (I & II Semester)	10970	5145	C0140
6.	ADHRD (I & II Semester)	10970	5145	C0120
7.	ADLAN (I & II Semester)	12235	3955	C0130
8.	ADMC (I & II Semester)	10598	5090	C0100
9.	ADP (I & II Semester)	12360/-	4205/-	C0270
10.	ADSW (I & II Semester)	12360/-	4205/-	C0260
11.	ADST (I & II Semester)	10510	4760	C0160

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

- 1) Continuation Charges= Rs. 100/- (To be paid by only those candidates who are already registered with this University).
- 2) Registration Fee= Rs. 200/- (To be paid by those candidates who are not already registered with Panjab University).
- 3) Eligibility Fees= Rs. 75/- (To be paid by those candidates who have passed the lower examination from the University/Board other than Panjab University).
- 4) Migration Fees= Rs. 400/- (To be paid by those candidates who have passed lower examination from other University and Boards except CBSE, ICSE, PANJAB, HARYANA & HIMACHAL BOARD).
- 5) Special Fees = Rs. 275/- (To be paid only by those candidates who apply for admission from a place outside the jurisdiction of PU (i.e. Distt. Ludhiana, Hoshiarpur, Moga, Muktsar, Tehsil of Faridkot, Ferozepur, and Chandigarh are in jurisdiction of Panjab University).
- 6) 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/-.

Mode of Payment Only for Balance fee, if any:

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

- Fee can be deposited in cash at State Bank of India, PU Extension Counter, Administrative Block, Panjab University, Sector 14, Chandigarh or at any Post Office all over the Country.
- Fee can also be deposited through 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 USOL, 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. Even Semester), 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 of the fee paid by him/her.
- (i) Wherever refund is permissible, the application must reach within three months of the date of issue of the letter by USOL in this behalf failing which the request will not be entertained.



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